



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
REGULAR MEETING AGENDA
THURSDAY, MARCH 3, 2022 AT **7:30 PM**

BOARD OF EDUCATION
Kevin Daly, President
Elaina Geraghty, Vice President
John P. Vranas, Secretary
Myra A. Foutris
Jay Oleniczak
Rupal Shah Mandal
Peter D. Theodore

ADMINISTRATION
Dr. Kimberly A. Nasshan, Superintendent of Schools
Dr. David Russo, Assistant Superintendent for Curriculum and Instruction
Courtney Whited, Business Manager/CSBO

*Agenda of the Regular Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, to be held in the Lincolnwood Village Hall - Council Chambers
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712,
on Thursday, March 3, 2022.*

Bill Reviewers for the Month: Peter D. Theodore and John P. Vranas

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - **(7:30 p.m.)**

☐ Kevin Daly
☐ Myra A. Foutris
☐ Elaina Geraghty
☐ Jay Oleniczak
☐ Rupal Shah Mandal
☐ Peter D. Theodore
☐ John P. Vranas

ADMINISTRATIVE TEAM MEMBERS

☐ Dr. Kimberly A. Nasshan	☐ Dr. Dominick Lupo
☐ Dr. David L. Russo	☐ Mark Atkinson
☐ Courtney Whited	☐ Chris Harmon
☐ Jennifer Ruttkay	☐ Erin Curry
☐ Jordan Stephen	
☐ Renee Tolnai	

2. AUDIENCE TO VISITORS

3. INFORMATION/ACTION: CONSENT AGENDA

(Any member of the Board wishing to vote separately on a Consent Agenda item should request removal of that item from the Consent Agenda.)

a. APPROVAL OF MINUTES

I. Regular Board Meeting Minutes - FEBRUARY 3, 2022	5
II. Regular Board Meeting - Closed Session Minutes - FEBRUARY 3, 2022	
III. Special Board Meeting Minutes - FEBRUARY 15, 2022	12

b. EMPLOYMENT MATTERS

I. Personnel Report

- II. New Employment
 - 1. **Toni Giovannini**, Social Worker, Lincoln Hall, effective February 22, 2022 \$329.84/per day
- III. Resignation
 - 1. **Christina Audisho**, Director of Community Relations, Administration, effective February 18, 2022
 - 2. **James Caldwell, Jr.**, Maintenance Staff, Lincoln Hall, effective March 10, 2022
- IV. FMLA Request
 - 1. **Connie Mendez**, Receptionist/Transportation Coordinator, Administration Building, effective January 27, 2022, 12 weeks
- V. Leave Request
 - 1. **Maria Ricotta**, Food Science Teacher, Lincoln Hall, effective February 14, 2022 with an expected return of April 4, 2022
- c. Policy
 - I. **Consent Only** - Policies Excluded from 1st Reading for Approval*

*These policies are excluded from 1st Reading because they only involve changes in citations or immediate compliance with the law or Illinois School Code.

 - 1. Revise Policy 6:120 Language 14
 - 2. 7:20 Harassment of Students Prohibited 16
 - 3. 7:60 Residence 19
 - 4. 7:200 Suspension Procedures 21
 - 5. 7:210 Expulsion Procedures 23
 - 6. 7:240 Code of Conduct for Participants in Extracurricular Activities 25
 - 7. 7:310 Restrictions on Publications; Elementary Schools 26
 - 8. 7:340 Student Records 28
 - 9. 7:345 Use of Educational Technologies; Student Data Privacy and Security 30
 - II. 2nd Reading / Adoption of Policy
 - 1. 4:100 Insurance Management 32
 - 2. 4:60 Purchases 33
 - 3. 4:160 Environmental Quality of Buildings and Grounds 35
 - 4. 5:150 Personnel Records 37
 - 5. 5:125 Personal Technology and Social Media; Usage and Conduct 39
 - 6. 5:120 Employee Ethics; Conduct; and Conflict of Interest 41
 - 7. 5:100 Staff Development Program 44
 - 8. 5:50 Drug-and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition 47
 - 9. 5:90 Abused and Neglected Child Reporting 50
 - 10. 5:250 Leaves of Absence 53
 - 11. 5:330 Sick Days, Vacation, Holidays, and Leaves 56
 - 12. 6:135 Accelerated Placement Program 59
 - 13. 7:160 Student Appearance 61
 - 14. 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment 62
- d. Rutledge Hall Elevator Modernization & 5-Year District Elevator Maintenance Bid Results 66

The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve the Contract from TKE for Rutledge Hall elevator modernization and five years of Lincoln Hall and Rutledge Hall's elevator maintenance in the amount of \$60,502 for April 2022-March 2023, and the subsequent payment schedule ending on 2027.
- e. Administrator Contracts

- I. James Caldwell, Sr. (Director of Buildings and Grounds); Jennifer Ruttkay (Director of Special Education); Jordan Stephen (Director of Technology) 99
The Lincolnwood School District 74 Board of Education must approve all Director contracts.

- f. District's Summer 2022 General Work Bid Results 132
The Facilities Committee concurs with the Administration to recommend to the Board of Education to accept the bid from F.H. Paschen, S.N. Nielsen & Associates LLC in the amount of \$630,000 for the Summer 2022 General Work.
- g. WindFree Wind and Solar Energy Design Co Solar Panel Installation Purchase Agreement 136
The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve this Purchase Agreement from WindFree Wind and Solar Energy Design Co in the amount of \$9,430 for the installation of a 1.44 kW awning-mounted solar PV system at Lincoln Hall Middle School.

Rationale: As part of the regular meeting, the Board of Education routinely approves minutes, personnel items, Board policies, and routine business matters.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above.

Motion by member: _____ Seconded by: _____

4. UNFINISHED BUSINESS

5. NEW BUSINESS

6. COMMUNICATION FROM BOARD MEMBERS

- a. NTDSE/District 807: **John P. Vranas/Kevin Daly**
- b. IASB (Illinois Association of School Boards): **Elaina Geraghty/Myra A. Foutris**
- c. Finance Committee: **Peter D. Theodore/Jay Oleniczak**
- d. Facilities Committee: **John P. Vranas/Elaina Geraghty**
- e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris**
- I. 1st Reading by Lincolnwood School District 74 Board of Education
- | | |
|--|-----|
| 1. 6:60 Curriculum Content | 151 |
| 2. 7:70 Attendance and Truancy | 156 |
| 3. 7:80 Release Time for Religious Instruction/Observance | 158 |
| 4. 6:180 Extended Instructional Programs (two attachments) | 159 |
| 5. 7:250 Student Support Services | 162 |
| 6. 7:260 Exemption from Physical Education | 163 |
| 7. 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors | 164 |
| 8. 7:30 Student Assignment | 166 |

- f. President's Report: **Kevin Daly**

7. COMMUNICATION TO THE BOARD OF EDUCATION

- a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Stacy Panoutsos (Co-Presidents)**
- b. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**

8. ADMINISTRATIVE REPORTS

- a. Superintendent's Report: **Dr. Kimberly A. Nasshan**

- I. INFORMATION/DISCUSSION: District Updates
- b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. David L. Russo**
 - I. INFORMATION/DISCUSSION: Curriculum Department Update
- c. Business and Operations, Business Manager/CSBO: **Courtney Whited**
 - I. INFORMATION/DISCUSSION: Finance Report - **DECEMBER 2021** 167
 - II. INFORMATION/ACTION: Bills Payable in the Amount of \$1,045,055.81 191
Bills reviewed this month by: Peter D. Theodore and John P. Vranas
Rationale: The Board of Education routinely reviews and approves invoices and bills.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$1,045,055.81.

Motion by member: _____ Seconded by: _____

9. AUDIENCE TO VISITORS

10. RECESS INTO CLOSED SESSION

I move that the Lincolnwood School District 74 Board of Education recess into Closed Session for the purposes of: **5 ILCS 120/2(c)(1), amended by P.A. 101-459 - Personnel and 5 ILCS 120/2(c)(2) - Collective Negotiating.**

Motion by member: _____ Seconded by: _____

11. ADJOURNMENT

Motion by member: _____ Seconded by: _____

Dr. Kimberly A. Nasshan, Superintendent of Schools

Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
REGULAR MEETING MINUTES
THURSDAY, FEBRUARY 3, 2022 AT **7:30 PM**

BOARD OF EDUCATION
Kevin Daly, *President*
Elaina Geraghty, *Vice President*
John P. Vranas, *Secretary*
Myra A. Foutris
Jay Oleniczak
Rupal Shah Mandal
Peter D. Theodore

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

*Minutes of the Regular Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, was held in the Lincolnwood Village Hall - Council Chambers
6900 North Lincoln Avenue, Lincolnwood, Illinois 60712, on Thursday, February 3, 2022.*

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

President Daly called the Regular Meeting to order at 7:30 p.m. Roll call was taken and the Pledge of Allegiance was recited:

MEMBERS PRESENT

Kevin Daly
Myra A. Foutris
Elaina Geraghty
Jay Oleniczak
Rupal Shah Mandal
Peter D. Theodore
John P. Vranas

ADMINISTRATORS/STAFF PRESENT

Dr. Kimberly A. Nasshan
Dr. David Russo
Courtney Whited
Chris Harmon

Erin Curry
Mark Atkinson
Jordan Stephen
Christina Audisho

Dr. Dominick Lupo
Jennifer Ruttkay
Renee Tolnai

2. AUDIENCE TO VISITORS

None

3. CONSENT AGENDA

a. APPROVAL OF MINUTES

- I. Regular Board Meeting Minutes - **JANUARY 6, 2022**
- II. Regular Board Meeting - Closed Session Minutes - **JANUARY 6, 2022**

b. EMPLOYMENT MATTERS

- I. Personnel Report
- II. FMLA Request

1. **Bennett Nelson**, 6th Grade Science Teacher effective February 4, 2022 with an expected return on April 29, 2022

III. 1 Year Leave Request

1. **Isabella Fioretto**, 4th Grade Teacher, effective for the 2022-2023 school year with an expected return for the 2023-2024 school year

c. Policy

- I. **Consent Only** - Policies Excluded from 1st Reading for Approval*

*These policies are excluded from 1st Reading because they only involve changes in citations or immediate compliance with the law or Illinois School Code.

1. 5:20 Workplace Harassment Prohibited
2. 5:30 Hiring Process and Criteria
3. 6:15 School Accountability
4. 6:20 School Year Calendar and Day
5. 6:50 School Wellness
6. 7:10 Equal Educational Opportunities
7. 5:200 Terms and Conditions of Employment and Dismissal
8. 5:220 Substitute Teachers
9. 6:120 Education of Children with Disabilities
10. 6:340 Student Testing and Assessment Program
11. 7:150 Government Agency and Law Enforcement Interviews of Students at School
12. 7:190 Student Behavior

d. 2022-23 School Fees

The Finance Committee concurs with the Administration to recommend that the Board of Education approve the 2022-23 School Fee Schedule, as presented.

e. Public Act 102-0519 2021 Prior Year Levy Adjustment

The Finance Committee concurs with the Administration to recommend that the Board of Education accept the \$427,387 and will not file with the Cook County Clerk's Tax Extension Department a resolution to abate, adjust or remove this Levy Adjustment Fund.

f. Post-Issuance Tax Compliance Reports

The Finance Committee concurs with the Administration to recommend that the Board of Education accept the findings contained in the Post-Issuance Tax Compliance Reports.

g. Supplemental Savings Plan (SSP) from IL Teachers' Retirement System (TRS)

The Finance Committee concurs with the Administration to recommend that the Board of Education adopt the Teachers' Retirement System Supplemental Savings Plan Resolution and approve the corresponding Employer Participation Agreement.

~~h. Varsity Tutors for Schools, LLC (Moved to New Business)~~

~~The Finance Committee concurs with the Administration to recommend that the Board of Education approve this contract from Varsity Tutors, LLC for online tutoring services in the amount of \$36,000 from December 1, 2021 – May 31, 2022.~~

i. 2022-2023 Encyclopedia Britannica Renewal

The Finance Committee concurs with the Administration to recommend that the Board of Education approve the Britannica School Subscription Renewal Contract in the amount of \$977.50 from January 31, 2022 to June 30, 2023.

j. 2022-2023 PebbleGo by Capstone Renewal

The Finance Committee concurs with the Administration to recommend that the Board of Education approve the PebbleGo by Capstone Renewal Contract in the amount of \$1,340.22 from February 28, 2022 to June 30, 2023.

k. 2022-2023 PowerSchool Group, LLC Renewal Contracts for Registration and SIS Maintenance and Support

The Finance Committee concurs with the Administration to recommend that the Board of Education approve both PowerSchool Group, LLC Renewal Contracts for SIS Maintenance and Support in the amount of \$9,948.32 from March 9, 2022 to June 30, 2023 and for Registration and Enrollment in the amount of \$15,242.98 from February 1, 2022 to June 30, 2023.

I. Raptor Technologies, LLC Subscription Renewal Agreement

The Finance Committee concurs with the Administration to recommend that the Board of Education approve the Renewal Agreement with Raptor Technologies, LLC for Visitor Management System in the amount of \$2,975 from February 1, 2022 to February 1, 2023.

m. 2022-23 Swiftreach Networks, LLC Agreement for SwiftK12 for PowerSchool – Unlimited Messaging

The Finance Committee concurs with the Administration to recommend that the Board of Education approve this Renewal Agreement from Swiftreach Networks, LLC for SwiftK12 for PowerSchool - Unlimited Messaging in the amount of \$2,517.98 from February 1, 2022 to June 30, 2023.

n. Learning A-Z / Vocabulary A-Z Renewal and Alignment

The Finance Committee concurs with the Administration to recommend that the Board of Education approve the renewal for Vocabulary A-Z in the amount of \$2,756.25 from January 11, 2022 to August 7, 2022.

o. Flocabulary by Nearpod Inc. Renewal for the 2021-2022 School Year

The Finance Committee concurs with the Administration to recommend that the Board of Education approve the Flocabulary by Nearpod Inc. Renewal Quote in the amount of \$2,600 for the service dates between October 18, 2021 and October 17, 2022.

p. Request for Proposals (RFP) for Rutledge Hall and Todd Hall Cafeteria Tables

The Facilities Committee concurs with the Administration to recommend that the Board of Education approve publication of a Request for Proposals (RFP) in order to purchase cafeteria tables/benches for Todd Hall and Rutledge Hall for installation during Summer 2022.

Vice President Geraghty requested Agenda Item #3h - Varsity Tutors for Schools, LLC be removed from the Consent Agenda for further discussion. President Daly moved #3h - Varsity Tutors for Schools, LLC to New Business.

It was moved by Secretary Vranas and seconded by Member Foutris that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appears above, excluding Agenda Item #3h - Varsity Tutors for Schools, LLC.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Geraghty, Vranas, Foutris, Oleniczak, Shah Mandal, Theodore, Daly

Nays: None

Absent: None

Motion passed.

4. UNFINISHED BUSINESS

None

5. NEW BUSINESS

It was moved by President Daly and seconded by Secretary Vranas to approve the contract from Varsity Tutors, LLC for online tutoring services in the amount of \$36,000 from December 1, 2021 - May 31, 2022.

Dr. David Russo, Assistant Superintendent for Curriculum and Instruction, provided a detailed overview of the Varsity Tutors program. The Board of Education requested that Dr. Russo provide an update of the program at a future Board of Education meeting.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Geraghty, Vranas, Foutris, Oleniczak, Shah Mandal, Theodore, Daly

Nays: None

Absent: None

Motion passed.

6. COMMUNICATION FROM BOARD MEMBERS

a. NTDSE/District 807: **John P. Vranas/Kevin Daly**

Secretary Vranas confirmed that construction on the Molloy Education Center is on target.

The next meeting of the NTDSE Governing Board is Thursday, March 10, 2022 at 7:00 p.m.

b. IASB (Illinois Association of School Boards): **Elaina Geraghty/Myra A. Foutris**

Vice President Geraghty asked fellow Board of Education members to review the numerous IASB webinars that are currently available on line.

The North Cook Spring Dinner is scheduled for April 20, 2022.

c. Finance Committee: **Peter D. Theodore/Jay Oleniczak**

The Finance Committee last met on January 20, 2022.

- The Committee sent twelve items to the Consent Agenda:
 1. 2022-23 School Fees
 2. Public Act 102-0519 2021 Prior Year Levy Adjustment
 3. Post-Issuance Tax Compliance Reports for the Bonds
 4. Supplemental Savings Plan (SSP) from IL Teachers' Retirement System (TRS)
 5. Varsity Tutors for Schools, LLC
 6. 2022-2023 Encyclopedia Britannica Renewal
 7. 2022-2023 PebbleGo by Capstone Renewal
 8. 2022-2023 PowerSchool Group, LLC Renewal Contracts for Registration and SIS Maintenance and Support
 9. Raptor Technologies, LLC Subscription Renewal Agreement
 10. 2022-23 Swiftreach Networks, LLC Agreement for SwiftK12 for PowerSchool – Unlimited Messaging
 11. Learning A-Z / Vocabulary A-Z Renewal and Alignment
 12. Flocabulary by Nearpod Inc. Renewal for the 2021-2022 School Year
- The Committee directed the Administration to explore final offers from Liberty Mutual and Accident Fund for Workers' Compensation Alternatives to Illinois Public Risk Fund (IPRF).
- District Finance Updates:
 - The NEID TIF Surplus will be presented at the February Village of Lincolnwood board meeting.
 - The School Maintenance Project Grant v. 2022 was awarded to the District. The \$50,000 will be used for Rutledge Hall health/life safety projects this summer.
 - Legal Counsel is representing the District for the Tax Objections 2011-2014 cases.

The next Finance Committee meeting is scheduled for Thursday, February 17, 2022 at 6:30 p.m. The public is welcome.

d. Facilities Committee: **John P. Vranas/Elaina Geraghty**

The Facilities Committee last met on January 18, 2022.

- Athi Toufexis, StudioGC, presented running path options for consideration. The Committee selected Option #2 that directs the path away from the south side of Todd Hall.
- Athi presented options to expand the number of parking spaces in the Todd Hall parking lot. The Committee chose Option #2, which adds 35 spots and \$200,000 to the project costs to the planned resurfacing of that lot. The Committee would like to see options for relocating the playground adjacent to the Admin Building, south of its current location. Administration should determine how much of the existing playground equipment can be reused.

- Courtney Whited presented changes to the playground equipment based on Todd Hall and CCDC staff input. The Committee accepted the plan and Athi will present pricing at the next Committee meeting.
- The Administration presented changes to the Master Facilities Plan. The Committee concurred with the Administration's following recommendations:
 - Replacing the Todd Hall and Rutledge Hall cafeteria tables this summer.
 - Replacing Todd Hall lighting in summer 2024
 - Replacing Todd Hall and Rutledge Hall gym flooring in summers 2023 and 2024.
- Thermosystems advised us that they could not timely deliver the HVAC equipment that was contracted for at the January 6, 2022, Board of Education meeting. We will look to the next bidder to supply the units at a higher cost. The District will seek to recover damages from their bond. The Committee concurred with the Administration's recommendation to accept the Bid from TEC Distribution for the Mechanical Equipment Pre-Purchase for Todd Hall and Rutledge Hall in the amount of \$80,000.
- Athi provided an overview of the roofing bids that were received for this summer's work. The costs came in higher than anticipated. Athi explained the project could be deferred for one year to package with anticipated roofing at Rutledge Hall in 2023 to potentially take advantage of economies of scale. The Committee chose to defer the project and concurred with the Administration's recommendation to reject the bid from DCG Roofing Solutions, Inc. for Summer 2022 Administration Building and Rutledge Hall Roofing with Alternate #1.
- Dr. Russo explained the amended American Rescue Plan, ESSER III, Use of Funds Plan.
- The bid tabulation for the Elevator Modernization and Service RFP was presented. The Committee expressed concerns about supply chain issues related to the modernization of the elevators. At this point, no delays are anticipated.
- Courtney explained the process for selecting a vendor for the Soil Borings for the summer 2022 paving and sitework and timeline for completion of this project.

The next Facilities Committee meeting is scheduled for Tuesday, February 15, 2022 at 6:00 p.m. The public is welcome.

e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris**

I. 1st Reading by Lincolnwood School District 74 Board of Education

1. 5:50 Drug-and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
2. 5:90 Abused and Neglected Child Reporting
3. 5:250 Leaves of Absence
4. 5:330 Sick Days, Vacation, Holidays, and Leaves
5. 6:135 Accelerated Placement Program
6. 7:160 Student Appearance
7. 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

The Policy Committee last met on Friday, January 21, 2022.

The Policy Committee sent twelve policies from Press Plus Issue Number 108 to the Consent Agenda and seven policies to 1st Reading by the Board of Education. Policy 6:60 (Curriculum Content) was *Kept in Committee* for further Committee discussion.

The next Policy Committee meeting is scheduled for Friday, February 18, 2022 at 8:30 a.m. The public is welcome.

f. President's Report: **Kevin Daly**

President Daly reviewed important upcoming District dates.

I. Bi-Annual Review of Closed Meeting Minutes

It was moved by Secretary Vranas and seconded by President Daly that the Lincolnwood School District 74 Board of Education authorize the release of certain closed session minutes, as listed in the attachment between October 6, 2011 to November 4, 2021, which were reviewed by the Board of Education and recommended by the Secretary of the Board of Education, as no longer needing confidential treatment.

President Daly submitted the motion to a vote and the motion passed.

II. Destruction of Closed Meeting Audio Recordings

It was moved by Secretary Vranas and seconded by President Daly that the Lincolnwood School District 74 Board of Education authorize the destruction of certain closed session audio recordings, as listed on the attachment, which were held prior to July 1, 2020, and for which approved minutes already exist, as reviewed by the Board of Education and recommended by the Secretary of the Board of Education.

President Daly submitted the motion to a vote and the motion passed.

7. COMMUNICATION TO THE BOARD OF EDUCATION

a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Stacy Panoutsos (Co-Presidents)**

No report.

b. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**

No report.

8. ADMINISTRATIVE REPORTS

a. Superintendent's Report: **Dr. Kimberly A. Nasshan**

I. District Updates

Superintendent Nasshan thanked Jim Caldwell, Sr., Director of Building and Grounds, and the team for their hard work on removal of snow and ice from the campus after the recent storms. In addition, the Administration is very grateful for all staff who made it through the snow storms to be present.

Superintendent Nasshan thanked the Board of Education for their continued efforts on behalf of the District.

b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. David L. Russo**

I. Curriculum Department Update

Dr. David Russo, Assistant Superintendent, reported the Winter MAP testing window is wrapping-up throughout the District. New this cycle, individual student progress reports will be e-mailed home. As the District has been doing with report cards, families should check their inbox later this month to receive their child's report. The District thanks our Kindergarten families for being our "test" group. They successfully received their child's report via email earlier in the week.

c. Business and Operations, Business Manager/CSBO: **Courtney Whited**

I. Finance Report - **NOVEMBER 2021**

Courtney Whited, Business Manager/CSBO, presented the November 2021 Finance Report.

II. Rejection of All Administration/Rutledge Hall Roofing Bids

It was moved by Secretary Vranas and seconded by Vice President Geraghty that the Lincolnwood School District 74 Board of Education reject all bids for the Summer 2022 Administration Building and Rutledge Hall Roofing project, as recommended by the Administration with concurrence of the Facilities Committee.

President Daly submitted the motion to a voice vote and the motion passed.

III. Todd Hall and Rutledge Hall Mechanical Unit Bid Award

It was moved by Secretary Vranas and seconded by Vice President Geraghty that the Lincolnwood School District 74 Board of Education accept the proposal from TEC for the Mechanical Equipment Pre-Purchase for Todd Hall and Rutledge Hall in the amount of \$69,000 for construction work to commence on June 20, 2022 and complete for occupancy by August 5, 2022, as recommended by the Administration with concurrence of the Facilities Committee.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Geraghty, Vranas, Foutris, Oleniczak, Shah Mandal, Theodore, Daly

Nays: None

Absent: None

Motion passed.

IV. Bills Payable in the Amount of \$1,123,267.74.

Bills reviewed this month by: Myra A. Foutris and Jay Oleniczak

It was moved by Member Foutris and seconded by Member Oleniczak that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$1,123,267.74.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Geraghty, Vranas, Foutris, Oleniczak, Shah Mandal, Theodore, Daly

Nays: None

Absent: None

Motion passed.

9. AUDIENCE TO VISITORS

None

10. RECESS INTO CLOSED SESSION

It was moved by President Daly and seconded by Vice President Geraghty that the Lincolnwood School District 74 Board of Education recess into Closed Session for the purposes of: **5 ILCS 120/2(c)(1), amended by P.A. 101-459 - Personnel and 5 ILCS 120/2(c)(2) - Collective Negotiating.**

President Daly submitted the motion to a voice vote and the motion passed.

11. ADJOURNMENT

It was moved by President Daly and seconded by Vice President Geraghty to adjourn the regular meeting of the Lincolnwood School District 74 Board of Education.

President Daly submitted the motion to a voice vote and the motion passed at 8:50 p.m.

Kevin Daly, President

John P. Vranas, Secretary



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
SPECIAL MEETING MINUTES
TUESDAY, FEBRUARY 15, 2022 AT **7:30 PM**

BOARD OF EDUCATION
Kevin Daly, *President*
Elaina Geraghty, *Vice President*
John P. Vranas, *Secretary*
Myra A. Foutris
Jay Oleniczak
Rupal Shah Mandal
Peter D. Theodore

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

*Minutes of the Special Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, was held in the Lincoln Hall Auditorium
6855 North Crawford, Lincolnwood, IL 60712, on Tuesday, February 15, 2022.*

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

President Daly called the Special Meeting to order at 7:31 p.m. Roll call was taken and the Pledge of Allegiance was recited:

MEMBERS PRESENT

Kevin Daly
Myra A. Foutris
Elaina Geraghty
Jay Oleniczak
Rupal Shah Mandal
Peter D. Theodore
John P. Vranas

ADMINISTRATORS/STAFF PRESENT

Dr. Kimberly A. Nasshan
Dr. David Russo
Renee Tolnai

Superintendent Nasshan delivered a brief statement regarding the COVID-19 mitigation strategies and recent Revisions to those strategies.

President Daly recognized both the LTA (Lincolnwood Teacher's Association) and LSSU (Lincolnwood Support Staff) to make a statement.

LTA Co-president Stacy Panoutsos presented the LTA statement.

No report was presented by the LSSU.

2. AUDIENCE TO VISITORS

The following people made a public statement:

Samuel Philips
Emily McCall
Melissa Theodore
Nada Stulac
Raul Tomsa (on behalf of Janet Tomsa)
Christina Economou

Atour Sargon
Student Evan U.
Mateo Farzaneh
Courtney Tucker
Lidia Kaihara (read by Mateo Farzaneh)
Leah Brennan
Mari Garvonado (on behalf of LTA members who wished to remain anonymous)
Mark Laske (on behalf of an untenured SD74 teacher)
Erin Oleniczak
Bill Foutris
Susan Ginsburg
Andreea Draghici
Carrie Spitz
Lani Maldonado
Ksenija Hrvojevic
Anna Hurtado
Sebastian Napoli
Bryan Johnson

3. Reaffirm September 2, 2021, Resolution RE: Reopening, Use of Face Coverings, and Symptom Screening for the 2021-2022 School Year

It was moved by Secretary Vranas and seconded by President Daly that the Lincolnwood School District 74 Board of Education reaffirm its September 2, 2021 RESOLUTION RE: REOPENING, USE OF FACE COVERINGS, AND SYMPTOM SCREENING FOR THE 2021-2022 SCHOOL YEAR and affirm the Superintendent's revisions to the plan as presented in the letter to the Lincolnwood Learning Community dated February 6, 2022.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Vranas, Foutris, Oleniczak, Theodore, Daly

Nays: Geraghty, Shah Mandal

Absent: None

Abstain: None

Motion passed.

4. AUDIENCE TO VISITORS

Bianca Pop Gabor made a public statement.

5. ADJOURNMENT

It was moved by Member Foutris and seconded by Member Theodore to adjourn the Special meeting of the Lincolnwood School District 74 Board of Education.

President Daly submitted the motion to a voice vote and the motion passed at 9:02 p.m.

Kevin Daly, President

John P. Vranas, Secretary

At 1/21/22 Policy Committee, Becky Klinghofer asked us to review any policy that used "Disabled Student vs. Student with Disability."

Instruction

6:120 Education of Children with Disabilities

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

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

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

It is the policy of this school district to provide students an education in a safe and orderly environment, while encouraging parents to participate fully and effectively with school personnel in the development of appropriate special education programming for his or her child. Pursuant to the Illinois School Code, [105 ILCS 5/14-8.02](#), the District shall allow parent(s)/guardian(s) reasonable access to the District's educational facilities, personnel, classrooms, and buildings and to the child to observe their child in the school setting or to visit an educational placement or program proposed for their child. The District shall allow an independent educational evaluator, or a qualified professional retained by or on behalf of a parent or student, reasonable access to the District's educational facilities, personnel, classrooms, and buildings and to the student in order to conduct an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child. This policy shall apply to all programming and facilities supported in whole, or in part, by public funds, and subject to the control of the District.

The Superintendent or his /her designee is hereby authorized and directed to establish procedures to implement this policy. All visitors must comply with all applicable District policies, procedures and guidelines for visitations, including those laws protecting the confidentiality of education records such as the Family Educational Rights and Privacy Act and the Illinois School Student Records Act. District personnel have the right to accompany any visitor during an observation and to terminate a visit at any time if the visitor fails to abide by the District's Policy or Procedures or otherwise disrupts the educational process.

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

If necessary, students may also be placed in private school education facilities.

LEGAL REF.:

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

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

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

[34 C.F.R. §300](#).

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

[23 Ill.Admin.Code Part 226](#).

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

ADOPTED: October 5, 2010

REVISED: November 7, 2013

REVIEWED: September 6, 2018

Lincolnwood School District 74

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:20 Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender 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

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Dr. David L. Russo, Asst. Superintendent
District Office
6950 N. East Prairie Rd., Lincolnwood, IL 60712
drusso@sd74.org
847-675-8234

Complaint Managers:

Dr. David L. Russo, Asst. Superintendent
District Office
6950 N. East Prairie Rd., Lincolnwood, IL 60712
drusso@sd74.org
847-675-8234

Erin Curry, Principal
Rutledge Hall
6850 North East Prairie Road, Lincolnwood,
IL 60712
ecurry@sd74.org
847-675-8236

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

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 reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

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

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, [5/10-22.5](#), [5/10-23.13](#), [PRESSPlus1](#) 5/27-1, and 5/27-23.7.

[775 ILCS 5/1-101 et seq.](#), Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 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), 7:295 (Student Personal Body Safety Program)

ADOPTED: September 10, 2002

REVISED: October 1, 2020

REVIEWED: October 1, 2020

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:60 Residence

Legal Residency

The right to attend school tuition-free in Lincolnwood School District 74 is extended to residents who live within the District 74 boundaries. The School Code provides that a student's residence is deemed to be the residence of a person who has legal custody of him or her. A student is a resident of the District if his/her regular fixed night-time abode, for purposes other than to have access to the educational programs of the District, is within the District. Students who live in the District with a guardian, relative or friend for the purpose of attending the District's schools are not legal residents and will not be permitted to attend the District's schools on a tuition-free basis.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or ~~Power of Attorney~~ affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within ~~60 days~~ six months PRESSPlus1 after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Nonresident Students

Students whose parent(s)/guardian(s) move out of the District during the academic year may complete that year in the District's schools without payment of tuition. This non-tuition out-of-District enrollment is allowed only for the completion of the academic year in which the move occurs and cannot be extended.

