

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
BOARD OF EDUCATION - REGULAR MEETING  
WEDNESDAY, DECEMBER 11, 2019  
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

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

**AGENDA**

**I. CALL TO ORDER**

Jim Bednar, Board President, calls the meeting to order.

**II. PLEDGE OF ALLEGIANCE**

**Representatives from the MacArthur and Sullivan First Lego League Robotics Teams were invited to lead us in the pledge and share their experiences with the Board. The middle school competition was held on 12/7 and the Sullivan competition will be held on 12/14.**

**III. ROLL CALL**

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

ABSENT: No one

ALSO PRESENT: Dr. Don Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent of Instruction, and Mrs. Amy McPartlin, Chief School Business Official

**IV. RECOGNITION OF VISITORS**

**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.**

**V. COMMUNICATIONS - INFORMATION**

- |                                      |    |
|--------------------------------------|----|
| A. Arlington Ridge Center Invite     | 8  |
| B. Wheeling Township Thank You note. | 9  |
| C. Thank You note                    | 10 |
| D. Thank you note                    | 11 |

**VI. COMMITTEE REPORTS - INFORMATION**

- A. Building and Sites  
**Jim will report.**
- B. Policy  
**Kevin will report.**
- C. Community Relations  
**Brian will report.**
- D. N.S.S.E.O.  
**Carol will report.**
- E. Finance  
**Mari-Lynn will report.**
- F. Negotiations  
**Jim will report.**

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**We will discuss negotiations in closed session to tonight.**

**VII. CONSENT AGENDA - ACTION**

**The consent agenda includes state reports, the Annual Statement of Affairs and the Annual Immunization Compliance Report, the minutes from the regular board meeting, minutes of November 13, 2019 and executive session on November 13, 2019, and a property disposal.**

**I move to approve the consent as presented.**

A. Approval of the Regular Meeting Minutes of November 13, 2019. 12

B. Approval of the Executive Session Meeting Minutes of November 13, 2019. 20

C. Annual Immunization Compliance Report 23

**The Annual Immunization Compliance Report is filed with ISBE and shows 99.5% compliance. Our nurses track and document immunization records and exemptions while supporting parents to access required services. At the time of the reporting, 6 students were excluded due to noncompliance. Those students are now in compliance and no longer excluded.**

D. Annual Statement of Affairs 24

**The Annual Statement of Affairs is required annually. It must be posted on the District's website and published in a local newspaper. The Annual Statement of Affairs is a summary statement of operations of the District reporting monies received by the District, monies spent by the District and paid to personnel by the District.**

E. Approval to Dispose of Surplus Equipment 37

**VIII. FINANCIAL REPORT - ACTION** 40

**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.**

**IX. PUBLIC HEARING REGARDING 2019 TAX LEVY** 85

**President: "On November 13, 2019 the Board of Education adopted an estimated tax levy for 2019 as developed by the Finance Committee. At this time the Board wishes to conduct a Truth-in-Taxation Public Hearing for the purpose of allowing anyone to address the Board regarding the 2019 Certificate of Tax Levy."**

**OPENING: "May I please have a motion to open the Public Hearing on the 2019 Certificate of Tax Levy?"**

**Motion: I move to open the Public hearing on the 2019 Certificate of Tax Levy.**

**Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Time: \_\_\_\_\_ Voice Vote: \_\_\_\_\_**

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**PRESIDENT: “Is there anyone who wishes to address the Board?”**

**CLOSING: “May I please have a motion to close the Public Hearing on the 2019 Certificate of Tax Levy?”**

**Motion: I move to close the Public Hearing on the 2019 Certificate of Tax Levy.**

**Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Time: \_\_\_\_\_ Voice Vote: \_\_\_\_\_**

**X. SUPERINTENDENT'S REPORT**

A. Math Curriculum Adoption Update - **INFORMATION** 92  
**Dr. Zaher will provide an update to the Board on the current Curriculum work of the District.**

B. Extended Day Program Fee Review - **INFORMATION** 94  
**Mrs. McPartlin and EDP Director Kris Lebrecht prepared an overview of program enrollment and services. At this time, administration is not recommending an increase in fees for the 2020-21 school year. A presentation will not be made, but Board members should feel free to ask questions if necessary.**

C. Freedom of Information Act Response - **INFORMATION**  
**The following Freedom of Information requests were made in accordance with the Freedom of Information Act.**  
1. SmartProcure FOIA - 11.12.19 96

D. Approval of Annual Insurance premium for Property and Liability Coverage with SSCIP - **ACTION** 149  
**Annually, the Board is asked to approve the payment of the premiums for property and liability insurance. The attached documents are provided by our provider as supporting information.**

**I move to approve the 2019 Premium for the District's property and liability insurance with SSCIP, the school district's insurance cooperative.**

E. Adoption of 2019 Tax Levy - **ACTION** 152  
**At the November 2019 meeting of the BOE, a presentation was made and the tentative levy for 2019 was approved. Tonight the Administration recommends approval of the 2019 Tax Levy as presented.**

**I make a motion to approve the 2019 Tax Levy as presented.**

F. Buildings and Grounds Update - **ACTION** 158  
**Director of Buildings and Grounds, Brian Rominski, will present an overview of the projects and timelines for anticipated work to be completed across the District in Spring/Summer 2020.**

**I move to direct District Administration to develop, release, and receive public bids and**

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**AGENDA**

**proposals for 2020 capital projects as presented.**

**XI. RECOGNITION OF VISITORS AND 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. Triple I Conference 2019 - DISCUSSION**

**Attendees are invited to share any feedback from their experience at the annual conference and highlights from sessions.**

**XIII. NEW BUSINESS**

**A. Policy 1st Read - DISCUSSION**

- |  |     |
|--|-----|
|  | 163 |
| 1. 2:20 Powers and Duties of the Board of Education; Indemnification<br>Legal Update - No substantive change in practice.  | 213 |
| 2. 2:70 Vacancies on the Board of Education - Filling Vacancies<br>Legal Update - No substantive change in practice.   | 215 |
| 3. 2:100 Board Member Conflict of Interest<br>New language that prohibits Board Members from participating in the selection, award or administration of a contract if s/he has a conflict of interest.                       | 216 |
| 4. 2:105 Ethics and Gift Ban<br>New language regarding complaints of sexual harassment filed against School Board members. Recommend assigning Board President the responsibility of assigning the independent investigator. | 218 |
| 5. 2:110 Qualifications, Term, and Duties of Board Officers<br>Expands responsibility of Board President to assign an outside investigator if a complaint of sexual harassment is made against a Board Member.               | 222 |
| 6. 2:200 Types of Board of Education Meetings<br>Expands Closed Session exceptions to include discussions of contractors and volunteers under "personnel" discussions in certain instances.                                  | 224 |
| 7. 2:220 Board of Education Meeting Procedure<br>Legal Update: No substantive change to practice.  | 227 |
| 8. 2:260 Uniform Grievance Procedure<br>Now includes grievances filed against Board Members.   | 230 |
| 9. 4:15 Identity Protection<br>Expands data privacy responsibilities to GATA grant recipients and contractors.   | 233 |
| 10. 4:30 Revenue and Investments<br>Legal Update: No substantive change to practice.   | 237 |

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- |  |     |
|--|-----|
| 11. 4:60 Purchases and Contracts   | 240 |
| Legal Update: No substantive change to practice.   |     |
| 12. 4:80 Accounting and Audits   | 242 |
| New procedures for setting capitalization threshold. We will work with our auditors on this.   |     |
| 13. 4:150 Facility Management and Building Programs  | 245 |
| New legal reference.   |     |
| 14. 5:10 Equal Employment Opportunity and Minority Recruitment   | 247 |
| Now includes equal employment rights to victims of gender violence.  |     |
| 15. 5:20 Workplace Harassment Prohibited   | 249 |
| Expanded definitions of harassment and new required trainings.   |     |
| 16. 5:20-E Exhibit - Resolution to Prohibit Sexual Harassment  | 252 |
| Upon approval, the Board will adopt the attached resolution.   |     |
| 17. 5:30 Hiring Process and Criteria   | 253 |
| Numerous changes to practice for recruitment and hiring. Legal counsel advices NOT to preserve the exceptions and answer "no" to the question.   |     |
| 18. 5:50 Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition   | 256 |
| LOTS here. The District still maintains the right to monitor employee performance and "impairment". New requirements for notification and reporting. Recommend adding the phrase "on call status" but need to discuss modification of job descriptions for applicable employees. |     |
| 19. 5:90 Abused and Neglected Child Reporting  | 260 |
| Expanded and strengthened requirements for reporting, training, and discipline of negligent employees. Also develops new procedures for working with the Children's Advocacy Center to investigate claims.   |     |
| 20. 5:100 Staff Development Program  | 263 |
| New training requirements.   |     |
| 21. 5:120 Employee Ethics; Conduct; and Conflict of Interest   | 265 |
| Defines conflict of interest related to GATA and approval of contracts. Legal Update: No substantive change to practice.   |     |
| 22. 5:200 Terms and Conditions of Employment and Dismissal   | 267 |
| Legal Update: No substantive change to practice.   |     |
| 23. 5:220 Substitute Teachers  | 268 |
| Legal Update: No substantive change to practice.   |     |
| 24. 5:250 Leaves of Absence  | 269 |
| New language allowing leaves for employees under specific situations.  |     |
| 25. 5:290 Employment Termination and Suspensions   | 271 |
| Legal Update: No substantive change to practice.   |     |
| 26. 5:330 Sick Days, Vacation, Holidays, and Leaves  | 273 |

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- Legal Update: No substantive change to practice.
27. 6:20 School Year Calendar and Day 276  
Legal Update: No substantive change to practice.
28. 6:60 Curriculum Content 277  
New curriculum requirement for "civics", character education, roles and contributions of LGBTQ, and Illinois history. Recommend answering "no" to the question of adding a course on hunting safety.
29. 6:150 Home and Hospital Instruction 279  
Legal Update: No substantive change to practice.
30. 7:20 Harassment of Students Prohibited 280  
Expanded requirements related to harassment and abuse reporting and follow up.
31. 7:150 Agency and Police Interviews 283  
Significant changes to our procedures related to police interviews. We have already modified our practices to be in compliance with this policy.
32. 7:270 Administering Medicines to Students 285  
New requirements for documentation of self-administered medications. New ability to obtain an undesignated glucagon prescription, but must be implemented. New language related to medical cannabis use and oversight. Recommend answering "yes" that the District will pursue obtaining an undesignated glucagon prescription.
33. 8:30 Visitors to and Conduct on School Property 289  
Legal Update: No substantive change to practice.  
References updated due to medical cannabis.  
Need to answer question related to narrowing individuals' rights to participate in District/School events. Recommend answering "no".

**XIV. EXECUTIVE SESSION**

**I move we adjourn to Executive Session for matters regarding negotiations, litigation and personnel. There will be no action after Executive Session.**

- A. Collective Negotiations -- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.  
**We will discuss timeline and parameters for our upcoming SEIU Contract negotiations.**
- B. 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.  
**The Board will discuss the timeline and process for the Superintendent Evaluation.**

**XV. OPEN SESSION**

**XVI. ADJOURN**

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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.

PLEASE  
JOIN US

THE  
**BIG**  
REVEAL

DATE:  
DEC 19, 2019

TIME:  
6PM-8:30PM



ARLINGTON RIDGE CENTER

660 N. RIDGE AVE., ARLINGTON HEIGHTS, IL 60004

DEAR FRIENDS AND  
PARTNERS...



INTRODUCING THE NEW  
**ARLINGTON RIDGE CENTER.**

Please join our Park Board of Commissioners, and Staff as we unveil our newest recreation building, under a new name, and offering an all new aquatics, athletics, and fitness experience in Arlington Heights. Be among the first to take a tour, and learn about the new amenities that have elevated the former Olympic Indoor Swim Center into a centrally-located, multi-sport, and multi-generational space in town committed to the health and wellness of our residents.

DATE: THURSDAY, DEC 19, 2019  
TIME: 6PM-8:30PM  
PLACE: 660 N. RIDGE AVE.,  
ARLINGTON HEIGHTS, IL

6PM-7PM Tour the building  
7PM Welcome remarks by Park Board  
7:15PM Presentation of  
Lasting Legacies Wall Inductees

Social hour to follow presentation

Please RSVP by December 13 by calling Kendra Maher  
at 847.577.3007 or via email at kmaher@ahpd.org

HONORING:  
KEVIN KENDRIGAN  
ROB LINDGREN  
ARLENE MULDER  
BILL SPICER



ARLINGTON RIDGE CENTER

1616 N. Arlington Heights Rd.  
Arlington Heights, IL 60004



Telephone 847 259 7730  
Fax 847 259 1570

November 18, 2019

Prospect Heights School District 23  
Don Angelaccio  
700 N. Schoenbeck Rd.  
Prospect Heights, IL 60070

Dear Don & Prospect Heights School District 23,

On behalf of the Board of Trustees, the staff and residents of Wheeling Township, we would like to express our gratitude for your thoughtful donation of **food items** on November 10, 2019. Your contribution will make sure that residents in need will be assisted.

Since the Wheeling Township Emergency Fund is a not for profit 501(c)(3) organization, your donation is tax deductible, as no goods or services were exchanged for its receipt.

Your commitment and generosity to our community is greatly appreciated. Thank you again for assisting us in fulfilling our mission of "Neighbors Helping Neighbors".

Sincerely,

A handwritten signature in black ink that reads "Kathleen M. Penner".

Kathleen M. Penner  
Supervisor

A handwritten signature in black ink that reads "Julie Villarreal".

Julie Villarreal, MA  
Director of General Assistance

THANK  
YOU

Thank you so much 11/19/19  
for the sweet treats!

It was so thoughtful of you all!

😊  
Karen Luehr 🎵





Dear Board of Ed Members,

Thank you for your bag of  
treats. I can state to you  
they were all delicious!

Thank you for thinking of  
us & sharing so many  
tasty treats. Saba Krest



# PROSPECT HEIGHTS SCHOOL DISTRICT 23

## MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Betsy Ross Elementary School 7:00 p.m. November 13, 2019

<p><u>Members Present</u>          Jim Bednar, Board President          Carol Botwinski          Pat Chester          Brian Greidanus          Kevin Novak          Gonca Paul          Mari-Lynn Peters</p>	<p><u>Members Absent</u></p>
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<p><u>CALL TO ORDER</u></p>	<p>Jim Bednar, Board President, called the meeting to order at 7:00 p.m.</p>
<p><u>PLEDGE OF ALLEGIANCE</u></p>	<p>We were joined by representatives from the Bulldog Green Thumb Club. These students led us in the Pledge of Allegiance.</p>
<p><u>ROLL CALL</u></p>	<p>Present: Mr. Bednar, Mrs. Botwinski, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Paul and Mrs. Peters.</p> <p>Absent: none</p> <p>Also present: Dr. Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction, and Mrs. Amy McPartlin, Chief School Business Official.</p>
<p><u>RECOGNITION OF VISITORS AND PARTICIPATION</u></p>	<p>Katrina Lambros addressed the Board regarding student lunch period. She feels that there is not enough time for students to eat their lunch. She would like to see the 20 minute lunch period extended.</p>
<p><u>SUPERINTENDENT'S REPORT</u></p>	<p><b>Ross School Improvement Presentation</b>          Mr. Curtis and members of his staff presented the Betsy Ross School Improvement Plan. Ross has moved into Exemplary status and is in the top 10% of all Illinois Schools.</p>

## COMMUNICATIONS

### **School Board Recognition Day November 15, 2019**

Dr. Angelaccio expressed a heartfelt thank you to the Board for all they do to support the students, staff and families of District 23. Board members were given a plant and a Proud2BD23 yard sign.

### **American Education Week November 18- 22**

During American Education Week, November 18-22 2019, Americans nationwide join together to raise awareness about the need to provide every child with a quality public education. The celebration highlights the importance of bringing together educators, parents, students, and communities in a unified effort to build great public schools. We will provide snacks for the staff during American Education Week on November 18, 19, and 20. Board members will join administration and help deliver treats.

### **2019 District and School Report Cards**

The Illinois State Board of Education publishes annual Report Cards for the District and each of the schools. This information was made public and shared with the press on October 31st. We have updated our websites and shared these reports with the Board at this time. We are very pleased to report that Anne Sullivan and Betsy Ross Schools were designated as "Exemplary", placing in the top 10% of all schools in the State. Eisenhower and MacArthur are designated as "Commendable" which demonstrates the consistently high level of performance of our students and schools.

### **Congratulations Letter from IASBO**

Mr. Marcus Sabo recently completed the training and passed the exam to obtain certification as a Certified Professional Supervisor (CPS).

### **District 23 PTO Recognition**

We appreciate all that our Parent Teacher Organization and its leadership and volunteers do to support the students, faculty, and families of District 23.

Representatives from the PTO were in attendance and we thanked them for their generosity.

### **Visitors from Kodiak Island Alaska**

Dr. Angelaccio shared that visitors are coming Monday to tour our schools and discuss grade level centers.

**COMMITTEE  
REPORTS**

**Building and Sites**

The lost time/overtime report was discussed. There was an update on the porter position. Congratulations to Marcus Sabo for obtaining the Certified Professional Supervisor credential through the Association for Facilities Engineering. Marcus was awarded a full scholarship for this certification.

The summer 2019 capital projects are 100% paid. Overall, \$79,326.10 was credited back to the District for project allowances not utilized. Summer 2020 Capital Project Programming was discussed. Scope of work and cost estimates will be finalized this month, and a request to release projects for public bid will be presented at the December Board meeting.

The MacArthur gym floor refinishing project was discussed and a bid from Specialty Floors is recommended for Board approval.

Rooftop HVAC PM will be provided by Mark Coleman in-house for a District savings of \$10,1000.

There was an update received from Prospect Heights regarding the revised scheduling of the Schoenbeck sidewalk replacement.

PHYBA has submitted a formal proposal to the District outlining their proposed improvements to LJ Field. PHYBA has also met with AHPD to discuss. AHPD indicated that they are willing to allow PHYBA to make the improvements, and pushed the final decision back to D23.

**Calendar Committee**

Mrs. Paul reported that the next meeting will be in March and the 2020-21 calendar will be final.

There was discussion on changing parent/teacher conference format. There was some discussion about front loading conference days in the fall, leaving only one day in the spring.

Turning weather days into Elearning days was discussed.

**I.A.S.B**

Triple I was discussed. Mrs. Botwinski was selected as our delegate to provide the directed vote on the IASB resolutions at Triple I.

**Policy**

No Report.

**Community Relations**

There was a review of the Proud2BD23 roll-out on Institute Day. The PTO Partnership was discussed, and the PTO co-presidents were present at the meeting and were recognized for all of their efforts.

The 5Essentials Parent and Staff Survey is now available until February 2020.

There was some discussion regarding an app for parents to help with communication consolidation.

American Education Week is next week, plans were presented. Several Community Engagement Events were highlighted. There was some discussion on having a D23 Day at the Chicago Dogs baseball game.

**N.S.S.E.O.**

Mrs. Botwinski gave an update on the Kirk/Miner redesign.

She talked about the public comments from three parents that came to speak about their students at Kirk. Parents are concerned about the staff shortages, Kirk is staffed at 90%. Parents asked for vigilance in supervision and to increase staff to 100%.

Bridge builders award went to Ann Gillespie and Mark Walker for their work in securing the grant that is going towards the Miner playground redesign.

The continuous improvement plan was discussed. Staffing requests were approved due to increased enrollments at Miner and Timber Ridge. Kirk had two floating teacher requests also approved.

**Finance**

The 2019 Audit & 2019 AFR was reviewed with Jeff Rollefson from Evans Marshall Pease. The proposed 2019 preliminary tax levy was presented for Board approval.

There was a review of the monthly Forecast5 Financial Reports.

Furniture planning and budgeting was discussed. The

	<p>status was reviewed of initial discussions of furniture planning and replacement cycles at the buildings using current furniture allocations and planning for future replacements through budgeting.</p> <p>There was some discussion on residency, regarding the status of the initial families identified as “high priority” and the status of the investigations.</p> <p>There was discussion of the progress in selecting an option for the management of parent fee payment plans.</p> <p><b><u>Negotiations</u></b> No report.</p>
<p><b><u>CONSENT AGENDA</u></b></p>	<p>Tonight's consent agenda includes the semi-annual tuition reimbursement report, approval of minutes from Regular session on 10/10, and the November personnel report.</p> <p><b>Tuition Reimbursement Report</b> November tuition reimbursement report is attached. 9 employees reimbursed for 36 credit hours of coursework. Total reimbursement is \$5399.</p> <p>Motioned by Mrs. Botwinski, seconded by Mr. Novak to approve the Consent Agenda as presented.</p> <p>The motion passed by a vote of 7Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.</p>
<p><b><u>FINANCIAL REPORT</u></b></p>	<p>Board member Paul reviewed and approved the vouchers this month.</p> <p>Motioned by Mrs. Paul, seconded by Mr. Bednar to approve the Financial Report as presented.</p> <p>The motion passed by a vote of 7Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.</p>
<p><b><u>SUPERINTENDENT'S REPORT</u></b></p>	<p><b>Trimester 1 Strategic Plan Goals Update</b> 3.2 Assist parents with understanding student learning standards, expectations and district priorities.</p> <p>Each Trimester, the board will receive an update on the progress toward our Strategic Plan including highlights of the activities that have been completed.</p> <p><b>Enrollment Projections for 2020-2021</b> 4.1 Develop a long-range financial plan that includes</p>

instruction, professional growth, technology, and facilities.

Enrollment projections for 2020-2021 school year are the first step in developing our staffing plan. We are using Forecast 5 software to develop projections based on live birth data, 3 year average of enrollment ratios, and the past three year's cohort survival rate. This data will be used to begin building staffing, budget, and section projections

**Board of Education Meeting Dates for 2020**

Presented for the Board's discussion are options for scheduling Board of Education Meetings for 2020. These dates need to be established, published, and shared with local newspapers in December.

**MacArthur Gym Floor Refinishing Contract**

4.2 Provide spaces that support collaborative learning opportunities.

Mr. Rominski presented a proposal for floor refinishing to be completed this Summer in the gym at MacArthur. The proposal was discussed at Building and Sites and is a component of the Long Range Facility Plan.

Motioned by Mrs. Peters, seconded by Mr. Novak to approve the contract with Speciality Floors in the amount of \$16,195.

The motion passed by a vote of 7Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.

**Approval of the 2019 Tentative Tax Levy**

4.4 Engage stakeholders in the development of effective use of resources

The estimated tax levy for 2019 was reviewed at the Finance Committee on November 4, 2019. Mrs. McPartlin has prepared the resolution determining the estimated tax levy for 2019. The Board will vote tonight to approve the 2019 estimated tax levy and scheduling of public hearing at the December meeting to approve the levy. She has also prepared a memo for your review.

Motioned by Mr. Bednar, seconded by Mrs. Peters to approve the Tentative Tax Levy for 2019 as presented and establish the time of the hearing on the approval of the 2019 Tax Levy for December 11, 2019 at the regular meeting of the Board of Education.

	<p>The motion passed by a vote of 7Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.</p> <p><b>Directed Vote on IASB Resolutions</b> Mrs. Botwinski will represent the Board at the Triple I - IASB Resolutions Meeting and will vote on our behalf. After reviewing the proposed resolutions, we are recommending the Board direct her to vote in support of items 4, 5, 6, 7 and 8 and against items 1, 2, and 3 as outlined in the attached memo.</p> <p>Motioned by Mrs. Botwinski, seconded by Mr. Greidanus to approve the directed vote as presented.</p> <p>The motion passed by a vote of 5 Ayes (Botwinski, Chester, Greidanus, Novak, and Paul) 0 Nays and 2 Abstain (Bednar, Peters)</p> <p>Motioned by Mr. Bednar, seconded by Mrs. Peters to re-vote to approve the directed vote as presented.</p> <p>The motion passed by a vote of 4 Ayes (Botwinski, Greidanus, Novak, and Paul) 0 Nays and 3 Abstain (Bednar, Chester, and Peters)</p> <p><b>Transportation Parameters</b> 4.4 Engage stakeholders in the development of effective use of resources.</p> <p>There was discussion to set the parameters for bus routes. As much of our student transportation has been highly customized, we are looking to the Board for acceptable parameters regarding ride time, distance from home to bus stop locations and the development of "community stops". Clarifying these parameters will enable administration to research and develop options for consideration that are aligned with Board intentions. Plans to go over routes before the end of the school year and get them to parents in early August.</p>
<p><u>RECOGNITION OF VISITORS AND VISITOR PARTICIPATION</u></p>	<p>No one addressed the Board.</p>
<p><u>NEW BUSINESS</u></p>	<p><b>Lunch time discussion</b> There was discussion about extending the 20 minute lunch</p>

	<p>period at Ross/Sullivan. Custodial services need to be addressed, as well as increasing supervision. The broader issue is to address the many layers that will be affected if lunch time changes.</p> <p><b>Triple I Conference Planning</b> Folders with itineraries, hospitality suite information, and badges were handed out.</p>
<u>EXECUTIVE SESSION</u>	<p><b>Personnel Discussion</b></p> <p>Motioned by Mr. Greidanus, seconded by Mr. Bednar to adjourn to Executive Session at 10:49 pm for matters regarding personnel. There will be no action after Executive Session.</p> <p>The motion passed by a vote of 7Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.</p>
<u>OPEN SESSION</u>	<p>Motioned by Mr. Greidanus, seconded by Mrs. Botwinski to return to Open Session at 11:14 p.m.</p>
<u>ADJOURN</u>	<p>Motioned by Mr. Greidanus, seconded by Mrs. Botwinski to adjourn the meeting at 11:15 p.m.</p> <p>The motion passed by a vote of 7Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.</p>

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Board President

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Board Secretary



# PROSPECT HEIGHTS SCHOOL DISTRICT 23

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

Executive Session    Administration Building    10:49 p.m. – 11:14 p.m.    November 13, 2019

### Members Present

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

### Members Absent

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### ROLL CALL AND VISITORS

Superintendent Dr. Don Angelaccio; Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction; Mrs. Amy McPartlin, Chief School Business Official; Brian Rominski, Director of Buildings & Grounds

### PERSONNEL

Discussed two terminations.

Will be looking for a .4 registrar and a full time porter.

### ADJOURNMENT

Motion moved by Mr. Greidanus and Mrs. Botwinski seconded the motion to return to Open Session at 11:14 p.m. Motion carried by a vote of 7 AYES (Mrs. Botwinski, Mrs. Paul, Mr. Greidanus, Mrs. Peters, Mr. Bednar, Mr. Novak, Mr. Chester).

Nays; 0

ABSENT: 0

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Board President

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Board Secretary



Illinois State Board of Education

Data Analysis and Progress Reporting  
 100 North First Street  
 Springfield, IL 62777

Student Health Data - Immunization

District Immunization Summary for Prospect Heights SD 23

2019 - 2020

All Students by Disease	POLIO	DTP/DTap/Td	Tdap	MEASLES	RUBELLA	MUMPS	Hepatitis-B	Hib	Chickenpox	Pneumococcal	Meningococcal
Number of students protected and in compliance:	1,469	1,465	499	1,459	1,459	1,459	583	77	1,458	77	498
Number of students unprotected but in compliance due to:											
Religious objection:	13	15	8	24	24	24	3	1	22	1	8
Medical reason or objection:	1	2	1	0	0	0	0	0	1	0	0
Approved schedule:	2	3	1	2	2	2	1	0	3	0	3
Homeless Education Assistance/McKinney vento Act:	0	0	0	0	0	0	0	0	0	0	0
Number of students unprotected and in noncompliance:	5	5	3	5	5	5	3	0	6	0	3
<b>Student Enrollment and Compliance</b>											
Total student enrollment :	1,490										
Actual unduplicated count of students unprotected and in noncompliance:	6										
Number of students in noncompliance with the physical examination requirement only:	1										
Total number of students in noncompliance:	7										
Number of students excluded due to	6										
Number of students who are without physical examination only but compliant due to religious objection or Homeless Education	0										
% compliance:	99.5										

This page must be sent to ISBE and retained within the district/joint agreement administrative office for public inspection.

**ILLINOIS STATE BOARD OF EDUCATION**  
 School Business Services  
 (217)785-8779  
**ANNUAL STATEMENT OF AFFAIRS FOR THE FISCAL YEAR ENDING**  
 June 30, 2019  
 (Section 10-17 of the School Code)

Note: For submitting to ISBE, the "Statement of Affairs" can be submitted as one file to avoid separating worksheets.

SCHOOL DISTRICT/JOINT AGREEMENT NAME: Prospect Heights School District 23  
 RCDT NUMBER: 05-016-0230-02  
 ADDRESS: 700 N. Schoenbeck Road, Prospect Heights, IL 60070  
 COUNTY: Cook  
 NAME OF NEWSPAPER WHERE PUBLISHED: Daily Herald (Paddock Publications)

**DISTRICT TYPE**

Elementary  
 High School  
 Unit

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**ASSURANCE**

The statement of affairs has been made available in the main administrative office of the school district/joint agreement and the required Annual Statement of Affairs Summary has been published in accordance with Section 10-17 of the School Code.

**X YES**

CAPITAL ASSETS	VALUE
WORKS OF ART & HISTORICAL TREASURES	
LAND	405,938
BUILDING & BUILDING IMPROVEMENTS	788,721
SITE IMPROVEMENTS & INFRASTRUCTURE	19,701,500
CAPITALIZED EQUIPMENT	2,605,173
CONSTRUCTION IN PROGRESS	125,464
<b>Total</b>	<b>23,626,796</b>

NUMBER OF PUPILS ENROLLED PER GRADE	
PRE-KINDERGARTEN	63
KINDERGARTEN	148
FIRST	138
SECOND	157
THIRD	162
FOURTH	173
FIFTH	183
SIXTH	159
SEVENTH	159
EIGHTH	197
SPECIAL	
<b>Total Elementary</b>	<b>1,539</b>
NINTH	0
TENTH	0
ELEVENTH	0
TWELFTH	0
SPECIAL	0
<b>Total Secondary</b>	<b>0</b>
<b>Total District</b>	<b>1,539</b>

SIZE OF DISTRICT IN SQUARE MILES	7
NUMBER OF ATTENDANCE CENTERS	4
9 MONTH AVERAGE DAILY ATTENDANCE	1,425
NUMBER OF CERTIFICATED EMPLOYEES	
FULL-TIME	133
PART-TIME	5
NUMBER OF NON-CERTIFICATED EMPLOYEES	
FULL-TIME	69
PART-TIME	11
TAX RATE BY FUND (IN %)	
EDUCATIONAL	2.6125
OPERATIONS & MAINTENANCE	0.2953
BOND & INTEREST	0.2267
TRANSPORTATION	0.2299
MUNICIPAL RETIREMENT	0.0696
SOCIAL SECURITY	0.0696
WORKING CASH	0.0500
FIRE PREVENTION & SAFETY	0.0000
TORT IMMUNITY	0.0406
CAPITAL PROJECTS	0.0000
SPECIAL EDUCATION	0.0000
LEASING	0.0000
OTHER	0.0000
OTHER	0.0000
DISTRICT EQUALIZED ASSESSED VALUATION (EAV)	548,505,405
EQUALIZED ASSESSED VALUATION PER ADA PUPIL	384,916
TOTAL LONG-TERM DEBT ALLOWED	37,846,873
TOTAL LONG-TERM DEBT OUTSTANDING AS OF June 30, 2019	9,540,000
PERCENT OF LONG-TERM DEBT OBLIGATED CURRENTLY	25.21%

**STATEMENT OF ASSETS AND LIABILITIES  
AS OF JUNE 30, 2019**

Description	Acct	(10) Educational	(20) Operations &	(30) Debt Service	(40) Transportation	(50) Municipal Retirement	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention &
<b>CURRENT ASSETS (100)</b>										
Cash (Accounts 111 thru 115)		5,595,136	900,086	505,273	1,072,940	88,631	3,388,514	160,511	136,133	
Investments	120									
Taxes Receivable	130									
Interfund Receivables	140									
Intergovernmental Accounts Receivable	150									
Other Receivables	160									
Inventory	170									
Prepaid Items	180									
Other Current Assets	190									
<b>Total Current Assets</b>		<b>5,595,136</b>	<b>900,086</b>	<b>505,273</b>	<b>1,072,940</b>	<b>88,631</b>	<b>3,388,514</b>	<b>160,511</b>	<b>136,133</b>	<b>0</b>
<b>CURRENT LIABILITIES (400)</b>										
Interfund Payables	410									
Intergovernmental Accounts Payable	420									
Other Payable	430									
Contracts Payable	440									
Loans Payable	460				36					
Salaries & Benefits Payable	470	130,900	(1,173)							
Payroll Deductions & Withholdings	480									
Deferred Revenues & Other Current Liabilities	490									
Due to Activity Fund Organizations	493									
<b>Total Current Liabilities</b>		<b>130,900</b>	<b>(1,173)</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LONG-TERM LIABILITIES (500)</b>										
Long-Term Debt Payable	511									
<b>Total Liabilities</b>		<b>130,900</b>	<b>(1,173)</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Reserved Fund Balance	714									
Unreserved Fund Balance	730	5,464,236	901,259	505,273	1,072,940	88,631	3,388,514	160,511	136,133	
Investments in General Fixed Assets										
<b>Total Liabilities and Fund Balances</b>		<b>5,595,136</b>	<b>900,086</b>	<b>505,273</b>	<b>1,072,976</b>	<b>88,631</b>	<b>3,388,514</b>	<b>160,511</b>	<b>136,133</b>	<b>0</b>

**STATEMENT OF REVENUES RECEIVED/REVENUES, EXPENDITURES DISBURSED/EXPENDITURES, OTHER SOURCES/USES  
AND CHANGES IN FUND BALANCE - FOR YEAR ENDING JUNE 30, 2019**

Description	Acct	(10) Educational	(20) Operations &	(30) Debt Service	(40) Transportation	(50) Municipal Retirement	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention &
<b>RECEIPTS/REVENUES</b>										
Local Sources	1000	15,222,442	1,726,574	1,214,484	1,283,337	733,586	19,133	156,533	213,714	0
Flow-Through Received/Revenue from One District to Another	2000	0	0	0	0	0	0	0	0	0
State Sources	3000	1,757,602	0	0	515,866	0	0	0	0	0
Federal Sources	4000	916,599	0	0	0	0	0	0	0	0
<b>Total Direct Receipts/Revenues</b>		<b>17,896,643</b>	<b>1,726,574</b>	<b>1,214,484</b>	<b>1,799,203</b>	<b>733,586</b>	<b>19,133</b>	<b>156,533</b>	<b>213,714</b>	<b>0</b>
Rec./Rev. for "On Behalf" Payments	3998	6,236,101								
<b>Total Receipts/Revenues</b>		<b>24,132,744</b>	<b>1,726,574</b>	<b>1,214,484</b>	<b>1,799,203</b>	<b>733,586</b>	<b>19,133</b>	<b>156,533</b>	<b>213,714</b>	<b>0</b>
<b>DISBURSEMENTS/EXPENDITURES</b>										
Instruction	1000	11,228,480				264,818				
Support Services	2000	66,715,246	1,576,387		1,447,650	394,695	131,564		157,646	0
Community Services	3000	205,010	0		0	17,573				
Payments to Other Districts & Govt Units	4000	398,311	0	0	130,002	0	0		0	0
Debt Services	5000	0	0	1,413,770	0	0			0	0
<b>Total Direct Disbursements/Expenditures</b>		<b>18,447,047</b>	<b>1,576,387</b>	<b>1,413,770</b>	<b>1,577,652</b>	<b>677,086</b>	<b>131,564</b>		<b>157,646</b>	<b>0</b>
Disb./Expend. for "On Behalf" Payments	4180	6,236,101	0	0	0	0	0		0	0
<b>Total Disbursements/Expenditures</b>		<b>24,683,148</b>	<b>1,576,387</b>	<b>1,413,770</b>	<b>1,577,652</b>	<b>677,086</b>	<b>131,564</b>		<b>157,646</b>	<b>0</b>
Excess of Direct Receipts/Revenues Over (Under) Direct		(550,404)	150,187	(199,286)	221,551	56,500	(112,431)	156,533	56,068	0
<b>Other Sources of Funds</b>	7000	241,334	3,000,000	1,492,846	0	0	3,280,000	3,000,000	0	0
<b>Other Uses of Funds</b>	8000	283,231	3,130,000	1,277,317	0	0	0	3,000,000	0	0
<b>Total Other Sources/Uses of Funds</b>		<b>(41,897)</b>	<b>(130,000)</b>	<b>215,529</b>	<b>0</b>	<b>0</b>	<b>3,280,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
Excess of Receipts/Revenues & Other Sources of Funds (Over/Under)										
Expenditures/Disbursements & Other Uses of Funds		(592,301)	20,187	16,243	221,551	56,500	3,167,569	156,533	56,068	0
<b>Beginning Fund Balances - July 1, 2018</b>		<b>6,056,537</b>	<b>881,072</b>	<b>489,030</b>	<b>851,353</b>	<b>32,131</b>	<b>220,945</b>	<b>3,978</b>	<b>80,065</b>	<b>0</b>
<b>Other Changes in Fund Balances Increases (Decreases)</b>										
<b>Ending Fund Balances June 30, 2019</b>		<b>5,464,236</b>	<b>901,259</b>	<b>505,273</b>	<b>1,072,904</b>	<b>88,631</b>	<b>3,388,514</b>	<b>160,511</b>	<b>136,133</b>	<b>0</b>

## ANNUAL STATEMENT OF AFFAIRS SUMMARY FOR FISCAL YEAR ENDING JUNE 30, 2019

The summary must be published in the local newspaper.

Copies of the detailed Annual Statement of Affairs for the Fiscal Year Ending June 30, 2019 will be available for public inspection in the school district/joint agreement administrative office by December 1, annually. Individuals wanting to review this Annual Statement of Affairs should contact:

Prospect Heights School District 23  
School District/Joint Agreement Name

700 N Schoenbeck Rd, Prospect Hts, IL 60070  
Address

847-870-3850  
Telephone

8:00 AM to 4:00PM  
Office Hours

Also by January 15, annually the detailed Annual Statement of Affairs for the Fiscal Year Ending June 30, 2019, will be posted on the Illinois State Board of Education's website@ [www.isbe.net](http://www.isbe.net).

**SUMMARY:** The following is the Annual Statement of Affairs Summary that is required to be published by the school district/joint agreement for the past fiscal year.

**Statement of Operations as of June 30, 2019**

		Educational	Operations & Maintenance	Debt Services	Transportation	Municipal Retirement/Social	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
Local Sources	1000	15,222,442	1,726,574	1,214,484	1,283,337	733,586	19,133	156,533	213,714	0
Flow-Through Receipts/Revenues from One District to Another District	2000	0	0	0	0	0	0	0	0	0
State Sources	3000	1,757,602	0	0	515,866	0	0	0	0	0
Federal Sources	4000	916,599	0	0	0	0	0	0	0	0
<b>Total Direct Receipts/Revenues</b>		<b>17,896,643</b>	<b>1,726,574</b>	<b>1,214,484</b>	<b>1,799,203</b>	<b>733,586</b>	<b>19,133</b>	<b>156,533</b>	<b>213,714</b>	<b>0</b>
<b>Total Direct Disbursements/Expenditures</b>		<b>18,447,047</b>	<b>1,576,387</b>	<b>1,413,770</b>	<b>1,577,652</b>	<b>677,086</b>	<b>131,564</b>		<b>157,646</b>	<b>0</b>
Other Sources/Uses of Funds		(41,897)	(130,000)	215,529	0	0	3,280,000	0	0	0
<b>Beginning Fund Balances - July 1, 2018</b>		<b>6,056,537</b>	<b>881,072</b>	<b>489,030</b>	<b>851,353</b>	<b>32,131</b>	<b>220,945</b>	<b>3,978</b>	<b>80,065</b>	<b>0</b>
Other Changes in Fund Balances		0	0	0	0	0	0	0	0	0
<b>Ending Fund Balances June 30, 2019</b>		<b>5,464,236</b>	<b>901,259</b>	<b>505,273</b>	<b>1,072,904</b>	<b>88,631</b>	<b>3,388,514</b>	<b>160,511</b>	<b>136,133</b>	<b>0</b>

SALARY SCHEDULE OF GROSS PAYMENTS FOR CERTIFICATED PERSONNEL AND NON-CERTIFICATED PERSONNEL

This listing must be published in the local newspaper, sent to ISBE, and retained within your district/joint agreement administrative office for public inspection.

Prospect Heights School District 23  
05-016-0230-02

GROSS PAYMENT FOR CERTIFIED PERSONNEL

Salary Range: Less Than \$25,000	Salary Range: \$25,000 - \$39,999	Salary Range: \$40,000 - \$59,999	Salary Range: \$60,000 - \$89,999	Salary Range: \$90,000 and over
Ambler, Susan	Baran, Nicole	Akhteebo, Megan	Alexander, David	Angelaccio, Donald
Anderson, Gail	Walker, Ann	Becker, Michael	Alms, Christopher	Brunner, Kim
Arnold, Bonnie		Boyer, Jonathan	Atkinson, Mark	Caspari, Amy
Bernardi, Diane		Broms, Marianne	Balla, Stacy	Casurella, LuAnn
Bosch, John		Butts, Emily	Basile, Kim	Curtis, Craig
Boyer, Crystalyne		Cahill, Allison	Bearwald, Kristen	DeBartolo, Micheal
Bozio, Alexandra		Castronovo, Lindsey	Behun, Joseph	Garceau, Pamela
Bullington, Caroline		Delgado, Michelle	Bennett, Inge	Gardiner, Debbie
Bullock, Celia		Durbin, Rebecca	Brusso, Lisa	Gember, Mary Ann
Burrell-Tichy, Amy		Fahey, Kayleen	Cegielski, Eva	Henehan, Ingrid
Busse, Jennifer		Finnander, Colleen	Chartouni, Nazera	Hernandez, Jodi
Cabrera, Elizabeth		Fleischmann, Candice	Craig, Sara	Jenkins, Marlys
Choi, Lois		Godek, Kasey	Curran, Rachel	Kalaras, Athena
Clarke, Jennifer		Goldstein, Dana	Czarkowski, Lawrence	Kutcher, Michelle
Collins, Kurt		Hauschild, Iwona	Derrico, Kristen	Lambatos, Lucas
Custer, Barbara		Hendricks, Stacey	Dolwick, Erin	MacTavish, Tara
Daulton, Terry		Hirsh, Alyssa	Emberton, Sheena	Magid, Ani
Dewar, Wendy		Howitz, Michael	Espinos, Nina	Mailoux, Amy
Donohue, Cindy		Kolka, Kaitlin	Funk, Kelly	Matthews, Rachel
Dreyer, Kristina		Lelito, Jessica	Ganek, Kristene	Meziera, Traci
Duffy, Cara		Lett, Kelly	Grafman, Joel	Miller, Robert
Frank, Gretchen		Luehr, Karen	Grishow, Sherrie	Murray, Julie
Gerstung, Bonnie		Lynch, Abigail	Halpin, Jill	Nelson, Marilyn
Goff, Carly		Lynn, Samantha	Hartmann, Linda	Nystrom, Camron
Goff, Renee		Mariconda, Melissa	Herzog, Kristen	Petrusha, Carol
Goscinski-Jones, Joy		Marwitz, Mary	Joffe, Melissa	Sroka, Chrystyna
Hampe, Cheryl		Miller, Susan	Kaspari, Tammy	Stavropoulos, Maria
Hanes, Priscilla		Mkrtshjan, Laura	Kevil, Meghan	Walsh, Patricia
Heineman, Ann		O'Brien, Christine	Kreiman, Cheryl	Wright, Lisa
Hodits, Ann		O'Connor, Stephanie	Leja, Maggie	Yager, Betsy
Hurlley, Jeffrey		Quesea, Bryan	Levato, Angela	Zaher, Amy
Jelaca, Pamela		Samiotakis, Vasiliki	Lim, Erin	Zaveduk, Abra
Johnson, Jean		Schmidt, Veronica	Mahoney, Alison	
Kahn, Mark		Schoeny, Rachel	McWilliams, Mary Beth	
Karpenski, Nikmarie		Simpson, Samuel	Mullaney, Julie	
Kator, Victoria		Sullivan, Carly	Murray, Megan	
Kelly, Donna		Sullivan, Erin	Paeth, Kelsey	
Kersch, Jeffrey		Sutter, Hannah	Peckworth, Susan	
Kiefer, Sharon		Travis, Laurie	Pennell, Susan	
Krupp, Melanie		Valladares Oropeza, Denisse	Perillo, Daniel	
Lynn, Victoria		Wessel, Jennifer	Polster, Kristine	
Malek, Marian		Zarafonitis, Demetra	Pufundt, Christina	
Margeson, John			Racusen, Carly	
Millin, Natalia			Rieger, Megan	
Newman, Judith			Ritter, Stephanie	

Nolfi, Christen		Robertson, Lora
Ozawa, Teresa		Rollefson, Gail
Petersen, David		Rozner, Amy
Peterson, Annie		Sabath, Michelyn
Pontlikis, Angela		Schlomann, Jill
Rasmussen, Michael		Schmidt, Lisa
Robbins, Barry		Stasi, Christina
Sakai, Cherie		Stolton, Gina
Samojedny, Evelyn		Strachn, Kimberly
Schneider-Onesto, Mary		Teramoto, Jeni
Schwarz, Vicki		Tomasik, Margaret
Snell, Mary Susan		Ubert, Nadine
Stephens, Tara		Valderrama, Michelle
Stockey, Eric		Vasilakos, Sandra
Stoken, Beth		Windsor, Megan
Strzelecki, Marianne		Wright, Leon
Sutton, Jennifer		
Tisza, Janet		
Trossman, Sheila		
Voltaire, Carole		
Walker, Roberta		
Weadley, Catherine		
Wetzel, Jenell		
Whowell, Joseph		
Zbaraz, Bonnie		

**GROSS PAYMENT FOR NON-CERTIFIED PERSONNEL**

<u>Salary Range: Less Than \$25,000</u>	<u>Salary Range: \$25,000 - \$39,999</u>	<u>Salary Range: \$40,000 - \$59,999</u>	<u>Salary Range: \$60,000 and over</u>
Aoraha, Jacklin	Birschbach, Jill	Blanco, Jose	Bertos, Ioannis
Babon, Janina	Caffero, Kelly	Carlson, Lissa	Brand, Kris
Bahena Fitz, Estefany	Carpenter, Claudia	Chavez-Munoz, Juan	Bralko, Tanya
Baker, Michael	Collins, Carolyn	Ellison, Lorrie	Pitts, Deborah
Barr, Michelle	Forst, Barbara	Ewario II, Richard	Rominski, Brian
Beckley, Marjorie	Jaeschke, Laura	Hehn, Victoria	Rubio, Miguel
Biagini, Gail	Koepke, Susan	Hitzeman, Brian	Sabo, Marcus
Blancas Grimaldo, Mariel	LaCaeyse, Debbie	Lebrecht, Kris	Schmidt, Curtis
Blanco, Wilber	Lilly, Pamela	Macek, Debra	Stocking, Christie
Botwinski, Colin	Mullaney, Brian	O'Donnell, Michelle	Vergil, Carrie Ann
Brant, JoAnn	Ross, Melissa	Parisi, Lisa	Walsh, Patricia
Broms, Michelle	Samp, Debra	Qualman, Kathleen	
Cairo, Diana	Shah, Pragna	Reibel, Patricia	
Calcagno, Frank	Steinitz, Ashley	Rubio, Carlos	
Caro, Maria	Stepuszek, Nancy	Sorensen, Nancy	
Chester, Abigail	Unger, Joy		
Chilovich, David	Wojtalewicz, Suzanne		
Coleman, Mark	Yuvaraj, Renuka Devi		
Collins, Meaghan	Zachariah, Jaya		
Cooney, Andrea			
Cooney, Nathan			
Corrigan-Quirk, Colleen			
Dahm, Patricia			
DeFrenza, Anna			
DeFrenza, Ferdinando			
Dewar, Margaret			
Dittmer, Larissa			

Donohue, Kevin  
Dorcey, Nicole  
Downum, Ryan  
Engstrom, Joanne  
Fernandez Puig, Maria Loreto  
Frohn, Jonathan  
Garnmeister, Judy  
Gember, Kylie  
Gianneschi, Jessa  
Gorecki, Nancy  
Goss, Amy  
Grafman, Deborah  
Guza, Elizabeth  
Hahn, Mary Ellen  
Hansen, Carolyn  
Hargrove, Exzavior  
Harris, Briana  
Haug, Margaret  
Heuer, Sue  
Hirsch, Elizabeth  
Jacobson, Richard  
Jasper, Leslie  
Jimenez, Cristina  
Jimenez, Michael  
Jimenez, Violet  
Johnson, Ethan  
Kazda, Ethan  
Keopraseuth, Sam  
Koepke, Hayley  
Kowalski, Claudia  
Lancaster, John  
Lange, Jan  
Lebrecht, Joseph  
Lieggi, Stephen  
Litsogiannis, Joanna  
Luke, Jennifer  
Macek, Emerson  
Macek, Hunter  
Maloney, Robert  
Maradkel, Ingrid  
Marroquin, Jose  
Martinez-Mendes, Juan  
Mayen Nava, Fabiola  
Mendieta, Jenny  
Menzia, Genie  
Milanez, Suzanne  
Morain, Alexander  
Patel, Alpa  
Pateras, Janet  
Peterson, Deborah  
Plough, Kristopher  
Pupek, Debra  
Reglis, Christopher  
Retsky, Kathleen  
Reynolds, Mary Jo  
Robideau, Patrick  
Rodiek, Nicole

Rojas Ramos, Jaime			
Rominski, Jonah			
Ruth, Donna			
Ryo, Eun			
Salinas, Romina			
Samson, Jack			
Sanchez, Christina			
Santiago, Analiza			
Scarpaci, Christina			
Seelig, June			
Seiler, Jessica			
Sell, Jessica			
Shah, Varsha			
Stivers, Carol			
Todorov, Anton			
Travis, Alan			
Trom, Diane			
Unamboowe, Gail			
Uribe-Lopez, Sandra			
Valenzuela Muneton, Nora			
Vergil, Daniel			
Voltz, Daniel			
Voutritsas, Georgia			
Whiteside, Barbara			
Wilson, Jean			
Wright, Jacob			
Wrobel, Kathleen			
Zawacki, Meredith			
Zhekova, Temenuga			

**Payments over \$2,500, excluding wages and salaries.**

*This listing must be published in the local newspaper, sent to ISBE, and retained within your district/joint agreement administrative office for public inspection*

Prospect Heights School District 23  
05-016-0230-02

<u>Person, Firm, or Corporation</u>	<u>Aggregate Amount</u>
Triarco Arts & Crafts	2,591
Trustmark Vol Benefit Solutions, Inc	2,654
News-2-You Inc.	2,810
J.B. Metal Works	2,900
Renzi & Associates, Inc.	2,900
SuperFleet MasterCard Program	2,909
Dick Blick Art Materials	2,928
Palos Sports Inc	2,948
Tobii Dynavox LLC	2,962
Air Cleaning Specialist, Inc	3,009
Home Depot	3,163
True North Consultants, Inc	3,225
MasterLibrary, LLC	3,240
Prospect Heights School District 23	3,300
TeachTown, Inc	3,384
Performance Foodservice - Chicago	3,393
Illinois Associaton of School Admin	3,413
United Analytical Services, Inc.	3,435
Continuum Pediatric Nursing	3,475
ASCD	3,490
Zeller and Associates	3,498
Hoos, William	3,552
Ablenet Inc.	3,564
1st Metropolitan Translation Services	3,618
Pearson Clinical Assessment	3,660
Sound Incorporated	\$3,815.54
Treetop Products, Inc.	\$3,826.99
Anderson Pest Solutions	\$3,827.43
Illinois ASBO	\$4,137.00
Nelson Gray	\$4,175.00
SEIU Local 73	\$4,292.00
Tangible Play, Inc.	\$4,327.20
Loomis Armored US, LLC	\$4,373.66
Trebron Company, Inc.	\$4,400.00
Schoology, Inc	\$4,420.00
Pearson Education Inc.	\$4,433.17
Scholastic Classroom Magazines	\$4,664.66
Sonova USA Inc. aka Phonak Communication	\$4,699.97
BrainPOP	\$4,790.00
Rifton Equipment	\$4,793.25
Constellation NewEnergy Gas Division LLC	\$4,929.51
VT Services, Inc.	\$5,035.00

<u>Person, Firm, or Corporation</u>	<u>Aggregate Amount</u>
Goodman Company	\$9,650.00
FastBridge Learning	\$9,912.50
Quinlan & Fabish Music	\$10,458.32
Lewis Paper International, Inc	\$10,736.00
American Taxi	\$10,744.00
Relief Medical Services, Inc.	\$10,843.03
CDW Computer Center	\$11,432.83
GSF USA, Inc.	\$11,825.00
VSP IL	\$11,871.39
Step Forward Therapy, Inc.	\$11,970.00
Curriculum Associates, LLC	\$12,000.00
BrightStar - Arlingdale Healthcare, Inc.	\$12,428.00
Illinois Association of School Boards	\$12,846.00
Evans, Marshall, and Pease	\$13,030.00
Follett School Solutions, Inc	\$13,303.36
JAMF Software, LLC	\$13,454.00
Forecast 5 Analytics, Inc.	\$13,708.00
Frontline Technologies Group, LLC	\$13,878.23
Maul Paving, Inc.	\$14,618.00
PH District 23	\$15,612.85
Horace Mann Auto Insurance	\$15,845.22
Granite Telecommunications, LLC	\$15,916.67
Village of Arlington Heights	\$18,039.75
First Point Mechanical Services, LLC	\$18,228.57
Performance Chemical & Supply	\$18,520.42
NWEA	\$19,000.00
Lakeshore Recycling System	\$19,446.70
Scariano Himes & Petrarca	\$21,607.44
ECRA Group Incorporated	\$25,000.00
Citi Cards	\$25,075.79
Metro Federal Credit	\$25,901.28
Accelerate Learning	\$26,349.00
InfoSnap, Inc.	\$26,938.39
All-Ways Transportation Services, Inc.	\$29,356.00
Tyler Technologies, Inc.	\$30,256.88
<u>Amazon.com</u>	\$31,531.73
McGraw-Hill School Education	\$32,954.25
BMO Harris MasterCard	\$33,556.90
AT & T	\$34,919.62
Robbins Schwartz	\$35,512.49
Nicholas & Associates, Inc.	\$41,253.95
City of Prospect Heights	\$42,600.11

Don Johnston	\$5,215.32
Midwest Principals Center	\$5,294.00
BrightBytes	\$5,663.16
Levato Group Inc.	\$5,739.75
Riddiford Roofing Company	\$6,084.66
Raptor Technologies, LLC	\$6,144.00
M1E2 Inc, DBA Instant Imprints of IL	\$6,325.00
The Center	\$6,380.00
Cambium Learning Group	\$6,527.40
Nicor Gas	\$6,544.54
Really Good Stuff	\$6,835.85
JCB Electric Inc.	\$6,998.00
Got-Special KIDS	\$6,999.00
Smoothwall	\$7,000.00
Terryberry	\$7,065.80
School Health Corporation	\$7,094.37
DeFranco Plumbing	\$7,138.88
Infinite Cohesion	\$7,213.05
CDW Government	\$7,480.61
AT & T Long Distance	\$7,786.09
Learning A-Z	\$7,976.38
Reserve Account	\$8,000.00
Allstar Asphalt, Inc.	\$8,196.00
Edward Don & Company LLC	\$8,593.96
Brechts Database Solutions, Inc.	\$9,035.41
National Investigations, Inc.	\$9,380.75
Walsworth Publishing Company	\$9,413.44
AG iRepair	\$9,533.00
Zaner-Bloser	\$9,647.04

The Cove School, Inc	\$46,157.76
Sunbelt Staffing, LLC	\$48,805.00
WOW Business	\$48,876.00
Suburban School Coop. Insurance Pool	\$58,288.00
Warehouse Direct	\$59,607.43
Northern Suburban SpEd District NSSED	\$60,988.34
Safe-Way Tuckpointing Co.	\$64,782.50
Milieu Design LLC	\$64,798.51
Lowery McDonnell Co.	\$71,740.00
Graham C Stores Company	\$76,474.90
IL Counties Risk Management Trust	\$99,018.00
PHEA	\$99,309.95
ARCON	\$100,297.09
Zones, LLC	\$111,080.74
De Lage Landen Public Finance LLC	\$121,350.29
Constellation NewEnergy, Inc.	\$147,426.03
Honeywell International Inc	\$149,108.75
Ocono DTC aka Genesee Lake School	\$168,233.88
AAEC Credit Union	\$208,226.37
THIS-Teacher Health Insurance	\$229,910.20
Apple ComputerInc.	\$251,945.47
OMNI	\$344,021.10
Arlington Heights School District 25	\$420,076.92
IMRF	\$438,728.25
NSSEO	\$535,646.60
TRS-Board Share	\$1,029,010.18
Amalgamated Bank of Chicago	\$1,201,764.86
First Student	\$1,306,287.52
EBC	\$2,900,023.89

## PAYMENTS TO PERSON, FIRM, OR CORPORATION OF \$1,000 TO \$2,500

*This listing must be sent to ISBE, and retained within your district/joint agreement administrative office for public inspection.*

**Prospect Heights School District 23  
05-016-0230-02**

**Payments of \$1,000 to \$2,500, excluding wages and salaries**

<u>Person, Firm, or Corporation</u>	<u>Aggregate Amount</u>	<u>Person, Firm, or Corporation</u>	<u>Aggregate Amount</u>
S & S Worldwide, Inc.	1,041	Rubino Engineering	\$1,600.00
Anaca Technologies DBA Xello	1,050	Itcovici, Bettina Ines	\$1,630.00
Patricia A Graczyk	1,050	Daily Herald	\$1,657.80
SignWarehouse, Inc	1,054	Elemental Solutions, LLC	\$1,660.00
Positive Promotions	1,059	Gopher Sport	\$1,691.76
AISLE Assoc of IL Sch Library Educators	1,060	Arthur J. Gallagher Risk Management	\$1,700.00
TCI	1,062	Illinois ASCD	\$1,700.00
Stephens, Tracy M	1,075	The Reading Warehouse Inc.	\$1,728.94
Streamwood Behavioral Healthcare System	1,085	Raymond James and Associates, Inc	\$1,750.00
Authorized Food Equip Services-V Graham	1,107	Advanced Fire Protection and Safety Inc.	\$1,800.00
Illinois Principals Association	1,115	Bearcom	\$1,803.05
Davey Tree Expert Company	1,145	Accurate Document Destruction Inc.	\$1,809.49
Lutheran/Advocate Health & Hospitals	1,150	Soustos Decorating Co	\$1,900.00
Scholastic, Inc	1,173	TouchMath/Learning Concepts	\$1,917.00
Wenger Corporation	1,192	ECube, Inc	\$1,937.42
Playpower LT Farminton INC.	1,212	Michaels Uniform Company	\$1,956.21
LamTech Laminating Solutions, Inc.	1,238	Tim Slavin ADR Services	\$2,013.91
Jasculca Terman Strategic Communications	1,255	Forward Space, LLC - Steelcase	\$2,036.00
Township High School District 214	1,260	Penworthy Company LLC	\$2,038.39
Laminator.com Inc.	1,262	Learning Techniques, Ltd.	\$2,060.00
Discovery Benefits	1,305	Anderson Lock Company, Ltd	\$2,092.20
Arlington Heights Garibaldi	1,319	KS State Bank	\$2,193.00
Chappell, Susan	1,350	A & J Sewer Service	\$2,209.00
Horace Mann Life Insurance	1,360	School Specialty	\$2,301.65
Northwest Community Healthcare	1,377	The Booksource, Inc.	\$2,334.58
PDA Companies, LLC	\$1,396.50	uAttend Employee Management System	\$2,335.96
Midwest PBIS Network	\$1,425.00	Illinois Computing Educators	\$2,350.00
Oriental Trading Company	\$1,463.86	Michael Wagner & Sons, Inc.	\$2,407.88
AT & T Mobility	\$1,464.21	Fox Valley Fire & Safety Co	\$2,463.85
AssetWorks LLC	\$1,500.00	Attainment Company Inc.	\$2,483.70
Discovery Education	\$1,600.00	Demco Inc.	\$2,484.36
Homer Tree Care, Inc.	\$1,600.00	Lakeshore Learning Materials	\$2,492.37

## PAYMENTS TO PERSON, FIRM, OR CORPORATION OF \$500 TO \$999

*This listing must be retained within your district/joint agreement  
administrative office for public inspection.*

**Prospect Heights School District 23  
05-016-0230-02**

**Payments of \$500 to \$999, excluding wages and salaries.**

<u>Person, Firm, or Corporation</u>	<u>Aggregate Amount</u>	<u>Person, Firm, or Corporation</u>	<u>Aggregate Amount</u>
Mauro Sewer Construction, Inc	\$504.40	Alexian Brothers Behavioral Hospital	\$720.00
Educational Resource Services	\$508.00	IAASE	\$760.00
NWC Body Works	\$517.94	RHL Enterprises LLC	\$761.92
A-Alert Lock And Alarm	\$525.00	Purchase Power	\$764.10
Scenario Learning-DBA Vector Solutions	\$525.00	Textbook Warehouse	\$767.10
Raymond Geddes	\$533.80	Sylvias Flowers, Inc.	\$777.24
Northwest Electrical Supply	\$533.86	Lex Alexander Photography, Inc.	\$800.00
MacArthur PTO	\$540.00	Nehemiah Manufacturing Co, LLC	\$800.00
Rotary Club of River Cities	\$540.00	Systems Forms Inc.	\$851.12
Teachers Discovery	\$562.81	Menards	\$853.22
National Geographic Bee	\$564.28	Education Framework	\$868.00
Success By Design Inc	\$565.16	Edward Stauber	\$885.00
Dreisilker Electric Motors, Inc.	\$578.59	Northwest Community Hospital	\$887.00
IESA	\$585.00	Replacement Windows Systems, Inc	\$890.00
Teacher Innovations, Inc.	\$594.00	Chicago Mercantile Exchange Inc.	\$897.71
Classroom Direct	\$614.27	Correct Monitoring Services	\$900.00
Vanities Manufacturing	\$630.00	Wilson Language Training Corporation	\$917.14
Goodman, Jordan	\$635.00	Illinois Grade School Music Assoc.	\$947.00
Essentra Specialty Tapes	\$640.22	IntraData	\$966.00
Hadley Associates, Inc	\$643.00	VocabularySpellingCity	\$969.00
ETA Hand2Mind	\$652.18	Tyler Business Forms	\$973.51
Music in Motion	\$711.10	Lake-Cook Distributors, Inc.	\$978.25
TIME For Kids	\$717.75	Cohrs Group, LLC	\$987.50
		Yes, You Can! Inc.	\$995.00

**REPORT ON CONTRACTS EXCEEDING \$25,000 AWARDED DURING FY2019**

In conformity with sub-section (c) of Section 10-20.44 of the School Code [105 ILCS 5/10-20.44], the following information is required to be submitted in conjunction with submission of the Annual Statement of Affairs [105 ILCS 5/10-17].

**INSTRUCTIONS: (See the attached document (pdf) for additional guidance and definitions.)**



**ITEM 1.** – Count only contracts where the consideration exceeds \$25,000 over the life of the contract and that were awarded during FY2019 and record the number below in the space provided. Do not include: (1) multi-year contracts awarded prior to FY2019; (2) collective bargaining agreements with district employee groups; and (3) personal services contracts with individual district employees.

**ITEM 2.** – Aggregate the value of consideration of all contracts included in item 1 and record the dollar amount below in the space provided.

**ITEM 3.** - Count only contracts where the consideration exceeds \$25,000 over the life of the contract that were awarded during FY2019 to minority, female, disabled or local contractors and record the number below in the space provided. Do not include: (1) multi-year contracts awarded prior to FY2019; (2) collective bargaining agreements with district employee groups; and (3) personal services contracts with individual district employees.

**ITEM 4.** – Aggregate the value of consideration of all contracts included in item 3 and record the dollar amount below in the space provided.

1. Total number of all contracts awarded by the school district:	35 <i>(Enter Number Above)</i>
2. Total value of all contracts awarded:	7,563,666 <i>(Enter \$ Amount Above)</i>
3. Total number of contracts awarded to minority owned businesses, female owned businesses, businesses	10 <i>(Enter Number Above)</i>
4. Total value of contracts awarded to minority owned businesses, female owned businesses, businesses owned by person with disabilities, and locally owned businesses:	1,316,561 <i>(Enter \$ Amount Above)</i>



# Prospect Heights School District 23

## Request for Approval to Dispose of Surplus Equipment

Disposal of surplus equipment must receive prior approved by the Business Manager. Please complete this form in its entirety and forward to the Business Office. **Do not** dispose of the equipment until the request is approved and a copy is returned to the requestor.

### A. Description of Equipment

Description of equipment:	<i>SEE ATTACHED</i>
Asset tag number(s):	
Reason for disposal:	<i>DAMAGED, NON-OPERATIONAL, NOT USABLE, SCRAP MATERIALS</i>

### B. Proposed Method of Disposal

<input type="checkbox"/> In-district transfer to:	
<input type="checkbox"/> Donate to:	
<input type="checkbox"/> Use for parts described as:	
<input checked="" type="checkbox"/> Junk:	equipment to be disposed of <i>SEE ATTACHED</i>
<input type="checkbox"/> Sell or trade in:	

### Business Office Only

Trade in or sale information:	
If sold, dollar amount: \$1.00	\$ Account Number:

### C. Approval

Requested by: *BSM*

Building Administrator Approval: *[Signature]* Date: *10/23/19*

Business Office Approval: \_\_\_\_\_ Date: *11-21-19*

**Submit to the Business Office**



Brian Rominski &lt;brominski@d23.org&gt;

**Disposal Items District office basement Student Desks x 40 Student Chairs x 40 Leftover Ceiling tile trim 5 entrance mats Octagonal wood table tops x 4 Trapezoid table tops x 2 Rectangle table top 6' Circle table tops x6 Prometheus board and accessories Old board room table Misc table legs Misc plastic laminate pieces Misc fiberboard shelving pieces Misc scrap wood 8' white laminate table tops x 4 Loose roof shingles Wall mounted fan Under desk lights Hvac filters for equipment no longer in district Computer tables x 6 6' white board Misc component of metal office desk Light fixture diffusers of lighting no longer in district Vinyl wall base - colors no longer in district Attic stock of ceramic wall tile Misc metal shelving Black fabric chairs Plastic laminate 5 drawer shelves Wood magazine rack Wood laminate reading nooks Old pictures form board room Mac custodial office Table saw Wood shelving unit 6x6 flier runner Thermos gas grill Exterior garbage can Wood chair x 4 Studen**

1 message

Brian Rominski <brominski@d23.org>  
To: brominski@d23.org

Fri, Oct 25, 2019 at 2:01 PM

Disposal Items

District office basement

Student Desks } Broken - per conversation  
 Student Chairs } only with B.R.  
 Leftover Ceiling tile trim }  
 5 entrance mats  
 Octagonal wood table tops x 4  
 Trapezoid table tops x 2  
 Rectangle table top 6'  
 Circle table tops x6  
 Prometheus board and accessories  
 Old board room table  
 Misc table legs  
 Misc plastic laminate pieces  
 Misc fiberboard shelving pieces  
 Misc scrap wood  
 8' white laminate table tops x 4  
 Loose roof shingles  
 Wall mounted fan  
 Under desk lights  
 Hvac filters for equipment no longer in district  
 Computer tables x 6  
 6' white board  
 Misc component of metal office desk  
 Light fixture diffusers of lighting no longer in district  
 Vinyl wall base - colors no longer in district  
 Attic stock of ceramic wall tile  
 Misc metal shelving  
 Black fabric chairs  
 Plastic laminate 5 drawer shelves  
 Wood magazine rack  
 Wood laminate reading nooks  
 Old pictures form board room

Mac custodial office  
 Table saw  
 Wood shelving unit  
 6x6 flier runner  
 Thermos gas grill

Exterior garbage can  
Wood chair x 4  
Student combo desk x 30  
Floor runner x 2  
Toilet  
Wall mounted fan

Mac warehouse  
Chinese gong  
Vertical music bells  
Wood chairs x 5  
Crescir warming oven  
9 light fixture bodies  
8' push boards x 6  
Misc wood shelves  
Misc metal shelves  
Computer table  
Wall mount fans x 2  
2 red stools  
Plastic chairs x 4  
Plastic custodial mop handles



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

---

**Date:** December 11, 2019

**Subject:** Formal payment of bills from November 14, 2019 to December 11, 2019,  
pursuant to BOE Weekly Bill Payment Resolution Approved 5/8/2019

**Prepared by:** Amy McPartlin, Chief School Business Official

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Pursuant to the Bill Payment Resolution for FY 2020 approved at the May 8, 2019 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 November 14, 2019 to December 11, 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 November 2019 AND the insurance benefit payments made for November 2019.

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



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

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**Date: December 1, 2019**

**Subject: Salaries and Benefits Paid November 2019**

**Prepared by: Amy McPartlin; Chief School Business Official**

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

November 2019 Payroll and Insurance Information

Pay Period 9	Hourly	\$60,503.05
Pay Period 9	Salary	\$559,830.61
Total		\$620,333.66
Pay Period 10	Hourly	\$52,780.15
Pay Period 10	Salary	\$542,475.76
Total		\$595,255.91
Salaries		\$1,215,589.57
Insurance		\$248,875.52
Total Salaries & Insurance		\$1,464,465.09

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

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1117

11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
1st Metropolitan Translation Services						
Check Group:						
Russian Interpreter - KK - Ike		1	0	10-23-19-02 10/23/2019	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$303.34
Check #: 0						
PO/InvoiceTotal:						\$303.34
Vendor Total:						\$303.34
Accurate Document Destruction Inc. 05314						
Check Group:						
Document Shredding Services October 2019		1	200722	15669311 10/31/2019	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$237.59
Check #: 0						
PO/InvoiceTotal:						\$237.59
Vendor Total:						\$237.59
Ann E. Ladd 80303						
Check Group:						
Basketball game Vs. London 12/5/19		1	200728	MACrefBB125AL 11/11/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
Check #: 0						
PO/InvoiceTotal:						\$75.00
Vendor Total:						\$75.00
Apple Inc.						
Check Group:						
AirPods with Charging Case		1	200662	AB10551278 11/6/2019	10.5.0000.2225.410.01.1923 Tech Staff Purchase Program	\$159.00
Check #: 0						
PO/InvoiceTotal:						\$159.00
Vendor Total:						\$159.00
Cullen, Timothy J. 80538						
Check Group:						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1117      11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Basketball game Vs. Cooper 11/20/19		1	200730	MACrefBB1120T C 11/11/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
				Check #: 0		
					PO/InvoiceTotal:	\$75.00
					Vendor Total:	\$75.00
Deresinski, Mark						
Check Group:						
Basketball game Vs. River Trails 11/19/19		1	200727	MACrefBB1119M D 11/11/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
				Check #: 0		
					PO/InvoiceTotal:	\$75.00
					Vendor Total:	\$75.00
Essentra Specialty Tapes	81028					
Check Group:						
Teachers tape white 1/16x3/4x3/4		6	200731	62130507 11/12/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$183.11
				Check #: 0		
					PO/InvoiceTotal:	\$183.11
					Vendor Total:	\$183.11
Finnander, Colleen M.						
Check Group:						
Tuition Reimbursement - Colleen Finnander (2nd half) Northern		1	0	TuitionReim1119 CF 11/13/2019	10.5.0000.2210.230.01.4932 TTITLE II Teacher Tuition Reimbursement	\$450.00
				Check #: 0		
					PO/InvoiceTotal:	\$450.00
					Vendor Total:	\$450.00
Hoffman Strings Ltd.						
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1117

11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
3/4 Size Bass Bow Rehairs		5	200743	MACRepair1119 11/1/2019	10.5.0000.1118.323.04.0000 Orchestra Instrument Repair (Mac Arthur)	\$250.00
1/4 Size Bass Bow Rehairs		1	200743	MACRepair1119 11/1/2019	10.5.0000.1118.323.04.0000 Orchestra Instrument Repair (Mac Arthur)	\$50.00
3/4 cello bow rehair		3	200743	MACRepair1119 11/1/2019	10.5.0000.1118.323.04.0000 Orchestra Instrument Repair (Mac Arthur)	\$120.00
1/2 size cello bow rehair		1	200743	MACRepair1119 11/1/2019	10.5.0000.1118.323.04.0000 Orchestra Instrument Repair (Mac Arthur)	\$40.00

Check #: 0

PO/InvoiceTotal:	\$460.00
Vendor Total:	\$460.00

Home Depot 00063

Check Group:

44

B&G Materials & Supplies		1	0	3085463 9/27/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$2.94
B&G Materials & Supplies		1	0	5073579 10/25/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$27.20
REFUND		1	0	5170066 10/25/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	(\$7.46)
B&G Materials & Supplies		1	0	5170067 10/25/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$26.83
B&G Materials & Supplies		1	0	6072433 10/14/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$31.83
B&G Materials & Supplies		1	0	6073513 10/24/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$80.67
B&G Materials & Supplies		1	0	81108 10/10/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$38.36
B&G Materials & Supplies		1	0	9082671 10/21/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$17.94
B&G Materials & Supplies		1	0	9620494 10/21/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$15.94

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1117      11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>          </u> \$234.25
						Vendor Total: <u>          </u> \$234.25
Hoyer, Jessica J						
Check Group:						
News2you Groceries - SpEd Ike		1	0	IKESpEdGrocJH 11/5/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$18.54
Check #: 0						
						PO/InvoiceTotal: <u>          </u> \$18.54
						Vendor Total: <u>          </u> \$18.54
ILMEA State Office	81103					
Check Group:						
ILMEA Registration Fee		1	200714	2020IMECPRE-7 B4004S 10/29/2019	10.5.0000.1110.312.02.0000 Elem Staff Professional Development (Sullivan)	\$95.00
Check #: 0						
						PO/InvoiceTotal: <u>          </u> \$95.00
						Vendor Total: <u>          </u> \$95.00
Itcovici, Bettina Ines	80673					
Check Group:						
Interpretation Services		5.75	0	10024 10/31/2019	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$287.50
Translation Services		2368	0	10024 10/31/2019	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$236.80
Check #: 0						
						PO/InvoiceTotal: <u>          </u> \$524.30
						Vendor Total: <u>          </u> \$524.30
JW Pepper & Son, Inc.						
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1117

11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Frosty's Caribbean Holiday Score		1	200732	197367862 10/24/2019	10.5.0000.1114.410.04.0000 Band Supplies - District	\$8.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$8.00</u>
						Vendor Total: <u>\$8.00</u>
Loomis Armored US, LLC						
Check Group:						
Monthly Armored Safe Charges - October 2019		1	0	12522627 10/31/2019	10.5.0000.2520.319.01.0000 Professional Services	\$398.94
					Check #: 0	
						PO/InvoiceTotal: <u>\$398.94</u>
						Vendor Total: <u>\$398.94</u>
M1E2 Inc, DBA Instant Imprints of IL						
Check Group:						
Deluxe ID Holder Wallet		1	200736	1420 9/12/2019	10.5.0000.2410.492.04.0000 Student/Staff Recognition/Marketing	\$456.00
Retractable Carabiner Badge Reel		1	200736	1483 10/18/2019	10.5.0000.2410.492.04.0000 Student/Staff Recognition/Marketing	\$275.00
Maverick Lanyard MachasPride		1	200736	1488 10/22/2019	10.5.0000.2410.492.04.0000 Student/Staff Recognition/Marketing	\$317.06
License Plate Frame		1	200736	1491 10/24/2019	10.5.0000.2410.492.04.0000 Student/Staff Recognition/Marketing	\$665.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,713.06</u>
						Vendor Total: <u>\$1,713.06</u>
McGowan, Thomas						
Check Group:						
Basketball game Vs. Lincoln 12/03/19		1	200734	MACrefBB123TM 11/11/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
					Check #: 0	

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1117

11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$75.00</u>
						Vendor Total: <u>\$75.00</u>
Menards	05060					
Check Group:						
B&G Materials and Supplies		1	0	46028 10/30/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$3.06
B&G Materials and Supplies		1	0	46304 11/13/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$2.37
						Check #: 0
						PO/InvoiceTotal: <u>\$5.43</u>
						Vendor Total: <u>\$5.43</u>
Michaels Uniform Company						
Check Group:						
Custodial Uniforms		1	0	91875 10/29/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$107.54
						Check #: 0
						PO/InvoiceTotal: <u>\$107.54</u>
						Vendor Total: <u>\$107.54</u>
Milieu Design LLC	80225					
Check Group:						
Weekly Mowing - October 2019 - Main		1	0	140990 10/31/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$1,500.00
Weekly Mowing - October 2019 - IKE		1	0	140991 10/31/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$570.00
						Check #: 0
						PO/InvoiceTotal: <u>\$2,070.00</u>
Check Group:						
11/1/19 Main-Snow Removal & Salting Services		1	200726	141465 11/7/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$420.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1117

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
11/1/19 IKE- Snow Removal & Salting Services		1	200726	141466 11/7/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$340.00
Check #: 0						
PO/InvoiceTotal:						\$760.00
Vendor Total:						\$2,830.00
Napa Auto Parts	00654					
Check Group:						
HVAC Belts for Motors		1	0	3563240578 10/31/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$190.88
Check #: 0						
PO/InvoiceTotal:						\$190.88
Vendor Total:						\$190.88
NCS Pearson, Inc.						
Check Group:						
CELF-5 Record Forms- Ages 5-8		1	200692	7495714 10/30/2019	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$91.16
CELF-5 Record Forms- Ages 9-21		1	200692	7495714 10/30/2019	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$91.16
Check #: 0						
PO/InvoiceTotal:						\$182.32
Vendor Total:						\$182.32
Northstar AV, LLC						
Check Group:						
OEM Replacement Lamp for Promethean 45A Projectors		5	200425	35126930 8/23/2019	10.5.0000.2225.410.01.0000 General Supplies	\$425.00
Check #: 0						
PO/InvoiceTotal:						\$425.00
Check Group:						
OEM Replacement Lamp for Powerlite 475W		2	200695	35127529 10/30/2019	10.5.0000.2225.410.01.0000 General Supplies	\$138.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1117

11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
OEM Replacement Lamp for Powerlite 575W / 585W		1	200695	35127529 10/30/2019	10.5.0000.2225.410.01.0000 General Supplies	\$55.00
OEM Replacement Lamp for Powerlite 685W		2	200695	35127529 10/30/2019	10.5.0000.2225.410.01.0000 General Supplies	\$112.00
OEM Replacement Lamp for Powerlite 965H / 98H / H682		1	200695	35127529 10/30/2019	10.5.0000.2225.410.01.0000 General Supplies	\$71.00
OEM Replacement Lamp for Powerlite 530W / 535W		1	200695	35127529 10/30/2019	10.5.0000.2225.410.01.0000 General Supplies	\$55.00
ELPLP 90		1	200695	35127529 10/30/2019	10.5.0000.2225.410.01.0000 General Supplies	\$58.00
Check #: 0						
PO/InvoiceTotal:						\$489.00
Vendor Total:						\$914.00
49 Northwest Electrical Supply	00695					
Check Group:						
5 ft plastic duct tape w/Tape Fastener		1	0	17444943 11/4/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$14.17
Check #: 0						
PO/InvoiceTotal:						\$14.17
Vendor Total:						\$14.17
Oriental Trading Company						
Check Group:						
Mega Plastic Lei Assortment - 200 Pc.		2	200702	699265877-01 11/7/2019	10.5.0000.2410.492.02.0000 Student/Staff Recognition/Marketing	\$72.97
Check #: 0						
PO/InvoiceTotal:						\$72.97
Vendor Total:						\$72.97
Paddock Publications						
Check Group:						

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1117

11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Public Hearing & Notices - SpEd Records		1	0	32978 11/2/2019	10.5.0000.2630.350.01.0000 Advertising/Publications	\$27.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$27.00</u>
						Vendor Total: <u>\$27.00</u>
Prestige Distribution, Inc						
Check Group:						
Bldg Supplies (Hand Dryer, Bubble Cover)		1	0	14775 11/6/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$952.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$952.00</u>
						Vendor Total: <u>\$952.00</u>
Pryor Learning Solutions, Inc						
Check Group:						
Seminar - Payroll Law 2020 - D Macek		1	0	26903577 11/1/2019	10.5.0000.2520.312.01.0000 Professional Development	\$149.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$149.00</u>
						Vendor Total: <u>\$149.00</u>
Relief Medical Services, Inc.						
Check Group:						
Ross- Nurse subs for V & H Screening 1/28, 11/01		12.25	0	1370 11/2/2019	10.5.0000.2134.319.03.0000 Professional Services	\$759.50
					Check #: 0	
						PO/InvoiceTotal: <u>\$759.50</u>
						Vendor Total: <u>\$759.50</u>
Ritter, Stephanie						
Check Group:						
MAC- flowers & Paper Plates for Science Lab		1	0	MACSci6SR1119 11/8/2019	10.5.0000.1112.410.04.0000 Science Supplies	\$15.48

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1117

11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$15.48
Vendor Total:						\$15.48
Scariano Himes & Petrarca	01221					
Check Group:						
School Law - Professional Services through 10/31/19		1	0	42621 11/1/2019	10.5.0000.2369.318.01.0000 Legal Services	\$1,112.50
Check #: 0						
PO/InvoiceTotal:						\$1,112.50
Vendor Total:						\$1,112.50
Sound Incorporated	02365					
Check Group:						
Rauland Clocks		4	0	D1342960 10/31/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$544.38
Check #: 0						
PO/InvoiceTotal:						\$544.38
Vendor Total:						\$544.38
Suburban Trim and Glass	00903					
Check Group:						
18x24x1/16" CL/ GL.		1	200720	1141082 11/1/2019	10.5.0000.2321.410.01.0000 General Supplies	\$30.00
Install in customer frame		1	200720	1141082 11/1/2019	10.5.0000.2321.410.01.0000 General Supplies	\$18.50
Check #: 0						
PO/InvoiceTotal:						\$48.50
Vendor Total:						\$48.50
Teaching Strategies						
Check Group:						
Teacher Guide Boxes		2	200544	0365370-IN 9/26/2019	10.5.0000.1225.410.01.0000 Classroom Supplies	\$226.72

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1117

11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Teaching Guide Pets		2	200544	0365370-IN 9/26/2019	10.5.0000.1225.410.01.0000 Classroom Supplies	\$226.72
Teaching Guide Music		2	200544	0365370-IN 9/26/2019	10.5.0000.1225.410.01.0000 Classroom Supplies	\$226.72
Check #: 0						
PO/InvoiceTotal:						\$680.16
Vendor Total:						\$680.16
Textbook Warehouse						
Check Group:						
Horizons Learning to Read wkbk 1		1	200457	SI0664620 9/16/2019	10.5.0000.1110.420.05.0000 Textbooks/Workbooks (Eisenhower)	\$100.10
Check #: 0						
PO/InvoiceTotal:						\$100.10
Vendor Total:						\$100.10
The Center	01192					
Check Group:						
John Adkisson Friday December 6th		1	200696	29381 11/5/2019	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$150.00
Stacy Balla-Friday December 6th		1	200696	29381 11/5/2019	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$150.00
Nina Espinos-Friday December 6th		1	200696	29381 11/5/2019	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$150.00
Kaitlin Kolka-Friday December 6th		1	200696	29381 11/5/2019	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$150.00
Elizabeth Naranjo-Friday December 6th		1	200696	29381 11/5/2019	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$150.00
Michelle Valderrama-Friday December 6th		1	200696	29381 11/5/2019	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$150.00
Denisse Valladares-Thursday December 5th		1	200696	29381 11/5/2019	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$150.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1117      11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amy Zaher-Wednesday December 4th		1	200696	29381 11/5/2019	10.5.0000.2210.312.00.4300 Prof. Dev. - District Wide - Title I	\$150.00
Stephanie Ritter-Thursday December 5th		1	200696	29381 11/5/2019	10.5.0000.2210.312.00.4300 Prof. Dev. - District Wide - Title I	\$150.00
Kasey Godek-Thursday December 5th		1	200696	29381 11/5/2019	10.5.0000.2210.312.00.4300 Prof. Dev. - District Wide - Title I	\$150.00
Erin Dolwick-Thursday December 5th		1	200696	29381 11/5/2019	10.5.0000.2210.312.00.4300 Prof. Dev. - District Wide - Title I	\$150.00
Nina Espinos IAMME Membership		1	200696	29381 11/5/2019	10.5.0000.2210.640.01.0000 Curriculum & Instruction Dues and Fees	\$35.00
Check #: 0						
PO/InvoiceTotal:						\$1,685.00
Vendor Total:						\$1,685.00
53 The Cove School, Inc						
Check Group:						
Private SpEd Tuton - AC - October 2019		21	0	SD23-1019 10/31/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$5,450.13
Check #: 0						
PO/InvoiceTotal:						\$5,450.13
Vendor Total:						\$5,450.13
The Midwest Clinic						
Check Group:						
Midwest Clinic Registration Fee		1	200735	MIDWST-112019- 4105 11/8/2019	10.5.0000.1114.640.04.0000 VIM Dues & Fees	\$160.00
Check #: 0						
PO/InvoiceTotal:						\$160.00
Vendor Total:						\$160.00
Warehouse Direct	80219					
Check Group:						

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1117

11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
November Custodial Supplies - Sullivan		1	0	4468654-0 10/29/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$226.91
November Custodial Supplies - Ross		1	0	4468677-0 10/29/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$470.99
November Custodial Supplies - Ike		1	0	4468774-0 10/29/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$212.82
November Custodial Supplies - Mac		1	0	4472470-0 10/31/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$46.66
Check #: 0						
PO/InvoiceTotal:						\$957.38
Check Group:						
Sticker Assortment Pack, Super Stars and Smiles, 738 Stickers/ Pad		1	200724	4485011-0 11/12/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$6.31
Ruled Index Cards, 3 x 5, White, 100/ Pack		10	200724	4485011-0 11/12/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$4.90
Warehouse Direct, Manila File Folders, 1- Ply Top Tabs, 1/ 3 Cut, Assorted, Letter Size, 100/ Box		1	200724	4485011-0 11/12/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$5.18
Check #: 0						
PO/InvoiceTotal:						\$16.39
Check Group:						
Color Cardstock, 65lb, 8.5 x 11, Vulcan Green, 250/ Pack		1	200725	4485010-0 11/12/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$28.26
Color Cardstock, 65lb, 8.5 x 11, Martian Green, 250/ Pack		1	200725	4485010-0 11/12/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$18.85
Color Cardstock, 65lb, 8.5 x 11, Lift- Off Lemon, 250/ Pack		2	200725	4485010-0 11/12/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$56.52
Color Cardstock, 65lb, 8.5 x 11, Lunar Blue, 250/ Pack		1	200725	4485010-0 11/12/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$19.18

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1117

11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Digital Index White Card Stock, 92 Bright, 90lb, 8.5 x 11, White, 250/ Pack		2	200725	4485010-0 11/12/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$13.36
Dishwashing Liquid, Ultra Strength, Original Scent, 20 oz Bottle		1	200725	4485010-0 11/12/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$5.59

Check #: 0

PO/InvoiceTotal:	\$141.76
Vendor Total:	\$1,115.53
Grand Total:	\$22,201.72

**End of Report**

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1118

11/19/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Evans, Marshall, and Pease	02297					
Check Group:						
Audit of the financial statements for the year ended June 30, 2019		1 0		6751 10/31/2019	10.5.0000.2310.319.01.0000 BOE Professional/Contracted Services	\$10,015.00
					Check #: 0	
						PO/InvoiceTotal: \$10,015.00
						Vendor Total: \$10,015.00
First Student	00406					
Check Group:						
October 2019 - Regular Transportation		1 0		11630381 11/4/2019	40.5.0000.2551.331.01.0000 Regular Transportation	\$92,443.68
Kindergarten		1 0		11630381 11/4/2019	40.5.0000.2551.331.01.0000 Regular Transportation	\$8,825.04
Pre-K		1 0		11630381 11/4/2019	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$23,848.02
SpEd		1 0		11630381 11/4/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$40,061.28
					Check #: 0	
						PO/InvoiceTotal: \$165,178.02
						Vendor Total: \$165,178.02
						Grand Total: \$175,193.02

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1119

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MasterCard						
Check Group:						
BMO Harris MC - Arlington Pizza Inc - Stavropoulos, Maria		1 0		705474-1911 11/26/2019	10.5.0000.2225.410.01.0000 General Supplies	\$50.20
BMO Harris MC - Inspra - Zaher, Amy		1 0		705474-1911 11/26/2019	10.5.0000.2211.312.01.0000 Professional Development	\$50.00
BMO Harris MC - Inspra - Stavropoulos, Maria		1 0		705474-1911 11/26/2019	10.5.0000.2225.312.01.1111 Tech Director Professional Development	\$50.00
BMO Harris MC - Inspra - Angelaccio, Donald		1 0		705474-1911 11/26/2019	10.5.0000.2321.312.01.0000 Professional Development	\$50.00
BMO Harris MC - Starbucks Corporation - Alms, Christopher		1 0		705474-1911 11/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$50.00
BMO Harris MC - New Albertsons Inc - Lynch, Abigail		1 0		705474-1911 11/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$49.97
BMO Harris MC - Randhurst Deli, Inc - Angelaccio, Donald		1 0		705474-1911 11/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$49.94
BMO Harris MC - Sa Investments Llc - Alms, Christopher		1 0		705474-1911 11/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$48.85
BMO Harris MC - Walgreen Co - Lambatos, Lucas		1 0		705474-1911 11/26/2019	10.5.0000.2410.492.05.0000 Student/Staff Recognition/Marketing	\$42.49
BMO Harris MC - Dollar Tree Stores, Inc. - Lebrecht, Kris		1 0		705474-1911 11/26/2019	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$37.50
BMO Harris MC - Toast Inc - Angelaccio, Donald		1 0		705474-1911 11/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$32.76
BMO Harris MC - New Albertsons Inc - Lynch, Abigail		1 0		705474-1911 11/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$32.72
BMO Harris MC - New Albertsons Inc - Lynch, Abigail		1 0		705474-1911 11/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$31.79
BMO Harris MC - New Albertsons Inc - Lambatos, Lucas		1 0		705474-1911 11/26/2019	10.5.0000.2410.492.05.0000 Student/Staff Recognition/Marketing	\$30.20

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1119

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - New Albertsons Inc - Nystrom, Camron		1	0	705474-1911 11/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$27.97
BMO Harris MC - Michaels Stores, Inc. (Re - Meziere, Traci		1	0	705474-1911 11/26/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$25.90
BMO Harris MC - Bear Estates #1 Llc - Quesea, Bryan		1	0	705474-1911 11/26/2019	10.5.0000.1120.410.04.0000 General Supplies	\$25.80
BMO Harris MC - New Albertsons Inc - Akhteebo, Megan		1	0	705474-1911 11/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$25.44
BMO Harris MC - New Albertsons Inc - Akhteebo, Megan		1	0	705474-1911 11/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$25.36
BMO Harris MC - Nino's Pizzeria - Lambatos, Lucas		1	0	705474-1911 11/26/2019	10.5.0000.2410.492.05.0000 Student/Staff Recognition/Marketing	\$25.25
BMO Harris MC - Dollar Tree Stores, Inc. - McPartlin, Amy		1	0	705474-1911 11/26/2019	40.5.0000.2551.410.01.0000 Regular Transportation Services	\$22.00
BMO Harris MC - New Albertsons Inc - Curtis, Craig		1	0	705474-1911 11/26/2019	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$20.41
BMO Harris MC - Walgreen Co - Lambatos, Lucas		1	0	705474-1911 11/26/2019	10.5.0000.2410.492.05.0000 Student/Staff Recognition/Marketing	\$15.96
BMO Harris MC - Dollar Tree Stores, Inc. - Meziere, Traci		1	0	705474-1911 11/26/2019	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$14.00
BMO Harris MC - Teacher Synergy - Meziere, Traci		1	0	705474-1911 11/26/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$7.00
BMO Harris MC - Cricut Inc - Meziere, Traci		1	0	705474-1911 11/26/2019	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$1.07
BMO Harris MC - Cricut Inc - Meziere, Traci		1	0	705474-1911 11/26/2019	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$1.07
BMO Harris MC - Cricut Inc - Meziere, Traci		1	0	705474-1911 11/26/2019	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$1.07
BMO Harris MC - New Albertsons Inc - Curtis, Craig		1	0	705474-1911 11/26/2019	10.5.0000.2410.410.03.0000 Principal Supplies Account	(\$0.94)

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1119

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Shakopee Mdewakanton Sio - Sroka, Chrystyna		1	0	705474-1911 11/26/2019	10.5.0000.2159.332.01.0000 Assistive Tech Travel Expenses/Mileage	\$559.59
BMO Harris MC - Takkt America Holding, In - Stavropoulos, Maria		1	0	705474-1911 11/26/2019	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$557.47
BMO Harris MC - Illinois Association Of S - O'Donnell, Michelle		1	0	705474-1911 11/26/2019	10.5.0000.2310.312.01.0000 BOE Professional Development	\$288.00
BMO Harris MC - Homestead Hospitality Gro - Angelaccio, Donald		1	0	705474-1911 11/26/2019	10.5.0000.2640.490.01.0000 Districtwide Staff and New Employee Hoispitality	\$265.03
BMO Harris MC - Meijer Great Lakes Limite - Zaher, Amy		1	0	705474-1911 11/26/2019	10.5.0000.3900.410.01.4909 Title III Parent Outreach Supplies	\$224.29
BMO Harris MC - Target Corporation - Meziere, Traci		1	0	705474-1911 11/26/2019	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$200.00
BMO Harris MC - Meijer Great Lakes Limite - Zaher, Amy		1	0	705474-1911 11/26/2019	10.5.0000.2640.490.01.0000 Districtwide Staff and New Employee Hoispitality	\$164.26
BMO Harris MC - Target Corporation - Lebrecht, Kris		1	0	705474-1911 11/26/2019	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$153.27
BMO Harris MC - Salerno's Mount Prospect - McPartlin, Amy		1	0	705474-1911 11/26/2019	10.5.0000.2640.490.01.0000 Districtwide Staff and New Employee Hoispitality	\$143.63
BMO Harris MC - Kalahari Resort-Wi - Rominski, Brian		1	0	705474-1911 11/26/2019	20.5.0000.2541.312.01.0000 Professional Development	\$133.60
BMO Harris MC - Kalahari Resort-Wi - Rominski, Brian		1	0	705474-1911 11/26/2019	20.5.0000.2541.312.01.0000 Professional Development	\$133.60
BMO Harris MC - Mathematical Olympiads Fo - Meziere, Traci		1	0	705474-1911 11/26/2019	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$119.00
BMO Harris MC - Square, Inc. - McPartlin, Amy		1	0	705474-1911 11/26/2019	10.5.0000.2520.319.01.0000 Professional Services	\$109.00
BMO Harris MC - Tonys Finer Foods Enterpr - Lynn, Samantha		1	0	705474-1911 11/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$92.77

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1119

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Cindys Sweet Dreams Inc - Curtis, Craig		1	0	705474-1911 11/26/2019	10.5.0000.2410.490.03.0000 Ross Principal Staff/Student Food Account	\$85.70
BMO Harris MC - Northern Illinois Univ - Sroka, Chrystyna		1	0	705474-1911 11/26/2019	10.5.0000.2134.312.01.0000 Professional Development	\$85.00
BMO Harris MC - Chicago Bread Llc - Nystrom, Camron		1	0	705474-1911 11/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$82.31
BMO Harris MC - Tonys Finer Foods Enterpr - Lynn, Samantha		1	0	705474-1911 11/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$77.95
BMO Harris MC - Walgreen Co - Lambatos, Lucas		1	0	705474-1911 11/26/2019	10.5.0000.2410.492.05.0000 Student/Staff Recognition/Marketing	\$69.42
BMO Harris MC - New Albertsons Inc - Lynch, Abigail		1	0	705474-1911 11/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$67.85
BMO Harris MC - Tonys Finer Foods Enterpr - Lynn, Samantha		1	0	705474-1911 11/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$63.60
BMO Harris MC - Jo-Ann Stores Inc - Lebrecht, Kris		1	0	705474-1911 11/26/2019	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$62.98
BMO Harris MC - Tonys Finer Foods Enterpr - Lynn, Samantha		1	0	705474-1911 11/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$60.79
BMO Harris MC - Dashlane - Stavropoulos, Maria		1	0	705474-1911 11/26/2019	10.5.0000.2225.470.01.0000 Software	\$59.99
BMO Harris MC - Walgreen Co - Lambatos, Lucas		1	0	705474-1911 11/26/2019	10.5.0000.2410.492.05.0000 Student/Staff Recognition/Marketing	\$59.98
BMO Harris MC - Tonys Finer Foods Enterpr - Lynn, Samantha		1	0	705474-1911 11/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$57.39
BMO Harris MC - Tonys Finer Foods Enterpr - Lynn, Samantha		1	0	705474-1911 11/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$51.88

Check #: 0

PO/InvoiceTotal: \$4,872.13

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1119

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$4,872.13
						Grand Total: \$4,872.13

End of Report

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1120

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
All-Illinois Junior Band						
Check Group:						
All-Illinois Junior Band Participation Fee		2	200755	20200841 11/14/2019	10.5.0000.1114.640.04.0000 VIM Dues & Fees	\$120.00
					Check #: 0	
					PO/InvoiceTotal:	\$120.00
					Vendor Total:	\$120.00
Amazon.com Corporate Credit Line						
Check Group:						
6 Pack 0.94 Inch Blue Painters Tape, Medium Adhesive That Sticks Well but Leaves No Residue Behind, 60 Yards Length, 6 Rolls, 360 Total Yards		1	200613	433746865867 10/11/2019	10.5.0000.1120.410.04.0000 General Supplies	\$17.99
Astrobrights Color Paper, 8.5" x 11", 24 lb/ 89 gsm,"Cool" 5-Color Assortment, 500 Sheets(20274)		1	200613	433746865867 10/11/2019	10.5.0000.1120.410.04.0000 General Supplies	\$15.99
Premium Black table cover 54" x 108" (Pack of 12)		1	200613	433746865867 10/11/2019	10.5.0000.1120.410.04.0000 General Supplies	\$15.75
Neenah Cardstock, 8.5" x 11", Heavy-Weight, White, 94 Brightness, 300 Sheets (91437)		1	200613	433746865867 10/11/2019	10.5.0000.1120.410.04.0000 General Supplies	\$12.29
ColorCoral Case for Apple Pencil Silicone Holder Sleeve for Apple Pencil 1st Generation Compatible with iPad Pro 9.7" 10.5" 12.9" iPad 2017/2018		1	200613	433746865867 10/11/2019	10.5.0000.1120.410.04.0000 General Supplies	\$4.99
Logitech M535 Bluetooth Mouse – Compact Wireless Mouse with 10 Month Battery Life works with any Bluetooth Enabled Computer, Laptop or Tablet running Windows, Mac OS, Chrome or Android, Gray		1	200613	433746865867 10/11/2019	10.5.0000.1120.410.04.0000 General Supplies	\$26.18
Astrobrights Color Paper, 8.5" x 11", 24 lb/89 gsm,"Spectrum" 25-Color Assortment, 150 Sheets (80933-01)		1	200613	533347676543 10/15/2019	10.5.0000.1120.410.04.0000 General Supplies	\$7.64

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1120

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Sterilite 16428012 6 Quart/5.7 Liter Storage Box, White Lid with Clear Base (Pack of 12)		1	200613	533347676543	10.5.0000.1120.410.04.0000	\$23.94
				10/15/2019	General Supplies	
					Check #: 0	
PO/InvoiceTotal:						\$124.77
Check Group:						
BMOUO Kids Case for iPad Mini 5 2019 /iPad Mini 4 2015 - Light Weight Shockproof Protective Convertible Handle Stand Case Cover for iPad Mini 5th Generation 7.9 inch 2019 - Green		1	200620	484994476898	10.5.0000.2159.410.01.0000	\$13.99
				10/14/2019	Assistive Tech Supplies	
					Check #: 0	
PO/InvoiceTotal:						\$13.99
Check Group:						
Learning Resources Snap Cubes, Educational Counting Toy, Set of 500 Cubes		8	200634	473735558696	10.5.0000.1110.410.01.0000	\$332.96
				10/16/2019	Classroom/Instructional Supplies (District)	
Learning Advantage, Play Dimes Plastic Coins - Set of 100		5	200634	558753564389	10.5.0000.1110.410.01.0000	\$31.60
				10/16/2019	Classroom/Instructional Supplies (District)	
dry erase markers		7	200634	978447646653	10.5.0000.1110.410.01.0000	\$175.07
				10/15/2019	Classroom/Instructional Supplies (District)	
Learning Advantage Play Pennies - Set of 100 Plastic Coins - Designed and Sized Like Real US Currency - Teach Money Math With This Pretend Play Resource		5	200634	978447646653	10.5.0000.1110.410.01.0000	\$32.05
				10/15/2019	Classroom/Instructional Supplies (District)	
					Check #: 0	
PO/InvoiceTotal:						\$571.68
Check Group:						
Hand Therapy Putty - firm resistance (blue) 4oz		1	200645	456479875759	10.5.0000.2130.410.01.0000	\$7.65
				10/22/2019	Materials & Supplies - OT	
12-pk pencil fidgets		1	200645	894383637565	10.5.0000.2130.410.01.0000	\$8.95
				10/17/2019	Materials & Supplies - OT	

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1120

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
10-pk Solace kick bands		1	200645	894383637565 10/17/2019	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$27.99
ProSource Balance Mat (black)		1	200645	894383637565 10/17/2019	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$19.99
Handy Therapy Putty - med resistance (green) 4oz		1	200645	945488534789 10/18/2019	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$7.65
Check #: 0						
PO/InvoiceTotal:						\$72.23
Check Group:						
CableCreation 10-Pack Cat6 / RJ45 Keystone Module Connector, White		1	200646	433646877587 10/21/2019	10.5.0000.2225.410.01.0000 General Supplies	\$10.97
Apple 87W USB-C Power Adapter (for MacBook Pro)		1	200646	433646877587 10/21/2019	10.5.0000.2225.410.01.0000 General Supplies	\$78.42
Source One Premium 8 1/2 x 11 Swivel/Revolving Clear Sign Holder Menu Holder Ad Frame (S1-691590)		1	200646	433646877587 10/21/2019	10.5.0000.2225.410.01.0000 General Supplies	\$19.99
Stylus, iBart Mesh Fiber Tip Series Precision Stylus Pens for Touch Screens Devices, iPhone, iPad, Kindle, Tablet (10 Colors)		2	200646	433646877587 10/21/2019	10.5.0000.2225.410.01.0000 General Supplies	\$15.98
2.4GHz Wireless Bluetooth Mouse, Jelly Comb Dual Mode Slim Wireless Mouse with 2400 DPI Compatible for PC, Laptop, Mac, Android, Windows (Silver and White)		1	200646	433646877587 10/21/2019	10.5.0000.2225.410.01.0000 General Supplies	\$18.99
Promotional Discount		1	200646	433646877587 10/21/2019	10.5.0000.2225.410.01.0000 General Supplies	(\$0.55)
Check #: 0						
PO/InvoiceTotal:						\$143.80
Check Group:						
28 pack crayola oil pastels		7	200652	566883699633 10/18/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$41.93
Check #: 0						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1120

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PO/InvoiceTotal:						\$41.93
Check Group:						
Harney & Sons Assorted Tea Bag Sampler 70 Count With Tru Inertia Sugar Packets Great for Birthday, Hostess and Co-worker Gifts		1	200653	457834688334	10.5.0000.2410.490.02.0000	\$17.99
				10/18/2019	Sullivan Principal Staff/Student Food Account	
100 Count Honey Sticks (Clover Blossom) Plain Honey Stix Clover Honey Straws		1	200653	457834688334	10.5.0000.2410.490.02.0000	\$14.97
				10/18/2019	Sullivan Principal Staff/Student Food Account	
Stash Tea Bags Sampler Assortment Box - 52 COUNT - Perfect Variety Pack Gift Box - Gift for Family, Friends, Coworkers - English Breakfast, Green, Moroccan Mint, Peach, Chamomile and more		1	200653	457834688334	10.5.0000.2410.490.02.0000	\$13.85
				10/18/2019	Sullivan Principal Staff/Student Food Account	
96 Count Variety (10 Amazing Blends), Single-serve Cups for Keurig K-cup Brewers - Premium Roasted Coffee (Variety, 96 Compatible with 2.0)		1	200653	457834688334	10.5.0000.2410.490.02.0000	\$30.20
				10/18/2019	Sullivan Principal Staff/Student Food Account	
Coffee Mate Liquid .375oz Variety Pack (6 Flavor) 180 Count		1	200653	457834688334	10.5.0000.2410.490.02.0000	\$29.95
				10/18/2019	Sullivan Principal Staff/Student Food Account	
Stash Flavored Tea Variety Random 40 Count Gift Box - Possibly Green Tea, White Tea, Black Tea, Herbal Tea, and Decaf Tea with By The Cup Honey Sticks		2	200653	467675753936	10.5.0000.2410.490.02.0000	\$17.98
				10/19/2019	Sullivan Principal Staff/Student Food Account	
Check #: 0						
PO/InvoiceTotal:						\$124.94
Check Group:						
Creative Teaching Press Chalk It Up! Spanish Inspire U Poster, 3-Pack, CTP (8171)		1	200658	467675847634	10.5.0000.1110.410.02.0000	\$9.99
				10/24/2019	Classroom/Instructional Supplies (Sullivan)	
BIC Clean Wite-Out Brand EZ Correct Correction Tape, 4-Count, 5.25 x .75 x 8.125 (WOTAPP418-WHI)		1	200658	853495695493	10.5.0000.1110.410.02.0000	\$5.47
				10/23/2019	Classroom/Instructional Supplies (Sullivan)	
X-ACTO School Pro Classroom Electric Pencil Sharpener, Blue, 1 Count		1	200658	853495695493	10.5.0000.1110.410.02.0000	\$25.62
				10/23/2019	Classroom/Instructional Supplies (Sullivan)	

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1120

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Dstertech Pack of 50 Colorful Plastic Clips with Push Pins for Cork Boards Paper Works/Notes/Photos/Cork Board/School Projects and Craft Projects-Clip Thumbtack-3.7cm / 1.46 inch		1	200658	853495695493	10.5.0000.1110.410.02.0000	\$7.99
				10/23/2019	Classroom/Instructional Supplies (Sullivan)	
Pomelo Juice Motivational Classroom Posters - Inspirational Quotes Wall Art - Teacher Classroom Decorations - Chalkboard Posters for Kids and Students - Set of 8 13x17 (Chalkboard)		1	200658	853495695493	10.5.0000.1110.410.02.0000	\$12.99
				10/23/2019	Classroom/Instructional Supplies (Sullivan)	
					Check #: 0	
					PO/InvoiceTotal:	\$62.06
Check Group:						
Emergen-C (60 Count, Super Orange Flavor, 2 Month Supply) Dietary Supplement Fizzy Drink Mix with 1000mg Vitamin C, 0.32 Ounce Powder Packets, Caffeine Free		1	200659	593364978687	10.5.0000.2410.410.02.0000	\$15.97
				10/23/2019	Principal Supplies Account	
Nature's Bees, Cocoa Butter Lip Balms, All Natural Lip Moisturizer Treatment - Pack of 48, (Original Variety Assortments - Original, Olive Oil, Mango Butter, Shea Butter)		1	200659	593364978687	10.5.0000.2410.410.02.0000	\$32.98
				10/23/2019	Principal Supplies Account	
Kleenex Trusted Care Facial Tissues, 20 Packs of 3 On-The-Go Travel Packs, 10 Tissues per Pack (600 Tissues Total)		1	200659	593364978687	10.5.0000.2410.410.02.0000	\$19.99
				10/23/2019	Principal Supplies Account	
200 Clear Treat Bags 6x9 with 4" Twist Ties 6 Mix Colors - Thick OPP Plastic Bags for Wedding Cookie Birthday Cake Pops Gift Candy Buffet Supplies		1	200659	593364978687	10.5.0000.2410.410.02.0000	\$10.98
				10/23/2019	Principal Supplies Account	
Hand Sanitizer - Jar (48pcs.) (Wake Me Up)		1	200659	796567395789	10.5.0000.2410.410.02.0000	\$43.90
				10/23/2019	Principal Supplies Account	
					Check #: 0	
					PO/InvoiceTotal:	\$123.82
Check Group:						

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1120

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DYMO Authentic LW Mailing Address Labels   DYMO Labels for LabelWriter Label Printers (1-1/8" x 3-1/2"), 2 Rolls of 350 (700 Total)		1	200660	557335366849 10/23/2019	10.5.0000.2210.410.01.0000 General Supplies	\$12.18
Check #: 0						PO/InvoiceTotal: \$12.18
Check Group:						
The Teacher 50: Critical Questions for Inspiring Classroom Excellence Paperback – August 29, 2016 by Baruti K. Kafele (Author)		1	200666	454577846633 10/28/2019	10.5.0000.1120.410.04.0000 General Supplies	\$15.36
Check #: 0						PO/InvoiceTotal: \$15.36
Check Group:						
Califone 2800-BL Listening First Headphones in Blue (Set of 12)		5	200667	446879984457 10/28/2019	10.5.0000.1110.410.01.4400 TITLE IV WHOLE CHILDSupplies	\$505.00
Check #: 0						PO/InvoiceTotal: \$505.00
Check Group:						
AmazonBasics 60W 6-Port Multi USB Wall Charger, Black		3	200668	595896745664 10/28/2019	10.5.0000.2225.410.01.0000 General Supplies	\$72.21
iCasso MacBook Air 13 inch Rubber Coated Soft Touch Hard Shell Protective Case Cover for MacBook Air 13 Inch Model A1369/A1466 with Keyboard Cover (Blue&White Medallion)		1	200668	595896745664 10/28/2019	10.5.0000.2225.410.01.0000 General Supplies	\$15.99
Laptop Sticker Pack 100 Pcs, Sanmatic Superhero Sticker Unique Cool Stickers Waterbottle Notebook Guitar Skateboard Travel Kid Adults Stickers Waterproof		1	200668	595896745664 10/28/2019	10.5.0000.2225.410.01.0000 General Supplies	\$7.99
Check #: 0						PO/InvoiceTotal: \$96.19
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1120

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Avery Mini Durable Binder for 5.5 x 8.5 Inch Pages, 2-Inch Round Ring, Black, 1 Binder (27554)		1	200680	469377478378 10/29/2019	10.5.0000.1110.410.05.0000 Classroom/Instructional Supplies (Eisenhower)	\$9.43
Check #: 0						PO/InvoiceTotal: \$9.43
Check Group:						
Watercolor You Are Capable of Doing Great Things Bulletin Board		1	200681	634436937675 11/20/2019	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$12.99
Check #: 0						PO/InvoiceTotal: \$12.99
Check Group:						
Juvale 100 Pack - Wooden Clothespins - Large Clothes Pegs Laundry, Arts, Crafts, Decoration, 4 x .5 x .5 inches		1	200682	634675834643 10/29/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$15.99
Check #: 0						PO/InvoiceTotal: \$15.99
Check Group:						
Escape from Slavery: Five Journeys to Freedom Paperback		10	200683	455359894878 10/31/2019	10.5.0000.2222.430.02.0000 Library Books - Elementary	\$50.70
Check #: 0						PO/InvoiceTotal: \$50.70
Check Group:						
Gorilla 6071202 Duct Tape, 1.88 in. x 12 Yd, Silver, 1 - Pack		1	200684	444676496363 10/29/2019	10.5.0000.2131.410.01.0000 PT Materials & Supplies	\$4.84
Oodles of Noodles Foam Pool Swim Noodles, 52 inch (5 Pack) - multicolored		1	200684	446479845448 10/29/2019	10.5.0000.2131.410.01.0000 PT Materials & Supplies	\$13.49
120PCS Cable Zip Ties Heavy Duty 8 Inch, Premium Plastic Cable ties with 50 Pounds Tensile Strength, Self-Locking Nylon Wire Ties for Indoor and Outdoor, Black		1	200684	867558485696 10/30/2019	10.5.0000.2131.410.01.0000 PT Materials & Supplies	\$2.99

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1120

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$21.32
Check Group:						
Rubber Bands		4	200685	445865784755 10/29/2019	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$21.76
Check #: 0						
PO/InvoiceTotal:						\$21.76
Check Group:						
Safco Products Write Way Rectangle Message Sign 4117BL, Black, Magnetic Dual-Sided Dry Erase Board, Indoor and Outdoor Use		2	200686	737546595774 11/18/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$141.42
Check #: 0						
PO/InvoiceTotal:						\$141.42
Check Group:						
Carlisle 36141503 Duo-Pan Dustpan & Lobby Broom Combo, 3 Foot Overall Height, Black		6	200687	674989395673 10/29/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$84.54
Check #: 0						
PO/InvoiceTotal:						\$84.54
Check Group:						
Larnn Mac Book Air Charger 45W T-Tip Adapter Magsafe 2 Connector Power Adapter for Mac Book Air 11-inch and 13-inch After Mid 2012		16	200699	999593838433 11/2/2019	10.5.0000.2225.410.01.0000 General Supplies	\$255.84
Check #: 0						
PO/InvoiceTotal:						\$255.84
Check Group:						
40" Black Trampoline		1	200703	658936455538 11/6/2019	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$76.75
Check #: 0						
PO/InvoiceTotal:						\$76.75

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1120

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Post-It Super Sticky Easel Pad, 25 x 30 Inches, 30 Sheets/Pad, 4 Pads, Large White Premium Self Stick Flip Chart Paper, Super Sticking Power (559-4)		1	200704	433453733393 11/6/2019	10.5.0000.1205.410.01.0000 LBS Classroom Supplies	\$63.17
Sharpie Permanent Markers, Fine Point, Assorted Colors, 4-Pack (30074)		4	200704	685966987599 11/6/2019	10.5.0000.1205.410.01.0000 LBS Classroom Supplies	\$27.40
				Check #: 0		
					PO/InvoiceTotal:	\$90.57
Check Group:						
Annin Flagmakers Model 2730 American Flag 5x8 ft. Tough-Tex the Strongest, Longest Lasting Flag , 100% Made in USA with Sewn Stripes, Embroidered Stars and Brass Grommets. by Annin Flagmakers		2	200705	453444353594 11/6/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$89.28
				Check #: 0		
					PO/InvoiceTotal:	\$89.28
Check Group:						
Papersalt Being a Girl - Illustrated Advice for Young Girls Mom's Choice Award by Papersalt		1	200709	436497858667 11/7/2019	10.5.0000.2410.312.04.0000 Principal Professional Development	\$17.95
Being a Boy - Illustrated Advice For Young Boys - * Mom's Choice Award * by Papersalt		1	200709	436497858667 11/7/2019	10.5.0000.2410.312.04.0000 Principal Professional Development	\$17.95
Being a Friend: Illustrated Guide To Being A Good Friend - * Mom's Choice Award * by Papersalt		1	200709	436497858667 11/7/2019	10.5.0000.2410.312.04.0000 Principal Professional Development	\$17.95
				Check #: 0		
					PO/InvoiceTotal:	\$53.85
Check Group:						
The Reading Strategies Book: Your Everything Guide to Developing Skilled Readers 1st Edition		4	200710	454799399689 11/7/2019	10.5.0000.1120.410.04.0000 General Supplies	\$169.96

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## Prospect Heights School District 23

### Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Understanding Texts & Readers: Responsive Comprehension Instruction with Leveled Texts		4	200710	454799399689 11/7/2019	10.5.0000.1120.410.04.0000 General Supplies	\$129.00
Hacking Questions: 11 Answers That Create a Culture of Inquiry in Your Classroom (Hack Learning Series) Paperback – April 8, 2019 by Connie Hamilton (Author)		1	200710	454799399689 11/7/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$20.04
Visible Learning: Feedback 1st Edition by John Hattie (Author), Shirley Clarke (Author)		1	200710	454799399689 11/7/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$30.17
Check #: 0						
PO/InvoiceTotal:						\$349.17
Check Group:						
Paper Mate Flair Felt Tip Pens, Medium Point (0.7mm), Business Colors, 4 Count		2	200715	436789638564 11/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$11.64
Boao 8 Pieces Magnetic Eraser Whiteboard Eraser		1	200715	464666596675 11/9/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$11.99
Electric Pencil Sharpener with Heavy Duty Helical Blade for NO. 2/Colored Pencils (6.5-8mm)		1	200715	464666596675 11/9/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$29.99
Bostitch EZ Squeeze 40 Sheet 3-Hole Punch		1	200715	464666596675 11/9/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$21.99
BIC Brite Liner Highlighter, Chisel Tip, Assorted Colors, 5-Count		1	200715	464666596675 11/9/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$3.58
Digital Kitchen Timer with Loud Alarm Large LCD Display Magnetic Back and Stand Minute and Second Countdown and Countup for Cooking Baking Exercise Timer (4 Pack )		1	200715	464666596675 11/9/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$11.99
Promotional Discount		1	200715	464666596675 11/9/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	(\$3.00)
Check #: 0						
PO/InvoiceTotal:						\$88.18
Check Group:						

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1120

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
3M Whiteboard Eraser for Whiteboards, 2-Pack, White/Blue (581-WBE)		1	200716	967557549859 11/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$4.50
Cosco 2-Step Household Folding Step Stool		1	200716	967557549859 11/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$25.99
Check #: 0						
PO/InvoiceTotal:						\$30.49
Check Group:						
Nature Print Paper Sun Activated, 5 x 7 Inches, Pack of 40-1006385		5	200717	758448435386 11/12/2019	10.5.0000.1112.410.04.0000 Science Supplies	\$54.75
Check #: 0						
PO/InvoiceTotal:						\$54.75
Check Group:						
Avery Printable Tent Cards, Laser & Inkjet Printers, 100 Cards, 2.5 x 8.5 (5305)		2	200718	449493936698 11/12/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$27.16
C-Cline 87597 Tent Card Holder, 2 1/2 x 8 1/2, Clear, 25/Box by C-Cline		3	200718	934334884755 11/12/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$95.22
Stash Tea Bags Sampler Assortment Box - 120 COUNT - Perfect Variety Pack in Wooden Gift Box - Gift for Family, Friends, Coworkers - English Breakfast, Green, Moroccan Mint, Peach, Chamomile and more		1	200718	934943367679 11/13/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$30.85
VonShef Thermal Airpot Carafe Coffee Beverage Dispenser Stainless Steel, Large 5 Liter or 170 fl oz Capacity (07/177)		2	200718	934943367679 11/13/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$89.98
Check #: 0						
PO/InvoiceTotal:						\$243.21
Check Group:						
Harney & Sons Hot Cinnamon Spice Tea - 30 Tea Sachets (Pack of 3) - Black Tea with Oranges & Sweet Cloves		1	200733	847756885878 11/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$26.57

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1120

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Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Stash Tea Lemon Ginger Herbal Tea 100 Count Box of Tea Bags, Premium Herbal Tisane, Citrus-y Warming Herbal Tea, Enjoy Hot or Iced		1	200733	847756885878 11/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$14.75
Stash Tea Christmas Eve Herbal Tea 100 Count Tea Bags in Foil (packaging may vary) Individual Spiced Herbal Tea Bags for Use in Teapots Mugs or Teacups, Brew Hot Tea or Iced Tea		1	200733	847756885878 11/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$18.15
Stakich Honey Stix - Pure Grade A Clover Honey - 200 Sticks - Kosher Certified - Perfect for Gifts, Tea, Kids Snacks, Traveling and Outdoors		1	200733	847756885878 11/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$28.95
Check #: 0						
PO/InvoiceTotal:						\$88.42
Check Group:						
Dymo 30252 Compatible Address Labels – 1-1/8' x 3-1/2', 12 Rolls of 350 Labels, Self-Adhesive for Shipping, Barcode, UPC, Return Address, Compatible with LabelWriter 4XL, 450, 450 Turbo, and More		1	200742	1TYXZNTNYEQ 11/14/2019	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$24.99
Check #: 0						
PO/InvoiceTotal:						\$24.99
Vendor Total:						\$3,711.60
Anderson Pest Solutions						
Check Group:						
Billing for all schools - November 2019		1	0	5403816 11/1/2019	20.5.0000.2542.319.01.0000 Professional Services	\$220.37
Check #: 0						
PO/InvoiceTotal:						\$220.37
Vendor Total:						\$220.37
Apple Inc.						
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1120

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Apple Watch Series 5 GPS, 40mm Space Gray Aluminum Case with Black Sport Band - S/M & M/L		1	200663	AB07311166 10/25/2019	10.5.0000.2225.410.01.1923 Tech Staff Purchase Program	\$399.00
Check #: 0						
PO/InvoiceTotal:						\$399.00
Check Group:						
13-inch MacBook Air: 1.6GHz dual-core 8th-generation Intel Core i5 processor, 128GB - Space Gray		1	200723	AB12444338 11/14/2019	10.5.0000.2225.410.01.1923 Tech Staff Purchase Program	\$999.00
Check #: 0						
PO/InvoiceTotal:						\$999.00
Vendor Total:						\$1,398.00
ASCD	71829					
Check Group:						
Coherent School Leadership: Forging Clarity from Complexity		1	200672	13442955 10/29/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$25.66
Check #: 0						
PO/InvoiceTotal:						\$25.66
Vendor Total:						\$25.66
AssetGenie, Inc						
Check Group:						
Shattered Screen		1	200765	1436333 11/21/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$189.00
Shattered Screen		1	200765	1436333 11/21/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$79.00
Check #: 0						
PO/InvoiceTotal:						\$268.00
Check Group:						
Horizontal Lines, Black Screen		1	200766	1436945 11/21/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$129.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1120

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$129.00</u>
						Vendor Total: <u>\$397.00</u>
Bennett, Megan						
Check Group:						
Girls Basketball Game 11/20 Cooper @ MacArthur		1	200768	MACBBREF.1119 MB 11/21/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
Check #: 0						
						PO/InvoiceTotal: <u>\$75.00</u>
						Vendor Total: <u>\$75.00</u>
Brookins-Roberts, Stephanie A						
Check Group:						
Ready Math Training for Parents - 12/3/19		1	200756	RMT.1219 11/20/2019	10.5.0000.3900.319.01.4300 Title I Parent Outreach Services	\$500.00
Check #: 0						
						PO/InvoiceTotal: <u>\$500.00</u>
						Vendor Total: <u>\$500.00</u>
Caruso Middle School						
05455						
Check Group:						
Wrestling Tournament at Caruso Middle School in Deerfield IL 60015		1	200752	MAC.Wrest.2019 11/14/2019	10.5.0000.1503.640.04.0000 Interscholastic Sports Dues & Fees	\$275.00
Check #: 0						
						PO/InvoiceTotal: <u>\$275.00</u>
						Vendor Total: <u>\$275.00</u>
CDW Computer Center						
01060						
Check Group:						
Microsoft Visio Standard 2019 - box pack - 1 PC		1	200712	VRG8310 11/8/2019	10.5.0000.2225.470.01.0000 Software	\$264.79
Check #: 0						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1120

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$264.79</u>
						Vendor Total: <u>\$264.79</u>
Chavez-Munoz, Juan						
Check Group:						
Uniform Reimbursement - Juan Chavez		1 0		V538108 11/19/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$119.97
						Check #: 0
						PO/InvoiceTotal: <u>\$119.97</u>
						Vendor Total: <u>\$119.97</u>
Citi Cards						
Check Group:						
Citi Cards - COSTCO WHSE #0779 - Bus Driver Appreciation - A. McPartlin		1 0		7339.Nov2019 11/14/2019	40.5.0000.2551.410.01.0000 Regular Transportation Services	\$70.74
Citi Cards - Amazon - Label Makers (AZ, MO) - A. Mc Partlin		1 0		7339.Nov2019 11/14/2019	10.5.0000.2210.410.01.0000 General Supplies	\$153.00
Citi Cards - Amazon - Label Makers for Raptor in bldgs - A. McPartlin		1 0		7339.Nov2019 11/14/2019	20.5.0000.2542.553.01.0000 Capital Expenditures	\$341.11
Citi Cards - Sheraton Grand Chicago (IASB 2019 Deposit - BOE Members) - A. McPartlin		1 0		7339.Nov2019 11/14/2019	10.5.0000.2310.332.01.0000 BOE Travel/Mileage Expenses	\$2,035.18
Citi Cards - COSTCO WHSE #0779 - BPAC - D. Angelaccio		1 0		7339.Nov2019 11/14/2019	10.5.0000.3900.410.01.4909 Title III Parent Outreach Supplies	\$161.59
						Check #: 0
						PO/InvoiceTotal: <u>\$2,761.62</u>
						Vendor Total: <u>\$2,761.62</u>
Curriculum Associates, LLC						
Check Group:						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

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Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Ready Classroom Spanish Student Worktext with Digital Access Grade K 1 Year		25	200007	90623812 10/22/2019	10.5.0000.1110.420.01.0000 Textbook Adoption	\$163.50
Ready Classroom Spanish Mathematices Student Worktext with Digital Access Grade 1 1 year		25	200007	90623812 10/22/2019	10.5.0000.1110.420.01.0000 Textbook Adoption	\$163.50
Ready Classroom Spanish Student Worktext with Digital Access Grade 2 1 Year		20	200007	90623812 10/22/2019	10.5.0000.1110.420.01.0000 Textbook Adoption	\$130.80
Ready Classroom Spanish Student Worktext with Digital Access Grade 3 1 Year		25	200007	90623812 10/22/2019	10.5.0000.1110.420.01.0000 Textbook Adoption	\$163.50
Check #: 0						
PO/InvoiceTotal:						\$621.30
Vendor Total:						\$621.30
77 DeFranco Plumbing						
Check Group:						
Mac - Plumbing Material and Labor		1	0	26388 10/31/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$323.56
Check #: 0						
PO/InvoiceTotal:						\$323.56
Vendor Total:						\$323.56
Fast Signs	01114					
Check Group:						
MacArthur Inserts		7	0	447-38715 8/19/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$17.80
Ross Inserts		10	0	447-38715 8/19/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$25.40
Sullivan Inserts		7	0	447-38715 8/19/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$17.80
Check #: 0						
PO/InvoiceTotal:						\$61.00

## Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$61.00
First Student	00406					
Check Group:						
Basketball Buses 6 Boys/6 Girls		1	200751	135389 11/1/2019	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$159.57
Basketball Buses 6 Boys/6 Girls		1	200751	137118 11/7/2019	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$159.57
Basketball Buses 6 Boys/6 Girls		1	200751	138264 11/12/2019	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$159.57
Check #: 0						
PO/InvoiceTotal:						\$478.71
Vendor Total:						\$478.71
Honeywell International Inc						
Check Group:						
Faulty Power Supply. Work outside service contract - Sullivan		1	0	5249679672 10/27/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$2,563.35
Check #: 0						
PO/InvoiceTotal:						\$2,563.35
Vendor Total:						\$2,563.35
Kwiecinski, Rick						
Check Group:						
Girls Basketball Game 12/17/2019 Holmes @ MacArthur		1	200759	MAC.BBREF.121 9RK 11/21/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
Check #: 0						
PO/InvoiceTotal:						\$75.00
Vendor Total:						\$75.00
LaBuda, Mark						
Check Group:						

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## Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Girls Basketball Game 12/19/2019 River Trails @ MacArthur		1	200760	MACBBREF.1219 ML 11/21/2019	10.5.0000.1503.319.04.0000  Professional Services	\$75.00
				Check #: 0		
					PO/InvoiceTotal:	\$75.00
					Vendor Total:	\$75.00
Mount Prospect School District 57						
Check Group:						
2020 Lincoln Dance Invite 1/16/2020		1	200769	MACPMS120 11/21/2019	10.5.0000.1503.640.04.0000 Interscholastic Sports Dues & Fees	\$200.00
				Check #: 0		
					PO/InvoiceTotal:	\$200.00
					Vendor Total:	\$200.00
79 Oriental Trading Company						
Check Group:						
Bright Winter Pencil Assortment		1	200721	699427178-01 11/14/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$13.87
Barker Creek® Double-Sided Petals Bulletin Board Borders		1	200721	699427178-01 11/14/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$11.09
Growth Mindset Stickers		3	200721	699427178-01 11/14/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$10.78
				Check #: 0		
					PO/InvoiceTotal:	\$35.74
					Vendor Total:	\$35.74
Performance Chemical & Supply						
Check Group:						
Sullivan - Maintenance Supplies		1	0	237973 11/1/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$318.25
Ross - Maintenance Supplies		1	0	237974 11/1/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$217.66

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Ike - Maintenance Supplies		1	0	237976 11/1/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$185.85
Admin - Maintenance Supplies		1	0	237977 11/1/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$86.51
Mac - Maintenance Supplies		1	0	238234 11/1/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$152.99
Check #: 0						
PO/InvoiceTotal:						\$961.26
Vendor Total:						\$961.26
Perille, Stephen J.						
Check Group:						
Girls Basketball Game 12/19/2019 River Trails @ MacArthur		1	200762	MACBBREF.1219 SP 11/21/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
Check #: 0						
PO/InvoiceTotal:						\$75.00
Vendor Total:						\$75.00
Really Good Stuff						
Check Group:						
Happy Birthday Pencils		3	200729	7144688 11/12/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$11.64
The Power of Yet! Mini Flip Charts		2	200729	7144688 11/12/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$47.16
Check #: 0						
PO/InvoiceTotal:						\$58.80
Vendor Total:						\$58.80
Shah, Pragna						
Check Group:						
Co-Pay reimbursement per PHEA - P Shah		1	0	RX.Reimb.PS111 9 11/20/2019	10.5.0000.2520.224.01.0000 PHEA Prescription Benefit	\$70.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$70.00
						Vendor Total: <u>          </u>
						\$70.00
The Art of Education, LLC						
Check Group:						
Global online Conference - District License for up to 5 teachers		1	200706	202161 11/10/2019	10.5.0000.2210.312.01.0000 Professional Development	\$300.00
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$300.00
						Vendor Total: <u>          </u>
						\$300.00
USI						
00758						
Check Group:						
switch & wire		1	200739	0390452101012 11/20/2019	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$37.40
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$37.40
						Vendor Total: <u>          </u>
						\$37.40
VT Services, Inc.						
Check Group:						
LCD / DIGITIZER REPLACED		1	200750	141145 11/15/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$75.00
DIGITIZER REPLACED		1	200750	141145 11/15/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$185.00
DIGITIZER REPLACED		1	200750	141145 11/15/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$185.00
DIGITIZER REPLACED		1	200750	141145 11/15/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$185.00
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$630.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$630.00
Warehouse Direct	80219					
Check Group:						
Admin Office Supplies		1	0	4489002-0 11/15/2019	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$106.48
Check #: 0						
PO/InvoiceTotal:						\$106.48
Check Group:						
Insertable Big Tab Dividers, 8- Tab, Letter		6	200740	4489174-0 11/15/2019	10.5.0000.1110.410.05.0000 Classroom/Instructional Supplies (Eisenhower)	\$4.68
Check #: 0						
PO/InvoiceTotal:						\$4.68
Vendor Total:						\$111.16
West Music Company Inc.						
Check Group:						
Boomwhackers OC8G Octavator Tube Caps 8 pack		1	200693	SI1823857 10/31/2019	10.5.0000.1115.410.05.0000 Music Instructional Supplies (Eisnehower)	\$12.66
Boomin' the Basics		1	200693	SI1823857 10/31/2019	10.5.0000.1115.410.05.0000 Music Instructional Supplies (Eisnehower)	\$42.90
Boomwhackers Complete Upper and Lower Octave Set		2	200693	SI1825536 11/5/2019	10.5.0000.1115.410.05.0000 Music Instructional Supplies (Eisnehower)	\$179.98
BoomWhack Attack!		1	200693	SI1828060 11/12/2019	10.5.0000.1115.410.05.0000 Music Instructional Supplies (Eisnehower)	\$19.99
Check #: 0						
PO/InvoiceTotal:						\$255.53
Vendor Total:						\$255.53
Yost, Kevin						
Check Group:						

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1120

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Boys Basketball Game 11/19 River Trails @ MacArthur		1	200770	MACBBREF1219 KY 11/21/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
Boys Basketball Game 12/3/2019 Lincoln @ McArthur		1	200770	MACBBREF1219 KY 11/21/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
Check #: 0						
PO/InvoiceTotal:						\$150.00
Vendor Total:						\$150.00
Zaner-Bloser						
Check Group:						
Handwriting 2020 Grade 1 Switch and Save Small Classroom Package includes: 15 copies of the student edition, 1 copy of the Practice Masters, 1 copy of the Teacher's Edition, and myZBportal.com 1 year access.		1	200491	10232651  11/13/2019	10.5.0000.1110.420.05.0000  Textbooks/Workbooks (Eisenhower)	\$163.71
Check #: 0						
PO/InvoiceTotal:						\$163.71
Vendor Total:						\$163.71
Grand Total:						\$17,115.53

End of Report

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1121

11/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Arlington Heights School District 25	71838					
Check Group:						
10/14/19 - District Wellness/Institute Snacks - M ODonnell		1 0		FoodServ.Oct201 9 11/1/2019	10.5.0000.2560.410.01.0000 D25 Food Service	\$215.52
10/31/19 - MAC - Staff Meeting Snacks - C Nystron		1 0		FoodServ.Oct201 9 11/1/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$23.84
EDP		1 0		FoodServ.Oct201 9 11/1/2019	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$4,770.36
Contract		1 0		FoodServ.Oct201 9 11/1/2019	10.5.0000.2560.315.01.0000 Contracted Food Service	\$43,119.11
Check #: 0						
						PO/InvoiceTotal: <u>\$48,128.83</u>
						Vendor Total: <u>\$48,128.83</u>
Lowery McDonnell Co.						
Check Group:						
LRC Furniture Media Technologies		1	200005	IN0003140 10/30/2019	10.5.0000.1110.553.02.0000 Sullivan Furniture > \$1,000	\$14,895.72
Interchange Desks w/casters		28	200005	IN0003140 10/30/2019	10.5.0000.1110.553.02.0000 Sullivan Furniture > \$1,000	\$8,092.00
Cascade Teacher Desk		1	200005	IN0003140 10/30/2019	10.5.0000.1110.553.02.0000 Sullivan Furniture > \$1,000	\$559.00
Freight and Setup		1	200005	IN0003140 10/30/2019	10.5.0000.1110.553.02.0000 Sullivan Furniture > \$1,000	\$1,600.00
Check #: 0						
						PO/InvoiceTotal: <u>\$25,146.72</u>
						Vendor Total: <u>\$25,146.72</u>
						Grand Total: <u>\$73,275.55</u>

End of Report



# 2019 Property Tax Levy

**December 11, 2019**  
**Amy McPartlin, Chief School Business Official**  
**Prospect Heights School District 23**

# Calculating the Levy Request

**What data is needed to calculate the levy?**

<b>Data</b>	<b>Known at levy preparation?</b>
Prior year Aggregate Levy Extension	Yes
Prior Year growth in CPI	Yes
Levy Year <b>EAV</b>	<b>No</b>
Levy Year <b>New Property</b>	<b>No</b>

**\*EAV and New Property Must be estimated**

# Estimating the 2019 Levy Extension

## Step 1 - Calculate Allowable Levy Increase due to Inflation

- Prior Year Extension = \$19,714,400
- CPI Calendar Year 2018 = 1.9%

**Aggregate Extension x CPI**

$$\text{\$19,714,400} \times 1.9\% = \text{\$374,574}$$

# Estimating the 2019 Levy Extension

## Step 2- Property Taxes on New Property

- Value of New Property is unknown = \$2.5 million estimate
- EAV is unknown & Limiting Rate is = 3.0367% estimate

New Property x Limiting Rate = Increase due to New Property  
 $\$2,500,000 \times 3.0367\% = \$75,917$

# Estimating the 2019 Levy Extension

## Summary

- 2018 Total Extension \$19,714,400
- Increase due to CPI \$ 374,574
- Increase from New Property \$ 75,917
- 2019 Extension Estimate \$20,164,891

# Final 2019 Levy Request

Fund	2018 Extension	2019 Extension	Variance	New Money
Education	\$14,329,598	\$15,052,000	\$722,402	
Operations & Maintenance	\$1,619,625	\$1,730,000	\$110,375	
Transportation	\$1,261,182	\$1,305,000	\$43,818	
Working Cash	\$274,253	\$290,000	\$15,747	
IMRF	\$381,967	\$390,794	\$8,827	
Social Security	\$381,967	\$390,794	\$8,827	
Tot	\$222,482	\$235,000	\$12,518	
<b>TOTALS</b>	<b>\$18,471,074</b>	<b>\$19,393,588</b>	<b>\$922,514</b>	<b>\$922,514</b>

# Truth in Taxation

- District increases its Levy Request to capture ALL new construction, not currently under the tax cap in the first year
- Growth is limited to the lesser of 5% or CPI
- District will still only receive amount of allowable dollars under the Property Tax Extension Law (PTELL)



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

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**Date:** December 11, 2019

**Subject:** Trimester I Curriculum Update

**Prepared by:** Amy M. Zaher, Ed.D.

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This update is provided to keep the board informed of the progress of the implementation of the curriculum, professional development, and the assessments that we use in the district.

**Curriculum**

In an effort to make our parents aware of what their children will be learning over the course of the school year, over the summer we will share the curriculum documents for Science, Math and Library and Media Curricula on our District's website.

**Math:**

- Implementing any new program is not always easy. This is why we need to provide teachers with time to get in and use the materials. Teachers are starting to get used to using the Try-Discuss-Connect routine that is essential to teaching Ready Math. After three months of using Ready Math, we are beginning to see amazing discussions in math taking place! Not to mention that the level of rigor has definitely increased and the math vocabulary that our students use even in the early grades is remarkable!
- We actually hosted visitors from a neighboring district who are interested in purchasing the Ready Math program. Teachers sat in and observed some of the math lessons. They were able to talk, teacher-to-teacher about the program. The visitors mentioned how impressed they were with the work the students were doing and the amount of support our teachers have received. We thanked the teachers who volunteered to open up their rooms to the visiting teachers.

**Report Cards:**

- Our Kindergarten, first and second-grade teachers received professional development on how to create their report cards in the new PowerSchool platform. They have been doing some work over the last few months on updating their report cards. Over the summer, we uploaded the new Kindergarten through second-grade report cards in PowerSchool which means that all student report cards K-8 will now be in one program. Report cards were successfully distributed in November and we had a great turnout for parent-teacher conferences.

**Professional Development**

Our last Teacher Institute Day was a hit mainly because it started with a humorous video of Don and his friend Marty the Monkey interviewing our students about their feelings about math. We had another session that consisted of more professional development in Ready Math from a professional trainer. We had a large three-hour block set aside for diving into the essentials of teaching the program, answering teacher questions and diving into the iReady diagnostic data. Later in the day, the teachers went back to their schools for

additional professional development. After each Teacher Institute Day, we review all of the teacher feedback so that we can reflect on the effectiveness of our professional development. Overall it was a great day!

### **Committee Reports:**

- **ELA:** We began our English Language Arts (ELA) Committee this year. This year, we are studying the shifts of the standards and how they impact teaching and learning. This work will help us set a solid understanding of next year's work. Next year, this committee will be researching new instructional materials for ELA which includes Reading, Writing, Speaking and Listening.
- **TLT:** The Teaching Learning and Technology (TLT) Committee has had several committee meetings thus far to implement and plan the work of the Technology Education Plan. There are two main subcommittees of this team: The Data and Privacy Team and the Teaching and Learning Team.
- **Bilingual:** Our Bilingual Committee has met several times already this year. We are always discussing how we can improve our program for our English Learners. We also planned our BPAC events such as Family Game Night and the upcoming Gingerbread House Making event on Friday, December 13th at 6:00 pm at Eisenhower. The turnout of families for these events has been extraordinary!
- **MTSS:** Our Multi-Tiered System of Support (MTSS) Committee is working on creating a handbook so that we have similar systems and structures in place to identify and support learners who are in need of additional support.
- **DIT:** The District Improvement Team (DIT) met several times over the last few months. This committee is the leadership team of teachers and administrators who provide oversight for assessment calendar, use of data, and program evaluation. This year, we have worked on collaborative instructional planning and analyzing data.

### **Assessment:**

One of the goals of our strategic plan is to create more of a data culture. Many of our leadership team meetings as well as our committee meetings start with the analysis of relevant data for that team.

- The **FastBridge** assessment was administered at the beginning of the year to first through eighth-graders. Our ECRA data shows that we have expected growth and higher than expected growth in some grade levels. We are off to a great start!
- Our students will be taking a 2nd diagnostic in **iReady** during the month of December. This will adjust their individualized learning path within the program for extended differentiation.
- In January we will begin **ACCESS** testing which is a required language assessment for all of our English Learners.
- This year, all of our students will be given the **SAEBRS** assessment three times a year. SAEBRS is a brief and efficient tool for universal screening of student risk for social-emotional and behavioral problems for students in Grades K through 12.



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

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**Date:** December 11, 2019

**Subject:** Update on 2019-20 Extended Day Program & Recommendation for Maintenance of Current Fees for 2020-21

**Prepared by:** Amy McPartlin, CSBO

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**BACKGROUND:**

Each December, the Board of Education reviews the current fees charged for the Extended Day Program (EDP) and considers whether to maintain the current fee structure, increase fees or decrease fees for the following year. This communication is intended to provide an update on the status of EDP and provide a recommendation for the 2020-21 program fees.

The 2018-19 increase to fees was the first in many years. The discussion and decision of the Board centered around maintaining a quality program that was financially stable. In addition, the Board wanted to avoid fee increases becoming an annual occurrence. As such, Kris Lebrecht, the EDP Director, and the Business Office have worked together to ensure that the program continues to maintain the offerings and opportunities for the children while still providing a safe and harmonious environment.

At the end of the 2018-19 school year, EDP had 70 students registered for the AM program and 207 students registered in the PM program. Currently, as of November 25, 2019, EDP has 70 students registered for the AM program and 191 students registered in the PM program. EDP remains the most cost effective, least expensive daycare option for before and after-school care available to the families of District 23.

As you are aware, 5<sup>th</sup> and 6<sup>th</sup> graders are housed at MacArthur and parents have the option to pick up their 5<sup>th</sup> and 6<sup>th</sup> graders directly from MacArthur. An EDP doorbell is used at MacArthur for easy and safe pick up. After 5pm, parents must pick up all children at Ross.

In an effort to hold the fees steady, EDP is constantly looking at ways to improve the program in a cost-neutral way. Games and supplies continue to be replaced as needed at both sites. Additional EDP radios have been purchased for better communication within the individual sites as well as for better communication between the two sites.

EDP also continues to review the safety procedures and development of its employees:

- Continue to improve communications with families, school staff and supervisors
- Staff training options

- Improve hallway procedures (checking in, bathroom/ drinking fountain) possible additional supervisor responsibilities
- Hire necessary supervisors for upcoming openings

Overall, 2019-20 has been off to a good start and the program continues to thrive.

**RECOMMENDATION:**

The Business Office and Director of EDP recommend no change in fees for the 2020-21 school year for the Extended Day Program.



Amy McPartlin &lt;amcpartlin@d23.org&gt;

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## SmartProcure FOIA Request to Prospect Heights School District 23 for PO/Vendor Information

1 message

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**Bethany Simpson** <bsimpson@smartprocure.com>  
To: lellison@d23.org  
Cc: amcpartlin@d23.org

Tue, Nov 12, 2019 at 3:59 PM

Good afternoon,

SmartProcure is submitting a commercial FOIA request to the Prospect Heights School District 23 for any and all purchasing records from 8-7-2019 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.com/?st=IL&org=ProspectHeightsSchoolDistrict23>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

**Bethany Simpson**  
Data Acquisition Specialist  
SmartProcure  
Email: [bsimpson@smartprocure.com](mailto:bsimpson@smartprocure.com)  
NEW Direct Line: 561-609-6932

**Prospect Heights School District 23**  
**Vendor Records from August 7, 2019 thru November 15, 2019**  
**Fiscal Year Ends June 30th**  
**New Fiscal Year Begins July 1st**

Vendor ID	Order Name	Order Street1	Order Street2
2193	1st Metropolitan Translation Services	875 N. Michigan Ave., Suite 3100	
36	A-1 Suburban Total Security	245 W. Dundee Road	Dunell Center
455	Ablenet Inc.	2625 Patton Road	
1154	Academic Therapy Publications	20 Leveroni Court	
326	Accurate Document Destruction Inc.	2500 LANDMEIER RD	
1239	AG iRepair	220 Huff Avenue	
555	Alexian Brothers Behavioral Hospital	21272 Network Place	
1412	All-Illinois Junior Band	P.O. Box 501	
1105	All-Ways Transportation Services, Inc.	275 12th Street, Suite 2	
542	Allstar Asphalt, Inc.	165 W HINZ ROAD	
1223	Amazon.com	Customer Service	PO Box 81226
372	American Taxi	834 E Rand Rd	
1300	Anderson Lock Company, Ltd	850 E. Oakton	
324	Anderson Pest Solutions	PO Box 600670	
348	Apple Computer Inc.	P.O. Box 281877	
2328	Arc 1 Electric, Inc	7707 W 98th Street	
1421	ARCON	2050 S. Finley Road	Suite 40
384	ASCD	P O Box 17035	
984	AssetWorks LLC	2222 W. Spring Creek Parkway	Suite 215
2343	Association for Facilities Engineering	8200 Greensboro Dr, Suite 400	
770	Association of Illinois Middle Grade Sc	3712 NORTH BROADWAY	SUITE 180
397	AT & T Mobility	PO Box 6463	
37	Atlas Pen & Pencil	342 Shelyville Mills Rd	
2336	Axess Transportation	235 Lake Dr South	
488	Barrington Middle School	PRAIRIE CAMPUS	40 E DUNDEE
2318	BBB Transportation Inc	1151 S Forums Ct #3B	
1123	Bearcom	PO Box 670354	
1461	Bleacher America Inc.	2202 Cornell Avenue	
2120	Blue Lion Systems, Inc	2413 W. Algonquin Rd. #306	
2083	BMO Harris MasterCard	Corporate Card - Payment	P.O. Box 71878
2103	Breakout EDU	P.O. Box 280	696 Old Bethpage Rd
537	Brechts Database Solutions, Inc.	PO Box 305	
2248	BrightStar - Arlingdale Healthcare, Inc.	650 E. Algonquin Rd	Suite 301
2333	Brunch Cafe/BNL Niles Inc	8780 Dempster St	
1377	Bulbs.com Inc.	243 Stafford St.	
1374	Businesssolver, Inc.	P.O. Box 310411	
2300	CAGE Engineering, Inc	3110 Woodcreek Dr	
1014	Cambium Learning Group	17855 Dallas Parkway	Suite 400
2299	CardsDirect, Inc	12750 Merit Dr Suite 900	

50	Carson Dellosa Publishing Co.	P. O. Box 602674	
187	CDW Computer Center	230 N MILWAUKEE AVE	
536	CDW Government	75 REMITTANCE DRIVE SUITE 1515	
2271	Childtherapytoys.com	40 Aero Rd. #2	
1360	Citi Cards	P.O. Box 9001016	
192	City of Prospect Heights	8 N. Elmhurst Road	
245	Classroom Direct	P.O. Box 1639	
2236	Cohrs Group, LLC	1916 E. Jonquil Terrace	
827	Constellation NewEnergy Gas Division	P.O. Box 5473	
443	Constellation NewEnergy, Inc.	P.O. Box 4640	
363	Crown Trophy	1340 Busch Parkway	
2259	Curriculum Associates, LLC	153 Rangeway Rd	
126	Daily Herald	Paddock Publications, Inc.	155 E. Algonquin Roa
411	Dairy Queen Prospect Heights	1293 N. Rand Road	
1929	DeFranco Plumbing	20330 N. Rand Road	
55	Demco Inc.	P O Box 7488	
218	Dick Blick Art Materials	P.O. Box 1267	
216	Discount School Supply	P O BOX 6013	
7	Discovery Benefits	P.O. Box 9528	
210	Discovery Education	PO Box 744954	
328	Don Johnston	26799 WEST COMMERCE DRIVE	
60	EAI Education	PO Box 416366	
1281	Easy Way Safety Services	10939 B Reed Hartman Hwy	
2222	ECube, Inc	1720 Topaz Dr.	
47	Edward Stauber	2105 Northwestern Avenue	
2283	Elens & Maichin Roofing & Sheet Metal	1621 Manhattan Rd	P.O. Box 877
2274	EMCOR Services Team Mechanical Inc	431 Lexington Dr	
2284	EMS LINQ	2528 Independence Blvd STE 200	
704	Enabling Devices	50 Broadway	
903	Essentra Specialty Tapes	7400 Industrial Dr.	
297	ETA Hand2Mind	500 Greenview Court	
908	Extra Packaging, LLC	333 Hollenbeck Street	
198	Fast Signs	1814 N Arlington Heights Road	
1168	FastBridge Learning	150 South Fifth Street	Suite 600
77	First Student	22157 Network Place	
2167	FIRST-For Ins & Rec of Sci & Tech	200 Bedford Street	
601	Fitness Finders Inc.	1007 Hurst Road	
926	Flaghouse Special Needs	601 Flag House Drive	
589	Flinn Scientific	P.O. Box 71721	
68	Follett School Solutions, Inc	1340 Ridgeview Drive	
781	Forecast 5 Analytics, Inc.	2135 CityGate Lane	7th Floor
2290	Foundation Building Materials	2741 Walnut Ave, Suite 200	
69	Fox Valley Fire & Saftey Co	2730 Pinnacle Drive	
1119	Frontline Technologies Group, LLC	1400 Atwater Drive	
607	G.W. Berkeimer Co.	4 East College Dr	

548	Garaventa USA Inc.	225 W Depot Street	
422	Goodman Company	1616 N Dale	
219	Goodman, Jordan	958 Ridgefield Lane	
74	Gopher Sport	2525 Lemond St. SW	P.O. Box 998
2177	GraceNotes, LLC - Sight Reading Facto	P.O. Box 14772	
78	Graham C Stores Company	39109 N. US Highway 41	
2203	Granite Telecommunications, LLC	PO Box 983119	
1101	Guilford	370 Seventh Aveue	Suite 1200
2293	Hameray Publishing Group, Inc	5212 Venice Blvd	
618	Happ Builders	28 LEBARON ST	
94	Hauser Izzo, LLC.	19730 GOVERNORS HIGHWA	SUITE 10
39	Home Depot	Dept. 32 - 2502417474	P.O. Box 9001043
2111	Homer Industries	13920 S. Archer Avenue	
554	Honeywell International Inc	Building Solutions	95 E. Algonquin Roac
2280	Howard Technology Solutions	Howard Industries, Inc.	PO Box 1588
354	Hufcor-Chicago	102 FAIRBANK ST	
1937	Illinois ASBO	108 Carroll Avenue	IA 103
344	Illinois ASCD	ILLINOIS STATE UNIVERSITY	CAMPUS BOX 8610
87	Illinois Association of School Boards	2921 Baker Drive	
237	Illinois Grade School Music Assoc.	EDWARD JONES	2315 HEMLOCK
312	Illinois Principals Association	2940 BAKER DRIVE	
970	ILMEA State Office	7270 W. College Drive	Suite 201
2329	Imagine Learning	382 W. Park Circle, Suite 100	
972	Imbert International Inc.	7030 N. Austin Avenue	
858	Impact Networking, LLC	13875 West Boulton Boulevard	
95	Insect Lore Products	P O BOX 1535	
234	Interstate	1160 Flex Court	
723	IntraData	6947 Coal Creek Parkway SE	#178
849	J.B. Metal Works	1325 Lee Street	
230	JCB Electric Inc.	406 Hill Ct	
2287	Johnstone Supply	RMA Supply	6153 W. Mulford Ct.
2298	Kaplan Early Learning Co	1310 Lewisville-Clemmons Rd	
101	Lakeshore Learning Materials	2695 E. Dominguez St.	
848	Lakeshore Recycling System	6132 Oakton Street	
1303	Laminator.com Inc.	13777 Laurel Drive	
814	LamTech Laminating Solutions, Inc.	570 Walnut Ln	
1913	Learning Resources	Attn: Customer Service	380 N. Fairway Drive
1269	Lewis Paper International, Inc	2300 Windsor Ct.	Unit A
2153	Loomis Armored US, LLC	2500 CityWest Blvd Ste 900	
2334	Lurie Children's	225 E Chicago Ave	
2221	Lutheran/Advocate Health & Hospitals	3075 Highland Parkway	
2184	M1E2 Inc, DBA Instant Imprints of IL	2308 E Rand Rd	
2292	Mapping Solutions	15415 State Route 92	
2325	Marroquin, Jose R	230 Glen Ellyn Rd., #205	
1948	Maul Paving, Inc.	10201 Clow Creek Rd.	

2254	Mauro Sewer Construction, Inc	1251 Redeker Rd	
1417	McGowan, Thomas	1606 Burning Tree Ct.	
111	McGraw-Hill School Education	LOCKBOX 71545	
2326	Med-El Corporation	2645 Meridian Parkway Ste 100	
300	Menards	740 E. Rand Road	
179	Michael Wagner & Sons, Inc.	2321 South Foster	
243	Michaels Uniform Company	7906 W. Grand Avenue	
357	Midwest Principals Center	2815 Forbs Ave Suite 107	
460	Milieu Design LLC	48 E Hintz Road	
2330	Murray and Trettel, Inc	600 N First Bank Dr, Suite C	
301	Music in Motion	P.O. Box 869231	
113	Napa Auto Parts	Napa Heights Automotive	710 N Elmhurst Roac
114	Nasco	901 Janesville Ave	P O Box 901
295	National Geographic Bee	Explorer Magazine Payments	P.O. Box 291875
439	National Geographic Society	Explorer Magazine Orders	P.O. Box 291875
815	National Investigations, Inc.	P.O. Box 254	
2337	New Connections Academy	865 E. Wilmette Rd	
631	News-2-You Inc.	P O Box 550	
1063	Nicor Gas	PO Box 5407	
2179	Northern Illinois Music Conference	Woodland Middle School	7000 W. Washington
2220	Northern Suburban SpEd District NSSE	760 Red Oak Lane	
2344	NorthShore Omega	1301 Central STreet	
122	Northwest Electrical Supply	600 East Rand Road	
270	NSSEO	799 W KENSINGTON	
2158	Ocono DTC aka Genesee Lake School	P.O. Box 278	
239	Oriental Trading Company	P.O. Box 2308	
127	Palos Sports Inc	11711 S Austin Avenue	
2276	Parts Town, LLC	1200 GreenBriar	
1902	Pearson Clinical Assessment	Clinical Assessment - Orderir	P. O. Box 599700
1910	Penworthy Company LLC	219 N Milwaukee Street	
1378	Performance Chemical & Supply	18633 S. 81st Avenue	
2205	Performance Health Supply, Inc.	28100 Torch Parkway Suite 700	
129	Personnel Planners, Inc	913 W Van Buren	#3A
763	Playpower LT Farminton INC.	P O Box 897	
1102	Pro-Ed, Inc	8700 Shoal Creek Blvd.	
523	Purchase Power	P.O. Box 371874	
159	Quinlan & Fabish Music	6827 High Grove Blvd.	
526	Raymond Geddes	7110 Belair Road	Suite 200
525	Really Good Stuff	P.O. Box 1111	
1439	Red Wings Shoes	1721 E. Central Avenue	
1274	Relief Medical Services, Inc.	401 N. Michigan Avenue	Suite 1920
232	Rifton Equipment	PO Box 260	
2061	Robbins Schwartz	55 West Monroe Street	Suite 800
449	Rotary Club of River Cities	PO Box 292	
751	S & S Worldwide, Inc.	PO Box 210	

212	Scariano Himes & Petrarca	P.O. Box 81355	
2154	Scenario Learning-DBA Vector Solutior	4890 W Kennedy Blvd, Suite 300	
1914	Scholastic Classroom Magazines	2315 Dean Street	Suite 600
1118	Scholastic, Inc	PO Box 3725	
2124	School Counselor Resources	10200 Jefferson Blvd.	
155	School Health Corporation	5600 Apollo Dr	
424	School Mate	PO Box 2110	
1109	School Specialty	P.O. Box 1579	
736	Schoolsin	P O Box 62026	
2286	Sentinel Technologies, Inc	2550 Warreville Rd	
737	Sheet Music Plus	1210 Innovation Dr	
59	Shiffler Equipment	745 South Street	
2174	SignWarehouse, Inc	2614 Texoma Drive	
578	Social Thinking	404 Saratoga Avenue	Suite 200
2282	Soil Engineer & Testing Consultants LL	800 West Central Rd Suite 106N	
2092	Sonova USA Inc. aka Phonak Communi	4520 Weaver Parkway	
742	Starfall Education	P.O. Box 359	
1174	Step Forward Therapy, Inc.	3350 Salt Creek Lane	Suite 115
2165	Suburban Superintendents' Associator	2123 S. Arlington Heights Rd	
373	Success By Design Inc	3741 Linden S E	
281	Super Duper Publications	P.O. Box 24997	
2069	SuperFleet MasterCard Program	P.O. Box 923928	
1943	Supt. Roundtable of Northern IL	c/o Lake Bluff School District	121 E. Sheridan Place
366	Systems Forms Inc.	P.O. Box 219	
306	Teacher Created Resources	12621 Western Ave	
1453	Teacher Direct	1200B Roberts Industrial Drive	
1310	Teachers Discovery	2741 Paldan Drive	
1355	Teachers Pay Teachers	Teacher Synergy LLC	PO Box 1411
2297	Temperature Equipment Corp	177725 Volbrecht Rd	
530	Terryberry	2033 Oak Industrial Drive N.E.	
1169	Textbook Warehouse	936 Curie Drive	
2190	The Cove School, Inc	350 Lee Road	
2072	The Midwest Clinic	601 Oakmont Lane	Suite 140
250	TIME For Kids	PO Box 37264	
462	TLK Marketing	678 Chaddick Drive	
1901	Tobii Dynavox LLC	2100 Wharton Street	Suite 400
176	Trend Enterprises	PO Box 70870	
1076	Triarco Arts & Crafts	9900 13th Avenue N.	Suite 1015
949	Tyler Technologies, Inc.	PO Box 203556	
901	U. S. School Supply	3361 W. Hospital Avenue	
2091	uAttend Employee Management System	2777 Loker Avenue West	Suite A
322	United Art and Education	Box 9219	
369	US Automotive	101 E. Rand Road	
279	Village of Arlington Heights	33 S. Arlington Heights Road	
1371	VocabularySpellingCity	6300 NE 1st Avenue	Suite 203

1230	VT Services, Inc.	562 Chaddick Dr	
1081	Walsworth Publishing Company	306 N. Kansas Avenue	
458	Warehouse Direct	2001 S. Mount Prospect Road	
2129	West Music Company Inc.	1212 5th Street	
2157	Wilson Language Training Corporation	47 Old Webster Rd	
182	Worldpoint Inc.	Dept. 10414	P.O. Box 87618
938	WOW Business	PO Box 4350	
534	Zaner-Bloser	1400 Goodale Blvd., Suite 20	P.O. Box 16764
850	Zeller and Associates	2827 Covert Road	

Order City	Order State	Order Zip Code	Order Contact
Chicago	IL	60611	
Buffalo Grove	IL	60089	
Roseville	MN	55113-1137	
Novato	CA	94949-5746	
ELK GROVE VILLAGE	IL	60007	
Greensburg	PA	15601	
CHICAGO	IL	60673-1212	
Glenview	IL	60025	
Wheeling	IL	60090	
WHEELING	IL	60090	
Seattle	WA	98108-1226	
MOUNT PROSPECT	IL	60056	
Des Plaines	IL	60018	
Jacksonville	FL	32260-0670	
Atlanta	GA	30384-1877	
Hickory Hills	IL	60457	
Lombard	IL	60148	
BALTIMORE	MD	21297-0203	
PLANO	TX	75023	
McLean	VA	22102	
CHICAGO	IL	60613	
CAROL STREAM	IL	60197-6428	
SHELBEYVILLE	TN	37160	
Algonquin	IL	60102	
BARRINGTON	IL	60010	
Wheeling	IL	60090	
Dallas	TX	75267-0354	
Montgomery	IL	60538	
Algonquin	IL	60102	
Chicago	IL	60694-1878	
Old Bethpage	NY	11804	
HIGHLAND	IL	62249	
Schaumburg	IL	60173	
Niles	IL	60714-5105	
Worcester	MA	1603	
Des Moines	IA	50331-0411	
Downers Grove	IL	60515	
Dallas	TX	75287	
Dallas	TX	75251	

Charlotte	NC	28260-2674	
VERNON HILLS	IL	60061	
CHICAGO	IL	60675-1515	
Bohemia	NY	11716	
Louisville	KY	40290-1016	
Prospect Heights	IL	60070	
Appleton	WI	54912-1639	
Arlington Heights	IL	60004	Brian Cohrs
Carol Stream	IL	60197-5473	
Carol Stream	IL	60197-4640	
BUFFALO GROVE	IL	60089	
North Billerica	MA	8162	
Arlington Heights	IL	60005	
Arlington Heights	IL	60004	
Palatine	IL	60074-2030	
MADISON	WI	53707	
Galesburg	IL	61402-1267	
CAROL STREAM	IL	60197-6013	
Fargo	ND	58106	
Atlanta	GA	30374-4954	
VOLO	IL	60073	
BOSTON	MA	02241-6366	
Cincinatti	OH	45242	
Loveland	CO	80537	
WAUKEGAN	IL	60087	
Joliet	IL	60434-0877	
Buffalo Grove	IL	60089	Chris Beller
Wilmington	NC	28411	
Hawthorne	NY	10532	
Forest Park	IL	60130	
VERNON HILLS	IL	60061-1862	
Rochester	NY	14621	sales@extrapackaging.co
ARLINGTON HEIGHTS	IL	60004	
Minneapolis	MN	55402	
Chicago	IL	60673-1221	
Manchester	NH	3101	
JACKSON	MI	49201	
HASBROUCK HEIGHTS	NJ	07604-3116	
Chicago	IL	60694-1721	
McHenry	IL	60050-7048	
Naperville	IL	60563	
Tustin	CA	92780	Lucas Newman
Elgin	IL	60124	
Malvern	PA	19355	
Arlington Heights	IL	60004	Harry Bates

ANTIOCH	IL	60002	
Arlington Heights	IL	60004	
Wheeling	IL	60090-5900	
Owatonna	MN	55060-0998	
Richmond	VA	23221	
Wadsworth	IL	60083-8915	
Boston	MA	2298	
New York	NY	10001-1020	
Los Angeles	CA	90019	
WAUKEGAN	IL	60085	
FLOSSMOOR	IL	60422	
Louisville	KY	40290-1043	
Lockport	IL	60441	
Des Plaines	IL	60017	
Laurel	MS	39441	
ADDISON	IL	60101-3120	
DeKalb	IL	60115	
NORMAL	IL	61790-8610	
Springfield	IL	62703-5929	
JOLIET	IL	60435	
SPRINGFIELD	IL	62703	
PALOS HEIGHTS	IL	60463	
Provo	IL	84604	
NILES	IL	60714	
Lake Forest	IL	60045	
SHAFTER	CA	93263	
LAKE ZURICH	IL	60047	
Newcastle	WA	98059	
DES PLAINES	IL	60018	
PROSPECT HEIGHTS	IL	60070	
Niles	IL	60714	
Lewisville	NC	27023	
Carson	CA	90895	
Morton Grove	IL	60053	
Lake Forest	IL	60045	
ELK GROVE VILLAGE	IL	60007	
Vernon Hills	IL	60061	
Addison	IL	60101	Bruce Horvitz
Houston	TX	77042-9000	
Chicago	IL	60611-2991	
Downers Grove	IL	60515	
Arlington Heights	IL	60004	
Kearney	MO	64060	
Bloomington	IL	60108	Marroquin, Jose R
Plainfield	IL	60585	

Des Plaines	IL	60016	
Arlington Heights	IL	60004	
CHICAGO	IL	60694-1545	
Durham	NC	277713	
MT. PROSPECT	IL	60056	
WHEELING	IL	60090	
Elmwood Park	IL	60707	
Hoffman Estates	IL	60192	Lynn Hyde
WHEELING	IL	60090	
Palatine	IL	60067	
Plano	TX	75086-9231	
PROSPECT HEIGHTS	IL	60070	
FORT ATKINSON	WI	53538-0901	
Kettering	OH	45429	
Kettering	OH	45429	
CANNAHON	IL	60410	
Palatine	IL	60074	
HURON	OH	44839	
Carol Stream	IL	60197-5407	
Gurnee	IL	60031	Sara Roediger
Highland Park	IL	60035	Asif Dada
Evanston	IL	60201	
MT. PROSPECT	IL	60056	
MOUNT PROSECT	IL	60056	
Dousman	WI	53118	Laurie McGinley (AR)
Omaha	NE	68103-2308	
ALSIP	IL	60803	
Addison	IL	60101	
San Antonio	TX	78259	
Milwaukee	WI	53202	
Tinley Park	IL	60487	
Warrenville	IL	60555-3938	
CHICAGO	IL	60607	
FARMINGTON	Mo	63640	
Austin	TX	78757-6897	
Pittsburgh	PA	15250-7874	
Burr Ridge	IL	60527	
Baltimore	MD	21206	
Shelton	CT	06484-1110	
Arlington Heights	IL	60005-3304	
Chicago	IL	60611	
RIFTON	NY	12471-0260	
Chicago	IL	60603-5144	
Mt. Prospect	IL	60056	
HARTFORD	CT	06141-0210	

Chicago	IL	60681-0355
Tampa	FL	33609
St. Charles	IL	60175
Jefferson City	MO	65102-3725
Culver City	CA	90232
Rolling Meadows	IL	60008
KEARNEY	NE	68848-2110
Appleton	WI	54912-1579
CINCINNATI	Oh	45262
Downers Grove	IL	60515
Winona	MN	55987
Chardon	OH	44024
Denison	TX	75020
Santa Clara	CA	95050
Mount Prospect	IL	60056
Warrenville	IL	60555
Boulder	CO	80306
Arlington Heights	IL	60005
Arlington Heights	IL	60005
WYOMING	MI	49548
Greenville	SC	29616
Norcross	GA	30010
Lake Bluff	IL	60044
Mount Prospect	IL	60056
Garden Grove	CA	92841
Birmingham	AL	35208
Auburn Hills	MI	48326
New York	NY	10276
Lansing	IL	60438
Grand Rapids	MI	49505
Alpharetta	GA	30005
Northbrook	IL	60082
Westmont	IL	60559
Boone	IA	50037-0264
Wheeling	IL	60090
Pittsburgh	PA	15203
ST. PAUL	MN	55170-9666
Plymouth	MN	55441-5035
DALLAS	TX	75320-3556
Chamblee	GA	30341-3419
Carlsbad	CA	92010
FORT WAYNE	IN	46899-9219
Mount Prospect	IL	60056
ARLINGTON HEIGHTS	IL	60005
Fort Lauderdale	FL	33334

Wheeling	IL	60090
Marceline	MO	64658
DES PLAINES	IL	60018
Coralville	IA	52241
Oxford	MA	1540
Chicago	IL	60680-0618
CAROL STREAM	IL	60197-4350
Columbus	OH	43212
GLENVIEW	IL	60025-4606

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sales@schoolsinc.com

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**Prospect Heights School District 23**  
**PO Records from August 7, 2019 thru November 15, 2019**  
**Fiscal Year Ends June 30th**  
**New Fiscal Year Begins July 1st**

PO No.	PO Date	Description	Vendor Name	Part No.	Unit Price	Line Qty Ordered
200371	8/7/19	Post-it Notes	Amazon.com		\$ 17.39	1
200371	8/7/19	Jergens Lotion	Amazon.com	B00SF8YK12	\$ 18.39	1
200371	8/7/19	Lifesavers	Amazon.com	B000PDNKFE	\$ 13.48	2
200371	8/7/19	Sharpie highlighters	Amazon.com	27145	\$ 4.97	3
200371	8/7/19	Kleenex	Amazon.com	B00443AN92	\$ 7.18	2
		9x12' Gray Rug Flex-Space Comfy				
200372	8/13/19	Rectangular Classroom Carpets	Lakeshore Learning Mater	LC865	\$ 389.00	1
200373	8/13/19	Gray Punch Out Letters	Lakeshore Learning Mater	SCT8574	\$ 7.99	1
200373	8/13/19	Bright Blue Scalloped Bordette	Lakeshore Learning Mater	BJ3700BB	\$ 2.79	1
200373	8/13/19	Magenta Scalloped Bordette	Lakeshore Learning Mater	BJ3700MA	\$ 2.79	1
200373	8/13/19	Lime Green Scalloped Bordette	Lakeshore Learning Mater	BJ3700LM	\$ 2.79	1
200373	8/13/19	Canary Yellow Scalloped Bordette	Lakeshore Learning Mater	BJ3700CY	\$ 2.79	1
200374	8/13/19	Ballyvourney	Quinlan & Fabish Music	UNK	\$ 8.10	3
200374	8/13/19	Score- Sweet New Moon	Quinlan & Fabish Music	UNK	\$ 6.30	3
200374	8/13/19	Sweet New Moon	Quinlan & Fabish Music	UNK	\$ 49.50	1
200374	8/13/19	Christmas in the Mountains	Quinlan & Fabish Music	UNK	\$ 44.10	1
200374	8/13/19	Adeste Fiddles	Quinlan & Fabish Music	UNK	\$ 37.80	1
200374	8/13/19	Christmas Cannon	Quinlan & Fabish Music	AL47483	\$ 55.80	1
200374	8/13/19	A Festival of Christmas	Quinlan & Fabish Music	AL47478	\$ 44.10	1
200374	8/13/19	We Three Kings Rule	Quinlan & Fabish Music	KJSO425C	\$ 46.80	1
200374	8/13/19	The Black Sea	Quinlan & Fabish Music	CAL09230	\$ 45.00	1
200374	8/13/19	Score for Contest- The Black Sea	Quinlan & Fabish Music	CAL09231	\$ 10.80	3
200374	8/13/19	The Patron Saint of Ballyvourney	Quinlan & Fabish Music	WJ3036221	\$ 52.20	1
200374	8/13/19	Arachnids Lair	Quinlan & Fabish Music	CFCAS118	\$ 49.50	1
200374	8/13/19	Hidden Passages	Quinlan & Fabish Music	KJSO401C	\$ 46.80	1
200375	8/13/19	Classroom Reward Chart	Oriental Trading Compan	13742054	\$ 3.27	25
200376	8/13/19	Cupcake Pencil Topper Erasers	Really Good Stuff	160867	\$ 4.49	2
200377	8/13/19	HVAC PARTS SUPPLIES	G.W. Berkeimer Co.	INV 4899743	\$ 113.02	1
200377	8/13/19	HVAC PARTS SUPPLIES	G.W. Berkeimer Co.	INV 489744	\$ 47.93	1
200377	8/13/19	HVAC PARTS SUPPLIES	G.W. Berkeimer Co.	INV 490794	\$ 40.40	1
		Student Planner, Matrix, 8*10				
200378	8/13/19	Inches, 2019-2020	School Specialty	2011053	\$ 2.79	45
200379	8/13/19	Dintersmith	Amazon.com	ISBN-10: 057850	\$ 9.95	1
		Counters, Quiet Math Tokens,				
200380	8/13/19	Classroom Bulk Kit (Set of 1000)	Amazon.com	0084885006012	\$ 19.95	1
200380	8/13/19	3/4-inch Bingo Chips	Amazon.com	B0030USW3E	\$ 9.99	1
200380	8/13/19	Set of 500	Amazon.com	B000F8XBTY	\$ 45.08	2
		AUSTOR 50 Pieces Game Dice Set 5				
200380	8/13/19	Translucent Colors Square Corner	Amazon.com	B075L5MQP8	\$ 8.99	1
		Dice with a Free Pouch				
200380	8/13/19	Learning Resources Plastic Base Ten	Amazon.com	B000F8VBCI	\$ 78.04	1
		Class Set				
200380	8/13/19	Learning Resources Plastic Base Ten	Amazon.com	B000F8R5JG	\$ 6.59	4
		Units				
200380	8/13/19	Learning Resources Plastic Base Ten	Amazon.com	B000F8VBAK	\$ 11.99	2
		Units				
200380	8/13/19	Learning Resources Pattern Blocks,	Amazon.com	B000F8XF68	\$ 20.19	2
		1CM, Plastic, Various Colors, Set of				
		250				

200380	8/13/19	Charles Leonard Dry Erase Lapboard Class Pack, Includes 12 Each of Whiteboards, 2 Inch Felt Erasers and Black Dry Erase Markers (35036)	Amazon.com	B00JFKQTPG	\$	19.89	2
200380	8/13/19	Learning Advantage Play Quarters - Set of 100 Plastic Coins - Designed and Sized Like Real US Currency - Teach Money Math with This Pretend Play Resource	Amazon.com	B001UG17MS	\$	8.04	1
200380	8/13/19	Learning Advantage Play Dimes - Set of 100 Plastic Coins - Designed and Sized Like Real US Currency - Teach Money Math With This Pretend Play Resource	Amazon.com	B001UFYFYQ	\$	7.37	1
200380	8/13/19	Learning Advantage Play Nickels - Set of 100 Plastic Coins - Designed and Sized Like Real US Currency - Teach Money Math With This Pretend Play Resource	Amazon.com	B001UG17MI	\$	3.69	1
200380	8/13/19	hand2mind Play Money, Plastic Coins (Bulk Classroom Pack of 500)	Amazon.com	0084885010705	\$	14.95	1
200380	8/13/19	Szsrcywd 36 PCS Colorful Kids Modeling Soft Clay Air Dry Clay Studio Toy 36 Bright Color No-Toxic Modeling Clay Creative DIY Crafts	Amazon.com	B077HJTMFB	\$	9.75	1
200380	8/13/19	Learning Resources Classpack Tangrams, Set of 30, 6 Colors	Amazon.com	LER0416-6	\$	24.86	1
200380	8/13/19	Nakimo 16MM Blank White Dice for Board Games, DIY, Fun, and Teaching, Pack of 48	Amazon.com	B07N7Y4RPW	\$	7.95	1
200380	8/13/19	hand2mind Double-Sided Geoboards (Set of 10)	Amazon.com	0848850108183	\$	19.95	1
200381	8/13/19	Pencil Boxes	Amazon.com	B07D9412VX	\$	25.98	2
200381	8/13/19	Crayola Markers	Amazon.com	B00004UBH1	\$	5.56	10
200381	8/13/19	3x3 Post Its	Amazon.com	B00006JNNE	\$	9.99	1
200381	8/13/19	2 x 1 1/2 Post Its	Amazon.com	B00006JNMT	\$	6.79	1
200381	8/13/19	2x2 Post Its	Amazon.com	B0058TWFWE	\$	5.99	2
200381	8/13/19	Highlighters	Amazon.com	B002BA5WMI	\$	4.97	1
200381	8/13/19	Pens	Amazon.com	B0012YVGOW	\$	5.00	1
200381	8/13/19	Drawer organizer	Amazon.com	B07F7K9HC7	\$	9.20	2
200382	8/13/19	White Board Eraser	Amazon.com	B0000AQOE3	\$	6.55	1
200382	8/13/19	Dry Erase Markers	Amazon.com	B000J09OLM	\$	10.94	1
200382	8/13/19	Laminating Pouches	Amazon.com	B007VBXB48	\$	10.54	1
200382	8/13/19	Flair Markers	Amazon.com	B002R5AEIY	\$	5.99	2
200382	8/13/19	Bulletin Board Roll	Amazon.com	B0792HCFTJ	\$	12.99	1
200382	8/13/19	Mr. Sketch Markers	Amazon.com	B00006IFH0	\$	4.95	1
200382	8/13/19	Area Rug	Amazon.com	B01JJXMU6K	\$	28.99	1
200383	8/13/19	Avery Margin Labels	Amazon.com	B07HB8V6QP	\$	9.83	1
200383	8/13/19	Simple Elephant Planner ANNUAL SUBSCRIPTION	Amazon.com	B073V5RFJC	\$	20.99	1
200384	8/13/19	SAFESCHOOLS SDS	Scenario Learning-DBA V	INV 8333	\$	540.75	1
200385	8/13/19	T-Shirts	M1E2 Inc, DBA Instant Im	T-Shirts	\$	7.99	93
200386	8/13/19	Piastro Goldflex Rosin	Amazon.com	B000BNG668	\$	13.13	4
200386	8/13/19	Kolstein Bass Rosin Soft	Amazon.com	B007RMQ3MI	\$	19.99	3
200386	8/13/19	Tooth Brush- Medium- Used for cleaning rosin on the horse hair bows.	Amazon.com	B00CC6XSRC	\$	4.22	1

200387	8/14/19	Classic Adjustable Rectangular Table	Lakeshore Learning Mate	CN451	\$	209.00	1
200387	8/14/19	Classic Adjustable Round Table	Lakeshore Learning Mate	CN423	\$	249.00	1
200387	8/14/19	Classic Adjustable Square Table	Lakeshore Learning Mate	CN461	\$	179.00	1
200387	8/14/19	Classic Adjustable Teaching Tale	Lakeshore Learning Mate	CN411	\$	359.00	1
200388	8/14/19	String Explorer Book 1 Teacher Manual	Quinlan & Fabish Music	UNK	\$	26.95	1
200388	8/14/19	String Explorer Book 2 Teacher Manual	Quinlan & Fabish Music	UNK	\$	31.45	1
200389	8/14/19	ELECTRIC AND DATA UPGRADES FOR LCD MONITORS AT MAC, REVISIONS FOR SULLIVAN MEDIA CENTER REMODEL	JCB Electric Inc.	INV 5757	\$	4,675.00	1
200390	8/14/19	Committing to the culture: How leaders can create and sustain positive schools	ASCD	ISBN 978-1-4166	\$	18.36	1
200390	8/14/19	Unstuck: How curiosity, peer coaching, and Teaming can change your school	ASCD	ISBN 978-1-4166	\$	23.96	1
200390	8/14/19	Leading change together: developing educator capacity within schools and systems.	ASCD	ISBN: 978-1-4166	\$	24.76	1
200391	8/14/19	Warehouse Direct, Standard Red Fiber Recyc. File Pockets, Letter Size, 3- 1/ 2' Exp., 25/ Box	Warehouse Direct	WHD1524EOX	\$	21.53	2
200391	8/14/19	Binder Clips in Zip- Seal Bag, Large, Black/ Silver, 36/ Pack	Warehouse Direct	UNV10220VP	\$	7.29	1
200391	8/14/19	Binder Clips in Zip- Seal Bag, Medium, Black/ Silver, 36/ Pack	Warehouse Direct	UNV10210VP	\$	2.55	2
200391	8/14/19	Binder Clips in Zip- Seal Bag, Small, Black/ Silver, 144/ Pack	Warehouse Direct	UNV10200VP	\$	7.69	1
200391	8/14/19	Paper Clips, Jumbo, Silver, 100/ Box	Warehouse Direct	UNV72220BX	\$	0.35	2
200391	8/14/19	Mesh Pencil Cup Organizer, Four Compartments, Steel, 9 1/ 3 x 4 1/ 2 x 4, Black	Warehouse Direct	ROL1746466	\$	9.98	1
200391	8/14/19	Original Pads in Jaipur Colors, 3 x 3, 100- Sheet, 5/ Pack	Warehouse Direct	MMM6545UC	\$	8.24	1
200391	8/14/19	Velocity Atlantis Bold Retractable Ballpoint Pen, 1.6mm, Blue Ink, Trans- Blue Barrel, Dozen	Warehouse Direct	BICVLGB11BE	\$	12.49	1
200391	8/14/19	Velocity Atlantis Bold Retractable Ballpoint Pen, 1.6mm, Black Ink, Smoke Barrel, Dozen	Warehouse Direct	BICVLGB11BK	\$	12.49	1
200391	8/14/19	Woodcase Pencil, HB #2, Yellow Barrel, Dozen	Warehouse Direct	UNV55400	\$	0.85	15
200392	8/14/19	REPARIS TO TOMCAT FLOOR MACHINE @ MAC	Warehouse Direct	INV 4365567	\$	313.81	1
200392	8/14/19	SUMMER FLOOR MAINTENANCE SUPPLIES	Warehouse Direct	INV 4334983	\$	65.41	1
200393	8/14/19	Digital Index White Card Stock, 92 Bright, 90lb, 8.5 x 11, White, 250/ Pack	Warehouse Direct	SGH015101	\$	6.68	4
200393	8/14/19	Color Cardstock, 65lb, 8.5 x 11, Lift-Off Lemon, 250/ Pack	Warehouse Direct	WAU21021	\$	28.26	1
200393	8/14/19	Color Cardstock, 65lb, 8.5 x 11, Martian Green, 250/ Pack	Warehouse Direct	WAU21811	\$	18.85	1
200393	8/14/19	Color Cardstock, 65lb, 8.5 x 11, Planetary Purple, 250/ Pack	Warehouse Direct	WAU22871	\$	28.26	1

200393	8/14/19	Color Cardstock, 65lb, 8.5 x 11, Terrestrial Teal, 250/ Pack	Warehouse Direct	WUAU21855	\$	28.26	1
200394	8/14/19	IKE - JULY MOWING, WEED CONTROL, AND BACK TO SCHOOL PRUNING/TRIMMING	Milieu Design LLC	INV 139451	\$	1,773.75	1
200394	8/14/19	MAIN CAMPUS - JULY MOWING, WEED CONTROL, AND BACK TO SCHOOL PRUNING/TRIMMING	Milieu Design LLC	INV 139450	\$	3,062.50	1
200395	8/14/19	L10 G-30 DeLonghi Multi Fry Cooker	Terryberry	LT GP TY P47469	\$	315.17	1
200396	8/14/19	1 box 64 count succulents	Amazon.com	B01LZNUGSI	\$	109.99	1
200397	8/14/19	Glue dots	Amazon.com	B0011N832C	\$	4.99	1
200397	8/14/19	Laundry baskets	Amazon.com	B075BLHVYR	\$	44.13	2
200398	8/14/19	Portable Classroom Easel	Amazon.com	164485	\$	179.99	1
200398	8/14/19	Really Good Classroom Mail Center With Paper Holders	Amazon.com	159911MA	\$	169.99	1
200398	8/14/19	Whitmor Adjustable Garment Rack - Rolling Clothes Organizer - Black and Chrome	Amazon.com	B0087VGH06	\$	20.35	1
200398	8/14/19	Carson Dellosa Double Pocket Chart Ring Set Pocket Chart Accessory (158015)	Amazon.com	1604180021	\$	4.59	2
200398	8/14/19	EXPO Low Odor Dry Erase Markers, Chisel Tip, Assorted, 16 Count	Amazon.com	B000J09OLM	\$	10.94	1
200398	8/14/19	Clipboards (Set of 30) by Office Solutions Direct! ECO Friendly Hardboard Clipboard Pack, Low Profile Clip Standard A4 Letter Size, Classroom Supplies	Amazon.com	B01H2ODK0I	\$	43.95	1
200398	8/14/19	Laminated Take Home Pocket Folders	Amazon.com	13656683	\$	9.99	1
200398	8/14/19	Durable Book and Binder Holders 12 pack	Amazon.com	160103PU	\$	54.49	1
200398	8/14/19	Classroom Stacking Bins	Amazon.com	160074BLN	\$	56.99	1
200398	8/14/19	Small Group Management Pocket Chart	Amazon.com	163792	\$	39.99	1
200398	8/14/19	Strenco 3/4 Inch - Pack of 500 Sets - Adhesive Hook and Loop Dots - White - 1000 PCS - 20 mm Coins	Amazon.com	B01M5ASDBH	\$	10.86	1
200398	8/14/19	Group-Color Privacy Shields	Amazon.com	164790PU	\$	37.99	1
200399	8/14/19	Cable Matters 2-Pack Premium XLR to XLR Microphone Cable 35 Feet	Amazon.com	B00K08W2HC	\$	32.99	1
200400	8/14/19	Raffle Tickets - (4 Rolls of 2000 Double Tickets) 8,000 Total 50/50 Raffle Tickets (Blue/Green/Red/Yellow)	Amazon.com	B07DFPLXVK	\$	23.98	20
200401	8/14/19	SpellingCity Premium Membership	VocabularySpellingCity		\$	2.55	340
200402	8/14/19	2019 SEALCOATING AT ROSS/SULLIVAN LOTS AND ASPHALT PLAYGROUNDS	Maul Paving, Inc.	INV 2019-2253	\$	19,681.00	1
200404	8/16/19	Apple TV HD 32GB	Apple Computer Inc.	MR912LL/A	\$	149.00	1
200405	8/16/19	Shuffle Putt Game	S & S Worldwide, Inc.	W8701	\$	43.99	2
200405	8/16/19	Nok Hockey® Stick	S & S Worldwide, Inc.	W42402	\$	3.69	4
200405	8/16/19	Carron® Nok Hockey® Puck	S & S Worldwide, Inc.	W424C	\$	1.89	6
200405	8/16/19	Super Jumbo Playing Cards	S & S Worldwide, Inc.	W9355	\$	14.49	2
200405	8/16/19	Emoji Memory Game	S & S Worldwide, Inc.	W13490	\$	4.29	2
200405	8/16/19	Connect Four® Shots	S & S Worldwide, Inc.	W14199	\$	21.99	1
200405	8/16/19	Mystery Novelty Easy Pack	S & S Worldwide, Inc.	SL1414	\$	79.99	1
200405	8/16/19	Emoji Novelty Easy Pack	S & S Worldwide, Inc.	NL473	\$	54.99	1

200405	8/16/19	Color Splash!® Chenille Stem Assortment (Pack of 1000)	S & S Worldwide, Inc.	TR250	\$	18.99	2
200405	8/16/19	10" Spectrum™ Playground Balls (Set of 6)	S & S Worldwide, Inc.	W11667	\$	35.99	1
200406	8/16/19	Luxor EC111-B Tub Storage Cart 3 Shelves - Black, 32" x 18"	Amazon.com	B00FJUZY8Y	\$	75.18	1
200407	8/16/19	Replaced Digitizer	VT Services, Inc.	139436	\$	185.00	14
200407	8/16/19	Replaced Digitizer and LCD	VT Services, Inc.	139436	\$	125.00	1
200407	8/16/19	Replaced Digitizer and Home Button	VT Services, Inc.	139436	\$	185.00	2
200407	8/16/19	Replaced Digitizer	VT Services, Inc.	139436	\$	75.00	4
200407	8/16/19	Replaced Digitizer	VT Services, Inc.	139436	\$	125.00	2
200407	8/16/19	Replaced Camera	VT Services, Inc.	139436	\$	185.00	1
200407	8/16/19	Replaced Home Button	VT Services, Inc.	139436	\$	185.00	1
200408	8/16/19	Vowel Sounds Poster	Wilson Language Training	F2PSTVW2	\$	6.40	1
200408	8/16/19	High Frequency Word Cards	Wilson Language Training	W4HFWC16	\$	29.90	1
200408	8/16/19	Magnetic Journal with Tiles	Wilson Language Training	W4MAGABC	\$	25.90	2
200408	8/16/19	Alphabet Wall Strip	Wilson Language Training	F2ALWSTR	\$	20.00	2
200408	8/16/19	Poster Set 1	Wilson Language Training	F2PSTCS1	\$	33.00	1
200408	8/16/19	Poster Set 2	Wilson Language Training	F2PSTCS2	\$	33.00	2
200408	8/16/19	WRS Letter Sound cards	Wilson Language Training	W4WRSSC	\$	17.90	2
200408	8/16/19	WRS Word Cards	Wilson Language Training	W4WrWC16	\$	19.90	1
200408	8/16/19	WRS Word Element and Syllable	Wilson Language Training	W4WESC16	\$	18.90	1
200408	8/16/19	Student Notebook	Wilson Language Training	W4WSNBK16	\$	7.90	3
200408	8/16/19	Student Readers 1-6	Wilson Language Training	W4WRS16AB	\$	49.90	3
200408	8/16/19	Student Dictation Notebook	Wilson Language Training	W4WSDN16	\$	6.90	3
200408	8/16/19	Student Workbooks	Wilson Language Training	WRW16A	\$	25.00	3
200408	8/16/19	Student Workbook	Wilson Language Training	WRW16B	\$	25.00	1
200409	8/16/19	Document Review	RDH Building Science Inc.	HVAC	\$	2,970.00	1
200409	8/16/19	Literature Review, Data Analysis Reporting, and Coordination/Review Phone Calls	RDH Building Science Inc.	HVAC	\$	4,545.00	1
200410	8/16/19	Not to exceed \$15,000 for litigation services	RDH Building Science Inc.	HVAC	\$	15,000.00	1
200411	8/20/19	EXPO Low Odor Dry Erase Markers, Chisel Tip, Assorted, 16 Count	Amazon.com	B000J09OLM	\$	10.94	1
200411	8/20/19	Paper Mate Flair Felt Tip Pens, Medium Point (0.7mm), Limited Edition Candy Pop Pack, 24 Count	Amazon.com	B01M4M3S7G	\$	19.97	1
200411	8/20/19	Strenco 3/4 Inch - Pack of 500 Sets - Adhesive Hook and Loop Dots - White - 1000 PCS - 20 mm Coins	Amazon.com	B01M5ASDBH	\$	10.98	1
200411	8/20/19	Flexible Magnetic Tape - 1/2 Inch x 10 Feet Magnetic Strip with Strong Self Adhesive - Ideal Magnetic Roll Tape for DIY and Craft Projects - Sticky Magnets for Refrigerator and Dry Erase Board	Amazon.com	B07PTSW1M9	\$	10.99	1
200411	8/20/19	Creative Teaching Press Labels Bold & Bright Stripes and Dots Name Tags (2097)	Amazon.com	B06XBL3P4L	\$	8.47	1
200411	8/20/19	Giantex 15 Drawer Rolling Storage Cart Tools Scrapbook Paper Office School Organizer, Clear	Amazon.com	B07QGHQTQ8	\$	79.99	1
200412	8/22/19	Piano tuning- One in the orchestra room at mac and one in the room at sullivan.	Goodman, Jordan	PNO	\$	125.00	2