Transportation for such student/s outside the normal bus route for District 74 will be the responsibility of the parent(s)/guardian(s).

Verifying Residency

When questions of residency arise, the Superintendent or designee may require the parent and other appropriate individuals to provide documents and other information relevant to a determination of residency. Such individuals may be required to attest to residency under oath and to provide timely information. Based on all the information available to the District, the Superintendent or his designee shall make an initial determination as to residency.

If the Superintendent or his designee determines that a current student is not a resident, the person who enrolled the student shall be notified by certified mail, return receipt requested, of that determination and of the amount of tuition owed. That person shall be entitled to a hearing before the Board or hearing officer designated by the Board in accordance with requirements of the School Code.

Pending a final decision by the Board following a hearing, the student shall be permitted to continue attending school on a tuition-free basis. If the Board determines that the student is not a resident, the person enrolling him or her shall be responsible for paying all tuition owed. At its option, the Board may decide whether to permit the student to continue attending school if tuition is paid.

If questions of residency arise before a student is enrolled, tuition-free enrollment will be denied until residency is established. At the Superintendent's discretion, however, enrollment may be permitted pending such a determination upon payment of one half of the operating expenditure per pupil as reported on the most recent School Report Card for School District 74. This payment will be partially or totally refundable if residency is established.

Foster Homes

Students who are wards of the State and are placed with a foster parent or in another type of child care facility in the District will be permitted to attend school on a tuition-free basis.

Students who are in the custody of an adult caretaker relative who is receiving aid under Illinois Public Aid code for that student may also attend on a tuition-free basis if residence in the District is for purposes other than to have access to the educational programs of the District. Tuition-free attendance will also be permitted if the Department of Children and Family Services has guardianship of a student who no longer resides in the District and that agency determines that it is in the student's best interests to continue enrollment in the District.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children.

LEGAL REF.:

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

105 ILCS 5/10-20.12a, 5/10-20.12b, ~~and 5/10-22.5~~, and 5/10-22.5a.

105 ILCS 45/, Education for Homeless Children Act ~~and 70/~~.

105 ILCS 70/, Educational Opportunity for Military Children Act.

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High Sch., 200 Ill. Dist. 200, ~~601 N.E.2d 1264~~ 235 Ill.App.3d 652 (~~Ill.App.1, 5th Dist.~~ 1992).

Joel R. v. Board of Education of Manheim School District 83, ~~686 N.E.2d 650~~ 292 Ill.App.3d 607 (~~Ill.App.1, 1st Dist.~~ 1997).

Kraut v. Rachford, ~~366 N.E.2d 497~~ 51 Ill.App.3d 206 (~~Ill.App.1, 1st Dist.~~ 1977).

ADOPTED: September 10, 2002

REVISED: April 6, 2017

REVIEWED: November 4, 2021

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:200 Suspension Procedures

Out-of-School Suspension Procedure

The Superintendent or designee shall implement out-of-school suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a. A threat to school safety, or
 - b. A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c. That the student's continuing presence in school would either:
 - i. Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii. Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from ~~the Department of Human Services~~ a local mental health agency ^{PRESSPlus1} to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

~~105 ILCS 5/10-22.6.~~

Goss v. Lopez, 95 S.Ct. 729 419 U.S. 565 (1975).

~~Sieck v. Oak Park River Forest High School~~, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

105 ILCS 5/10-20.14, 5/10-22.6.

23 III.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED: June 30, 2016

REVISED:

REVIEWED: June 24, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:210 Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from [the Illinois Dept. of Human Services](#) [a local mental health agency](#) [PRESSPlus1](#), 8001 Lincoln Avenue, Skokie, IL to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or substantial disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. In determining the length of the student's expulsion, the Board shall also consider:
 - a. The egregiousness of the student's conduct;
 - b. The history of the student's past conduct;
 - c. The likelihood that such conduct will affect the delivery of education for other students;
 - d. The severity of the punishment; and
 - e. The student's best interests.
5. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion, as well as the rationale for any suspension that preceded the expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
 - e. Document whether available and appropriate support services were offered or provided during the suspension and, if they were not offered or provided, document that none were available.
6. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.:

[105 ILCS 5/10-22.6\(a\)](#)

Goss v. Lopez, ~~95 S.Ct. 729~~ 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: June 30, 2016

REVISED:

REVIEWED: June 24, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:240 Code of Conduct for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and instructors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code should notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. [PRESSPlus1](#) The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education.

Participants in extracurricular activities must abide by the code of conduct for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and instructors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 8 participating in these programs.

LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).

Board of Educ. of Independent School Dist. No. 92 v. Earls, 536 U.S. 822 122 S.Ct. 2559 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Board of Educ. of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985) 478 N.E.2d 1209 (Ill.App.4, 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999) 706 N.E.2d 137 (Ill.App.5, 1999).

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir. 1998).

Vernonia School Dist. 475 v. Acton, 515 U.S. 646 (1995).

105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Teacher Aides, Coaches, and Bus Drivers), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: September 10, 2002

REVISED: May 5, 2016

REVIEWED: September 2, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to U.S. Supreme Court's 2021 decision in Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021), which involved a student suspended from the cheerleading squad for one year after she posted two vulgar *snaps* on Snapchat while off campus during the weekend. The U.S. Supreme Court held that while schools may have a special interest in regulating some off-campus student speech, e.g., teaching good manners and preventing disruption, here the school's interests were insufficient to overcome the student's interest in free expression, and the one-year suspension violated the student's First Amendment rights. The Court noted that the school's interest in regulation was diminished by the fact that the student's speech did not identify the school, did not target any member of the school community, and was transmitted through a personal cell phone to an audience consisting of her private circle of Snapchat friends. Comments during oral argument suggest the Court was particularly struck by the severity of the discipline issued as well. Careful factual analysis, in consultation with the board attorney, should occur when considering discipline of participants for off-campus activity. See 7:240-AP1, *Code of Conduct for Extracurricular Activities*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:310 Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text data or voice messages delivered by cell phones, tablets, and other hand-held devices). [PRESSPlus1](#)

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing publications that cause substantial disruption or a foreseeable risk of substantial disruption to school operations or interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-23.7

Hazelwood v. Kuhlmeier, 108 S.Ct. 562 484 U.S. 260 (1988).

Hedges v. Wauconda Cmty. Community Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 393 U.S. 503 (1969).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: October 7, 2015

REVISED: November 4, 2021

REVIEWED: November 4, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 [PRESSPlus1](#) years who has been arrested or taken into custody.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to opt-out of the release of directory information regarding his or her child. ~~However, the District will comply with State or federal law with regard to release of an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records, including, where applicable,~~ without notice to, or the consent of, the student's parent/guardian or eligible student. [PRESSPlus2](#) Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

50 ILCS 205/7, [Local Records Act](#).

105 ILCS 5/10-20. ~~12-21b, 5/20-37,~~ [5/10-20.40](#), and [5/14-1.01](#) et seq.

[105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[325 ILCS 17/](#), Children's Privacy Protection and Parental Empowerment Act.

[750 ILCS 5/602.11](#), Ill. Marriage and Dissolution of Marriage Act.

[23 Ill.Admin.Code Parts 226](#) and [375](#).

[Owasso I.S.D. No. I-011 v. Falvo](#), 534 U.S. 426 (2002).

[Chicago Tribune Co. v. Chicago Bd. of Ed.](#), 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED: September 10, 2002

REVISED: August 6, 2020

PRESSPlus Comments

PRESSPlus 1. 705 ILCS 405/5-905, amended by P.A. 98-61, applies to law enforcement records of minors arrested or taken into custody before their 18th (formerly 17th) birthday. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to feedback from PRESS Advisory Board (PAB) members. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:345 Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. The Board designates the Director of Technology to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, [105 ILCS 85/](#), amended by P.A. 101-516, eff. 7-1-21.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family and Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

[105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[23 Ill. Admin. Code Part 380](#), [PRESSPlus1](#)

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

ADOPTED: October 1, 2020

7:345

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Operational Services

4:100 Insurance Management

The Superintendent shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including 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 any mentoring services provided to the District's certified staff members; Board members; employees; volunteer personnel authorized by [105 ILCS 5/10-22.34](#), [5/10-22.34a](#), and [5/10-22.34b](#); mentors of certified staff members authorized in [105 ILCS 5/21A-5](#) *et seq.* (new teacher), [105 ILCS 5/2-3.53a](#) (new principal), and [2-3.53b](#) (new superintendents); and student teachers.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect the individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parent(s)/guardian(s) and the company.

LEGAL REF.:

Consolidated Omnibus Budget Reconciliation Act, [Pub. L. 99-272](#), §10001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, [42 U.S.C. §300bb-1](#) *et seq.*

[105 ILCS 5/10-20.20](#), [5/10-22.3](#), [5/10-22.3a](#), [5/10-22.3b](#), [5/10-22.3f](#), [5/10-22.34](#), [5/10-22.34a](#), [5/10-22.34b](#) and [5/22-15](#).

[215 ILCS 5/](#), Ill. Insurance Code.

[750 ILCS 75/](#), Ill. Religious Freedom Protection and Civil Union Act.

[820 ILCS 305/](#), Workers' Compensation Act.

ADOPTED: November 6, 2014

REVISED: April 4, 2019

REVIEWED: May 3, 2018

Lincolnwood School District 74

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING DECEMBER 17, 2021

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 4 - Operational Services \

Document Status: Draft Update

Operational Services

4:60 Purchases

All purchases in excess of \$10,000 need Board of Education approval.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

All contracts for supplies, materials, or work involving expenditure in excess of \$25,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted. Sealed, competitive bidding, with certain statutory exceptions, is required. The Superintendent or designee shall prepare the necessary legal notices. The contract will be awarded to the lowest responsible bidder, considering conformity with specifications, delivery terms, quality, and serviceability. The Superintendent or designee shall report the results of the bidding to the Board of Education, together with a recommendation and supporting rationale. Contracts will be awarded by the Board of Education at an official meeting. Bid deposits of 10 percent of the bid amount, assuring good faith in bidding, and performance bonds to the extent of 100 percent of the contract amount, may be required.

The Superintendent shall develop procedures which will allow the purchase of good quality products and services at the lowest cost, with consideration for service, quality, and delivery promptness, and in compliance with State law.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable federal and 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, 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 Ill. Department of Public Health rules or order of a local health official.
9. After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure

Act. [PRESSPlus1](#)

10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award. [PRESSPlus2](#)

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.

LEGAL REF.:

2 C.F.R. Part 200.

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.

30 ILCS 708/. Grant Accountability and Transparency Act.

410 ILCS 170/. Coal Tar Sealant Disclosure Act.

820 ILCS 130/. Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Expansion Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

ADOPTED: September 10, 2002

REVISED: December 5, 2019

REVIEWED: December 5, 2019

PRESSPlus Comments

PRESSPlus 1. 410 ILCS 170/10(b), added by P.A. 102-242, eff. 1-1-23. **Issue 108, November 2021**

PRESSPlus 2. 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by ISBE, see www.isbe.net/gata. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING DECEMBER 17, 2021

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 4 - Operational Services \

Document Status: Draft Update

Operational Services

4:160 Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds.

The Superintendent shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. [PRESSPlus1](#)

Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, [225 ILCS 235/](#), and the Lawn Care Products Application and Notice Act, [415 ILCS 65/](#).

Coal Tar Sealant [PRESSPlus2](#)

Beginning on 1-1-23, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.:

105 ILCS 5/10-20.17a; 5/10-20.48.

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

~~105 ILCS 5/10-20.17a; 5/10-20.48.~~

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 60/14, Illinois Pesticide Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)

23 Ill.Admin.Code §1.330.

CROSS REF.: 4:150 (Facility Management and Expansion Programs), 4:170 (Safety)

ADOPTED: September 10, 2002

REVISED: April 4, 2019

REVIEWED: May 3, 2018

PRESSPlus Comments

PRESSPlus 1. The Illinois Pesticide Act (415 ILCS 60/14 3.F., amended by P.A. 102-548) makes it unlawful to apply a restricted use pesticide on or within 500 feet of school property during normal hours, except for whole structure fumigation, and if the pesticide application information listed on the pesticide label is more restrictive than the law, then the more restrictive provision applies. *Normal school hours* means Monday through Friday from 7 a.m. until 4 p.m., excluding days when classes are not in session. The statute prohibits restricted pesticide applications during *normal hours* but defines *normal school hours*. This policy uses normal school hours. *State Restricted Pesticide Use* is defined as any pesticide use which the Director (Ill. Dept. of Agriculture or his or her authorized representative) determines, subsequent to public hearing, that an additional restriction for that use is needed to prevent unreasonable adverse effects. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 170(a)(1)-(4), added by P.A. 102-242, eff. 1-1-23, requires schools to provide written or telephonic notification to employees and parents/guardians of students prior to any application of a coal tar-based sealant product or a high polycyclic aromatic hydrocarbon sealant product. Written notifications must: (1) be included in newsletters, bulletins, calendars, or other correspondence currently published by the district (this is the only prong of written notice that is permissive); (2) be given at least 10 business days before the application and should identify the intended date and location of the application of the coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant; (3) include the name and telephone contact number for the school or day care center (if the district has one) personnel responsible for the application; and (4) include any health hazards associated with coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product, as provided by a corresponding safety data sheet.

Districts may want to include numbers (3) and (4) in their student handbooks. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING DECEMBER 17, 2021

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ General Personnel \

Document Status: Draft Update

General Personnel

5:150 Personnel Records

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance [PRESSPlus1](#)

Please refer to the current "Agreement between the Board of Education, School District #74, Lincolnwood, Illinois, and the Lincolnwood Teacher's Association, Local 1274 IFT/AFT, AFL-CIO and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable."

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall: [PRESSPlus2](#)

1. ~~E~~execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for 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 Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, [PRESSPlus3](#) but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

Maintenance and Access to Records [PRESSPlus4](#)

Please refer to the current "Agreement between the Board of Education, School District #74, Lincolnwood, Illinois, and the Lincolnwood Teacher's Association, Local 1274 IFT/AFT, AFL-CIO and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable."

For employees not covered by this agreement:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government record-keeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

[20 U.S.C. §7926.](#)

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

[745 ILCS 46/10](#), Employment Record Disclosure Act.

[820 ILCS 40/](#), Personal Record Review Act.

[23 Ill.Admin.Code §1.660.](#)

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

ADOPTED: October 3, 2006

REVISED: September 2, 2021

REVIEWED: September 2, 2021

Comments: Brian Bare asked us to add the lines in the first section, for additional information, if applicable. 9/2/21

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information, see the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 2. Required by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. §7926). On 6-27-2018, the U.S. Dept. of Education issued a *Dear Colleague Letter* stating that school policies must explicitly state this requirement. See the resources portion for the letter at: www2.ed.gov/policy/elsec/leg/essa/index.html.

Consult the board attorney about what “or has probable cause to believe, has engaged in sexual misconduct” means. For guidance, policy 5:90, *Abused and Neglected Child Reporting* defines an “alleged incident of sexual abuse” as 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. **Issue 108, November 2021**

PRESSPlus 3. Consult the board attorney in these situations for help about what the superintendent may or may not say. Questions exist whether the superintendent says nothing, provides a neutral reference, or whether a *recommendation* could mean positive or negative statements. **Issue 108, November 2021**

PRESSPlus 4. Subheadings are added for clarity. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING DECEMBER 17, 2021

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ General Personnel \

Document Status: Draft Update

General Personnel

5:125 Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube.*

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

All District employees who use personal technology and/or social media shall: [PRESSPlus1](#)

1. Adhere to the high standards for **Professional and Appropriate Conduct** ~~appropriate school relationships~~ required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance ~~Comply~~ with policy 5:130, *Responsibilities Concerning Internal Information*. ~~This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.~~ For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

5:125

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that ~~no one for~~ neither the District, ~~nor anyone~~ on its behalf, ~~commits requests of an~~ act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law ~~employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.~~
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

[105 ILCS 5/21B-75](#) and [5/21B-80](#).

~~Ill. Human Rights Act, 775 ILCS 5/5A-102,~~ Ill. Human Rights Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

~~Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20,~~ Code of Ethics for Ill. Educators.

[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

[Pickering v. High School Dist. 205](#), 391 U.S. 563 (1968).

[Mayer v. Monroe County Community School Corp.](#), 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 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), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: May 1, 2014

REVISED: January 12, 2017

REVIEWED: September 2, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to the requirements of districts outlined in 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information about *Erin's Law* requirements, see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*. See also the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING DECEMBER 17, 2021

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ General Personnel \

Document Status: Draft Update

General Personnel

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/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, [PRESSPlus1](#) or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. [PRESSPlus2](#) Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors [PRESSPlus3](#) to include, at a minimum, *sexual misconduct*. *Sexual misconduct* [PRESSPlus4](#) is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating, or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. [PRESSPlus5](#) Such expectations shall establish guidelines for specific areas, including but not limited to:
 - a. Transporting a student
 - b. Taking or possessing a photo or video of a student
 - c. Meeting with a student or contacting a student outside the employee's professional role
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*; [PRESSPlus6](#) and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.

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 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 district employee 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. 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.

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

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

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.

[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, [5/10-23.13](#), ~~and 5/22-5~~, and [5/22-90](#) (final citation pending).

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), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 7:20 (Harassment of Students Prohibited)

ADOPTED: September 10, 2002

REVISED: February 6, 2020

REVIEWED: February 6, 2020

PRESSPlus Comments

PRESSPlus 1. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 2. Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at www.iasb.com. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 4. This definition of *sexual misconduct* is adapted from HB 1975, legislation that did not pass in the first half of the 102nd Ill. General Assembly; however, it includes the results of collaboration to implement some of the recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See www.sesamenet.org/ for further information.

As of **PRESS** Issue 108's publication, HB 1975 is still pending in the 102nd General Assembly and is expected to become law. Its enactment could close significant legal loopholes related to combating grooming by broadening the definition of grooming prohibited by the Criminal Code of 2012 and authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act. **Issue 108, November 2021**

PRESSPlus 5. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at **PRESS** Online by logging in at www.iasb.com. Establishing guidelines specific to #3(a), (b), and (c) is not currently required but is a requirement in HB 1975 (See PRESS Plus Comment 4, above). **Issue 108, November 2021**

PRESSPlus 6. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING DECEMBER 17, 2021

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ General Personnel \

Document Status: Draft Update

General Personnel

5:100 Staff Development Program

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

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) training as follows (see policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*).[PRESSPlus1](#)

1. 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.
2. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

The staff development program shall provide every year, 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 every year, 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. Every year, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. Every year, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 8 to identify the warning signs of mental illness and suicidal behavior in youth 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 three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 5:90, *Abused and Neglected Child Reporting*).
 - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and

engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

8. Continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff.
9. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
10. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
12. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
13. For nurses, administrators, [school guidance](#) [PRESSPlus2](#) 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.
14. For all District staff, annual sexual harassment prevention training.
15. Title IX requirements for training as follows (see policy 2:265, *Title IX Sexual Harassment Grievance Procedure*):
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

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.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010; [7 C.F.R. Parts 210](#) and [235](#).

[105 ILCS 5/2-3.62](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/10-23.13](#), [5/22-80\(h\)](#), 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.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), [4:165 \(Awareness and Prevention of](#)

Child Sexual Abuse and Grooming Behaviors, 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED: January 12, 2016

REVISED: October 1, 2020

REVIEWED: October 7, 2021

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-23.12, amended by P.A. 101-531; 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604; and *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610.

Mandated reporter training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; (4) understanding the response of child protective services and the role of the reporter after a call has been made; and (5) implicit bias.

Implicit bias means the attitudes or internalized stereotypes that affect people's perceptions, actions, and decisions in an unconscious manner and that exist and often contribute to unequal treatment of people based on race, ethnicity, gender identity, sexual orientation, age, disability, and other characteristics. The implicit bias topic must include, at a minimum: (1) information on implicit bias; (2) information on racial and ethnic sensitivity; and (3) tools to adjust automatic patterns of thinking and ultimately eliminate discriminatory behaviors. 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604.

Districts must provide mandated reporter training through either DCFS, an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, the Ill. State Board of Education, the Ill. Law Enforcement Training Standards Board, the Ill. State Police, or an organization approved by DCFS to provide mandated reporter training. *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING JANUARY 21, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ General Personnel \

Document Status: Draft Update

General Personnel

5:50 Drug-and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All District workplaces are drug- and alcohol-free workplaces.

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

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 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](#). 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 while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position listed in the Cannabis Regulation and Tax Act (CRTA).

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. [PRESSPlus1](#) State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test. [PRESSPlus2](#)

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* means workplace as defined in the [Cannabis Regulation and Tax Act \(CRTA\)](#) 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 this](#) 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 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:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - 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.

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, 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~~ **has** the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis ~~shall have~~ **has** the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and 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).

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the 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

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*.

LEGAL REF.:

[42 U.S.C. §12114](#), Americans With Disabilities Act, ~~42 U.S.C. §12114~~.

[21 U.S.C. §812](#); [21 C.F.R. §1308.11-1308.15](#), Controlled Substances Act, ~~21 U.S.C. §812~~; ~~21 C.F.R. §1308.11-1308.15~~.

[41 U.S.C. §8101 et seq.](#), Drug-Free Workplace Act of 1988, ~~41 U.S.C. §8101 et seq.~~

[20 U.S.C. §7101 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.

[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.

[21 C.F.R. Parts 1100, 1140, and 1143](#).

[23 III.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: December 9, 2015

REVISED: February 6, 2020

REVIEWED: February 6, 2020

PRESSPlus Comments

PRESSPlus 1. 410 ILCS 705/10-50(d). If the board will not communicate to employees what will happen when reasonable suspicion exists, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 705/10-50(e)(1), amended by P.A. 101-593, protects the district from liability for actions described in this sentence. If the board will not communicate this information to its employees, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING JANUARY 21, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ General Personnel \

Document Status: Draft Update

General Personnel

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 designee shall notify 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.

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/ or www.missingkids.org. 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 of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, *Staff Development Program*. ~~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.~~

The Superintendent or designee will display DCFS-issued materials that list the DCFS toll-free telephone number and methods for making a report under ANCRA in a clearly visible location in each school building.

Alleged Incidents of Sexual Abuse; Investigations

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.

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*.

Special Superintendent Responsibilities

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 Intermediate Service Center Executive Director in writing~~
When the Superintendent he or she has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Intermediate Service Center Executive Director in writing, providing the III. Educator Identification Number as well as a brief description of the misconduct alleged 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 ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with 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.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the Board of Education; Indemnification*. [PRESSPlus2](#)

LEGAL REF.:

[20 U.S.C. §7926, Elementary and Secondary Education Act.](#)

[105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85.](#)

[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), [3:40 \(Superintendent\)](#), [3:50 \(Administrative Personnel Other Than the Superintendent\)](#), [3:60 \(Administrative Responsibility of the Building Principal\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 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: January 12, 2016

REVISED: February 6, 2020

REVIEWED: February 6, 2020

PRESSPlus Comments

PRESSPlus 1. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. For additional *Erin's Law* requirements and definitions, see policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and 6:60, *Curriculum Content*. See also the footnotes of these policies at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/21B-85(a) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and neglect investigation, this board duty is listed here for convenience. See policy 2:20, *Powers and Duties of the School Board*;

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING JANUARY 21, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ Professional Personnel \

Document Status: Draft Update

Professional Personnel

5:250 Leaves of Absence

Sick and Bereavement Leave, Business Leave, Leave During Pregnancies and adoptions, placement for adoption, Leave as Delegate to IFT Convention, Special Leave for Tenured Teachers, Sabbatical Leave, and Personal Leave

Please refer to the current “Agreement between the Board of Education, School District #74, Lincolnwood, Illinois, and the Lincolnwood Teacher’s Association, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable.”

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification. [PRESSPlus1](#)

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus2](#)

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.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, 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 military service does not acquire tenure.

General Assembly

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.

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 academic meetings related to the teacher’s child, if the conference or meeting 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.

Leaves for Victims of Domestic Violence, Sexual Violence, ~~or~~ Gender Violence, or Other Crime of Violence [PRESSPlus3](#)

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of

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 unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 ([29 U.S.C. §2601 et seq.](#)).

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the School Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in [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](#).

[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/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: September 10, 2002

REVISED: September 2, 2021

REVIEWED: September 2, 2021

Comments: Brian Bare asked us to add for additional information, if applicable on all such policies 9/2/21

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in *Dynak v. Bd. of Educ. of Wood Dale Sch. Dist. 7*, 164 N.E.3d 1226 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week). Consult the board attorney for guidance on this issue. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 3. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING JANUARY 21, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ Educational Support Personnel \

Document Status: Draft Update

Educational Support Personnel

5:330 Sick Days, Vacation, Holidays, and Leaves

Please refer to the current agreement: Between the Board of Education, School District #74, Lincolnwood, Illinois and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable.

For employees not covered by this agreement:

Sick Days

Sick leave is defined in State law as personal illness, quarantine at home, illness or death in the immediate family or household, or birth, adoption, ~~or~~ placement for adoption, or the acceptance of a child in need of foster care. The Superintendent and/or designee shall monitor the use of sick leave.

Ten (10) month employees who work at least 600 hours per year receive 15 paid sick days of which 4 shall be considered personal days. Any personal days not used by the end of the employee work year accrue as sick days. Part-time employees will receive sick leave day(s) equivalent to their work day. Unused sick leave shall accumulate without limit.

All full-time twelve (12) month employees will receive 17 paid sick days and 4 personal days. Any personal days not used by June 30 accrue as sick days. Part-time employees will receive sick leave days equivalent to their work day. Unused sick leave shall accumulate without limit.

The Board may require a certificate from a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis for pay during leave after an absence of three (3) days for personal illness, ~~or 30 days for birth,~~ or as it may deem necessary in other cases.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification. [PRESSPlus1](#)

~~The use of paid sick leave for~~ For purposes of adoption, or placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus2](#)

Sick Days - Retirement

Employees may receive a stipend for each unused sick day in excess of those applied toward their IMRF Retirement Plan upon retirement at the age fifty-five (55) or older. The stipend shall be 1/10 of the employee's per diem wage rate.

This payment will be made in the month after the month following the employee's date of retirement (e.g. an employee who retires as of June 15 will be paid in August).

Vacation

All full-time 12 month personnel shall be entitled to a paid vacation day allotment in accordance with the following schedule: Year One through Year Five, 15 Days; Year Six through Year Ten, 18 Days; Beyond Ten Years, 21 days.

Vacation time will be arranged by mutual agreement between classified office personnel and the Supervising Administrator. Said vacation days shall be used during the period July 1 of the current year to the end of July of the following year (13 months). On August 1 of each year, up to five (5) unused vacation days shall be rolled into the employee's sick leave accumulation and any remaining unused days shall be forfeited unless an exception for an extension is granted by the employee's supervisor.

Holidays

The District will observe all State and federal holidays as identified in the School Code, unless waived exemptions apply. At the 5:330

discretion of the Superintendent, personnel may be granted additional days off with prior notice. A holiday will not cause a deduction from an employee's time or compensation.

Leaves for Service in the Military and General Assembly

Educational support personnel shall receive the same military and General Assembly leaves that are granted professional staff.

Bereavement Leave

Educational support personnel receive bereavement leave on the same terms and conditions granted professional staff.

School Visitation Leave

An eligible employee is entitled to a school visitation leave on the same terms and conditions granted professional staff.

Leaves for Victims of Domestic Violence, Sexual Violence, ~~or~~ Gender Violence, or Other Crime of Violence [PRESSPlus3](#)

Educational support personnel receive a leave for victims of domestic violence, sexual violence, or gender violence on the same terms and conditions granted professional staff.

Leave to Serve as a Trustee of the ~~Ill.~~ [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](#).

Child Bereavement Leave

Educational support personnel receive child bereavement leave on the same terms and conditions granted professional staff.

Leave to Serve as an Election Judge

An eligible employee is entitled to leave to serve as an election judge on the same terms and conditions granted professional staff.

LEGAL REF.:

[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)

ADOPTED: September 10, 2002

REVISED: October 7, 2021

REVIEWED: October 7, 2021

Comments: Brian Bare asked us to include for additional information, if applicable on all such policies 9/2/21

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A.

102-487. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING JANUARY 21, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 6 - Instruction \

Document Status: Draft Update

Instruction

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; ~~and~~
3. Assessment processes that include multiple valid, reliable indicators; ~~and~~
4. By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows: [PRESSPlus1](#)
 - a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

The Superintendent or designee may annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. [PRESSPlus2](#)

Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227](#), Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: October 4, 2018

REVISED: May 7, 2020

REVIEWED: May 7, 2020

Comments: 8/1/19 Added an AP to the Policy

PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209, for all districts,

including elementary-only districts. Though not explained in the statute, this is likely because State assessments in English language arts, mathematics, and science are required in grades 3 through 8 (105 ILCS 5/2-3.64a-5) and a student's State assessment results may place the student in high school courses. Consult the board attorney about practical implementation issues for an elementary school district, e.g., what to do if the elementary school district does not have a program for students to enroll in high school courses (If the Board has not adopted policy 6:315, *High School Credit for Students in Grade 7 or 8*, the sample can be found at **PRESS** Online by logging in at www.iasb.com.), or if the elementary school district would like to offer advanced coursework not offered by the high school.

A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student's postsecondary education or career goals. For a student entering grade 12, the next most rigorous level of advanced coursework in English language arts or mathematics must be a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the next most rigorous level of advanced coursework may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the district. 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209. See 6:135-AP, *Accelerated Placement Program Procedures*, at **PRESS** Online. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/14A-32(b)(1), amended by P.A. 101-654, permits, but does not require this notification. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021
POLICY COMMITTEE MEETING JANUARY 21, 2022
ANSWER REQUIRED

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:160 Student Appearance

Students' dress and hygiene grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, and safety, and decency. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. PRESSPlus1 Q1 Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance, handling students who dress or groom inappropriately will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.:

105 ILCS 5/2-3.25 and 5/10-22.25b.

Tinker v. Des Moines Independent Sch. Dist., 89 S.Ct. 733 393 U.S. 503 (1969).

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

ADOPTED: September 7, 2017

REVISED:

REVIEWED: June 24, 2021

Questions and Answers:

***Required Question 1. If the board would like to expand upon the law's requirement of race, ethnicity, or hair texture, IASB will amend this sentence as follows: "The District does not prohibit hairstyles or hair textures historically associated with historically associated with race, ethnicity, or hair texture, or any other protected classes under Board policy 7:10, *Equal Educational Opportunities*, including, but not limited to, protective hairstyles such as braids, locks, and twists."

Would the board would like to expand upon the law's requirement of race, ethnicity, or hair texture?

- ☐ No (default)
☐ Yes.

PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/10-22.25b, amended by P.A. 102-360, eff. 1-1-22, for recognition under 105 ILCS 5/2-3.25 (*Jett Hawkins Law*). For districts to receive recognition from the Ill. State Board of Education (ISBE), they must provide assurances of compliance with the *Jett Hawkins Law*. This policy's second sentence does that. ISBE will have resource materials on its website by 7-1-22. State or federal law also controls this policy's content. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING JANUARY 21, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

Definitions from [105 ILCS 5/27-23.7](#)

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. [PRESSPlus1](#)

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. [PRESSPlus2](#)

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation

school and school district administrators, teachers, school ~~guidance~~ [PRESSPlus3](#) counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Dr. David L. Russo, Asst. Superintendent
District Office
6950 N. East Prairie Rd., Lincolnwood, IL 60712
drusso@sd74.org
847-675-8234

Complaint Managers:

Dr. David L. Russo, Asst. Superintendent

District Office

6950 N. East Prairie Rd., Lincolnwood, IL 60712

drusso@sd74.org

847-675-8234

Erin Curry, Principal

Rutledge Hall

6850 North East Prairie Road, Lincolnwood IL 60712

ecurry@sd74.org

847-675-8236

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the

students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person student's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion PRESSPlus4 with regard to students treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have knowingly making a falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided knowingly false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation: PRESSPlus5
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

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

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

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying

and intervene when it occurs.

- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, III. Human Rights Act.

~~105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.~~

23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:295 (Student Personal Body Safety Program), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: November 6, 2014

REVISED: September 3, 2020

REVIEWED: September 3, 2020

PRESSPlus Comments

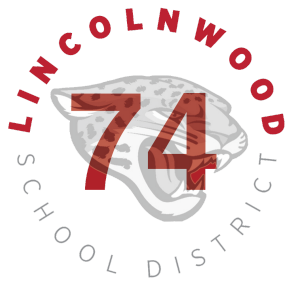
PRESSPlus 1. All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: cyberbullying.org/, and the U.S. School Safety Clearinghouse website at www.SchoolSafety.gov. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7(b), amended by P.A. 102-241. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

PRESSPlus 4. Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the greatest extent practicable). For more information, see sample policy 7:200, *Suspension Procedures*, at f/n 8 and sample policy 7:210, *Expulsion Procedures*, at f/ns 11 and 13, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 5. All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years. 105 ILCS 5/27-23.7. See ISBE's *School Policies for Bullying Prevention* at: www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf. **Issue 108, November 2021**



Executive Summary Board of Education Meeting

DATE: March 3, 2022

TOPIC: Rutledge Hall Elevator Modernization & 5-Year District Elevator Maintenance Bid Results

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

Three companies submitted a bid in order to serve the District's elevator needs which were:

- a) The modernization of Rutledge Hall's Dover elevator in summer 2022
- b) 5-years of maintenance service with one vendor, instead of two vendors

TK Elevator Corporation was the responsible bidder with the lowest pricing.

Please see the attachments for additional information.

Fiscal Impact:

\$58,222 for Rutledge Hall elevator modernization

\$ 2,280 (Lincoln Hall elevator maintenance @ \$190/month during first year)

\$ 0 (Rutledge Hall elevator maintenance will be free for the first year)

=====

\$60,502.00 for the first year April 2022-March 2023, then maintenance will increase by 3%

\$4,696.80 for 2023-2024

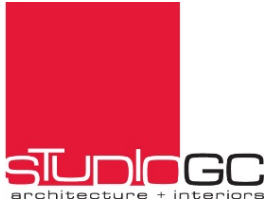
\$4,837.70 for 2024-2025

\$4,982.84 for 2025-2026

\$5,132.32 for 2026-2027

Recommendation:

The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve the Contract from TKE for Rutledge Hall elevator modernization and five years of Lincoln Hall and Rutledge Hall's elevator maintenance in the amount of \$60,502 for April 2022-March 2023, and the subsequent payment schedule ending on 2027.



223 W. Jackson Blvd., Suite 1200
Fax: 312.253.3401
Chicago, IL 60606
Phone: 312.253.3400

February 4, 2022

Mrs. Courtney Whited
Business Manager/CSBO
Lincolnwood School District 74
6950 N. East Prairie Road
Lincolnwood, IL 60712

RE: Elevator Modernization and Service Agreement
Project No. 21087

Dear Mrs. Whited:

Bids for the above referenced project were received at 2:00 p.m. on Monday, January 10, 2022. Three (3) bids were received. A bid tabulation sheet is herein attached for your review.

We have analyzed the bids and the qualifications of the bidders and recommend that the contract for the Elevator Modernization and Service Agreement project be awarded to **TKE Elevator** if the project is approved to proceed. Their bid for the Rutledge Hall modernization is \$58,222.000. Their bid for the Lincoln Hall & Rutledge Hall Service & Maintenance is \$4,560.00 (for the first year). Upon discussions during our bid review, TKE Elevator has offered to include 12-months of free maintenance on the Rutledge Hall elevator as part of their modernization bid. As a result, they proposed a revised price for the Service & Maintenance first year costs of \$2,280. Therefore, their total bid amount for both bids, which includes year 1 maintenance and service, is **\$60,502.00**.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Athi Toufexis, AIA, ALEP, LEED-AP

Enclosure – Bid Tabulation
Memos re: non-proprietary equipment
Correspondence re: updated service & maintenance costs

cc: Pat Callahan, ALEP, AIA, LEED-AP, StudioGC
Vicki Luczynski, StudioGC



223 W. Jackson Blvd., Suite 1200
Chicago, IL 60606
P: 312.253.3400

Client: Lincolnwood SD74
Project Name: Elevator Modernization and Service Agree.

Project No.: 21087
Bid Date: Monday, January 10, 2022 @ 2:00pm
Project Architect: Athi Toufexis

BID TAB WORKSHEET

Contractor	Specification A:	Specification B:	Bid Bond	Remarks
	Modernization	Service & Maintenance		
Otis Elevator	\$67,500.00	\$4,320.00	X	
Total Elevator	\$67,000.00	\$4,780.00	X	
TKE Elevator	\$58,222.00	\$4,560.00		

ThyssenKrupp Elevator Americas

Product Lifecycle Management



To: Whom it may concern
From: Jon Clarine
Date: 09/27/2016
Re: TAC 32 and Non-Proprietary

ThyssenKrupp Manufacturing is committed to providing elevator control systems that are non-proprietary. We understand the owner's need to have an elevator controller that in no way limits their rights of ownership. When we sell an elevator controller we can provide the owner with all necessary hardware and information to fully maintain the elevator. The freedom to choose who and under what conditions service and repairs are preformed is fully guaranteed when you select a TAC 32 control system.

TAC 32 is a non-proprietary controller. A proprietary controller is generally defined as:

"A controller requiring special electronic tooling available only to the original manufacturer and where technical information and parts are not made available to the owner."

While we have a non-proprietary controller, ThyssenKrupp does have parts of the controller manufactured by us and only available from ThyssenKrupp. This is true of most elevator controller manufacturers. No one uses completely generic circuit boards. Our circuit boards are designed by us for specific use in the TAC 32 controller. However, these parts are readily available to the owner.

Why is TAC 32 a non-proprietary controller?

Three key factors determine if an elevator controller is non-proprietary.

- **Are Spare parts available?**
TAC 32 replacement parts (all circuit boards and components) are available through our established Parts purchasing procedure. No "exchange only" policy is in place to limit the purchase of parts. All parts needed by the owner are readily available. The User Interface Tool (part # 6300 PE1) is available as a replacement part.

- **Is a diagnostic/service tool available?**
All TAC 32 controllers have an onboard diagnostic, adjustment and troubleshooting tool. This onboard tool is shipped as part of the controller and allows unrestricted access needed to install, adjust and maintain the TAC 32 controller. The tool does not expire or require periodic upgrades of any kind. If the tool is damaged it can be replaced as any other part.
- **Is complete documentation available?**
Complete installation and adjustment manuals and wiring diagrams are available and will be provided to the owner when requested. All documentation required to install and maintain a TAC 32 controller is available for the owner.

If you have any questions, please contact me.

Jon Clarine
Director, Product Lifecycle Management

ThyssenKrupp Elevator Americas
11605 Haynes Bridge Rd., Suite 650
Alpharetta, GA, 30009

Office: (770) 238-1312

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Atlanta, GA 30339 USA

Tiffany Judd
P +1 901 431 3438
tiffany.judd@tkelevator.com
01.18.2022

Product Lifecycle Management

TAC32T / TAC32H and maintainability by others

TK Elevator Manufacturing, Inc. ("TKE") is committed to providing elevator control systems that are capable of being maintained by a variety of elevator maintenance vendors. We understand an owner's desire to have choices when it comes to who can maintain its elevator equipment. Accordingly, when we sell an elevator controller we can provide a variety of hardware and information to promote the freedom of an owner to choose who and under what conditions service and repairs of its TAC32 control system are performed.

What follows is a list of frequently asked questions and answers regarding this pledge:

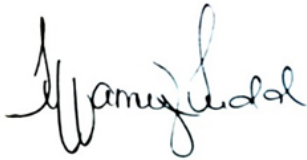
- Are spare parts available?
Replacement parts needed to maintain both the controller and the rest of the elevator system, including the User Interface Tool (part number 6300 PE1) and replacement circuit boards, are available through Vertical Express, our established on-line parts warehouse.
- Is a diagnostic / service tool available?
All TAC32T / TAC32H controllers have an onboard diagnostic, adjustment and troubleshooting tool which we refer to as the User Interface Tool (the "UIT"). The UIT is shipped as part of the controller and allows access needed to install, adjust, and maintain the controller. The UIT does not expire or require periodic upgrades of any kind. If the tool is damaged, it can easily be replaced.
- Are engineering design files and source code required to maintain the system?
Software source code (such as .c files) and engineering design files (such as Gerber files) are not required to install, adjust, or maintain the elevator system.
- Is technical support available?
"In warranty" phone-based support is available through TKE's International Technical Services which be reached by calling 844-427-5461. For support on units that are outside of the warranty period, please contact your local TKE branch.

- Is product documentation available?

Product documentation, including wiring diagrams, fault code information for the User Interface Tool and access to perform code required periodic testing, is provided with every job for use only by trained elevator technicians.

We look forward to earning your satisfaction with our vertical transportation products. In the event you have any questions regarding this memorandum, please feel free to contact me at 1-901-431-3438.

Kind Regards,
Tiffany Judd
Head of Product Lifecycle Management



TAC32 HYDRAULIC CONTROLLER

Improves performance

Our advanced controller for hydraulic elevators offers increased reliability, reduced wiring and optimized efficiency through its 32-bit microprocessor. The TAC controller is built with pride at our U.S. manufacturing facility.

TAC controllers are used in endura elevators, endura MRL control system installations and in H-Power modernization packages.

The controllers can also include MAX, the elevator industry's first time real-time, cloud-connected predictive maintenance solution. MAX alerts technicians to potential problems before breakdowns happen. This revolutionary technology can reduce elevator downtime by up to 50 percent.

Specifications

Maximum car speed:	200 fpm (1 m/s)
Maximum travel:	Dependent on diameter of jack, up to 60'0" (18.3 m)
Capacity:	5000 lbs. (2268 kg) pre-engineered and custom capacities to and beyond 10,000 lbs. (4536 kg) are available
Motor control:	Solid-state soft starter/across the line
Positioning system:	Steel tape selector/magnetic sensors
Diagnostics and adjustment tools:	UIT/IMS laptop
Environment:	50°–90°F (10° - 32.2° C)
Standard enclosure:	28" (0.7 m) x 33" (0.8 m) x 9" (0.2 m)
Power supply:	208–600 voltage, 50–60 Hz, single-phase or three-phase



Performance



Safety



Code



Aesthetics



Sustainability

Benefits

Efficiency

- Handles complex algorithms at an accelerated rate with a powerful 32-bit microprocessor. Reduces standby energy use and improves processing.

Quick installation:

- Common hardware platform
- Hoistway wiring with intuitive color-coded connectors and micro-wiring instructions
- Simplified hall fixture wiring uses modular pluggable cable
- Universal I/O hall boards provide 16 discrete I/O's with the option to add more

Non-proprietary user interface tool (UIT)

- User-friendly, on-board UIT with unrestricted access provides all the diagnostic equipment required for installation, adjustment and service.

CANBUS technology:

- Performs in difficult electrical environments
- Real-time error detection and fault confinement capabilities
- Less wires and electronics that are fully interchangeable, creating a flexible system for simple future upgrades

Solid-state technology:

- Solid-state electronics replace outdated relay logic and eliminate moving parts, reducing wear and tear.

Distributed control system:

- Integral group operation eliminates a separate group controller.

Applications:

- Low- and mid-rise buildings

Configuration:

- Simplex or group operation

Compliance:

- ASME A17.1 code. ETL-certified to CSA B44.1-11/ASME A17.5-2011

Serial hall fixtures:

- ASME A17.1-2013 compliant

Optional features:

- Battery lowering kit
- MAX
- Code Blue
- Intelligent monitoring system
- Hospital emergency service
- Infant security



For more information, visit www.tkelevator.com/us or contact your sales representative.

MOVE BEYOND

Athi Toufexis

From: Altobelli, Michael <mike.altobelli@tkelevator.com>
Sent: Friday, February 4, 2022 1:12 PM
To: Athi Toufexis
Cc: McElroy, Daniel
Subject: RE: Bid review - Lincolnwood SD74

CAUTION: External Email.

Correct.

Regards,

Mike Altobelli
Modernization Sales, Chicago

+1 331-481-1675, mike.altobelli@tkelevator.com, TK Elevator Corporation

From: Athi Toufexis <a.toufexis@studiogc.com>
Sent: Friday, February 4, 2022 1:10 PM
To: Altobelli, Michael <mike.altobelli@tkelevator.com>
Cc: McElroy, Daniel <daniel.mcelroy@tkelevator.com>
Subject: RE: Bid review - Lincolnwood SD74

This message was sent from outside the company. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Thank you Mike. So, just to confirm, if modernization and service agreement are awarded, the total award/contract amount (for the mod plus first year) would be \$58,222 + \$2,280 = \$60,502?

Athi Toufexis, AIA, ALEP, LEED-AP
StudioGC architecture + interiors
223 W Jackson Blvd. | Suite 1200
Chicago, Illinois 60606
direct: 312.253.3433 | cell: 224.522.5122
www.studiogc.com | Follow us @Studio_GC

From: Altobelli, Michael <mike.altobelli@tkelevator.com>
Sent: Friday, February 4, 2022 12:02 PM
To: Athi Toufexis <a.toufexis@studiogc.com>
Cc: McElroy, Daniel <daniel.mcelroy@tkelevator.com>
Subject: RE: Bid review - Lincolnwood SD74

CAUTION: External Email.

Athi,

My apologies. I made a typo error with my first line clarification. See below in **red** for the correct revised price offering.

Regards,

Mike Altobelli
Modernization Sales, Chicago

+1 331-481-1675, mike.altobelli@tkelevator.com, TK Elevator Corporation

From: Altobelli, Michael
Sent: Friday, February 4, 2022 11:09 AM
To: Athi Toufexis <a.toufexis@studiogc.com>
Cc: McElroy, Daniel <daniel.mcelroy@tkelevator.com>
Subject: RE: Bid review - Lincolnwood SD74

Hello Athi,

Thank you for connecting yesterday. I hope you were pleased with the call and the information we provided. If there are any additional clarifications needed, please let me know. Below is a summary of our official follow up response to this bid package,

- TK Elevator is offering to lower the first year maintenance amount to **\$4,320.00** (\$180/month each elevator).
- However, if TK Elevator is awarded both the maintenance and modernization, we will provide 12-months free maintenance of the new modernized elevator during the warranty period. This will deduct our first year maintenance price to \$2,280.00. Following the warranty period, billing will commence as normal for both Rutledge Hall and Lincoln Hall.
- TK Elevator is providing a non-proprietary TAC32 controller. See attached letters for reference. We are the OEM of Dover equipment.

We look forward to hearing back on this.

Regards,

Mike Altobelli
Modernization Sales, Chicago

+1 331-481-1675, mike.altobelli@tkelevator.com, TK Elevator Corporation

From: Athi Toufexis <a.toufexis@studiogc.com>
Sent: Wednesday, February 2, 2022 10:07 AM
To: Altobelli, Michael <mike.altobelli@tkelevator.com>
Subject: RE: Bid review - Lincolnwood SD74

You don't often get email from a.toufexis@studiogc.com. [Learn why this is important](#)

This message was sent from outside the company. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Here is the submitted bid, Mike. Unfortunately, the only meeting I already have scheduled tomorrow is from 9am-10:30am. Is there another time that works for you?

Athi Toufexis, AIA, ALEP, LEED-AP
StudioGC architecture + interiors
223 W Jackson Blvd. | Suite 1200

EXHIBIT A – BID FORM

Lincolnwood School District No. 74
ELEVATOR MODERNIZATION AND SERVICE AGREEMENT
Commencing April 1, 2022

After having read all the specifications and instructions for bidders and understanding same, I hereby submit the following bid(s) for the elevator modernization and service needs of School District No. 74 in accordance with said Specifications, including bonds and insurance as stated in the Specifications:

Specification A: Modernization of the Rutledge Hall Elevator	FIXED PRICE
<i>Including all parts, labor, materials, supplies, tools, equipment, and consumables.</i>	\$ 58,222
Specification B: Regular Service and Maintenance of Both the Rutledge Hall and Lincoln Hall Elevators	ANNUAL PRICE – Year 1
<i>Including all labor, materials, supplies, tools, equipment, and consumables, but not including the cost of replacement parts.</i>	\$ 4,560

I acknowledge that Specifications A and B may be awarded separately. I acknowledge that the annual price in succeeding years under Specification B may be increased only in accordance with the terms of the Specifications stated in the Request for Bids, for a maximum term of five (5) years. Should this firm be selected, this firm will enter into an agreement substantially in accordance with the terms described in the specifications and subject to approval by the legal counsel for School District No. 74.

David Ferran
SIGNED

DAVID FERRAN
PRINT NAME OF SIGNATORY

TK Elevator
COMPANY NAME

3600 Lacey Rd, Suite 100
ADDRESS

Downers Grove, IL 60515
CITY STATE ZIP

Brad Barton
NAME OF CONTACT PERSON

1/6/2022
DATE

BRANCH MANAGER
PRINT TITLE OF SIGNATORY

621211267
FEIN

331.703.1293
PHONE

FAX

brad.barton@tklevator.com
CONTACT PERSON'S EMAIL

EXHIBIT A – BID FORM

REFERENCES

Provide up to five (5) references of Illinois based school district, government, or commercial customers with similar service agreements that you have been serving for a minimum of twenty-four (24) months:

	School District	Contact Name, Address	Contact Phone, Email	Annual Terms
1.	SD 74 - Rutledge Hall	Jim Caldwell	224.636.3370 jcaldwell@sd74.org	3
2.	Wilmette SD 39	Stan Stankiewicz	847.815.3415	5
3.	Glenview School	Jeff Springer	847.533.2767	5
4.	Glencoe Schools	Gayle Stone	847.835.7815	5
5.	Woodland School Dist 50	Bob Adamik	847.343.7299	5

THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT NO. 74 RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR ANY PART THEREOF, TO WAIVE ANY INFORMALITIES, ERRORS OR IRREGULARITY IN BIDS RECEIVED OR IN THE BIDDING PROCESS, AND TO ACCEPT THE BID OR BIDS THAT THE BOARD OF EDUCATION DEEMS THE MOST FAVORABLE TO ITS INTEREST AFTER ALL BIDS HAVE BEEN EXAMINED AND CANVASSED. THE BOARD RESERVES THE RIGHT TO ENTER INTO DISCUSSIONS OR NEGOTIATIONS WITH ONE OR MORE QUALIFIED VENDORS AT ANY TIME.

Initialed: DPF
SIGNATORY

TK ELEVATOR
COMPANY

1/6/2022
DATE

BID SECURITY

A bid security in the form of a Bid Bond or cashier's check in an amount not less than 10% of the Bid Price (Specification A and the first-year fixed price under Specification B) is included with this proposal. Bid Security may be forfeited if a bidder does not meet specifications.

Signature: [Signature] Date: 1.6.22

EXHIBIT A – BID FORM

ANTI-COLLUSION CERTIFICATION OF COMPLIANCE

Brad Barton
(print name)

, being first duly sworn, deposes and says:

that he/she is an authorized representative of TK Elevator, (name of company) the party making the foregoing proposal, that such proposal is genuine and not collusive, or sham; that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the proposal price element of said proposal, or of that of any other proposer, or to secure any advantages against any other proposer or any person interested in the proposed contract.

Signature:  Date: 1.6.22

CERTIFICATE OF ELIGIBILITY TO BID

Brad Barton (TKE) (bidder), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961, as amended, hereby certifies that neither he/she/its partners, officers, or owners of his/her/its business have been convicted in the past five (5) years of the offenses of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961, as amended, and that neither he/she/its business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended.

Signature:  Date: 1.6.22

COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

The undersigned hereby certifies that my firm has complied with the requirements of the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), as amended, with respect to sexual harassment policies and equal employment opportunities. The terms of that law, as applicable, are hereby incorporated into this contract. The Board of Education states that it is in compliance with said law.

Signature:  Date: 1.6.22

EXHIBIT A – BID FORM

DRUG FREE WORKPLACE CERTIFICATION

Pursuant to 30 ILCS 580/1 *et seq.* ("Drug Free Workplace Act"), the undersigned certifies to the Board of Education it will provide a drug-free workplace by:

1. Publishing a statement: A. notifying employees that unlawful manufacture, distribution, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace; B. specifying actions that will be taken against employees for violations of this prohibition; C. notifying employees that, as a condition of employment on this contract, employees will: 1. abide by the terms of the statement, 2. notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.

2. Establishing a drug-free awareness program to inform employees about: A. the dangers of drug abuse in the workplace; B. the Contractor's policy of maintaining a drug-free workplace; C. available drug counseling, rehabilitation, and employee assistance programs; D. penalties that may be imposed upon employees for drug violations.

3. Making it a requirement to give a copy of the statement in subsection "1" to each employee engaged in performance of the contract, and posting it in a prominent workplace location.

4. Notifying the District within ten days after receiving notice in subsection "1", paragraph "C", part "2", from an employee, or otherwise receiving actual notice of such conviction.

5. Imposing a sanction or requiring participation by a convicted employee, in a drug abuse rehabilitation program, as required by Section 5 of the Drug Free Workplace Act.

6. Assisting employees in selecting a course of action in the event drug counseling, treatment, and/or rehabilitation is required, and indicating that a trained referral team is in place.

7. Making a good-faith effort to maintain a drug-free workplace through implementation of Section 3 of the Drug Free Workplace Act.

Failure to abide by this Drug Free Workplace Certification will subject the contractor to penalties set forth in Sections 6, 7, and 8 of the Drug Free Workplace Act.

For: TK Elevator By: [Signature]
(company name) (signature)

Its: BRANCH MANAGER Date: 1/6/2022
(owner, president, partner, etc.)

EXHIBIT A – BID FORM

CERTIFICATE OF COMPLIANCE CRIMINAL BACKGROUND CHECKS AND SEX OFFENDER DATABASE

The undersigned Contractor shall be responsible for conducting a criminal background check and a check of the Illinois Statewide Sex Offender Database as to all persons working within a school building or other indoor facility used for school purposes, and areas outside buildings and facilities, whether owned, leased or contracted by the School District. This includes all employees of the Contractor or any sub-contractor, all independent contractors, casual laborers, workers obtained through union halls or hiring halls, and all other individuals present on the School District's Property at any time during the performance of the Contract. No person shall be permitted to work on or within the School District's property who: 1) has been convicted of any of the enumerated criminal or drug offenses found in 105 ILCS 5/10-21.9(c), or 2) has been convicted, within seven (7) years of the date of this Certificate of Compliance, of any other felony under the laws of the State of Illinois or of any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in the State of Illinois, would have been punishable as a felony under the laws of this State, or 3) is on the Illinois Sex Offender Database. The Contractor must maintain such records and may be required to submit copies of such records directly to the School District to verify that the criminal background/sex offender checks have been performed on all persons working on or within School District property. All such records must be updated at least every twelve months.

The School District reserves the right to order the Contractor to remove any person from the School District's work who the School District determines to be a threat to safety of students, School District employees, other workers, parents, visitors, or otherwise. All workers must follow School District policies, regulations and rules as to building access and security.

For: TK Elevator By: 
(company name) (signature)

Its: BRANCH MANAGER Date: 1/6/2022
(owner, president, partner, etc.)

Bid Inclusions/Clarifications/Voluntary Alternates Lincolnwood School District - Elevator Modernization

TKE Mod Clarifications

- Related work will need to be done prior to elevator modernization i.e. fire alarm, electrical

STANDARD BID CLARIFICATIONS (Modernization)

- These Standard Bid Clarifications shall be made a part of this bid and any subsequent Agreement issued pursuant to an award thereof, and in the event of conflict with other articles, terms, conditions or contract documents, these Standard Bid Clarifications shall prevail. Any clarifications presented by TK Elevator Corporation at the time of bid shall by this reference be incorporated herein and made a part hereof and shall govern in the event of conflict with other documents.
- These Standard Bid Clarifications are not all-inclusive, and TK Elevator Corporation submits these Standard Bid Clarifications with its bid with the understanding that the final Contract Documents, Terms, and Conditions are subject to review, further amendment, and approval by TK Elevator Corporation Contracts Department and shall not be binding until mutually agreed upon in writing by both parties.
- Any obligations of TK Elevator Corporation to indemnify, defend and hold any Indemnified Party or Parties harmless shall be limited to TK Elevator Corporation's own acts, omissions, or negligence, and shall in no way include for the acts, omissions, or negligence of an Indemnified Party, or for bare allegations.
- Any required parties shall be added to TK Elevator Corporation's general liability insurance policy as an additional insured, to be evidenced by TK Elevator Corporation's manuscript Additional Insured endorsement, subject to the limitations as hereafter set forth. Such additional insured coverage shall only apply to the extent any damages covered by the policy are determined to be caused by TK Elevator Corporation's acts, omissions or negligence, and shall not apply to the extent caused by the additional insured's own acts, omissions, or negligence, or for bare allegations. All aggregates shall apply on a per policy basis.
- Schedules and completion dates, and any changes thereto, shall be agreed to in writing by both parties before becoming effective, and progress of the work shall be upon reference thereto. TK Elevator Corporation shall automatically receive an extension of time commensurate with any delay not solely caused by TK Elevator Corporation.
- In no event shall TK Elevator Corporation be liable for any indirect, special, liquidated, incidental, exemplary or consequential damages, or for loss of use, loss of income, loss of opportunity, or other similar remote damages.
- Notwithstanding anything potentially implied from or expressly stated in language of the bid documents, in the event TK Elevator Corporation is maintaining the subject equipment under the current term of a maintenance agreement with Owner, such agreement shall remain in full force and effect in the event TK Elevator Corporation is not the successful bidder. In no event shall the submission of this bid response by TK Elevator Corporation be relied upon as a basis for the otherwise untimely termination of the current maintenance agreement. Such agreement shall terminate only in the event TK Elevator Corporation is the successful bidder, and all new agreements associated with such bid have been fully executed.

Bid Inclusions/Clarifications/Voluntary Alternates

Lincolnwood School District - Elevator Modernization

TKE Mod Clarifications

- Related work will need to be done prior to elevator modernization i.e. fire alarm, electrical
- Surety bond will be provided at award

STANDARD BID CLARIFICATIONS (Modernization)

- These Standard Bid Clarifications shall be made a part of this bid and any subsequent Agreement issued pursuant to an award thereof, and in the event of conflict with other articles, terms, conditions or contract documents, these Standard Bid Clarifications shall prevail. Any clarifications presented by TK Elevator Corporation at the time of bid shall by this reference be incorporated herein and made a part hereof and shall govern in the event of conflict with other documents.
- These Standard Bid Clarifications are not all-inclusive, and TK Elevator Corporation submits these Standard Bid Clarifications with its bid with the understanding that the final Contract Documents, Terms, and Conditions are subject to review, further amendment, and approval by TK Elevator Corporation Contracts Department and shall not be binding until mutually agreed upon in writing by both parties.
- Any obligations of TK Elevator Corporation to indemnify, defend and hold any Indemnified Party or Parties harmless shall be limited to TK Elevator Corporation's own acts, omissions, or negligence, and shall in no way include for the acts, omissions, or negligence of an Indemnified Party, or for bare allegations.
- Any required parties shall be added to TK Elevator Corporation's general liability insurance policy as an additional insured, to be evidenced by TK Elevator Corporation's manuscript Additional Insured endorsement, subject to the limitations as hereafter set forth. Such additional insured coverage shall only apply to the extent any damages covered by the policy are determined to be caused by TK Elevator Corporation's acts, omissions or negligence, and shall not apply to the extent caused by the additional insured's own acts, omissions, or negligence, or for bare allegations. All aggregates shall apply on a per policy basis.
- Schedules and completion dates, and any changes thereto, shall be agreed to in writing by both parties before becoming effective, and progress of the work shall be upon reference thereto. TK Elevator Corporation shall automatically receive an extension of time commensurate with any delay not solely caused by TK Elevator Corporation.
- In no event shall TK Elevator Corporation be liable for any indirect, special, liquidated, incidental, exemplary or consequential damages, or for loss of use, loss of income, loss of opportunity, or other similar remote damages.
- Notwithstanding anything potentially implied from or expressly stated in language of the bid documents, in the event TK Elevator Corporation is maintaining the subject equipment under the current term of a maintenance agreement with Owner, such agreement shall remain in full force and effect in the event TK Elevator Corporation is not the successful bidder. In no event shall the submission of this bid response by TK Elevator Corporation be relied upon as a basis for the otherwise untimely termination of the current maintenance agreement. Such agreement shall terminate only in the event TK Elevator Corporation is the successful bidder, and all new agreements associated with such bid have been fully executed.

LEGAL NOTICE REQUEST FOR BIDS

Lincolnwood School District No. 74 is requesting sealed bids for the modernization of one elevator and the regular service and maintenance of two elevators beginning in April 2022. Bids will be received by the Business Manager/CSBO at the Administrative Center located at 6950 N. East Prairie Rd., Lincolnwood IL 60712, until 2:00 P.M. prevailing time on Monday, January 10, 2022.

Instructions and specifications will be available beginning Friday, December 3, 2021 from StudioGC architecture + interiors, Attn: Athi Toufexis, a.toufexis@studiogc.com, (312) 253-3400. A pre-bid meeting will be held on Tuesday, December 14, 2021, at 3:00 p.m. starting at the Administrative Center. The purpose of this meeting is to address any questions and visit the two elevator sites. This will be the only opportunity to visit District facilities; attendance by potential bidders is encouraged but not mandatory. Bidders must submit all questions in writing to Athi Toufexis at the above email address. Replies will be issued to all bidders of record in the form of an addendum. Questions received less than five (5) weekdays before the bid due date cannot be answered.

All bids must be accompanied by a Bid Bond in the form of a surety bond issued by a bonding company authorized to do business in Illinois, and on the U.S. Department of Treasury list of approved sureties, or a certified check or a cashier's check drawn on a bank authorized to do business in Illinois, made payable to the Board of Education in the amount of ten percent (10%) of the sum of the computed total amount of the bid. By submitting a bid, it is agreed that the Bid Bond will be forfeited if the bidder fails to execute the agreement or to furnish the Performance and Payment Bonds (for the modernization work) in conformity with the specifications within ten (10) days after notification of the award of the Agreement to such bidder.