		Transparent Folders with Touch				
200413	8/22/19	Fasteners	Oriental Trading Compan	62/107	\$	14.49 6
200414	8/22/19	Dr. Seuss Assorted Pencils	Raymond Geddes	69743	\$	15.84 18
200414	8/22/19	Dr. Seuss Foam Pencil Grips	Raymond Geddes	67026	\$	12.50 9
200414	8/22/19	Dr. Seuss Kneaded Erasers	Raymond Geddes	68977	\$	16.92 12
200414	8/22/19	Dr. Seuss Fidget Puzzle Erasers	Raymond Geddes	70635	\$	8.88 18
200414	8/22/19	Oh the Places you'll go bookmarks	Raymond Geddes	67803	\$	7.50 9
200414	8/22/19	Dr. Seuss Rainbow Writers	Raymond Geddes	69440	\$	17.76 18
200415	8/22/19	IVEE Training - A McPartlin	Tyler Technologies, Inc.		\$	105.00 4
		Hammond & Stephens 0456-8 P Wire-O Bound Lesson Plan Book, Polyce Cover, 9-1/4 x 12-1/4 Inches, 8 Subjects, Green/ Blue	School Specialty	1473705	\$	3.89 3
200417	8/22/19	EXPO Low Odor Dry Erase Markers, Chisel Tip, Assorted, 16 Count	Amazon.com		\$	10.94 1
200418	8/22/19	Application Tape	Amazon.com	B07DF68FR5	\$	14.99 2
200418	8/22/19	30 pack- computer mice	Amazon.com	B01ND1K9TT	\$	93.66 1
200418	8/22/19	Glue Gun Sticks	Amazon.com	B07DP9R34T	\$	14.84 4
200418	8/22/19	Scissors	Amazon.com	B01BRGU8R0	\$	6.99 3
200418	8/22/19	Rulers	Amazon.com	B079D4MJX6	\$	13.99 2
200418	8/22/19	Glue Gun	Amazon.com	B0037B017Q	\$	12.49 4
200418	8/22/19	Teflon Sheets	Amazon.com	B009AYTYAO	\$	6.50 1
200418	8/22/19	Motors	Amazon.com	B075TBWMQ8	\$	25.99 2
200418	8/22/19	Wooden Dowels	Amazon.com	B009EE5D9Q	\$	28.05 1
200418	8/22/19	Mouse Traps	Amazon.com	B01MSJJKKA	\$	28.99 1
200419	8/22/19	Replaced Digitizer and Home Button	VT Services, Inc.	DMQS59KMG5V\	\$	185.00 1
200420	8/22/19	Black HTV	SignWarehouse, Inc	TEX-SI-EW-1230-	\$	62.99 2
200420	8/22/19	Red HTV	SignWarehouse, Inc	TEX-SI-EW-1230-	\$	62.99 2
200420	8/22/19	Pin HTV	SignWarehouse, Inc	TEX-SI-EW-1230-	\$	62.99 2
200420	8/22/19	Blue HTV	SignWarehouse, Inc	TEX-SI-EW-1230-	\$	62.99 2
200420	8/22/19	Light Blue Vinyl	SignWarehouse, Inc	TEX-SI-EW-1230-	\$	62.99 2
200420	8/22/19	Blue Vinyl	SignWarehouse, Inc	VOR651-2410-05	\$	24.08 2
200420	8/22/19	Black Vinyl	SignWarehouse, Inc	VOR651-2410-07	\$	23.89 2
200420	8/22/19	Red Vinyl	SignWarehouse, Inc	VOR651-2410-03	\$	26.75 2
200420	8/22/19	White Vinyl	SignWarehouse, Inc	VOR651-2410-01	\$	23.98 2
200420	8/22/19	Yellow Vinyl	SignWarehouse, Inc	VOR651-2410-02	\$	26.75 2
200420	8/22/19	Pink Vinyl	SignWarehouse, Inc	VOR651-2410-04	\$	26.75 2
200421	8/22/19	250 Thank you cards and envelopes	Cohrs Group, LLC		\$	223.45 1
200422	8/22/19	Freight	Cohrs Group, LLC		\$	51.00 1
200422	8/22/19	Yard Sign	Cohrs Group, LLC		\$	9.60 100
200422	8/22/19	Yard Sign Stakes	Cohrs Group, LLC		\$	1.67 100
200422	8/22/19	Wall Roodie	Cohrs Group, LLC		\$	66.00 4
200423	8/22/19	Custom Map Production Fee	Mapping Solutions		\$	303.00 1
200423	8/22/19	Wall Map 36X36 Premium paper	Mapping Solutions		\$	81.00 1
200423	8/22/19	Digital copy of map	Mapping Solutions		\$	25.00 1
200423	8/22/19	Shipping and handling	Mapping Solutions		\$	11.00 1
200424	8/22/19	La Abeja Increible	Hameray Publishing Grou	978-1-64039-645	\$	4.50 1
200424	8/22/19	La Alpaca	Hameray Publishing Grou	978-1-64039-612	\$	4.25 1
200424	8/22/19	La Ballena Blanca	Hameray Publishing Grou	978-1-64039-510	\$	3.95 1
200424	8/22/19	El Bujo	Hameray Publishing Grou	978-1-62817-215	\$	4.25 1
200424	8/22/19	El Bujo Nival	Hameray Publishing Grou	978-1-64039-615	\$	4.25 1
200424	8/22/19	El Chimpance	Hameray Publishing Grou	978-1-64039-637	\$	4.25 1
200424	8/22/19	El Conejo	Hameray Publishing Grou	978-1-62817-875	\$	4.25 1
200424	8/22/19	El Caballito de mar	Hameray Publishing Grou	978-1-62817-885	\$	4.25 1
200424	8/22/19	Como hacen la miel las abejas	Hameray Publishing Grou	978-1-64039-657	\$	4.50 1
200424	8/22/19	El Delfin	Hameray Publishing Grou	978-1-62817-886	\$	4.25 1
200424	8/22/19	La Tortuga del Desierto	Hameray Publishing Grou	978-1-64039-611	\$	4.25 1

200424	8/22/19	Tortuga Marina o Tortuga terrestre?	Hameray Publishing Grou	978-1-62817-928	\$	4.50	1
200424	8/22/19	La Tortuga Marina	Hameray Publishing Grou	978-1-62817-888	\$	4.25	1
200424	8/22/19	Los Tigres y los leones: parecidos y diferentes	Hameray Publishing Grou	978-1-62817-927	\$	4.50	1
200424	8/22/19	Que Raro los Buhos!	Hameray Publishing Grou	978-1-62817-919	\$	4.50	1
200424	8/22/19	El Cuidado de conejos mascotas	Hameray Publishing Grou	978-1-62817-910	\$	4.50	1
200424	8/22/19	Lobos Salvajes	Hameray Publishing Grou	978-1-62817-634	\$	4.50	1
200424	8/22/19	Osos	Hameray Publishing Grou	978-1-62817-606	\$	4.50	1
200425	8/22/19	OEM Replacement Lamp for Promethean 45A Projectors	Northstar AV, LLC	PRM 45	\$	85.00	5
200426	8/22/19	MAINTENANCE SUPPLIES	Home Depot	INV 83434	\$	29.88	1
200426	8/22/19	MAINTENANCE SUPPLIES	Home Depot	INV 4084623	\$	79.12	1
200426	8/22/19	MAINTENANCE SUPPLIES	Home Depot	INV 3084842	\$	20.91	1
200426	8/22/19	MAINTENANCE SUPPLIES	Home Depot	INV 3080043	\$	35.64	1
200427	8/22/19	MAC KITCHEN ANSUL SYSTEM TESTING	Fox Valley Fire & Saftey C	INV 287306	\$	178.25	1
200427	8/22/19	ADMIN OFFICE FIRE EXTINGUISHER CERT	Fox Valley Fire & Saftey C	INV 289825	\$	84.60	1
200427	8/22/19	ROSS FIRE EXTINGUISHER CERT	Fox Valley Fire & Saftey C	INV 289824	\$	117.90	1
200427	8/22/19	SULL FIRE EXTINGUISHER TESTING	Fox Valley Fire & Saftey C	INV 287307	\$	131.85	1
200428	8/22/19	IKE - AUGUST CUSTODIAL SUPPLIES	Warehouse Direct	INV 4385940	\$	195.88	1
200428	8/22/19	MAC - KITCHEN FREEZER CLEANER	Warehouse Direct	INV 4375456	\$	63.25	1
200428	8/22/19	ADMIN - FLOOR MAINTENANCE PADS	Warehouse Direct	INV 4370724	\$	179.90	1
200428	8/22/19	MAC - AUGUST CUSTODIAL SUPPLIES	Warehouse Direct	INV 4386163	\$	175.48	1
200428	8/22/19	ROSS - AUGUST CUSTODIAL SUPPLIES	Warehouse Direct	INV 4385955	\$	128.16	1
200429	8/22/19	HEHN MEMORIAL LANDSCAPING IMPROVEMENTS @ FRONT OF MAC	Milieu Design LLC	INV 139537	\$	2,402.61	1
200430	8/22/19	Inclusive Swing Set w/Chains	Playpower LT Farminton I	200103433	\$	1,036.00	1
200430	8/22/19	MISC. HARDWARE, PLAYGROUND COMPONENTS, ROPE BRIDGE ASSEMBKY	Playpower LT Farminton I	INV 1400235741	\$	1,513.90	1
200431	8/22/19	BARD (6) FUSES 8614-036 WITH RESET	Imbert International Inc.	INV 0117181-IN	\$	137.40	1
200432	8/22/19	MAC - AUGUST CUSTODIAL SUPPLIES	Performance Chemical &	INV 234809	\$	229.87	1
200432	8/22/19	ROSS - AUGUST CUSTODIAL SUPPLIES	Performance Chemical &	INV 234807	\$	276.52	1
200433	8/22/19	Boardmaker Online - District added "1 Year Standard"	Tobii Dynavox LLC		\$	160.71	28
200434	8/22/19	Basic Beat BB201 Egg Shaker	West Music Company Inc.	202376	\$	1.95	30
200434	8/22/19	First Note FN150 Slide Whistle	West Music Company Inc.	401182	\$	2.95	2
200434	8/22/19	There's a Hole in the Bucket	West Music Company Inc.	851384	\$	14.95	1
200434	8/22/19	Had a Little Rooster	West Music Company Inc.	851385	\$	14.95	1
200434	8/22/19	Old Joe Clark	West Music Company Inc.	851386	\$	14.95	1
200434	8/22/19	In the Hall of the Mountain King	West Music Company Inc.	844221	\$	25.00	1
200434	8/22/19	Never Play Music Right Next to the Zoo	West Music Company Inc.	845154	\$	19.99	1
200434	8/22/19	The Jazz Fly	West Music Company Inc.	805085	\$	18.95	1
200434	8/22/19	Peter and the Wolf (Book/CD)	West Music Company Inc.	835295	\$	19.95	1
200434	8/22/19	Jazz Fly 2: The Jungle Pachanga	West Music Company Inc.	834335	\$	18.95	1
200434	8/22/19	Mortimer	West Music Company Inc.	835229	\$	6.95	1
200434	8/22/19	Jingle Bells	West Music Company Inc.	835952	\$	7.95	1

200434	8/22/19	We're Going on a Bear Hunt	West Music Company Inc. 836129		\$	7.99	1
200434	8/22/19	How to Speak Moo	West Music Company Inc. 848881		\$	7.99	1
		I Know a Shy Fellow Who					
200434	8/22/19	Swallowed a Cello	West Music Company Inc. 844350		\$	8.95	1
200434	8/22/19	The Orff Source	West Music Company Inc. 805034		\$	20.00	1
200434	8/22/19	Singing Games Children Love, Vol. 1	West Music Company Inc. 805004		\$	20.00	1
200434	8/22/19	Singing Games Children Love, Vol. 2	West Music Company Inc. 805005		\$	20.00	1
200434	8/22/19	So-Me Storybooks	West Music Company Inc. 814653		\$	75.00	1
		MAC - REPAIRS MADE TO WALK IN					
200435	8/22/19	FREEZER IN KITCHEN	EMCOR Services Team M INV 930015441		\$	1,412.70	1
		8 BOXES, REPLACEMENT					
200436	8/22/19	ACOUSTICAL CEILING TILE	Foundation Building Materials		\$	915.84	1
		KingSeal 2.5 Inch Wood Round Hotel					
		Toothpicks, Double Point - 12 Boxes					
		of 800 each (9600 pcs total) -					
200437	8/22/19	B073PFXH1K - Amazon	Amazon.com	B073PFXH1K	\$	32.49	1
		Spanish 216 Fold & Say(R) "WH"					
200438	8/26/19	Question Scenes	Super Duper Publications	Digital Edition	\$	19.95	1
		MagneTalk(R) Spanish Early					
200438	8/26/19	Classifying - Magnetic Board Game	Super Duper Publications	SAS135	\$	24.95	1
		Index Card Stock, 110 lbs., 8- 1/ 2 x					
200439	8/26/19	11, White, 250 Sheets/ Pack	Warehouse Direct	HAM15300	\$	8.05	1
		Pony Beads, Plastic, 6mm x 9mm,					
200439	8/26/19	Assorted Colors, 1000 Beads/ Pack	Warehouse Direct	CKC3552	\$	8.43	1
		Bright Hues Feather Assortment,					
200439	8/26/19	Bright Colors, 1 oz Pack	Warehouse Direct	CKC4502	\$	6.14	1
		Wiggle Eyes Assortment, Assorted					
200439	8/26/19	Sizes, Black, 100/ Pack	Warehouse Direct	CKC344602	\$	3.97	2
		Recycled Big Pencil Cup, Plastic, 4 1/					
200439	8/26/19	4 dia. x 5 3/ 4, Black	Warehouse Direct	UNV08108	\$	6.09	1
		Washable School Glue Sticks, 30/					
200439	8/26/19	Box	Warehouse Direct	EPIE556	\$	11.05	1
		Woodcase Golf Pencil, HB #2,					
200439	8/26/19	Yellow Barrel, 72/ Box	Warehouse Direct	DIX13472	\$	17.96	1
		Printable Self- Adhesive Removable					
		Color- Coding Labels, 0.75' dia.,					
		Assorted Colors, 24/ Sheet, 42					
200439	8/26/19	Sheets/ Pack	Warehouse Direct	AVE05472	\$	4.13	2
		Easy Peel White Address Labels w/					
		Sure Feed Technology, Inkjet					
		Printers, 1 x 2.63, White, 30/ Sheet,					
200439	8/26/19	25 Sheets/ Pack	Warehouse Direct	AVE8160	\$	8.56	1
		Magic Tape Refill, 3/ 4' x 1296', 1'					
200439	8/26/19	Core, Clear, 6/ Pack	Warehouse Direct	MMM8106PK	\$	13.39	1
		Desktop Tape Dispenser, 1' Core,					
200439	8/26/19	Weighted Non- Skid Base, Black	Warehouse Direct	MMMC38BK	\$	2.07	1
		Eight- Sheet Handheld 1/ 4' Hole					
		Punch, Metal with Rubber Grip,					
200439	8/26/19	Black	Warehouse Direct	UNV74321	\$	2.15	2
		Washable Poster Markers, Broad					
200439	8/26/19	Chisel Tip, Assorted Colors,	Warehouse Direct	CYO588173	\$	6.29	2
		Pip- Squeaks Telescoping Marker					
		Tower, Medium Bullet Tip, Assorted					
200439	8/26/19	Colors, 50/ Pack	Warehouse Direct	CYO588750	\$	26.53	1

		Regular Stems, 12' x 4mm, Metal					
200439	8/26/19	Wire, Polyester, Assorted, 100/ Pack	Warehouse Direct	CKC711201	\$	2.39	1
200440	8/26/19	Handwriting Grade 1	Zaner-Bloser		\$	153.00	1
		Bernhard Products - Navy Blue Wall Clock 8" Silent Non-Ticking Quality Quartz Battery Operated Small Clock for Boys/Kitchen/Classroom/Office/Nur sery Room Easy to Read (Navy Blue)	Amazon.com	B07GJQYVK9	\$	10.97	1
200442	8/26/19	Combo Alike Padlocks	Anderson Lock Company,	MA 1525 TIP	\$	5.45	100
200443	8/26/19	1.5 mil - 25" x 500' Laminating Film Rolls - Clear	Laminator.com Inc.	RL-25-15-500-G	\$	23.29	15
		1.5 MIL - 25" X 500' CLEAR PREMIUM SCHOOL ROLL					
200444	8/26/19	LAMINATING FILM	Laminator.com Inc.	LR-1.5X25/500IN	\$	22.49	15
200445	8/26/19	Spanish Favorite Books - Set of 6	Kaplan Early Learning Co	71556	\$	45.95	1
200446	8/28/19	Philips AED pads	School Health Corporatior	54110	\$	69.95	4
200446	8/28/19	Philips AED child's pads	School Health Corporatior	54111	\$	113.00	3
200447	8/28/19	HTS Large Abductor	Rifton Equipment	Z144	\$	86.25	1
200448	8/28/19	Crayola Markers	Amazon.com	B00004UBH1	\$	6.69	10
200448	8/28/19	Flair Markers	Amazon.com	B01HAREUK6	\$	15.00	1
		Full Body Mesh Commode Patient Lift Sling, 600lb Weight Capacity (Large) by Patient Aid	Amazon.com	B075839YWQ	\$	44.95	1
200449	8/28/19	16 books	Penworthy Company LLC		\$	269.40	1
200451	8/28/19	Logo Design	Cohrs Group, LLC		\$	550.00	1
200452	8/29/19	Piano Tuning 08/15/2019	Goodman, Jordan	Kawai	\$	125.00	1
		M325 Wireless Mouse, 2.4 GHz Frequency/ 30 ft Wireless Range, Left/ Right Hand Use, Silver	Warehouse Direct	LOG910002332	\$	34.49	1
200453	8/29/19	Hello' Self- Adhesive Name Badges, 3 1/ 2 x 2 1/ 4, White/ Blue, 100/ Pack	Warehouse Direct	UNV39105	\$	3.74	10
		Matte Clear Easy Peel Mailing Labels w/ Sure Feed Technology, Laser Printers, 1 x 2.63, Clear, 30/ Sheet, 50 Sheets/ Box	Warehouse Direct	AVE5660	\$	35.52	1
200453	8/29/19	Northern Illinois Music Conference Membership Fee	Northern Illinois Music Cc	NIMCON	\$	75.00	1
		TZe Extra- Strength Adhesive Laminated Labeling Tape, 0.7' x 26.2 ft, Black on White	Warehouse Direct	BRTTZES241	\$	25.33	2
200455	8/30/19	Language! Live Digital Only Student License Access	Cambium Learning Group	333323	\$	59.00	2
200456	8/30/19	Horizons Learning to Read w/bk 1	Textbook Warehouse	002674595X/978	\$	100.10	1
200457	9/2/19	Blick Stoneware clay 50 lb.	Dick Blick Art Materials	30517-1050	\$	24.19	3
200458	9/2/19	Sharpie fine-point black	Dick Blick Art Materials	21315-2015	\$	7.69	3
200458	9/2/19	Black Scratchboard, Pkg of 10	Dick Blick Art Materials	13538-2000	\$	5.00	5
200458	9/2/19	Scratch-Art Sticks, Pkg of 100	Dick Blick Art Materials	14907-1045	\$	4.37	1
200458	9/2/19	Tempura paints-set of 12	Dick Blick Art Materials	00021-1009	\$	27.26	2
200458	9/2/19	Round/Flat Brushes, Set of 30	Dick Blick Art Materials	06278-1002	\$	14.99	2
200458	9/2/19	Round/Flat Brushes, Set of 30	Dick Blick Art Materials	06278-1001	\$	14.99	1
200458	9/2/19	Dual-Temp Glue Gun	Dick Blick Art Materials	23610-0000	\$	14.09	1
200458	9/2/19	Glue Sticks, Pkg of 20	Dick Blick Art Materials	23617-1015	\$	3.66	1
200458	9/2/19	watercolor paper	Dick Blick Art Materials	10028-1028	\$	0.56	100

200459	9/2/19	Tru- Ray Construction Paper, 76lb, 12 x 18, White, 50/ Pack	Warehouse Direct	PAC103613	\$	3.08	15
200459	9/2/19	Riverside Construction Paper, 76lb, 12 x 18, Assorted, 50/ Pack	Warehouse Direct	PAC103638	\$	4.23	7
200459	9/2/19	Natural Wood Craft Sticks, Jumbo Size, 6 x 3/ 4, Wood, Natural, 500/ Box	Warehouse Direct	CKC377601	\$	12.42	1
200460	9/2/19	Ubuntu 2-part	Sheet Music Plus	LO.15-3052H	\$	1.76	12
200460	9/2/19	A Song to End All War 2-part	Sheet Music Plus	HL.48019724	\$	2.14	26
200461	9/2/19	Signs and Banners Foam Core 24*18	M1E2 Inc, DBA Instant Im Sales order #136		\$	20.99	20
200461	9/2/19	Print Services - Tabloid Card	M1E2 Inc, DBA Instant Im Sales order #136		\$	1.30	50
200461	9/2/19	Laminating Pouches	M1E2 Inc, DBA Instant Im Sales order #136		\$	1.50	50
200462	9/2/19	Ready Math Instruction + Practice and Problem Solving Grade 7 Student Set ?1 Year?	Curriculum Associates, LL 24881		\$	19.00	30
200463	9/3/19	Valve Oil	Quinlan & Fabish Music	QFVALVE	\$	1.95	3
200463	9/3/19	Tuning Slide Grease	Quinlan & Fabish Music	QFTUNING	\$	1.95	5
200463	9/3/19	Pocket Spray Bottle	Quinlan & Fabish Music	SS4236	\$	2.50	1
200463	9/3/19	Clarinet Silk Swab	Quinlan & Fabish Music	QFCLSILKSWAB	\$	7.95	1
200463	9/3/19	Alfred's Drum Method Bk 1	Quinlan & Fabish Music	AL138	\$	8.99	1
200463	9/3/19	Slide-o-Mix Rapid Comfort	Quinlan & Fabish Music	RAPIDCOMFORT	\$	7.99	1
200464	9/3/19	Danza Africana	Quinlan & Fabish Music	AL32452	\$	36.00	1
200464	9/3/19	Creatures in the Attic	Quinlan & Fabish Music	FJHB1451	\$	36.00	1
200464	9/3/19	Anasazi	Quinlan & Fabish Music	KJQ881001	\$	40.50	1
200464	9/3/19	Bugler's Dream	Quinlan & Fabish Music	HL00860524	\$	31.50	1
200464	9/3/19	Starsplitter Fanfare	Quinlan & Fabish Music	FJHB1390	\$	36.00	1
200464	9/3/19	Dragonfire	Quinlan & Fabish Music	HL00860550	\$	36.00	1
200465	9/3/19	MacBook Air 5-pack (13-inch/1.8GHz i5/8GB/128GB SSD storage/	Apple Computer Inc.	BMT12LL/A	\$	829.00	5
200466	9/3/19	Inclusive Swing Seat W/Chains	Playpower LT Farminton INC.		\$	1,036.00	1
200467	9/3/19	AmazonBasics Mini DisplayPort to VGA Monitor Adapter - Apple Compatible	Amazon.com	B019D0LS4E	\$	10.69	10
200467	9/3/19	FosPower Audio Cable (15 FT), Stereo Audio 3.5mm Auxiliary Short Cord Male to Male Aux Cable for Car, Apple iPhone, iPod, iPad, Samsung Galaxy, HTC, LG, Google Pixel, Tablet & More	Amazon.com	B00LBJ7800	\$	9.49	5
200467	9/3/19	BMOUO Case for New iPad 9.7 Inch 2018/2017 - Shockproof Case Light Weight Kids Case Cover Handle Stand Case for iPad 9.7 Inch 2017/2018 (iPad 5th and 6th Generation) Latest Model - Blue	Amazon.com	B071D8TNXZ	\$	14.99	3
200467	9/3/19	DTTO iPad 9.7 Case 2018 iPad 6th Generation Case / 2017 iPad 5th Generation Case, Slim Fit Lightweight Smart Cover with Soft TPU Back Case for iPad 9.7 2018/2017 [Auto Sleep/Wake] - Bright Red	Amazon.com	B06Y2M8N8L	\$	16.99	3

200467	9/3/19	DTTO iPad 9.7 Case 2018 iPad 6th Generation Case / 2017 iPad 5th Generation Case, Slim Fit Lightweight Smart Cover with Soft TPU Back Case for iPad 9.7 2018/2017 [Auto Sleep/Wake] - Navy Blue	Amazon.com	B06Y2PVTD7	\$	13.99	3
200467	9/3/19	iPad Charging Station 96W 10-Port Alxum USB Charging Station Multiple Device USB Charger with Smart IC Tech, Organizer Stand for iPhone X,Xs MAX,8,7,6, Samsung Google Nexus LG, Tablets, White	Amazon.com	B01K7F51VU	\$	45.59	2
200467	9/3/19	Puridea iPhone Case Cord, [3Ft X 5 + 7Inch X 5] Charger Cable [Max 2.4A] Compatible iPhone Case X 8 7 6S 6 Plus iPad 2 3 4 Mini, iPad Pro Air, iPod	Amazon.com	B07PBC7RMH	\$	16.99	2
200467	9/3/19	Ipad Stand - Adjustable Tablet Holder for 6 to 13 inches Tablets and Phones for The Table, Desk, Kitchen, Office - by Bontend	Amazon.com	B01N193VNT	\$	33.00	3
200468	9/3/19	Lego League 2 Team Registrations	FIRST-For Ins & Rec of Sci & Tech		\$	560.00	1
200469	9/10/19	Monarch Books 17 items (\$262.47 for books, \$19.38 for processing)	Follett School Solutions, Inc		\$	281.85	1
200470	9/10/19	Bluestem Books (\$193.18 for books, \$14.82 for processing)	Follett School Solutions, Inc		\$	208.00	1
200471	9/10/19	Chris Alms Membership # 000002282976	ASCD	Select Membersh	\$	89.00	1
200471	9/10/19	Chris Alms Membership #000002282976	ASCD	Illionois Affiliate	\$	49.00	1
200471	9/10/19	Dr. Camron Nystrom Membership #000002498350	ASCD	Select Membersh	\$	89.00	1
200471	9/10/19	Dr. Camron Nystrom Membership #000002498350	ASCD	Illinois Affiliate C	\$	49.00	1
200472	9/10/19	Painting @ Mac, Admin, Ross, Sullivan	Goodman Company		\$	8,200.00	1
200473	9/10/19	student planners PQ08161934691	School Mate		\$	106.25	1
200474	9/10/19	Stinky Stickers Variety Pack, Positive Words, 300/ Pack	Warehouse Direct	TEPT6480	\$	8.44	1
200474	9/10/19	Sticky- Back Hook Loop Fasteners, 3/ 4' x 15ft, White	Warehouse Direct	VEK90082	\$	13.35	1
200474	9/10/19	Ruled Index Cards, 3 x 5, White, 100/ Pack	Warehouse Direct	OXF31	\$	0.49	1
200474	9/10/19	Unruled Index Cards, 3 x 5, White, 100/ Pack	Warehouse Direct	OXF30	\$	0.58	1
200474	9/10/19	Clasp Envelope, 6 1/ 2 x 9 1/ 2, 28lb, Brown Kraft, 100/ Box	Warehouse Direct	QUA37863	\$	18.67	1
200474	9/10/19	Binder Clips, Medium, Black/ Silver, Dozen	Warehouse Direct	UNV10210	\$	0.50	2
200474	9/10/19	Paper Clips, Small (No. 1), Silver, 100/ Box	Warehouse Direct	UNV72210BX	\$	0.11	2
200474	9/10/19	Paper Clips, Jumbo, Silver, 100/ Box	Warehouse Direct	UNV72220BX	\$	0.35	1
200474	9/10/19	R.S.V.P. Stick Ballpoint Pen, Medium 1mm, Black Ink, Translucent Barrel, Dozen	Warehouse Direct	PENBK91A	\$	5.17	1
200474	9/10/19	Clasp Envelope, 9 x 12, 32lb, Brown Kraft, 100/ Box	Warehouse Direct	QUA37790	\$	23.00	1

200474	9/10/19	Second Nature Recycled Pads, Legal Rule, 8 1/2 x 11 3/4, White, 50 Sheets, Dozen	Warehouse Direct	TOP74880	\$	30.63	1
200475	9/10/19	KS Manual Classroom Pencil Sharpener, Counter/ Wall- Mount, Black/ Nickel- plated	Warehouse Direct	EPI1031LMR	\$	9.37	1
200476	9/10/19	Plastic- Coated Paper Clips, Jumbo, Assorted Colors, 250/ Pack	Warehouse Direct	UNV95000	\$	3.20	1
200476	9/10/19	Xtra- Comfort Mechanical Pencil, .7mm, Assorted, Dozen	Warehouse Direct	BICMPG11	\$	5.21	2
200476	9/10/19	Filler Paper, 3- Hole, 8 x 10.5, Wide/ Legal Rule, 200/ Pack	Warehouse Direct	MEA15200	\$	3.82	9
200476	9/10/19	Black Soft Cover Notebook, Wide/ Legal Rule, Black Cover, 5.5 x 3.5, 71 Sheets	Warehouse Direct	JDK400065001	\$	20.56	1
200476	9/10/19	Artista II Washable Tempera Paint, Yellow, 16 oz	Warehouse Direct	CY0543115034	\$	2.33	2
200476	9/10/19	Artista II Washable Tempera Paint, Orange, 16 oz	Warehouse Direct	CY0543115036	\$	2.33	3
200476	9/10/19	Washable Paint, Brown, 1 gal	Warehouse Direct	CY0542128007	\$	24.18	1
200476	9/10/19	Decorated Pencil, Happy Birthday, #2, Holographic SR Brl, Dozen	Warehouse Direct	MPD7940B	\$	3.78	1
200477	9/10/19	Network Membership - Annual School dues for network Membership 2020	Association of Illinois Mic Invoice 2060		\$	300.00	1
200478	9/10/19	self stick notes	School Specialty	9-1302002-470	\$	8.39	1
200478	9/10/19	cupcake erasers	School Specialty	160867AVD	\$	4.99	1
200478	9/10/19	birthday bracelets	School Specialty	165023AVD	\$	11.99	1
200478	9/10/19	desktop name plates	School Specialty	165075AVD	\$	41.99	1
200478	9/10/19	incentive charts & stickers	School Specialty	1593285	\$	5.76	3
200478	9/10/19	bookmarks	School Specialty	2003433	\$	4.13	1
200478	9/10/19	flair pens	School Specialty	79489	\$	16.92	1
200479	9/10/19	teacher tape	Essentra Specialty Tapes	472318	\$	29.68	2
200480	9/10/19	CBT Express Effective 15-Minute Techniques for Treating Children and Adolescents	Guilford	ISBN 978146254	\$	24.00	1
200481	9/10/19	Reading 2011 Spanish Digital Path 1 year license Grade 2 (Ross)	Pearson Education Inc.	9780328596850	\$	8.47	20
200481	9/10/19	Reading 2011 Spanish Digital Path 1 Year license Grade 3 (Ross)	Pearson Education Inc.	9780328596867	\$	8.47	20
200481	9/10/19	Reading 2011 Spanish Digital Path 1 Year License Grade K (Ike)	Pearson Education Inc.	9780328596836	\$	8.47	20
200481	9/10/19	Reading 2011 Spanish Digital Path 1 Year License Grade 1 (Ike)	Pearson Education Inc.	9780328596843	\$	8.47	20
200482	9/10/19	Astro bright colored card stock	Amazon.com	B005FMCZK6	\$	23.29	1
200483	9/10/19	Miracle Fold Laundry Folder Clothes T-Shirts Pants Towels Organizer	Amazon.com	B009V0YSJY	\$	24.99	2
200484	9/10/19	Fast Easy and Fun Time Saver	Amazon.com	WO520SH	\$	28.98	1
200485	9/11/19	8 pack of 8X10 plastic frames	Amazon.com		\$		
200485	9/11/19	16" Rainbow Connect-A-Scooters	Gopher Sport	86-066	\$	229.00	1
200485	9/11/19	Protector Rubber-Coated Dumbbells 5lbs	Gopher Sport	69-517	\$	19.95	2
200485	9/11/19	OMNIKIN Inflators 1HP	Gopher Sport	56-377	\$	119.00	1
200485	9/11/19	ClipPro Flag Belt System size Medium 36 player Rainbow Set	Gopher Sport	63-256	\$	199.00	1
200485	9/11/19	Victory 1000 Soccer Balls Rainbow color set of 6	Gopher Sport	62-042	\$	89.95	2

		Delusious Foam Balls Football set					
200485	9/11/19	of 6	Gopher Sport	71-363	\$	74.95	1
200485	9/11/19	IntroFit Plyo Boxes 12"	Gopher Sport	49-574	\$	125.00	1
		RallyNet™ Gopher Outdoor					
200485	9/11/19	Competition Volleyball Net	Gopher Sport	66-688	\$	94.95	1
200486	9/11/19	Tenor Sax Reeds	Quinlan & Fabish Music	3RITS212	\$	12.99	1
200486	9/11/19	Bb Clarinet Reeds	Quinlan & Fabish Music	10RICAL212	\$	18.99	1
200486	9/11/19	Alto Sax Reeds	Quinlan & Fabish Music	10RIAS212	\$	22.99	1
200487	9/11/19	Dance of the Trolls- Band Music	Quinlan & Fabish Music	FJHB1592	\$	72.00	1
		Insertable Style Edge Tab Plastic					
		Dividers, 8- Tab, 11 x 8.5,					
200488	9/11/19	Translucent, 1 Set	Warehouse Direct	AVE11201	\$	2.60	3
		Softgrip Scissors, 8 in. Length,					
		Straight, Stainless Steel	Warehouse Direct	FSK01004761J	\$	11.63	1
		Matte Clear Easy Peel Mailing					
		Labels w/ Sure Feed Technology,					
		Laser Printers, 2 x 4, Clear, 10/					
200488	9/11/19	Sheet, 50 Sheets/ Box	Warehouse Direct	AVE5663	\$	51.51	1
200489	9/11/19	IKE Building Supplies	Warehouse Direct	4391298-0	\$	136.60	1
200489	9/11/19	Ross Building Supplies	Warehouse Direct	4395457-0	\$	90.84	1
		Rubber Bands, Size 54 (Assorted),					
200490	9/11/19	Assorted Gauges, Beige, 4 oz Box	Warehouse Direct	UNV00454	\$	1.17	1
		Value Desktop Tape Dispenser, 1'					
200490	9/11/19	Core, Two- Tone Black	Warehouse Direct	MMMC60BK	\$	4.54	3
		Durable Full Strip Desk Stapler, 20-					
		Sheet Capacity, Black	Warehouse Direct	SWI64601	\$	15.72	2
		QuietSharp Executive Vertical					
200490	9/11/19	Electric Pencil Sharpener, Black	Warehouse Direct	BOSEPS9VBLK	\$	49.92	1
		Handwriting 2020 Grade 1 Teacher					
200491	9/11/19	Edition (complimentary)	Zaner-Bloser	9781453119365	\$	-	3
		Handwriting 2020 Grade 1 Switch					
		and Save Small Classroom Package					
		includes: 15 copies of the studnet					
		edition, 1 copy of the Practice					
		Masters, 1 copy of the Teacher's					
		Edition, and myZBportal.com 1 year					
200491	9/11/19	access.	Zaner-Bloser	9781453125816	\$	153.00	1
200492	9/11/19	Ike - August Recycling	Lakeshore Recycling System		\$	665.87	1
200492	9/11/19	Mac - August Recycling	Lakeshore Recycling System		\$	999.83	1
200492	9/11/19	Ross - August Recycling	Lakeshore Recycling System		\$	42.14	1
200492	9/11/19	Sullivan - August Recycling	Lakeshore Recycling System		\$	612.99	1
		IVEE Core Accountnting Support Oct					
200493	9/11/19	1, 2019 - Sep 30, 2020	Tyler Technologies, Inc.		\$	5,190.21	1
		IVEE Human Resources Support Oct					
200493	9/11/19	1, 2019 - Sep 30, 2020	Tyler Technologies, Inc.		\$	1,823.26	1
		IVEE Report Generator-IL Support					
200493	9/11/19	Oct 1, 2019 - Sep 30, 2020	Tyler Technologies, Inc.		\$	632.07	1
		IVEE Core Module Support Oct 1,					
200493	9/11/19	2019 - Sep 30, 2020	Tyler Technologies, Inc.		\$	1,667.67	1
		IVEE Info-Link Support Oct 1, 2019 -					
200493	9/11/19	Sep 30, 2020	Tyler Technologies, Inc.		\$	613.83	1
		IVEE Sub Calling System Time					
		Worked Interface Support Oct 1,					
200493	9/11/19	2019 - Sep 30, 2020	Tyler Technologies, Inc.		\$	1,343.13	1
		IVEE Sub Calling System Leave					
		Interface Support Oct 1, 2019 - Sep					
200493	9/11/19	30, 2020	Tyler Technologies, Inc.		\$	613.83	1

200493	9/11/19	IVEE Applicant Tracking Interface Support Oct 1, 2019 - Sep 30, 2020	Tyler Technologies, Inc.		\$	613.83	1
200493	9/11/19	Basic Network Servicet Oct 1, 2019 - Sep 30, 2020	Tyler Technologies, Inc.		\$	1,215.51	1
200494	9/11/19	12-Pack of Premium Magnetic Dry Erase Erasers/Dry Erasers - 2" x 2" - Perfect Whiteboard Erasers for Classroom, Home and Office	Amazon.com		\$	9.99	2
200494	9/11/19	Volcanics Black Dry Erase Markers Low Odor Fine Whiteboard Markers Thin Box of 15	Amazon.com		\$	8.49	2
200495	9/11/19	The Writing Strategies Book: Your Everything Guide to Developing Skilled Writers	Amazon.com	978-0325078229	\$	43.68	6
200495	9/11/19	The Reading Strategies Book: Your Everything Guide to Developing Skilled Readers	Amazon.com	978-0325074337	\$	43.35	6
200496	9/11/19	hand2mind Foam, Round, Two-Color Counters, Quiet Math Tokens, Classroom Bulk Kit (Set of 1000)	Amazon.com	B008N1AGZ2	\$	19.95	8
200497	9/11/19	Learning Resources Snap Cubes, Educational Counting Toy, Set of 500 Cubes	Amazon.com	B000G3LRA8	\$	41.62	8
200498	9/11/19	EXPO Low Odor Dry Erase Markers, Fine Tip, Black, 36 Count	Amazon.com	B000QQ01DK	\$	25.88	7
200499	9/11/19	Learning Advantage Play Quarters - Set of 100 Plastic Coins - Designed and Sized Like Real US Currency - Teach Money Math with This Pretend Play Resource	Amazon.com	B001UG17MS	\$	7.10	5
200500	9/11/19	Learning Advantage, Play Dimes Plastic Coins - Set of 100	Amazon.com	B001UFYFYQ	\$	4.99	5
200501	9/11/19	Learning Advantage Play Nickels - Set of 100 Plastic Coins - Designed and Sized Like Real US Currency - Teach Money Math With This Pretend Play Resource	Amazon.com	B001UG17MI	\$	7.25	5
200502	9/11/19	Blue Panda Pack of 200 Play Coins - Fake Plastic Penny Coins - Pretend Money - Great Teaching Tool, Prop, Kids Toy, 0.78 Inches in Diameter	Amazon.com	B0747BPZ2P	\$	8.99	5
200503	9/11/19	Crystalware, Black Plastic Straws, 7 3/4 Inches, Jumbo Pack 500 Straws - 2 Packs (1,000 Straws)	Amazon.com	B074VBT9FD	\$	13.98	8
200504	9/11/19	Oxford Ruled Index Cards, 3" x 5", White, 1,000 Cards (10 Packs of 100) (31)	Amazon.com	B002OB49JQ	\$	11.99	8
200505	9/11/19	200M/656Feet Cotton String,Red String,8-Ply Cotton Cord Craft String Baker Twine,Cooking Kitchen Twine for DIY Crafts and Gift Wrapping- 2mm	Amazon.com	B07KQQL982	\$	7.99	2
200506	9/11/19	Unifix Cubes, Ten Assorted Colors, Set of 500	Amazon.com	B000F8XBTY	\$	44.27	1
200507	9/11/19	Learning Resources Classpack Tangrams, Set of 30, 6 Colors	Amazon.com	B000F8VAR4	\$	24.86	3
200508	9/11/19	Nakimo 16MM Blank White Dice for Board Games, DIY, Fun, and Teaching, Pack of 48	Amazon.com	B07N7Y4RPW	\$	8.45	8

200509	9/11/19	hand2mind Double-Sided Geoboards (Set of 10)	Amazon.com	B00ZCHX2WY	\$	19.95	3
200510	9/11/19	General Purpose Masking Tape for Home and Office, 0.94-Inch x 60 Yards, 9 Rolls by TIANBO FIRST	Amazon.com	B06X9JSHJ1	\$	15.99	1
200511	9/11/19	ScotchBlue Original Multi-Surface Painter's Tape, .94 inch x 60 yard, 2090, 6 Rolls	Amazon.com	B006ARJVZM	\$	21.24	2
200512	9/11/19	AmazonBasics Assorted Size and Color Rubber Bands, 0.5 lb.	Amazon.com	B074B1KCXD	\$	5.49	2
200513	9/11/19	ACCO Brass Paper Fasteners, 1", Plated, 1 Box, 100 Fasteners/Box (71710)	Amazon.com	B004LWSFAK	\$	3.02	1
200514	9/11/19	Roger X Receivers	Sonova USA Inc. aka Phor 052-3113-D02P6		\$	743.00	2
200514	9/11/19	Roger Touchscreen	Sonova USA Inc. aka Phor 052-3297		\$	815.00	1
200515	9/11/19	BreakoutEdu Individual Platform Access for a single user	Breakout EDU		\$	75.00	3
200516	9/11/19	3pp ThumSling--Small/medium size--Left hand	Performance Health Supp 81247816		\$	35.30	1
200516	9/11/19	3pp ThumSling--Small/Medium size--right hand	Performance Health Supp 81247832		\$	35.30	1
200517	9/11/19	Topographic Survey	CAGE Engineering, Inc		\$	4,600.00	1
200517	9/11/19	Engineering Investigation	CAGE Engineering, Inc		\$	1,500.00	1
200518	9/13/19	Ziploc Storage Bags-Gallon	Amazon.com		\$	30.68	1
200518	9/13/19	Elmer's® Washable School Glue, 4 Oz.	Amazon.com		\$	6.00	2
200518	9/13/19	Sharpie® Permanent Fine-Point Markers, Black, Pack Of 12 Markers	Amazon.com	0	\$	7.42	2
200519	9/13/19	30 books	Follett School Solutions, I 0		\$	495.80	1
200519	9/13/19	19 books Rebecca Caudill	Follett School Solutions, I 0		\$	297.19	1
200520	9/13/19	Bass String Explorer Book II	Quinlan & Fabish Music	AL20508	\$	7.16	4
200520	9/13/19	Cello String Explorer Book II	Quinlan & Fabish Music	AL20507	\$	7.16	8
200520	9/13/19	Viola String Explorer Book II	Quinlan & Fabish Music	AL20506	\$	7.16	6
200520	9/13/19	Violin String Explorer Book II	Quinlan & Fabish Music	AL20505	\$	7.16	12
200521	9/13/19	Aug 27 IVEE Services - Budget Assist & getting info into the IL format - A McPartlin	Tyler Technologies, Inc.		\$	105.00	4
200522	9/13/19	State audition fee for student participation. 8.00 per student.	ILMEA State Office	ILMEA	\$	40.00	1
200523	9/13/19	Sticky Paddle Set with Hacky Sack Ball	Amazon.com	N/A	\$	6.97	6
200524	9/13/19	Foldable Projection Screen Model VAMVO M2120	Amazon.com	ASIN B07C5FF51	\$	118.00	1
200525	9/13/19	REPLACED DIGITIZER	VT Services, Inc.	F9FTTD7ZGHKJ	\$	125.00	1
200525	9/13/19	REPAIRED LOGIC BOARD	VT Services, Inc.	C02ST36PH3QD	\$	185.00	1
200526	9/13/19	Sight Reading Factory Subscription for 6-8 Orchestra Students	GraceNotes, LLC - Sight R SRF		\$	213.79	1
200527	9/13/19	Prentice Hall Literature Common Core Edition Copyright 2012 Digital Courseware 1-year extension license Grade 6	Pearson Education Inc.	9781418285036	\$	8.47	186
200527	9/13/19	Prentice Hall Literature Common Core Edition Copyright 2012 Digital Courseware 1-year extension license Grade 7	Pearson Education Inc.	9781418285043	\$	8.47	50

		Prentice Hall Literature Common Core Edition Copyright 2012 Digital Courseware 1-year extension license				
200527	9/13/19	Grade 7	Pearson Education Inc.	9781418285043	\$	8.47 111
200528	9/13/19	19/20 Phone System Replacement	Sentinel Technologies, Inc		\$	117,081.00 1
200529	9/16/19	Phillips AED child's pads	School Health Corporator	54111	\$	113.00 1
200530	9/16/19	REPLACED DIGITIZER	VT Services, Inc.	DMPPKFJ3G5VJ	\$	185.00 1
		Survivor 12 x 16 x 2 Tyvek Expansion Catalog Mailers with Self Seal Closure, 14 lb, Puncture, Tear and Moisture Resistant Dupont Tyvek				
200531	9/17/19	Envelopes, 25 per Box (R4292) Two-Color Counters: Red/Yellow -	Amazon.com	B000078CWD	\$	31.29 1
200532	9/23/19	Set of 1000	EAI Education	531067	\$	18.70 8
200533	9/23/19	wireless speaker	Gopher Sport	18-514	\$	359.00 1
200533	9/23/19	orange vests	Gopher Sport	29-011	\$	94.95 1
200533	9/23/19	green vests	Gopher Sport	29-027	\$	94.95 1
200533	9/23/19	ladder golf	Gopher Sport	58-925	\$	169.00 1
200533	9/23/19	fitness bars	Gopher Sport	49-560	\$	149.00 1
200534	9/23/19	Cross Country Transportation	First Student		\$	2,000.00 1
200535	9/23/19	Geo Bee Registration	National Geographic Bee		\$	120.00 1
		Illinois Principal Association Administrator Membership for Christopher Alms				
200536	9/23/19	Illinois Principal Association Administrator Membership for Camron Nystrom	Illinois Principals Association		\$	376.00 1
200536	9/23/19	The Power of Why	Illinois Principals Association		\$	399.00 1
200537	9/23/19	REPAIRS MADE TO MPR OPERABLE WALL	Illinois Principals Association		\$	199.00 1
200538	9/23/19	Visible Learning for Literacy	Hufcor-Chicago	INV 24664	\$	520.00 1
200539	9/23/19	Heavy- Duty Contractor Clean- Up Bags, 60 gal, 3 mil, 32' x 50', Black, 20/ Carton	Midwest Principals Cente Book		\$	30.00 1
200540	9/23/19	Decorated Pencil, Happy Birthday, #2, Holographic SR Brl, Dozen	Warehouse Direct	WBI186470	\$	25.98 1
200540	9/23/19	Bright White	Warehouse Direct	MPD7940B	\$	3.78 25
200541	9/23/19	Planetary Purple	Warehouse Direct	WAW22401	\$	20.51 2
200541	9/23/19	Sunburst Yellow	Warehouse Direct	WAW22871	\$	28.26 2
200541	9/23/19	Cosmic Orange	Warehouse Direct	WAW22791	\$	28.26 2
200541	9/23/19	Celestial Blue	Warehouse Direct	WAW22851	\$	19.18 2
200541	9/23/19	Martian Green	Warehouse Direct	WAW22861	\$	28.26 2
200541	9/23/19	Fireball Fuchsia	Warehouse Direct	WAW21811	\$	18.85 2
200541	9/23/19	Sticks	Warehouse Direct	WAW22881	\$	28.26 2
200542	9/23/19	Balloons	Warehouse Direct	CKC377601	\$	12.42 4
200542	9/23/19	Foil	Warehouse Direct	TBL1200	\$	23.71 2
200542	9/23/19	Cotton Balls	Warehouse Direct	HFA22405	\$	27.31 1
200542	9/23/19	TOMCAT SQUEGEE BLADES	Warehouse Direct	CVN2600CT	\$	28.15 1
200543	9/23/19	BOOST HOSE PART	Warehouse Direct	INV 4395295	\$	79.00 1
200543	9/23/19	SULLIVAN SCHOOL GARBAGE GONDOLA	Warehouse Direct	INV 439630	\$	38.95 1
200543	9/23/19	MAC GARBAGE CANS FOR RECYCLING PROJECT	Warehouse Direct	INV 4413086	\$	569.32 1
200543	9/23/19	MAC RECYCLING PROJECT	Warehouse Direct	INV 4414512	\$	238.49 1
200543	9/23/19	MAC LINERS FOR RECYCLING PROJECT	Warehouse Direct	INV 4414512	\$	24.82 1
200543	9/23/19	IKE SEPT. CUSTODIAL SUPPLIES	Warehouse Direct	INV 4414562	\$	24.20 1
200543	9/23/19		Warehouse Direct	INV 4403975	\$	169.54 1

200543	9/23/19	SULL SEPT. CUSTODIAL SUPPLIES	Warehouse Direct	INV 4403412	\$	185.06	1
200543	9/23/19	MAC SEPT. CUSTODIAL SUPPLIES	Warehouse Direct	INV 4403414	\$	400.12	1
200543	9/23/19	OXIVIR TB WIPES	Warehouse Direct	INV 4403413	\$	192.81	1
200544	9/23/19	Teacher Guide Boxes	Teaching Strategies	75668	\$	104.00	2
200544	9/23/19	Teaching Guide Pets	Teaching Strategies	76474	\$	104.00	2
200544	9/23/19	Teaching Guide Music	Teaching Strategies	75675	\$	104.00	2
200545	9/23/19	REPAIRS TO SULLIVAN PLAYGROUND BRIDGE 3X3X1/4 STEEL ANGLES FOR ADMIN	J.B. Metal Works		\$	525.00	1
200545	9/23/19	WINDOW WELLS	J.B. Metal Works		\$	800.00	1
200546	9/23/19	SAFE CATCH GLOVE BOWLING RAP-FREE STANDING CHROME	Flaghouse Special Needs 19999		\$	55.00	1
200546	9/23/19	Prentice Hall Literature Common Core Edition Copyright 2012 Digital Courseware 1-year Extension	Flaghouse Special Needs 9972		\$	123.00	1
200547	9/23/19	License Grade 8	Pearson Education Inc.	9781418285050	\$	8.47	165
200548	9/23/19	Aluminum Foil	Amazon.com	B072TR6N1F	\$	15.99	2
200548	9/23/19	Paper Plates	Amazon.com	B004NG9FWQ	\$	33.29	1
200548	9/23/19	Curling Ribbon	Amazon.com	B007BD9T06	\$	8.97	1
200548	9/23/19	Compostable Plates	Amazon.com	B075HWZJSY	\$	63.92	1
200548	9/23/19	Food Storage Containers	Amazon.com	B07954RZKJ	\$	18.99	2
200548	9/23/19	Felt Board Letters	Amazon.com	B075JG2MVQ	\$	16.95	1
200548	9/23/19	Cricut Asst Pens	Amazon.com	B07N3DVVKH3	\$	12.99	1
200548	9/23/19	Cricut Scoring Tool	Amazon.com	B07PXPWC68	\$	10.49	1
200548	9/23/19	Cricut Black Pens	Amazon.com	B01FXDPO18	\$	11.95	1
200548	9/23/19	Cricut Tool Set	Amazon.com	B076Z4N4DP	\$	19.99	1
200548	9/23/19	Sharpie Adapter	Amazon.com	B07TCCBNY7	\$	14.95	1
200549	9/23/19	ANNUAL BLEACHER INSPECTION Classroom Tables by Smith System 4 Elemental Series Kidney Shape Tables, 48" x 72", with Height Adjustable Legs, 19" – 33"H	Bleacher America Inc.	INV 2794	\$	150.00	1
200550	9/23/19	Teacher Chairs by 9 to 5 Seating Neo Series Task Chairs, Mesh Back, Loop Arms, Gr. A Fabric Black Fabric Seat with Grey Mesh & Frame to match existing	Lowery McDonnell Co.	Smith System	\$	469.00	4
200550	9/23/19		Lowery McDonnell Co.		\$	249.00	4
200551	9/23/19	BLANK F KEY REPLACEMENT MISC. MAINTENANCE SERVICES	A-1 Suburban Total Secur	INV 58160	\$	247.50	1
200552	9/23/19	SUPPLIES MISC. MAINTENANCE/ELECTRICAL	Home Depot	INV 634923	\$	433.67	1
200553	9/23/19	SUPPLIES	Northwest Electrical Supp	INV 17438150	\$	58.86	1
200554	9/23/19	ROOM NAME INSERTS	Fast Signs	INV 447-38919	\$	17.79	1
200554	9/23/19	ROOM NAME INSERTS	Fast Signs	INV 447-39075	\$	2.54	1
200555	9/23/19	SEPT. PEST CONTROL SERVICES AUGUST DOCUMENT SHREDDING SERVICES	Anderson Pest Solutions	INV 5335020	\$	220.37	1
200556	9/23/19	WHITE TRUCK - BRAKES/ROTOR/OIL CHANGE	US Automotive	INV 56805	\$	1,518.22	1
200557	9/23/19	BLUE TRUCK - OIL CHANGE IKE - SEASONAL PRUNING AND WEEKLY MOWING	US Automotive	INV 56906	\$	31.44	1
200558	9/23/19	MAIN CAMPUS - SEASONAL PRUNING AND WEEKLY MOWING	Milieu Design LLC	INV 140027	\$	1,306.25	1
200558	9/23/19		Milieu Design LLC	INV 140008	\$	2,292.50	1
200559	9/23/19	F28 T5 LIGHT BULBS DISTRICT OFFICE SEPT. CUSTODIAL SUPPLIES	Bulbs.com Inc.	INV DS3511	\$	99.75	1
200560	9/23/19		Performance Chemical &	INV 235624	\$	205.66	1

200560	9/23/19	IKE - SEPT CUSTODIAL SUPPLIES	Performance Chemical &	INV 235234	\$	44.06	1
200560	9/23/19	MAC - SEPT CUSTODIAL SUPPLIES	Performance Chemical &	INV 235229	\$	214.88	1
200561	9/23/19	CUSTODIAL WORK SHOE PURCHASE	Red Wings Shoes	INV 2019091002!	\$	666.97	1
200562	9/23/19	Roger Inspiro (out of warranty repair)	Sonova USA Inc. aka Phonak Communicatic		\$	159.00	1
200563	9/23/19	MONTHLY AUGUST CLOUD VIDEO RECORDING - BUSINESS OFFICE SAFE	Blue Lion Systems, Inc	INV 318441	\$	14.99	1
200563	9/23/19	MONTHLY JULY CLOUD VIDEO RECORDING - BUSINESS OFFICE SAFE	Blue Lion Systems, Inc	INV 318189	\$	14.99	1
200563	9/23/19	MONTHLY JUNE CLOUD VIDEO RECORDING - BUSINESS OFFICE SAFE	Blue Lion Systems, Inc	INV 318189	\$	14.99	1
200564	9/23/19	1-Sonnet FM Battery Cover (Black)	Med-El Corporation	3087	\$	300.00	1
200565	9/30/19	Delux Eco Fit 24 Student Pack Class Plus Yoga Mat	Gopher Sport	69-834	\$	1,619.00	1
200565	9/30/19	Fitstep2pack - ClassPlus Complete Pedometer Packs	Gopher Sport	76-119	\$	1,179.00	1
200566	9/30/19	TRUFLEX V BELT FOR TRUCK	Napa Auto Parts	INV 3563-23009€	\$	17.98	1
200567	9/30/19	6 RECESSED EMERGENCY LIGHT REPLACEMENT	Northwest Electrical Supp	17438913	\$	968.11	1
200568	9/30/19	Wandern Ach Wandern	Quinlan & Fabish Music	TP40842SET	\$	43.20	1
200568	9/30/19	Hymn of the Cherubim	Quinlan & Fabish Music	TP40837SET	\$	36.00	1
200568	9/30/19	Ukrainian Dance	Quinlan & Fabish Music	FJHST6482	\$	49.50	1
200568	9/30/19	Symphony in D Major, Op. 5 No. 2	Quinlan & Fabish Music	TP40839SET	\$	51.30	1
200569	9/30/19	DESK NAMES PLATES FOR HELLER & REGLIS	Fast Signs	INV 447-39111	\$	11.70	1
200570	9/30/19	Wite- Out EZ Correct Correction Tape, Non- Refillable, 1/ 6' x 472', 10/ Box	Warehouse Direct	BICWOTAP10	\$	13.22	1
200570	9/30/19	Block Eraser, Latex Free, White, 4/ Pack	Warehouse Direct	BAU74121	\$	2.17	2
200570	9/30/19	Adhesive Dot Refill, .3 in x 49ft	Warehouse Direct	MMM6055R	\$	5.63	2
200570	9/30/19	Point Guard Flair Bullet Porous Point Stick Pen, 0.7mm, Assorted Ink/ Barrel, 12/ Set	Warehouse Direct	PAP74423	\$	19.52	1
200570	9/30/19	G2 Premium Retractable Gel Pen, 0.7mm, Black Ink, Smoke Barrel, Dozen	Warehouse Direct	PIL31020	\$	11.87	1
200570	9/30/19	Laminating Pouches, 3 mil, 9' x 11.5', Gloss Clear, 50/ Pack	Warehouse Direct	MMMTP385450	\$	9.00	2
200571	9/30/19	MAC - SEPT. CUSTODIAL SUPPLIES	Warehouse Direct	4424651	\$	155.85	1
200571	9/30/19	SUL - FLAT MOP BUCKET	Warehouse Direct	4410660	\$	27.10	1
200572	9/30/19	MakerBot Replicator	CDW Government	4304681	\$	2,687.04	1
200573	9/30/19	REPAIRS, MATERIALS LABOR FOR LIFT AT IKE	Garaventa USA Inc.	QUOTE 2019092!	\$	1,457.91	1
200574	9/30/19	SERVICE CALL FOR IKE WHEELCHAIR LIFT	Garaventa USA Inc.	INV 51716	\$	435.00	1
200575	9/30/19	25" x 500' x 1" core laminant (\$48.50 per roll)	LamTech Laminating Solu	1.5MILCR25	\$	97.00	4
200576	9/30/19	Teachers Tape	Essentra Specialty Tapes	472318	\$	29.68	1
200577	9/30/19	Poly and Bark Trattoria 18 Inch Metal Side Dining Chair and Bar Stool in Black (Set of 4)	Amazon.com	B01N5RFZZ5	\$	99.99	1

200577	9/30/19	Eagrye 6-Pack 10.4-Inch x 7.6-Inch x 4.05-Inch Plastic Storage Basket, Woven Basket Bin	Amazon.com	B076FXH1LB	\$	18.88	1
200577	9/30/19	100   50   25 Count - Size (8"x4.75"x10") Bulk White Paper Bags with Handles - Perfect Solution for Baby Shower, Birthday Parties, Gifts, Restaurant takeouts, Shopping, Retail	Amazon.com	B01E22H9M	\$	21.99	1
200577	9/30/19	SoftScape 15 inch Round Floor Cushions with Handles for Flexible Seating Classrooms, 2 inch Thick Deluxe Foam (6-Piece) - Contemporary	Amazon.com	B07WWZNYNT	\$	64.99	1
200577	9/30/19	Clipboards (Set of 30) by Office Solutions Direct! ECO Friendly Hardboard Clipboard Pack, Low Profile Clip Standard A4 Letter Size, Classroom Supplies	Amazon.com	B01H2ODK0I	\$	32.95	1
200577	9/30/19	Sax Versatemp Tempera Paint, 1 Pint, Assorted Skin-Tone Colors, Set of 8	Amazon.com	B00PEEYP08	\$	24.41	1
200577	9/30/19	Laminator, Crenova A4 Laminator, 4 in 1 Thermal Laminator, 9 inches, 20 Laminating Pouches, Paper	Amazon.com	B07PJTQGL3	\$	33.99	1
200578	9/30/19	Trimmer, Corner Rounder	Amazon.com	B01LBTKVDY	\$	7.99	2
200578	9/30/19	Balloons	Amazon.com	B009EE38UM	\$	9.75	4
200578	9/30/19	Craft Sticks	Amazon.com	00GJE6110000	\$	39.99	1
200578	9/30/19	Foil	Amazon.com				
200579	9/30/19	MAYCO FOUNDATIONS OPAQUE GLAZE Tan	Amazon.com	BOOXABZ6K0	\$	4.55	6
200579	9/30/19	Handy Art Empty 2oz. Marker Bottle	Amazon.com	900-003	\$	16.87	2
200579	9/30/19	Mr. Sketch Scented Stix Classroom pack	Amazon.com	1905315	\$	74.65	1
200580	9/30/19	Sauder Beginnings 3-Shelf Bookcase in Cinnamon Cherry	Amazon.com	B0034JXLGY	\$	39.99	1
200580	9/30/19	Play-Doh pack of 4 (16 oz) colors Blue, Orange, Teal & Neon Yellow by Hasbro	Amazon.com	B01FF1073I	\$	7.00	1
200580	9/30/19	BRAINWRIGHT Cat STAX, The Perfect Puzzle	Amazon.com	B01016ARTQ	\$	5.85	1
200580	9/30/19	Stickerland Peppa Pig Stickers - 295 Stickers	Amazon.com	B01INIFG36	\$	5.95	1
200581	9/30/19	Educational Insights Fluorescent Light Filters (Whisper White), Set of 4	Amazon.com	B001YT7DFQ	\$	31.26	4
200581	9/30/19	Spiky Sensory Ring/Bracelet Fidget Toy (Pack of 3) - BPA/Phthalate/Latex-Free - Fidgets Toys/Stress Rings for Children and Adults - by Impresa	Amazon.com	B01ISA8UWI	\$	9.99	1
200581	9/30/19	Tangle Therapy Relax for Hand and Mind Wellness (color may vary)	Amazon.com	B001EWC5M4	\$	8.45	1
200581	9/30/19	Sensory Chew Necklace for Aggressive Chewers	Amazon.com	B07JDC4SJH	\$	14.95	1
200581	9/30/19	Fun House Kids Foam Soap 8 Pack Assorted Flavor Foam Soap, 8.2 oz each	Amazon.com	B0776L662W	\$	25.31	1

		Impresa Products 5-Pack of Stretchy String Fidget / Sensory Toys (BPA/Phthalate/Latex-Free) - Stretches from 10 Inches to 8 Feet! Small - Fully Adjustable E-Z-ON	Amazon.com	B01LBSZQ3U	\$	9.99	1
200581	9/30/19						
200582	9/30/19	Zipper Vests for School Buses	Easy Way Safety Services	103Z/B-S	\$	130.00	3
		MAC- OCTOBER CUSTOIDAL SUPPLIES					
200583	9/30/19		Performance Chemical &	INV 236131	\$	418.14	1
		CUSTODIAL CONTRACT UNIFORMS - SWEATSHIRTS					
200584	9/30/19		M1E2 Inc, DBA Instant Im	INV 1412	\$	775.03	1
		CUSTODIAL CONTRACT WORK SHIRTS D23 LOGO					
200584	9/30/19		M1E2 Inc, DBA Instant Im	INV 1411	\$	1,106.52	1
		CUSTODIAL CONTRACT WORK SHIRTS SULL LOGO					
200584	9/30/19		M1E2 Inc, DBA Instant Im	INV 1410	\$	174.03	1
200585	9/30/19	Banner	Cohrs Group, LLC		\$	90.00	1
200586	9/30/19	Aluminum Key chain	Cohrs Group, LLC		\$	0.60	500
200586	9/30/19	Set up charge	Cohrs Group, LLC		\$	55.00	1
200587	9/30/19	Contigo Tumbler	Cohrs Group, LLC		\$	12.40	250
200587	9/30/19	Umbrella	Cohrs Group, LLC		\$	(17.42)	1
		OEM Replacement Lamp for Epson Powerlite 475w					
200588	9/30/19		Northstar AV, LLC	ELPLP 71	\$	69.00	3
		REPLACEMENT PARTS FOR ADMIN BOILERS					
200589	9/30/19		Temperature Equipment	INV 5993412-00	\$	1,025.45	1
		Media Cart with large work surface, locking cabinet with adjustable shelf - Ivory					
200590	9/30/19		George Patton Assoc, Inc,	LCS400	\$	369.46	1
		REPAIRS TO PARKING LOT POLE LIGHT @ MAC					
200591	9/30/19		Arc 1 Electric, Inc	INV 9679	\$	654.00	1
		MAC PARKING LOT LIGHT REPLACEMENT					
200592	9/30/19		Arc 1 Electric, Inc		\$	2,215.00	1
		Imagine Espanol Annual Student License					
200593	9/30/19		Imagine Learning		\$	75.00	10
200594	9/30/19	reading mastery 3 workbook	McGraw-Hill School Educ.	9780076125845	\$	15.93	4
200595	9/30/19	iPad mini Wi-Fi 64GB -Space Gray	Apple Computer Inc.	MUQW2LL/A	\$	379.00	1
		Sensory Chew Necklace for Kids, Boys or Girls - Chewing Necklace Teething Necklace Teether Necklace Chew Toys Teething Toys - Designed for Chewing, Autism Sensory Teether Toy					
200596	9/30/19		Amazon.com		\$	15.99	1
		Panny & Mody Sensory Chew Necklace Pendant Chewlery Set for Boys and Girls(3 Pack), Silicone Chewy Brick for Kids with ADHD, Teething, Autism, Biting Needs (Red, Green, Blue)					
200596	9/30/19		Amazon.com		\$	9.99	1
		HDMI Extender Over CAT5/CAT6 by OREI with IR Upto 164 Feet - Loop Out - 1080P Full HD Signal Distribution (EX-165C+)					
200597	9/30/19		Amazon.com	B07WMVMHVDV	\$	44.99	1
		1 x 2 HDMI Splitter V1.3 Powered 1080P Certified Duplicate/Mirror Screen Monitor Supports 3D High Resolutions - 1 Source onto 2 Same Displays					
200597	9/30/19		Amazon.com	B005HXFARS	\$	10.49	1
		AmazonBasics VGA to VGA Adapter Computer Cable - 6 Feet (1.8 Meters), 10-Pack					
200597	9/30/19		Amazon.com	B07D6K3LBG	\$	63.72	1

		iPad Charging Station 96W 10-Port Alxum USB Charging Station Multiple Device USB Charger with Smart IC Tech, Organizer Stand for iPhone X,Xs MAX,8,7,6, Samsung Google Nexus LG, Tablets, White	Amazon.com	B01K7F51VU	\$	57.99	1
200597	9/30/19	USB Wall Charger, Anker 60W 6 Port USB Charging Station, PowerPort 6 Multi USB Charger for iPhone Xs/Max/XR/X/8/7/Plus, iPad Pro/Air 2/Mini/iPod, Galaxy S9/S8/S7/Edge/Plus, Note, LG, HTC, and More	Amazon.com	B00P936188	\$	25.99	1
200597	9/30/19	AmazonBasics 60W 10-Port Multi USB Wall Charger, Black	Amazon.com	B0773J4N43	\$	29.99	1
200597	9/30/19	Dust-Off Compressed Gas Duster, Pack of 8	Amazon.com	B01MQFCYW0	\$	32.88	1
200598	9/30/19	Ready Classrom Math Student Worktext w/Digital Access package + i-Ready Instructions Grade 3 (1 year)	Curriculum Associates, LL 25583		\$	41.00	5
200599	9/30/19	ANNUAL SUBSCRIPTION FOR SNOWFALL EVENT REPORTING	Murray and Trettel, Inc	INV 1019-801	\$	250.00	1
200600	10/3/19	Conference Registration	ILMEA State Office	95	\$	95.00	1
200601	10/3/19	Conference Registration	The Midwest Clinic		\$	130.00	1
200602	10/3/19	OCTOBER WASTE AND RECYCLING SERVICES	Lakeshore Recycling System	INV 4262232	\$	1,781.83	1
200603	10/4/19	(new)Map skills for today Grade 3	Textbook Warehouse	13382149OX	\$	3.10	10
200604	10/4/19	KTEA-3 Comprehensive Written Expression Level 2 Booklet Form A (grades 1-2). "Pam and Don's Adventure"	Pearson Clinical Assessment	32430	\$	16.00	2
200604	10/4/19	KTEA-3 Comprehensive Written Expression Level 3 Booklet Form A (grades 3-5). "Kyra's Dragon"	Pearson Clinical Assessment	32432	\$	16.00	2
200604	10/4/19	KTEA-3 Comprehensive Written Expression Level 4 Booklet Form A (grades 6-12+). "A Day on the Set"	Pearson Clinical Assessment	32434	\$	16.00	2
200605	10/8/19	New instruments (and two repaired ones) are covered with Quinlan and Fabish	Quinlan & Fabish Music	REPAIR	\$	648.00	1
200606	10/8/19	Construction Paper, 58lb, 12 x 18, White, 50/ Pack	Warehouse Direct	PAC9207	\$	3.79	8
200607	10/8/19	Handwriting 2020 Grade 2M Student Edition	Zaner-Bloser	9.78145E+12	\$	11.99	7
200607	10/8/19	Handwriting 2020 LaEscritura Grade 2 M Student Edition	Zaner-Bloser	9.78145E+12	\$	11.99	3
200607	10/8/19	Handwriting 2020 Grade 3 Student Edition	Zaner-Bloser	9.78145E+12	\$	11.99	10
200607	10/8/19	Handwriting 2020 La Escritura Grade 3 Student Edition	Zaner-Bloser	9.78145E+12	\$	11.99	5
200608	10/8/19	Prentice Hall Literature: Language and Literacy (Grade Nine) (Hardcover)	Amazon.com		\$	11.49	8
200609	10/8/19	Duct Tape	Amazon.com	B0006HX2MK	\$	9.28	10

		GlareShade Fluorescent Light Filter Diffuser Covers (5 Pack; Warm White). Eliminate Harsh Glare That Causes Eyestrain and Headaches at Work and School While Improving Focus and Classroom Management	Amazon.com	B07XQK8DBR	\$	33.99	2
200610	10/8/19	Quality Park 10" x 13" Clasp Envelopes, Brown Kraft, Gummed Flap, 100/Box (QUA37797)	Amazon.com	B0006ZH6U6	\$	15.49	1
200611	10/8/19	Ready Classroom Math Student Worktext with Digital Access Package + i-Ready Instruction Grade 2 (1 year)	Curriculum Associates, LL 25471		\$	41.00	4
200611	10/8/19	Ready Classroom Math Student Worktext with Digital Access Package + i-Ready Instruction Grade 3 (1 year)	Curriculum Associates, LL 25583		\$	41.00	8
200612	10/10/19	School Maintenance Agreement for Sullivan	Quinlan & Fabish Music		\$	75.00	10
200613	10/10/19	6 Pack 0.94 Inch Blue Painters Tape, Medium Adhesive That Sticks Well but Leaves No Residue Behind, 60 Yards Length, 6 Rolls, 360 Total Yards	Amazon.com	B0756J1P8R	\$	18.99	1
200613	10/10/19	Astrobrights Color Paper, 8.5" x 11", 24 lb/89 gsm, "Spectrum" 25-Color Assortment, 150 Sheets (80933-01)	Amazon.com	B01GUUARV0	\$	7.38	1
200613	10/10/19	Astrobrights Color Paper, 8.5" x 11", 24 lb/ 89 gsm, "Cool" 5-Color Assortment, 500 Sheets(20274)	Amazon.com	B003FST5IC	\$	14.74	1
200613	10/10/19	Sterilite 16428012 6 Quart/5.7 Liter Storage Box, White Lid with Clear Base (Pack of 12)	Amazon.com	B002BDTETW	\$	23.94	1
200613	10/10/19	Premium Black table cover 54" x 108" (Pack of 12)	Amazon.com	B00Z7D3KH0	\$	15.75	1
200613	10/10/19	Neenah Cardstock, 8.5" x 11", Heavy-Weight, White, 94 Brightness, 300 Sheets (91437)	Amazon.com	B07D4YF3K4	\$	12.29	1
200613	10/10/19	Logitech M535 Bluetooth Mouse – Compact Wireless Mouse with 10 Month Battery Life works with any Bluetooth Enabled Computer, Laptop or Tablet running Windows, Mac OS, Chrome or Android, Gray	Amazon.com	B0148NPIQK	\$	26.18	1
200613	10/10/19	ColorCoral Case for Apple Pencil Silicone Holder Sleeve for Apple Pencil 1st Generation Compatible with iPad Pro 9.7" 10.5" 12.9" iPad 2017/2018	Amazon.com	B07791LYTZ	\$	5.09	1
200614	10/10/19	Storyworks Jr. - Brusso/Jenkins	Scholastic, Inc		\$	8.49	26
200615	10/10/19	Embroidery HATS Pride Paw w/ Raccoon	M1E2 Inc, DBA Instant Im Hats		\$	10.80	50
200616	10/11/19	desktop nameplates	Really Good Stuff	156900	\$	23.99	2
200616	10/11/19	HB Bracelets	Really Good Stuff	165023	\$	11.99	1
200616	10/11/19	cupcake erasers	Really Good Stuff	160867	\$	4.49	2
200617	10/11/19	Doug Fisher-Visable Learning for Literacy Early Bird Price	Midwest Principals Cente Amy Zaher		\$	205.00	1

200617	10/11/19	Doug Fisher-Visible Learning for Literacy Early Bird Price	Midwest Principals Cente Chris Alms		\$	205.00	1
200617	10/11/19	Doug Fisher-Visible Learning for Literacy Early Bird Price	Midwest Principals Cente Lee Wright		\$	205.00	1
200617	10/11/19	Doug Fisher-Visible Learning for Literacy Early Bird Price	Midwest Principals Cente Traci Meziere		\$	205.00	1
200617	10/11/19	Doug Fisher-Visible Learning for Literacy Early Bird Price	Midwest Principals Cente Hannah Sutter		\$	205.00	1
200617	10/11/19	Doug Fisher-Visible Learning for Literacy Early Bird Price	Midwest Principals Cente Julie Mullaney		\$	205.00	1
200617	10/11/19	Doug Fisher-Visible Learning for Literacy Early Bird Price	Midwest Principals Cente Sherrie Grishow		\$	205.00	1
200617	10/11/19	Doug Fisher-Visible Learning for Literacy Early Bird Price	Midwest Principals Cente Laurie Travis		\$	205.00	1
200617	10/11/19	Doug Fisher-Visible Learning for Literacy Early Bird Price	Midwest Principals Cente Kelsey Paeth		\$	205.00	1
200618	10/11/19	Big Beamer Transmitter	Ablenet Inc.	10034300	\$	110.00	1
200618	10/11/19	Original Receiver	Ablenet Inc.	10034400	\$	105.00	1
200618	10/11/19	PowerLink 4 (North America)	Ablenet Inc.	10010701	\$	255.00	1
200618	10/11/19	Battery Device Adapter - C/D Size	Ablenet Inc.	100BDACD	\$	15.00	1
200619	10/11/19	Pouring Cup on Flex Mount	Enabling Devices	24	\$	199.95	3
200619	10/11/19	Replacement Cups #20 & #24 (Velcro Version set of 4)	Enabling Devices	24X	\$	28.95	1
200620	10/11/19	BMOUO Kids Case for iPad Mini 5 2019 /iPad Mini 4 2015 - Light Weight Shockproof Protective Convertible Handle Stand Case Cover for iPad Mini 5th Generation 7.9 inch 2019 - Green	Amazon.com	B07Q2W8KWY	\$	13.99	1
200621	10/14/19	Buildings & Grounds Supplies	Home Depot	3081161	\$	132.04	1
200621	10/14/19	Buildings & Grounds Supplies	Home Depot	2073216	\$	9.97	1
200621	10/14/19	Buildings & Grounds Supplies	Home Depot	1624325	\$	2.27	1
200621	10/14/19	Buildings & Grounds Supplies	Home Depot	7082052	\$	9.98	1
200621	10/14/19	Buildings & Grounds Supplies	Home Depot	8411026	\$	43.36	1
200621	10/14/19	Buildings & Grounds Supplies	Home Depot	7421182	\$	1.97	1
200621	10/14/19	Buildings & Grounds Supplies	Home Depot	3083984	\$	22.85	1
200621	10/14/19	Buildings & Grounds Supplies	Home Depot	84488	\$	33.41	1
200621	10/14/19	Buildings & Grounds Supplies	Home Depot	6623227	\$	29.99	1
200621	10/14/19	Buildings & Grounds Supplies	Home Depot	5604723	\$	27.81	1
200622	10/14/19	LCN Hold Open Closer Arm	Edward Stauber		\$	113.25	1
200623	10/14/19	ADA Door hardware kit for Global Metal outswing door	Shiffler Equipment		\$	56.00	1
200623	10/14/19	Hardware kit for Global metal inswing door	Shiffler Equipment		\$	36.00	3
200624	10/14/19	Vox in Aeternum- Sheet Music	Quinlan & Fabish Music	CAL23240	\$	67.50	1
200625	10/14/19	Custodian Uniform: Bubba, Mullaney, Blanco	Michaels Uniform Company		\$	297.00	1
200626	10/14/19	Semi Annual Invoice for Always Active Sentricon Monitoring	Anderson Pest Solutions		\$	360.00	1
200627	10/14/19	Commercial Service Billing for all schools - October 2019	Anderson Pest Solutions		\$	220.37	1
200628	10/14/19	Energy/Environmental Fees September 2019	Accurate Document Destruction Inc.		\$	237.79	1
200629	10/14/19	Service and Maintenance for existing partitions @ Betsy Ross	Hufcor-Chicago		\$	1,270.00	1
200630	10/14/19	Original Pads in Jaipur Colors, 3 x 3, 100- Sheet, 5/ Pack	Warehouse Direct	MMM6545UC	\$	8.24	1

200630	10/14/19	Low- Odor Dry- Erase Marker, Medium Bullet Tip, Black, Dozen	Warehouse Direct	SAN82001	\$	13.11	1
200630	10/14/19	Color Cardstock, 65lb, 8.5 x 11, Terrestrial Teal, 250/ Pack	Warehouse Direct	WAU21855	\$	28.26	1
200630	10/14/19	Sharpwriter Mechanical Pencil, 0.7 mm, HB (#2.5), Black Lead, Classic Yellow Barrel, Dozen	Warehouse Direct	PAP3030131	\$	3.00	1
200630	10/14/19	Profile Retractable Ballpoint Pen, Bold 1.4mm, Black Ink/ Barrel, Dozen	Warehouse Direct	PAP89465	\$	7.36	1
200631	10/14/19	Vacuum Belt for Tornado CV38	Warehouse Direct	4439757-0	\$	59.72	1
200631	10/14/19	Ike October Custodial Supplies	Warehouse Direct	4434599-0	\$	44.38	1
200631	10/14/19	Ross October Custodial Supplies	Warehouse Direct	4434605-0	\$	204.86	1
200631	10/14/19	Ike October Custodial Supplies	Warehouse Direct	4434616-0	\$	68.13	1
200631	10/14/19	Sullivan October Custodial Supplies	Warehouse Direct	4430923-0	\$	247.31	1
200632	10/14/19	Weekly Mowing - Main - September 2019	Milieu Design LLC	140729	\$	280.00	4
200632	10/14/19	Weekly Mowing - Ike - September 2019	Milieu Design LLC	140730	\$	110.00	4
200633	10/14/19	Replacement parts for worn brackets on playground equipment	J.B. Metal Works		\$	131.25	4
200633	10/14/19	Area well grates	J.B. Metal Works		\$	400.00	2
200634	10/14/19	Learning Resources Snap Cubes, Educational Counting Toy, Set of 500 Cubes	Amazon.com		\$	41.62	8
200634	10/14/19	dry erase markers	Amazon.com		\$	25.88	7
200634	10/14/19	Learning Advantage, Play Dimes Plastic Coins - Set of 100	Amazon.com		\$	6.64	5
200634	10/14/19	Learning Advantage Play Pennies - Set of 100 Plastic Coins - Designed and Sized Like Real US Currency - Teach Money Math With This Pretend Play Resource	Amazon.com		\$	6.64	5
200635	10/14/19	Shattered Screen	AG iRepair	F9GTVXWTHLF9	\$	79.00	1
200635	10/14/19	Shattered Screen	AG iRepair	DMQS59QYG5VV	\$	189.00	1
200635	10/14/19	Shattered Screen	AG iRepair	DMQS543AG5VV	\$	189.00	1
200635	10/14/19	Shattered Screen	AG iRepair	DMPPKGFNG5VJ	\$	189.00	1
200636	10/14/19	Premium School Grade Laminating Film - 1.5 mil 25"x 500'x1"Core	Laminator.com Inc.	LR-1.5X25/500IV	\$	22.49	12
200637	10/14/19	Ross October Custodial Supplies	Performance Chemical & Supply		\$	449.02	1
200638	10/14/19	Custodial Footware - J Babon	Red Wings Shoes		\$	98.99	1
200638	10/14/19	Custodial Footware - R Ewanio	Red Wings Shoes		\$	150.00	1
200639	10/14/19	Base Subscription	uAttend Employee Management System		\$	79.00	3
200639	10/14/19	Administration Fees	uAttend Employee Management System		\$	12.00	3
200639	10/14/19	Clock Fees	uAttend Employee Management System		\$	20.00	3
200639	10/14/19	Customized Export Fees	uAttend Employee Management System		\$	5.00	3
200640	10/14/19	Custodial Uniforms - Polos w/Sullivan Logo	M1E2 Inc, DBA Instant Imprints of IL		\$	29.00	3
200641	10/14/19	HVAC Repair - 9/17/19	EMCOR Services Team Mechanical Inc		\$	1,281.00	1
200642	10/14/19	Digital Manifold 4V	Johnstone Supply	H86-086	\$	649.50	1
200642	10/14/19	Hose Secure Seal Set	Johnstone Supply	B17-117	\$	99.50	1
200643	10/16/19	6V 7AH SLA 187 Faston	Interstate	SLA0925	\$	11.99	20
200643	10/16/19	6V 4.5AH SLA 187 Faston	Interstate	SLA0905	\$	9.99	20
200644	10/16/19	13-inch MacBook Air: 1.6GHz dual-core 8th-generation Intel Core i5 processor, 128GB - Silver (\$999)	Apple Computer Inc.	MVFK2LL/A	\$	999.00	1
200644	10/16/19	Apple AirPods with Wireless Charging Case (\$199)	Apple Computer Inc.	MRXJ2AM/A	\$	199.00	1

200644	10/16/19	Logitech Crayon for 9.7-inch iPad (\$49.95)	Apple Computer Inc.	HM6V2ZM/A	\$	49.95	1
200644	10/16/19	Apple AirPods with Charging Case (\$159)	Apple Computer Inc.	MV7N2AM/A	\$	159.00	5
200644	10/16/19	13-inch MacBook Pro with Touch Bar: 1.4GHz quad-core 8th-generation Intel Core i5 processor, 256GB - Space Gray (\$1399)	Apple Computer Inc.	MUHP2LL/A	\$	1,399.00	1
200644	10/16/19	10.2-inch iPad Wi-Fi 32GB - Gold (\$299)	Apple Computer Inc.	MW762LL/A	\$	299.00	1
200644	10/16/19	13-inch MacBook Pro with Touch Bar: 1.4GHz quad-core 8th-generation Intel Core i5 processor, 256GB - Space Gray (\$1399)	Apple Computer Inc.	MUHP2LL/A	\$	1,399.00	1
200644	10/16/19	AppleCare+ for MacBook/MacBook Air (\$199)	Apple Computer Inc.	S6202LL/A	\$	199.00	1
200644	10/16/19	11-inch iPad Pro Wi-Fi 64GB SILVER (\$749)	Apple Computer Inc.	MTXP2LL/A	\$	749.00	1
200644	10/16/19	Apple Watch Series 5 GPS, 40mm Silver Aluminum Case with White Sport Band - S/M & M/L (\$399.00)	Apple Computer Inc.	MWV62LL/A	\$	399.00	1
200644	10/16/19	13-inch MacBook Pro with Touch Bar: 1.4GHz quad-core 8th-generation Intel Core i5 processor, 256GB - Space Gray (\$1399)	Apple Computer Inc.	MUHP2LL/A	\$	1,399.00	1
200644	10/16/19	AppleCare+ for MacBook/MacBook Air (\$199)	Apple Computer Inc.	S6202LL/A	\$	199.00	1
200644	10/16/19	10.5-inch iPad Air Wi-Fi 64GB - Space Gray \$479.00	Apple Computer Inc.	MUJJ2LL/A	\$	479.00	1
200644	10/16/19	3-year AppleCare+\$79.00	Apple Computer Inc.	S6560LL/A	\$	79.00	1
200645	10/16/19	12-pk pencil fidgets	Amazon.com	B07MF9P6DD	\$	8.95	1
200645	10/16/19	10-pk Solace kick bands	Amazon.com	B06Y63BLBR	\$	27.99	1
200645	10/16/19	Hand Therapy Putty - firm resistance (blue) 4oz	Amazon.com	B00WILBD5U	\$	8.75	1
200645	10/16/19	Handy Therapy Putty - med resistance (green) 4oz	Amazon.com	B00WILBD5U	\$	8.75	1
200645	10/16/19	ProSource Balance Mat (black)	Amazon.com	B07664K1CW	\$	19.99	1
200646	10/16/19	CableCreation 10-Pack Cat6 / RJ45 Keystone Module Connector, White	Amazon.com	B01FHC1HXO	\$	10.99	1
200646	10/16/19	Apple 87W USB-C Power Adapter (for MacBook Pro)	Amazon.com	N/A	\$	78.42	1
200646	10/16/19	Source One Premium 8 1/2 x 11 Swivel/Revolving Clear Sign Holder Menu Holder Ad Frame (S1-691590)	Amazon.com	B00V7DFGNU	\$	19.99	1
200646	10/16/19	Stylus, iBart Mesh Fiber Tip Series Precision Stylus Pens for Touch Screens Devices, iPhone, iPad, Kindle, Tablet (10 Colors)	Amazon.com	B01GW57H8Y	\$	7.99	2
200646	10/16/19	2.4GHz Wireless Bluetooth Mouse, Jelly Comb Dual Mode Slim Wireless Mouse with 2400 DPI Compatible for PC, Laptop, Mac, Android, Windows (Silver and White)	Amazon.com	B07N1D53V5	\$	19.99	1

		DYMO Label Printer   LabelWriter 450 Direct Thermal Label Printer, Great for Labeling, Filing, Shipping, Mailing, Barcodes and More, Home				
200647	10/16/19	& Office Organization	Amazon.com		\$	75.04 2
200648	10/16/19	Large Scrambled Eggs	Brunch Cafe/BNL Niles Inc		\$	75.00 2
200648	10/16/19	Pieces of Bacon	Brunch Cafe/BNL Niles Inc		\$	1.25 165
200648	10/16/19	Sausage Links	Brunch Cafe/BNL Niles Inc		\$	1.25 75
200648	10/16/19	Hashbrowns	Brunch Cafe/BNL Niles Inc		\$	40.00 2
200648	10/16/19	Discount	Brunch Cafe/BNL Niles Inc		\$	(51.00) 1
200649	10/17/19	Demco® Clear Glossy Label Protectors On Rolls	Demco Inc.	W12881740	\$	53.55 1
200650	10/17/19	Sabbath room @ Ross - Damaged countertop and casework	Vanities Manufacturing		\$	495.00 1
200651	10/17/19	MAC - B & G Supplies	Warehouse Direct		\$	186.44 1
200652	10/17/19	28 pack crayola oil pastels	Amazon.com		\$	5.99 7
200653	10/17/19	Stash Flavored Tea Variety Random 40 Count Gift Box - Possibly Green Tea, White Tea, Black Tea, Herbal Tea, and Decaf Tea with By The Cup Honey Sticks	Amazon.com	B07KGLF3SD	\$	9.99 2
200653	10/17/19	Stash Tea Bags Sampler Assortment Box - 52 COUNT - Perfect Variety Pack Gift Box - Gift for Family, Friends, Coworkers - English Breakfast, Green, Moroccan Mint, Peach, Chamomile and more	Amazon.com	B07B3WC49R	\$	13.99 1
200653	10/17/19	Harney & Sons Assorted Tea Bag Sampler 70 Count With Tru Inertia Sugar Packets Great for Birthday, Hostess and Co-worker Gifts	Amazon.com	B07P4CP7P7	\$	17.99 1
200653	10/17/19	100 Count Honey Sticks (Clover Blossom) Plain Honey Stix Clover Honey Straws	Amazon.com	B0187T5AHS	\$	14.97 1
200653	10/17/19	96 Count Variety (10 Amazing Blends), Single-serve Cups for Keurig K-cup Brewers - Premium Roasted Coffee (Variety, 96 Compatible with 2.0)	Amazon.com	B0131A6FJA	\$	29.25 1
200653	10/17/19	Coffee Mate Liquid .375oz Variety Pack (6 Flavor) 180 Count	Amazon.com	B014TA8OOA	\$	29.95 1
200654	10/17/19	Sullivan staff T-Shirts	M1E2 Inc, DBA Instant Im Order #1470		\$	685.79 1
200655	10/17/19	Repairs made to Ross warming oven	Parts Town, LLC	CRE0848062K	\$	230.00 1
200656	10/22/19	Blick Stoneware Clay 50lbs	Dick Blick Art Materials	30517-1050	\$	24.19 3
200656	10/22/19	Crayola multicultural markers	Dick Blick Art Materials	21206-1709	\$	3.44 2
200656	10/22/19	Prang Fine Line Markers Class pack 144	Dick Blick Art Materials	21267-1449	\$	24.98 1
200656	10/22/19	Crayola Ultra-Clean Washable Marker Set - Bold Colors, Broad Tip, Set of 8	Dick Blick Art Materials	21206-1109	\$	3.44 2
200656	10/22/19	Crayola Bright colors	Dick Blick Art Materials	21206-0089	\$	3.44 2
200656	10/22/19	Crayola Classic Colors	Dick Blick Art Materials	21206-1409	\$	3.44 2
200656	10/22/19	Crayola Tropical Colors	Dick Blick Art Materials	21206-0000	\$	3.44 2
200656	10/22/19	Blick Essentials Gloss Glaze Class Pack 1	Dick Blick Art Materials	30482-1009	\$	48.29 1
200656	10/22/19	Blick Essentials Gloss Glaze Class pack 2	Dick Blick Art Materials	2 30482-1029	\$	48.29 1

200656	10/22/19	Blick Glaze Black	Dick Blick Art Materials	30482-2026	\$	9.06	2
200656	10/22/19	Blick Glaze Sand Dune	Dick Blick Art Materials	30482-8556	\$	9.06	1
200656	10/22/19	Blick Glaze Plum	Dick Blick Art Materials	30482-6176	\$	9.06	1
		Elmer's glue stick clear All Purpose Washable Clear Glue Sticks, Pkg of 30					
200656	10/22/19		Dick Blick Art Materials	23810-1001	\$	37.05	1
200656	10/22/19	Tacky Glue Package of 3	Dick Blick Art Materials	23884-1003	\$	1.99	1
		Blick Water-Soluble Block Printing Ink					
200656	10/22/19		Dick Blick Art Materials	40305-2007	\$	6.70	4
		Blick Water-Soluble Block Printing Ink Silver					
200656	10/22/19		Dick Blick Art Materials	40305-9507	\$	6.70	4
		Blick Water-Soluble Block Printing Ink Gold					
200656	10/22/19		Dick Blick Art Materials	40305-4057	\$	6.70	4
		Plastic Storage Container Pack - 1/4 oz, Clear, Removable Lid, Pkg of 12					
200656	10/22/19		Dick Blick Art Materials	03327-1001	\$	3.09	3
200657	10/22/19	Tempura Gallon-White	Dick Blick Art Materials	00018-1009	\$	20.27	1
		Prang Ready-To-Use Washable Tempera Paints - Assorted Special, Set of 6 colors, 16 oz bottles					
200657	10/22/19		Dick Blick Art Materials	00045-0366	\$	26.30	1
		Bulk Drawing Paper Pack, 1400 Sheets					
200657	10/22/19		Dick Blick Art Materials	14002-1123	\$	56.19	1
		Bulk Drawing Paper Pack, 800 Sheets					
200657	10/22/19		Dick Blick Art Materials	14002-1106	\$	66.13	1
		BIC Clean Wite-Out Brand EZ Correct Correction Tape, 4-Count, 5.25 x .75 x 8.125 (WOTAPP418-WHI)					
200658	10/22/19		Amazon.com	B0007L1W0E	\$	5.47	1
		X-ACTO School Pro Classroom Electric Pencil Sharpener, Blue, 1 Count					
200658	10/22/19		Amazon.com	B00006IEI4	\$	27.03	1
		Creative Teaching Press Chalk It Up! Spanish Inspire U Poster, 3-Pack, CTP (8171)					
200658	10/22/19		Amazon.com	B071LH61SB	\$	9.99	1
		Dstertech Pack of 50 Colorful Plastic Clips with Push Pins for Cork Boards Paper Works/Notes/Photos/Cork Board/School Projects and Craft Projects-Clip Thumbtack-3.7cm / 1.46 inch					
200658	10/22/19		Amazon.com	B07TWH9517	\$	7.99	1
		Pomelo Juice Motivational Classroom Posters - Inspirational Quotes Wall Art - Teacher Classroom Decorations - Chalkboard Posters for Kids and Students - Set of 8 13x17 (Chalkboard)					
200658	10/22/19		Amazon.com	B07JM4CQQY	\$	12.99	1
		Emergen-C (60 Count, Super Orange Flavor, 2 Month Supply) Dietary Supplement Fizzy Drink Mix with 1000mg Vitamin C, 0.32 Ounce Powder Packets, Caffeine Free					
200659	10/22/19		Amazon.com	B00NNOV1US	\$	16.88	1
		Nature's Bees, Cocoa Butter Lip Balms, All Natural Lip Moisturizer Treatment - Pack of 48, (Original Variety Assortments - Original, Olive Oil, Mango Butter, Shea Butter)					
200659	10/22/19		Amazon.com	B07BRCQVZF	\$	32.98	1

200659	10/22/19	Kleenex Trusted Care Facial Tissues, 20 Packs of 3 On-The-Go Travel Packs, 10 Tissues per Pack (600 Tissues Total)	Amazon.com	36000442267	\$	19.99	1
200659	10/22/19	Hand Sanitizer - Jar (48pcs.) (Wake Me Up)	Amazon.com	B073PLFMBP	\$	43.90	1
200659	10/22/19	200 Clear Treat Bags 6x9 with 4" Twist Ties 6 Mix Colors - Thick OPP Plastic Bags for Wedding Cookie Birthday Cake Pops Gift Candy Buffet Supplies	Amazon.com	B01L06G8B2	\$	10.98	1
200660	10/22/19	DYMO Authentic LW Mailing Address Labels   DYMO Labels for LabelWriter Label Printers (1-1/8" x 3-1/2"), 2 Rolls of 350 (700 Total)	Amazon.com	B00004Z64M	\$	12.18	1
200661	10/22/19	Shelving Storage Materials	Bradford Systems Corporation		\$	4,720.00	1
200662	10/25/19	AirPods with Charging Case	Apple Computer Inc.	MV7N2AM/A	\$	159.00	1
200663	10/25/19	Apple Watch Series 5 GPS, 40mm Space Gray Aluminum Case with Black Sport Band - S/M & M/L	Apple Computer Inc.	MWV82LL/A	\$	399.00	1
200664	10/25/19	Translucent Retractable ID Card Reel, 34' Extension, Assorted Colors, 4/ Pack	Warehouse Direct	AVT75464	\$	12.66	1
200664	10/25/19	Wrist Coil Plus Key Ring, Plastic, Assorted Colors, 6/ Pack	Warehouse Direct	UNV56051	\$	7.24	1
200664	10/25/19	Easy Peel White Address Labels w/ Sure Feed Technology, Laser Printers, 1 x 2.63, White, 30/ Sheet, 100 Sheets/ Box	Warehouse Direct	AVE5160	\$	23.87	1
200665	10/25/19	Compatible Dymo Shipping Labels 30256, 2-5/16" x 4", 300 White Labels/Roll for LabelWriter 450 Twin Turbo, 450 Turbo, 450 Duo, 450, 4XL Printer (12 Rolls/Set)	Amazon.com	B07LCLTPPJ	\$	46.99	1
200665	10/25/19	DYMO Label Printer   LabelWriter 450 Turbo Direct Thermal Label Printer, Fast Printing, Great for Labeling, Filing, Shipping, Mailing, Barcodes and More, Home & Office Organization	Amazon.com	B0027JIIKQ	\$	98.25	4
200666	10/25/19	The Teacher 50: Critical Questions for Inspiring Classroom Excellence Paperback – August 29, 2016 by Baruti K. Kafele (Author)	Amazon.com	ISBN-10: 141662	\$	15.36	1
200667	10/25/19	Califone 2800-BL Listening First Headphones in Blue (Set of 12)	Amazon.com	B000A4V29A	\$	99.00	5
200668	10/25/19	AmazonBasics 60W 6-Port Multi USB Wall Charger, Black	Amazon.com	B0773K737F	\$	24.07	3
200668	10/25/19	iCasso MacBook Air 13 inch Rubber Coated Soft Touch Hard Shell Protective Case Cover for MacBook Air 13 Inch Model A1369/A1466 with Keyboard Cover (Blue&White Medallion)	Amazon.com	B01N9EHXCJ	\$	15.99	1
200668	10/25/19	Laptop Sticker Pack 100 Pcs, Sanmatic Superhero Sticker Unique Cool Stickers Waterbottle Notebook Guitar Skateboard Travel Kid Adults Stickers Waterproof	Amazon.com	B07TYWYBRL	\$	7.99	1

200669	10/25/19	Vector 3 Logos	Cohrs Group, LLC		\$	95.00	1
200670	10/28/19	Non-Glare Label Protectors	Demco Inc.	W12882640	\$	18.31	5
200670	10/28/19	Non-Glare Label Protectors	Demco Inc.	W12806530	\$	15.31	2
200670	10/28/19	Card Stock	Demco Inc.	W13714240	\$	17.64	4
200671	10/28/19	26 books Coherent School Leadership: Forging Clarity from Complexity	Follett School Solutions, Inc		\$	452.66	1
200672	10/28/19	Insertable Big Tab Plastic 2- Pocket Dividers, 8- Tab, 11.13 x 9.25,	ASCD	ISBN 978-1-4166	\$	19.16	1
200673	10/28/19	Assorted, 1 Set Girls Basketball Woodoaks@Mac	Warehouse Direct	AVE11907	\$	3.89	5
200674	10/28/19	11/11/19 Non Conference Girls Basketball Vs. Lincoln	Donatucci, Sam		\$	75.00	1
200675	10/28/19	10/30/19	Kwiececinski, Rick	GBB	\$	75.00	1
200675	10/28/19	Girls Basketball Vs. London 11/5/19 Girls Basketball Vs. Lincoln	Kwiececinski, Rick	GBB	\$	75.00	1
200676	10/28/19	10/30/19	Cullen, Timothy J.	GBB	\$	75.00	1
200676	10/28/19	Girls Basketball Vs. London 11/5/19	Cullen, Timothy J.	GBB	\$	75.00	1
200677	10/28/19	Boys Basketball This fee is required for student participation at the ILMEA concert.	Zumph, John T.	BBB	\$	75.00	1
200678	10/28/19	Girls Basketball Woodoaks@Mac 11/11/19	ILMEA State Office	ILMEA	\$	20.00	3
200679	10/28/19	Avery Mini Durable Binder for 5.5 x 8.5 Inch Pages, 2-Inch Round Ring, Black, 1 Binder (27554)	Perille, Stephen J.		\$	75.00	1
200680	10/28/19	Watercolor You Are Capable of Doing Great Things Bulletin Board	Amazon.com	B0006HV8V2	\$	10.48	1
200681	10/28/19	Juvalle 100 Pack - Wooden Clothespins - Large Clothes Pegs Laundry, Arts, Crafts, Decoration, 4 x .5 x .5 inches	Amazon.com	B078NJ9MXZ	\$	12.99	1
200682	10/28/19	Escape from Slavery: Five Journeys to Freedom Paperback	Amazon.com	B072HMHXZG	\$	15.99	1
200683	10/28/19	Oodles of Noodles Foam Pool Swim Noodles, 52 inch (5 Pack) - multicolored	Amazon.com	64461696	\$	5.07	10
200684	10/28/19	Gorilla 6071202 Duct Tape, 1.88 in. x 12 Yd, Silver, 1 - Pack	Amazon.com	B01FT7SJCY	\$	13.49	1
200684	10/28/19	120PCS Cable Zip Ties Heavy Duty 8 Inch, Premium Plastic Cable ties with 50 Pounds Tensile Strength, Self-Locking Nylon Wire Ties for Indoor and Outdoor, Black	Amazon.com	B06X9P8C2T	\$	4.84	1
200684	10/28/19	Rubber Bands	Amazon.com	B07X3ZZRKY	\$	2.69	1
200685	10/28/19	Safco Products Write Way Rectangle Message Sign 4117BL, Black, Magnetic Dual-Sided Dry Erase Board, Indoor and Outdoor Use	Amazon.com	B074B1KCXD	\$	5.43	4
200686	10/28/19	Carlisle 36141503 Duo-Pan Dustpan & Lobby Broom Combo, 3 Foot	Amazon.com	B0002LD0E0	\$	70.71	2
200687	10/28/19	Overall Height, Black	Amazon.com	B005TLD5RK	\$	14.09	6
200688	10/28/19	DIGITIZER REPLACED	VT Services, Inc.	F9FTVT6VHLF9	\$	75.00	1
200688	10/28/19	DIGITIZER REPLACED	VT Services, Inc.	DMPX3P6XJF8J	\$	125.00	1
200688	10/28/19	DIGITIZER REPLACED	VT Services, Inc.	F9FTVEYAHLF9	\$	75.00	1

200689	10/28/19	DIGITIZER REPLACED	VT Services, Inc.	F9FTVQ1WHLF9	\$	75.00	1
200690	10/28/19	Boys Basketball Vs. Holmes BBB Cooper @ MacArthur Middle	Gerdes, Edward C.	BBB	\$	75.00	1
200691	10/28/19	School 11/12/19	McGowan, Thomas		\$	75.00	1
200692	10/28/19	CELF-5 Record Forms- Ages 5-8	Pearson Clinical Assessment	158036328	\$	86.00	1
200692	10/28/19	CELF-5 Record Forms- Ages 9-21	Pearson Clinical Assessment	158036336	\$	86.00	1
200693	10/28/19	Boomwhackers Complete Upper and Lower Octave Set	West Music Company Inc.	205399	\$	89.99	2
200693	10/28/19	Boomwhackers OC8G Octavator					
200693	10/28/19	Tube Caps 8 pack	West Music Company Inc.	200403	\$	8.85	1
200693	10/28/19	Boomin' the Basics	West Music Company Inc.	849095	\$	29.99	1
200693	10/28/19	BoomWhack Attack!	West Music Company Inc.	827932	\$	19.99	1
200694	10/28/19	BBB Cooper @ MacArthur 11/12/19	Hess, Richard		\$	75.00	1
200695	10/28/19	OEM Replacement Lamp for Powerlite 475W	Northstar AV, LLC	ELPLP 71	\$	69.00	2
200695	10/28/19	OEM Replacement Lamp for Powerlite 575W / 585W	Northstar AV, LLC	ELPLP 80	\$	55.00	1
200695	10/28/19	OEM Replacement Lamp for Powerlite 685W	Northstar AV, LLC	ELPLP 91	\$	56.00	2
200695	10/28/19	OEM Replacement Lamp for Powerlite 965H / 98H / H682	Northstar AV, LLC	ELPLP 88	\$	71.00	1
200695	10/28/19	OEM Replacement Lamp for Powerlite 530W / 535W	Northstar AV, LLC	ELPLP 87	\$	55.00	1
200695	10/28/19	ELPLP 90	Northstar AV, LLC	ELPLP 90	\$	58.00	1
200696	10/28/19	Nina Espinos IAMME Membership	The Center		\$	35.00	1
200696	10/28/19	John Adkisson Friday December 6th	The Center	203501014	\$	150.00	1
200696	10/28/19	Stacy Balla-Friday December 6th	The Center	203501014	\$	150.00	1
200696	10/28/19	Nina Espinos-Friday December 6th	The Center	203501014	\$	150.00	1
200696	10/28/19	Kaitlin Kolka-Friday December 6th	The Center	203501014	\$	150.00	1
200696	10/28/19	Elizabeth Naranjo-Friday December 6th	The Center	203501014	\$	150.00	1
200696	10/28/19	Michelle Valderrama-Friday December 6th	The Center	203501014	\$	150.00	1
200696	10/28/19	Denisse Valladares-Thursday December 5th	The Center	203501013	\$	150.00	1
200696	10/28/19	Amy Zaher-Wednesday December 4th	The Center	203501012	\$	150.00	1
200696	10/28/19	Stephanie Ritter-Thursday December 5th	The Center	203501013	\$	150.00	1
200696	10/28/19	Kasey Godek-Thursday December 5th	The Center	203501013	\$	150.00	1
200696	10/28/19	Erin Dolwick-Thursday December 5th	The Center	203501013	\$	150.00	1
200697	10/31/19	10.2-inch iPad Wi-Fi 32GB - Space Gray	Apple Computer Inc.	MW742LL/A	\$	299.00	1
200698	10/31/19	Residency Investigation FY 1920	National Investigations, Inc.		\$	5,000.00	1
200699	10/31/19	Larrrn Mac Book Air Charger 45W T- Tip Adapter Magsafe 2 Connector Power Adapter for Mac Book Air 11- inch and 13-inch After Mid 2012	Amazon.com	B07TSLX269	\$	15.99	16
200700	11/1/19	Services to expand EBI system to monitor hot gas reheat piping temperature	Honeywell International Inc.	Opp-1992809-10	\$	1,420.00	1
200701	11/1/19	Services to revise EBI architecture programming to manage unoccupied dehumidification sequence	Honeywell International Inc.		\$	1,800.00	1

		Mega Plastic Lei Assortment - 200						
200702	11/5/19	Pc.	Oriental Trading Compan	#14/1699	\$	29.99	2	
200703	11/5/19	40" Black Trampoline	Amazon.com	B07HRQQRXD	\$	69.07	1	
		Post-It Super Sticky Easel Pad, 25 x 30 Inches, 30 Sheets/Pad, 4 Pads, Large White Premium Self Stick Flip Chart Paper, Super Sticking Power (559-4)	Amazon.com	B000N4AI8M	\$	71.49	1	
200704	11/5/19	Sharpie Permanent Markers, Fine Point, Assorted Colors, 4-Pack (30074)	Amazon.com	B00006IFHH	\$	7.97	4	
		Annin Flagmakers Model 2730 American Flag 5x8 ft. Tough-Tex the Strongest, Longest Lasting Flag , 100% Made in USA with Sewn Stripes, Embroidered Stars and Brass Grommets. by Annin	Amazon.com	B001J34TZ4	\$	44.64	2	
200705	11/5/19	Flagmakers	Amazon.com	B001J34TZ4	\$	44.64	2	
200706	11/5/19	Global online Conference - District License for up to 5 teachers	The Art of Education, LLC	1-Feb-20	\$	300.00	1	
200707	11/6/19	ILMEA Audition Fee	ILMEA State Office	N/A	\$	8.00	6	
200708	11/6/19	ILMEA Festival Participation Fee	ILMEA State Office	N/A	\$	20.00	5	
		Papersalt Being a Girl - Illustrated Advice for Young Girls Mom's Choice Award by Papersalt	Amazon.com	B076CWGZ76	\$	17.95	1	
200709	11/6/19	Being a Boy - Illustrated Advice For Young Boys - * Mom's Choice Award * by Papersalt	Amazon.com	B076CXNRHR	\$	17.95	1	
200709	11/6/19	Being a Friend: Illustrated Guide To Being A Good Friend - * Mom's Choice Award * by Papersalt	Amazon.com	B076D3SCBF	\$	17.95	1	
200710	11/6/19	The Reading Strategies Book: Your Everything Guide to Developing Skilled Readers 1st Edition	Amazon.com	9.78033E+12	\$	42.49	4	
200710	11/6/19	Understanding Texts & Readers: Responsive Comprehension Instruction with Leveled Texts	Amazon.com	325108927	\$	32.25	4	
200710	11/6/19	Hacking Questions: 11 Answers That Create a Culture of Inquiry in Your Classroom (Hack Learning Series) Paperback – April 8, 2019 by Connie Hamilton (Author)	Amazon.com	1948212145	\$	20.04	1	
200710	11/6/19	Visible Learning: Feedback 1st Edition by John Hattie (Author), Shirley Clarke (Author)	Amazon.com	1138599891	\$	30.17	1	
200711	11/6/19	All- Illinois Junior Band Fees	All-Illinois Junior Band	N/A	\$	10.00	4	
200712	11/8/19	Microsoft Visio Standard 2019 - box pack - 1 PC	CDW Computer Center	5310371	\$	254.23	1	
200713	11/8/19	AirPods with Charging Case	Apple Computer Inc.	MV7N2AM/A	\$	159.00	1	
200714	11/8/19	ILMEA Registration Fee	ILMEA State Office	-	\$	95.00	1	
200715	11/8/19	Paper Mate Flair Felt Tip Pens, Medium Point (0.7mm), Business Colors, 4 Count	Amazon.com	B002R5AEIY	\$	5.82	2	
200715	11/8/19	Bostitch EZ Squeeze 40 Sheet 3-Hole Punch	Amazon.com	B00UCBJIG4	\$	21.99	1	
200715	11/8/19	BIC Brite Liner Highlighter, Chisel Tip, Assorted Colors, 5-Count	Amazon.com	B000Q5ZGIA	\$	3.58	1	

		Digital Kitchen Timer with Loud Alarm Large LCD Display Magnetic Back and Stand Minute and Second Countdown and Countup for Cooking					
200715	11/8/19	Baking Exercise Timer (4 Pack )	Amazon.com	B07K55RCF1	\$	11.99	1
		Boao 8 Pieces Magnetic Eraser					
200715	11/8/19	Whiteboard Eraser	Amazon.com	B07GCJV9FM	\$	11.99	1
		Electric Pencil Sharpener with Heavy Duty Helical Blade for NO. 2/Colored Pencils (6.5-8mm)					
200715	11/8/19		Amazon.com	B07QZPSZYV	\$	27.53	1
		American Flag 5x8 ft - Heavy-Duty US Flag - Embroidered Stars - Nylon USA Flag Built for Outdoors - Sewn Stripes - UV Protection - Brass Grommets					
200716	11/8/19		Amazon.com	B07KTMZ8FB	\$	39.99	1
		3M Whiteboard Eraser for Whiteboards, 2-Pack, White/Blue (581-WBE)					
200716	11/8/19		Amazon.com	B000MFHX3U	\$	7.50	1
		Cosco 2-Step Household Folding Step Stool					
200716	11/8/19		Amazon.com	B002AAZGQG	\$	25.99	1
		Nature Print Paper Sun Activated, 5 x 7 Inches, Pack of 40-1006385					
200717	11/8/19		Amazon.com	B0042SX120	\$	10.95	5
		C-Cline 87597 Tent Card Holder, 2 1/2 x 8 1/2, Clear, 25/Box by C-Cline					
200718	11/11/19		Amazon.com	B010DJLCUO	\$	31.74	3
		Avery Printable Tent Cards, Laser & Inkjet Printers, 100 Cards, 2.5 x 8.5 (5305)					
200718	11/11/19		Amazon.com	B00004Z65W	\$	13.58	2
		Stash Tea Bags Sampler Assortment Box - 120 COUNT - Perfect Variety Pack in Wooden Gift Box - Gift for Family, Friends, Coworkers - English Breakfast, Green, Moroccan Mint, Peach, Chamomile and more					
200718	11/11/19		Amazon.com	B07B3X47BZ	\$	30.99	1
		VonShef Thermal Airpot Carafe Coffee Beverage Dispenser Stainless Steel, Large 5 Liter or 170 fl oz Capacity (07/177)					
200718	11/11/19		Amazon.com	B00E1KF6C2	\$	44.99	2
200719	11/11/19	Haunted Clocks	Quinlan & Fabish Music	FJHB1576	\$	40.50	1
200720	11/11/19	18x24x1/16" CL/ GL.	Suburban Trim and Glass		\$	30.00	1
200720	11/11/19	Install in customer frame	Suburban Trim and Glass Labor		\$	18.50	1
200721	11/11/19	Bright Winter Pencil Assortment	Oriental Trading Compan	5/1671	\$	9.99	1
		Barker Creek® Double-Sided Petals Bulletin Board Borders					
200721	11/11/19		Oriental Trading Compan	13937477	\$	7.99	1
200721	11/11/19	Growth Mindset Stickers	Oriental Trading Compan	#13794744	\$	2.59	3
200722	11/11/19	Document Shredding Services	Accurate Document Destruction Inc.		\$	1,200.00	1
		13-inch MacBook Air: 1.6GHz dual-core 8th-generation Intel Core i5 processor, 128GB - Space Gray					
200723	11/11/19		Apple Computer Inc.	MVFH2LL/A	\$	999.00	1
		Sticker Assortment Pack, Super Stars and Smiles, 738 Stickers/ Pad					
200724	11/11/19		Warehouse Direct	TEPT5010	\$	6.31	1
		Ruled Index Cards, 3 x 5, White, 100/ Pack					
200724	11/11/19		Warehouse Direct	OXF31	\$	0.49	10
		Warehouse Direct, Manila File Folders, 1- Ply Top Tabs, 1/ 3 Cut, Assorted, Letter Size, 100/ Box					
200724	11/11/19		Warehouse Direct	WHD20330	\$	5.18	1

200725	11/11/19	Color Cardstock, 65lb, 8.5 x 11, Vulcan Green, 250/ Pack	Warehouse Direct	WUAU21869	\$	28.26	1
200725	11/11/19	Color Cardstock, 65lb, 8.5 x 11, Martian Green, 250/ Pack	Warehouse Direct	WUAU21811	\$	18.85	1
200725	11/11/19	Color Cardstock, 65lb, 8.5 x 11, Lift-Off Lemon, 250/ Pack	Warehouse Direct	WUAU21021	\$	28.26	2
200725	11/11/19	Color Cardstock, 65lb, 8.5 x 11, Lunar Blue, 250/ Pack	Warehouse Direct	WUAU22721	\$	19.18	1
200725	11/11/19	Digital Index White Card Stock, 92 Bright, 90lb, 8.5 x 11, White, 250/ Pack	Warehouse Direct	SGH015101	\$	6.68	2
200725	11/11/19	Dishwashing Liquid, Ultra Strength, Original Scent, 20 oz Bottle	Warehouse Direct	CPC45118EA	\$	5.59	1
200726	11/11/19	Snow Removal & Salting Services	Milieu Design LLC		\$	31,000.00	1
200727	11/11/19	Basketball game Vs. River Trails 11/19/19	Deresinski, Mark		\$	75.00	1
200728	11/11/19	Basketball game Vs. London 12/5/19	Ladd, Ann E.		\$	75.00	1
200729	11/11/19	Happy Birthday Pencils	Really Good Stuff	142781	\$	3.29	3
200729	11/11/19	The Power of Yet! Mini Flip Charts	Really Good Stuff	165635	\$	19.99	2
200730	11/11/19	Basketball game Vs. Cooper 11/20/19	Cullen, Timothy J.		\$	75.00	1
200731	11/11/19	Teachers tape white 1/16x3/4x3/4	Essentra Specialty Tapes	472318	\$	29.68	6
200732	11/11/19	Frosty's Caribbean Holiday Score	JW Pepper & Son, Inc.	2475593E	\$	8.00	1
200733	11/11/19	Harney & Sons Hot Cinnamon Spice Tea - 30 Tea Sachets (Pack of 3) - Black Tea with Oranges & Sweet Cloves	Amazon.com	B00CF02AME	\$	26.49	1
200733	11/11/19	Stash Tea Lemon Ginger Herbal Tea 100 Count Box of Tea Bags, Premium Herbal Tisane, Citrus-y Warming Herbal Tea, Enjoy Hot or Iced	Amazon.com	B003D4IYJO	\$	14.75	1
200733	11/11/19	Stash Tea Christmas Eve Herbal Tea 100 Count Tea Bags in Foil (packaging may vary) Individual Spiced Herbal Tea Bags for Use in Teapots Mugs or Teacups, Brew Hot Tea or Iced Tea	Amazon.com	B003D4MWXS	\$	18.15	1
200733	11/11/19	Stakich Honey Stix - Pure Grade A Clover Honey - 200 Sticks - Kosher Certified - Perfect for Gifts, Tea, Kids Snacks, Traveling and Outdoors	Amazon.com	B07Q22VH5D	\$	28.95	1
200734	11/11/19	Basketball game Vs. Lincoln 12/03/19	McGowan, Thomas		\$	75.00	1
200735	11/11/19	Midwest Clinic Registration Fee	The Midwest Clinic	VYN4C7NRZC9	\$	160.00	1
200736	11/11/19	Maverick Lanyard MachasPride	M1E2 Inc, DBA Instant Imprints of IL		\$	277.50	1
200736	11/11/19	License Plate Frame	M1E2 Inc, DBA Instant Imprints of IL		\$	600.00	1
200736	11/11/19	Retractable Carabiner Badge Reel	M1E2 Inc, DBA Instant Imprints of IL		\$	275.00	1
200736	11/11/19	Deluxe ID Holder Wallet	M1E2 Inc, DBA Instant Imprints of IL		\$	436.00	1
200737	11/14/19	8 Titles~5 each~40 Books in Total	Follett School Solutions, I O		\$	566.30	1
200738	11/14/19	Diesel Fuel Payment 3 of 4	Graham C Stores Company		\$	18,000.00	1
200738	11/14/19	Diesel Fuel Payment 4 of 4	Graham C Stores Company		\$	18,000.00	1
200739	11/14/19	switch & wire	USI	2597	\$	34.00	1
200740	11/14/19	Insertable Big Tab Dividers, 8- Tab, Letter	Warehouse Direct	AVE11111	\$	0.78	6
200741	11/14/19	SmartMusic Subscriptions	Make Music	N/A	\$	400.00	1

		Dymo 30252 Compatible Address Labels – 1-1/8" x 3-1/2", 12 Rolls of 350 Labels, Self-Adhesive for Shipping, Barcode, UPC, Return Address, Compatible with LabelWriter 4XL, 450, 450 Turbo, and More	Amazon.com	B06XWNZH94	\$	24.99	1
200742	11/14/19						
200743	11/14/19	3/4 Size Bass Bow Repairs	Hoffman Strings Ltd.	BASS	\$	50.00	5
200743	11/14/19	1/4 Size Bass Bow Repairs	Hoffman Strings Ltd.	BASS	\$	50.00	1
200743	11/14/19	3/4 cello bow rehair	Hoffman Strings Ltd.	CELLO	\$	40.00	3
200743	11/14/19	1/2 size cello bow rehair	Hoffman Strings Ltd.	cello	\$	40.00	1
		Carpentry Services - Refinishing of Mac Gymnasium Floor	Specialty Floors		\$	16,195.00	1
200744	11/15/19						
200745	11/15/19	Voyager Pasaporte Full program kits	Cambium Learning Group 189747		\$	99.00	2
200745	11/15/19	Voyager Pasaporte Full program kits	Cambium Learning Group 189721		\$	99.00	3
200745	11/15/19	Voyager Pasaporte Full program kits	Cambium Learning Group 189704		\$	99.00	3
		Elkay 51300C_10PK Replacement Filter Pack, 10-Pack	Amazon.com	B07HGD8XSL	\$	531.77	1
200746	11/15/19						
		Maple Leaves Artificial Fall Leaves Bulk 400Pcs Assorted Mixed Faux Fall Color Maple Leaves Decoration Fake Maple Leaf Art for Craft, Wedding, Festival, Party, Thanks-Giving and Outdoor Decorating	Amazon.com	B07G9F3TVM	\$	9.99	2
200747	11/15/19						
		Paper Mate Flair Felt Tip Pens, Medium Point (0.7mm), Assorted Colors, 24 Count	Amazon.com	B01HAREUK6	\$	20.02	1
200747	11/15/19						
		Ready Classroom Math Student Worktext with Digital Access Package Grade 1 (1year)	Curriculum Associates, LL 25408		\$	26.00	5
200748	11/15/19						



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

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**Date:** December 11, 2019

**Subject:** Recommendation for Approval of Property and Liability Insurance Coverage

**Prepared by:** Amy McPartlin, Chief School Business Official

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**BACKGROUND:**

The District is required to purchase liability insurance coverage to insure against any loss or liability of the District including civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits. Such coverage is to include defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to services provided to specific individuals who work or serve the District. In addition, the District is required to purchase comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount is for the replacement cost or the insurable value of such property.

The District belongs to SSCIP, the Suburban School Cooperative Insurance Pool, which consists of over 100 suburban and downstate school districts. The membership in SSCIP provides benefits on insurance pricing due to the resources, liabilities and experience history being pooled with the other member school districts.

This year the premium for the District's property and liability coverage has been set at \$64,473. This represents a 10.6% increase over last year's premium of \$58,288. The increase is mostly based upon the District's property value (personal property and real property) increasing as well as substantial industry increases as risk is re-evaluated, especially through the midwest.

The Business Office has investigated the cost effectiveness of the property and liability insurance program. At this time, unlike workers compensation insurance, the property and liability insurance does not appear to be at a disproportionate level.

**RECOMMENDATION:**

The Business Office recommends approval of the 2020 premium and coverage for property/liability insurance with SSCIP.

**Suburban School Cooperative Insurance Pool Invoice  
PROSPECT HGTS SD #23**

**SUMMARY OF 12/31/2019-2020 PREMIUMS AND COVERAGES  
Invoice Date: 12/31/19**

<u>COVERAGE</u>	<u>LIMIT OF LIABILITY</u>	<u>EFFECTIVE DATE</u>	<u>INSURANCE COMPANY</u>	<u>PREMIUM</u>
Property/Crime	\$1,000,000 - \$2,500 Ded	31-Dec-19	Great American	\$19,264
General Liability	\$11,000,000	31-Dec-19	Great American/Old Republic/Markel	\$20,681
Auto Liability	\$11,000,000	31-Dec-19	Great American/Old Republic/Markel	\$414
Auto Physical Damage	ACV - \$2,500 Ded.	31-Dec-19	Great American	\$69
School Board Legal	\$11,000,000	31-Dec-19	Great American/Old Republic/Markel	\$10,636
Total Package Policy*				\$51,064
Boiler & Machinery	\$250,000,000	31-Dec-19	Travelers Property Casualty Ins. Co.	\$1,178
Excess Property	\$500,000,000	31-Dec-19	Travelers Property Casualty Ins. Co.	\$14,728
Excess Liability	\$20,000,000	31-Dec-19	Hallmark/Great American/Scion/Brit	\$2,818
Cyber Risk Liability	\$1,100,000 Each Incident \$25,000,000 Aggregate Policy Term Limit	31-Dec-19	Lloyd's of London	\$1,263
Pollution Legal Liability	\$1,000,000 Each Incident \$10,000,000 Aggregate Policy Term Limit	31-Dec-19	Ironshore	\$1,314
<b>Preliminary 2019-2020 Insurance Premium</b>				<b>\$72,365</b>

**SURPLUS REDUCTION** **(\$7,891)**

**Total 2019-2020 Insurance Premium - Please Pay this amount** **\$64,473**

Total 2018-2019 Insurance Premium (incl. surplus reduction) \$58,288  
% Change in Premium 10.6%

<u>RATING VARIABLES:</u>	<u>PRIOR</u>	<u>CURRENT</u>	<u>% CHANGE</u>
Exposure (5 Year Avg.)			
Property Value	\$55,401,486	\$56,179,364	1.4%
Student Count	1,579	1,621	2.7%
Vehicle Value	\$35,000	\$38,000	8.6%
Loss Base (5 Year Avg. Capped at \$75k per year per coverage)	\$4,322	\$3,279	-24.1%

\*Package includes claims fees, administrative fees, crime coverage, and loss fund contribution.