All bids must be accompanied by a sample agreement, the terms of which shall be subject to negotiation by or approval of legal counsel for the District. Each bidder expressly agrees that such bid may not be withdrawn for a period of sixty (60) days from the opening thereof. Withdrawal within such period shall subject the bidder to penalties and damages to the District to the extent that such withdrawal results in loss to the District.

The Board of Education reserves the right to reject any and all bids or any part thereof, to waive any informalities, errors or irregularity in bids received or in the bidding process, and to accept the bid or bids that the Board of Education deems the most favorable to its interest after all bids have been examined and canvassed.

John P. Vranas
Secretary, Board of Education
Lincolnwood School District
No. 74, Cook County, Illinois

NOTICE AND SPECIFICATIONS FOR
Elevator Modernization and Service Agreement
Commencing April 1, 2022

Lincolnwood School District No. 74

INSTRUCTIONS TO ALL BIDDERS

1.1 District Information. Lincolnwood School District No. 74 is a public elementary school district with an approximate enrollment of 1,250 students. The District operates three (3) school buildings and one (1) administrative center. All are located on a single campus in the Village of Lincolnwood, approximately 10 miles north of downtown Chicago, in Cook County, Illinois. Two school buildings contain elevators, both of which are the subject of this bid:

- Rutledge Hall: Dover, Hydraulic. Unit ID: ED9184. Installed 1995.
- Lincoln Hall: Otis, Hydraulic. Unit ID: 633062. Installed 2017.

1.2 Request for Bids. The Board of Education of Lincolnwood School District No. 74 (hereinafter sometimes referred to as the “Board” or “School District” or “Owner”) will receive bids for the modernization of the Rutledge Hall elevator and the regular service and maintenance of both the Rutledge Hall and Lincoln Hall elevators, in accordance with these instructions and the specifications set forth below. Bids will be received until 2:00 P.M. prevailing time on Monday, January 10, 2022, at the Administrative Center located at 6950 N. East Prairie Rd., Lincolnwood IL 60712.

1.3 Pre-bid Meeting: A pre-bid meeting will be held on Tuesday, December 14, 2021, at 3:00 p.m. starting at the Administrative Center, 6950 N. East Prairie Rd., Lincolnwood IL 60712. The purpose of this meeting is to address any questions and visit the two elevator sites. This will

be the only opportunity to visit District facilities. Attendance by potential bidders is strongly encouraged but not mandatory.

1.4 Questions. Bidders must submit all questions regarding these instructions and specifications in writing to Athi Toufexis, StudioGC architecture + interiors, a.toufexis@studiogc.com. Replies will be issued to all bidders of record in the form of an Addendum. Questions received less than five (5) weekdays before the bid due date cannot be answered.

1.5 Bid Form. All bids must be submitted in duplicate on the Bid Form, a copy of which is attached hereto as **Exhibit “A”**, provided by the School District. The wording of the Bid Form shall not be changed or altered.

1.6 Anticipated Bidding Schedule:

<u>EVENT</u>	<u>PROJECTED DATE</u>
Request for Bids Issuance:	December 3, 2021
Pre-Bid Meeting:	December 14, 2021, 3:00 p.m.
Last date to request clarifications:	January 5, 2022
Bids Due:	January 10, 2022, 2:00 pm
Negotiation of Agreement:	Jan. 11 – Feb. 7, 2022
Presentation to Facilities Committee:	February 15, 2022
Board of Education Approval:	March 3, 2022
Beginning of Service:	April 1, 2022

1.7 Pricing. Each bidder expressly agrees that its pricing may not be withdrawn for a period of sixty (60) days from the bid due date. Withdrawal within such period shall subject the proposer to penalties and damages to the District to the extent that such withdrawal results in loss to the District. All bidders must state their rates and charges in fixed dollar amounts which are definitely ascertainable at the time of opening the bids.

1.8 Bid Security. Bids shall be accompanied by a Bid Security. Such Bid Security shall be in the form of a Bid Bond or Cashier’s Check for 10% of the Bid Price (Specification A and

the first-year fixed price under Specification B) made in favor of the Board. Failure to submit the proper form and amount of Bid Security may result in rejection of the Bid. Bid Bonds must be issued by the same company that provides the Performance Bond and Payment Bond under Specification A. The Bidder agrees that the proceeds of the Bid Security will become the property of the Board if for any reason the bidder withdraws his bid prior to the time period noted in the Bid Form. The defaulting bidder shall pay the Board all costs which exceed the amount of the Bid Security for procuring the performance for the work required by the bidding documents. Such costs include, but are not limited to, additional advertising and architectural and engineering services and legal services.

1.9 Term and Commencement. The regular service and maintenance agreement described in Specification B shall commence April 1, 2022, for a period of five (5) years without extension. The modernization work described in Specification A shall be scheduled during 2022 by the agreement of the School District and the successful bidder.

1.10 Insurance. The successful bidder shall maintain insurance in the following amounts during the term of any agreement entered into pursuant to this Request for Bids: (1) commercial general liability insurance on an occurrence basis in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate; (2) workers compensation coverage in the minimum statutory amounts and no less than \$500,000; (3) comprehensive auto liability insurance, including hired and non-owned vehicles, in the amount of \$1,000,000 per occurrence and in the aggregate for bodily injury and property damage; and (4) umbrella or excess liability coverage in a minimum amount of \$2,000,000 per occurrence and in the aggregate. The successful bidder shall name the School District, its Board members, employees, and agents as additional insureds

on all policies except workers compensation. The successful bidder's insurance shall be primary and noncontributory.

1.11 Bonding. A Performance Bond and Labor and Material Payment Bond will be required in accordance with the Public Construction Bond Act, 30 ILCS 550/1, for the modernization work performed under Specification A. The cost of said bond, in the amount of 110% of the cost of the work, shall be included in the bid price.

1.12 Reservation of Rights. The Board of Education reserves the right to reject any and all bids or any part thereof, to waive any informalities, errors or irregularity in bids received or in the bidding process, and to accept the bid or bids that the Board of Education deems the most favorable to its interest after all proposals have been examined and canvassed. Expenses incurred in responding to this request for bids are not the responsibility of the School District.

1.13 Required Documentation. If any credit applications or other documents will be required prior to contract execution, such documents must be submitted with the proposal. **All proposals must be accompanied by a sample service agreement, the terms of which shall be subject to negotiation by or approval of legal counsel for the District and must be in accordance with the terms of this specification.** Automatic renewal language will be deleted. The final agreement shall be subject to Illinois law without regard to conflicts of laws principles. Dispute resolution terms shall be limited to litigation in the Circuit Court of Cook County, Illinois, and the successful bidder must agree to be subject to the jurisdiction of that court. References to mediation or arbitration shall be deleted. Payment terms shall be in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*). This Request for Bids shall be deemed incorporated into the parties' final agreement.

1.14 Applicable Laws. All bidders shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Prevailing Wage Act* (820 ILCS § 130/1 *et seq.*); the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*); The Equal Employment Opportunity Clause at Title 44, Part 750 of the Illinois Administrative Code (see 44 Ill. Admin. Code 750.20), which is fully incorporated herein; the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e); and the *Illinois Criminal Code* (720 ILCS § 5/1 *et al.*). Without limiting the generality of the foregoing, as required by the *Criminal Code*, 720 ILCS § 5/33E-11, each bidder certifies that it is not barred from contracting with any unit of state or local government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*. The bidder agrees that if this certification is false, the School District may declare the resulting agreement void. Each bidder further certifies that it will provide a drug free workplace as required by the Illinois *Drug Free Workplace Act*, 30 ILCS §§ 580/1 *et seq.* Additionally, the Board is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the bid price. If applicable, the bidder shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the *Illinois Use Tax Act* (35 §§ ILCS 105/1 *et seq.*), regardless of whether the bidder is a retailer maintaining a place of business within this State" as defined in Section 2 of the *Illinois Use Tax Act*.

1.15 Indemnification. If selected, the successful bidder agrees to indemnify, defend and hold harmless the Board of Education, its individual Board members, employees and agents from and against any and all costs (including but not limited to attorneys' fees and court costs), losses,

finances, penalties, causes of action, and damages, whether to person or property, resulting from, connected with or arising from any negligent acts or omissions of the bidder or any breach of the parties' agreement.

1.16 Additional Information. Bidders are encouraged to provide a summary of their company's on-line reporting and invoicing capabilities, including web-based account specific reporting, web-based Customer Account Information, and web-based invoicing. Samples of these reports or invoices should be included with the bids.

Specification A - Modernization of the Rutledge Hall Elevator

2.1 The Board requests bids for the modernization of the Rutledge Hall elevator (Dover, Hydraulic. Unit ID: ED9184. Installed 1995) in accordance with the following Scope of Work.

2.2 Provide all labor and material necessary to refurbish the existing 2 stop hydraulic elevator including, but not limited to, replacement of the controller, leveling system, car and hall fixtures and door operator, and as indicated below:

- A. Existing Elevator: Thyssen Krupp 2000 pound capacity holed hydraulic elevator. Speed: 100 fpm.
- B. Controller: New non-propriety microprocessor based control system to perform all elevator functions, motion control & door control. Nonproprietary standards recognize specific owner's rights:
 - 1. The right to all information needed for diagnosis, service, and repair.
 - 2. The right to access on-board computers, including the information they store and the ability to diagnose, repair, and/or reprogram these systems.
- C. Drive system: New solid-state motor starter.
- D. Door Operator: GAL MOVFR II door operator or equivalent, plus related equipment necessary for complete and functional operation.
- E. Emergency battery lowering: Provide emergency battery lowering, such that in the event of a building power failure, the battery would bring the elevator to the next landing and open the elevator doors to avoid entrapment. When power is restored the elevator would return to service.
- F. Car Door Equipment: New door operator to be GAL MOVFR II door operator or equivalent non-proprietary unit, plus related equipment necessary for complete and functional operation. Include hatch accessed car top inspection station.
- G. Hoist-way equipment:
 - 1. Hoist-way operation devices: New terminal stopping devices and landing systems.
 - 2. Car Guides: Replace or refurbish existing as required.
 - 3. Pit Stop Switch: Provide new pit stop switch in location required by code.

4. Pit Ladder: Modify or replace existing ladder with code compliant installation.
5. Leveling System: Provide new leveling system.

H. Fixtures:

1. Car Operating Panel: Furnish new stainless steel car operating panel including the following:
 - a. Mechanical illuminated, vandal resistant buttons marked with the corresponding landings, including Braille text.
 - b. Emergency phone with call button “push for help.” Emergency alarm button to be connected to an emergency signal.
 - c. Key switches for: Fan, light, hoist-way inspection.
 - d. Stop switch.
 - e. Fireman’s service cabinet that is compliant with A17.1 2019 code video/texting requirements.
 - f. Emergency car lighting.
 - g. ADA phone.
 - h. GFI receptacle.
 - i. Certificate window.
 - j. Car position indicators.
 - k. In car directional arrows.
2. Hall Fixtures
 - a. Fire service phase key switch and engraved instructions.
 - b. Hall Position Indicators: New to be integral with main lobby push button fixture or above hoist-way doorframe.
 - c. Hall push buttons: ADA compliant hall buttons with Fireman’s service & access at terminal landings.

I. General

1. Removal of Equipment: Unless otherwise indicated, all equipment that is removed or demolished and not to be re-used becomes the property of the Elevator Modernization Contractor, and is to be promptly removed from the project site and disposed of in an approved manor.

2. Code – All elevator equipment to be installed in accordance with A17.1 2019 elevator safety code and all other applicable codes.
3. Fire alarm recall – Elevator Modernization Contractor is to provide connection to existing smoke/heat detectors installed to initiate recall to ground floor. Fire alarm system was installed and completed in August 2021 by Airport Electric. Work under this contract shall not void existing warranty with Airport Electric.
4. Permits and Inspections: Elevator Modernization Contractor is responsible for procuring all necessary permits and inspections, and is required to deliver an Elevator Inspection Certificate prior to receiving final payment. Cost to obtain such permits and inspections will be reimbursed at the rate of 1.0 times the actual cost.

2.3 Warranty. Elevator Modernization Contractor shall warrant their work for a period of 12 months following the date of the Elevator Inspection Certificate. Warranty work is to be performed during normal working hours of between 8:00 am and 4:30 pm. Should it be necessary to perform warranty work outside of the hours of 8:00 am to 4:30 pm, the Owner will be responsible for the premium cost only. Any parts or equipment that have been provided by the Elevator Modernization Contractor that are required to be replaced shall be provided at no additional cost to the Owner. Material costs for any necessary parts or equipment that have not been provided by the Elevator Modernization Contractor will be the responsibility of the Owner at the rate of 1.0 times the actual cost to the Contractor.

2.4 Performance and Payment Bond. Contractor within ten (10) days after receiving notice of the award shall furnish a Performance and Labor and Material Payment Bond, in the amount of 110% of the cost of the work, agreeing to perform the work and fulfill all obligations in accordance with all of the provisions of the contract with a surety rated no less than B+ 10 by Best's Insurance Guide Key, and naming Owner as a primary co-obligee. Such bonds shall be in a form and with a surety acceptable to the Owner and shall not include a limitation period shorter than that provided by Illinois law (735 ILCS 5/13-214). The cost of each bond shall be included

in the bid price. All bonds shall include a specific obligation of the Surety to guarantee the faithful performance of the Contractor under the Illinois Prevailing Wage Law. The Bonding Company must also be licensed in the State of Illinois. The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the Contractor pursuant to the contract with the Owner, and shall indemnify the Owner from any liability or loss resulting to the Owner from any failure of the Contractor fully to perform each or all of said duties. The Performance Bond and the Labor and Material Payment Bond shall be deemed to cover all such duties. The Performance Bond and Labor and Material Bonds shall be executed in conformity with American Institute of Architects, Doc. A312. A certified copy of the power of attorney from the Surety Company stating that the person executing the bond is duly authorized by the Surety to execute the bond shall accompany the bond. The bonds shall comply with the Public Construction Bond Act, 30 ILCS 550/1.

2.5 Performance of the Work. The School District and the successful bidder shall agree on the best timeline for the performance of the modernization work. Efforts may be made to schedule the work during non-student attendance days (i.e. during Summer Break).

Specification B - Regular Service and Maintenance of Both
the Rutledge Hall and Lincoln Hall Elevators

3.1 The Board requests bids for the quarterly service and maintenance of both the Rutledge Hall (Dover, Hydraulic. Unit ID: ED9184. Installed 1995) and Lincoln Hall (Otis, Hydraulic. Unit ID: 633062. Installed 2017) elevators in accordance with the following Scope of Work.

3.2 Contractor, in the performance of Services, agrees to and shall conform to the requirements of ASME standard A17.1, Safety Code for Elevators and Escalators, in its latest revision, in connection with testing, inspection, maintenance, alteration, and repair of elevator equipment under this Agreement. Contractor shall maintain all Units according to the original manufacturer's performance specifications or in accordance with the most recent revision of the ASME standard A17.1, whichever is more stringent.

3.3 Maintenance Services for Hydraulic Elevators. Contractor shall provide and perform the following maintenance services for hydraulic elevators at Lincolnwood SD 74, Rutledge Hall and Lincoln Hall:

- 3.3.1 Inspect, clean and lubricate the equipment.
- 3.3.2 Clean the machine room floor and the spill pan.
- 3.3.3 Replace all missing or damaged warning signs.
- 3.3.4 Ride each car to check for unusual noises and deficiencies in operation.
- 3.3.5 Inspect and clean the car top and pit equipment.
- 3.3.6 Check the oil in the tank; If oil is depleted beyond normal usage, determine and repair the cause of use of excess oil and provide new oil, compatible with existing.
- 3.3.7 Inspect the jack plunger.
- 3.3.8 Inspect the jack assembly and determine whether too much oil is leaking through; repair as required.

- 3.3.9 Inspect and clean the car photo eye or light screen; Adjust as required.
- 3.3.10 Inspect the car safety edge and retraction.
- 3.3.11 Test the alarm button; repair if not functioning.
- 3.3.12 Check the emergency switch; repair if not functioning.
- 3.3.13 Inspect, clean, and lubricate the door tracks.
- 3.3.14 Inspect the car lighting system; re-lamp or repair if not functioning properly.
- 3.3.15 Inspect the elevator communication system; repair if not functioning.
- 3.3.16 Replace broken or cracked call buttons or button covers.
- 3.3.17 Inspect, clean, and lubricate the motor bearings.
- 3.3.18 Inspect and clean the controller fuses and holders.
- 3.3.19 Inspect and adjust the door speeds, door relating cable tension, and the car steadying plates.
- 3.3.20 Check the stiles for cracks.
- 3.3.21 Check infrared door opening/closing devices; adjust as required for proper operation.
- 3.3.22 Inspect and lubricate the car fan or blower.
- 3.3.23 Inspect, lubricate, and clean the following: Hall button contacts, Guide rails, Limit switches, Traveling cable, and junction box cable.
- 3.3.24 Inspect, adjust as may be required, check, repair, and replace and provide parts for all items identified above; and Provide Services as necessary to remedy or resolve the foregoing items.

3.4 All hydraulic elevator pits shall be thoroughly cleaned at least four times per calendar year and listed on reports. Repair or replace any elevator hydraulic line that is leaking oil. Repack and seal pistons with visible oil running down. Replace ballasts as needed. Repair and replace all buttons, switches, lights, button lights, stop bells, key switches, stop switches or other controls when damaged by wear and tear.

3.5 Standards for Hydraulic Elevators. Contractor shall observe, abide by, and ensure compliance with the following maintenance standards for hydraulic elevators at the Facilities:

- 3.5.1 Elevator door closing pressure must not exceed 30 LBF.
- 3.5.2 Adjust elevator car doors and hoistways with 1/8 inch of play in doors opposite of direction of travel or replace door gibs.
- 3.5.3 Hoistway door rollers that are cut or torn more than 1/8" must be replaced.
- 3.5.4 Belt driven motors and chain drive sets shall be pre-loaded and matched for length in size, rated bearing strength, and a safety factor of ten.
- 3.5.5 Top of car operating device speed shall not exceed specified criteria.
- 3.5.6 Maintain elevator floor levels plus or minus 3/8 inch of each landing.
- 3.5.7 Roller guides that are cut or torn more than 1/8" will be replaced.
- 3.5.8 Adjust anti-creep mechanism to maintain elevators within 1 inch of floor level irrespective of the position of the hoistway door.
- 3.5.9 Replace slide guides with more than 1/8 inch play in any direction.
- 3.5.10 Adjust the relief valve to open at a pressure not greater than 125% of working pressure and shall be sealed with lead seal.
- 3.5.11 Flexible hydraulic connections shall have a bursting strength in accordance with ASME specifications (if possible, replace any flexible hydraulic connections with a hard pipe).
- 3.5.12 Securely fasten hoistway and car junction boxes with covers in place.
- 3.5.13 Replace V-Belts that are cut or torn more than 1/8 inch.
- 3.5.14 Inspect, check, repair, and replace and provide parts for all items identified above.

3.6 Scheduling. Maintenance visits shall be performed during normal business hours, Monday through Friday, 8:00 am to 4:30 pm, excluding holidays. Callbacks for minor adjustments or emergency entrapments during these hours shall be at no additional cost. For callbacks outside of normal business hours, contractor shall absorb the worked hours at straight

time, and the owner (Lincolnwood School District 74) will be charged for the overtime premium portion only.

3.7 Agreement Duration. The service and maintenance agreement shall be for a five (5) year period. Automatic renewals shall not be allowed. Written notice of termination at the end of the stated term shall not be required.

3.8 Payment

3.8.1 Payments for these services shall be based on an annual price per contract year, billed and payable in equal quarterly or monthly installments.

3.8.2 Material costs for any necessary parts or equipment in accordance with the above specification will be the responsibility of the Owner at the rate of 1.0 times the actual cost to the Contractor.

3.8.3 Price increases. The annual price in each of the second through fifth contract years shall be increased by three percent (3%) over the prior contract year's annual price.

**DIRECTOR OF BUILDINGS AND GROUNDS
EMPLOYMENT CONTRACT
(2022 - 2023)**

THIS AGREEMENT is made on March 3, 2022, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **James Caldwell** (the “Administrator”) (collectively, the “parties”).

A. EMPLOYMENT AND COMPENSATION

1. **Salary and Term of Employment.** The Board employs the Administrator for one year, from July 1, 2022, through and including June 30, 2023, at an annual salary in the amount of One Hundred Twenty-Four Thousand Three Hundred Dollars (\$124,300.00). The Administrator’s salary is payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District.

The Contract will consist of 260 workdays for a Contract Year. The Administrator acknowledges that he will work on a schedule set by the Superintendent and agrees that the 260-workday provision is intended solely for the purposes of calculating compensation and/or benefits on a per-diem basis and is not intended to establish or limit the number of days the Administrator may be required to work during a Contract Year.

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

2. **Illinois Municipal Retirement Fund.** In addition to the annual salary stated in paragraph A.1 of this Contract, the Board shall pay on behalf of the Administrator to the Illinois Municipal Retirement Fund (hereafter “IMRF”) the Administrator’s required member contributions to such pension system. The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from IMRF. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to IMRF, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator’s future services, knowledge, and experience. The Administrator does not have the right to receive payment for any amounts that would have been contributed to IMRF by the Board on his behalf had the Administrator’s required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to the pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

3. **IMRF Status.** The parties agree that the Board makes no representations regarding the IMRF member wage status with respect to any compensation received by the Administrator pursuant to the terms of this Contract. Any and all determinations regarding wage status, years of service, and related IMRF issues shall be made by IMRF and, where applicable, a court of competent jurisdiction.

B. CONDITIONS OF EMPLOYMENT

1. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, the Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
2. **Cell Phone.** The Administrator is required to purchase and maintain a cell phone at his own expense and provide the cell phone number to District administrators and Board members for daily communication.
3. **Employment Representations.** The Administrator represents that he is not under contract with any other employer, including but not limited to school districts or municipalities, for any portion of the term covered by this Contract. The Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

C. BENEFITS

1. **Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of his duties. The Administrator shall itemize and substantiate all expenses incurred, in accordance with applicable Board policy and procedures.
2. **Insurance.** The Board will provide the Administrator with the following insurance benefits:
 - a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may,

in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

- b. Long-term disability insurance, as provided under any group program effective in the District.
 - c. Single or family coverage vision service plan, as provided under any group program effective in the District.
 - d. Group term life and AD&D insurance, in the amount of \$50,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.
3. **Vacation.** In a full Contract Year, the Administrator shall be entitled to a paid vacation of twenty-one (21) working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent, within the twelve (12) month period of a Contract Year; however, at the end of a Contract Year, up to five (5) unused vacation days will be converted into accumulated sick days for the following Contract Year with the Superintendent's approval. However, upon separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*).
4. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 support staff, which may be accumulated without limit.
5. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 support staff.
6. **Professional Organizations.** Upon the Superintendent's approval of the appropriateness of the Administrator's involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.
7. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels,

subject to prior Superintendent approval. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.

8. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

D. POWERS AND DUTIES

1. **Duties.** The duties of the Administrator shall be those incidental to the office of a Director of Buildings and Grounds. As such, he shall supervise the operation of the entire Buildings and Grounds department, plus any related contractual services, as the Board and Superintendent shall determine necessary. The Administrator shall also be expected to establish clear lines of communication regarding goals, accomplishments, practices, and policies with administrators, staff, and contractors. The Administrator shall also assume administrative responsibilities and departmental leadership, under the supervision and direction of the Superintendent, Business Manager/CSBO, and the Board and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, for the planning, operation, and evaluation of the program and the staff in the entire Buildings and Grounds department, plus any related contractual services. The Administrator shall submit recommendations to the Superintendent or Business Manager/CSBO, as requested, concerning the appointment, retention, promotion, and assignment of all personnel assigned to the entire Buildings and Grounds department, plus any related contractual services, and shall keep such other registers, records, and reports as may be directed by the Superintendent, Business Manager/CSBO, and the Board or required by law. The Administrator shall also be responsible for all obligations contained in the official job description for a Director of Buildings and Grounds.

The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and Business Manager/CSBO and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.

2. **Extent of Service.** The Administrator shall devote his time, skill, labor, and attention to the business of the School District and related professional activities so

as to faithfully perform the duties of Director of Buildings and Grounds, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.

3. **Compliance with Policies.** The Administrator is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

E. PERFORMANCE GOALS AND EVALUATIONS

1. **Performance Goals.** Annually the Administrator, in consultation with the Superintendent and Business Manager/CSBO, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Superintendent, Business Manager/CSBO, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.
2. **Evaluation.** The Superintendent or designee shall evaluate the Administrator's performance, including but not limited to performance on the goals and indicators listed above, at least annually. One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the *Illinois School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew the Administrator's employment upon such terms and conditions as they may mutually agree. In such event, the Board and Administrator shall take specific

action to enter into a new contract of employment to take effect after the expiration of this Contract.

3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

G. TERMINATION

1. **Grounds for Termination.** This Contract may be terminated during its term:
 - a. By mutual agreement, in writing;
 - b. Upon the Administrator's permanent disability (inability to perform essential job functions with or without accommodation) (The Administrator shall be considered permanently disabled: (i) after any absence due to "permanent illness or incapacity" in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if he presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated; or (iii) if the Board deems the Administrator permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Administrator may request a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, he shall bear any related costs. The Board hearing shall be conducted in executive session.);
 - c. Via discharge for cause;
 - d. Upon elimination of the Administrator's position; or
 - e. Upon the death of the Administrator.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Administrator that, in the discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who will be entitled to notice and a hearing before the Board to discuss such causes. If the

Administrator chooses to be accompanied by legal counsel, he shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.

H. MISCELLANEOUS

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.
2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties have executed this Contract on the date written above, upon formal approval by the Board at a duly convened meeting.

ADMINISTRATOR

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT
NO. 74, COOK COUNTY, ILLINOIS**

JAMES CALDWELL

By: _____
Board President

Date: _____

Date: _____

ATTEST

By: _____
Board Secretary

Date: _____

EXHIBIT A

JOB DESCRIPTION – DIRECTOR OF BUILDINGS AND GROUNDS



EXHIBIT A

Director of Buildings and Grounds

Job Category: Non-Certified

Status: Exempt

Location: Administration

Reports to: Business Manager

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Five years of supervisory and facility operation and maintenance experience.
- Ability to communicate effectively with the public and staff, both orally and in writing, and work well with others.
- Thorough working knowledge of HVAC, electricity, plumbing systems, security, roofing, and construction (including experience in reading blueprints).
- Computer literate with experience in computerized energy management systems, spreadsheets, word processing, database, and facility management software.
- Familiar with the Illinois Health Life/Safety Code.
- Experienced in developing and administering a comprehensive preventative maintenance program that includes familiarity with the Illinois Health Life/Safety Code.

Job Goal

To maintain the School District's physical plant in a condition of operating excellence so that full educational use of it may be made at all times; to maintain the grounds of all district schools in a condition of safety, neatness, and aesthetic attractiveness, so that each student may be provided with an outdoor environment both pleasing to look at and good to play in; and to provide students with an attractive, safe, and natural environment in which to learn.

Performance Responsibilities

1. Implements changes and upgrades and make recommendations (as a result of regular building inspections) that will positively impact the schools, for short and long-term preventative maintenance programs and provide written report to the Business Manager.
2. Coordinates and directs the comprehensive overall planning and scheduling of cleaning, maintenance, and repair requirements for all district buildings and grounds, including roof management and inspection.
3. Develops a system for dealing with emergency repairs in all buildings.
4. Confers with school principals, landscape architects and other parties in making plans for landscaping, planning and maintenance of school grounds.

5. Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourages innovation and experimentation as appropriate and shares this information with custodians.
6. Assists the Business Manager in developing a three to five year facility operations and maintenance plan for all buildings working in conjunction with building principals and in development and monitoring of Operation and Maintenance Budget.
7. Supervises and advises purchasing and bid specifications for all required staff and services. Inspects work and verifies that terms and conditions of contract have been fulfilled before authorizing payment.
8. Makes recommendations for the optimal timing of replacements for vehicles and equipment assigned to the district's buildings, including all necessary equipment to perform grounds and maintenance work.
9. Maintains communications and relationships with all local fire and police departments.
10. Represents the Business Manager in day-to-day contacts with contractors and architects, in connection with school construction programs and inspections and keeps office informed of the progress and quality of work being performed on all construction projects.
11. Develops and maintains an inspection program to monitor the quality of custodial cleaning in all buildings.
12. Recruits, screens, interviews, trains, evaluates, and recommends all employees necessary to the maintenance, grounds and custodial program and recommends the number of engineers needed to properly care for all buildings. Maintains proper employee records.
13. Recruits, recommends, and schedules custodial personnel projects for all summer cleaning and substitutes for absent custodians.
14. Coordinates and supervises after hour or weekend maintenance work by contractors.
15. Organizes and implements an orientation and ongoing training program on proper operation and maintenance of school facilities for custodial, maintenance and grounds personnel. Include training associated with Blood Borne Pathogen, OSHA, and other training as deemed necessary.
16. Provides and updates Material Safety Data Sheets for all cleaning materials and chemicals in each building, and provides technical training and interpretation to all custodial, maintenance and grounds personnel.
17. Orders, receives, stores, inventories, and issues all maintenance and grounds material, supplies, and equipment as needed by buildings. Provide for adequate quantities on hand and their safe storage.
18. Updates and maintain district wide security systems and fire alarm systems in all buildings and responds to emergency calls 24/7.
19. Coordinates required yearly inspections of school buildings with local fire departments and maintain all buildings with Fire and Life Safety Codes and is back-up for emergency drills.
20. Develops and maintains an indoor air quality program, energy management and pest control plan.
21. Maintains manuals and records related to all building and maintenance equipment, regulations, and inspections.
22. Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities, and coordinates with district athletic director, principals, and community organizations using district facilities.

23. Supervises and schedules snow removal and makes recommendations to Business Manager for related contractual services.
24. Oversees traffic control.
25. Attends administrative and other related meetings and make reports as necessary.
26. Any and all additional duties that may be assigned by Superintendent or Business Manager.
27. Supervises other building engineers and maintenance staff.

Other essential duties and responsibilities may be assigned

Physical, Sensory and Environmental Demands

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee frequently is required to sit; use hands to manipulate, handle, or feel; and talk or hear; frequently is required to reach with hands and arms; frequently is required to stand and walk; frequently must lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds; bend, squat, kneel; twist, turn, balance; climb/crawl; reach above shoulder/reach outward; occasionally may be required to drive.

In the work environment, the employee regularly works in interior and exterior environmental conditions. The employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is moderate. The employee occasionally works in evenings or on weekends. The work environment may include exposure to heat and cold; unscheduled interruptions; frequent movement from one work location to another; and public contact requiring appropriate demeanor.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Terms of Employment

Twelve-month position. Salary and work year to be established by the Board of Education.

**DIRECTOR OF SPECIAL EDUCATION
EMPLOYMENT CONTRACT
(2022 - 2023)**

THIS AGREEMENT is made on March 3, 2022, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Jennifer Ruttkay** (the “Administrator”) (collectively, the “parties”).