VEHICLE COST (FOR STATE REPORTING PURPOSES):

PACKAGE POLICY	\$	591
EXCESS LIABILITY	\$	37
<b>TOTAL COST PER VEHICLE</b>	\$	<b>628</b>

Premiums are due and payable upon receipt of invoice.  
Please make your check payable to Suburban School Cooperative Ins. Pool  
Please send your remittance with a copy of this invoice by January 1, 2020 to:

Suburban School Cooperative Insurance Pool  
39206 Treasury Center  
Chicago, IL 60694-9200

## Suburban School Cooperative Insurance Pool

December 31, 2019 to December 31, 2020

Loss Fund and Premium Contribution

### PROSPECT HGTS SD #23

<u>Exposure</u>	<u>District Exposures</u>	<u>SSCIP Exposure</u>	<u>% of Total</u>	<u>Weight</u>	<u>Calculation</u>
<b>Allocation Calculation:</b>					
Property \$ (5-Year Average)	\$56,179,364	\$6,275,237,463	0.90%	35.0%	0.31%
Students (5-Year Average)	1,621	147,557	1.10%	55.0%	0.60%
Vehicles \$ (5-Year Average)	\$38,000	\$29,656,938	0.13%	10.0%	0.01%
<b>Total Exposure %</b>					<b>0.93%</b>
<b>Total Loss % (5-Year Average)</b>	<b>\$3,279</b>	<b>\$1,378,629</b>	<b>0.24%</b>	<b>100.0%</b>	<b>0.24%</b>
Exposure Weight					60%
Loss Weight					40%
Balance Factor					1.0313
<b>(1) Allocation % for Loss Fund &amp; Fixed Cost Premium</b>					<b>0.67%</b>
<b>Premium Calculation:</b>					
(2) Total Loss Fund Premium					\$3,700,000
(3) Total Package Premium & Fixed Costs					\$2,770,819
(4a) Preliminary Loss Fund Premium					\$24,861
(4b) Preliminary Package Premium & Fixed Costs					\$18,617
(5) Total Excess Property and Boiler & Machinery Premium					\$2,015,625
(6) Preliminary Excess Property and Boiler & Machinery Premium					\$18,045
(7) Total Excess Liability Premium					\$357,145
(8) Preliminary Excess Liability Premium					\$3,923
(9) Total Cyber Risk Premium					\$160,027
(10) Preliminary Cyber Risk Premium					\$1,758
(11) Total Pollution Premium					\$166,472
(12) Preliminary Pollution Premium					\$1,829
<b>(13) Preliminary Total Premium</b>					<b>\$69,032</b>
(14) Prior					\$58,288
(15) Initial Change from Prior					18.4%
(16) Capped Change from Prior					21.0%
(17) Initial Premium (Excl. Surplus Reduction)					\$70,528
(18) Balance Factor					1.026
<b>(19) Final Total Premium (Excl. Surplus Reduction)</b>					<b>\$72,365</b>
<b>(20) Surplus Reduction</b>					<b>(\$7,891)</b>
<b>(21) Total Premium</b>					<b>\$64,473</b>

**Notes**

- (1) = [(Total Exposure % × Exposure Weight) + (Total Loss % × Loss Weight)] × Balance Factor
- (2) Provided by client
- (3) Provided by client
- (4a) = (2) × (1)
- (4b) = (3) × (1)
- (5) Provided by client
- (6) = (5) × 'Property \$ (5-Year Average) % of Total'
- (7) Provided by client
- (8) = (7) × 'Student Count (5-Year Average) % of Total'
- (9) Provided by client
- (10) = (9) × 'Student Count (5-Year Average) % of Total'
- (11) Provided by client
- (12) = (11) × 'Student Count (5-Year Average) % of Total'
- (13) = (4a) + (4b) + (6) + (8) + (10) + (12)
- (14) From prior invoice
- (15) = (14) / (13) - 1.0
- (16) = (15), bound by minimum and maximum % change selected by SSCIP board
- (17) = (14) × [1 + (16)]
- (18) Factor used so that sum of member premiums adds to total premium
- (19) = (17) × (18)
- (20) \$1,000,000 surplus reduction applied to loss fund and allocated to member
- (21) = (19) + (20)

Original:   
 Amended:

**CERTIFICATE OF TAX LEVY**

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name Prospect Heights	District Number 23	County Cook
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**Amount of Levy**

Educational	\$ 15,052,000	Fire Prevention & Safety *	\$ 0
Operations & Maintenance	\$ 1,730,000	Tort Immunity	\$ 235,000
Transportation	\$ 1,305,000	Special Education	\$ 0
Working Cash	\$ 290,000	Leasing	\$ 0
Municipal Retirement	\$ 390,794		\$ 0
Social Security	\$ 390,794	Other	\$ 0
		<b>Total Levy</b>	<b>\$ 19,393,588</b>

\* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

**We hereby certify that we require:**

the sum of 15,052,000 dollars to be levied as a special tax for educational purposes; and  
 the sum of 1,730,000 dollars to be levied as a special tax for operations and maintenance purposes; and  
 the sum of 1,305,000 dollars to be levied as a special tax for transportation purposes; and  
 the sum of 290,000 dollars to be levied as a special tax for a working cash fund; and  
 the sum of 390,794 dollars to be levied as a special tax for municipal retirement purposes; and  
 the sum of 390,794 dollars to be levied as a special tax for social security purposes; and  
 the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
 the sum of 235,000 dollars to be levied as a special tax for tort immunity purposes; and  
 the sum of 0 dollars to be levied as a special tax for special education purposes; and  
 the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
 the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and  
 the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
 on the taxable property of our school district for the year 2019

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019. \_\_\_\_\_  
 (President)

\_\_\_\_\_  
 (Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full 4.

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 23, Cook County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2019 was filed in the office of the County Clerk of this County on 2019.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2019, is \$ \_\_\_\_\_.

\_\_\_\_\_  
 (Signature of County Clerk)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (County)

**C E R T I F I C A T E**

\_\_\_\_\_ **WE DO HEREBY CERTIFY** that we are respectively the duly elected, appointed and acting President and Secretary of the Board of Education of Prospect Heights School District 23, Cook County, Illinois.

\_\_\_\_\_ **WE DO FURTHER CERTIFY** that attached hereto is a true, correct and complete copy of a proper resolution adopted by the Board of Education of said School District on December 11, 2019 levying the sum of \$390,794 as a special tax for Illinois Municipal Retirement Fund purposes and \$390,794 for Social Security purposes in accordance with the provisions of Section 7-171 of the Illinois Pension Code (40 ILCS 5/7-171).

**DATED: December 11, 2019**

\_\_\_\_\_  
**President  
Board of Education**

\_\_\_\_\_  
**Secretary  
Board of Education**

**RESOLUTION TO INSTRUCT THE COUNTY CLERK  
HOW TO APPORTION 2019 TAX LEVY EXTENSION REDUCTIONS  
PROSPECT HEIGHTS SCHOOL DISTRICT 23, COOK COUNTY, ILLINOIS**

**WHEREAS**, 1-10 of the Property Tax Extension Limitation Law (“PTELL”) provides that the County Clerk shall extend a tax rate for the sum of a taxing district’s funds that is not greater than the limiting rate; and

**WHEREAS**, PTELL 1-10 further provides that if the County Clerk is required to reduce the aggregate extension of a taxing district, the clerk shall proportionally reduce the extension for each fund unless otherwise requested by the taxing district; and

**WHEREAS**, the Board of Education of Prospect Heights School District 23, County of Cook, State of Illinois, (hereinafter “the Board”) has adopted a levy for the year 2019 for taxes for the following purposes or funds of said district: Educational, Operations and Maintenance, Debt Service, Transportation, Municipal Retirement, Social Security and Tort Immunity; and

**WHEREAS**, the Board has determined that if the County Clerk must extend taxes in an amount that is less than the aggregate amount of the levy for 2019, such reduction shall not be proportionate in all funds but rather, shall be made as hereinafter specified;

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

**Section 1:** That the Board of Education hereby finds and determines that all of the recitals in the preambles to this Resolution are full, true, and correct and does hereby incorporate them into this Resolution by reference.

**Section 2:** If the County Clerk of Cook County is prohibited by the Property Tax Extension Limitation Law from extending taxes for the full amount of the 2019 aggregate levy of School District 23, then in the event the levy for each of the district’s funds **shall not be reduced proportionally.**

**Section 3:** If the County Clerk of Cook County is prohibited by the Property Tax Extension Limitation Law from extending taxes for the full amount of the 2019 aggregate levy of School District 23, any necessary reduction of taxes shall be in the following order:

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<b>Fund:</b>	<b>Percentage of Reduction:</b>
Education	100%

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**Section 4:** This Resolution shall be in full force and effect forthwith upon its passage.

Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the members voted as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education  
Prospect Heights School District 23  
Cook County, Illinois

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education  
Prospect Heights School District 23  
Cook County, Illinois

DATED: \_\_\_\_\_

STATE OF ILLINOIS     )  
                                  ) SS  
COUNTY OF COOK     )

**CERTIFICATION OF RESOLUTION**

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

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

**RESOLUTION TO INSTRUCT THE COUNTY CLERK  
HOW TO APPORTION 2018 TAX LEVY EXTENSION REDUCTIONS**

which resolution was adopted at a meeting of the Board held on the 11th day of December, 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, the School Code of the State of Illinois, as amended and that the Board has complied with all of the provisions of said Acts and said Codes and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this 11th day of December, 2019.

\_\_\_\_\_  
Secretary, Board of Education

**RESOLUTION AUTHORIZING TAX FOR ILLINOIS MUNICIPAL RETIREMENT PURPOSES**

WHEREAS, Section 7-171 of the Illinois Pension Code (40 ILCS 5/7-171) authorizing levy of a special tax for Illinois Municipal Retirement Fund purposes in accordance with the provisions set forth in said section of the Pension Code; and

WHEREAS, this Board does hereby intend to authorize such tax,

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

SECTION 1. This Board by this proper resolution does hereby levy the sum of \$390,794 for the year 2019 as a special tax for Illinois Municipal Retirement Fund purposes in accordance with the provisions of Section 7-171 of The Illinois Pension Code and the County Clerk is directed to extend taxes for such purpose to meet the needs of the District.

SECTION 2. The President and Secretary are hereby directed to file a certified copy of this resolution with the County Clerk of each county within which this district has taxable property and to request extension of such taxes for the 2019 tax year.

MEMBER \_\_\_\_\_ moved that the foregoing resolution be adopted and

MEMBER \_\_\_\_\_ seconded the motion, upon the roll being called the members voted as follows:

AYE:

NAY:

ABSENT:

The President declared the motion had been duly adopted.

\_\_\_\_\_  
President,  
Board of Education

\_\_\_\_\_  
Secretary,  
Board of Education

**Dated: December 11, 2019**



# 2020 CAPITAL PROJECTS

# 2020 FOCUS



O&M Fund 20 Projects



Life Safety & Long Range Plan Projects



HVAC Retrofit Phase 2



**20.5.0000.2542.553.01.0000**

MAC GYM FLOOR REFINISHING	\$16,195.00	\$0.00	\$0.00	\$16,195.00
ROSS/SULL GYM WALL RESURFACE	\$8,071.00	\$0.00	\$0.00	\$8,071.00
ROSS LRC & GENERAL PAINTING	\$2,500.00	\$0.00	\$1,200.00	\$3,700.00
SULL LRC & GENERAL PAINTING	\$2,500.00	\$0.00	\$0.00	\$2,500.00
MAC LRC & GENERAL PAINTING	\$7,500.00	\$0.00	\$0.00	\$7,500.00
IKE LRC & GENERAL PAINTING	\$2,800.00	\$0.00	\$0.00	\$2,800.00
IKE ROOM SIGNAGE	\$4,500.00	\$0.00	\$0.00	\$4,500.00
MAC STAGE DRAPES RE-CERTIFICATION	\$8,500.00	\$0.00	\$0.00	\$8,500.00
IKE LRC WALL IN-FILL	\$1,250.00	\$0.00	\$0.00	\$1,250.00
IP DOOR CAMERA / IP SPEAKER IMPROVEMENTS	\$9,914.00	\$0.00	\$0.00	\$9,914.00
ROSS/SULL IN-WALL LUNCH TABLE REPAIRS	\$4,000.00	\$0.00	\$0.00	\$4,000.00
			<b>SUBTOTAL</b>	<b>\$68,930.00</b>

**20.5.0000.2543.533.01.0000**

MISC. CONC. SIDEWALK REPAIRS	\$4,500.00	\$0.00	\$0.00	\$4,500.00
PLAYGROUND MULCH	\$3,950.00	\$0.00	\$0.00	\$3,950.00
LANDSCAPING MULCH	\$3,840.00	\$0.00	\$0.00	\$3,840.00
SULL/MAC GUTTER REPLACEMENT	\$4,500.00	\$0.00	\$0.00	\$4,500.00
			<b>SUBTOTAL</b>	<b>\$16,790.00</b>

**60.5.0000.2530.553.01.0000**

ADMIN&MAC PAVING REPLACEMENT	\$420,000.00	\$80,000.00	\$40,000.00	\$20,000.00	\$560,000.00
HVAC RETROFIT PHASE 2	\$320,000.00	\$25,000.00	\$27,600.00	\$25,000.00	\$397,600.00
LIFE SAFETY WORK ROSS	\$37,000.00	\$0.00	\$2,960.00		\$39,960.00
LIFE SAFETY WORK SULLIVAN	\$30,000.00	\$0.00	\$2,400.00		\$32,400.00
			<b>SUBTOTAL</b>		<b>\$1,029,960.00</b>

**GRAND TOTAL \$1,115,680.00**



# PRELIMINARY SCHEDULE

December 12, 2019  
Begin CD's

February 6, 2020  
Release CD's to  
Contractors

February 27, 2020  
Bid Opening &  
Finalize Proposals

March 11, 2020  
Recommendations  
Presented to BOE



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**THANK YOU**

[BROMINSKI@D23.ORG](mailto:BROMINSKI@D23.ORG)

# Update Memo

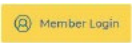

Please distribute to board members and appropriate staff.

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### Online Instructions

Please follow these four easy steps to log in to **PRESS**:

1. Go to [www.iasb.com](http://www.iasb.com) and click on the yellow **Member Login** button.  

2. Log in using your email address and password.
  - If you do not know your password, do not create a new account; reset your password using your district email address.
  - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
  - If you continue to have difficulty logging on to [www.iasb.com](http://www.iasb.com), please contact Kat Barone at [kbarone@iasb.com](mailto:kbarone@iasb.com).
3. Click the yellow "Hi [Your Name]," button.  

4. Under **My Account Links**, click on **PRESS Login**

# PRESS

## Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and PRESS Editor, 630/629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1219; Debra Jacobson, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1211; or Brian Zumpf, Director, Policy Services, 630/629-3776, ext. 1214.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **Policy Reference Manual (PRM)** pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to [www.iasb.com](http://www.iasb.com) click on the *Policy Services & School Law* dropdown menu, located the header entitled *Policy Services*, then click on **PRESS** to find the **PRESS** video tutorial

### PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 10.

Please spend time reviewing the **PRESS** Committee Worksheets found at **PRESS Online** for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

**Please note that due to the volume and complexity of the laws passed in the 101st Illinois General Assembly that affect school boards, a piece of material from the PRM may appear in several Bundles.**

#### Have feedback on PRESS materials?

Click on the new **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

## Legalization of Cannabis

One of the biggest changes in Illinois that affects school districts is the legalization of cannabis. The Ill. General Assembly enacted and amended several laws that legalize recreational use of cannabis and expand the use of medical cannabis products. The four major laws impacting the legalization of cannabis that affect school boards include:

1. The Cannabis Regulation and Tax Act (CRTA);
2. *Ashley's Law*;
3. The Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)); and
4. The Right to Privacy in the Workplace Act (RPWA).

The CRTA, 410 ILCS 705, added by P.A. 101-27, eff. 1-1-20, legalized recreational use of cannabis by individuals who are over the age of 21 in Illinois. While legalized, cannabis possession and usage is prohibited on or near school grounds or school buses. 410 ILCS 705/10-35, added by P.A. 101-27. Employers are allowed to develop zero-tolerance drug-free workplace policies (*Id.* at 10-50) and discipline their employees, including terminating them, for violating drug-free work policies (*Id.*). Many school officials may find the amendments to existing laws because of cannabis legalization confusing, so it is important to note that the CRTA only amended one section of the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA))(410 ILCS 130/210, amended by P.A. 101-27) as it pertained to tax returns prior to the CRTA's effective date of 1-1-20. All other amendments to the MCPA that affect school districts are discussed in the MCPA section pertaining to P.A. 101-363, just after the paragraph on *Ashley's Law*, below.

*Ashley's Law*, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20, originally passed into law in Illinois in 2018, has several significant amendments affecting school districts as follows:

1. Additions of school administrators and/or school nurses to the list of individuals who may administer cannabis infused products to a student who is a *registered qualifying patient* (as opposed to only registered caregiver(s) who must come to the school with the product to administer it to the student). These school employees are exempted from criminal prosecution for administering the products. They must also annually complete a training curriculum developed by the Ill. State Board of Education (ISBE) prior to the administration of a medical cannabis infused product.
2. Expansion of areas/times where school employees are allowed to administer cannabis infused products to a student which include not only administration during the school day but also while the student is on school premises, during any before or after school programming, on school buses and vehicles, and at school-sponsored activities.
3. Allowing students who are registered qualifying patients to self-administer the product if authorized by the school district, under the supervision of a school nurse

## PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

**Policy.** The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

**After adoption by the board, each policy should have an adoption date.**

**Administrative Procedures.** Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

**It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.**

**Exhibits.** Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

**Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**

**Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.**

or an administrator, and when a registered qualifying student's parent/guardian provides written authorization for its use, along with a copy of the registry identification card of the student and the parent/guardian or other individuals' (*designated caregiver's*) card. The written authorization must specify the following:

- a. When the medical cannabis infused products must be administered;
- b. Where medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator; and
- c. The times where or the special circumstances under which the medical cannabis infused product must be administered.
- d. The effective dates for the school year in which the school district authorizes a student to self-administer cannabis must be renewed each subsequent school year.

The Ill. General Assembly amended the Compassionate Use of Medical Cannabis Pilot Program Act (Medical Cannabis Program Act (MCPA)), 410 ILCS 130/1, amended by P.A. 101-363 and scheduled to be repealed on 7-1-20. The MCPA, 410 ILCS 130/10(h)(1) and (1.5), amended by P.A. 101-363 and scheduled to repeal on 7-1-20, added eleven new conditions that can qualify for medical marijuana prescriptions and allows certain advanced practice nurses and physician assistants to prescribe medical marijuana, rather than solely physicians. 410 ILCS 130/57(a), amended by P.A. 101-363 and scheduled to repeal on 7-1-20, allows students to have up to three (3) rather than two (2) designated caregivers. These amendments to the MCPA are important for school officials to review because the law impacts the number of students who may become registered qualifying patients and expands the number of designated caregivers per student, which may increase the number of individuals coming in and out of schools.

Last, with the enactment of the CRTA, the Ill. General Assembly amended RPWA, 820 ILCS 55/5(b), amended by P.A. 101-27. It clarifies that employers may not discriminate against their employees for their employees' use of lawful products, which means products that are legal under Illinois law. The law also expands the term on-call, deeming employees on-call when they are scheduled with at least 24 hours' notice by their employers to be on standby or otherwise responsible for performing tasks related to their employment either at the employers' premises or other previously designated locations by their employers or supervisors to perform work-related tasks. These amendments are important for school officials to discuss with their board attorneys because cannabis is now a lawful product yet the science behind implementing ways to detect employees who are impaired by or under the influence of cannabis is behind.

The following **PRESS** materials make up this important bundle:

- 2:150-AP, Superintendent Committees
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:30-AP2, Investigations
- 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition - RENAMED
- 5:120-AP2, Employee Conduct Standards
- 5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 7:190, Student Behavior
- 7:240-AP1, Code of Conduct for Extracurricular Activities
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-E2, School Medication Authorization Form - Medical Cannabis
- 8:30, Visitors to and Conduct on School Property

## Grant Requirements

The Ill. State Board of Education (ISBE) recently released three *Checklists* on its website ([www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx)) to assist districts with meeting their compliance obligations in three specific areas related to federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (GATA): 1) procurement, 2) inventory management, and 3) personally identifiable information. As part of its grant oversight function, ISBE has been conducting field testing in these three areas. The **PRESS** Editors collaborated with ISBE's Federal and State Monitoring Department to revise existing and develop new **PRESS** materials to ensure they cover the *Checklist* items for written policies and/or procedures in these areas. Please note that in addition to written policies and/or procedures, ISBE is also requiring documented evidence

of actual implementation – see the *Checklists* for more information. The **PRESS** Editors wish to thank ISBE for its continuing collaboration on these issues.

As a result, the following **PRESS** materials are updated or created:

- 2:100, Board Member Conflict of Interest
- 4:15, Identity Protection
- 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards - **NEW**
- 4:60-AP4, Federal and State Award Procurement Procedures - **RENAMED**
- 4:80, Accounting and Audits
- 4:80-AP3, Inventory Management For Federal and State Awards - **NEW**
- 5:120, Employee Ethics; Conduct; and Conflict of Interest

## Threat Assessment

As forecasted in the spring with the release of policy 4:190, *Targeted School Violence Prevention Program*, and its accompanying materials, the Ill. General Assembly passed P.A. 101-455, requiring all schools districts to:

1. Implement a threat assessment procedure, which may be part of a board's targeted school violence prevention policy, by 12-6-19.
2. Establish a threat assessment team (TAT) by February 19, 2020. Districts that are unable to establish a TAT using their own staff and resources have the option of using a regional TAT.

P.A. 101-455 also made accompanying changes to the Free-

dom of Information Act to exempt from public disclosure records of the work of the TAT, and to the School Code to allow districts to levy taxes or issue bonds if the board determines it is necessary for school security purposes and the protection and safety of students and staff.

The following **PRESS** materials are updated based on P.A. 101-455:

- 4:150, Facility Management and Building Programs
- 4:170, Safety
- 4:170-AP1, Comprehensive Safety and Security Plan
- 4:190, Targeted School Violence Prevention Program
- 4:190-AP2, Threat Assessment Team (TAT)

## Sexual Abuse Allegations and Investigations

In response to investigative journalism in 2018 that revealed numerous incidents of sexual abuse of students at schools by school personnel, the Ill. General Assembly passed two pieces of sweeping legislation aimed at preventing such incidents from occurring and going unaddressed in the future. P.A. 101-564, eff. 1-1-20, amends the Abused and Neglected Child Reporting Act (ANCRA) by:

1. Adding 325 ILCS 5/4(a)(4) to define a subset of mandated reporters now called *education personnel*.
2. Amending 325 ILCS 5/4(j) to require that:
  - a. Mandated reporters complete initial mandated reporter training within three months of their date of engagement in a professional or official capacity as a mandated reporter and at least every three years thereafter;
  - b. Mandated reporters notify their employers and their licensing or certification board (when applicable) when training is completed;
  - c. Mandated reporter training use a specific format and content;
  - d. Authorized providers of mandated reporter training (including ISBE) be identified;
  - e. Beginning 1-1-21, mandated reporter training hours count toward ISBE continuing education requirements.

P.A. 101-531 affects the School Code by:

1. Amending 105 ILCS 5/10-21.9(a-5) and (a-6) to require checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database every five years that an individual remains employed by a district.
2. Amending 105 ILCS 5/10-21.9(e) to require the district superintendent or regional superintendent to notify the State Supt. of Education within 15 business days after receiving a record of conviction or a registration in response to a check.
3. Amending 105 ILCS 5/10-21.9(c) and (g) to require that boards consider the status of a person who has been

issued an indicated finding for child abuse/neglect as a condition of employment or student teaching.

4. Expanding the list of offenses in 105 ILCS 5/21B-80 for which an individual's educator license may be suspended or revoked, and providing that a license may be immediately suspended or an application for licensure denied when the holder is charged with attempting, conspiring, soliciting, or committing certain offenses.
5. Adding 105 ILCS 5/10-23.12(c) to define *negligent failure to report an instance of suspected child abuse or neglect* and to provide that any district employee (except for those licensed under 105 ILCS 5/21B) may be immediately dismissed for negligent failure to report.
6. Amending 105 ILCS 5/21B-75 to define *negligent failure to report an instance of suspected child abuse or neglect* and to add it to the list of reasons that the State Supt. of Education may initiate educator licensure suspension and revocation.
7. Adding 105 ILCS 5/22-85 (final citation pending), requiring that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when an *alleged incident of sexual abuse* – defined as sexual abuse of a student allegedly perpetrated by school personnel – is reported to DCFS.
8. Adding 105 ILCS 5/10-20.69 (final citation pending), requiring that every two years, districts within a county served by a CAC review all existing policies and procedures concerning sexual abuse investigations at schools to ensure consistency with new 105 ILCS 5/22-85 (final citation pending).

The following **PRESS** materials are updated:

- 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process
- 4:60, Purchases and Contracts
- 4:60-AP1, Purchases
- 4:60-AP3, Criminal History Records Check of Contractor Employee

4:175, Convicted Child Sex Offender; Screening; Notifications  
4:175-AP1, Criminal Offender Notification Laws; Screening  
5:30-AP2, Investigations  
5:90, Abused and Neglected Child Reporting  
5:100, Staff Development Program

5:125, Personal Technology and Social Media; Usage  
and Conduct  
5:150, Personnel Records  
5:150-AP, Personnel Records  
5:260, Student Teachers  
7:190-AP6, Guidelines for Investigating Sexting Allegations

## Sexual Harassment Prohibitions

The 101st General Assembly also passed sweeping legislation to address sexual harassment in the workplace, as well as school official and employee ethics:

1. The Workplace Transparency Act, 820 ILCS 96/, added by P.A. 101-221, eff. 1-1-20, is a new law that protects employees from retaliation for making disclosures about unlawful employment practices and restricts the use of confidentiality clauses in settlement or termination agreements.
2. The Ill. Human Rights Act, 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20:
  - a. Expands the definition of unlawful harassment to include harassment based on actual or perceived protected categories;
  - b. Expands employer liability for certain categories of nonsupervisory employees and *nonemployees* if an employer has knowledge of harassment but fails to take corrective action;
  - c. Requires annual sexual harassment prevention training for all employees; and
  - d. Requires employers to disclose to the Ill. Dept. of Human Rights (IDHR) information about adverse judgments and administrative rulings involving findings of unlawful discrimination.
5. The State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requires boards to amend, by resolution, their sexual harassment policies no later than 2-9-20 to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by fellow board members or other elected officials.
6. The Ill. Governmental Ethics Act, 5 ILCS 420/4A, amended by P.A. 101-221, streamlines the law requiring school official

and employees to file statements of economic interest.

7. The Victims' Economic Security and Safety Act, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, now includes leave entitlement and protections for victims of *gender violence*.

Additionally, 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requires districts to maintain and implement an age-appropriate policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website.

The following **PRESS** materials are updated:

2:100, Board Member Conflict of Interest  
2:105, Ethics and Gift Ban  
2:110, Qualifications, Term, and Duties of Board Officers  
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records  
2:260, Uniform Grievance Procedure  
5:10, Equal Employment Opportunity and Minority Recruitment  
5:20, Workplace Harassment Prohibited  
5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation  
5:20-E, Resolution to Prohibit Sexual Harassment  
5:120, Employee Ethics; Conduct; and Conflict of Interest  
5:120-AP1, Statement of Economic Interests for Employees  
5:250, Leaves of Absence  
5:330, Sick Days, Vacation, Holidays, and Leaves  
7:20, Harassment of Students Prohibited  
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment

## Clock Hours Minimum

One of the first pieces of legislation signed into law this legislative session addressed clock hour requirements and the use of e-learning days when school facilities are closed for emergency days:

1. 105 ILCS 5/10-19.05, added by P.A. 101-12, restored the previously long-standing requirement that a full school day of attendance contain a minimum of five clock hours of instruction.
2. 105 ILCS 5/10-20.56, amended by P.A. 101-12, expanded an e-learning pilot program to all districts in the State. Districts

may now implement an e-learning program for use during emergency days when students are unable to physically attend, provided they follow the specific approval and public hearing process outlined in the law.

The following **PRESS** materials are updated:

2:20, Powers and Duties of the School Board; Indemnification  
2:20-E, Waiver and Modification Request Resource Guide  
5:200, Terms and Conditions of Employment and Dismissal  
6:20, School Year Calendar and Day  
6:150, Home and Hospital Instruction

## Open Meetings Act (OMA) and Freedom of Information Act (FOIA) Amendments

The following laws and one Illinois Supreme Court case pertaining to OMA (5 ILCS 120/) and FOIA (5 ILCS 140/) impacted the PRM:

1. 5 ILCS 120/2(c)(1), amended by P.A. 101-459, expands the exceptions of OMA to include closed session discussions pertaining to contractors and/or volunteers.
2. 5 ILCS 140/7(kk), added by P.A. 101-434, eff. 1-1-20, was an Alliance legislative initiative; it exempts district credit card numbers and other financial account information from disclosure under FOIA.
3. Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen.

of Ill., 77 N.E. 3d 625 (Ill. 2017) (holding that before taking final action on a matter, public bodies must make a public recital containing “sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance”).

The following **PRESS** materials are updated:

- 2:200, Types of School Board Meetings
- 2:220, School Board Meeting Procedure
- 2:220-E2, Motion to Adjourn to Closed Meeting
- 2:220-E6, Log of Closed Meeting Minutes
- 2:250, Access to District Public Records

## Employment: Salary History and RIF Rights

The Ill. General Assembly enacted the following legislation aimed at narrowing the gender pay gap and protecting the benefits of educational support personnel subject to a reduction-in-force:

1. 820 ILCS 112/10, amended by P.A. 101-177, prohibits an employer from screening applicants based on wage or salary history or from requiring applicants to disclose wage or salary history as a condition of employment. The law also makes it unlawful for an employer to pay an employee less because of the employee’s sex or because an employee is African-American if the individual is performing substantially similar equal work as the opposite sex, or non-African American, as the case may be.

2. 105 ILCS 5/10-23.5, amended by P.A. 101-46, guarantees that educational support personnel maintain any rights accrued during their prior service if they are laid off and recalled to a vacant position within the statutory recall period.

The following **PRESS** materials are updated:

- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:30, Hiring Process and Criteria
- 5:30-AP1, Interview Questions
- 5:200, Terms and Conditions of Employment and Dismissal
- 5:290, Employment Termination and Suspensions

## Curriculum

The Ill. General Assembly amended many School Code provisions to clarify existing instruction and curriculum requirements and add new ones. These included:

1. 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20, requires at least one semester of civics education consistent with the Ill. Learning Standards for social science in grades 6, 7, or 8.
2. 105 ILCS 5/27-21, amended by two Public Acts:
  - a. P.A. 101-227, eff. 7-1-20, requires study of the roles and contributions of lesbian, gay, bisexual, and transgender people in the history of Illinois and the United States; and
  - b. P.A. 101-341, eff. 1-1-20, requires the study of Illinois history.
3. 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, eff. 1-1-20, clarifies that substitutions for a year of mathematics are allowed with an advanced placement computer science course.
4. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152, allows districts to offer a course on hunting safety as part of the curriculum during the school day or as part of an after-school program.
5. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-347, eff. 1-1-20, allows workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees.
6. 105 ILCS 5/27-24.2, amended by P.A. 101-183, eff. 1-1-20, permits districts to allow a student to take a portion of the driver education course through a distance learning course, which is determined on a case-by-case basis and must be approved by the district’s administration, the student’s driver’s education teacher, and the student’s parent/guardian.
7. Two Public Acts addressed health education:
  - a. 105 ILCS 5/27-9.1, amended by P.A. 101-579, eff. 1-1-20, details requirements for sex education; and

- b. The Critical Health Problems and Comprehensive Health Education Act, 105 ILCS 110/3, amended by P.A. 101-305, eff. 1-1-20, details requirements for comprehensive health education instruction.

The following **PRESS** materials are updated:

- 6:60, Curriculum Content
- 6:60-AP, Comprehensive Health Education Program
- 6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes
- 6:180, Extended Instructional Programs

## Student Health: Mental Health and Medication Administration

The following laws passed during the 101st General Assembly impact student health issues:

1. 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20, permits students to self-administer medication if they have an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, Section 504 plan or IEP, provided the students have proper parent/guardian and physician authorization and the prescription label. The plans must address how emergency situations will be handled.
2. 105 ILCS 145/27, added by P.A. 101-428, permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. The supply may only be used for students with diabetes care plans.
3. 105 ILCS 5/22-33(g) (*Ashley's Law*), added by P.A. 100-660 and amended by P.A. 101-370, eff. 1-1-20, requires school boards to adopt a policy regarding the administration of a medical cannabis infused product to students who are *registered qualifying patients* under the MCPA (410 ILCS 130/, amended by P.A. 101-363), and in addition to allowing a student's delegated care aide(s) to administer it, allow a school nurse or administrator to administer it, and/or the student to self-administer. For more details, go to the discussion of *Ashley's Law* in the **Legalization of Cannabis Bundle**, above.
4. 105 ILCS 5/10-22.39, amended by P.A. 101-350, eff. 1-1-20, permits the use of the Ill. Mental Health First Aid training program to satisfy the training for licensed staff and administrators on mental illness and suicidal behavior in youth.

5. 20 ILCS 1705/76, added by P.A. 101-45, requires the Ill. Dept. of Public Health to create and maintain an online database and resource page on its website that contains mental health resources specifically geared toward school social workers, school counselors, parents, teachers, and school support personnel.
6. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, requires law enforcement officers, school resource officers, or other school security personnel to take steps to notify a student's parent/guardian and ensure that the parent/guardian or other school personnel are present during questioning if a student under 18, who is suspected of committing a criminal act, is detained and questioned on school grounds.

The following **PRESS** materials are updated:

- 5:100, Staff Development Program
- 6:65, Student Social and Emotional Development
- 7:150, Agency and Police Interviews
- 7:190-AP8, Student Re-Engagement Guidelines
- 7:190-E3, Memorandum of Understanding
- 7:200, Suspension Procedures
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, *and/or* Opioid Antagonists, *and/or* Glucagon - **RENAMED**
- 7:270-E1, School Medication Authorization Form
- 7:270-E2, School Medication Authorization Form - Medical Cannabis
- 7:290, Suicide and Depression Awareness and Prevention
- 7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program

## FAFSA Completion

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-180, eff. 6-1-20, requires that beginning with the 2020-2021 school year, for a student to receive his/her high school diploma, his/her parent/guardian (or the student, if 18 years old or legally emancipated), must either (1) file a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education or an application for State financial aid, or (2) file a waiver on an Ill. State Board of Education form indicating the parent/guardian or student understands what the FAFSA and State financial aid applications are and have chosen not to file. High schools must also provide parents/guardians and students with the support necessary to meet

this requirement. If a student cannot meet this requirement due to extenuating circumstances (as determined by the district) and the principal attests that the district made a good faith effort to assist the student or his/her parent/guardian in meeting the requirement, then the district must award the student a high school diploma if the student has otherwise met all graduation requirements. The following **PRESS** materials are updated:

- 6:300, Graduation Requirements
- 6:300-E2, State Law Graduation Requirements
- 6:300-E3, Form for Exemption from Financial Aid Application Completion - **NEW**

## Student Records Destruction

Due to the diligent work of the Ill. Council of School Attorneys and the Ill. Statewide School Management Alliance, the Ill. School Student Records Act (ISSRA), 105 ILCS 10/4(h), amended by P.A. 101-161, allows additional methods for providing reasonable prior notice of student records destruction. Before this amendment, districts were only permitted to notify a student of the destruction schedule for his/her permanent and temporary school student records at the student's last known address. Now, notification may occur through (1) notice in the school's parent or student handbook, (2) publication in a newspaper published in the school district or, if none is published, in a newspaper of general circulation in the school district, (3) U.S. mail delivered to the last known address, or (4) other means provided the notice is confirmed to have been received.

The following **PRESS** materials are updated:

- 7:50-AP, School Admissions and Student Transfers To and From Non-District Schools
- 7:340, Student Records
- 7:340-AP1, School Student Records
- 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records
- 7:340-AP2, Storage and Destruction of School Student Records
- 7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records

## Miscellaneous

The following **PRESS** materials are updated due to miscellaneous legislative, administrative rule, clean-up, and/or continuous review changes. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 10.

The following **PRESS** materials are included in this catch-all bundle:

- 2:70, Vacancies on the School Board - Filling Vacancies
- 2:70-E, Checklist for Filling Board Vacancies by Appointment
- 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules
- 3:50, Administrative Personnel Other Than the Superintendent
- 4:15-AP1, Protecting the Privacy of Social Security Numbers - **RENUMBERED**
- 4:30, Revenue and Investments
- 4:40, Incurring Debt
- 4:110, Transportation
- 4:140, Waiver of Student Fees
- 5:190, Teacher Qualifications
- 5:220, Substitute Teachers
- 5:220-AP, Substitute Teachers

- 5:250-AP, School Visitation Leave
- 5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 6:15, School Accountability
- 6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA)
- 6:210, Instructional Materials
- 6:270, Guidance and Counseling Program
- 6:300-E1, Application for a Diploma for a Service Member Killed in Action or for Veterans of WW II, the Korean Conflict, or the Vietnam Conflict - **RENAMED**
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
- 6:320, High School Credit for Proficiency
- 7:190-AP7, Student Discipline Guidelines
- 8:95-AP, Parental Involvement
- 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights

Please also spend time reviewing the online **PRESS** Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

## PRESS Issue 102 Trivia

491 PRM pages • 1,109 footnotes • 132,770 words • 101 PRM materials

## Progress Report – The contents of this table frequently change.

Topics	Our Response
<p><b>Title IX Proposed Rules</b></p> <p>The U.S. Dept. of Education proposed revised regulations implementing Title IX of the Education Amendments Act of 1972 (Title IX) and accepted public comment on them through 1-31-19. Those comments are currently under review, but there is no deadline by which the proposed regulations must be finalized.</p>	<p>No <b>PRESS</b> materials are affected at this time. We will monitor the situation and update materials when necessary.</p>
<p><b>IDPH Certificate of Child Health Examination Form</b></p> <p>The IDPH Social and Emotional Learning Stakeholder group began meeting in March 2018 to review changes to the IDPH Certificate of Child Health Examination Form and develop the rules required by 105 ILCS 5/27-8.1, amended by P.A. 99-927, that will require that health examinations contain age-appropriate developmental and age-appropriate social and emotional screenings. The IDPH rules process is lengthy, and the law's requirements will not be implemented until at least the 2020-2021 school year.</p>	<p>We will address any required changes once the IDPH Certificate of Child Health Examination Form is updated and IDPH rules are established.</p>
<p><b>Accelerated Placement Act Rules</b></p> <p>ISBE rules implementing the Accelerated Placement Act (105 ILCS 5/14A, amended by P.A. 100-421) were approved and published in the Ill. Register on 6-28-19 (at 43 Ill. Reg. 7255); however, there are numerous typographical errors in the published rules. ISBE is pursuing expedited correction of these errors through the Joint Committee on Administrative Rules.</p>	<p>No <b>PRESS</b> materials are affected at this time. We will monitor the situation and update materials when corrected rules are published in the Ill. Register.</p>
<p><b>Alleged Incident of Sexual Abuse Investigation Procedures</b></p> <p>As noted above under <b>Sexual Abuse Allegations and Investigations</b>, P.A. 101-531 requires that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when an <i>alleged incident of sexual abuse</i> – defined as sexual abuse of a student allegedly perpetrated by school personnel – is reported to DCFS. The Act outlines specific duties of schools during coordinated investigations, which are appropriate for a sample <b>PRESS</b> administrative procedure once further research into CACs is conducted.</p>	<p>A <b>NEW</b> administrative procedure accompanying policy 5:90, <i>Abused and Neglected Child Reporting</i>, will be available in <b>PRESS</b> Issue 103.</p>
<p><b>Ill. Council of School Attorneys (ICSA) Publications</b></p> <p>The recent flood of legislation necessitates changes to the following ICSA publications:</p> <ol style="list-style-type: none"> <li>1. <i>Answers to FAQs: Vacancies on the Board of Education</i> (Revised March 2019 by ICSA)</li> <li>2. <i>Guidelines for Interviews of Students at School by Law Enforcement Authorities</i> (Revised January 2018 by ICSA)</li> <li>3. <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (Revised May 2015, Published by ICSA)</li> </ol>	<p>ICSA publications will be updated in early 2020.</p>
<p><b>FLSA Overtime Rules</b></p> <p>On 9-24-19, the U.S. Dept. of Labor (DOL) announced final rules, eff. 1-1-20, that raise the minimum salary threshold to qualify for exemption from overtime under the FLSA from \$455 per week (\$23,660 per year) to \$684 per week (\$35,568 per year). The rules also allow employers to use nondiscretionary bonuses and incentive payments to satisfy up to 10% of the standard salary level, in recognition of evolving pay practices.</p>	<p>No <b>PRESS</b> materials are affected.</p>

## Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:20, Powers and Duties of the School Board; Indemnification	The policy and footnotes are updated in response to 105 ILCS 5/10-23.12(c) and 105 ILCS 5/21B-75(b), respectively added and amended by P.A. 101-531, regarding board determinations that an employee has willfully or negligently failed to report suspected child abuse/neglect. Additional continuous improvement updates are made to the policy and footnotes.	<input type="checkbox"/>
2:20-E, Waiver and Modification Request Resource Guide	The exhibit is updated in response to 105 ILCS 5/10-19.05(d), added by P.A. 101-12, allowing parent-teacher conferences to count as a full day of attendance under certain configurations.	<input type="checkbox"/>
2:70, Vacancies on the School Board - Filling Vacancies	The policy and footnotes are updated. The policy is updated in response to 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20 (extending the timeline for a board to fill a member vacancy from 45 to 60 days). The footnotes are updated for the same reason, to address <i>holdover</i> incumbent board members, and for continuous improvement.	<input type="checkbox"/>
2:70-E, Checklist for Filling Board Vacancies by Appointment	The exhibit is updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20, extending the timeline for a board to fill a member vacancy from 45 to 60 days.</li> <li>2. 105 ILCS 5/10-10.5, amended by P.A. 100-800, requiring an at-large election proposition if a vacancy for an area of residence remains unfilled.</li> <li>3. Situations in which an incumbent board member may hold over his or her seat if it went unfilled at an election.</li> <li>4. Other continuous improvements.</li> </ol>	<input type="checkbox"/>
2:100, Board Member Conflict of Interest	The policy, Legal References, and footnotes are updated. The policy is updated with a new <b>Federal and State Grant Awards</b> subhead in response to the Ill. State Board of Education's <i>Procurement and Purchasing Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). The footnotes are updated for the same reasons, in response to the Ill. Governmental Ethics Act (GEA), 5 ILCS 420/, amended by P.A. 101-221, and for continuous improvement. The Legal References are updated to include GATA and in response to GEA, amended by P.A. 101-221.	<input type="checkbox"/>
2:105, Ethics and Gift Ban	The policy, Legal References, Cross References, and footnotes are updated in response to the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend, by resolution, their sexual harassment policies by 2-9-20 to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The policy includes a new subhead, <b>Complaints of Sexual Harassment Made Against Board Members By Elected Officials</b> . A minor style change is also made to the policy.	<input type="checkbox"/>
2:110, Qualifications, Term, and Duties of Board Officers	The policy, Legal References, and footnotes are updated for the reason specified above in 2:105, <i>Ethics and Gift Ban</i> . Additional continuous improvement changes are also made to the policy and footnotes.	<input type="checkbox"/>
2:150-AP, Superintendent Committees	The procedure and footnotes are updated as follows: <ol style="list-style-type: none"> <li>1. Renaming the <b>Employee Drug Substance Abuse Prevention Committee</b> subhead, adding text, and amending footnotes in response to the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 (legalizing recreation cannabis use for persons over the age of 21).</li> <li>2. Adding text to the <b>PERA (Performance Educational Reform Act) Joint Committee and the RIF (Reduction in Force) Joint Committee</b> subhead and its footnote to address 105 ILCS 5/24A-5.5, added by P.A. 101-591, requiring districts to develop and implement a local appeals process for unsatisfactory teacher ratings by the 2020-2021 school year.</li> </ol>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

<p>2:200, Types of School Board Meetings</p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to OMA, 5 ILCS 120/2(c)(1), amended by P.A. 101-459, that expanded this exception to include closed session discussions pertaining to specific individuals who serve as volunteers and/or contractors. Other policy changes delete outdated public acts.</p> <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. Ill. Educational Labor Relations Act (IELRA), 115 ILCS 5/18, amended by P.A. 100-768, an Ill. Statewide School Management Alliance initiative requested by the Ill. Council of School Attorneys (ICSA), clarifies that negotiating team strategy sessions are excluded from the application of OMA.</li> <li>2. New Ill. Atty. Gen. Public Access Counselor Opinions (PAOs) 16-13 and 18-12.</li> <li>3. Local Government Wage Increase Transparency Act, 50 ILCS 155/5, amended by P.A. 101-228, expands disclosable payments to also include payment for accumulated sick leave.</li> <li>4. Other minor stylistic and continuous improvement updates.</li> </ol> <p>One non-substantive change is made to the Legal References.</p>	<input type="checkbox"/>
<p>2:220, School Board Meeting Procedure</p>	<p>The policy and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. <b>PRESS</b> Advisory Board member feedback to delete <del>or explanation</del> from its text so that the policy text reflects the court's decision in <u>Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill.</u>, 77 N.E. 3d 625 (Ill 2017)(requiring public bodies to provide in a public recital "sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance").</li> <li>2. Other minor stylistic changes.</li> </ol> <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. The policy text changes.</li> <li>2. A non-binding Ill. Atty. Gen. Public Access Counselor Opinion (PAO) 2019 PAC 57660 addressing informing the public when a board member participates remotely.</li> <li>3. Other non-substantive stylistic and continuous improvement updates.</li> </ol>	<input type="checkbox"/>
<p>2:220-E2, Motion to Adjourn to Closed Meeting</p>	<p>The exhibit is updated in response to OMA, 5 ILCS 120/2(c)(1), amended by P.A. 101-459, described above in 2:200, <i>Types of School Board Meetings</i>.</p>	<input type="checkbox"/>
<p>2:220-E6, Log of Closed Meeting Minutes</p>	<p>The exhibit is updated as described above in 2:220-E2, <i>Motion to Adjourn to Closed Meeting</i>.</p>	<input type="checkbox"/>
<p>2:250, Access to District Public Records</p>	<p>The policy is unchanged. The footnotes are updated in response to FOIA, 5 ILCS 140/7(kk), added by P.A. 101-434, eff. 1-1-20, exempting district credit card numbers and other financial account information from disclosure under FOIA.</p>	<input type="checkbox"/>
<p>2:250-AP1, Access to and Copying of District Public Records</p>	<p>The exhibit is updated in response to the Personnel Records Review Act (PRRA), 820 ILCS 40/8, amended by P.A. 101-531, requiring the disclosure of personnel records related to an incident or attempted incident of sexual abuse or severe physical abuse. Additional continuous improvement updates are made to this exhibit.</p>	<input type="checkbox"/>
<p>2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules</p>	<p>The exhibit is updated to clarify Personal Information Protection Act (PIPA) mandates for disposing of materials containing personal information, and procedures for management of electronic records. Additional continuous improvement updates are made to this exhibit.</p>	<input type="checkbox"/>
<p>2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records</p>	<p>The exhibit is updated in response to 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requiring districts to maintain and implement an <i>age-appropriate</i> policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website.</p>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

2:260, Uniform Grievance Procedure	The policy is updated for continuous improvement. The footnotes are updated for the reason specified above in 2:105, <i>Ethics and Gift Ban</i> , and for continuous improvement.	<input type="checkbox"/>
3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process	The exhibit is updated in response to: <ol style="list-style-type: none"> <li>1. Ill. Pension Code, 40 ILCS 5/15-155(g), amended by P.A. 101-10, raising the cap for board contributions to the Teachers Retirement System back to 6%.</li> <li>2. 105 ILCS 5/10-21.9, amended by P.A. 101-531, modifying criminal background check requirements.</li> </ol> <p>Additional continuous improvement updates are made to the exhibit.</p>	<input type="checkbox"/>
3:50, Administrative Personnel Other Than the Superintendent	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-45, amended by P.A. 101-85, eff. 1-1-20, requiring professional development training to be offered on inclusive practices in the classroom as part of license renewal. Other minor stylistic changes are also made to the footnotes.	<input type="checkbox"/>
4:15, Identity Protection	The policy, Legal References, and footnotes are updated. The policy is updated with a new <b>Treatment of Personally Identifiable Information Under Grant Awards</b> subhead in response to the Ill. State Board of Education's <i>Checklist for Protection of Personally Identifiable Information Review</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). The footnotes are updated for the same reason, and to incorporate an amendment to PIPA, amended by P.A. 101-343, eff. 1-1-20, into the option in footnote number 4.	<input type="checkbox"/>
4:15-AP1. Protecting the Privacy of Social Security Numbers	<b>RENUMBERED.</b> Continuous improvement updates are made to this procedure.	<input type="checkbox"/>
4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards	<b>NEW.</b> The procedure is created for the reason discussed above in 4:15, <i>Identity Protection</i> .	<input type="checkbox"/>
4:30, Revenue and Investments	The policy, Legal References, and footnotes are updated in response to the Public Funds Investment Act, 30 ILCS 235/, amended by P.A. 101-473, eff. 1-1-20, requiring boards to consider sustainability factors in making investment decisions.	<input type="checkbox"/>
4:40, Incurring Debt	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/20-2, 5/20-4, and 5/20-5, amended by P.A. 101-416. Continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
4:60, Purchases and Contracts	The policy and footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-21.9(c), amended by P.A. 101-531, requiring boards to consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of employment.</li> <li>2. 105 ILCS 5/21B-80(c), amended by P.A. 101-531, expanding the list of offenses for which an individual's educator license may be suspended or revoked.</li> </ol> <p>Additional continuous improvement updates are made to the policy and footnotes.</p>	<input type="checkbox"/>
4:60-AP1, Purchases	The procedure, footnotes, and Legal References are updated in response to 105 ILCS 5/10-20.21(a), amended by P.A. 101-570, excepting contracts/purchases of fuel from public bidding requirements. Other footnotes and the Legal References are updated in response to 105 ILCS 5/10-21.9(c) and 105 ILCS 5/21B-80(c), amended by P.A. 101-531, for the reasons stated in 4:60, <i>Purchases and Contracts</i> , above. Additional continuous improvement updates are also made.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

4:60-AP3, Criminal History Records Check of Contractor Employees	The procedure is updated to incorporate changes to 105 ILCS 5/10-21.9(c) and 105 ILCS 5/21B-80(c), amended by P.A. 101-531, as discussed in 4:60, <i>Purchases and Contracts</i> , above. Additional continuous improvement updates are made.	<input type="checkbox"/>
4:60-AP4, Federal and State Award Procurement Procedures	<b>RENAMED.</b> The procedure is updated in response to the Ill. State Board of Education's <i>Procurement and Purchasing Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/).	<input type="checkbox"/>
4:80, Accounting and Audits	The policy and footnotes are updated in response to the Ill. State Board of Education's <i>Equipment and Inventory Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/), and for continuous improvement. An optional new subhead, <b>Capitalization Threshold</b> , is added to the policy.	<input type="checkbox"/>
4:80-AP3, Inventory Management for Federal and State Awards	<b>NEW.</b> The procedure is created for the reasons discussed above in 4:80, <i>Accounting and Audits</i> .	<input type="checkbox"/>
4:110, Transportation	The policy is unchanged. The footnotes are updated in response to Ill. State Board of Education guidance regarding safety hazards due to criminal gang activity and other minor continuous improvements.	<input type="checkbox"/>
4:140, Waiver of Student Fees	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/2-3.155, amended by P.A. 101-227, eff. 7-1-20 (textbook block grant program).	<input type="checkbox"/>
4:150, Facility Management and Building Programs	The Legal References and footnotes are updated as follows: <ol style="list-style-type: none"> <li>1. A Legal Reference to 410 ILCS 35/25 is added.</li> <li>2. The footnotes are updated in response to: <ol style="list-style-type: none"> <li>a. Equitable Restrooms Act, 410 ILCS 35/25, added by P.A. 101-165, eff. 1-1-20, requiring schools to identify all single-occupancy restrooms as all-gender; and</li> <li>b. 105 ILCS 5/17-2.11(d), amended by P.A. 101-455, allowing districts to levy taxes or issue bonds if necessary for school security purposes.</li> </ol> </li> </ol>	<input type="checkbox"/>
4:170, Safety	The policy is unchanged. The footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 128/45, added by P.A. 101-455, requiring the establishment of a threat assessment procedure and threat assessment team.</li> <li>2. 105 ILCS 128/25, amended by P.A. 101-455, requiring boards to review threat assessment team procedures during its annual meeting to review each building's emergency and crisis response plans.</li> <li>3. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-548, allowing districts to install a door security locking means to prevent unwanted entry if certain conditions are met.</li> <li>4. 105 ILCS 5/2-3.176, added by P.A. 101-413, eff. 1-1-20, making ISBE grants available to support school security improvements.</li> </ol>	<input type="checkbox"/>
4:170-AP1, Comprehensive Safety and Security Plan	The procedure is updated in response to 105 ILCS 128/45, added by P.A. 101-455, and 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-548. A new Appendix B is added to illustrate the alignment of the Comprehensive Safety and Security Plan with the Targeted School Violence Prevention Program.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

<p>4:175, Convicted Child Sex Offender; Screening; Notifications</p>	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-21.9(a-5) and (a-6), amended by P.A. 101-531, requiring checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database every five years that an individual remains employed by a district.</li> <li>2. 105 ILCS 5/21.9(e), amended by P.A. 101-531, requiring the district superintendent or regional superintendent to notify the State Supt. of Education within 15 business days after receiving a record of conviction or a registration in response to one of the above-noted database checks.</li> <li>3. 105 ILCS 5/21.9(c) and (g), amended by P.A. 101-531, requiring boards to consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of employment or student teaching.</li> <li>4. Code of Criminal Procedure of 1963, 725 ILCS 5/111-1(e), added by P.A. 101-521, requiring the State’s Attorney to communicate with a school administrator when prosecuting a school employee for a sex offense.</li> </ol>	<input type="checkbox"/>
<p>4:175-AP1, Criminal Offender Notification Laws; Screening</p>	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-21.9(a-5), (a-6), and (e), amended by P.A. 101-531, as discussed in 4:175, <i>Convicted Child Sex Offender; Screening; Notifications</i>, above.</li> <li>2. 105 ILCS 5/21B-80, added by P.A. 101-531, expanding the list of offenses for which an individual’s educator license may be suspended or revoked.</li> </ol>	<input type="checkbox"/>
<p>4:190, Targeted School Violence Prevention Program</p>	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 128/45, added by P.A. 101-455. See 4:170, <i>Safety</i>, above. A continuous improvement update is made to the Cross References.</p>	<input type="checkbox"/>
<p>4:190-AP2, Threat Assessment Team (TAT)</p>	<p>The procedure and its footnotes are updated in response to 105 ILCS 128/45, added by P.A. 101-455. See 4:170, <i>Safety</i>, above.</p>	<input type="checkbox"/>
<p>5:10, Equal Employment Opportunity and Minority Recruitment</p>	<p>The policy, Legal References, Cross References and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. Victims’ Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law’s protections.</li> <li>2. Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/, amended by P.A. 101-363 and scheduled to repeal on 7-1-20, adding qualifying conditions for medical cannabis use.</li> </ol> <p>In addition to the reasons listed above for the policy updates, the footnotes are updated to incorporate the creation of, or amendments to:</p> <ol style="list-style-type: none"> <li>1. Workplace Transparency Act, 820 ILCS 96/, added by P.A. 101-221, eff. 1-1-20, protecting employee disclosures about unlawful employment practices.</li> <li>2. Illinois Human Rights Act, 775 ILCS 5/2-108, added by P.A. 101-221, eff. 1-1-20, requiring employers to disclose to the Ill. Dept. of Human Rights information about adverse judgments and administrative rulings involving findings of unlawful discrimination.</li> <li>3. Ill. Equal Pay Act of 2003, 820 ILCS 112/, amended by P.A. 101-177, prohibiting employers from requesting wage or salary history from applicants or employees.</li> <li>4. Reproductive Health Act, 775 ILCS 55/, added by P.A. 101-13, prohibiting State and local governments from interfering with a woman’s right to make reproductive decisions.</li> <li>5. 83 Fed.Reg. 65296, vacating certain employer wellness program regulations under the Americans with Disabilities Act and Genetic Information Nondiscrimination Act.</li> </ol> <p>Additional continuous improvement updates are made to the footnotes. Corrections to the Legal References are made, and the Cross References are updated to reflect a revised policy title.</p>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

<p>5:20, Workplace Harassment Prohibited</p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. Ill. Human Rights Act, 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, (1) expanding the definition of unlawful harassment and employer liability for certain categories of employees and nonemployees, and (2) requiring annual sexual harassment prevention training for all employees.</li> <li>2. Continuous improvement changes.</li> </ol> <p>In addition to the reasons listed above for the policy updates, the footnotes are updated to incorporate the creation of or amendments to:</p> <ol style="list-style-type: none"> <li>1. Workplace Transparency Act, 820 ILCS 96/1-30, added by P.A. 101-221, eff. 1-1-20, restricting the use of confidentiality clauses in settlement or termination agreements.</li> <li>2. State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend, by resolution, their sexual harassment policies to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials.</li> <li>3. Ill. Human Rights Act, 775 ILCS 5/2-108, added by P.A. 101-221, eff. 1-1-20, requiring employers to disclose to the Ill. Dept. of Human Rights (IDHR) information about adverse judgments and administrative rulings involving findings of unlawful discrimination.</li> <li>4. FOIA, 5 ILCS 140/7.5(oo), added by P.A. 101-221, eff. 1-1-20, exempting data about settlement agreements involving unlawful discrimination that must be reported to IDHR.</li> </ol> <p>The Legal References are updated in response to 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20 and with a correction to a case title.</p>	<input type="checkbox"/>
<p>5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation</p>	<p>The procedure is updated in response to the Ill. Human Rights Act, 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, expanding the definition of unlawful harassment.</p>	<input type="checkbox"/>
<p>5:20-E, Resolution to Prohibit Sexual Harassment</p>	<p>The exhibit is updated for the reason discussed above in 2:105, <i>Ethics and Gift Ban</i>.</p>	<input type="checkbox"/>
<p>5:30, Hiring Process and Criteria</p>	<p>The policy and footnotes are updated to incorporate changes made to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531, regarding indicated findings of child abuse/neglect for applicants.</li> <li>2. Equal Pay Act of 2003, 820 ILCS 112/10, amended by P.A. 101-177 (prohibiting potential employers from asking applicants about salary history).</li> <li>3. Continuous improvement updates throughout.</li> </ol> <p>The footnotes are updated to note the Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260, eff. 1-1-20, along with more continuous improvement updates.</p>	<input type="checkbox"/>
<p>5:30-AP1, Interview Questions</p>	<p>The procedure is updated to align with the same laws discussed in 5:30, <i>Hiring Process and Criteria</i>, above.</p>	<input type="checkbox"/>
<p>5:30-AP2, Investigations</p>	<p>The procedure and footnotes are updated to incorporate changes made to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-21.9, amended by P.A.s 101-72, requiring checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database for substitute teachers.</li> <li>2. 105 ILCS 5/10-21.9, amended by P.A. 101-531, for reasons stated in 4:175, <i>Convicted Child Sex Offender; Screening; Notifications</i>, above.</li> </ol> <p>The Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260, eff. 1-1-20, is added to the footnotes.</p>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