A. EMPLOYMENT AND COMPENSATION

- 1. Salary and Term of Employment.** The Board employs the Administrator for one year, from July 1, 2022, through and including June 30, 2023, at an annual salary in the amount of One Hundred Sixteen Thousand Five Hundred Dollars (\$116,500.00). The Administrator’s salary is payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District.

The Contract will consist of 205 workdays for a Contract Year. The Administrator acknowledges that she will work on a schedule set by the Superintendent and agrees that the 205-workday provision is intended solely for the purposes of calculating compensation and/or benefits on a per-diem basis and is not intended to establish or limit the number of days the Administrator may be required to work during a Contract Year.

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

- 2. Teachers’ Retirement System and Health Insurance Security Fund.** In addition to the annual salary stated in paragraph A.1 of this Contract, the Board shall pay on behalf of the Administrator to the Teachers’ Retirement System of the State of Illinois (hereafter “TRS”) and the Teachers Health Insurance Security Fund (hereafter “THIS”) the Administrator’s required member contributions to such pension system and health fund. The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from TRS and THIS. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the TRS and THIS, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator’s future services, knowledge, and experience. The Administrator does not have the right to receive payment for any amounts that would have been contributed to TRS or THIS by the Board on her behalf had the Administrator’s required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to the pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

3. **Creditable Earnings.** The parties agree that the Board makes no representations regarding the creditable earnings status with respect to any compensation received by the Administrator pursuant to the terms of this Contract. Any and all determinations regarding creditable earnings, creditable service, and related TRS issues shall be made by TRS and, where applicable, a court of competent jurisdiction.

B. CONDITIONS OF EMPLOYMENT

1. **License.** During the term of this Contract, the Administrator shall hold a valid and properly registered license with necessary endorsement as issued by the Illinois State Educator Preparation and Licensure Board qualifying her to serve in District 74 in the position of Director of Special Education. The Administrator shall also keep current her attendance at required state Administrator Academy workshops and shall satisfy other license renewal and prequalification requirements necessary to enable her to legally evaluate staff.
2. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, the Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
3. **Cell Phone.** The Administrator is required to purchase and maintain a cell phone at her own expense and provide the cell phone number to District administrators and Board members for daily communication.
4. **Tenure and Related Rights.** During the term of this Contract, the Administrator does not waive rights granted under Sections 24-11 through 24-16 of the School Code. During the term of this Contract, the Administrator will maintain contractual continued service status (i.e. tenure) as a teacher of the School District. The Board and the Administrator agree that this Contract is not a performance-based contract pursuant to Section 10-23.8a of the School Code.
5. **Employment Representations.** The Administrator represents that she is not under contract with any other employer, including but not limited to school districts or cooperatives, for any portion of the term covered by this Contract. The Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

C. BENEFITS

1. **Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of her duties. The Administrator shall itemize and

substantiate all expenses incurred, in accordance with applicable Board policy and procedures.

2. **Insurance.** The Board will provide the Administrator with the following insurance benefits:
 - a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.
 - b. Long-term disability insurance, as provided under any group program effective in the District.
 - c. Single or family coverage vision service plan, as provided under any group program effective in the District.
 - d. Group term life and AD&D insurance, in the amount of \$150,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.
3. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 teachers, which may be accumulated to a maximum of 340 days.
4. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 teachers.
5. **Professional Organizations.** Upon the Superintendent's approval of the appropriateness of the Administrator's involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.

6. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels and, subject to prior Superintendent approval, at one national-level conference. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.
7. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

D. POWERS AND DUTIES

1. **Duties.** The Administrator, as directed in her job description, shall assist the Superintendent in the administrative operation and management of the School District. The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.
2. **Extent of Service.** The Administrator shall devote her time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Director of Special Education, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.
3. **Compliance with Policies.** The Administrator is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

E. PERFORMANCE GOALS AND EVALUATIONS

1. **Performance Goals.** Annually the Administrator, in consultation with the Superintendent, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Superintendent, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.
2. **Evaluation.** One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew the Administrator's employment upon such terms and conditions as they may mutually agree. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

G. TERMINATION

1. **Grounds for Termination.** This Contract may be terminated during its term:
 - a. By mutual agreement, in writing;

- b. Upon the Administrator's permanent disability (inability to perform essential job functions with or without accommodation) (The Administrator shall be considered permanently disabled: (i) after any absence due to "permanent illness or incapacity" in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if he presents to the Board a physician's statement certifying that she is permanently disabled or incapacitated; or (iii) if the Board deems the Administrator permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Administrator may request a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, she shall bear any related costs. The Board hearing shall be conducted in executive session.);
 - c. Via discharge for cause;
 - d. Upon elimination of the Administrator's position; or
 - e. Upon the death of the Administrator.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Administrator that, in the discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who will be entitled to notice and a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, she shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.

H. MISCELLANEOUS

- 1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.
- 2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
- 3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.

4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Contract on the date written above, upon formal approval by the Board at a duly convened meeting.

ADMINISTRATOR

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT
NO. 74, COOK COUNTY, ILLINOIS**

Jennifer Ruttkay

By: _____
Board President

Date: _____

Date: _____

ATTEST

By: _____
Board Secretary

Date: _____

EXHIBIT A

JOB DESCRIPTION – DIRECTOR OF SPECIAL EDUCATION



EXHIBIT A

Director of Special Education

Job Category: Certified

Status: Exempt

Location: Administration Building

Reports to: Superintendent of Schools

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment; Director of Special Education endorsement.
- Minimum of 5 years experience in the field of special education.
- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills.

Job Goal

To enable students to derive the fullest possible educational experience from school by overseeing the district's special education program.

Performance Responsibilities

- Oversees the school's special education programs.
- Plans, organizes and directs implementation of special education processes.
- Keeps the Superintendent informed of the status of current issues in special education.
- Makes recommendations regarding the district's special education program.
- Supervises the maintenance of special education records.
- Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate when it is requested.
- Works with members of the administration team regarding special education programming.
- Confers with teachers, administrators and parents whenever necessary.
- Consults with parents, school staff and teachers about ways to facilitate the learning and adjustment of students.
- Works in a cooperative and positive manner with parents.
- Responds to written and oral requests for information.
- Keeps up with changes and developments in the profession by attending professional meetings, reading professional journals and discussing problems of mutual interest with others in the field.
- Participates in the selection of special education personnel.
- Orients newly assigned staff members and assists in their development, as appropriate.
- Conducts district special education meetings.
- Facilitates Eligibility Determination Conferences and Individualized Education Plan meetings (EDC/IEP).
- Serves as a resource on mental health topics for staff.
- Acts as the liaison between the district and township/private placements.

- Coordinates preschool screenings.
- Acts as a district liaison with Niles Township District for Special Education (NTDSE).
- Acts as administrative agent at EDC/IEP meetings.
- Protects the School District, its students and staff from and against liability, property damage and losses.
- Complies with federal, state and local policies and regulations in the delivery of special education services.
- Presents to the school board annually or as requested.
- *Other essential duties and responsibilities may be assigned.*

Physical, Sensory and Environmental Demands

Physical: The employee frequently is required to stand, walk, sit, use hands and fingers; sit continuously for extended periods of time; and reach with hands and arms. The employee must have the ability to use a keyboard and equipment typically found in an administrative work setting.

Sensory: While performing the duties of this job, the employee is regularly required to talk and/or hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers, and symbols in a technology environment.

Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of an administrative office environment.

Evaluation:

Performance will be evaluated by the Superintendent in accordance with Board's Policy.

Terms of Employment

205 work days. Salary to be determined by Board of Education.

**DIRECTOR OF TECHNOLOGY
EMPLOYMENT CONTRACT
(2022 - 2023)**

THIS AGREEMENT is made on March 3, 2022, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Jordan Stephen** (the “Administrator”) (collectively, the “parties”).

A. EMPLOYMENT AND COMPENSATION

- 1. Salary and Term of Employment.** The Board employs the Administrator for one year, from July 1, 2022, through and including June 30, 2023, at an annual salary in the amount of One Hundred Fifty Thousand Dollars (\$150,000.00). The Administrator’s salary is payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District.

The Contract will consist of 260 workdays for a Contract Year. The Administrator acknowledges that he will work on a schedule set by the Superintendent and agrees that the 260-workday provision is intended solely for the purposes of calculating compensation and/or benefits on a per-diem basis and is not intended to establish or limit the number of days the Administrator may be required to work during a Contract Year.

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

- 2. Teachers’ Retirement System and Health Insurance Security Fund.** In addition to the annual salary stated in paragraph A.1 of this Contract, the Board shall pay on behalf of the Administrator to the Teachers’ Retirement System of the State of Illinois (hereafter “TRS”) and the Teachers Health Insurance Security Fund (hereafter “THIS”) the Administrator’s required member contributions to such pension system and health fund. The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from TRS and THIS. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the TRS and THIS, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator’s future services, knowledge, and experience. The Administrator does not have the right to receive payment for any amounts that would have been contributed to TRS or THIS by the Board on his behalf had the Administrator’s required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to the pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

3. **Creditable Earnings.** The parties agree that the Board makes no representations regarding the creditable earnings status with respect to any compensation received by the Administrator pursuant to the terms of this Contract. Any and all determinations regarding creditable earnings, creditable service, and related TRS issues shall be made by TRS and, where applicable, a court of competent jurisdiction.

B. CONDITIONS OF EMPLOYMENT

1. **License.** During the term of this Contract, the Administrator shall hold a valid and properly registered license with necessary endorsement as issued by the Illinois State Educator Preparation and Licensure Board qualifying him to serve in District 74 in the position of Director of Technology. The Administrator shall also keep current his attendance at required state Administrator Academy workshops and shall satisfy other license renewal and prequalification requirements necessary to enable him to legally evaluate staff.
2. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, the Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
3. **Cell Phone.** The Administrator is required to purchase and maintain a cell phone at his own expense and provide the cell phone number to District administrators and Board members for daily communication.
4. **Tenure and Related Rights.** During the term of this Contract, the Administrator does not waive rights granted under Sections 24-11 through 24-16 of the School Code. During the term of this Contract, the Administrator's employment shall qualify as "consecutive school terms of service" and as a "probationary period" as those terms are used in Section 24-11 and shall be counted toward attainment of contractual continued service status (i.e. tenure) as a teacher of the School District. The Board and the Administrator agree that this Contract is not a performance-based contract pursuant to Section 10-23.8a of the School Code. The parties acknowledge that the Board has not previously employed the Administrator prior to the 2021-2022 school year.
5. **Employment Representations.** The Administrator represents that he is not under contract with any other employer, including but not limited to school districts or cooperatives, for any portion of the term covered by this Contract. The Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

C. BENEFITS

- 1. Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of his duties. The Administrator shall itemize and substantiate all expenses incurred, in accordance with applicable Board policy and procedures.
- 2. Insurance.** The Board will provide the Administrator with the following insurance benefits:
 - a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.
 - b. Long-term disability insurance, as provided under any group program effective in the District.
 - c. Single or family coverage vision service plan, as provided under any group program effective in the District.
 - d. Group term life and AD&D insurance, in the amount of \$150,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.

3. **Vacation.** In a Contract Year, the Administrator shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent, within the twelve (12) month period of a Contract Year; however, at the end of a Contract Year, unused vacation days will be converted into accumulated sick days for the following Contract Year with the Superintendent's approval. However, upon separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*).
4. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 teachers, which may be accumulated to a maximum of 340 days.
5. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 teachers.
6. **Professional Organizations.** Upon the Superintendent's approval of the appropriateness of the Administrator's involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.
7. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels and, subject to prior Superintendent approval, at one national-level conference. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.
8. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

D. POWERS AND DUTIES

1. **Duties.** The Administrator, as directed in his job description, shall assist the Superintendent in the administrative operation and management of the School District.

The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.

2. **Extent of Service.** The Administrator shall devote his time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Director of Technology, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.
3. **Compliance with Policies.** The Administrator is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

E. PERFORMANCE GOALS AND EVALUATIONS

1. **Performance Goals.** Annually the Administrator, in consultation with the Superintendent, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Superintendent, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.
2. **Evaluation.** One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the *Illinois School Code*, if any.

2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew the Administrator's employment upon such terms and conditions as they may mutually agree. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

G. TERMINATION

1. **Grounds for Termination.** This Contract may be terminated during its term:
 - a. By mutual agreement, in writing;
 - b. Upon the Administrator's permanent disability (inability to perform essential job functions with or without accommodation) (The Administrator shall be considered permanently disabled: (i) after any absence due to "permanent illness or incapacity" in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if he presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated; or (iii) if the Board deems the Administrator permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Administrator may request a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, he shall bear any related costs. The Board hearing shall be conducted in executive session.);
 - c. Via discharge for cause;
 - d. Upon elimination of the Administrator's position; or
 - e. Upon the death of the Administrator.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Administrator that, in the discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who will be

entitled to notice and a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.

H. MISCELLANEOUS

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.
2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties have executed this Contract on the date written above, upon formal approval by the Board at a duly convened meeting.

ADMINISTRATOR

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT
NO. 74, COOK COUNTY, ILLINOIS**

Jordan Stephen

By: _____
Board President

Date: _____

Date: _____

ATTEST

By: _____
Board Secretary

Date: _____

EXHIBIT A

JOB DESCRIPTION – DIRECTOR OF TECHNOLOGY



EXHIBIT A

Director of Technology

Job Category: Certified

Status: Exempt

Location: Administration Building

Reports to: Superintendent of Schools

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment.
- Principal endorsement preferred but not required.
- Training in technology and its educational applications.
- Experience in integrating technology as a learning tool.
- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills.

Job Goal

To lead the district Technology Team by providing leadership in the management of the data and information systems of the district. To manage the technology infrastructure and to oversee technology integration in the classrooms.

Performance Responsibilities

- Works with Board of Education, administration and stakeholders to create a vision for how technology will support the district's strategic goals.
- Works with the administrative team to implement the Strategic Plan in the area of technology.
- Works with Business Manager to develop and implement a budget for short and long-term technology solutions.
- Works with the Assistant Superintendent for Curriculum and Instruction to plan, implement and evaluate on-going, purposeful professional development for all staff using new technologies to support the integration of technology in the learning environment.
- Oversees the development, implementation and evaluation of student and staff local technology and information literacy standards.
- Creates and supports cross-functional teams for decision-making, technology support, professional development and other aspects of the district's technology program.
- Directs, coordinates and ensures the implementation of all tasks related to: the development of technical specifications and infrastructure decisions; the selection, purchasing, installation and maintenance of IT; and the integration of technology into every facet of operations.
- Provides technical training and instruction to technology support staff, faculty and stakeholders as it relates to the support and integration of technology in the learning environment.

- Directs and coordinates the use of e-mail, district websites, voicemail systems and other forms of communication technology to facilitate decision-making, dialog and effective communication with the community and other key stakeholders.
- Oversees the creation, implementation and enforcement of policies and educational programs related to the social, legal and ethical issues involved in technology use throughout the district.
- Works to ensure network security and disaster recovery in coordination with the Network Systems Engineer, outsourced vendors and/or technical teams by designing and implementing security architectures and enforcing policies and procedures.
- Oversees the establishment, operations and maintenance of district and State Information Systems and other tools for gathering, mining, integrating and reporting data.
- Facilitates the development of the district's technology plan, submits periodic State reports as assigned by the Superintendent, and reports other documentation as required by ISBE or other governing groups.
- Develops standards and procedures in the support of district technologies to ensure effective and efficient operations by the technology support staff.
- Supervises, evaluates and/or provides input regarding technology team members.
- Fosters good relationships with surrounding districts, vendors, potential funders and other key groups; maintains membership with professional organizations.
- *Other essential duties and responsibilities may be assigned.*

Physical, Sensory and Environmental Demands

Physical: The employee frequently is required to stand, walk, sit, use hands and fingers; sit continuously for extended periods of time; and reach with hands and arms. The employee must have the ability to use a keyboard and equipment typically found in an administrative work setting.

Sensory: While performing the duties of this job, the employee is regularly required to talk and/or hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers, and symbols in a technology environment.

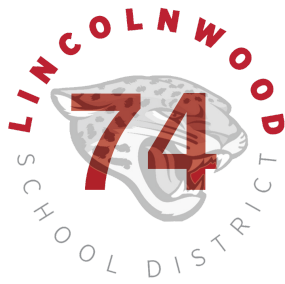
Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of an administrative office environment.

Evaluation:

Performance will be evaluated by the Superintendent in accordance with Board's Policy.

Terms of Employment

Twelve-month position. Salary to be determined by Board of Education.



Executive Summary Board of Education Meeting

DATE: March 3, 2022

TOPIC: District's Summer 2022 General Work Bid Results

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

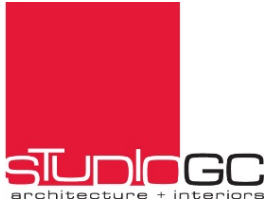
StudioGC divided summer capital projects into bid packages and this quote pertains to Bid Package A: General Work. Although other contractors visited the District, only one, FH Paschen, submitted a bid. Please review the attachments for information on pricing and the architect's review of submitted materials.

Fiscal Impact:

\$630,000 which includes a contingency of \$25,000

Recommendation:

The Facilities Committee concurs with the Administration to recommend to the Board of Education to accept the bid from F.H. Paschen, S.N. Nielsen & Associates LLC in the amount of \$630,000 for the Summer 2022 General Work.



223 W. Jackson Blvd., Suite 1200
Fax: 312.253.3401
Chicago, IL 60606
Phone: 312.253.3400

February 7, 2022

Mrs. Courtney Whited
Business Manager/CSBO
Lincolnwood School District 74
6950 N. East Prairie Road
Lincolnwood, IL 60712

RE: 2022 General Work
Project No. 21089B

Dear Mrs. Whited:

Bids for the above referenced project were received at 10:00 a.m. on Friday, February 4, 2022. There were five (5) bidders of record; one (1) bid was received. A bid tabulation sheet is herein attached for your review.

We have analyzed the bids and the qualifications of the bidders and recommend that the contract for the 2022 General Work project be awarded to the lowest responsible, responsive bidder, **F.H. Paschen**. Their total bid amount is **\$630,000.00**. This includes contingency allowance monies in the amount of \$25,000.00 that will be returned to the school district if not used at the end of the project. There were no alternates requested of contractors as part of this bid.

In our review of the received bid and the previously prepared estimates, we have identified two items of note:

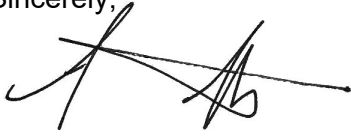
- 1) The overall mechanical trade bid cost is approximately \$276,000, which includes \$100,000 for temperature controls. In consultation with our mechanical engineers, we are currently reviewing the temperature controls bid in further detail as we feel the submitted cost is high. Overall, the subcontractor's bid for the mechanical scope of work was approximately 19% (\$49,000) over previous estimates.
- 2) The overall electrical trade bid cost is \$159,000, which equates to approximately 30% (\$38,000) over the preliminary budget estimates. Current market data has informed us that the amount of electrical construction in-progress and currently bidding greatly exceeds the available electrician labor force in the Chicago-metro area. As such, general contractors are reporting an average of 25% escalation costs for electrical work during this bidding season.

Overall, the received bid is 17% higher (\$88,000) than previous estimates that have been adjusted due to the decreased mechanical project scope from what was presented on the Master Facilities Plan. The past year has brought unprecedented escalation costs to the construction industry, with the most recent cost indexes reporting an average of a 14% cost increase over the last twelve months. We believe that our received bid is a direct reflection of the current market conditions and constraints on the industry.

StudioGC will be at the Facilities Committee Meeting to further discuss the bid results with the committee.

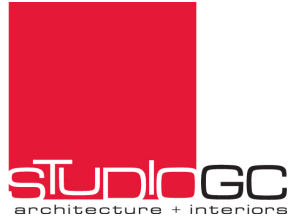
Please do not hesitate to contact me if you have any questions.

Sincerely,



Athi Toufexis, AIA, ALEP, LEED-AP

Enclosure – Bid Tabulation



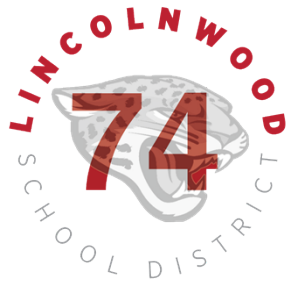
223 W. Jackson Blvd., Suite 1200
Chicago, IL 60606
P: 312.253.3400

Client: Lincolnwood School District 74
Project Name: 2022 Todd and Rutledge General Work

Project No.: 21089B
Bid Date: Friday, February 4, 2022 @ 10:00 am
Project Architect: Athi Toufexis

BID TAB WORKSHEET

Contractor	Total Bid Amount	Bid Bond	Addendum				Remarks
			1	2	3	4	
Construction Solutions of Illinois 708-239-0001	NO BID						
F. H. Paschen 773-347-1885	\$630,000.00	X	X	X	X	X	
Kandu Construction 847-779-3616	NO BID						
Orbis Construction Company 815-385-5131	NO BID						
Troop Contracting 630-568-5252	NO BID						



Executive Summary Board of Education Meeting

DATE: March 3, 2022

TOPIC: WindFree Wind and Solar Energy Design Co Solar Panel Installation Purchase Agreement

PREPARED BY: David Russo

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

Last year, the District was awarded a grant of up to \$6,400 from the Illinois Clean Energy Community Foundation and up to \$5,000 from the Cook County Solar School program toward the purchase and installation of a single 1kW photovoltaic (PV) solar panel system.

After consulting with several possible vendors, WindFree Wind and Solar Energy Design Co submitted the enclosed proposal that the Administration is recommending.

WindFree will install a 1.44 kW awning-mounted solar PV system on the south façade (second level) of Lincoln Hall. The proposal is turn-key, including labor, materials, permitting, warranties, interconnection, monitoring, and any additional paperwork required to make the panels operational. The proposal calls for four (4) Q Cell 360-watt panels, which are manufactured and sold by Q Cells. According to their website, the panels are engineered in Germany and assembled in Dalton, Georgia. The company is also headquartered in Germany.

The proposal was vetted by the District's Architect and was found to be acceptable from a design and structural perspective.

District Legal Counsel reviewed the Purchase Agreement and authored several changes related to insurance and governing law and venue. The vendor agreed to all changes.

Fiscal Impact:

The turn-key quote is \$9,430.

Recommendation:

The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve this Purchase Agreement from WindFree Wind and Solar Energy Design Co in the amount of \$9,430 for the installation of a 1.44 kW awning-mounted solar PV system at Lincoln Hall Middle School.



PURCHASE AGREEMENT

Project: Nominal 1.44 kW Solar PV System Lincoln Hall Middle School

Customer

Lincoln Hall Middle School
Attn: David Russo
6855 N. Crawford Ave.
Lincolnwood, IL. 60712
(847) 675-8240
drusso@sd74.org

General Description of work and equipment

Windfree will install 1.44 kW of (4) Q CELL 360 watt Solar Panels manufactured for Windfree, with Enphase micro inverters, and web-based communication system. The panels will be installed by Windfree and will meet all local building codes and manufacturer specifications.

Windfree will furnish and install an awning or pole mounted solar system to support the solar panels; subject to Customer approval. Windfree will work closely with Customer on interconnection, permitting as required, delivery of material, installation, incentive applications, and monitoring.

Windfree will furnish and install all certified photovoltaic panels and fastener assembly labor, electrical labor for all electrical work, inverters, combiner boxes, disconnects, circuit breakers, and all material necessary to connect the photovoltaic system with the existing property's electric circuit panels. All warranty and guarantee paperwork will be submitted to Customer at the project's completion and final payment. All equipment shall be installed on the exterior of the building unless otherwise agreed to in writing or upon decision of Windfree at time of installation. Customer provided internet service required for online monitoring.

Windfree will provide Customer with an electrical wiring diagram and will furnish any documents needed in order to install this project and to obtain all required permits.

General Conditions

Customer will be responsible for providing access to the property and its utilities to Windfree in order to facilitate the proper execution of the project and the related work.

All work will be performed in accordance with the applicable local building and electrical codes of the authority having jurisdiction and manufacturers' specifications.

Cost

1.44 kW Cash price Turn-Key Solar Installation

\$9,430

10% Deposit Due Upon Acceptance of Purchase Agreement

50% Due Upon Material Ordering

30% Due Upon completion of mounting all the Solar Panels

10% Due Upon Final Completion

- **If this project is financed, the financing payment schedule will be applied to this project.**

The final Purchase Agreement price is subject to technical site survey. If upon completion of the technical survey, additional work is identified, final pricing changes will be presented to Customer in the form of a Change Order, in a timely manner prior to commencement of the actual contracted work to be performed. Permit fees are included up to \$250 for residential and \$1000 for commercial projects. Any additional fees for permit is the responsibility of the customer. If Customer cancels contract due to structural engineering issues, utility requirements, or unforeseen circumstances discovered during the technical site survey, there is a non-refundable \$500 fee.

Change orders

All Change Orders, including the Final Purchase Agreement Price submitted after the technical survey shall be in writing and signed by both Windfree and Customer. Such change orders shall be incorporated in and become a part of the purchase agreement. If the electric capacity in kilowatts (DC) for the Project is increased or decreased between signing of this Agreement and the completion of installation, the Contract Price for the Project shall be increased or decreased accordingly at the same \$/watt dc rate used in calculating the original Contract Price.

Timeline

Windfree will complete defined work in a reasonably timely manner from the time of execution of this purchase agreement, technical survey, and any final amendments to pricing. Estimated project completion is 8 weeks from final pricing amendments. The completion timeline is an estimate. Windfree will notify customer of any alterations to estimated project timeline within a reasonable amount of time of learning of such alterations.

Approximate Construction Start Date: Within 30 days permit issuance

Approximate Construction Completion Date: 5 days after start of construction

Work Quality

All work shall be completed in a quality manner and in compliance with all building and electrical codes, all other applicable laws, and all applicable utility requirements, including appropriate utility interconnection obligations.

Site Condition and access

Customer is responsible and shall be held liable for reporting any site conditions that are known or should be known that may impact the integrity of the work to be performed, the safety of workers, and the ongoing integrity of the solar energy system and its components. Windfree will make reasonable efforts to identify conditions that may impact the work to be performed and the ongoing performance of the system. However, Windfree is not responsible and holds no liability for any unknown and unreported property conditions that could not be identified through the reasonable efforts of Windfree. Windfree agrees to report to the Customer any adverse site conditions that Windfree encounters during the project in a reasonable and timely manner.

Customer grants access to Windfree and its employees, contractors, and agents for the purposes of surveying, installing, constructing, repairing, and servicing the solar energy system and its related components. Windfree agrees to install system and perform specified work in a professional manner, agrees to remove all debris created by the installation, and to leave premises in clean condition.

Warranty and Monitoring

All significant equipment and materials shall be provided with original manufacturers' warranties where and as applicable, upon project completion.

Windfree will monitor the system daily digitally by means of web-based monitoring and with a minimum of two visits within the first five-years with the purpose of testing and assessing the proper working of the system. Windfree sales consultant will train the customer to monitor the data production and online reporting.

All work to be performed by Windfree under this Agreement shall be warranted for 15 years. Excluded from the warranty are any situations beyond Windfree's control including but not limited to acts of nature, work and repairs performed by parties other than Windfree and any acts or work performed by the Customer not in keeping with normal maintenance of the premises and systems. This limited workmanship warranty covers the integrity of installation and workmanship performed by Windfree and its employees. Significant equipment and materials warranties are covered separately, where applicable, and are subject to separate warranties by the manufacturer not included in this limited workmanship warranty. Windfree is not responsible for any obstructions or weather conditions that may affect performance of the solar system.

NOTICE

This warranty is in lieu of any other warranty express or implied. Any implied warranties including but not limited to, the implied warranty of merchantability, fitness for a particular purpose, habitability, and any UCC warranties are hereby waived.

This warranty shall be null and void and Windfree shall not be liable for any damages or expenses, if the Customer does not grant Windfree access to the premises and the opportunity of Windfree to inspect, correct, or replace alleged defective items, before Customer incurs expenses or has work done by a replacement contractor.

Proof of Insurance and Licenses

To the extent required by the law all work shall be performed by individuals duly licensed and authorized by law to perform said work. Windfree hereby discloses that it is a member of the Illinois Solar Energy Association (ISEA). Windfree shall maintain general liability insurance coverage at all times during the performance of the above work. Coverage amounts shall be no less than: (i) commercial general liability coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate; (ii) auto liability of \$1,000,000 combined single limit; and (iii) workers compensation in the statutory amount. Windfree is a certified PV installer in the State of Illinois. Windfree will furnish proof of insurance prior to beginning work and other applicable licenses and certifications at the request of Customer.

Marketing

Customer agrees that for a period of three years following the completion of the work, Windfree has the option to use the customer's solar energy system as a reference. Customer agrees to allow a sign to be placed on property during installation and for a period of up to one month upon completion of installation for the purposes of marketing, unless agreed to or not permitted by association or other governing entity.

Exclusions

Excluded in the contract price, unless otherwise agreed to in writing:

- Unforeseen groundwork (including, but not limited to, excavation/circumvention of underground obstacles),
- Upgrades or repairs to customer or utility electrical infrastructure (including, but not limited to service upgrades, panel upgrades, repairs and rewiring of existing panels, service side connections, installation of sub-panels, and complex conduit runs and attachment of solar system with electrical panel)
- Drywall Repair
- Payment bonds
- Performance bonds
- Tree trimming or landscaping
- Correction of pre-existing code violations,
- Repairs or reinforcements of roof structures if required,
- Trenching if required beyond 25', landscape restorations,

- Removal and reinstallation of system due to future work (including, but not limited to, upgrades and repairs to building structure, repairs and replacement of roof, or any other circumstance where removal and reinstallation of system is required)

Payments

Payments shall be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*). If payments are not received in accordance with the Act, Windfree has the right to suspend work until payments are received. Late payments beyond the period specified in the Act, without express and written agreement from Windfree, shall be considered a breach of this purchase agreement.

Contractor Status

Windfree is an independent contractor and is not an employee of Customer. Windfree shall furnish all equipment, tools, and supplies to accomplish assigned work, except as agreed to in writing by both Customer and Windfree. Windfree maintains control over the manner in which tasks are to be performed.

Acknowledgments

Customer acknowledges and understands that the ITC (Investment Tax Credit) a 26% Federal tax credit is a tax credit. Customer is advised to consult with a tax accountant to clarify the extent to which the ITC benefit can be realized. Individual benefits may vary.

Customer acknowledges that all preliminary calculations provided by Windfree are good faith reasonable estimates and may vary for a number of unforeseen reasons. Final estimates may vary upon completion of the technical survey and such changes will be reported to Customer in a reasonable and timely manner.

Customer acknowledges that local, state, and federal rebate calculations are good faith reasonable estimates and are subject to possible change due to situations and circumstances beyond Windfree's control. Such situations and circumstances include, but are not limited to, changes in local, state, and federal law, changes in eligibility requirements, funding availability, and other unforeseen changes outside of Windfree's control. Customer agrees to the full purchase agreement price irrespective of said good faith reasonable financial rebate and incentive estimates.