<p>5:50, Drug- and Alcohol-Free Workplace; <u>E-Cigarette, Tobacco, and Cannabis Prohibition</u></p>	<p><b>RENAMED.</b> The new text in the policy's title includes <u>E-Cigarettes</u> (PRESS Advisory Board (PAB) feedback) and <u>Cannabis</u> (Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 legalizing recreational cannabis use for persons over the age of 21). The policy, Legal References, Cross References, and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. The CRTA, 410 ILCS 705/, added by P.A. 101-27.</li> <li>2. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20 (described above in 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i>).</li> <li>3. The Right to Privacy in the Workplace Act (RPWA), 820 ILCS 55/5(b), amended by P.A. 101-27.</li> <li>4. Changes to <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20.</li> <li>5. The Prevention of Tobacco Use by Minors and Sale of and Distribution of Tobacco Products Act, 720 ILCS 675, amended by P.A. 101-2.</li> <li>6. The regulation of e-cigarettes by the U.S. Food and Drug Administration at 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed. Reg. 28973.</li> <li>7. Other continuous improvement updates to the Legal References given recent current events and the impending legalization of recreational cannabis include adding the Smoke Free Illinois Act, 410 ILCS 82/, and the Code of Ethics for Illinois Educators, 23 Ill.Admin. Code Sec. 22.20.</li> </ol>	<input type="checkbox"/>
<p>5:90, Abused and Neglected Child Reporting</p>	<p>The policy, footnotes, and Cross References are updated in response to:</p> <ol style="list-style-type: none"> <li>1. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(a)(4), added by P.A. 101-564, eff. 1-1-20, defining the <i>education personnel</i> subset of mandated reporters.</li> <li>2. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20, requiring initial mandated reporter training within three months of employment and every three years after.</li> <li>3. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, requiring that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when investigating an <i>alleged incident of sexual abuse</i>.</li> <li>4. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requiring districts within a county served by a CAC to review sexual abuse investigation policies and procedures to ensure consistency with new 105 ILCS 5/22-85.</li> <li>5. 105 ILCS 5/10-23.12(c), added by P.A. 101-531, allowing any district employee (except for those licensed under 105 ILCS 5/21B) to be immediately dismissed for negligent failure to report suspected child abuse or neglect.</li> <li>6. 105 ILCS 5/21B-75, amended by P.A. 101-531, allowing the State Supt. of Education to initiate educator licensure suspension and revocation for negligent failure to report.</li> </ol> <p>A new subhead <b>Alleged Incidents of Sexual Abuse; Investigations</b> is added to the policy. The policy text adds policy 7:20, <i>Harassment of Students Prohibited</i>.</p>	<input type="checkbox"/>
<p>5:100, Staff Development Program</p>	<p>The Legal References and footnotes are updated. Legal References are updated in response to the Ill. Human Rights Act, 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20, and the Seizure Smart School Act, 105 ILCS 150/, added by P.A. 101-50, eff. 7-1-20. The footnote 4 option for boards to list in-services in their policies is updated in response to:</p> <ol style="list-style-type: none"> <li>1. Seizure Smart School Act, 105 ILCS 150/, added by P.A. 101-50, eff. 7-1-20, requiring certain employees to take trainings in the basics of seizure recognition, first aid, and emergency protocols.</li> <li>2. Ill. Human Rights Act, 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20, requiring annual sexual harassment prevention training for all employees.</li> <li>3. 105 ILCS 5/10-22.39, amended by P.A. 101-350, eff. 1-1-20, permitting the use of the Ill. Mental Health First Aid training program to satisfy the training for licensed staff and administrators on mental illness and suicidal behavior in youth.</li> <li>4. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20, requiring mandated reporters to complete initial mandated reporter training within three months of employment and at least every three years after that.</li> </ol>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:120, Employee Ethics; Conduct; and Conflict of Interest	<p>The policy, Legal References, Cross References, and footnotes are updated. The policy, Legal References, and footnotes are updated to incorporate:</p> <ol style="list-style-type: none"> <li>1. The Ill. State Board of Education’s <i>Procurement and Purchasing Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). A new <b>Federal and State Grant Awards</b> subhead is added to the policy.</li> <li>2. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(a)(4), amended by P.A. 101-564, eff. 1-1-20, defining the <i>education personnel</i> subset of mandated reporters.</li> <li>3. 105 ILCS 5/10-23.12(c), added by P.A. 101-531, defining <i>negligent failure to report</i> suspected child abuse/neglect by all district employees.</li> <li>4. 105 ILCS 5/21B-75(b), amended by P.A. 101-531, defining <i>negligent failure to report</i> suspected child abuse/neglect by a teacher.</li> <li>5. Ill. Human Rights Act, 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20, requiring annual sexual harassment prevention training for all employees.</li> </ol> <p>A new Cross Reference to the policy is also added.</p>	<input type="checkbox"/>
5:120-AP1, Statement of Economic Interests for Employees	The procedure is updated in response to 5 ILCS 420/4A-106.5, added by P.A. 101-221, streamlining the law requiring certain employees to file statements of economic interests.	<input type="checkbox"/>
5:120-AP2, Employee Conduct Standards	The procedure and footnotes are updated for the reasons discussed above in 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i> ; 5:90, <i>Abused and Neglected Child Reporting</i> ; and for the purpose of continuous improvement throughout.	<input type="checkbox"/>
5:125, Personal Technology and Social Media; Usage and Conduct	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-75, amended by P.A. 101-531, allowing suspension or revocation of an educator license for abuse/neglect of a child, or willful or negligent failure to report suspected child abuse/neglect.	<input type="checkbox"/>
5:150, Personnel Records	The policy is unchanged. The footnotes are updated in response to PRRA, 820 ILCS 40/8, amended by P.A. 101-531, requiring the disclosure of personnel records related to an incident or attempted incident of sexual abuse or severe physical abuse.	<input type="checkbox"/>
5:150-AP, Personnel Records	The procedure is updated in response to PRRA, 820 ILCS 40/8, as noted above in 5:150, <i>Personnel Records</i> , as well as 820 ILCS 40/9, amended by P.A. 101-531, allowing the districts to gather records in an employee’s personnel file concerning activities/associations with individuals/groups involved in physical, sexual, or other exploitation of a minor.	<input type="checkbox"/>
5:190, Teacher Qualifications	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/27-24.2, amended by P.A. 101-450, addressing qualification for contracted driver education teachers.	<input type="checkbox"/>
5:200, Terms and Conditions of Employment and Dismissal	<p>The Legal References updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-19.05(a), added by P.A. 101-12, restoring the five clock hour requirement; and</li> <li>2. 105 ILCS 5/10-20.6 (final citation pending).</li> </ol> <p>The footnotes are updated in response to 105 ILCS 5/24A-5.5, added by P.A. 101-591, requiring districts to develop and implement a local appeals process for unsatisfactory teacher ratings by the 2020-2021 school year.</p>	<input type="checkbox"/>
5:220, Substitute Teachers	The policy is unchanged. A citation in the Legal References and Footnote 10 is updated. Footnote 7 is updated to reflect that due to P.A. 101-49, TRS annuitants may return to teaching in a subject shortage area until 6-30-21 (previously 6-30-19).	<input type="checkbox"/>
5:220-AP, Substitute Teachers	The procedure, footnotes, and Legal References are updated to correct citations. Footnote 4 is added in response to 105 ILCS 5/24-5, amended by P.A. 100-513, regarding evidence of freedom from communicable disease.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:250, Leaves of Absence	<p>The policy, Legal References and footnotes are updated. The policy is updated to incorporate:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/24-6, previously amended by P.A. 99-173, removing the need for an advanced practice nurse to have a written collaborative agreement with a physician.</li> <li>2. VESSA, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law's protections.</li> <li>3. A minor continuous improvement update.</li> </ol> <p>The footnotes are updated in response to the above and:</p> <ol style="list-style-type: none"> <li>1. <u>Dynak v. Bd. of Education of Wood Dale Sch. Dist. 7</u>, 2019 IL App (2d) 180551, a State appellate case finding that 105 ILCS 5/24-6 did not allow a teacher to take sick leave for birth after an intervening summer break.</li> <li>2. Minor stylistic changes.</li> </ol> <p>The Legal References are updated in response to the Service Member Employment and Reemployment Rights Act, 330 ILCS 61/, added by P.A. 100-1101.</p>	<input type="checkbox"/>
5:250-AP, School Visitation Leave	<p>The procedure is updated in response to the School Visitation Rights Act, 820 ILCS 147, amended by P.A. 101-486, eff. 8-1-20, allowing leave for school conferences, <u>behavioral meetings</u>, or <u>classroom activities</u> <u>academic meetings</u> related to an employee's child.</p>	<input type="checkbox"/>
5:260, Student Teachers	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/10-21.9(g), amended by P.A. 101-531, requiring boards to consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of student teaching. Additional continuous improvement changes are made.</p>	<input type="checkbox"/>
5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. CRTA, 410 ILCS 705/, added by P.A. 101-27, eff. 1-1-20, legalizing recreational cannabis.</li> <li>2. A minor style change.</li> </ol>	<input type="checkbox"/>
5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. CRTA, 410 ILCS 705/, added by P.A. 101-27, eff. 1-1-20, legalizing recreational cannabis.</li> <li>2. 49 C.F.R. Part 382, Subpart G, requiring employers to conduct checks of an online federal Drug and Alcohol Clearinghouse before and during CDL drivers' employment beginning on 1-6-20.</li> <li>3. Minor continuous improvements and stylistic changes.</li> </ol>	<input type="checkbox"/>
5:290, Employment Termination and Suspensions	<p>The policy is updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531, and 105 ILCS 5/21B-75(b), amended by P.A. 101-531, permitting immediate dismissal of non-licensed employees for willful or negligent failure to report an instance of suspected child abuse or neglect. The footnotes are updated to incorporate:</p> <ol style="list-style-type: none"> <li>1. The policy text changes.</li> <li>2. 105 ILCS 5/10-23.5, amended by P.A. 101-46, guaranteeing that support personnel maintain any rights accrued during their prior service if they are laid off and recalled.</li> </ol> <p>The Cross References are also updated.</p>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

<p>5:330, Sick Days, Vacation, Holidays, and Leaves</p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/24-6, previously amended by P.A. 99-173, removing the need for an advanced practice nurse to have a written collaborative agreement with a physician.</li> <li>2. VESSA, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law’s protections.</li> </ol> <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. VESSA, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law’s protections.</li> <li>2. School Visitation Rights Act, 820 ILCS 147, amended by P.A. 101-486, eff. 8-1-20, allowing leave for school conferences, <u>behavioral meetings</u>, or <u>classroom activities academic meetings</u> related to an employee’s child.</li> <li>3. Other minor continuous improvement and stylistic changes.</li> </ol> <p>The Legal References are updated in response to the Service Member Employment and Reemployment Rights Act, 330 ILCS 61/, added by P.A. 100-1101.</p>	<input type="checkbox"/>
<p>6:15, School Accountability</p>	<p>The policy is unchanged. Footnote 7 is updated to align with changes to 105 ILCS 5/10-17a, amended by P.A. 101-68, eff. 1-1-20, regarding school report card requirements.</p>	<input type="checkbox"/>
<p>6:20, School Year Calendar and Day</p>	<p>The Legal References and footnotes are updated. The Legal References include 105 ILCS 5/10-19.05, amended by P.A. 101-12 (addressing minimum five clock hours to qualify as a full day of attendance). The footnotes are updated to include this and the following:</p> <ol style="list-style-type: none"> <li>1. Arab American Heritage Month, 5 ILCS 490/6, amended by P.A. 100-1150.</li> <li>2. Other minor continuous improvement updates are made, including a final citation update that was not final as of <b>PRESS</b> Issue 99 in Nov. 2018.</li> </ol>	<input type="checkbox"/>
<p>6:60, Curriculum Content</p>	<p>The policy and footnotes are updated. The policy is updated as follows:</p> <ol style="list-style-type: none"> <li>1. Civics education in 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20 (requiring at least one semester of civics education in accordance with the Ill. Learning Standards for social science in grades 6, 7, or 8).</li> <li>2. Addition of a sentence regarding examples of behaviors that violate policy 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>.</li> <li>3. Additions to the text of paragraph 13’s history topics to reflect 105 ILCS 5/27-21, amended by P.A. 101-227, eff. 7-1-20 (requiring study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of Ill. and the U. S.); and 105 ILCS 5/27-21, amended by P.A. 101-341, eff. 1-1-20 (requiring study of Ill. history).</li> <li>4. Other stylistic and continuous improvement updates.</li> </ol> <p>The footnotes are updated with case law regarding the Pledge of Allegiance clarifications and options regarding new laws as follows:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20, is added to clarify that school districts may use private funding for civics education.</li> <li>2. 105 ILCS 5/27-24.2, amended by P.A. 101-183, eff. 1-1-20, is added to clarify that a school district may decide to allow a student to take a portion of the driver education course through a distance learning course, which is determined on a case-by-case basis and must be approved by the district’s administration, the student’s driver’s education teacher, and the student’s parent/guardian.</li> <li>3. 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, eff. 1-1-20, is added for clarity to explain that substitutions of an advanced placement computer science course for a year of mathematics are allowed.</li> <li>4. An option for boards that do not receive E-rate funds, but want to exceed the requirements of the 105 ILCS 5/27-13.3 to include grades K-2 is added.</li> <li>5. An option is added for boards to consider including a sentence on workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees is provided pursuant to 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-347, eff. 1-1-20.</li> <li>6. An option is added for boards to consider including a course on hunting safety as part of its curriculum during the school day. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152.</li> </ol>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:60-AP, Comprehensive Health Education Program	<p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 110/3, amended by P.A. 101-305, eff. 1-1-20, detailing requirements for comprehensive health education instruction.</li> <li>2. 105 ILCS 5/27-9.1, amended by P.A. 101-579, eff. 1-1-20, detailing requirements for sex education.</li> </ol> <p>Additional continuous improvement updates are made to the procedure and footnotes.</p>	<input type="checkbox"/>
6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes	<p>The exhibit is unchanged. The footnotes are updated to incorporate changes to 105 ILCS 5/27-9.1, amended by P.A. 101-579, eff. 1-1-20, detailing requirements for sex education.</p>	<input type="checkbox"/>
6:65, Student Social and Emotional Development	<p>The policy is unchanged. The footnotes are updated in response to the following laws:</p> <ol style="list-style-type: none"> <li>1. 20 ILCS 1705/76, added by P.A. 101-45, eff. 1-1-20 (requiring the Ill. Dept. of Public Health to create and maintain an online Mental Health Database and Resource page on its website with mental health resources).</li> <li>2. 305 ILCS 5/5-5.23(g), added by P.A. 101-461, eff. 1-1-20 (creating a Family Support Program (FSP) in the Dept. of Healthcare and Family Services, which was the former Individual Care Grant program, to enable early treatment of youth, emerging adults, and transition-age adults with a serious mental illness or serious emotional disturbance).</li> </ol>	<input type="checkbox"/>
6:150, Home and Hospital Instruction	<p>The policy and footnotes are updated in response to 105 ILCS 5/14-13.01(a-5), amended by P.A. 100-863, clarifying that a written statement is needed from medical personnel to obtain home or hospital instruction.</p>	<input type="checkbox"/>
6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA)	<p>The procedure is updated to align with changes made to the district's annual report card requirement under the Every Student Succeeds Act by Pub.L. 115-224.</p>	<input type="checkbox"/>
6:180, Extended Instructional Programs	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152, which allows districts to offer a course on hunting safety as part of an after school program.</p>	<input type="checkbox"/>
6:210, Instructional Materials	<p>The policy is unchanged. Footnote 6 is updated to incorporate changes to 105 ILCS 5/28, amended by P.A. 101-17.</p>	<input type="checkbox"/>
6:270, Guidance and Counseling Program	<p>The policy is unchanged. The footnotes are updated to reflect 105 ILCS 5/10-22.24b, amended by P.A. 101-290, (requiring that counseling services include discussion of all post-secondary education options, including four-year colleges or universities, community colleges, and vocational schools).</p>	<input type="checkbox"/>
6:300, Graduation Requirements	<p>The policy and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/22-85 (final citation pending), eff. 6-1-20, requiring students to complete a FAFSA application, a state aid application, or an ISBE waiver form to graduate.</li> <li>2. 105 ILCS 5/22-27, amended by P.A. 101-131, to allow districts to award a diploma to a service member killed in action.</li> </ol> <p>The footnotes are also updated to reflect changes to graduation requirements related to:</p> <ol style="list-style-type: none"> <li>1. The State Seal of Biliteracy, 105 ILCS 5/2-3.159, amended by P.A. 101-503, eff. 1-1-20.</li> <li>2. Math courses, 105 ILCS 5/27-22, amended by P.A. 101-464, eff. 1-1-20.</li> <li>3. The State's final accountability assessment, 105 ILCS 5/2-3.64a-5, amended by P.A.s 100-7 and 100-1046.</li> </ol>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:300-E1, Application for a Diploma <u>for a Service Member Killed in Action</u> or for Veterans of WW II, the Korean Conflict, or the Vietnam Conflict	<b>RENAMED.</b> The exhibit is updated to align with changes to 105 ILCS 5/22-27, amended by P.A. 101-131, to allow districts to award a diploma to a service member killed in action.	<input type="checkbox"/>
6:300-E2, State Law Graduation Requirements	The exhibit is updated to reflect changes to graduation requirements related to math courses and FAFSA completion, as discussed in 6:300, <i>Graduation Requirements</i> , above.	<input type="checkbox"/>
6:300-E3, Form for Exemption from Financial Aid Application Completion	<b>NEW.</b> The exhibit is created to facilitate compliance with the FAFSA completion requirement, as discussed in 6:300, <i>Graduation Requirements</i> , above.	<input type="checkbox"/>
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students	The policy is unchanged. Footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. U.S. Dept. of Education (DOE) guidance on providing transition services to high school students who have individualized education programs.</li> <li>2. 105 ILCS 5/2-3.175, renumbered by P.A. 101-81.</li> <li>3. 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, eff. 1-1-20, allowing certain substitutions for students taking advanced placement computer science options.</li> <li>4. 23 Ill.Admin.Code §1.425(e)(2), clarifying limits for substituting physical education course requirements with interscholastic or extracurricular athletic programs.</li> </ol>	<input type="checkbox"/>
6:320, High School Credit for Proficiency	The policy is unchanged. Footnote 1 is updated to align with State Seal of Biliteracy requirements under 105 ILCS 5/2-3.159, amended by P.A. 101-503, eff. 1-1-20.	<input type="checkbox"/>
7:20, Harassment of Students Prohibited	The policy, Cross References, and footnotes are updated. The policy and footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requiring districts to maintain and implement an <i>age-appropriate</i> policy on sexual harassment that is included in the school district’s student handbook, as well as on a district’s website.</li> <li>2. 105 ILCS 5/10-20.69 (final citation pending) and 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, for reasons stated in 5:90, <i>Abused and Neglected Child Reporting</i>, above.</li> </ol> <p>A Cross Reference to policy 5:90 is added to ensure a coordinated response to alleged incidents of sexual abuse of a student by school personnel.</p>	<input type="checkbox"/>
7:50-AP, School Admissions and Student Transfers To and From Non-District Schools	The procedure is updated in response to 105 ILCS 10/4(h), amended by P.A. 101-161, allowing additional methods for providing prior notice of student records destruction. Additional continuous improvement updates are made to the procedure and Legal References.	<input type="checkbox"/>
7:150, Agency and Police Interviews	The policy, footnotes, Legal References, and Cross References are updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, prescribing preconditions to the interview of a student at school by a law enforcement officer, school resource officer, or other school security personnel when the student is suspected of criminal wrongdoing. Footnote 1 is supplemented with February 2019 guidance from the Privacy Technical Assistance Center regarding school law enforcement units and the Family Educational Rights and Privacy Act (FERPA).	<input type="checkbox"/>
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment	The policy, Cross References, and footnotes are updated. The policy and footnotes are updated to include reference to 7:315, <i>Restrictions on Publications; High Schools</i> , for high school and unit districts. The footnotes are also updated in response to 105 ILCS 5/2-3.176, added by P.A. 101-438 (safe and healthy learning grant). A new Cross Reference is added.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:190, Student Behavior	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. The regulation of e-cigarettes by the U.S. Food and Drug Administration at 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed. Reg. 28973.</li> <li>2. The CRTA, 410 ILCS 705/, added by P.A. 101-27.</li> <li>3. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20 (described above in 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i>).</li> <li>4. Changes to <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20.</li> <li>5. 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requiring districts to maintain and implement an <i>age-appropriate</i> policy on sexual harassment.</li> <li>6. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, and described above in 7:150, <i>Agency and Police Interviews</i>.</li> <li>7. Other continuous improvement and stylistic updates are made.</li> </ol>	<input type="checkbox"/>
7:190-AP6, Guidelines for Investigating Sexting Allegations	<p>The procedure is updated to incorporate P.A. 101-531 into a citation to 105 ILCS 5/21B-75 regarding obligations under policy 5:90, <i>Abused and Neglected Child Reporting</i>. Additional continuous improvement updates are made.</p>	<input type="checkbox"/>
7:190-AP7, Student Discipline Guidelines	<p>The procedure and footnotes are updated to incorporate the 12-12-18 <i>Dear Colleague Letter</i> by DOE/U.S. Dept. of Justice rescinding their School Climate and School Discipline Guidance Package. Other continuous improvement updates are made.</p>	<input type="checkbox"/>
7:190-AP8, Student Re-Engagement Guidelines	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. Mental Health and Developmental Disabilities Administrative Act, 20 ILCS 1705/76, added by P.A. 101-45, requiring the Ill. Dept. of Public Health (IDPH) to create an online database of mental health resources geared toward school personnel and parents.</li> <li>2. Public Aid Code, 305 ILCS 5/5-5.23(g), amended by P.A. 101-461, eff. 7-1-20, requiring IDPH restructure the Family Support Program (formerly Individual Care Grant program).</li> <li>3. Other continuous improvement updates are made.</li> </ol>	<input type="checkbox"/>
7:190-E3, Memorandum of Understanding	<p>The exhibit and footnotes are updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, and described above in 7:150, <i>Agency and Police Interviews</i>. Footnotes are additionally updated in response to:</p> <ol style="list-style-type: none"> <li>1. 20 ILCS 1705/76, added by P.A. 101-45, as discussed in 7:190-AP8, <i>Student Re-Engagement Guidelines</i>, above.</li> <li>2. The 12-12-18 <i>Dear Colleague Letter</i> by DOE/U.S. Dept. of Justice rescinding their School Climate and School Discipline Guidance Package.</li> </ol> <p>Other continuous improvement updates are made.</p>	<input type="checkbox"/>
7:200, Suspension Procedures	<p>The policy is unchanged. The footnotes are updates in response to:</p> <ol style="list-style-type: none"> <li>1. The 12-12-18 <i>Dear Colleague Letter</i> by DOE/U.S. Dept. of Justice rescinding their School Climate and School Discipline Guidance Package.</li> <li>2. 20 ILCS 1705/76, added by P.A. 101-45, as discussed in 7:190-AP8, <i>Student Re-Engagement Guidelines</i>, above.</li> <li>3. Other continuous improvement updates are made.</li> </ol>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:240-AP1, Code of Conduct for Extracurricular Activities	<p>The procedure and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. The regulation of e-cigarettes by the U.S. Food and Drug Administration at 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed. Reg. 28973.</li> <li>2. The CRTA, 410 ILCS 705/, added by P.A. 101-27.</li> <li>3. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20 (described above in 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i>).</li> <li>4. Changes in <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20.</li> <li>5. Other continuous improvement and stylistic updates are made.</li> </ol>	<input type="checkbox"/>
7:270, Administering Medicines to Students	<p>The policy, Legal References, Cross References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20 requiring Emergency Action Plans for each student who wishes to self-administer medication and addressing liability, indemnification, and hold harmless provisions.</li> <li>2. 105 ILCS 145/27, added by P.A. 101-428, which permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide.</li> <li>3. 105 ILCS 5/22-33(g) (<i>Ashley's Law</i>), added by P.A. 100-660 and amended by P.A. 101-370, eff. 1-1-20 requiring school boards to adopt a policy regarding the administration of a medical cannabis infused product to students who are qualifying registered patients under the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/, amended by P.A. 101-363 and scheduled to repeal on 7-1-20, and in addition to allowing a student's delegated care aide(s) to administer it, allow a school nurse or administrator to administer it, and/or the student him or herself.</li> <li>4. Other continuous improvement and stylistic updates.</li> </ol> <p>The footnotes are updated in response to the laws detailed in the policy. The Legal References are updated in response to 105 ILCS 145/, added by P.A. 101-428 (undesignated glucagon) and the Compassionate Use of Medical Cannabis Pilot Program Act 410 ILCS 130/, amended by P.A. 101-363 and scheduled to repeal on 7-1-20.</p>	<input type="checkbox"/>
7:270-AP1, Dispensing Medication	The procedure and Legal References are updated to align with the same laws discussed in 7:270, <i>Administering Medicines to Students</i> , above.	<input type="checkbox"/>
7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, <u>and/or Glucagon</u>	<b>RENAMED.</b> The procedure is updated to align with the same laws discussed in 7:270, <i>Administering Medicines to Students</i> , above, except for the cannabis-related laws.	<input type="checkbox"/>
7:270-E1, School Medication Authorization Form	The exhibit is updated to align with the same laws discussed in 7:270, <i>Administering Medicines to Students</i> , above, except for the cannabis-related laws.	<input type="checkbox"/>
7:270-E2, School Medication Authorization Form - Medical Cannabis	The procedure is updated to align with the cannabis-related laws discussed in 7:270, <i>Administering Medicines to Students</i> , above.	<input type="checkbox"/>
7:290, Suicide and Depression Awareness and Prevention	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.39, amended by P.A. 101-350, as discussed in 5:100, <i>Staff Development Program</i>, above.</li> <li>2. ISBE suicide prevention resources.</li> <li>3. Other continuous improvement and stylistic updates are made.</li> </ol>	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program	The procedure is updated with ISBE suicide prevention resources, and other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
7:340, Student Records	The policy is unchanged. Footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. February 2019 guidance from the Privacy Technical Assistance Center regarding school law enforcement units and FERPA.</li> <li>2. 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i>, above.</li> </ol>	<input type="checkbox"/>
7:340-AP1, School Student Records	The procedure is updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i>, above.</li> <li>2. 105 ILCS 10/2(f), amended by P.A. 101-515, placing related service logs in the student temporary record.</li> <li>3. ISBE military recruitment access guidance.</li> <li>4. Other continuous improvement updates.</li> </ol>	<input type="checkbox"/>
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	The exhibit and Footnote 3 are updated in response to 105 ILCS 10/2(f), amended by P.A. 101-515, as discussed in 7:340-AP1, <i>School Student Records</i> . Other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
7:340-AP2, Storage and Destruction of School Student Records	The procedure is updated in response to 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i> , above. Other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records	The exhibit is updated in response to 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i> , above. Other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
8:30, Visitors to and Conduct on School Property	The policy, Legal References, Cross References, and footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. The CRTA, 410 ILCS 705/, added by P.A. 101-27;</li> <li>2. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20;</li> <li>3. Changes to <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20;</li> <li>4. Continuous improvement clarifications to footnotes 20 and 21 regarding the text of the policy purposefully being broader than 105 ILCS 5/24-24, and requiring the board to provide hearings when ejecting persons from <i>both</i> school events and meetings with instructions for boards that wish to narrow the policy text;</li> <li>5. Continuous improvement suggestions from <b>PRESS</b> subscribers and the <b>PRESS</b> Advisory Board (PAB) to align with 105 ILCS 5/27-23.7; and</li> <li>6. Stylistic changes are made to the Legal References.</li> </ol>	<input type="checkbox"/>
8:95-AP, Parental Involvement	The procedure is updated in response to 105 ILCS 5/10-22.31, amended by P.A. 101-164, requiring a district to provide notice to parents/guardians if it intends to withdraw from a special education cooperative.	<input type="checkbox"/>
8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights	The exhibit is updated for the reason explained above in 5:250-AP, <i>School Visitation Leave</i> .	<input type="checkbox"/>



## Office of General Counsel

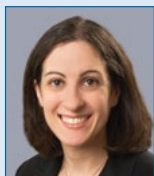
The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.



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## Acknowledgement to PRESS Advisory Board

The Policy Reference Education Subscription Service (**PRESS**) Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on **PRESS** Issues. We appreciate their contributions and thank them sincerely.

— **Kimberly Small, Maryam Brotine, Debra Jacobson, and Brian Zumpf**

**To be listed in Issue 103**, Associate Director/General Counsel, Illinois Association of School Administrators

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**Wayne Savageau**, former IASB Policy Consultant, and former Superintendent

**Melinda Selbee**, former IASB General Counsel

**Cathy Talbert**, former IASB Associate Executive Director

**IASB Staff Members**, especially Policy Services Directors and Consultants and Field Services Directors

## Special Acknowledgement to IASB Administrative Assistants

The following individuals provide us with excellent assistance between and during the drafting of each **PRESS** issue. We also thank them and appreciate their dedication and contributions to the quality of this service.

**Ummehani Faizullahoy**, Office of General Counsel, preparation, formatting, quality assurance, editor

**Bridget Trojan**, Office of General Counsel, State and federal regulations monitor, editor



**James Wagner**, Office of General Counsel, State and federal regulations monitor, editor


Stephanie Jones

kb kriha boucek

# HOT OFF THE PRESS


New Laws and the Policies Impacted  
December 2019

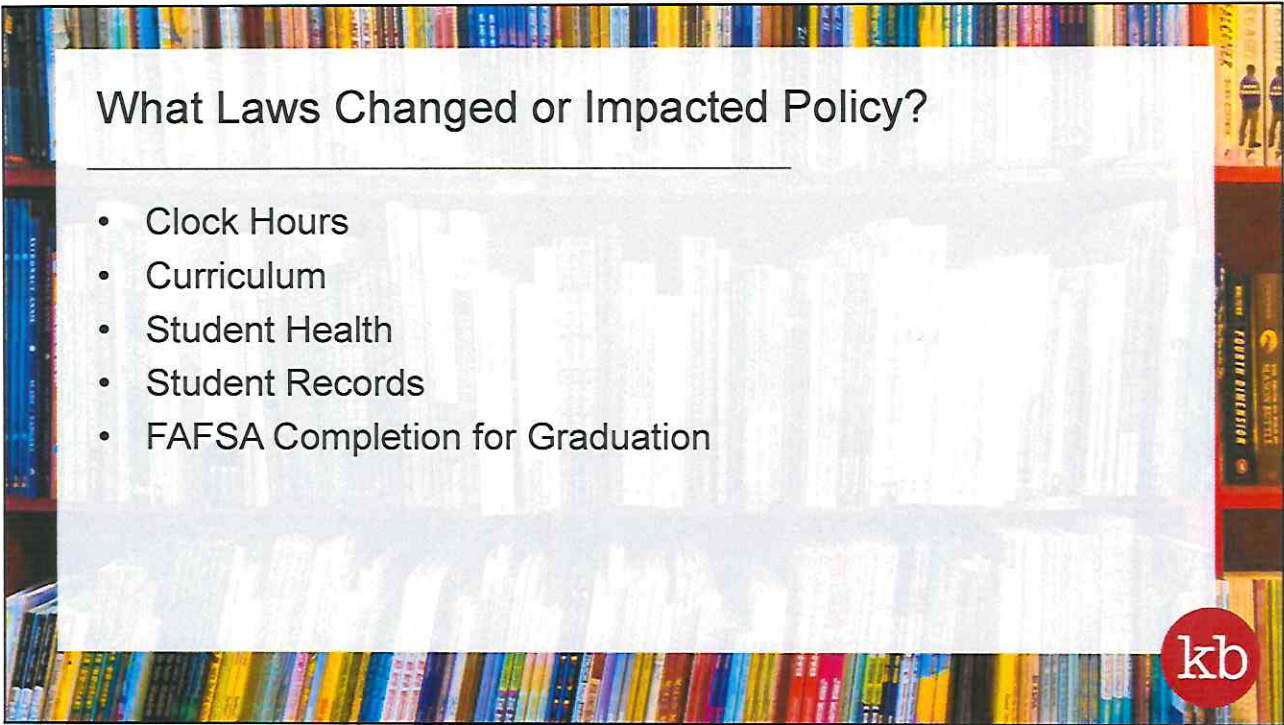
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## What Laws Changed or Impacted Policy?


- OMA and FOIA
- GATA
- Cannabis
- Threat Assessment
- Sex Abuse Allegations and Investigations
- Sexual Harassment
- Employment





## What Laws Changed or Impacted Policy?

- Clock Hours
- Curriculum
- Student Health
- Student Records
- FAFSA Completion for Graduation



## OMA AND FOIA



## OMA & FOIA AMENDMENTS

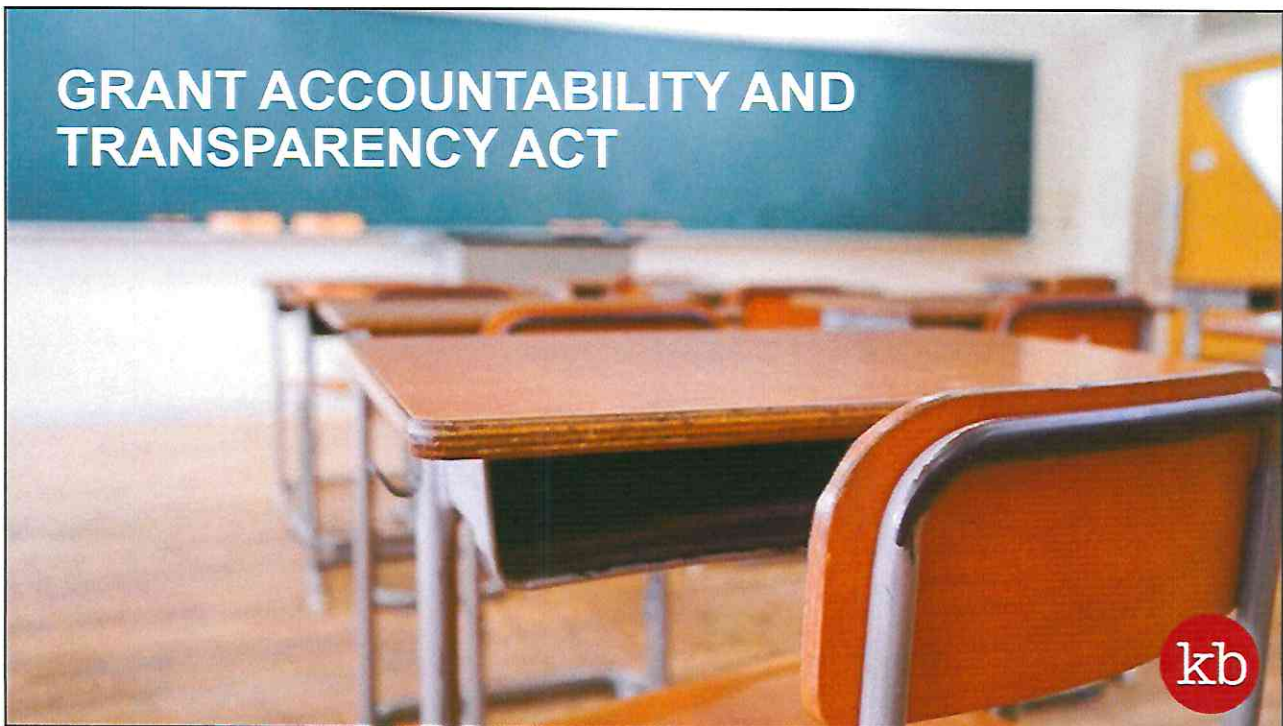
- Open Meetings Act- Closed session discussion of contractors or volunteers
- Freedom of Information Act- exempts district credit card numbers and other financial information
- Bd. of Education of Springfield Sch. Dist. 186 v. Ill. Atty. Gen., 77 N.E. 3d 625 (Ill. 2017) – public recital required before board takes final action.
- PRESS Policies
  - 2:200, Types of School Board Meetings
  - 2:220, School Board Meeting Procedure
  - 2:220-E2, Motion to Adjourn to Closed Meeting
  - 2:220-E6, Log of Closed Meeting Minutes
  - 2:250, Access to District Public Records



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## GRANT ACCOUNTABILITY AND TRANSPARENCY ACT



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# GATA REQUIREMENTS



Grant reporting requirements



Procurement of items secured with federal funds



Inventory management



Identity protection



*Label of identity protection prior to this year*

## GATA MAKE SOME CHANGES

- In response to [guidance](#) from ISBE on compliance with federal and State grant awards relating to procurement, inventory management and personally identifiable information...
  - 2:100, Board Member Conflict of Interest
  - 4:15, Identity Protection
  - 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards - NEW
  - 4:60-AP4, Federal and State Award Procurement Procedures - RENAMED
  - 4:80, Accounting and Audits
  - 4:80-AP3, Inventory Management For Federal and State Awards - NEW
  - 5:120, Employee Ethics; Conduct; and Conflict of Interest



*Quota for 3 videos @ \$10,000*



## REGULATION OF MARIJUANA

- Federal Level
  - Controlled Substances Act
  - Drug Free Workplace Act
- State Level
  - Medical Marijuana-Compassionate Use of Medical Cannabis Program Act
  - Recreational Marijuana-Cannabis Regulation and Tax Act



# RECREATIONAL MARIJUANA

- Public Act 101-0027
- Effective Date: January 1, 2020
- Adults over 21
- Board Policy 5:50
- Possession Limits for residents:
  - 30 grams of cannabis flower
  - 5 grams of cannabis concentrate
  - 500 mg of THC contained cannabis infused product
- Possession Limits for non-residents
  - 15 grams of cannabis flower
  - 2.5 grams of cannabis concentrate
  - 250 mg of THC contained cannabis infused product



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30 g of  
marijuana



## UNDER THE INFLUENCE

- 410 ILCS 705/10-50(d).
- Is an employee under the influence at work?
  - Good Faith belief of specific, articulable symptoms
  - Examples: speech, physical dexterity, agility, coordination, demeanor, behavior change
  - Drug testing?
- What actions should be taken if an employee violates drug policy
  - Follow the applicable CBA
- District immunity for actions taken against employee

**DUI DOESN'T  
JUST MEAN  
BOOZE**

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*↳ "on-call" status may impact FLT. Look at procedures for Colorado*

### Employer Rights

- Zero-tolerance/drug-free work place policies or employment policies re. drug testing, smoking, consumption, storage, use in workplace or while on call OK if applied in non-discriminatory manner. 410 ILCS 705/10-50(a).
- Employer not required to allow employee to be under the influence at work. 410 ILCS 705/10-50(b).
- Employer may discipline or terminate employment for violation of employment or workplace drug policy. 410 ILCS 705/10-50(c).
- Employer immunity. 410 ILCS 705/10-50(e).
- CRTA does not require employer to be out of compliance with federal restrictions on employment or cause it to lose federal funding. 410 ILCS 705/10-50(g).

kb

## Discrimination

- 410 ILCS 705/10-30 - Discrimination Prohibited
  - No mention of employment related discrimination
- "it shall be unlawful for an employer to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours." 820 ILCS 55/5
- No prohibition on marijuana usage for school employees off-campus and outside of school hours.



## MEDICAL MARIJUANA

- 410 ILCS 130/1 et seq
- 2.5 ounces/14 day period
- Medical marijuana card
- Medical Cannabis Infused Product
- Not allowed in schools



"SORRY, I CAN'T ACCEPT YOUR BLUE CROSS-BLUE SHIELD CARD FOR THE MARIJUANA."



## MEDICAL MARIJUANA

### Discrimination prohibited

- Employer may not penalize a person solely for his status as a registered qualifying patient unless failing to do so would put the school/employer in violation of federal law or lose monetary benefits under federal law. 410 ILCS 130/40

### Employer Rights

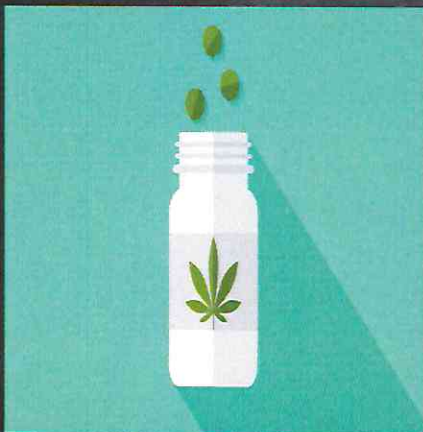
- Reasonable regulations re. consumption, storage or timekeeping requirements for qualifying patients. 410 ILCS 130/50(a).
- Zero-tolerance/drug-free work place policies OK if applied in non-discriminatory manner. 410 ILCS 130/50(b).
- Act does not limit employer from disciplining registered qualifying patient for violating a workplace drug policy. 410 ILCS 130/50(c).
- Employer may discipline employee for failing drug test if failing to do so would put employer in "violation of federal law or cause it to lose a federal contract or funding" 410 ILCS 130/50(d).

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*Employee medical use = accommodation for disability?  
 + How is it different for other medical needs? Depression?  
 Anxiety?*

## ASHLEY'S LAW



- Permits administration of medical cannabis to students on school grounds
- Applies to all public, private and charter schools
- Student Requirements
  - Debilitating medical condition
  - Registered with Illinois Department of Public Health
- Medical cannabis infused product- food, oils, ointments or other products containing usable cannabis that are not smoked. 410 ILCS 130/10(q)

kb

## ASHLEY'S LAW AMENDMENT

- Public Act 101-370
- Recent Changes
  - Medical cannabis can be stored on school grounds
  - Nurses and administrators **MUST** administer.
  - ISBE to develop training for nurses and administrators
  - Nurses and administrators **CANNOT** be arrested/prosecuted under state law for complying with Ashley's Law
  - Students **MAY** self-administer

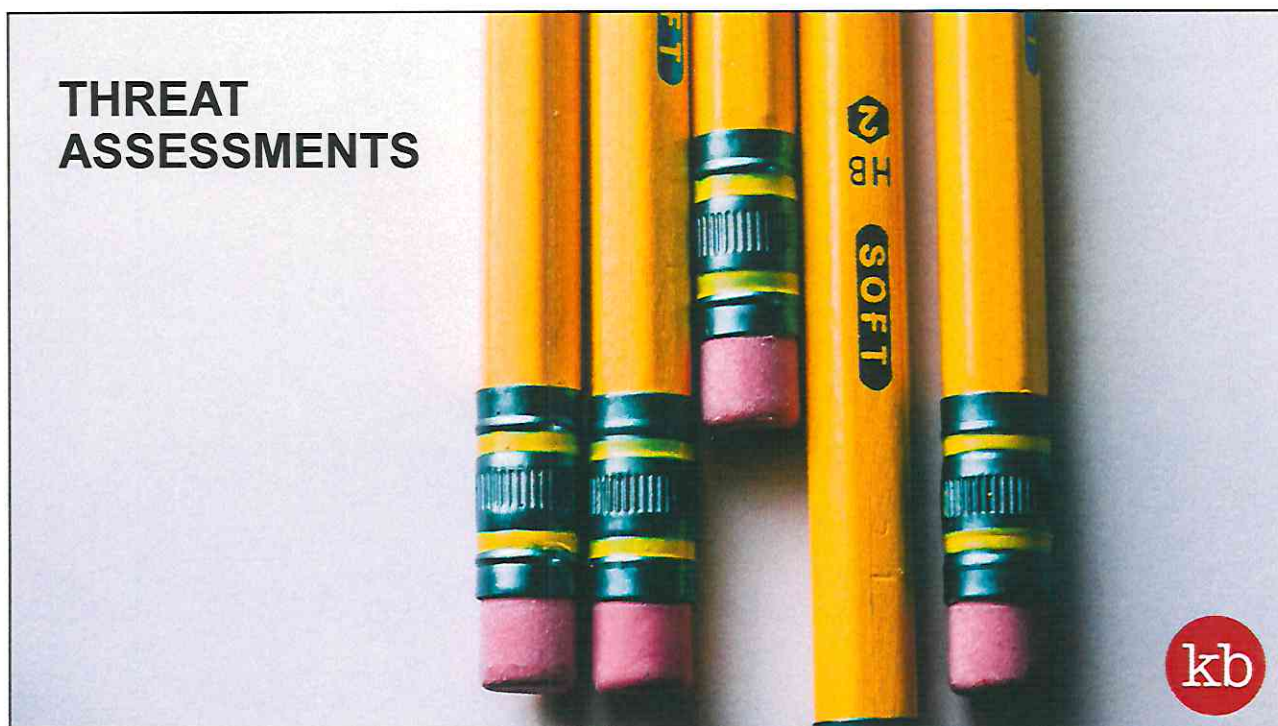


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## CANNABIS POLICIES IMPACTED

- PRESS Policies
  - 2:150-AP, Superintendent Committees
  - 5:10, Equal Employment Opportunity and Minority Recruitment
  - 5:30-AP2, Investigations
  - 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition - RENAMED
  - 5:120-AP2, Employee Conduct Standards
  - 5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
  - 7:190, Student Behavior
  - 7:240-AP1, Code of Conduct for Extracurricular Activities
  - 7:270, Administering Medicines to Students
  - 7:270-AP1, Dispensing Medication 7:270-E2, School Medication Authorization Form - Medical Cannabis
  - 8:30, Visitors to and Conduct on School Property

kb



## THREAT ASSESSMENTS

## THREAT ASSESSMENT

- Public Act 101-455, requires school districts to
  1. Implement a threat assessment procedure, which may be part of a board's targeted school violence prevention policy, by December 24, 2019.
  2. Establish a threat assessment team (TAT) by February 22, 2020. Districts that are unable to establish a TAT using their own staff and resources have the option of using a regional TAT.
- PRESS Policies
  - 4:150, Facility Management and Building Programs
  - 4:170, Safety
  - 4:170-AP1, Comprehensive Safety and Security Plan
  - 4:190, Targeted School Violence Prevention Program
  - 4:190-AP2, Threat Assessment Team (TAT)

*Schul mtg for Tony*

## EDUCATOR MISCONDUCT



## SEXUAL ABUSE ALLEGATIONS AND INVESTIGATIONS

- Public Act 101-531- amends School Code with background check and reporting requirements
  - Every two years, must review policies and procedures regarding sex abuse investigations
  - Must check certified and non-certified staff against the sex offender registry and murder registry every 5 years
  - Notify ISBE if any current employee is convicted of an offense under Section 21B-80 of the School Code
  - Allows dismissal for negligent or willful failure to report child abuse
  - Allows for suspension of a teacher's license for negligent or willful failure to report child abuse
  - Requires immediate suspension of a teacher's license for anyone charged with a 21B-80 offense

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↳ Sect 575 states for all to be screened.

## SEXUAL ABUSE ALLEGATIONS AND INVESTIGATIONS

- Public Act 101-531- amends School Code with background check and reporting requirements
  - Creates the S.A.F.E. Task Force
  - Creates alternative procedures for tenured teacher dismissal hearings when a student has to testify about sexual abuse
  - Requires School Districts to defer to the Child Advocacy Center for a forensic interview before interviewing any student suspected to be a victim of sexual abuse
  - Gives ISBE more discretion in suspending licensure for teachers who leave a position within 30 days of the start of a school year for another teaching position



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\* Investigate notice to ISBE if alleged

## SEXUAL ABUSE ALLEGATIONS AND INVESTIGATIONS

- Public Act 101-564- amends the Abused and Neglected Child Reporting Act
  - Clarifies the definition of mandated reporters under ANCRA
  - Specifies that, when two people have knowledge of abuse, only one needs to report as long as the reporter notifies all other mandated reporters within 48 hours that a report was made. If other mandated reporters do not receive written notice, they must cause a report to be made immediately
  - Requires training regarding mandated reporter status within 3 months of employment and then again every 3 years
  - Requires the Department of Children and Family Services to create a public awareness program regarding child abuse and neglect



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\* Update Mandated reporter  
 → GCN module may not meet guidelines. Use DCF's.

## SEXUAL ABUSE ALLEGATIONS AND INVESTIGATIONS


- PRESS Policies affected
  - 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process
  - 4:60, Purchases and Contracts; 4:60-AP1, Purchases ; 4:60-AP3, Criminal History Records Check of Contractor Employee
  - 4:175, Convicted Child Sex Offender; Screening; Notifications; 4:175-AP1, Criminal Offender Notification Laws; Screening
  - 5:30-AP2, Investigations
  - 5:90, Abused and Neglected Child Reporting
  - 5:100, Staff Development Program
  - 5:125, Personal Technology and Social Media; Usage and Conduct
  - 5:150, Personnel Records
  - 5:150-AP, Personnel Records
  - 5:260, Student Teachers
  - 7:190-AP6, Guidelines for Investigating Sexting Allegations

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## LEGISLATIVE RESPONSE TO "ME TOO"





## Notable Changes to the Human Rights Act


- Definition of unlawful discrimination expanded to include *actual* protected class AND *perceived* protected class



## Notable Changes to the Human Rights Act

---

Definition of Harassment: "Harassment" means any unwelcome conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or citizenship status that has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties.



\* Broader definition may be difficult to enforce  
 → What is "hostile"? for whom?

## New Civil Rights Violations Created

- Harassment is now a civil rights violation if it meets the definition
  - An employer is responsible for the civil rights violation of non-managerial employees if they knew of the harassment and failed to act
- Harassment of non-employees is considered a civil rights violation, including sexual harassment of non-employees

kb

\* Permit & County impact?

## New Disclosure and Training Requirements

- The Human Rights Act now requires employers to report adverse decisions to the Department of Human Rights related to harassment and discrimination
- The IHRA also allows the Department to request settlement information from the employer in the course of an investigation
- Employers must conduct sexual harassment prevention training produced by the Department annually with all employees

kb


\* GCN not acceptable  
 → Must use OCR Department training



## Expands use of leave for violence


Requires an employer to allow the use of paid or unpaid leave for domestic, sexual or gender violence

Previously only required to allow leave for domestic violence



## SEXUAL HARASSMENT PROHIBITIONS

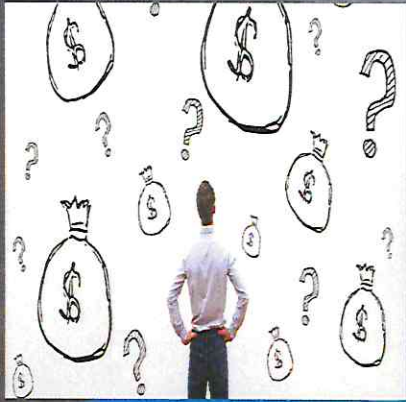
- PRESS Policies
  - 2:100, Board Member Conflict of Interest
  - 2:105, Ethics and Gift Ban
  - 2:110, Qualifications, Term, and Duties of Board Officers
  - 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
  - 2:260, Uniform Grievance Procedure
  - 5:10, Equal Employment Opportunity and Minority Recruitment
  - 5:20, Workplace Harassment Prohibited 5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation 5:20-E, Resolution to Prohibit Sexual Harassment
  - 5:120, Employee Ethics, Conduct, and Conflict of Interest 5:120-AP1, Statement of Economic Interests for Employees 5:250, Leaves of Absence
  - 5:330, Sick Days, Vacation, Holidays, and Leaves
  - 7:20, Harassment of Students Prohibited
  - 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment



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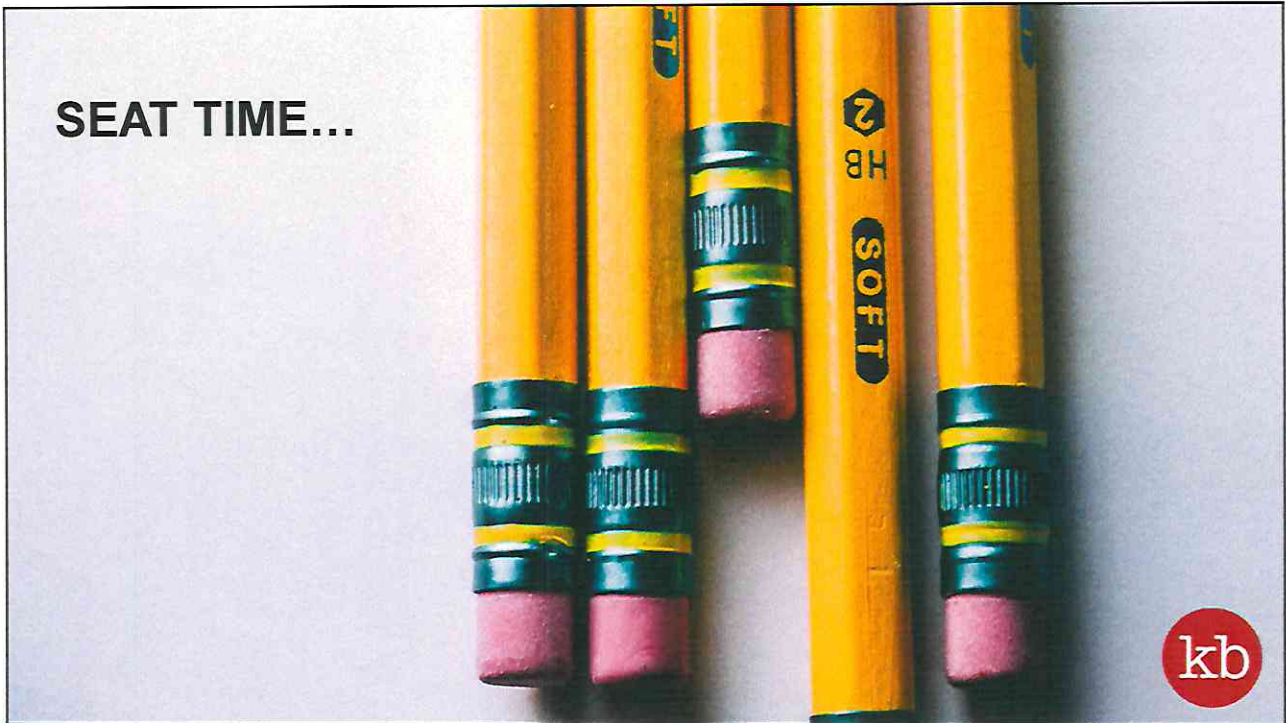


# EMPLOYMENT



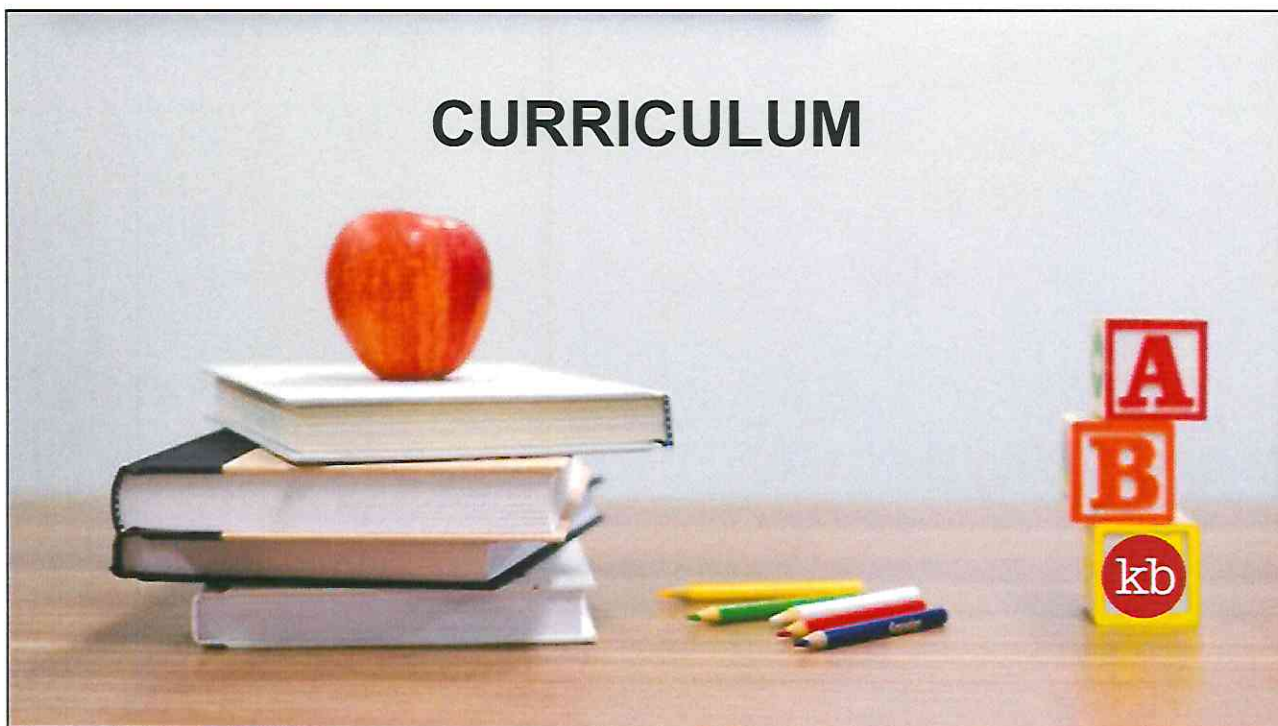
- Public Act 101-177-
  - prohibits employer from screening applicants based on wage/salary history
  - applicants cannot be required to disclose wage/salary history
  - Employee cannot be paid less because of sex or being African American
- Public Act 101-46- guarantees same rights accrued during prior service if laid off or recalled
- PRESS Policies
  - 5:10, Equal Employment Opportunity and Minority Recruitment
  - 5:30, Hiring Process and Criteria 5:30-AP1, Interview Questions
  - 5:200, Terms and Conditions of Employment and Dismissal
  - 5:290, Employment Termination and Suspensions

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## **CLOCK HOURS MINIMUM**

- Restored 5 clock hours of instruction
- E-learning pilot program expanded to all districts for use during emergency days
- PRESS Policies
  - 2:20, Powers and Duties of the School Board; Indemnification 2:20-E, Waiver and Modification Request Resource Guide
  - 5:200, Terms and Conditions of Employment and Dismissal
  - 6:20, School Year Calendar and Day
  - 6:150, Home and Hospital Instruction


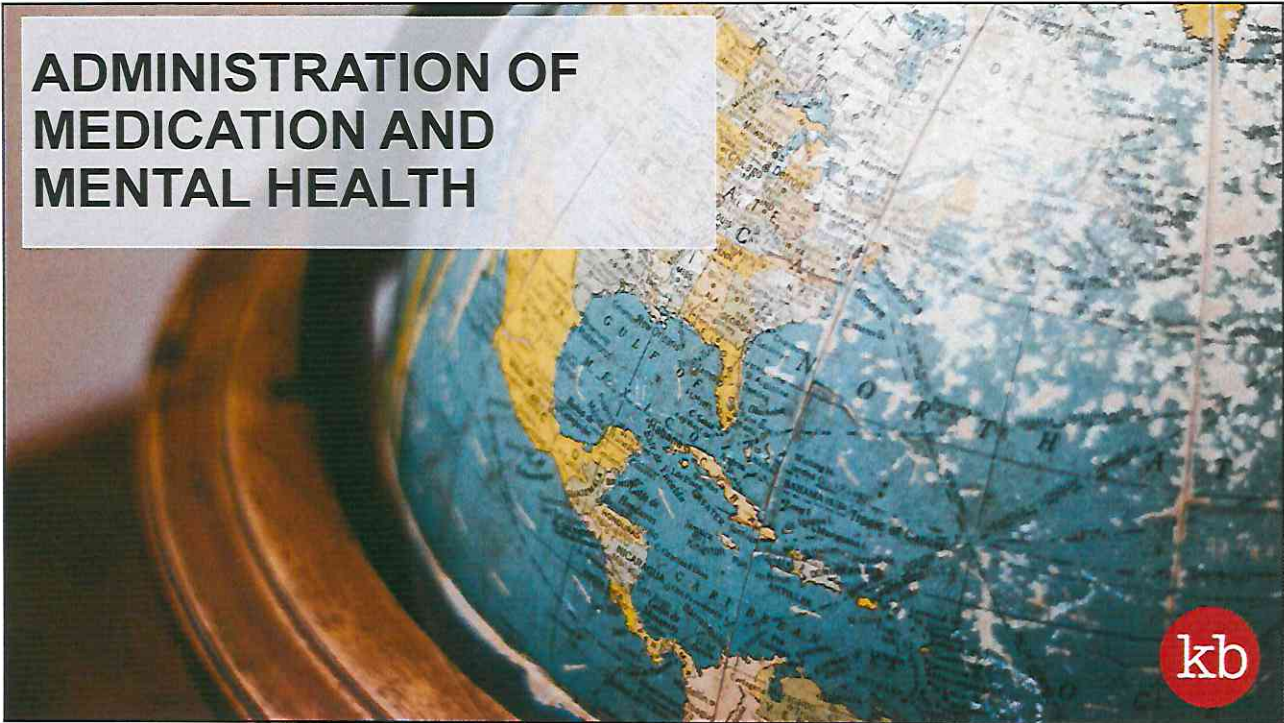


## CURRICULUM

- Public Act 101-254- 1 semester of civics education required
- Public Act 101-227- requires study of roles and contributions of LGBTQ people in Illinois and USA history
- Changes to health education and drivers ed
- Districts may offer hunting safety, workplace preparation instruction
- PRESS Policies
  - 6:60, Curriculum Content 6:60-AP, Comprehensive Health Education Program 6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes
  - 6:180, Extended Instructional Programs


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Accounting

\* Watch for guidance on "senior"
   
\* Collection of activities may not be enough to meet req.

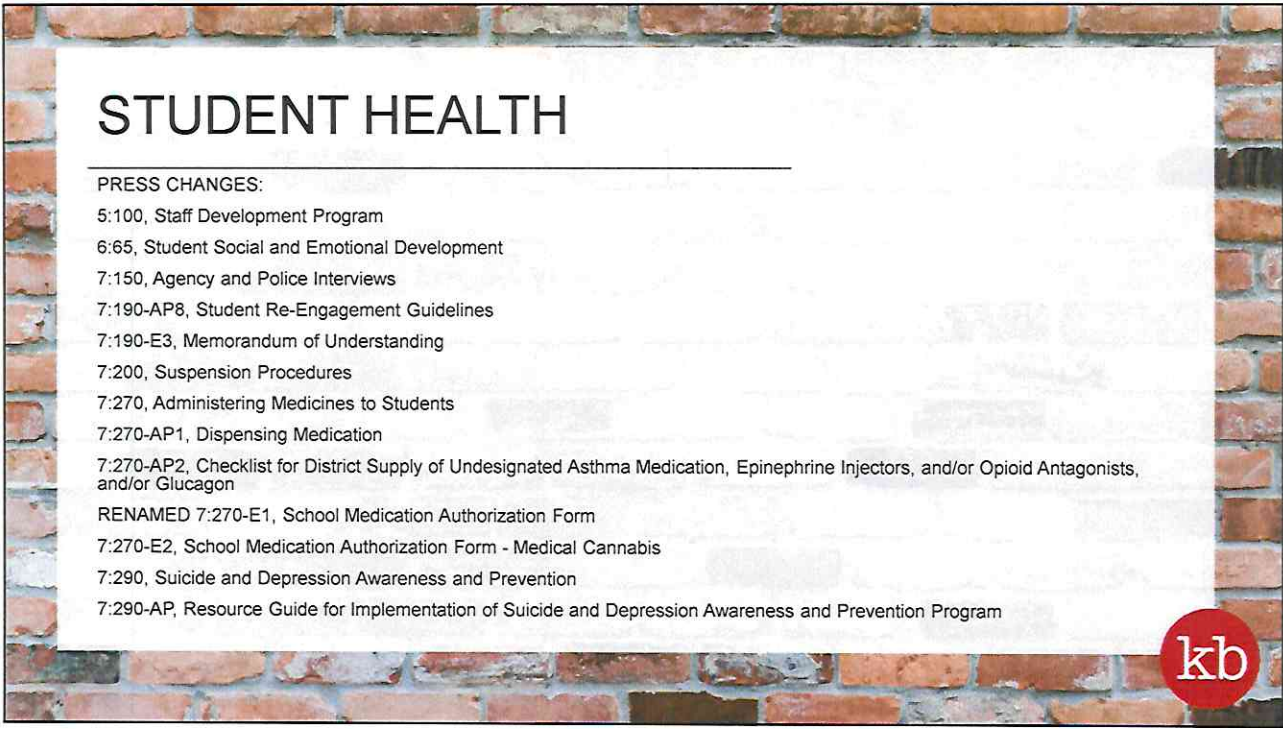


**STUDENT HEALTH**

- Allows for the self administration of medication under a 504 plan, IEP, or an individual health care plan
- Requires administration of medical marijuana to student by the school nurse or an administrator
- Allows for undesignated glucagon
- Requires mental health training
- Corey's Law




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# STUDENT HEALTH

**PRESS CHANGES:**

- 5:100, Staff Development Program
- 6:65, Student Social and Emotional Development
- 7:150, Agency and Police Interviews
- 7:190-AP8, Student Re-Engagement Guidelines
- 7:190-E3, Memorandum of Understanding
- 7:200, Suspension Procedures
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, and/or Opioid Antagonists, and/or Glucagon
- RENAMED 7:270-E1, School Medication Authorization Form
- 7:270-E2, School Medication Authorization Form - Medical Cannabis
- 7:290, Suicide and Depression Awareness and Prevention
- 7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program



# STUDENT RECORDS



## STUDENT RECORDS DESTRUCTION

### Changed notification for records destruction to:

- notice in the school's parent or student handbook
- publication in a newspaper published in the school district or, if none is published, in a newspaper of general circulation in the school district
- U.S. mail delivered to the last known address
- other means provided the notice is confirmed to have been received

### • PRESS Updates:

- 7:50-AP, School Admissions and Student Transfers To and From Non-District Schools
- 7:340, Student Records
- 7:340-AP1, School Student Records
- 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records
- 7:340-AP2, Storage and Destruction of School Student Records
- 7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records

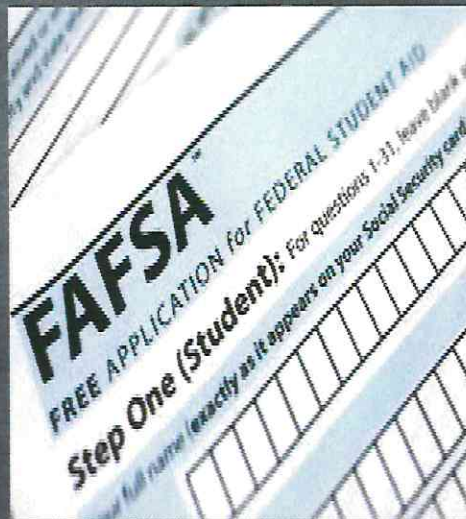


## FAFSA COMPLETION FOR GRADUATION



## FAFSA COMPLETION

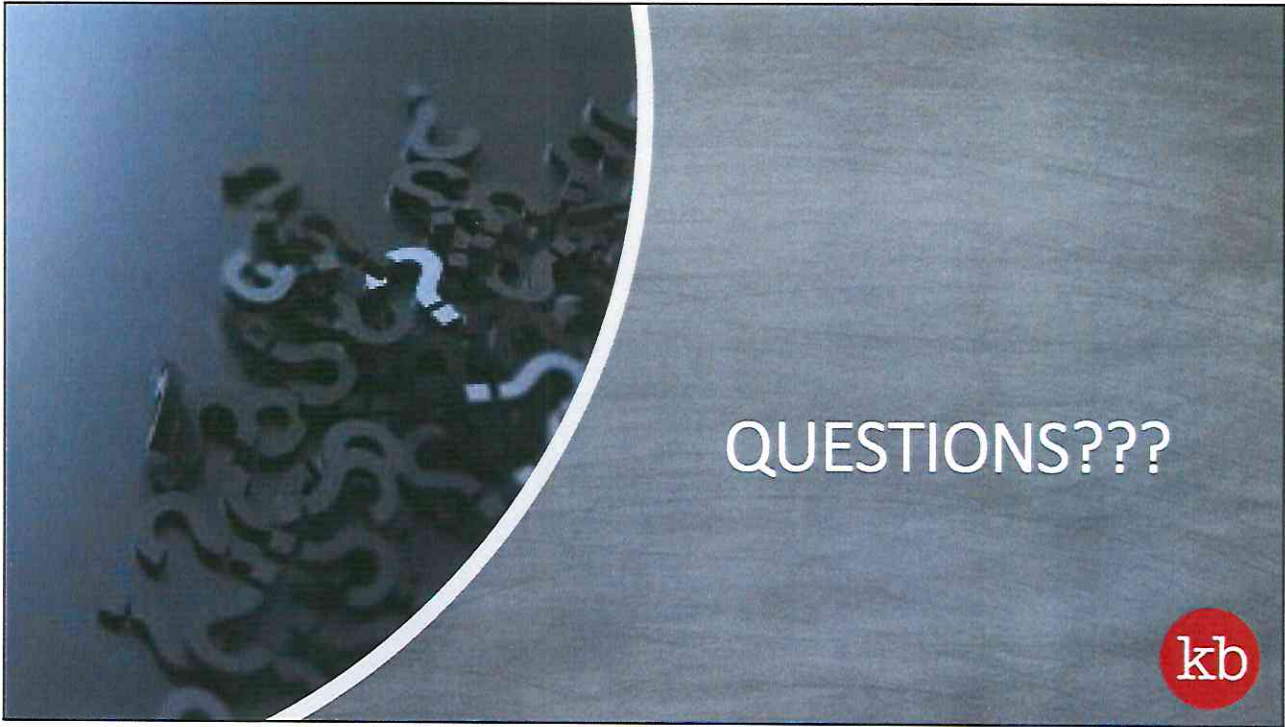
- Beginning in the 20-21 SY, all high school seniors must complete a FAFSA as a graduation requirement
- PRESS Changes:
  - 6:300, Graduation Requirements
  - 6:300-E2, State Law Graduation Requirements
  - 6:300-E3, Form for Exemption from Financial Aid Application Completion



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## ROADMAP TO POLICY CHANGES





## Document Status: Draft Update

### 2:20 Powers and Duties of the Board of Education; Indemnification

The major powers and duties of the Board of Education include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/[PRESSPlus1](#) and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act ANCRA's requirements concerning the reporting of child abuse.
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

#### Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to [105 ILCS 5/10-22.34](#), [10-22.34a](#) and [10-22.34b](#)), mentors of certified staff (pursuant to [105 ILCS 5/2-3.53a](#), [2-3.53b](#), and [105 ILCS 5/21A-5 et seq.](#)), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

#### LEGAL REF.:

[105 ILCS 5/10](#), [5/17-1](#), and [5/27-1](#).

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531 and 105 ILCS 5/21B-75(b), amended by P.A. 101-531. **Note:** While 105 ILCS 5/10-23.12(c) permits boards to *immediately* dismiss certain employees upon the determination that he or she has willfully or negligently failed to report, this does not negate a board's responsibility to provide employees with due process required by the law and district policies and procedures. Consult the board attorney for further guidance. **Issue 102, October 2019**

## *Document Status: Draft Update*

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

#### Vacancy

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

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

#### Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the appropriate Intermediate Service Center of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within ~~60~~<sup>45</sup>PRESSPlus1 days after it occurred by a public vote at a meeting of the Board.

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

LEGAL REF.:

105 ILCS 5/10-10 and 5/10-11.

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

~~ADOPTED: September 14, 2016~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20. Questions arise when fewer individuals run for seats on the board than are up for election. For more information, see f/n 8 of sample policy 2:70, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 102, October 2019**

## Document Status: Draft Update

### 2:110 Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

#### President

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; ~~and~~
11. Serve as or appoint the Board's official spokesperson to the media; and
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official. [Q1 PRESSPlus1](#)

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

#### Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

#### Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the appropriate Intermediate Service Center;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

#### Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

#### Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a 1-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be the District Superintendent; and
3. Upon being appointed for his or her first term, be a certified public accountant or a certified chief school business official as defined in the School Code; experience as a township treasurer in a class II county school before July 1, 1989 is deemed equivalent.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

[5 ILCS 120/7](#) and [420/4A-106](#).

[105 ILCS 5/8-1](#), [5/8-2](#), [5/8-3](#), [5/8-6](#), [5/8-16](#), [5/8-17](#), [5/10-1](#), [5/10-5](#), [5/10-7](#), [5/10-8](#), [5/10-13](#), [5/10-13.1](#), [5/10-14](#), [5/10-16.5](#), and [5/17-1](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), [2:105 \(Ethics and Gift Ban\)](#), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (Board of Education Meeting Procedure)

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#### **Questions and Answers:**

\*\*\*Required Question 1. Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or elected official?

The Board President (default)

The Superintendent (this will also affect policy 2:105 - be sure the same answer is entered for both policies.)

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221. **Issue 102, October 2019**

## *Document Status: Draft Update*

### **2:105 Ethics and Gift Ban**

#### Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and Board of Education members:

1. No employee shall intentionally perform any "political activity" during any "compensated time," as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

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

#### Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

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

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

customarily provided to others in similar circumstances.

10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 26 U.S.C. §501(c)(3) of the Internal Revenue Code.

#### Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. As soon as possible after a complaint is filed, the Superintendent shall appoint a 3-member Ethics Commission. If the Superintendent is the subject of the complaint, the Board President shall perform this duty. Commission members may be any District resident, except that no person shall be appointed who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint. If the Commission finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or recommend disciplinary action for the employee.

#### Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, ILCS 430/1-5.

**"Political activity"** means:

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

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

**"Prohibited source"** means any person or entity who:

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials [PRESSPlus1](#)

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board. [Q1 PRESSPlus2](#)

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board. [PRESSPlus3](#)

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office. [PRESSPlus4](#)

LEGAL REF.:

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

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

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

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**Questions and Answers:**

\*\*\*Required Question 1. Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or

☞ The Superintendent (this will also affect policy 2:110 - be sure the same answer is entered for both policies.)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies by resolution to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The resolution must be adopted by February 9, 2020; see 5:20-E, *Resolution to Prohibit Sexual Harassment*, for more information.

This policy includes both elected and appointed board members to effectuate the intent of the law, to comprehensively address sexual harassment in the workplace, and for consistent treatment. The statute does not address whether the *independent review* must or may be limited to a board member's conduct in his or her official capacity, or if it can extend to a board member's behavior in his or her individual capacity. Consult the board attorney for advice.

This policy only addresses the requirements of the SOEEA; it does not address harassment complaints made by employees or other non-elected individuals against board members. Such complaints may be processed under policy 2:260, *Uniform Grievance Procedure*. See policy 5:20, *Workplace Harassment Prohibited* for information about what types of conduct may rise to the level of unlawful sexual harassment under federal and State laws.

### **Issue 102, October 2019**

PRESSPlus 2. 5 ILCS 430/70-5(a), amended by P.A. 101-221, eff. 1-1-20. The law requires governmental units, including school districts, to conduct an *independent review* of allegations of sexual harassment made against an elected official by another elected official; however, that term is not defined. Consult the board attorney about how to investigate such complaints. **Issue 102, October 2019**

PRESSPlus 3. A board's ability to address the harassing behavior of a board member is relatively limited because it does not have the legal authority to remove one of its members. See policy 2:60, *Board Member Removal from Office*, for more information about board member removal. Consult the board attorney when dealing with a claim of sexual harassment by a board member to discuss enforcement options, as well as the accused board member's participation in any decisions regarding the complaint. **Issue 102, October 2019**

PRESSPlus 4. This paragraph is optional, but it aligns with the intent of P.A. 101-221. **Issue 102, October 2019**

## Document Status: Draft Update

### 2:110 Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

#### President

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; ~~and~~
11. Serve as or appoint the Board's official spokesperson to the media; and
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official. [Q1 PRESSPlus1](#)

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

#### Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

#### Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the appropriate Intermediate Service Center;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

#### Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

#### Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a 1-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be the District Superintendent; and
3. Upon being appointed for his or her first term, be a certified public accountant or a certified chief school business official as defined in the School Code; experience as a township treasurer in a class II county school before July 1, 1989 is deemed equivalent.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

[5 ILCS 120/7](#) and [420/4A-106](#).

[105 ILCS 5/8-1](#), [5/8-2](#), [5/8-3](#), [5/8-6](#), [5/8-16](#), [5/8-17](#), [5/10-1](#), [5/10-5](#), [5/10-7](#), [5/10-8](#), [5/10-13](#), [5/10-13.1](#), [5/10-14](#), [5/10-16.5](#), and [5/17-1](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), [2:105 \(Ethics and Gift Ban\)](#), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (Board of Education Meeting Procedure)

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#### **Questions and Answers:**

\*\*\*Required Question 1. Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or elected official?

The Board President (default)

The Superintendent (this will also affect policy 2:105 - be sure the same answer is entered for both policies.)

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221. **Issue 102, October 2019**

## Document Status: Draft Update

### 2:200 Types of Board of Education Meetings

#### General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

#### Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

#### Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646101-459. [PRESSPlus1](#)
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. [5 ILCS 120/2\(c\)\(2\)](#).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. [5 ILCS 120/2\(c\)\(3\)](#).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. [5 ILCS 120/2\(c\)\(4\)](#).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. [5 ILCS 120/2\(c\)\(5\)](#).
6. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2\(c\)\(6\)](#).
7. The sale or purchase of securities, investments, or investment contracts. [5 ILCS 120/2\(c\)\(7\)](#).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. [5 ILCS 120/2\(c\)\(8\)](#), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. [5 ILCS 120/2\(c\)\(9\)](#).
10. The placement of individual students in special education programs and other matters relating to individual students. [5 ILCS 120/2\(c\)\(10\)](#).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before

12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. [5 ILCS 120/2\(c\)\(12\)](#).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. [5 ILCS 120/2\(c\)\(16\)](#).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. [5 ILCS 120/2\(c\)\(21\)](#).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. [5 ILCS 120/2\(c\)\(29\)](#).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

#### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

#### Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

#### Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

#### Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

#### LEGAL REF.:

[5 ILCS 120/](#), Open Meeting Act.

[5 ILCS 140/](#), Freedom of Information Act.

[105 ILCS 5/10-6](#) and [5/10-16](#).

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

## **PRESSPlus Comments**

PRESSPlus 1. The policy is updated in response to 5 ILCS 120/2(c)(1), amended by P.A. 101-459, expanding this exception. A disclosable payment also includes payment for accumulated sick leave. **Issue 102, October 2019**

## Document Status: Draft Update

### 2:200 Types of Board of Education Meetings

#### General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

#### Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

#### Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646101-459. [PRESSPlus1](#)
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. [5 ILCS 120/2\(c\)\(2\)](#).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. [5 ILCS 120/2\(c\)\(3\)](#).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. [5 ILCS 120/2\(c\)\(4\)](#).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. [5 ILCS 120/2\(c\)\(5\)](#).
6. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2\(c\)\(6\)](#).
7. The sale or purchase of securities, investments, or investment contracts. [5 ILCS 120/2\(c\)\(7\)](#).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. [5 ILCS 120/2\(c\)\(8\)](#), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. [5 ILCS 120/2\(c\)\(9\)](#).
10. The placement of individual students in special education programs and other matters relating to individual students. [5 ILCS 120/2\(c\)\(10\)](#).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before

12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. [5 ILCS 120/2\(c\)\(12\)](#).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. [5 ILCS 120/2\(c\)\(16\)](#).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. [5 ILCS 120/2\(c\)\(21\)](#).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. [5 ILCS 120/2\(c\)\(29\)](#).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

#### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

#### Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

#### Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

#### Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

#### LEGAL REF.:

[5 ILCS 120/](#), Open Meeting Act.

[5 ILCS 140/](#), Freedom of Information Act.

[105 ILCS 5/10-6](#) and [5/10-16](#).

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

## **PRESSPlus Comments**

PRESSPlus 1. The policy is updated in response to 5 ILCS 120/2(c)(1), amended by P.A. 101-459, expanding this exception. A disclosable payment also includes payment for accumulated sick leave. **Issue 102, October 2019**

## Document Status: Draft Update

### 2:260 Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d et seq.](#)
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e et seq.](#)
6. Sexual harassment (State Officials and Employee Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972) [PRESSPlus1](#)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/.](#)
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), [410 ILCS 513/](#) and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), [42 U.S.C. §2000ff et seq.](#))
16. Employee Credit Privacy Act, [820 ILCS 70/.](#)

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

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

#### Deadlines

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

#### Filing a Complaint

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

to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

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

The Superintendent will keep the Board informed of all complaints.

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

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, [PRESSPlus2](#) the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

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

### Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

### **Nondiscrimination Coordinator and Complaint Managers:**

Please refer to either the student handbook or faculty handbook to obtain the names and contact information for the current district discrimination coordinator and complaint Managers.

### LEGAL REF.:

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

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

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

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

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

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

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

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

Title IX of the Education Amendments, [20 U.S.C. §1681 et seq.](#)

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

[105 ILCS 5/2-3.8](#), [5/3-10](#), [5/10-20.7a](#), [5/10-20.60](#), [5/10-22.5](#), [5/22-19](#), [5/24-4](#), [5/27-1](#), [5/27-23.7](#), and [45/1-15](#).

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

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

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

Victims' Economic Security and Safety Act, [820 ILCS 180/](#), [56 Ill.Admin.Code Part 280](#).

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

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

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

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

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## PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requires school districts to create, maintain, and implement an age-appropriate sexual harassment policy. See policy 7:20, *Harassment of Students Prohibited*, and see its *f/n* 7 (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)) for further information. **Issue 102, October 2019**

PRESSPlus 2. Updated to align with changes made to policy 2:105, *Ethics and Gift Ban*, in response to the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. **Issue 102, October 2019**

## *Document Status: Draft Update*

### **4:30 Revenue and Investments**

#### Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

#### Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

#### Investment Objectives

The objectives for the School District's investment activities are:

1. **Safety of Principal** - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. **Liquidity** - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. **Rate of Return** - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. **Diversification** - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

#### Authorized Investments

The Chief Investment Officer may invest any District funds in any investment as authorized in [30 ILCS 235/2](#) and Acts amendatory thereto.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.[PRESSPlus1](#)

#### Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

Reinvestment Act of 1977;

2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

#### Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, [30 ILCS 235/](#). The Superintendent or designee shall keep the Board informed of collateral agreements.

#### Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

#### Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

#### Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

#### LEGAL REF.:

30 ILCS 235/, Public Funds Investment Act.

30 ILCS 238/, Ill. Sustainable Investing Act.

105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Public Funds Investment Act, 30 ILCS 235/, amended by P.A. 101-473, eff. 1-1-20. See the Ill. Sustainable Investing Act (SIA) (30 ILCS 238/, added by P.A. 101-473, eff. 1-1-20) for examples of these five *sustainability factors*. Under the SIA, school districts, must "prudently integrate sustainability factors into its investment decisions-making, investment analysis, portfolio construction, due diligence, and investment ownership in order to maximize anticipated financial returns, minimize projected risk, and more effectively execute its fiduciary duty." **Issue 102, October 2019**

## Document Status: Draft Update

### 4:15 Identity Protection

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

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

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

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

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent.

#### Treatment of Personally Identifiable Information Under Grant Awards<sup>PRESSPlus1</sup>

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*,<sup>PRESSPlus2</sup> (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as *personally identifiable information (PII)*,<sup>PRESSPlus3</sup> and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information.<sup>PRESSPlus4</sup> Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.:

[2 C.F.R. §200.303\(e\)](#).

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

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

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

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

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

## PRESSPlus Comments

PRESSPlus 1. Added in response to the Ill. State Board of Education's *Checklist for Protection of Personally Identifiable Information Review* (ISBE Checklist) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/).

See the ISBE Checklist at [www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx).

While the federal regulations on procurement standards in 2 C.F.R. Part 200 do not specifically require a written policy on the treatment of *personally identifiable information* (PII) under grant-funded programs, the the ISBE Checklist requires an approved policy or policies related to the identification, handling, storage, access, disposal, and overall protection of PII as evidence of legal compliance with GATA and federal regulations. The ISBE Checklist is specific to PII handled by districts in connection with their administration of grants. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 apply to eligible State grants through GATA. This policy and administrative procedure 4:15-AP2, *Personally Identifiable Information Under Grant Awards*, (available by logging into PRESS Online at [iasb.com](http://iasb.com)) are designed to help districts meet the standard set forth in 2 C.F.R. 200.303(e) and the documentation items on the ISBE Checklist.

The Ill. State Board of Education (ISBE) considers the Personal Information Protection Act (PIPA) (815 ILCS 530/, amended by P.A. 101-343, eff. 1-1-20) to apply to the handling of personally identifiable information under grant awards. Consult the board attorney for advice on the broader applicability of PIPA's mandates to your district.

### Issue 102, October 2019

PRESSPlus 2. *Protected personally identifiable information* (Protected PII) means an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, or educational transcripts. 2 C.F.R. §200.82. **Issue 102, October 2019**

PRESSPlus 3. Protected PII is a subset of PII. PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books and public websites, and it is considered to be Public PII. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual. 2 C.F.R. §200.79.

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

### Issue 102, October 2019

PRESSPlus 4. The ISBE Checklist requires districts to maintain documentation of training of all employees/contractors on the handling of PII, including evidence of the date(s) of the training and attendance/completion of the training. Because many individuals in a district can be involved in day-to-day administration of activities supported by a federal or State grant, best practice is to regularly train all employees on the safeguarding of such sensitive information, e.g., upon hire and then annually or semi-annually. **Issue 102, October 2019**

## Document Status: Draft Update

### 4:80 Accounting and Audits

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

#### Annual Audit

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

#### Annual Financial Report

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

#### Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. 200.313, if applicable. [PRESSPlus1](#) The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

#### Capitalization Threshold [PRESSPlus2](#)

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

#### Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

#### Taxable Fringe Benefits

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

#### Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation that is filed with the District's financial records.

on the Board's monthly listing of bills indicating the recipient and including an explanation.

#### Control Requirements for Checks

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

#### Internal Controls

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

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

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

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

LEGAL REF.:

[2 C.F.R. §200 et seq.](#)

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

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

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

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

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Ill. State Board of Education's *Equipment and Inventory Checklist* (ISBE Checklist) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). See [www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx). The uniform federal rules that govern federal grant awards in 2 C.F.R. Part 200 apply to State grant awards through GATA, unless exempted in whole or in part by the Governor's Office of Management of Budget. See [www.isbe.net/gata](http://www.isbe.net/gata) for further information about the scope of GATA's application to federal awards and State-funded grant programs administered by ISBE. See 4:80-AP3, *Inventory Management for Federal and State Awards* (available at PRESS Online by logging in at [iasb.com](http://iasb.com)).

Additional ISBE guidance is available at: [www.isbe.net/Documents/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/Documents/fiscal_procedure_handbk.pdf). **Issue 102, October 2019**

PRESSPlus 2. Optional. 23 Ill. Admin. Code §100.60 requires school boards to adopt a capitalization threshold, which can be done through policy. The capitalization threshold is a dollar figure above which the cost of an item will be included on financial statements and depreciated. A minimum threshold of \$5,000 and useful life greater than one year complies with the definition of *equipment* under federal grant rules, but may be adjusted, and/or multiple thresholds can be established, for different categories of capital assets. See Government Accounting Standards Board (GASB) Statement 34 and *Guide to Implementation of GASB*

and/or procedure. Such an accounting policy or procedure should be developed in consultation with the district's accounting professional(s) and tailored to reflect local conditions.

To delete or edit this section, strike text or type the edits and select "Adopted with Additional District Edits" as the Save Status. Edits will be automatically tracked in blue. **Issue 102, October 2019**

## Document Status: Draft Update

### 4:60 Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board of Education policies.

#### Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1 et seq.](#)
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21\(b-5\)](#). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21\(b-10\)](#).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
  - a. In accordance with [105 ILCS 5/10-21.9\(f\)](#): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9\(c\)](#) and [5/21B-80\(c\)](#) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80\(b\)](#) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
  - b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools ~~who begins providing services in the District after June 16, 2014,~~ [PRESSPlus1](#) provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.

820 ILCS 130/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

~~ADOPTED: January 11, 2017~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/24-5, amended by P.A. 101-81, and to remove the 2014 date. **Issue 102, October 2019**

## Document Status: Draft Update

### 4:80 Accounting and Audits

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

#### Annual Audit

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

#### Annual Financial Report

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

#### Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. 200.313, if applicable. [PRESSPlus1](#) The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

#### Capitalization Threshold [PRESSPlus2](#)

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

#### Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

#### Taxable Fringe Benefits

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

#### Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with

on the Board's monthly listing of bills indicating the recipient and including an explanation.

#### Control Requirements for Checks

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

#### Internal Controls

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

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

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

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

#### LEGAL REF.:

2 C.F.R. §200 et seq.

30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill. Adm. Code 7000 et seq.

105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.

23 Ill. Admin. Code Part 100.

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

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Ill. State Board of Education's *Equipment and Inventory Checklist* (ISBE Checklist) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). See [www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx). The uniform federal rules that govern federal grant awards in 2 C.F.R. Part 200 apply to State grant awards through GATA, unless exempted in whole or in part by the Governor's Office of Management of Budget. See [www.isbe.net/gata](http://www.isbe.net/gata) for further information about the scope of GATA's application to federal awards and State-funded grant programs administered by ISBE. See 4:80-AP3, *Inventory Management for Federal and State Awards* (available at PRESS Online by logging in at [iasb.com](http://iasb.com)).

Additional ISBE guidance is available at: [www.isbe.net/Documents/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/Documents/fiscal_procedure_handbk.pdf). **Issue 102, October 2019**

PRESSPlus 2. Optional. 23 Ill. Admin. Code §100.60 requires school boards to adopt a capitalization threshold, which can be done through policy. The capitalization threshold is a dollar figure above which the cost of an item will be included on financial statements and depreciated. A minimum threshold of \$5,000 and useful life greater than one year complies with the definition of *equipment* under federal grant rules, but may be adjusted, and/or multiple thresholds can be established, for different categories of capital assets. See Government Accounting Standards Board (GASB) Statement 34 and *Guide to Implementation of GASB*

and/or procedure. Such an accounting policy or procedure should be developed in consultation with the district's accounting professional(s) and tailored to reflect local conditions.

To delete or edit this section, strike text or type the edits and select "Adopted with Additional District Edits" as the Save Status. Edits will be automatically tracked in blue. **Issue 102, October 2019**

## *Document Status: Draft Update*

### **4:150 Facility Management and Building Programs**

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable Board of Education policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the appropriate Intermediate Service Center and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.

#### Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$5,000, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

#### Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

#### Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Ill. State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

#### Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.:

[42 U.S.C. §12101](#) *et seq.*, Americans with Disabilities Act of 1990, implemented by [28 C.F.R. Parts 35](#) and [36](#).

[20 ILCS 3130/](#), Green Buildings Act.

[105 ILCS 5/2-3.12](#), [5/10-20.49](#), [5/10-22.36](#), [5/10-20.63](#) and [5/17-2.445](#)

[105 ILCS 230/](#), School Construction Law.[410 ILCS 25/](#), Environmental Barriers Act.

[410 ILCS 35/25](#), Equitable Restrooms Act.[PRESSPlus1](#)

[820 ILCS 130/](#), Prevailing Wage Act.

[23 Ill.Admin.Code Part 151](#), School Construction Program; [Part 180](#), Health/Life Safety Code for Public Schools; and [Part 2800](#), Green Cleaning for Elementary and Secondary Schools.

[71 Ill.Admin.Code Part 400](#), Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

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### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. 410 ILCS 35/25, added by P.A. 101-165, eff. 1-1-20, requires schools to identify all single-occupancy restrooms as all-gender. It is unclear if this law will apply only to those restrooms made available to members of the public in schools, or if it will also include facilities designated as employee-only. The Ill. Dept. of Public Health enforces this requirement and may issue regulations to address this issue. **Issue 102, October 2019**

## *Document Status: Draft Update*

### **5:10 Equal Employment Opportunity and Minority Recruitment**

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic violence, ~~or sexual violence, or gender violence,~~ <sup>PRESSPlus1</sup> genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

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

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure.

#### **Nondiscrimination Coordinator and Complaint Managers:**

Please refer to either the student handbook or faculty handbook to obtain the names and contact information for the current district discrimination coordinator and complaint managers.

#### Minority Recruitment

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

#### LEGAL REF.:

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

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

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §7091 et seq., Rehabilitation Act of 1973.

38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 et seq., Civil Rights Act of 1991.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29 C.F.R. Part 1601.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.

42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis ~~Pilot~~ Program Act.

410 ILCS 513/25, Genetic Information Privacy ~~Protection~~ Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

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

~~ADOPTED: January 11, 2017~~

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Victims' Economic and Safety Act, 820 ILCS 180/ (VESSA), amended by P.A. 101-221, eff. 1-1-20, adding *gender violence* to the law's protections. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, Equal Employment Opportunity and Minority Recruitment. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.[PRESSPlus1](#)

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

#### Sexual Harassment Prohibited

The School District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.[PRESSPlus2](#)

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

#### Making a Complaint

Section 1: The Board adopts Board policies 2:105, Ethics and Gift Ban, and 5:20, Workplace Harassment Prohibited, attached as Exhibit A, which collectively contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, Ethics and Gift Ban, and 5:20, Workplace Harassment Prohibited, adopted by the Board are superseded by this Resolution.

#### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy ~~5:20, Workplace Harassment Prohibited.~~

#### **Nondiscrimination Coordinator and Complaint Managers:**

Please refer to either the student handbook or faculty handbook to obtain the names and contact information for the current district discrimination coordinator and complaint Managers.

#### Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

#### Enforcement

A violation of this policy may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

#### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

#### Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, and applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and reprinting including this policy in the appropriate handbooks.

#### PRESSPlus3

Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well. **Issue 102, October 2019**

#### LEGAL REF.:

Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#), implemented by [29 C.F.R. §1604.11](#).

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

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

Ill. Human Rights Act, [775 ILCS 5/2-101\(E\) and \(E-1\)](#), [5/2-102\(A\)](#), [\(A-10\)](#), [\(D-5\)](#), [5/2-102\(E-5\)](#), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#).

[56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220](#).

[Burlington Industries v. Ellerth](#), 524 U.S. 742 (1998).

[Crawford v. Metro. Gov't of Nashville & Davidson County](#), 555 U.S. 271 (2009).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

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

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986)

*Porter v. Erie Foods International, Inc.*, 576 F.3d 629 (7th Cir. 2009).

*Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n*, 233 Ill.2d 125 (Ill. 2009).

*Vance v. Ball State University*, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, expanding the definition of unlawful harassment and employer liability for certain categories of employees and nonemployees (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants).

*Working environment* is not limited to a physical location to which an employee is assigned. Harassment is unlawful on the basis of the specifically-listed categories in this policy whether that status is *actual* or *perceived*. An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees or if it becomes aware of the conduct and fails to take reasonable corrective measures. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20. Districts may use a free, online model program to be offered by the Ill. Dept. of Human Rights (IDHR), develop their own program, or utilize a combination of the two, as long as it includes the following, at a minimum: (1) an explanation of sexual harassment consistent with the IHRA, (2) examples of conduct that constitutes unlawful harassment, (3) a summary of relevant federal and State law concerning sexual harassment and remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment.

Employers that fail to comply with this training requirement may face financial penalties. Training on other types of workplace harassment is not required by law, however it is best practice. **Issue 102, October 2019**

PRESSPlus 3. A district must notify employees of the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX. 34 C.F.R. §106.8(a). The nondiscrimination coordinator can be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as the complaint manager in policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well.

**Issue 102, October 2019**

## Document Status: Draft Update

### 5:20-E Exhibit - Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code ([105 ILCS 5/10-20](#)) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act ([5 ILCS 430/1-5](#)) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act ([5 ILCS 430/5-65](#), added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A.s 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official. [PRESSPlus1](#)

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

Section 1: The Board adopts Board policies [2:105, Ethics and Gift Ban](#), and [5:20, Workplace Harassment Prohibited](#), attached as Exhibit A, which collectively contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies [2:105, Ethics and Gift Ban](#), and [5:20, Workplace Harassment Prohibited](#), adopted by the Board are superseded by this Resolution.

~~Adopted this 11th day of July, 2018.~~

Attested by: \_\_\_\_\_ Board President

Attested by: \_\_\_\_\_ Board Secretary

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### PRESSPlus Comments

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies by resolution to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The resolution must be adopted by February 9, 2020. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with 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 105 ILCS 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.

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. 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. 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.

Each newly hired employee must complete an U.S. Citizenship and Immigration and Naturalization Services 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 105 ILCS 5/21B-80 of the School Code~~ or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment. [PRESSPlus1](#)

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 screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria. [PRESSPlus2](#)
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation. [Q1](#)

7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. 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 a licensed advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations,~~ or a licensed 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 a licensed advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations,~~ or a licensed 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.

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

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.](#)

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

*Kaiser v. Dixon*, 127 Ill. App. 3d 251 (2nd Dist. 1984).

*Molitor v. Chicago Title & Trust Co.*, 325 Ill. App. 124 (1st Dist. 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)

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### Questions and Answers:

\*\*\*Required Question 1. A school board that wishes to preserve the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, should consult its board attorney. Note: Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/10(b-10) added by P.A. 101-177. Use the District's form.

current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."?

No. (default)

Yes. The Board has consulted its board attorney and has adopted the exceptions into the policy. Add to #5 the following: "unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."

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## **PRESSPlus Comments**

PRESSPlus 1. Updated to incorporate changes made to 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. Numbers 2-5 are updated to incorporate changes made to the Equal Pay Act of 2003, 820 ILCS 112/10, amended by P.A. 101-177. If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

*Title has been updated. Original Title: Drug- and Alcohol-Free Workplace; Tobacco Prohibition*

All District workplaces are drug- and alcohol-free workplaces. [PRESSPlus1](#)

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being on call [Q1](#) for the District: [PRESSPlus2](#)

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being impaired by or under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of medical cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to Ashley's Law, 105 ILCS 5/22-33. [PRESSPlus3](#) The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms [PRESSPlus4](#) listed in the Cannabis Regulation and Tax Act (CRTA). [PRESSPlus5](#)

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, District premises [PRESSPlus6](#) means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five [5](#) calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:

c. The penalties that the District may impose upon employees for violations of this policy.

6. Remind employees that policy 6:60, Curriculum Content, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence. [PRESSPlus7](#)

#### E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, [PRESSPlus8](#) tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco shall have the meaning provided in 105 ILCS 5/section-10-20.5b ~~of the School Code.~~

Cannabis shall have the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device. [Q2](#)

#### District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or Aalternatively, the ~~School~~ Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer [PRESSPlus9](#)

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

#### LEGAL REF.:

Americans With Disabilities Act, 42 U.S.C. §12114.

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

Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.

Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.

Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.

~~30 ILCS 580/~~ Drug-Free Workplace Act, ~~30 ILCS 580/.~~

105 ILCS 5/10-20.5b.

~~410 ILCS 82/~~ Smoke Free Illinois Act.

~~410 ILCS 130/~~ Compassionate Use of Medical Cannabis Program Act.

~~410 ILCS 705/1-1 et seq.,~~ Cannabis Regulation and Tax Act.

~~720 ILCS 675.~~ Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

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

## 23 Ill.Admin.Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics: Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: November 11, 2015

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### Questions and Answers:

\*\*\*Required Question 1. An employee is on call when the employer schedules him or her with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the employer's location or another previously-designated location. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc. Has the board adopted the phrase "or being on call" into this policy?

Yes (default)

No. (IASB will remove "or being on call")

\*\*\*Required Question 2. Optional. Including the statutory example that includes the term vape pen provides notice that vaping products are also prohibited through the term e-cigarette. Choose from the following options:

Include the default sentence. (default)

Replace "includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device" with "shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675/1(a-9)."

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### PRESSPlus Comments

PRESSPlus 1. This policy is renamed. The new text in the title includes E-Cigarettes (PRESS Advisory Board feedback) and Cannabis (Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 legalizing recreational cannabis use for persons over the age of 21).

Cannabis remains a *Schedule I* (c)(17) controlled substance under federal law, meaning that it has no currently accepted medical use in addition to a high potential for abuse. This policy continues to prohibit employees from using cannabis as allowed by the CRTA.

With the passage of the CRTA, each board and superintendent may wish to engage in a risk management conversation about the district's drug- and alcohol- free policy enforcement and discipline goals. Enforcement and discipline goals depend upon a board's risk-level tolerance and community expectations. For more information, see f/n 2 of sample policy 5:50, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com).

Consult the board attorney before implementing a drug testing program to enforce this policy.

### Issue 102, October 2019

PRESSPlus 2. To align with best practices for identifying and subsequently initiating discipline of employees for violating this policy (especially with the passage of the CRTA) and any possible collective bargaining agreement provisions, the superintendent may want to convene the **Employee Substance Abuse Prevention Committee**. See sample administrative procedure 2:150-AP, *Superintendent Committees*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 102, October 2019**

PRESSPlus 3. 410 ILCS 130/25(b) prohibits discipline or arrest of school nurses and/or administrators for acting in accordance with *Ashley's Law*, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20. Employers may enforce drug-free workplace policies when they are applied in a nondiscriminatory manner. 410 ILCS 705/10-50(a), added by P.A. 101-27, includes disciplining employees – even those who are a *registered qualifying patient* – for violating a drug-free workplace policies (410 ILCS 130/50 and 705/10-35(a)(1), added by P.A. 101-27). Contact the board attorney for advice concerning the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)). **Issue 102, October 2019**

PRESSPlus 4. Specific articulable symptoms listed in 410 ILCS 705/10-50(d), added by P.A. 101-27, include: the employee's

in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others. In contrast to the CRTA, the MCPA, while listing the same specific, articulable, symptoms, does not require an employer to have a *good faith belief* that a *registered qualifying patient* is under the influence of cannabis. 410 ILCS 130/50(f), and scheduled to be repealed on 7-1-20. **Issue 102, October 2019**

PRESSPlus 5. 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27 allows reasonable, nondiscriminatory, zero-tolerance policies. If the district seeks to discipline an employee on the basis that he or she is under the influence of or impaired by cannabis, it must afford the employee a reasonable opportunity to contest the basis of the determination. **Contact the board attorney for advice concerning this provision and whenever the district seeks disciplinary action or dismissal of an employee on the basis of the cannabis prohibitions in the policy.** See f/n 9 of sample policy 5:50, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for more information about civil, criminal, and other penalties available under the CRTA. **Issue 102, October 2019**

PRESSPlus 6. 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27, allows employers to prohibit cannabis in the *workplace*. Many attorneys agree it is a best practice for employers to define workplace in policies that prohibit cannabis. 410 ILCS 705/10-50(h), added by P.A. 101-27, defines *workplace* as the employer's premises, including any building, real property, and parking area under the control of the employer or area used by an employee while in performance of the employee's job duties, and vehicles, whether leased, rented, or owned – and may be further defined by the employer's written policy when it is consistent with this definition.

This policy's definition of workplace expands the above CRTA definition to areas that board policy and/or the School Code impose duties upon districts to keep students safe, including:

1. The *school property* definition from policy 8:30, *Visitors to and Conduct on School Property*;
2. The *school grounds* definition at 105 ILCS 5/10-27.1A(d); and
3. Places that school districts must prevent and respond to bullying, including vehicles used for school purposes. 105 ILCS 5/27-23.7(a)

#### **Issue 102, October 2019**

PRESSPlus 7. Optional. This statement serves as a display of good judgement and a reminder to employees that 105 ILCS 5/27-13.2 and 23.4 (provided it can be funded by private grants or the federal government) require districts to educate students about the dangers of substance abuse. To remove this statement, strike it and choose "Adopted with Additional District Edits" as the Save Status. **Issue 102, October 2019**

PRESSPlus 8. While 720 ILCS 675, amended by P.A. 101-2, excludes e-cigarettes from its definition of tobacco, it does not address vaporization. Prohibiting *e-cigarettes* aligns with the district's obligation to maintain a safe, smoke-free environment and is logical extension of 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act (410 ILCS 82/), and The Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675, amended by P.A. 101-2 (raising the legal age to buy tobacco and e-cigarette products to 21 years of age). In addition, the U.S. Food and Drug Administration now regulates e-cigarettes. For more information about e-cigarettes, see f/n 18 of sample policy 5:50, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 102, October 2019**

PRESSPlus 9. Optional best practice text. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:90 Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS. [PRESSPlus1](#)

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at [report.cybertip.org/](http://report.cybertip.org/) or [www.missingkids.org](http://www.missingkids.org) [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months ~~one year~~ of initial employment and at least every three ~~five~~ years after that date. [PRESSPlus2](#)

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Alleged Incidents of Sexual Abuse: Investigations [PRESSPlus3](#)

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. [PRESSPlus4](#)

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

#### Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ~~the Act~~ ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ~~the Act~~ ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately. PRESSPlus5

#### LEGAL REF.:

105 ILCS 5/10-21.9.

20 ILCS 1305/1-1 et seq., Department of Human Services Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

~~ADOPTED: February 14, 2018~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20. The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531, that mandated reporters annually review ISBE materials regarding notification of DCFS, and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees. See f/n 10 of sample policy 5:90, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com) for more information. **Issue 102, October 2019**

PRESSPlus 3. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531.

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see [www.childrensadvocacycentersofillinois.org/about/map](http://www.childrensadvocacycentersofillinois.org/about/map).

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. The law is silent about investigations in counties without CACs. **Issue 102, October 2019 Issue 102, October 2019**

PRESSPlus 4. Though 105 ILCS 5/22-85(b) (final citation pending), added by P.A. 101-531, defines *alleged incident of sexual abuse*, its definition is circular, using the term *sexual abuse* without defining what that means. To provide boards with clarity, the definition of *sexual abuse* used in the Ill. Criminal Code of 2012 is used. **Issue 102, October 2019**

PRESSPlus 5. 105 ILCS 5/10-23.12(c), added by P.A. 101-531. See policy 2:20, *Powers and Duties of the School Board; Indemnification*. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:100 Staff Development Program

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

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

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

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

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training for licensed school personnel and administrators who work with students in grades kindergarten through 8 to identify the warning signs of mental illness and suicidal behavior in youth 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~~ three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every ~~five~~ three years (see policy 5:90, *Abused and Neglected Child Reporting*). [PRESSPlus1](#)
  - 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, 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 ~~also~~ <sup>263</sup> complete an in-person or online training program on the

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.
13. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols. [PRESSPlus2](#)
14. For all District staff, annual sexual harassment prevention training. [PRESSPlus3](#)

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](#), [5/10-20.61](#), [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 150/25](#), Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

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

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#### PRESSPlus Comments

PRESSPlus 1. Updated in response to the Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20. The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531, that mandated reporters annually review ISBE materials regarding notification of DCFS, and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees. See also policy 5:90, *Abused and Neglected Child Reporting*. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to 105 ILCS 150/25, added by P.A. 101-50, eff. 7-1-20. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:120 Employee Ethics; Conduct; and Conflict of Interest

#### Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), PRESSPlus1 or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

#### Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

#### Ethics and Gift Ban

Board of Education policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

#### Prohibited Interests: Conflict of Interest; and Limitation of Authority

In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. PRESSPlus2 A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above, as defined by 2-C.F.R. §200.318(e)(1).

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

#### Outside Employment

Incorporated

by reference: 5:120-E (Exhibit - Code of Ethics for Illinois Educators)

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act and 430/.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39 and 5/22-5.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media: Usage and Conduct)

ADOPTED: May 10, 2017

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## **PRESSPlus Comments**

PRESSPlus 1. 325 ILCS 5/4(a)(4), amended by P.A. 101-564, eff. 1-1-20; 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 also apply to eligible State grants through the Grant Accountability and Transparency Act (GATA)(30 ILCS 708/.) Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at [www.grants.illinois.gov](http://www.grants.illinois.gov). See also the Ill. State Board of Education's *Procurement and Purchasing Checklist* (ISBE Checklist) at: [www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx) **Issue 102, October 2019**

## *Document Status: Draft Update*

### **5:200 Terms and Conditions of Employment and Dismissal**

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

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

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

School Social Worker Services Outside of District Employment

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

Nursing Mothers

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

LEGAL REF.: [PRESSPlus1](#)

105 ILCS 5/10-19, ~~5/10-19.05, 5/10-20.65~~ (P.A. 100-356, final citation pending), 5/14-1.09a, ~~5/18-8~~, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/1 et seq.

23 Ill.Admin.Code Parts 50 (Evaluation of ~~Certified Employees~~ Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).

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

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

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### **PRESSPlus Comments**

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

## *Document Status: Draft Update*

### **5:220 Substitute Teachers**

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

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.

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. 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

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. 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 5/10-20.687 (P.A. 100-596, final citation pending), [PRESSPlus1](#) 5/21B-20(2), 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)

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:250 Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Personal Leave, Child-Rearing Leave, Leave for Service in the Military, Unpaid Leaves of Absence, Parental Leave, Association Leave, Other Extended Leaves

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

#### Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, [20 U.S.C. §2601 et seq.](#)) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

#### Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

#### General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

#### Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

#### School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or ~~classroom activities~~ academic meetings [PRESSPlus1](#) related to the teacher's child, if the conference or meeting activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

#### Leaves for Victims of Domestic Violence, ~~or Sexual Violence,~~ or Gender Violence [PRESSPlus2](#)

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, ~~or sexual violence,~~ or gender violence, or (2) has a family or household member who is a victim of ~~domestic or sexual~~ such violence whose interests are not adverse to the employee as it relates to the domestic violence, ~~or sexual violence,~~ or gender violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take

### Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

### Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

#### LEGAL REF.:

[10 ILCS 5/13-2.5](#)

~~[20 ILCS 1805/30-1 et seq.](#)~~

[820 ILCS 154/](#)

[105 ILCS 5/24-6](#), [5/24-6.1](#), [5/24-6.2](#), [5/24-6.3](#), [5/24-13](#), and [5/24-13.1](#).

[330 ILCS 61/](#), [Service Member Employment and Reemployment Rights Act](#).

[820 ILCS 147/](#) and [180/](#).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED: January 11, 2017~~

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 820 ILCS 147/15, amended by P.A. 101-486, eff. 8-1-20. **Issue 102, October 2019**

PRESSPlus 2. Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, and 56 Ill.Admin.Code §280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. *Sexual violence* is not specifically defined in VESSA. **Issue 102, October 2019**

## *Document Status: Draft Update*

### **5:290 Employment Termination and Suspensions**

#### Resignation and Retirement

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

**For employees not covered by a current applicable bargaining agreement:**

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

#### Non-RIF Dismissal

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

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

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.PRESSPlus1

#### Reduction in Force and Recall

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

**For employees not covered by a current applicable bargaining agreement:**

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

#### Final Paycheck

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

#### Suspension

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

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with: 271

b. A suspension without pay.

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

LEGAL REF.:

[5 ILCS 430 et seq.](#)

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

[325 ILCS 5/7.4\(c-10\)](#).

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

CROSS REF.: [5:90 \(Abused and Neglected Child Reporting\)](#), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

~~ADOPTED: February 14, 2018~~

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531; and 105 ILCS 5/21B-75(b), amended by P.A. 101-531. See also policy 2:20, *Powers and Duties of the School Board; Indemnification*. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:330 Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Association Leave, Other Extended Leaves of Absence, Unpaid Leaves of Absence

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

Parental Leave

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

Sick and Bereavement Leave

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

**For employees not covered by a current applicable bargaining agreement:**

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees who work at least half-time are entitled to sick days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse ~~who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations,~~ PRESSPlus1 (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation

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

**For employees not covered by a current applicable bargaining agreement:**

The Board believes that employees are granted vacation time for the purpose of enhancing the physical and mental health necessary to be fully productive and happy employees. As such, the Board encourages employees that earn vacation days to utilize those days in furtherance of a healthy life-work balance.

Twelve-month educational support professionals and other twelve month employees who are not members of the bargaining unit and not under a written employment contract shall be entitled to paid vacation as follows:

<u>Length of Employment</u>	<u>Duration of Vacation</u>
<u>From: Beginning July 1 of</u>	
Years 1-4	10 Days 273

Although all days are available "up front" for use by the employees referenced above, the vacation days will be prorated in case of early separation from employment with the District.

From the date of eligibility for vacation days, such vacation days will be earned under the following formula:

- a) From the date of employment, vacation days are earned at a rate of 0.87 days per month to a total of 10 days per year.
- b) After four full years of service, vacation days are earned at a rate of 1.25 days per month to a total of 15 days per year.
- c) After nine full years of service, vacation days are earned at a rate of 1.67 days per month to a total of 20 days per year.

Educational support professionals may carry over up to ten (10) earned but unused vacation days for use during the subsequent fiscal year July 1 - June 30. Unused vacation days from the current year which are not used in the next fiscal year will be forfeited; they do not accumulate.

In accordance with law, the Board will compensate the educational support professional for any vacation time earned but unused vacation days upon termination of service to the district. The compensation will be at the salary rate prevailing at termination.

Holidays

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

**For employees not covered by a current applicable bargaining agreement:**

Unless the District has a waiver or modification of the School Code pursuant to [Section 2-3.25g](#) or [24-2\(b\)](#) allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Twelve-Month Employee Leave

Twelve-month educational support professionals who are not members of the bargaining unit will be annually entitled to fifteen (15) days of paid sick leave, three (3) days of personal leave and three (3) bereavement days. Annual unused sick leave and personal days will be added to the employee's accumulated total of paid sick leave; there will be no limit on the accumulated total.

Personal Leave

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

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with [105 ILCS 5/24-6.3](#).

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly. 274

3. Leaves for Victims of Domestic or Sexual Violence, Sexual Violence, or Gender Violence. [PRESSPlus2](#)
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

LEGAL REF.:

~~20 ILCS 1805/30.1 et seq.~~

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

*School Dist. 151 v. ISBE*, 154 Ill.App.3d 375 (1st Dist. 1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

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**PRESSPlus Comments**

PRESSPlus 1. Updated to incorporate 105 ILCS 5/24-6, previously amended by P.A. 99-173, removing the need for an advanced practice nurse to have a written collaborative agreement with a physician. **Issue 102, October 2019**

PRESSPlus 2. Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, and 56 Ill.Admin.Code §280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. *Sexual violence* is not specifically defined in VESSA. **Issue 102, October 2019**

# Document Status: Draft Update

## 6:20 School Year Calendar and Day

### School Calendar

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

### Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board 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](#), [5/10-19.05](#), [PRESSPlus1 5/10-24.46](#), [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)

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### PRESSPlus Comments

PRESSPlus 1. The Legal References are updated to include 105 ILCS 5/10-19.05, added by P.A. 101-12, which (1) addresses the minimum of five clock hours to qualify as a full day of attendance, and (2) opens the use of e-learning days subject to certain requirements. See f/n 3 of sample policy 6:20, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for more information. See [www.isbe.net/Documents/SB28Instructional-Day.pdf](http://www.isbe.net/Documents/SB28Instructional-Day.pdf) for ISBE's notice regarding this law. **Issue 102, October 2019**

## Document Status: Draft Update

### 6:60 Curriculum Content

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

1. In 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. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science. [PRESSPlus1](#)
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 ~~will should~~ include educating students about behaviors that violate ~~Board~~ policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
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 (U.S.) history must be taught, [PRESSPlus2](#) 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, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois. [PRESSPlus3](#) and (g) Illinois history. [PRESSPlus4](#)

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.

13. In all schools, the curriculum includes 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.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
15. In all schools, the curriculum includes 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.<sup>Q1</sup>

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](#).

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)

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**Questions and Answers:**

\*\*\*Required Question 1. A school district may offer a course on hunting safety as part of its curriculum during the school day. (105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152.) No grade levels are specified in the statute. Does the Board want to offer a course on hunting safety as part of its curriculum?

No. (default)

Yes, Insert In grade(s) [insert grade level(s)], a course on hunting safety will be offered during the school day." 5/27-23.13 (final citation pending) will be added to the Legal References What grade level(s) should be inserted?:

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20. The statute specifically states that school districts may utilize private funding available for offering civics education. **Issue 102, October 2019**

PRESSPlus 2. 105 ILCS 5/27-21 does not specify at what grade level districts must cover these topics as part of U.S. history instruction; however, no student may graduate from grade 8 unless the student has received instruction in U.S. history and demonstrated comprehensive knowledge of the subject matter. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 105 ILCS 5/27-21, amended by P.A. 101-227, eff. 7-1-20. **Issue 102, October 2019**

PRESSPlus 4. Updated in response to 105 ILCS 5/27-21, amended by P.A. 101-227, eff. 7-1-20. **Issue 102, October 2019**

## *Document Status: Draft Update*

### **6:150 Home and Hospital Instruction**

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

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

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

#### LEGAL REF.:

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

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

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

~~ADOPTED: February 14, 2018~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/14-13.01(a-5), amended by P.A.s 100-443 and 100-863. **Issue 102, October 2019**

## Document Status: Draft Update

### 7:20 Harassment of Students Prohibited

#### Bullying, Intimidation, and Harassment Prohibited

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

#### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

#### Making a Complaint - Enforcement [PRESSPlus1](#)

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. ~~Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.~~

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy. ~~another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.~~ [PRESSPlus2](#)

#### **Nondiscrimination Coordinator and Complaint Managers:**

Please refer to either the student handbook or faculty handbook to obtain the names and contact information for the current district discrimination coordinator and complaint managers.

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including: [PRESSPlus3](#)

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

policies, rules, and standards of conduct are otherwise made available to staff.

### Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

### Alleged Incidents of Sexual Abuse [PRESSPlus4](#)

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

### Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972.

[34 C.F.R. Part 106](#).

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

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

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:90 (*Abused and Neglected Child Reporting*), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

~~ADOPTED: February 14, 2018~~

PRESSPlus 2. Updated to align with policy 5:90, *Abused and Neglected Child Reporting*. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20. requires districts to maintain and implement an *age-appropriate* policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website and, if applicable, other areas where such information is posted in each school. The law does not expressly state that the age-appropriate policy is for students; however, that is the most logical interpretation. In practice, most districts maintain a student handbook for each building. Because the law only requires one policy, this policy manages the age-appropriate requirement by directing age-appropriate explanations of the policy be included in the building-level student handbook(s). **Issue 102, October 2019**

PRESSPlus 4. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center (CAC) review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531.

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see [www.childrensadvocacycentersofillinois.org/about/map](http://www.childrensadvocacycentersofillinois.org/about/map).

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. The law is silent about investigations in counties not served by CACs. **Issue 102, October 2019**

## Document Status: Draft Update

### 7:150 Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will: ~~(1)~~ [PRESSPlus1](#)

1. ~~Recognize~~ individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student. ~~(2)~~
3. ~~Minimize~~ potential disruption, ~~(3)~~
4. ~~Foster~~ a cooperative relationship with public agencies and law enforcement, and ~~(4)~~
5. ~~Comply with State law, including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will.~~ [PRESSPlus2](#)
  - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
  - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning. [PRESSPlus3](#)

#### LEGAL REF.:

[105 ILCS 5/10-20.64, 5/22-85 \(final citation pending\)](#)

[55 ILCS 80/](#), Children's Advocacy Center Act.

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

[720 ILCS 5/31-1 et seq.](#), Interference with Public Officers Act.

[725 ILCS 120/1](#), Rights of Crime Victims and Witnesses Act.

CROSS REF.: [5:90 \(Abused and Neglected Child Reporting\)](#), [7:130 \(Student Rights and Responsibilities\)](#), [7:140 \(Search and Seizure\)](#), [7:190 \(Student Behavior\)](#)

~~ADOPTED: May 11, 2016~~

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#### PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20.

Additional resources include:

- The *Guidelines for Interviews of Students*, published by the Ill. Council of School Attorneys (ICSA) at: [www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf](http://www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf).
- The publication, *Policing in Schools, Developing a Governance Document for School Resource Officers in K-12 Schools*, was developed by the American Civil Liberties Union, and is available at: [www.aclu.org/racial-justice/policing-schools-developing-governance-document-school-resource-officers-k-12-schools](http://www.aclu.org/racial-justice/policing-schools-developing-governance-document-school-resource-officers-k-12-schools).
- *School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA)*, published by PTAC (2019), at: [www.studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa](http://www.studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa).

#### Issue 102, October 2019

PRESSPlus 2. The statute does not specifically assign these duties to a school official, but instead states that "a law enforcement officer, school resource officer, or other school security personnel" must ensure these conditions are met before detaining and questioning a student on school grounds. For ease of implementation, this policy assigns these duties to a school

officials' responsibilities when law enforcement authorities interview students at school. **Issue 102, October 2019**

PRESSPlus 3. A trained law enforcement officer is someone who: (1) received training in youth investigations approved or is certified by his/her law enforcement agency as a school resource officer per 50 ILCS 705/10.22, or (2) is a juvenile police officer per 705 ILCS 405/1-3(17). **Issue 102, October 2019**

## Document Status: Draft Update

### 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 (SMA 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 and self-administer 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 an *School Medication Authorization SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. [PRESSPlus1](#)

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. [PRESSPlus2](#)

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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan, or the storage of any medication by school personnel. [PRESSPlus3](#) 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 asthma medication, and/or a medication required under a qualifying plan, or the storage of any medication by school personnel.

#### School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement ~~Section 105 ILCS 5/22-30(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, 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 Injectors

The Superintendent or designee shall implement ~~Section 105 ILCS 5/22-30(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.

of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

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

The Compassionate Use of Medical Cannabis ~~Plus~~ Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor ~~to~~ who registers 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 [PRESSPlus5](#) 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:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District; ~~and~~
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus. [PRESSPlus6](#)
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. [PRESSPlus7](#)
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator. [PRESSPlus8](#)

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

~~After administering the product to the student, the designated caregiver shall immediately 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.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator 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

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.

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

The **School District Supply of Undesignated Glucagon** 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 glucagon from a qualifying prescriber. [PRESSPlus9](#) or (2) fill the District's prescription for undesignated school glucagon.

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.

opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

### Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions ~~as explained in Section 22-30(e) of the School Code~~ applicable under State law apply. [PRESSPlus10](#)

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

LEGAL REF.:

[105 ILCS 5/10-20.14b](#), [5/10-22.21b](#), [5/22-30](#), and [5/22-33](#).

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

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)

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### Questions and Answers:

\*\*\*Required Question 1. Optional. 105 ILCS 145/27, added by P.A. 101-428, permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement it. Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated glucagon, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. 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 glucagon 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. Has the Board adopted the School District Supply of Undesignated Glucagon subsection?

Yes (default)

No (IASB will delete the School District Supply of Undesignated Glucagon subsection and its Void Policy language)

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### PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20. The plan must address actions to be taken if the student is unable to self-administer medication and the situations in which the school must call 911. For plan guidance, see 7:270-AP1, *Dispensing Medication*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 102, October 2019**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20. A student with a qualifying plan may self-administer medication if the student's parent/guardian provides the school with: (1) written permission for the student's self-administration of medication, (2) written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer the medication, and (3) the prescription label containing the name of the medication, the prescribed dosage, and the time(s) or circumstances under which the medication is to be administered. This does not allow a student to self-carry unless otherwise permitted. Contact the board attorney for further guidance. **Issue 102, October 2019**

PRESSPlus 3. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20, does not specifically require this information to be in a notification to parents/guardians. However, 105 ILCS 5/10-22.21b requires parents/guardians to sign a statement that includes the district's protections from liability under 105 ILCS 5/10-22.21b. **Issue 102, October 2019**

The storage of medication is not addressed in the applicable statutes and may not be covered as part of the district's protections from liability and hold harmless provisions. Contact the board attorney and the board's liability insurance carrier for further discussion about the district's liability and coverage in this area. **Issue 102, October 2019**

PRESSPlus 4. 105 ILCS 5/22-33(g), added by P.A. 100-660 (*Ashley's Law*), requires school boards to adopt a policy and implement it by:

1. Authorizing a parent/guardian and/or a *designated caregiver* of a student who is a *registered qualifying patient* to administer a medical cannabis infused product to that student at school or on the school bus (105 ILCS 5/22-33(b)).
2. Allowing a school nurse or administrator to administer a medical cannabis infused product to a student who is a *registered qualifying patient* while at school, a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care, on school-operated property or while being transported on a school bus (105 ILCS 5/22-33(b-5), added by 101-370, eff. 1-1-20)).
3. Authorizing a student who is a *registered qualifying patient* to self-administer a medical cannabis infused product if the self-administration takes place under the direct supervision of a school nurse or school administrator (*ld.*).

**Important: If a district would lose federal funding as a result of the board adopting this policy, the board may not authorize the use of a medical cannabis infused product under Ashley's Law and not adopt this subsection. 105 ILCS 5/22-33(f).** Consult the board attorney about the issue of federal funding.

#### **Issue 102, October 2019**

PRESSPlus 5. A student under the age of 18 may have up to three designated caregivers as long as at least one is a biological parent or a legal guardian. A student 18 years of age or older may appoint up to three designated caregivers who meet the requirements of the Compassionate Use of Medical Cannabis Program Act. **Issue 102, October 2019**

PRESSPlus 6. Text moved from below. **Issue 102, October 2019**

PRESSPlus 7. 105 ILCS 5/22-33(b-5), added by P.A. 101-370, eff. 1-1-20. A school nurse or administrator must annually complete a training curriculum to be developed by ISBE in consultation with the Ill. Dept. of Public Health prior to administering a medical cannabis infused product to a student in accordance with this section. 105 ILCS 5/22-33(f-5), added by P.A. 101-370, eff. 1-1-20. **Issue 102, October 2019**

PRESSPlus 8. Any medical cannabis infused product administered by a school nurse or administrator, or self-administered under the supervision of a school nurse or administrator, must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator. 105 ILCS 5/22-33(b-10), added by P.A. 101-370, eff. 1-1-20. **Issue 102, October 2019**

PRESSPlus 9. 105 ILCS 145/27, added by P.A. 101-428, provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated glucagon in the name of the district to be maintained for use when necessary. **Issue 102, October 2019**

PRESSPlus 10. 105 ILCS 5/22-30(c). The school, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of an injury to a student arising from the administration of asthma medication, epinephrine injectors, or an opioid antagonists, a student's self-administration of medication, or administration of undesignated glucagon (insofar as it would be considered part of the care of a student with diabetes).

105 ILCS 5/22-30(c) requires the district to inform parents/guardians in writing of the protections from liability and hold harmless provisions that apply to the administration of asthma medication, epinephrine injectors, and opioid antagonists. In addition, a statement must be signed by a student's parent/guardian acknowledging the district's protections from liability and hold harmless provisions for these undesignated medications. A similar acknowledgment must be signed by a student's parent/guardian for the self-administration of medication. 105 ILCS 5/10-22.21(c), added by P.A. 101-205, eff. 1-1-20. See 7:270-E1, *School Medication Authorization Form*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for a sample acknowledgement. **Issue 102, October 2019**

## Document Status: Draft Update

### 8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. [PRESSPlus1](#)

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, ~~and~~ friends, ~~and/or~~ community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member ~~by telephone or email~~ to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, ~~a~~ Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product or illegal drug. [PRESSPlus2](#)
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred. [PRESSPlus3](#)
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270. Administering Medicines to Students, implementing Ashley's Law. [PRESSPlus4](#)
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

#### Exclusive Bargaining Representative Agent

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

#### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

#### Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:<sup>Q1</sup>

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

#### LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 730 N.E.2d 96 (Ill.App.4, 2000).

Pro-Children Act of 1994, 20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, 5/24-24, and 5/24-25, and 5/27-23.7(a).

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

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: July 13, 2016

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#### Questions and Answers:

\*\*\*Required Question 1. For ease of administration, this text is broader than 105 ILCS 5/24-24, requiring a hearing for both school events and meetings. See Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting). The court in Nuding did not specifically

board has put the current text into practice and now plans to narrow it. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)) and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5). Does the board want to narrow the policy text to mirror 105 ILCS 5/24-24?

No (default)

Yes ("or meetings" will be removed from the subheading and the first sentence of the subsection)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated to align with the text of 105 ILCS 5/27-23.7(a). **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27. This statement must be consistent with employee working conditions and employee conduct standards (see 5:120-AP, *Employee Conduct Standards*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)) **Issue 102, October 2019**

PRESSPlus 3. Each board and superintendent may want to engage in a conversation regarding how the district might partner with local law enforcement to enforce this policy and the penalties available under the Cannabis Regulation Tax Act, e.g., posting signs barring community members from bringing in weapons, alcohol, cannabis, tobacco, etc. Signage reminding visitors of the policy may make it easier for staff and/or local law enforcement to enforce. **Issue 102, October 2019**

PRESSPlus 4. Managing cannabis on district property and the school setting presents many unsettled and complex legal issues. To legally use medical cannabis in Illinois, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)) 410 ILCS 130/, amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age. However, *Ashley's Law*, 105 ILCS 5/22-33(b) and (g), added by P.A. 100-660, allows *designated caregivers* to administer medical cannabis infused products to students who are *registered qualifying patients* at school or on the school bus, and requires school boards to adopt a policy to implement the law unless the district would lose federal funding. See policy 7:270, *Administering Medicines to Students*.

Remember that *Ashley's Law* requires the designated caregiver to remove the product from the school premises or the school bus after administering it to the student, so as a result, policy 7:270, *Administering Medicines to Students*, requires immediate removal of medical cannabis infused products after administering them to the student. **Issue 102, October 2019**