Customer acknowledges that Windfree is not responsible for delays due to circumstances outside of Windfree's control. These circumstances include but are not limited to, weather and other Acts of God, Force Majeure, delays in city, village, and county building, permit, zoning, and planning departments, regulatory agencies, utility companies, and all other entities that are not under the direct control of Windfree and its affiliates.

Customer acknowledges that this purchase agreement constitutes the entire agreement between the Parties and supersedes all prior written or oral agreements. This agreement may not be altered, modified, or supplemented without a written agreement signed by both parties and all other subsequent agreements must be made in writing and signed by all affected parties in order to be valid. Only authorized employees and agents of Windfree may execute change orders and amendments to this purchase agreement. Windfree reserves the right to cancel this purchase agreement if not accepted by Customer within 30 days of the Presentment date above.

Agreement: Please sign below

Customer Signature Date

Print name

Windfree Wind & Solar Energy Company



Doug Snower
312.943.1500 (Office)

Windfree is proud to be able to provide our new customer with clean electric power. —Thank You!

General Terms and Conditions (For SRECs)

1. CHANGES, PERMITS, REBATES, INCENTIVES

Any changes to the System will be documented in a written amendment to this Agreement signed by both Customer and WINDFREE. Customer authorizes WINDFREE to make corrections to the utility and incentive paperwork to conform to this Agreement or any amendments to this Agreement we both sign. Customer acknowledges that the System equipment and materials furnished and installed by WINDFREE are subject to cost increases. WINDFREE shall not be responsible for delays in work due to the actions of any permitting and regulatory agencies or their employees. Customer will pay to Provider or taxing party as applicable for any taxes or assessments required by federal, state or local governments or related regulatory agencies or utilities. Depending on the state and utility district in which Customer resides, Customer may be eligible for various state and local rebates and incentives. The rebate and incentive calculations WINDFREE provides to Customer are estimates. These estimates are based on certain assumptions that may not be applicable based on the circumstances specific to the Project. However, actual rebates and incentives are variable as eligibility requirements, funding availability and rates may change. In an effort to assist Customer in capturing its rebate, WINDFREE will use good faith reasonable efforts to help Customer secure applicable rebates and incentives, but WINDFREE shall have no financial obligation to Customer regarding actual rebate and incentive amounts received. Upon approval of SRECs, approved owner will transfer SRECs to approved vendor. Owner will transfer of system ownership to new owner upon selling the property.

2. SCHEDULE OF PROGRESS PAYMENTS

The schedule of progress payments must specifically describe each phase of work, including the type and amount of work or services scheduled to be supplied in each phase, along with the amount of each proposed progress payment. Customer may, at its discretion, issue payment to Contractor via joint check with any of Contractor's subcontractors or suppliers. **Note about Extra Work and Change Orders.** Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties prior to commencement of any work covered by the new change order. The order must describe (i) the scope of the extra work or change; (ii)

the cost to be added or subtracted from the contract and (iii) the effect the order will have on the schedule of progress payments or the completion date. Notwithstanding this provision, WINDFREE's failure to comply with the requirements of this paragraph does not preclude the recovery of compensation for work performed based on legal or equitable remedies designed to prevent unjust enrichment.

3. PROPERTY CONDITIONS

Customer will be responsible for the ongoing structural integrity of the location where the System is installed, including structural or electrical modifications necessary to prepare the Property for the System. Customer agrees that WINDFREE is not responsible for any known or unknown Property conditions.

4. EXISTING CONDITIONS

WINDFREE is not responsible and bears no liability for the performance of existing electrical equipment at the Property, including but not limited to the main electrical service panel, any major electrical devices, or any other fuses or similar devices.

5. PROPERTY ACCESS

Customer grants to WINDFREE and its employees, agents and contractors the right to reasonably access all of the Property as necessary for the purposes of (i) installing, constructing, operating, repairing, removing and replacing the System or making any additions to the System; (ii) installing, using and maintaining electric lines and inverters and meters, necessary to interconnect the System to Customer's electric system at the Property and/or to the utility's electric distribution system; or (iii) taking any other action reasonably necessary in connection with the construction, installation, operation, maintenance, removal or repair of the System.

6. TITLE AND RISK OF LOSS

Title to the Project shall transfer to Customer when WINDFREE completes installation of the Project and receives final payment. After delivery of the System equipment and materials to the Property, other than damage directly resulting from WINDFREE's actions, Customer bears the risk of loss to the System for all causes occurring after the end of the Warranty Period. WINDFREE retains all WINDFREE owned intellectual property rights on any of the equipment installed in the System including, but not limited to, patents, copyrights and trademarks.

7. TERMINATION AND DEFAULT

WINDFREE may terminate this Agreement, upon thirty (30) days written notice, for any material breach, for any failure of Customer to pay WINDFREE any amount due, for any

bankruptcy or financial distress of Customer, or for any hindrance to WINDFREE in the performance process. Customer may terminate this Agreement upon thirty (30) days written notice for any material breach, for any failure of WINDFREE to perform, for any bankruptcy or financial distress of WINDFREE, or for any hindrance to Customer in WINDFREE's performance.

8. REMEDIES UPON CUSTOMER'S BREACH

Without limiting any of WINDFREE's other rights and remedies, upon any breach by Customer, including any failure of Customer to pay WINDFREE any amount due, WINDFREE shall have the right to: (i) pursue a stop work order at the Property; (ii) prevent any more work from being done at the Property until the breach is cured and a bond is posted by the Customer for any amounts payable under this Agreement; (iii) recover all amounts due under this Agreement for services provided through the date of termination including interest (prime + 2% or such amount as allowed by law); (iv) remove any Project materials or equipment from the Property; (v) submit to credit reporting agencies (credit bureaus) negative credit reports that would be reflected on your credit record; and vi) any other legal remedies including but not limited to mechanics' liens or similar remedies.

9. MECHANICS' LIEN RELEASES & PREVAILING WAGE ACT

Upon satisfactory final payment for the work performed, WINDFREE shall furnish to Customer a full and unconditional release from any claim or mechanics' lien pursuant to applicable law for that portion of the work for which payment has been made, including releases from any subcontractors or material providers. WINDFREE acknowledges that this is a contract for a public improvement pursuant to Section 23 of the Illinois Mechanics Lien Act (770 ILCS 60/23).

- In addition, WINDFREE acknowledges that this is a contract for public works pursuant to the Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*). WINDFREE shall comply with all requirements of the Prevailing Wage Act, including but not limited to the filing of certified payrolls with the Illinois Department of Labor's online portal, and the

10. WINDFREE'S INSURANCE

Commercial General Liability Insurance (CGL). WINDFREE carries commercial general liability insurance with coverage amounts that meet or exceed those required by law.

11. INDEMNIFICATION

Both parties shall indemnify, defend and hold harmless the other and its employees, officers,

directors, agents and assigns from any and all third party claims, actions, costs, expenses (including reasonable attorneys' fees and expenses), damages, liabilities, penalties, losses, obligations, demands and liens of any kind arising out of or relating to its failure to perform its obligations under this Agreement. Neither party shall be required to indemnify the other for its own negligence, willful misconduct or fraud.

12. GOVERNING LAW AND VENUE

The laws of the state of Illinois shall govern this Agreement without giving effect to conflict of laws principles. The parties agree that the Circuit Court of Cook County, Illinois, shall be the venue for the resolution of any disputes arising from this Agreement, and WINDFREE hereby submits to the jurisdiction of that Court.

13. SEVERABILITY

If any portion of this Agreement is determined to be unenforceable or invalid, the remaining provisions shall be enforced in accordance with their terms or shall be interpreted or re-written so as to make them enforceable. Provisions that should reasonably be considered to survive termination of this Agreement shall survive. WINDFREE may assign or subcontract any of its rights or obligations under this Agreement to any successor, partner or purchaser.

14. WAIVER

Any delay or failure of a party to enforce any of the provisions of this Agreement, including but not limited to any remedies listed in this Agreement, or to require performance by the other party of any of the provisions of this Agreement, shall not be construed to (i) be a waiver of such provisions or a party's right to enforce those provisions; or (ii) affect the validity of this Agreement.

15. LIMITATION OF LIABILITY.

a. No Consequential Damages. EACH PARTY'S LIABILITY TO THE OTHER UNDER THIS AGREEMENT SHALL BE LIMITED TO DIRECT ACTUAL DAMAGES ONLY. BOTH PARTYS AGREE THAT IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, SPECIAL OR INDIRECT DAMAGES.

b. Actual Damages. Neither party's liability to the other will exceed \$2,000,000 including without limitation, damages to the Property during the performance of the Project or resulting from the completion of the Project.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/07/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Neis Insurance Agency, Inc. 45 North Virginia St. Crystal Lake, IL 60014 Tom Neis, RHU	815-455-6960	CONTACT NAME: Tom Neis, RHU PHONE (A/C, No, Ext): 815-455-6960 FAX (A/C, No): 815-455-9357 E-MAIL ADDRESS: Certs@NeisInsurance.com																					
INSURED Windfree Wind + Solar Energy Design Co DBA Windfree Solar P.O. Box 113 Deerfield, IL 60015		<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A :</td><td>Cincinnati Specialty</td><td>13037</td></tr><tr><td>INSURER B :</td><td>The Cincinnati Companies</td><td>10677</td></tr><tr><td>INSURER C :</td><td></td><td></td></tr><tr><td>INSURER D :</td><td></td><td></td></tr><tr><td>INSURER E :</td><td></td><td></td></tr><tr><td>INSURER F :</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Cincinnati Specialty	13037	INSURER B :	The Cincinnati Companies	10677	INSURER C :			INSURER D :			INSURER E :			INSURER F :		
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COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			CSU0077724	12/07/2021	12/07/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			EBA0486431	05/01/2021	05/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

WINDFREE WINDFREE WIND + SOLAR ENERGY DESIGN CO DBA WINDFREE SOLAR ** SAMPLE CERTIFICATE ** PO BOX 113 DEERFIELD, IL 60015	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Tom Neis, RHU
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105

powered by

Q.ANTUM DUO Z

DRAFT

Q.PEAK DUO BLK-G10+ / AC 360-365

Q.ANTUM DUO SOLAR MODULE
WITH INTEGRATED MICROINVERTER



Q.ANTUM TECHNOLOGY: LOW LEVELIZED COST OF ELECTRICITY

Higher yield per surface area, lower BOS costs, higher power classes, and an efficiency rate of up to 20.6%.



INNOVATIVE ALL-WEATHER TECHNOLOGY

Optimal yields, whatever the weather with excellent low-light and temperature behavior.



ENDURING HIGH PERFORMANCE

Long-term yield security with Anti LID Technology, Anti PID Technology¹, Hot-Spot Protect, Traceable Quality Tra.Q™.



EXTREME WEATHER RATING

High-tech aluminum alloy frame, certified for high snow (5400 Pa) and wind loads (4000 Pa).



A RELIABLE INVESTMENT

Inclusive 25-year product warranty and 25-year linear performance warranty².



STATE OF THE ART MODULE TECHNOLOGY

Q.ANTUM DUO Z Technology and the integrated high-powered Enphase IQ 7+ Microinverter achieving maximum system efficiency.



RELIABLE ENERGY MONITORING

Seamless management with the intelligent Enphase Enlighten™ monitoring system.



RAPID SHUTDOWN COMPLIANT

Built-in rapid shutdown with no additional components required.

THE IDEAL SOLUTION FOR:



Rooftop arrays on
residential buildings

¹ APT test conditions according to IEC/TS 62804-1:2015, method A (-1500V, 96h)

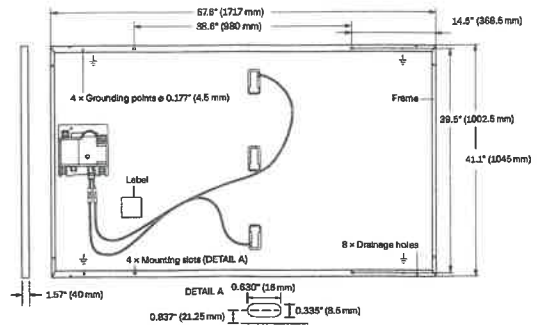
² See data sheet on rear for further information

Engineered in Germany

Q CELLS

MECHANICAL SPECIFICATIONS

Format	67.6 in × 41.1 in × 1.57 in (including frame) (1717 mm × 1045 mm × 40 mm)
Weight	46.3 lbs (21.0 kg)
Front Cover	0.13 in (3.2 mm) thermally pre-stressed glass with anti-reflection technology
Back Cover	Composite film
Frame	Black anodized aluminum
Cell	6 × 20 monocrystalline Q.ANTUM solar half cells
Junction Box	2.09-3.98 × 1.26-2.36 × 0.59-0.71 in (53-101 × 32-60 × 15-18 mm), Protection class IP67, with bypass diodes
Cable	4 mm ² Solar cable; (+) ≥ 45.3 in (1150 mm), (-) ≥ 33.5 in (850 mm)
Connector	Stäubli MC4; IP68



AC OUTPUT ELECTRICAL CHARACTERISTICS

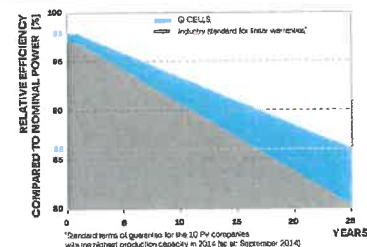
IQ7PLUS-72-ACM-US OR IQ7PLUS-72-E-ACM-US				
Peak Output Power	[VA]	295	AC Short Circuit Fault Current over 3 Cycles	5.8 Arms
Max. Continuous Output Power	[VA]	290	Max. Units per 20 A (L-L) Branch Circuit	13
Nominal (L-L) Voltage / Range	[V]	240/211~264	Overvoltage Class AC Port	III
Max. Continuous Output Current	[A]	1.21	AC Port Backfeed Current	18mA
Nominal Frequency	[Hz]	60	Power Factor Setting	1
Extended Frequency Range	[Hz]	47 - 68	Power Factor (adjustable)	0.85 leading ... 0.85 lagging

DC ELECTRICAL CHARACTERISTICS

POWER CLASS	360		365		360		365		
MINIMUM PERFORMANCE AT STANDARD TEST CONDITIONS, STC ² (POWER TOLERANCE +5W / -0 W)									
Min. Power at MPP ¹	P _{MPP}	[W]	360	365	Min. Current at MPP	I _{MPP}	[A]	10.49	10.56
Min. Short Circuit Current ¹	I _{SC}	[A]	11.04	11.07	Min. Voltage at MPP	V _{MPP}	[V]	34.31	34.58
Min. Open Circuit Voltage ¹	V _{OC}	[V]	41.18	41.21	Min. Efficiency ¹	η	[%]	≥20.1	≥20.3

¹ Measurement tolerances P_{MPP} ± 3%; I_{SC}, V_{OC} ± 5% at STC: 1000 W/m², 25 ± 2 °C, AM 1.5 according to IEC 60904-3

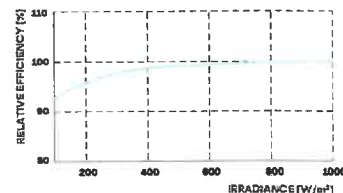
Q CELLS PERFORMANCE WARRANTY



At least 98 % of nominal power during first year. Thereafter max. 0.5 % degradation per year. At least 93.5 % of nominal power up to 10 years. At least 86 % of nominal power up to 25 years.

All data within measurement tolerances. Full warranties in accordance with the warranty terms of the Q CELLS sales organisation of your respective country.

PERFORMANCE AT LOW IRRADIANCE



Typical module performance under low irradiance conditions in comparison to STC conditions (25 °C, 1000 W/m²)

TEMPERATURE COEFFICIENTS

Temperature Coefficient of I _{SC}	α [% / K]	+0.04	Temperature Coefficient of V _{OC}	β [% / K]	-0.27
Temperature Coefficient of P _{MPP}	γ [% / K]	-0.34	Nominal Module Operating Temperature	NMOT [°F]	109 ± 5.4 (43 ± 3 °C)

PROPERTIES FOR DC SYSTEM DESIGN

Maximum System Voltage V _{sys}	[V]	1000	PV Module Classification	Class II
Maximum Series Fuse Rating	[A DC]	20	Fire Rating based on ANSI / UL 61730	TYPE 2
Max. Design Load, Push / Pull ³	[lbs / ft ²]	75 (3600 Pa) / 55 (2660 Pa)	Permitted Module Temperature on Continuous Duty	-40 °F up to +185 °F (-40 °C up to +85 °C)
Max. Test Load, Push / Pull ³	[lbs / ft ²]	113 (5400 Pa) / 84 (4000 Pa)		

³ See Installation Manual

QUALIFICATIONS AND CERTIFICATES

Solar module: UL 61730,
U.S. Patent No. 8,893,215 (solar cells);
Enphase micro inverter: UL 1741-SA, UL 62109-1,
UL1741/IEEE1547, FCC Part 15 Class B,
ICES-0003 Class B, CAN/CSA-C22.2 NO. 107.1-01,
Rapid Shutdown Compliant per NEC-2014
& 2017 & C22.1-2015



Note: Installation Instructions must be followed. See the Installation and operating manual or contact our technical service department for further information on approved installation and use of this product.

Hanwha Q CELLS America Inc.

400 Spectrum Center Drive, Suite 1400, Irvine, CA 92618, USA | TEL +1 949 748 59 96 | EMAIL Inquiry@us.q-cells.com | WEB www.q-cells.us

Specifications subject to technical changes © Q CELLS G.PEAK DUO BLK-GUD-AC_360-365_2021-10_Rev01_NA

Lincoln Hall Solar Panel Discussion





PRESS PLUS ISSUE #108 NOVEMBER 2021
POLICY COMMITTEE MEETING JANUARY 21, 2022
ANSWER REQUIRED

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 6 - Instruction \

Document Status: Draft Update **January 21, 2022 Kept in Committee for PC review.**
Send to Legal Counsel for review.
Instruction

6:60 Curriculum Content

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

1. In kindergarten through Grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, (i) drug and substance abuse prevention including the dangers of opioid abuse. [PRESSPlus1](#) 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. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. [PRESSPlus2](#) Before the completion of grade 5, students will be offered at least one unit of cursive instruction. 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.
2. In grades 7 through 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 12, 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. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States. [Q1](#)
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, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum. [PRESSPlus3](#)
6. 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 include educating students about behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
7. In all grades, citizenship values must be stressed, including: (a) American patriotism, (b) democratic principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois) freedom, justice, and equality, [PRESSPlus4](#) (c) proper use and display of the American flag, (d) the Pledge of Allegiance, (e) the voting process.
8. 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. [PRESSPlus5](#) For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.
9. In all schools, health education must be stressed, including: [PRESSPlus6](#) (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 and evidence-informed [PRESSPlus7](#) sexual abuse and assault awareness and prevention education in all grades. [PRESSPlus8](#) The Superintendent shall implement a comprehensive health education program in accordance with State law. [Q2](#)
10. In all schools, career/vocational education must be stressed, 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.
11. In all schools, consumer education must be stressed, including: (a) knowledge of banking and banking procedures, (b) budgeting, (c) credit cards, credit applications, and credit options, and (d) other related skills and knowledge needed in the modern world.
12. In all schools, conservation of natural resources must be stressed, 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.

13. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (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, and (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.[PRESSPlus9](#)

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.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In elementary 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.
16. In elementary schools, instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women and African Americans must be stressed.
17. In grades kindergarten through 8, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) alternative solutions, (c) non-violent resolution, (d) consequences of violent behavior, and (e) relationships between drugs, alcohol, and violence, provided it can be funded by private grants or the federal government.
18. In all schools, instruction as determined by the Superintendent or designee must be included on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, and the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.[PRESSPlus10](#)
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
20. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.[PRESSPlus11](#)
21. 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.

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), 5/10-20.73 (final citation pending), 5/10-23.13, 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, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 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, 5/27-23.15, 5/27-24.1, and 5/27-24.2.

105 ILCS 435/, and 110/3, Comprehensive Health Education Program.

105 ILCS 435/, Vocational Education Act.

625 ILCS 5/6-408.5, III. Vehicle Code.

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

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior); 7:260 (Exemption from Physical Education)

ADOPTED: September 10, 2002

REVISED: February 6, 2020

REVIEWED: February 6, 2020

Questions and Answers:

***Required Question 1. 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address anti-bias education and intergroup conflict pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at www.iasb.com. Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

Does the District provide anti-bias education and intergroup conflict resolution?

☐ Yes (default)

☐ No (IASB will remove the sentence regarding anti-bias education and intergroup conflict resolution from policy 6:60. If the Board has adopted policy 6:180, IASB will also remove Anti-bias education and intergroup conflict resolution from its list of extended instructional programs.)

***Required Question 2. The repealed family life and sex education programs (105 ILCS 5/27-9.1 and 5/27-9.2, amended by P.A. 102-522) were replaced with the National Sex Education Standards (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522). But at the time of **PRESS** Issue 108's publication, the term *family life*, "including evidence-based and medically accurate information regarding sexual abstinence," remained in the Comprehensive Health Education Program (CHEP) (105 ILCS 110/3, amended by P.A. 102-464). The CHEP also includes many other health education topics that all elementary and secondary schools in Illinois must provide, including *teen dating violence* (105 ILCS 110/3.10, see 7:185, *Teen Dating Violence Prohibited*, for the required "teen dating violence policy") and cardiopulmonary resuscitation and automated external defibrillator use. For ease of administration, 6:60-AP1, *Comprehensive Health Education Program*, content includes reference to the new NSES curriculum that is outlined in more detail at 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*. 105 ILCS 5/27-9.1a, added by P.A. 102-522. While the NSES law is effective immediately, ISBE has until 8-1-22 to develop its learning standards and resources, and at the time of **PRESS** Issue 108's publication, no guidance existed about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, may continue to do so for: (a) their 21-22 school years, and/or (b) continuing into the 22-23 school year and subsequent school years. Consult the board attorney if the district offered the now-repealed family life and sex education program to assess whether that program may continue during the 21-22 school and/or school years beyond.

Two choices exist for school boards related to providing students with a sex education curriculum:

1. No sex education; or
2. NSES a/k/a Comprehensive Personal Health and Safety and Sexual Health Education Program (105 ILCS 5/27-9.1a, added by P.A. 102-522, and see 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*).

While boards are not required to include sex education curriculum information in their policies, if they offer it, the new law requires them to identify the curriculum their district uses along with the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials. 105 ILCS 5/27-9.1a(e), added by P.A. 102-522. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at www.iasb.com.

If NSES is offered, ensure that the superintendent implements both 6:60-AP1, *Comprehensive Health Education Program*, and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*.

If developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b is offered, ensure that implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

Enter the board's choice below regarding communication to their communities in this policy about the sex education curriculum offered by the district:

- ☐ The Board does not offer NSES or developmentally appropriate consent education. (No change to the policy.)
- ☐ The Board offers NSES and/or developmentally appropriate consent education, but the Board will not communicate the curriculum chosen in this policy. (No change to the policy.)
- ☐ The Board offers National Sex Education Standards (NSES) curriculum, and the Board would like to communicate that in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a.)
- ☐ The Board offers National Sex Education Standards (NSES) curriculum and developmentally appropriate consent education curriculum, and the Board would like to communicate both in this policy. (IASB will add the following sentences: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a. The Superintendent shall also implement a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)
- ☐ The Board either does not offer NSES, or offers NSES but does not want to communicate that in this policy, but the Board does offer developmentally appropriate consent education curriculum and wants to communicate it in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-13.2, amended by P.A. 102-195, which requires that in addition to instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and substance abuse, the subject must also cover the dangers of opioid abuse. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-6.3, added by P.A. 102-357. Schools must provide at least 30 minutes of play time for any school day five clock hours or longer in length. For any school days less than that, the total time allotted during the school day must be at least one-tenth of a day of attendance for the student. Time spent dressing or undressing for outdoor play may not count towards the daily time allotment. Play time must be computer-, tablet-, phone-, and video-free. Play time may be withheld as a disciplinary or punitive action only if a student's participation poses an immediate threat to the safety of the student or others. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654. 105 ILCS 5/10-20.74, added by P.A. 101-654, requires that districts submit an annual report to ISBE regarding educational technology capacities and policies. See the subhead **Educational Technology Committee** and footnote 20 in 2:150-AP, *Superintendent Committees*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 4. Updated to align with Illinois statute. **Issue 108, November 2021**

PRESSPlus 5. Boards that want their daily physical education requirement to align with their goal in policy 6:50, *School Wellness*, may replace "minimum of three days per five-day week" with their local daily requirements. If the board adopts changes to this policy's physical education requirement, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

PRESSPlus 6. Required by the Comprehensive Health Education Program law (105 ILCS 110/3). More detailed critical health problems and comprehensive health education program content is described in administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 7. *Evidence-informed per Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as “a program that uses the best available research and practice knowledge to guide program design and implementation.” **Issue 108, November 2021**

PRESSPlus 8. 105 ILCS 110/3 and 105 ILCS 5/10-23.13, amended by P.A. 102-610 a/k/a *Erin's Law* (child sexual abuse prevention). While 105 ILCS 5/10-23.13(b) states pre-K through 12th, this policy uses *all grades* for brevity and ease of administration. *Erin's Law* requires a policy addressing child sexual abuse prevention and curriculum content on that subject (see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*). A sentence in 6:60-AP1, *Comprehensive Health Education Program*, restates the basic recommendations from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: www.isbe.net/Documents/erins-law-final0512.pdf, which was the basis for HB 1975 text, which did not pass in the first half of the 102nd Ill. General Assembly but is used as the basis for sample content to implement P.A. 102-610 due to that Public Act's vagueness. The professional educator training component of *Erin's Law* is addressed in policies 5:90, *Abused and Neglected Child Reporting* and 5:100, *Staff Development Program*. The Report also encouraged parental involvement because parents play a key role in protecting children from child sexual abuse. **Issue 108, November 2021**

PRESSPlus 9. Updated in response to 105 ILCS 5/27-21, amended by P.A. 102-411. **Issue 108, November 2021**

PRESSPlus 10. Updated in response to 105 ILCS 5/27-20.4, amended by P.A. 101-654. **Issue 108, November 2021**

PRESSPlus 11. Updated in response to 105 ILCS 5/27-20.8, added by P.A. 102-44. The regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate] will monitor districts' compliance with this law during the annual compliance review visits. Districts may meet this law's requirements through online programs or courses. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:70 Attendance and Truancy

Definitions [PRESSPlus1](#)

Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absence - A child may be absent from school because of illness (including mental or behavioral health of the student), [PRESSPlus2](#) observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days.

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

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant), (3) any child lawfully and necessarily employed, and (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of whose religious reasons, [PRESSPlus3](#) including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of activities conflict with the school day. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. [PRESSPlus4](#)

Unauthorized Unexcused Vacations

Parents are highly discouraged from taking vacations outside of the District's planned vacation times. Time out of school can be harmful to a child's progress, growth, and success in school. If a parent decides to take an extended vacation or a vacation when school is scheduled, it is not the responsibility of the teaching staff to prepare work for the trip.

Students who are on vacation for more than ten consecutive, regularly scheduled school days will be disenrolled. Upon return, parents will need to re-register their child(ren). Student grades will reflect missed assignments, tests, labs, performances, and other class learning activities.

Truancy

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community agency services

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local

police department or the truant office of the North Cook Intermediate Service Center. The Board of Education, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

Absence Notification

A student's parent(s)/guardian(s) must: (1) upon the child's enrollment, provide telephone numbers to the Building Principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or designee shall make a reasonable effort to notify the parent(s)/guardian(s) of the child's absence within 2 hours after the first class by telephoning the numbers given.

Student Employment

The Superintendent shall develop procedures, and present them to the Board of Education for its information, for excusing from attendance those students necessarily and lawfully employed.

LEGAL REF.:

[105 ILCS 5/26-1 through 186](#).

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

[23 Ill.Admin.Code §§1.242](#) and [1.290](#).

CROSS REF.: 5:100 (Staff Development Program), 7:80 ((Release Time for Religious Instruction/Observance), 7:190 (Student Behavior)

ADOPTED: September 10, 2002

REVISED: November 4, 2021

REVIEWED: June 3, 2020 November 4, 2021

PRESSPlus Comments

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample available by logging in at www.iasb.com to determine whether further changes are necessary. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s. 102-266 and 102-321. A student may be absent for mental or behavioral health for up to five days without providing a medical note, and the student must be given an opportunity to make up any missed school work. *Medical note* is not defined, but the same portion of the statute discusses a student's inability to attend school due to a disability being certified by an Illinois licensed physician, chiropractic physician, advanced practice registered nurse, or physician assistant; presumably any of these individuals could provide a *medical note*. After the second mental health day used, the student may be referred to the appropriate school support personnel. See policy 7:250, *Student Support Services*. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406, which prohibits schools from requiring students excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

PRESSPlus 4. 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-471, requires a written policy related to absences and missed homework or classwork assignments as a result of or related to a student's pregnancy. It makes sense to apply such a policy to all students who are absent for a valid cause. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:80 Release Time for Religious Instruction/Observance

Religious Observance

A student shall be released from school, as an excused absence, because of religious reasons, for the purpose of to observing a religious holiday, or because the student's religion forbids secular activity on a particular day(s) or time of day. The parent(s)/guardian(s) must give written notice 5 days prior to the student's anticipated absence.

~~The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy the District's requirement for a written excuse when the student returns to school.~~ [PRESSPlus1](#)

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons ~~and include a list of religious holidays on which a student shall be excused from school attendance,~~ including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student an equivalent opportunity to make up any examination, study, or work requirement.

Religious Instruction

A student shall be released from school for a day or portion of a day for the purpose of religious instruction. A letter, requesting the student's absence and written by the student's parent(s)/guardian(s), must be given to the Building Principal at least five days prior to the day the student is to be absent.

LEGAL REF.:

~~Religious Freedom Restoration Act, 775 ILCS 35/.~~

105 ILCS 5/26-1 and 5/26-2b.

775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: September 7, 2017

REVISED:

REVIEWED: June 3, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406. Schools cannot require students who are excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

Instruction

6:180 Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Nursery schools for children between the ages of 2 and 6 years.
2. Before-and after-school programs for students in grades K-6.
3. Child Care and Training Center for pre-school children and for students whose parents work.
4. Model day care services program in cooperation with the State Board of Education.
5. Tutorial program.
6. Adult education program.
7. Outdoor education program.
8. Summer school, whether for credit or not.
9. Independent study, whether for credit or not.
10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
11. Activities to address intergroup conflict.

All programs listed in this policy are optional. The District may charge a fee for programs numbered 1 – 4, 6, and 9.

LEGAL REF.:

[105 ILCS 5/10-22.18a](#), [5/10-22.18b](#), [5/10-22.18c](#), [5/10-22.20](#), [5/10-22.20a](#), [5/10-22.20b](#), [5/10-22.20c](#), [5/10-22.29](#), [5/10-22.33A](#), [5/10-22.33B](#), [5/10-23.2](#), [5/27-22.1](#), [5/27-22.3](#), [5/27-23.6](#), [110/3](#), and [433/](#).

ADOPTED: September 10, 2002

REVISED: December 15, 2017

REVIEWED: February 1, 2018

Lincolnwood School District 74

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 6 - Instruction \

NEED ANSWER FOR PRESS PLUS #1

Document Status: District Use Only

Instruction

6:180 Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Nursery schools for children between the ages of 2 and 6 years.
2. Before-and after-school programs for students in grades K-56.
3. Child Care and Training Center for pre-school children and for students whose parents work.
4. Model day care services program in cooperation with the State Board of Education.
5. Tutorial program.
6. Adult education program.
7. Outdoor education program.
8. Summer school, whether for credit or not.
9. Independent study, whether for credit or not.
10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
11. Anti-bias education PRESSPlus1 and a Activities to address intergroup conflict resolution.

All programs listed in this policy are optional. The District may charge a fee for programs numbered 1 – 4, 6, 8, and 9.

LEGAL REF.:

105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6.

105 ILCS 110/3, Comprehensive Health Education Program. and

105 ILCS 433/, Vocational Academies Act.

ADOPTED: September 10, 2002

REVISED: December 2, 2021

REVIEWED: December 2, 2021 ~~February 1, 2018~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict resolution, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address anti-bias education and intergroup conflict resolution pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at www.iasb.com. Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

See policy 6:60's PRESS Plus Question 1. If the Board answers No, to indicate that the District does not provide anti-bias education, IASB will remove "Anti-bias education and activities to address intergroup conflict resolution." from this policy.

Consult the board attorney if the district wishes to offer intergroup conflict resolution separately; it is unclear whether these topics may be offered separately because the law lists them together. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:250 Student Support Services

The following services are provided by the School District:

1. Health services supervised by a qualified school nurse.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from the parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. See District Material.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention [PRESSPlus1](#)

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

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

LEGAL REF.:

105 ILCS 5/10-23.13(b) and 5/21B-25(G).

405 ILCS 49/, Children's Mental Health Act of 2003.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

~~105 ILCS 5/10-20.58.~~

CROSS REF.: 2:240 (Board Policy Development), 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records)

ADOPTED: September 10, 2002

REVISED: January 10, 2019

REVIEWED: January 10, 2019

PRESSPlus Comments

PRESSPlus 1. Required by *Erin's Law*, 105 ILCS 5/10-23.13(b)(2), (3), and (5), amended by P.A. 102-610. See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*, available at **PRESS** Online by logging in at www.iasb.com, for more information on Children's Advocacy Centers. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 7 - Students \

Document Status: Draft Update

Students

7:260 Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. [PRESSPlus1](#)

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

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

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

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

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

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

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

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

LEGAL REF.:

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

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

[23 Ill.Admin.Code §1.420](#)(p) and [§1.425](#)(d), (e).

CROSS REF.: 6:60 (Curriculum Content)

ADOPTED: November 5, 2015

REVISED: January 10, 2019

REVIEWED: January 10, 2019

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-6(b-5), added by P.A. 102-405. A note from clergy or a religious leader is unnecessary and should not be requested by a district. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021

POLICY COMMITTEE MEETING FEBRUARY 18, 2022

Document Status: Draft Update - New

4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

New/Unpublished Section

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse. [PRESSPlus1](#)

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;
 - b. Evidence-informed [PRESSPlus2](#) content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs [PRESSPlus3](#) of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes: [PRESSPlus4](#)
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, [PRESSPlus5](#) appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
 - b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing. [PRESSPlus6](#)

LEGAL REF.:

105 ILCS 5/10-23.13, 5/27-9.1a, and 5/27-13.2.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20

PRESSPlus Comments

PRESSPlus 1. This policy is created in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, which requires districts to adopt and implement a policy addressing sexual abuse of children that includes an age-appropriate and evidence-informed curriculum for preK-12 students, evidence-informed training for school personnel on child sexual abuse, and evidence-informed educational information for parents/guardians in school handbooks. For more information, see this policy's footnotes and the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 2. Two Illinois laws address "evidence-informed." *Evidence-informed* per *Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation." **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b) and (b)(1); warning signs and *likely* warning signs are mentioned twice in the law. This policy uses *likely* in the purpose introduction. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook. **Issue 108, November 2021**

PRESSPlus 4. This information is listed in 7:190-E2, *Student Handbook Checklist*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 5. Providing information to parents/guardians about how to recognize grooming behaviors is not in *Erin's Law*; it only addresses informing parents/guardians about the methods for increasing their awareness and knowledge of grooming behaviors. 105 ILCS 5/10-23.13(b)(1). This policy requires the district to provide information to parents/guardians about how to recognize grooming behaviors to: (1) effect the purpose of *Erin's Law*; (2) align with the intent of the following statutes: 105 ILCS 110/3 (Critical Health Problems and Comprehensive Health Education Act); 105 ILCS 5/27-9.1a(b), added by P.A. 102-552 (requires comprehensive health and safety and comprehensive sexual health education a/k/a NSES); and 105 ILCS 5/27-13.2 (educating all students to recognize and avoid sexual abuse and assault) and (3) align with the notification requirements in 105 ILCS 5/27-13.2 (parents/guardians of K-8 students prior to commencing instruction in recognizing and avoiding sexual abuse). **Issue 108, November 2021**

PRESSPlus 6. Required by 105 ILCS 5/27-13.2. See 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESS PLUS ISSUE #108 NOVEMBER 2021 POLICY COMMITTEE MEETING FEBRUARY 18, 2022

Document Status: Draft Update - New To District

ADD OR NO?

7:30 Student Assignment

New/Unpublished Section

The Superintendent or designee shall assign students to classes. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*. [PRESSPlus1](#)

LEGAL REF.:

105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

PRESSPlus Comments

PRESSPlus 1. This required policy has not been previously adopted by the Board; consider adding it. A redline version showing the changes made to the sample version, as well as the footnote information, is available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

2/18/22 The Policy Committee rejected this policy and does not wish to adopt.

Lincolnwood School District 74

Fund Balances

Fiscal Year: 2021-2022

Month: December

Year: 2021

Fund Type:

☐ Include Cash Balance

☐ FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
10	EDUCATIONAL	\$10,612,789.57	\$10,480,202.35	(\$8,436,989.75)	\$0.00	\$12,656,002.17
20	OPERATIONS & MAINTENANCE	\$3,073,579.94	\$1,072,190.34	(\$1,074,715.47)	\$0.00	\$3,071,054.81
30	DEBT SERVICE	\$920,382.10	\$780,266.02	(\$1,488,822.77)	\$0.00	\$211,825.35
40	TRANSPORTATION	\$1,201,985.01	\$584,026.37	(\$519,831.60)	\$0.00	\$1,266,179.78
50	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
51	IMRF	\$377,752.43	\$137,635.05	(\$118,717.22)	\$0.00	\$396,670.26
52	SOCIAL SECURITY AND MEDICARE	(\$132,773.50)	\$158,311.75	(\$139,791.18)	\$0.00	(\$114,252.93)
60	CAPITAL PROJECTS	\$757,792.10	\$33,767.44	(\$483,599.02)	\$6,000,000.00	\$6,307,960.52
70	WORKING CASH	\$6,463,874.68	\$18,917.84	\$0.00	(\$6,000,000.00)	\$482,792.52
80	TORT IMMUNITY	\$17,743.76	\$53,879.68	\$0.00	\$0.00	\$71,623.44
90	FIRE PREVENTION & SAFETY	\$4,018,659.43	\$255,973.51	(\$1,753,379.74)	\$0.00	\$2,521,253.20
99	LINCOLNWOOD SCHOOLS ACTIVITY FUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$27,311,785.52	\$13,575,170.35	(\$14,015,846.75)	\$0.00	\$26,871,109.12

End of Report

Lincolnwood School District 74

Treasurers Report FUND- All Funds As of 12/31/2021

Fiscal Year: 2021-2022

ASSETS

CASH & INVESTMENTS

Cash in Bank (+) \$26,518,236.01

Imprest Fund (+) \$15,079.86

Petty Cash (+) \$100.00

Sub-total : CASH & INVESTMENTS \$26,533,415.87

DUE FROM OTHER GOVERNMENTS

Inter-Governmental Loans (+) (\$467.03)

Sub-total : DUE FROM OTHER GOVERNMENTS (\$467.03)

Total : ASSETS \$26,532,948.84

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable (+) \$66,108.88

Sub-total : ACCOUNTS PAYABLE \$66,108.88

OTHER CURRENT LIABILITIES

Other Liabilities (+) \$35,069.67

Payroll Liabilities (+) (\$439,338.83)

Sub-total : OTHER CURRENT LIABILITIES (\$404,269.16)

Total : LIABILITIES (\$338,160.28)

FUND BALANCE

Unreserved Fund Balance

Fund Balance (+) \$27,311,785.52

Sub-total : Unreserved Fund Balance \$27,311,785.52

NET INCREASE (DECREASE)

NET INCREASE (DECREASE) (+) (\$440,676.40)

Sub-total : NET INCREASE (DECREASE) (\$440,676.40)

Total : FUND BALANCE \$26,871,109.12

Total LIABILITIES + FUND BALANCE \$26,532,948.84

End of Report

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

	<u>12/01/2021 - 12/31/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
REVENUE					
LOCAL SOURCES					
Property Tax Receipts (+)	\$39,492.49	\$11,278,273.40	\$24,471,128.00	\$13,192,854.60	46.1%
Payments in Lieu of Taxes (+)	\$55,291.79	\$502,024.17	\$620,000.00	\$117,975.83	81.0%
Tuition Payments Received (+)	\$26,545.38	\$91,156.78	\$176,000.00	\$84,843.22	51.8%
Interest Revenue Received (+)	\$36,831.75	\$206,101.10	\$196,005.00	(\$10,096.10)	105.2%
Sales to Pupils & Adults (+)	\$10,008.00	\$64,134.97	\$110,000.00	\$45,865.03	58.3%
Activity Fees Received (+)	\$814.25	\$40,366.09	\$89,900.00	\$49,533.91	44.9%
Rental Revenue (+)	\$568.75	\$45,225.31	\$90,000.00	\$44,774.69	50.3%
Other Local Revenue (+)	\$15,928.59	\$50,875.17	\$739,250.00	\$688,374.83	6.9%
Sub-total : LOCAL SOURCES	\$185,481.00	\$12,278,156.99	\$26,492,283.00	\$14,214,126.01	46.3%
STATE SOURCES					
State Grants & Aid Received (+)	\$105,838.00	\$716,574.44	\$1,522,880.00	\$806,305.56	47.1%
Sub-total : STATE SOURCES	\$105,838.00	\$716,574.44	\$1,522,880.00	\$806,305.56	47.1%
FEDERAL SOURCES					
Federal Grants & Aid Received (+)	\$117,133.64	\$580,438.92	\$1,538,458.00	\$958,019.08	37.7%
Sub-total : FEDERAL SOURCES	\$117,133.64	\$580,438.92	\$1,538,458.00	\$958,019.08	37.7%
Total : REVENUE	\$408,452.64	\$13,575,170.35	\$29,553,621.00	\$15,978,450.65	45.9%
EXPENDITURES					
REGULAR K-12 PROGRAMS					
Salaries (-)	\$589,867.32	\$2,641,710.44	\$7,769,901.00	\$5,128,190.56	34.0%
Employee Benefits (-)	\$98,943.25	\$410,010.47	\$1,310,601.00	\$900,590.53	31.3%
Purchased Services (-)	\$8,472.15	\$119,313.48	\$241,500.00	\$122,186.52	49.4%
Termination Benefits (-)	\$26,914.73	\$145,202.91	\$405,933.00	\$260,730.09	35.8%
Supplies & Materials (-)	\$13,221.28	\$256,333.29	\$650,345.00	\$394,011.71	39.4%
Capital Expenditures (-)	\$0.00	\$76,016.76	\$192,500.00	\$116,483.24	39.5%
Other Objects (-)	\$0.00	\$0.00	\$1,200.00	\$1,200.00	0.0%
Non-Capitalized Equipment (-)	\$1,434.70	\$45,765.53	\$97,000.00	\$51,234.47	47.2%
Sub-total : REGULAR K-12 PROGRAMS	(\$738,853.43)	(\$3,694,352.88)	(\$10,668,980.00)	(\$6,974,627.12)	34.6%
PRE-K PROGRAMS					
Salaries (-)	\$16,788.38	\$75,547.71	\$218,560.00	\$143,012.29	34.6%
Employee Benefits (-)	\$5,308.94	\$21,796.63	\$78,095.00	\$56,298.37	27.9%
Supplies & Materials (-)	\$367.90	\$1,320.62	\$3,800.00	\$2,479.38	34.8%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Sub-total : PRE-K PROGRAMS	(\$22,465.22)	(\$98,664.96)	(\$301,455.00)	(\$202,790.04)	32.7%
SPECIAL ED PROGRAMS K-12					
Salaries (-)	\$89,840.02	\$401,683.10	\$1,276,974.00	\$875,290.90	31.5%
Employee Benefits (-)	\$24,186.03	\$98,629.79	\$384,510.00	\$285,880.21	25.7%
Purchased Services (-)	\$0.00	\$299.99	\$500.00	\$200.01	60.0%
Supplies & Materials (-)	\$918.40	\$1,360.81	\$4,200.00	\$2,839.19	32.4%
Capital Expenditures (-)	\$0.00	\$5,476.24	\$8,000.00	\$2,523.76	68.5%
Other Objects (-)	\$0.00	\$355.00	\$300.00	(\$55.00)	118.3%
Non-Capital Equipment (-)	\$0.00	\$4,339.08	\$3,000.00	(\$1,339.08)	144.6%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

	<u>12/01/2021 - 12/31/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : SPECIAL ED PROGRAMS K-12	(\$114,944.45)	(\$512,144.01)	(\$1,677,484.00)	(\$1,165,339.99)	30.5%
REMEDIAL & SUPPLEMENTAL K-12					
Salaries (-)	\$43,828.98	\$197,230.41	\$569,777.00	\$372,546.59	34.6%
Employee Benefits (-)	\$7,142.35	\$29,341.15	\$89,918.00	\$60,576.85	32.6%
Purchased Services (-)	\$0.00	\$45,276.56	\$45,303.00	\$26.44	99.9%
Supplies & Materials (-)	\$58.52	\$7,460.87	\$13,900.00	\$6,439.13	53.7%
Sub-total : REMEDIAL & SUPPLEMENTAL K-12	(\$51,029.85)	(\$279,308.99)	(\$718,898.00)	(\$439,589.01)	38.9%
INTERSCHOLASTIC PROGRAMS					
Salaries (-)	\$39,781.73	\$40,378.93	\$90,000.00	\$49,621.07	44.9%
Employee Benefits (-)	\$2,459.26	\$2,475.36	\$4,275.00	\$1,799.64	57.9%
Supplies & Materials (-)	\$0.00	\$490.00	\$1,500.00	\$1,010.00	32.7%
Capital Expenditures (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Other Objects (-)	\$0.00	\$3,500.00	\$3,700.00	\$200.00	94.6%
Sub-total : INTERSCHOLASTIC PROGRAMS	(\$42,240.99)	(\$46,844.29)	(\$100,475.00)	(\$53,630.71)	46.6%
SUMMER SCHOOL PROGRAMS					
Salaries (-)	\$0.00	\$41,818.00	\$41,819.00	\$1.00	100.0%
Employee Benefits (-)	\$0.00	\$1,976.50	\$1,629.00	(\$347.50)	121.3%
Supplies & Materials (-)	\$0.00	\$670.78	\$4,500.00	\$3,829.22	14.9%
Sub-total : SUMMER SCHOOL PROGRAMS	\$0.00	(\$44,465.28)	(\$47,948.00)	(\$3,482.72)	92.7%
GIFTED PROGRAMS					
Salaries (-)	\$24,892.62	\$112,016.79	\$314,460.00	\$202,443.21	35.6%
Employee Benefits (-)	\$3,839.52	\$14,386.41	\$69,167.00	\$54,780.59	20.8%
Supplies & Materials (-)	\$515.22	\$1,405.64	\$3,500.00	\$2,094.36	40.2%
Sub-total : GIFTED PROGRAMS	(\$29,247.36)	(\$127,808.84)	(\$387,127.00)	(\$259,318.16)	33.0%
BILINGUAL PROGRAMS					
Salaries (-)	\$51,138.59	\$229,345.41	\$670,884.00	\$441,538.59	34.2%
Employee Benefits (-)	\$7,767.21	\$31,389.76	\$97,510.00	\$66,120.24	32.2%
Purchased Services (-)	\$0.00	\$1,800.00	\$1,950.00	\$150.00	92.3%
Supplies & Materials (-)	\$84.70	\$2,778.58	\$18,600.00	\$15,821.42	14.9%
Sub-total : BILINGUAL PROGRAMS	(\$58,990.50)	(\$265,313.75)	(\$788,944.00)	(\$523,630.25)	33.6%
ATTENDANCE & SOCIAL WORK					
Salaries (-)	\$30,195.86	\$135,881.37	\$392,546.00	\$256,664.63	34.6%
Employee Benefits (-)	\$2,370.39	\$9,934.65	\$30,737.00	\$20,802.35	32.3%
Supplies & Materials (-)	\$0.00	\$0.00	\$1,400.00	\$1,400.00	0.0%
Sub-total : ATTENDANCE & SOCIAL WORK	(\$32,566.25)	(\$145,816.02)	(\$424,683.00)	(\$278,866.98)	34.3%
HEALTH SERVICES					
Salaries (-)	\$11,835.70	\$62,068.91	\$191,053.00	\$128,984.09	32.5%
Employee Benefits (-)	\$5,198.28	\$23,951.65	\$80,959.00	\$57,007.35	29.6%
Purchased Services (-)	\$5,536.00	\$12,239.00	\$1,500.00	(\$10,739.00)	815.9%
Supplies & Materials (-)	\$1,188.31	\$4,293.13	\$20,940.00	\$16,646.87	20.5%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

	<u>12/01/2021 - 12/31/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Capital Expenditures (-)	\$0.00	\$0.00	\$2,250.00	\$2,250.00	0.0%
Other Objects (-)	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
Non-Capital Equipment (-)	\$0.00	\$0.00	\$1,600.00	\$1,600.00	0.0%
Sub-total : HEALTH SERVICES	(\$23,758.29)	(\$102,552.69)	(\$299,052.00)	(\$196,499.31)	34.3%
PSYCHOLOGICAL SERVICES					
Salaries (-)	\$13,401.32	\$60,305.94	\$156,500.00	\$96,194.06	38.5%
Employee Benefits (-)	\$2,910.32	\$11,842.38	\$37,141.00	\$25,298.62	31.9%
Purchased Services (-)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.0%
Supplies & Materials (-)	\$0.00	\$0.00	\$800.00	\$800.00	0.0%
Sub-total : PSYCHOLOGICAL SERVICES	(\$16,311.64)	(\$72,148.32)	(\$196,941.00)	(\$124,792.68)	36.6%
SPEECH PATHOLOGY & AUDIOLOGY					
Salaries (-)	\$20,372.64	\$91,676.88	\$281,336.00	\$189,659.12	32.6%
Employee Benefits (-)	\$3,143.87	\$12,878.28	\$36,939.00	\$24,060.72	34.9%
Supplies & Materials (-)	\$10.99	\$1,328.62	\$900.00	(\$428.62)	147.6%
Sub-total : SPEECH PATHOLOGY & AUDIOLOGY	(\$23,527.50)	(\$105,883.78)	(\$319,175.00)	(\$213,291.22)	33.2%
OTHER SUPPORT SERVICES - PUPILS					
Salaries (-)	\$7,510.71	\$33,585.21	\$125,979.00	\$92,393.79	26.7%
Employee Benefits (-)	\$445.63	\$2,097.15	\$10,491.00	\$8,393.85	20.0%
Sub-total : OTHER SUPPORT SERVICES - PUPILS	(\$7,956.34)	(\$35,682.36)	(\$136,470.00)	(\$100,787.64)	26.1%
IMPROVEMENT OF INSTRUCTION					
Salaries (-)	\$28,200.86	\$189,589.37	\$432,388.00	\$242,798.63	43.8%
Employee Benefits (-)	\$4,376.46	\$29,279.72	\$61,532.00	\$32,252.28	47.6%
Purchased Services (-)	\$134.99	\$25,776.06	\$63,793.00	\$38,016.94	40.4%
Supplies & Materials (-)	\$15.79	\$1,166.34	\$3,500.00	\$2,333.66	33.3%
Other Objects (-)	\$0.00	\$1,759.58	\$1,800.00	\$40.42	97.8%
Sub-total : IMPROVEMENT OF INSTRUCTION	(\$32,728.10)	(\$247,571.07)	(\$563,013.00)	(\$315,441.93)	44.0%
EDUCATIONAL MEDIA					
Salaries (-)	\$20,262.72	\$91,182.24	\$263,415.00	\$172,232.76	34.6%
Employee Benefits (-)	\$2,422.71	\$9,994.80	\$30,787.00	\$20,792.20	32.5%
Purchased Services (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Supplies & Materials (-)	\$1,076.58	\$4,286.63	\$9,800.00	\$5,513.37	43.7%
Sub-total : EDUCATIONAL MEDIA	(\$23,762.01)	(\$105,463.67)	(\$305,002.00)	(\$199,538.33)	34.6%
ASSESSMENT & TESTING					
Purchased Services (-)	\$0.00	\$14,525.00	\$14,525.00	\$0.00	100.0%
Sub-total : ASSESSMENT & TESTING	\$0.00	(\$14,525.00)	(\$14,525.00)	\$0.00	100.0%
ADMIN SERVICES - BOARD OF ED					
Employee Benefits (-)	\$4,785.90	\$49,871.48	\$70,000.00	\$20,128.52	71.2%
Purchased Services (-)	\$22,764.81	\$95,069.81	\$218,900.00	\$123,830.19	43.4%
Supplies & Materials (-)	\$0.00	\$575.53	\$2,500.00	\$1,924.47	23.0%
Other Objects (-)	\$250.00	\$250.00	\$15,000.00	\$14,750.00	1.7%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

	<u>12/01/2021 - 12/31/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Sub-total : ADMIN SERVICES - BOARD OF ED	(\$27,800.71)	(\$145,766.82)	(\$306,900.00)	(\$161,133.18)	47.5%
SUPERINTENDENT					
Salaries (-)	\$20,762.88	\$134,958.72	\$269,918.00	\$134,959.28	50.0%
Employee Benefits (-)	\$2,809.32	\$17,257.99	\$35,850.00	\$18,592.01	48.1%
Purchased Services (-)	\$0.00	\$100.00	\$3,900.00	\$3,800.00	2.6%
Supplies & Materials (-)	\$0.00	\$176.07	\$2,000.00	\$1,823.93	8.8%
Capital Expenditures (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Other Objects (-)	\$0.00	\$2,961.88	\$2,500.00	(\$461.88)	118.5%
Non-Capitalized Equipment (-)	\$0.00	\$129.00	\$500.00	\$371.00	25.8%
Sub-total : SUPERINTENDENT	(\$23,572.20)	(\$155,583.66)	(\$315,168.00)	(\$159,584.34)	49.4%
ADMIN SERVICES - SPECIAL ED					
Salaries (-)	\$10,919.98	\$70,979.87	\$141,962.00	\$70,982.13	50.0%
Employee Benefits (-)	\$3,448.02	\$21,005.68	\$42,403.00	\$21,397.32	49.5%
Sub-total : ADMIN SERVICES - SPECIAL ED	(\$14,368.00)	(\$91,985.55)	(\$184,365.00)	(\$92,379.45)	49.9%
WORKERS COMPENSATION INSURANCE					
Purchased Services (-)	\$0.00	\$0.00	\$94,000.00	\$94,000.00	0.0%
Sub-total : WORKERS COMPENSATION INSURANCE	\$0.00	\$0.00	(\$94,000.00)	(\$94,000.00)	0.0%
LOSS PREVENTION REDUCTION					
Other Objects (-)	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
Sub-total : LOSS PREVENTION REDUCTION	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00)	0.0%
PROPERTY INSURANCE					
Purchased Services (-)	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.0%
Sub-total : PROPERTY INSURANCE	\$0.00	\$0.00	(\$100,000.00)	(\$100,000.00)	0.0%
PRINCIPAL					
Salaries (-)	\$53,777.37	\$345,765.77	\$689,545.00	\$343,779.23	50.1%
Employee Benefits (-)	\$16,861.67	\$101,685.41	\$201,846.00	\$100,160.59	50.4%
Purchased Services (-)	\$435.22	\$1,576.88	\$5,100.00	\$3,523.12	30.9%
Supplies & Materials (-)	\$0.00	\$169.81	\$4,200.00	\$4,030.19	4.0%
Capital Expenditures (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Other Objects (-)	\$498.00	\$548.00	\$2,400.00	\$1,852.00	22.8%
Termination Benefits (-)	\$0.00	\$9,960.99	\$9,961.00	\$0.01	100.0%
Sub-total : PRINCIPAL	(\$71,572.26)	(\$459,706.86)	(\$914,552.00)	(\$454,845.14)	50.3%
OPERATION OF BUSINESS SERVICES					
Salaries (-)	\$14,074.40	\$91,483.60	\$182,968.00	\$91,484.40	50.0%
Employee Benefits (-)	\$2,487.99	\$15,200.49	\$31,165.00	\$15,964.51	48.8%
Other Objects (-)	\$0.00	\$1,298.30	\$1,400.00	\$101.70	92.7%
Non-Capitalizer Equipment (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Sub-total : OPERATION OF BUSINESS SERVICES	(\$16,562.39)	(\$107,982.39)	(\$216,033.00)	(\$108,050.61)	50.0%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

	<u>12/01/2021 - 12/31/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
FISCAL SERVICES					
Salaries (-)	\$16,886.30	\$109,439.65	\$220,030.00	\$110,590.35	49.7%
Employee Benefits (-)	\$6,468.24	\$40,446.01	\$90,879.00	\$50,432.99	44.5%
Purchased Services (-)	\$377.56	\$3,558.73	\$105,500.00	\$101,941.27	3.4%
Supplies & Materials (-)	\$704.71	\$3,704.60	\$5,000.00	\$1,295.40	74.1%
Other Objects (-)	\$803.51	\$9,720.96	\$20,000.00	\$10,279.04	48.6%
Non-Capitalized Equipment (-)	\$0.00	\$238.25	\$1,000.00	\$761.75	23.8%
Sub-total : FISCAL SERVICES	(\$25,240.32)	(\$167,108.20)	(\$442,409.00)	(\$275,300.80)	37.8%
FACILITY ACQUISITION & CONSTRUCTION					
Purchased Services (-)	\$1,898.34	\$70,747.69	\$174,686.00	\$103,938.31	40.5%
Capital Expenditures (-)	\$64,110.00	\$448,538.02	\$1,165,358.00	\$716,819.98	38.5%
Sub-total : FACILITY ACQUISITION & CONSTRUCTION	(\$66,008.34)	(\$519,285.71)	(\$1,340,044.00)	(\$820,758.29)	38.8%
OPERATION & MAINTENANCE OF PLANT					
Salaries (-)	\$37,333.72	\$244,305.17	\$509,517.00	\$265,211.83	47.9%
Employee Benefits (-)	\$13,290.82	\$83,822.63	\$167,722.00	\$83,899.37	50.0%
Purchased Services (-)	\$60,457.40	\$519,198.35	\$957,675.00	\$438,476.65	54.2%
Supplies & Materials (-)	\$29,848.25	\$212,745.22	\$498,650.00	\$285,904.78	42.7%
Capital Expenditures (-)	\$12,549.89	\$1,776,684.28	\$2,391,023.00	\$614,338.72	74.3%
Other Objects (-)	\$0.00	\$0.00	\$1,750.00	\$1,750.00	0.0%
Non-Capitalized Equipment (-)	\$1,743.00	\$3,322.40	\$18,000.00	\$14,677.60	18.5%
Sub-total : OPERATION & MAINTENANCE OF PLANT	(\$155,223.08)	(\$2,840,078.05)	(\$4,544,337.00)	(\$1,704,258.95)	62.5%
PUPIL TRANSPORTATION					
Purchased Services (-)	\$124,114.57	\$519,831.60	\$1,285,000.00	\$765,168.40	40.5%
Sub-total : PUPIL TRANSPORTATION	(\$124,114.57)	(\$519,831.60)	(\$1,285,000.00)	(\$765,168.40)	40.5%
FOOD SERVICES					
Salaries (-)	\$18,208.04	\$92,426.69	\$235,394.00	\$142,967.31	39.3%
Employee Benefits (-)	\$8,196.87	\$37,597.38	\$101,367.00	\$63,769.62	37.1%
Purchased Services (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Supplies & Materials (-)	\$12,526.24	\$64,504.80	\$272,500.00	\$207,995.20	23.7%
Capital Expenditures (-)	\$0.00	\$1,061.78	\$8,000.00	\$6,938.22	13.3%
Other Objects (-)	\$0.00	\$752.50	\$1,500.00	\$747.50	50.2%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.0%
Sub-total : FOOD SERVICES	(\$38,931.15)	(\$196,343.15)	(\$624,761.00)	(\$428,417.85)	31.4%
INTERNAL SERVICES					
Purchased Services (-)	\$5,000.00	\$19,769.86	\$30,600.00	\$10,830.14	64.6%
Supplies & Materials (-)	\$0.00	\$496.90	\$1,500.00	\$1,003.10	33.1%
Sub-total : INTERNAL SERVICES	(\$5,000.00)	(\$20,266.76)	(\$32,100.00)	(\$11,833.24)	63.1%
INFORMATION SERVICES					
Salaries (-)	\$7,249.30	\$47,120.45	\$94,241.00	\$47,120.55	50.0%
Employee Benefits (-)	\$2,163.36	\$13,710.04	\$26,149.00	\$12,438.96	52.4%
Purchased Services (-)	\$1,650.25	\$16,610.26	\$37,000.00	\$20,389.74	44.9%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

	<u>12/01/2021 - 12/31/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Supplies & Materials (-)	\$0.00	\$136.50	\$6,000.00	\$5,863.50	2.3%
Other Objects (-)	\$18.50	\$939.02	\$1,500.00	\$560.98	62.6%
Sub-total : INFORMATION SERVICES	(\$11,081.41)	(\$78,516.27)	(\$164,890.00)	(\$86,373.73)	47.6%
OTHER SUPPORT SERVICES - ADMIN					
Salaries (-)	\$38,408.13	\$219,752.02	\$457,319.00	\$237,566.98	48.1%
Employee Benefits (-)	\$12,739.51	\$69,484.63	\$151,650.00	\$82,165.37	45.8%
Purchased Services (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Other Objects (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Sub-total : OTHER SUPPORT SERVICES - ADMIN	(\$51,147.64)	(\$289,236.65)	(\$610,969.00)	(\$321,732.35)	47.3%
COMMUNITY SERVICES					
Purchased Services (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Supplies & Materials (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Sub-total : COMMUNITY SERVICES	\$0.00	\$0.00	(\$2,000.00)	(\$2,000.00)	0.0%
PAYMENTS TO OTHER LEAs					
Purchased Services (-)	\$6,637.00	\$21,087.00	\$44,500.00	\$23,413.00	47.4%
Other Objects (-)	\$27,892.19	\$1,015,699.40	\$2,473,000.00	\$1,457,300.60	41.1%
Sub-total : PAYMENTS TO OTHER LEAs	(\$34,529.19)	(\$1,036,786.40)	(\$2,517,500.00)	(\$1,480,713.60)	41.2%
DEBT SERVICE - INTEREST					
Interest on Bonds Outstanding (-)	\$368,822.77	\$368,822.77	\$698,548.00	\$329,725.23	52.8%
Sub-total : DEBT SERVICE - INTEREST	(\$368,822.77)	(\$368,822.77)	(\$698,548.00)	(\$329,725.23)	52.8%
DEBT SERVICE - PRINCIPAL					
Principal Payments on Bonds Outstanding (-)	\$1,120,000.00	\$1,120,000.00	\$1,120,000.00	\$0.00	100.0%
Sub-total : DEBT SERVICE - PRINCIPAL	(\$1,120,000.00)	(\$1,120,000.00)	(\$1,120,000.00)	\$0.00	100.0%
DEBT SERVICE - OTHER					
Debt Service Fees (-)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.0%
Sub-total : DEBT SERVICE - OTHER	\$0.00	\$0.00	(\$2,500.00)	(\$2,500.00)	0.0%
Total : EXPENDITURES	(\$3,372,355.96)	(\$14,015,846.75)	(\$32,471,248.00)	(\$18,455,401.25)	43.2%
OTHER FINANCING SOURCES & USES					
TRANSFERS FROM OTHER FUNDS					
Transfers Received (+)	\$0.00	\$6,000,000.00	\$0.00	(\$6,000,000.00)	0.0%
Sub-total : TRANSFERS FROM OTHER FUNDS	\$0.00	\$6,000,000.00	\$0.00	(\$6,000,000.00)	0.0%
TRANSFERS TO OTHER FUNDS					
Transfers Sent (-)	\$0.00	\$6,000,000.00	\$0.00	(\$6,000,000.00)	0.0%
Sub-total : TRANSFERS TO OTHER FUNDS	\$0.00	(\$6,000,000.00)	\$0.00	\$6,000,000.00	0.0%
Total : OTHER FINANCING SOURCES & USES	\$0.00	\$0.00	\$0.00	\$0.00	0.0%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

	<u>12/01/2021 - 12/31/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
NET INCREASE (DECREASE)	(\$2,963,903.32)	(\$440,676.40)	(\$2,917,627.00)	(\$2,476,950.60)	15.1%

End of Report

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

10 - EDUCATIONAL

0 - EXPENDITURES

1100 - REGULAR K-12 PROGRAMS

100 - SALARIES	\$7,769,901.00	\$589,867.32	\$2,641,710.44	\$4,905,867.78	\$222,322.78
200 - EMPLOYEE BENEFITS	\$1,188,398.00	\$90,062.76	\$369,028.82	\$704,809.58	\$114,559.60
300 - PURCHASED SERVICES	\$241,500.00	\$8,472.15	\$119,313.48	\$8,128.28	\$114,058.24
400 - SUPPLIES & MATERIALS	\$650,345.00	\$13,221.28	\$256,333.29	\$15,648.63	\$378,363.08
500 - CAPITAL OUTLAY	\$192,500.00	\$0.00	\$76,016.76	\$3,012.88	\$113,470.36
600 - OTHER OBJECTS	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
700 - NON-CAPITAL EQUIPMENT	\$97,000.00	\$1,434.70	\$45,765.53	\$198.00	\$51,036.47
800 - TERMINATION/VACATION PAYMENTS	\$405,933.00	\$26,914.73	\$145,202.91	\$65,340.48	\$195,389.61

1125 - PRE-K PROGRAMS

100 - SALARIES	\$218,560.00	\$16,788.38	\$75,547.71	\$142,701.24	\$311.05
200 - EMPLOYEE BENEFITS	\$66,354.00	\$4,516.84	\$18,173.40	\$35,952.39	\$12,228.21
400 - SUPPLIES & MATERIALS	\$3,800.00	\$367.90	\$1,320.62	\$19.30	\$2,460.08
700 - NON-CAPITAL EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

1200 - SPECIAL ED PROGRAMS K-12

100 - SALARIES	\$1,276,974.00	\$89,840.02	\$401,683.10	\$743,676.66	\$131,614.24
200 - EMPLOYEE BENEFITS	\$295,770.00	\$18,993.96	\$75,599.31	\$144,653.22	\$75,517.47
300 - PURCHASED SERVICES	\$500.00	\$0.00	\$299.99	\$0.00	\$200.01
400 - SUPPLIES & MATERIALS	\$4,200.00	\$918.40	\$1,360.81	\$660.00	\$2,179.19
500 - CAPITAL OUTLAY	\$8,000.00	\$0.00	\$5,476.24	\$0.00	\$2,523.76
600 - OTHER OBJECTS	\$300.00	\$0.00	\$355.00	\$0.00	(\$55.00)
700 - NON-CAPITAL EQUIPMENT	\$3,000.00	\$0.00	\$4,339.08	\$0.00	(\$1,339.08)

1250 - REMEDIAL & SUPPLEMENTAL K-12

100 - SALARIES	\$569,777.00	\$43,828.98	\$197,230.41	\$372,546.59	\$0.00
200 - EMPLOYEE BENEFITS	\$81,656.00	\$6,539.64	\$26,615.76	\$52,774.32	\$2,265.92
300 - PURCHASED SERVICES	\$45,303.00	\$0.00	\$45,276.56	\$0.00	\$26.44
400 - SUPPLIES & MATERIALS	\$13,900.00	\$58.52	\$7,460.87	\$0.00	\$6,439.13

1500 - INTERSCHOLASTIC PROGRAMS

100 - SALARIES	\$90,000.00	\$39,781.73	\$40,378.93	\$1,433.26	\$48,187.81
200 - EMPLOYEE BENEFITS	\$1,240.00	\$387.41	\$394.86	\$5.96	\$839.18
400 - SUPPLIES & MATERIALS	\$1,500.00	\$0.00	\$490.00	\$2,119.60	(\$1,109.60)
500 - CAPITAL OUTLAY	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2022	Range To Date	Year To Date	Encumbrance	Budget Balance
600 - OTHER OBJECTS	\$3,700.00	\$0.00	\$3,500.00	\$0.00	\$200.00
1600 - SUMMER SCHOOL PROGRAMS					
100 - SALARIES	\$41,819.00	\$0.00	\$41,818.00	\$0.00	\$1.00
200 - EMPLOYEE BENEFITS	\$1,022.00	\$0.00	\$839.56	\$0.00	\$182.44
400 - SUPPLIES & MATERIALS	\$4,500.00	\$0.00	\$670.78	\$0.00	\$3,829.22
1650 - GIFTED PROGRAMS					
100 - SALARIES	\$314,460.00	\$24,892.62	\$112,016.79	\$211,587.21	(\$9,144.00)
200 - EMPLOYEE BENEFITS	\$64,606.00	\$3,497.04	\$12,836.02	\$28,169.24	\$23,600.74
400 - SUPPLIES & MATERIALS	\$3,500.00	\$515.22	\$1,405.64	\$711.13	\$1,383.23
1800 - BILINGUAL PROGRAMS					
100 - SALARIES	\$670,884.00	\$51,138.59	\$229,345.41	\$429,245.77	\$12,292.82
200 - EMPLOYEE BENEFITS	\$87,803.00	\$6,984.70	\$28,094.79	\$55,519.39	\$4,188.82
300 - PURCHASED SERVICES	\$1,950.00	\$0.00	\$1,800.00	\$0.00	\$150.00
400 - SUPPLIES & MATERIALS	\$18,600.00	\$84.70	\$2,778.58	\$0.00	\$15,821.42
2110 - ATTENDANCE & SOCIAL WORK					
100 - SALARIES	\$392,546.00	\$30,195.86	\$135,881.37	\$256,664.63	\$0.00
200 - EMPLOYEE BENEFITS	\$25,044.00	\$1,941.83	\$8,001.24	\$15,768.56	\$1,274.20
400 - SUPPLIES & MATERIALS	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00
2130 - HEALTH SERVICES					
100 - SALARIES	\$191,053.00	\$11,835.70	\$62,068.91	\$88,366.23	\$40,617.86
200 - EMPLOYEE BENEFITS	\$45,132.00	\$2,951.50	\$12,234.42	\$21,929.66	\$10,967.92
300 - PURCHASED SERVICES	\$1,500.00	\$5,536.00	\$12,239.00	\$0.00	(\$10,739.00)
400 - SUPPLIES & MATERIALS	\$20,940.00	\$1,188.31	\$4,293.13	\$0.00	\$16,646.87
500 - CAPITAL OUTLAY	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00
600 - OTHER OBJECTS	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
700 - NON-CAPITAL EQUIPMENT	\$1,600.00	\$0.00	\$0.00	\$0.00	\$1,600.00
2140 - PSYCHOLOGICAL SERVICES					
100 - SALARIES	\$156,500.00	\$13,401.32	\$60,305.94	\$113,911.06	(\$17,717.00)
200 - EMPLOYEE BENEFITS	\$34,871.00	\$2,730.72	\$11,026.19	\$21,949.06	\$1,895.75
300 - PURCHASED SERVICES	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
400 - SUPPLIES & MATERIALS	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00
2150 - SPEECH PATHOLOGY & AUDIOLOGY					
100 - SALARIES	\$281,336.00	\$20,372.64	\$91,676.88	\$173,167.32	\$16,491.80
200 - EMPLOYEE BENEFITS	\$32,858.00	\$2,869.81	\$11,633.56	\$22,902.51	(\$1,678.07)
400 - SUPPLIES & MATERIALS	\$900.00	\$10.99	\$1,328.62	\$364.10	(\$792.72)

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2022	Range To Date	Year To Date	Encumbrance	Budget Balance
2190 - OTHER SUPPORT SERVICES - PUPILS					
100 - SALARIES	\$125,979.00	\$7,510.71	\$33,585.21	\$14,891.22	\$77,502.57
200 - EMPLOYEE BENEFITS	\$987.00	\$33.46	\$120.44	\$123.61	\$742.95
2210 - IMPROVEMENT OF INSTRUCTION					
100 - SALARIES	\$432,388.00	\$28,200.86	\$189,589.37	\$177,212.45	\$65,586.18
200 - EMPLOYEE BENEFITS	\$45,017.00	\$3,137.69	\$21,137.74	\$18,674.21	\$5,205.05
300 - PURCHASED SERVICES	\$63,793.00	\$134.99	\$25,776.06	\$0.00	\$38,016.94
400 - SUPPLIES & MATERIALS	\$3,500.00	\$15.79	\$1,166.34	\$0.00	\$2,333.66
600 - OTHER OBJECTS	\$1,800.00	\$0.00	\$1,759.58	\$0.00	\$40.42
2220 - EDUCATIONAL MEDIA					
100 - SALARIES	\$263,415.00	\$20,262.72	\$91,182.24	\$172,232.76	\$0.00
200 - EMPLOYEE BENEFITS	\$26,965.00	\$2,139.42	\$8,714.70	\$17,272.38	\$977.92
300 - PURCHASED SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
400 - SUPPLIES & MATERIALS	\$9,800.00	\$1,076.58	\$4,286.63	\$1,978.09	\$3,535.28
2230 - ASSESSMENT & TESTING					
300 - PURCHASED SERVICES	\$14,525.00	\$0.00	\$14,525.00	\$0.00	\$0.00
2310 - BOARD OF EDUCATION					
200 - EMPLOYEE BENEFITS	\$70,000.00	\$4,785.90	\$49,871.48	\$0.00	\$20,128.52
300 - PURCHASED SERVICES	\$218,900.00	\$22,764.81	\$95,069.81	\$0.00	\$123,830.19
400 - SUPPLIES & MATERIALS	\$2,500.00	\$0.00	\$575.53	\$0.00	\$1,924.47
600 - OTHER OBJECTS	\$15,000.00	\$250.00	\$250.00	\$0.00	\$14,750.00
700 - NON-CAPITAL EQUIPMENT	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
2320 - SUPERINTENDENT					
100 - SALARIES	\$269,918.00	\$20,762.88	\$134,958.72	\$134,958.70	\$0.58
200 - EMPLOYEE BENEFITS	\$31,936.00	\$2,504.12	\$15,276.26	\$15,276.26	\$1,383.48
300 - PURCHASED SERVICES	\$3,900.00	\$0.00	\$100.00	\$0.00	\$3,800.00
400 - SUPPLIES & MATERIALS	\$2,000.00	\$0.00	\$176.07	\$0.00	\$1,823.93
500 - CAPITAL OUTLAY	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
600 - OTHER OBJECTS	\$2,500.00	\$0.00	\$2,961.88	\$0.00	(\$461.88)
700 - NON-CAPITAL EQUIPMENT	\$500.00	\$0.00	\$129.00	\$0.00	\$371.00
2330 - ADMINISTRATIVE SERVICES SPECIAL ED					
100 - SALARIES	\$141,962.00	\$10,919.98	\$70,979.87	\$70,979.94	\$2.19
200 - EMPLOYEE BENEFITS	\$37,266.00	\$3,047.74	\$18,398.97	\$18,404.21	\$462.82
2410 - PRINCIPAL					
100 - SALARIES	\$689,545.00	\$53,777.37	\$345,765.77	\$349,177.32	(\$5,398.09)

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ??????????????????

Account Type: EXPENDITURE

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☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2022	Range To Date	Year To Date	Encumbrance	Budget Balance
200 - EMPLOYEE BENEFITS	\$164,753.00	\$13,945.60	\$82,625.51	\$84,201.43	(\$2,073.94)
300 - PURCHASED SERVICES	\$5,100.00	\$435.22	\$1,576.88	\$0.00	\$3,523.12
400 - SUPPLIES & MATERIALS	\$4,200.00	\$0.00	\$169.81	\$0.00	\$4,030.19
500 - CAPITAL OUTLAY	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
600 - OTHER OBJECTS	\$2,400.00	\$498.00	\$548.00	\$0.00	\$1,852.00
800 - TERMINATION/VACATION PAYMENTS	\$9,961.00	\$0.00	\$9,960.99	\$0.00	\$0.01
2510 - DIRECTION OF BUSINESS SUPPORT SERVICES					
100 - SALARIES	\$182,968.00	\$14,074.40	\$91,483.60	\$91,483.42	\$0.98
200 - EMPLOYEE BENEFITS	\$28,511.00	\$2,284.67	\$13,878.53	\$13,878.52	\$753.95
600 - OTHER OBJECTS	\$1,400.00	\$0.00	\$1,298.30	\$0.00	\$101.70
700 - NON-CAPITAL EQUIPMENT	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
2520 - FISCAL SERVICES					
100 - SALARIES	\$220,030.00	\$16,886.30	\$109,439.65	\$109,761.05	\$829.30
200 - EMPLOYEE BENEFITS	\$49,622.00	\$3,232.74	\$19,420.81	\$19,421.77	\$10,779.42
300 - PURCHASED SERVICES	\$105,500.00	\$377.56	\$3,558.73	\$0.00	\$101,941.27
400 - SUPPLIES & MATERIALS	\$5,000.00	\$704.71	\$3,704.60	\$0.00	\$1,295.40
600 - OTHER OBJECTS	\$20,000.00	\$803.51	\$9,720.96	\$0.00	\$10,279.04
700 - NON-CAPITAL EQUIPMENT	\$1,000.00	\$0.00	\$238.25	\$0.00	\$761.75
2560 - FOOD SERVICES					
100 - SALARIES	\$235,394.00	\$18,208.04	\$92,426.69	\$119,983.06	\$22,984.25
200 - EMPLOYEE BENEFITS	\$58,080.00	\$4,796.76	\$20,205.83	\$37,378.47	\$495.70
300 - PURCHASED SERVICES	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
400 - SUPPLIES & MATERIALS	\$272,500.00	\$12,526.24	\$64,504.80	\$0.00	\$207,995.20
500 - CAPITAL OUTLAY	\$8,000.00	\$0.00	\$1,061.78	\$0.00	\$6,938.22
600 - OTHER OBJECTS	\$1,500.00	\$0.00	\$752.50	\$0.00	\$747.50
700 - NON-CAPITAL EQUIPMENT	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00
2570 - INTERNAL SERVICES					
300 - PURCHASED SERVICES	\$30,600.00	\$5,000.00	\$19,769.86	\$0.00	\$10,830.14
400 - SUPPLIES & MATERIALS	\$1,500.00	\$0.00	\$496.90	\$0.00	\$1,003.10
2630 - INFORMATION SERVICES					
100 - SALARIES	\$94,241.00	\$7,249.30	\$47,120.45	\$47,120.35	\$0.20
200 - EMPLOYEE BENEFITS	\$8,478.00	\$724.36	\$4,356.54	\$4,356.54	(\$235.08)
300 - PURCHASED SERVICES	\$37,000.00	\$1,650.25	\$16,610.26	\$0.00	\$20,389.74
400 - SUPPLIES & MATERIALS	\$6,000.00	\$0.00	\$136.50	\$400.00	\$5,463.50
600 - OTHER OBJECTS	\$1,500.00	\$18.50	\$939.02	\$0.00	\$560.98

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

2640 - RECRUITMENT TITLE 2A FED FUND					
300 - PURCHASED SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
2660 - OTHER SUPPORT SERVICES - PUPILS					
100 - SALARIES	\$457,319.00	\$38,408.13	\$219,752.02	\$241,427.76	(\$3,860.78)
200 - EMPLOYEE BENEFITS	\$85,386.00	\$7,530.95	\$36,920.20	\$34,441.15	\$14,024.65
300 - PURCHASED SERVICES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
600 - OTHER OBJECTS	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
3000 - COMMUNITY SERVICES					
300 - PURCHASED SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
400 - SUPPLIES & MATERIALS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
4120 - PAYMENTS FOR SPECIAL ED PROGRAMS					
300 - PURCHASED SERVICES	\$44,500.00	\$6,637.00	\$21,087.00	\$0.00	\$23,413.00
600 - OTHER OBJECTS	\$2,473,000.00	\$27,892.19	\$1,015,699.40	\$0.00	\$1,457,300.60
10 - EDUCATIONAL Total:	\$22,737,974.00	\$1,497,351.72	\$8,436,989.75	\$10,434,838.71	\$3,866,145.54

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

20 - OPERATIONS & MAINTENANCE

0 - EXPENDITURES

2540 - OPERATIONS & MAINTENANCE OF PLANTS

100 - SALARIES	\$509,517.00	\$37,333.72	\$244,305.17	\$233,379.39	\$31,832.44
200 - EMPLOYEE BENEFITS	\$72,183.00	\$6,016.95	\$36,153.10	\$36,153.10	(\$123.20)
300 - PURCHASED SERVICES	\$957,675.00	\$60,457.40	\$519,198.35	\$17,789.00	\$420,687.65
400 - SUPPLIES & MATERIALS	\$498,650.00	\$29,848.25	\$212,745.22	\$17,752.30	\$268,152.48
500 - CAPITAL OUTLAY	\$254,000.00	\$12,549.89	\$58,991.23	\$16,213.25	\$178,795.52
600 - OTHER OBJECTS	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00
700 - NON-CAPITAL EQUIPMENT	\$18,000.00	\$1,743.00	\$3,322.40	\$0.00	\$14,677.60
20 - OPERATIONS & MAINTENANCE Total:	\$2,311,775.00	\$147,949.21	\$1,074,715.47	\$321,287.04	\$915,772.49

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

30 - DEBT SERVICE

0 - EXPENDITURES

5140 - DEBT SERVICE - INTEREST PAYMENTS

600 - OTHER OBJECTS

\$698,548.00

\$368,822.77

\$368,822.77

\$0.00

\$329,725.23

5200 - INTEREST ON BONDS OUTSTANDING

600 - OTHER OBJECTS

\$1,120,000.00

\$1,120,000.00

\$1,120,000.00

\$0.00

\$0.00

5400 - DEBT SERVICE LEASES

600 - OTHER OBJECTS

\$2,500.00

\$0.00

\$0.00

\$0.00

\$2,500.00

30 - DEBT SERVICE Total:

\$1,821,048.00

\$1,488,822.77

\$1,488,822.77

\$0.00

\$332,225.23

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

40 - TRANSPORTATION

0 - EXPENDITURES

2550 - PUPIL TRANSPORTATION

300 - PURCHASED SERVICES

\$1,285,000.00

\$124,114.57

\$519,831.60

\$0.00

\$765,168.40

40 - TRANSPORTATION Total:

\$1,285,000.00

\$124,114.57

\$519,831.60

\$0.00

\$765,168.40

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

51 - IMRF					
0 - EXPENDITURES					
1100 - REGULAR K-12 PROGRAMS					
200 - EMPLOYEE BENEFITS	\$2,442.00	\$254.96	\$1,659.75	\$397.95	\$384.30
1125 - PRE-K PROGRAMS					
200 - EMPLOYEE BENEFITS	\$5,499.00	\$461.94	\$2,078.73	\$6,880.20	(\$3,459.93)
1200 - SPECIAL ED PROGRAMS K-12					
200 - EMPLOYEE BENEFITS	\$45,056.00	\$2,785.90	\$12,219.67	\$17,956.47	\$14,879.86
1500 - INTERSCHOLASTIC PROGRAMS					
200 - EMPLOYEE BENEFITS	\$1,110.00	\$857.64	\$857.64	\$0.00	\$252.36
1600 - SUMMER SCHOOL PROGRAMS					
200 - EMPLOYEE BENEFITS	\$0.00	\$0.00	\$351.84	\$0.00	(\$351.84)
1800 - BILINGUAL PROGRAMS					
200 - EMPLOYEE BENEFITS	\$0.00	\$56.70	\$89.10	\$59.58	(\$148.68)
2130 - HEALTH SERVICES					
200 - EMPLOYEE BENEFITS	\$21,207.00	\$1,443.96	\$7,453.41	\$10,248.99	\$3,504.60
2190 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$2,442.00	\$3.27	\$8.18	\$50.82	\$2,383.00
2210 - IMPROVEMENT OF INSTRUCTION					
200 - EMPLOYEE BENEFITS	\$6,572.00	\$555.56	\$3,611.14	\$3,408.07	(\$447.21)
2330 - ADMINISTRATIVE SERVICES SPECIAL ED					
200 - EMPLOYEE BENEFITS	\$1,975.00	\$166.90	\$1,084.85	\$1,023.81	(\$133.66)
2410 - PRINCIPAL					
200 - EMPLOYEE BENEFITS	\$16,893.00	\$1,517.91	\$9,404.36	\$9,267.58	(\$1,778.94)
2520 - FISCAL SERVICES					
200 - EMPLOYEE BENEFITS	\$24,424.00	\$2,060.14	\$13,351.71	\$12,637.77	(\$1,565.48)
2540 - OPERATIONS & MAINTENANCE OF PLANTS					
200 - EMPLOYEE BENEFITS	\$56,557.00	\$4,550.00	\$29,774.62	\$26,724.33	\$58.05
2560 - FOOD SERVICES					
200 - EMPLOYEE BENEFITS	\$25,276.00	\$2,153.82	\$10,937.88	\$13,819.74	\$518.38
2630 - INFORMATION SERVICES					
200 - EMPLOYEE BENEFITS	\$10,461.00	\$884.42	\$5,748.73	\$5,425.40	(\$713.13)
2660 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$38,260.00	\$3,190.44	\$20,085.61	\$18,623.03	(\$448.64)
51 - IMRF Total:	\$258,174.00	\$20,943.56	\$118,717.22	\$126,523.74	\$12,933.04

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

52 - SOCIAL SECURITY AND MEDICARE

0 - EXPENDITURES

1100 - REGULAR K-12 PROGRAMS

200 - EMPLOYEE BENEFITS

\$119,761.00

\$8,625.53

\$39,321.90

\$66,238.13

\$14,200.97

1125 - PRE-K PROGRAMS

200 - EMPLOYEE BENEFITS

\$6,242.00

\$330.16

\$1,544.50

\$4,451.43

\$246.07

1200 - SPECIAL ED PROGRAMS K-12

200 - EMPLOYEE BENEFITS

\$43,684.00

\$2,406.17

\$10,810.81

\$17,849.79

\$15,023.40

1250 - REMEDIAL & SUPPLEMENTAL K-12

200 - EMPLOYEE BENEFITS

\$8,262.00

\$602.71

\$2,725.39

\$5,129.52

\$407.09

1500 - INTERSCHOLASTIC PROGRAMS

200 - EMPLOYEE BENEFITS

\$1,925.00

\$1,214.21

\$1,222.86

\$6.92

\$695.22

1600 - SUMMER SCHOOL PROGRAMS

200 - EMPLOYEE BENEFITS

\$607.00

\$0.00

\$785.10

\$0.00

(\$178.10)

1650 - GIFTED PROGRAMS

200 - EMPLOYEE BENEFITS

\$4,561.00

\$342.48

\$1,550.39

\$2,919.81

\$90.80

1800 - BILINGUAL PROGRAMS

200 - EMPLOYEE BENEFITS

\$9,707.00

\$725.81

\$3,205.87

\$5,919.81

\$581.32

2110 - ATTENDANCE & SOCIAL WORK

200 - EMPLOYEE BENEFITS

\$5,693.00

\$428.56

\$1,933.41

\$3,647.10

\$112.49

2130 - HEALTH SERVICES

200 - EMPLOYEE BENEFITS

\$14,620.00

\$802.82

\$4,263.82

\$6,012.30

\$4,343.88

2140 - PSYCHOLOGICAL SERVICES

200 - EMPLOYEE BENEFITS

\$2,270.00

\$179.60

\$816.19

\$1,532.61

(\$78.80)

2150 - SPEECH PATHOLOGY & AUDIOLOGY

200 - EMPLOYEE BENEFITS

\$4,081.00

\$274.06

\$1,244.72

\$2,339.82

\$496.46

2190 - OTHER SUPPORT SERVICES - PUPILS

200 - EMPLOYEE BENEFITS

\$7,062.00

\$408.90

\$1,968.53

\$547.36

\$4,546.11

2210 - IMPROVEMENT OF INSTRUCTION

200 - EMPLOYEE BENEFITS

\$9,943.00

\$683.21

\$4,530.84

\$4,358.72

\$1,053.44

2220 - EDUCATIONAL MEDIA

200 - EMPLOYEE BENEFITS

\$3,822.00

\$283.29

\$1,280.10

\$2,411.64

\$130.26

2320 - SUPERINTENDENT

200 - EMPLOYEE BENEFITS

\$3,914.00

\$305.20

\$1,981.73

\$1,981.73

(\$49.46)

2330 - ADMINISTRATIVE SERVICES SPECIAL ED

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2022	Range To Date	Year To Date	Encumbrance	Budget Balance
200 - EMPLOYEE BENEFITS	\$3,162.00	\$233.38	\$1,521.86	\$1,520.26	\$119.88
2410 - PRINCIPAL					
200 - EMPLOYEE BENEFITS	\$20,200.00	\$1,398.16	\$9,655.54	\$9,070.33	\$1,474.13
2510 - DIRECTION OF BUSINESS SUPPORT SERVICES					
200 - EMPLOYEE BENEFITS	\$2,654.00	\$203.32	\$1,321.96	\$1,317.32	\$14.72
2520 - FISCAL SERVICES					
200 - EMPLOYEE BENEFITS	\$16,833.00	\$1,175.36	\$7,673.49	\$7,695.47	\$1,464.04
2540 - OPERATIONS & MAINTENANCE OF PLANTS					
200 - EMPLOYEE BENEFITS	\$38,982.00	\$2,723.87	\$17,894.91	\$17,059.10	\$4,027.99
2560 - FOOD SERVICES					
200 - EMPLOYEE BENEFITS	\$18,011.00	\$1,246.29	\$6,453.67	\$8,035.89	\$3,521.44
2630 - INFORMATION SERVICES					
200 - EMPLOYEE BENEFITS	\$7,210.00	\$554.58	\$3,604.77	\$3,604.76	\$0.47
2660 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$28,004.00	\$2,018.12	\$12,478.82	\$12,581.11	\$2,944.07
52 - SOCIAL SECURITY AND MEDICARE Total:	\$381,210.00	\$27,165.79	\$139,791.18	\$186,230.93	\$55,187.89

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

60 - CAPITAL PROJECTS

0 - EXPENDITURES

2530 - FACILITY ACQUISITION & CONSTRUCTION

300 - PURCHASED SERVICES	\$123,076.00	\$389.02	\$35,061.00	\$0.00	\$88,015.00
500 - CAPITAL OUTLAY	\$1,165,358.00	\$64,110.00	\$448,538.02	\$0.00	\$716,819.98
60 - CAPITAL PROJECTS Total:	\$1,288,434.00	\$64,499.02	\$483,599.02	\$0.00	\$804,834.98

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

80 - TORT IMMUNITY

0 - EXPENDITURES

2362 - WORKERS COMPENSATION INSURANCE

300 - PURCHASED SERVICES

\$94,000.00

\$0.00

\$0.00

\$0.00

\$94,000.00

2366 - JUDGMENTS/SETTLEMENTS

600 - OTHER OBJECTS

\$5,000.00

\$0.00

\$0.00

\$0.00

\$5,000.00

2371 - PROPERTY INSURANCE

300 - PURCHASED SERVICES

\$100,000.00

\$0.00

\$0.00

\$0.00

\$100,000.00

80 - TORT IMMUNITY Total:

\$199,000.00

\$0.00

\$0.00

\$0.00

\$199,000.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

90 - FIRE PREVENTION & SAFETY

0 - EXPENDITURES

2530 - FACILITY ACQUISITION & CONSTRUCTION

300 - PURCHASED SERVICES

\$51,610.00

\$1,509.32

\$35,686.69

\$0.00

\$15,923.31

2540 - OPERATIONS & MAINTENANCE OF PLANTS

500 - CAPITAL OUTLAY

\$2,137,023.00

\$0.00

\$1,717,693.05

\$0.00

\$419,329.95

90 - FIRE PREVENTION & SAFETY Total:

\$2,188,633.00

\$1,509.32

\$1,753,379.74

\$0.00

\$435,253.26

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:12/1/2021 To Date:12/31/2021

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

Grand Total:

\$32,471,248.00

\$3,372,355.96

\$14,015,846.75

\$11,068,880.42

\$7,386,520.83

End of Report

LINCOLNWOOD SCHOOL DISTRICT 74
BILLS PAYABLE

Education Fund	740,997.52
Building Fund	128,938.25
Debt Service	-
Transportation Fund	175,120.04
I.M.R.F./Soc. Sec.	-
Capital Projects	-
Tort Fund	-
Life Safety Fund	-
Grand Total	1,045,055.81

The undersigned hereby certify that the foregoing is a true and correct list of bills payable, approved and ordered paid by the Board of Education, School District #74, Cook County, at a meeting duly called and held on March 3, 2022, in the amount of **1,045,055.81**

President, Kevin Daly

Secretary, John P. Vranas

Members:

Myra A. Foutris

Elaina Geraghty

Rupal Shah Mandal

Jay Oleniczak

Peter D. Theodore

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2021-2022

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE						
7400026146	02/17/2022	1194	A STARS & STRIPES FLAG CORPORATION	20.0.2540.400.00.0000.02	(12) - 100F02241 U.S. Nylon \$79.00 , (1) 5x8' 1	\$841.50
Check Total:						\$841.50
7400026147	02/17/2022	1194	ACCESS MASTER	20.0.2540.302.00.0000.00	ACCESS CONTROL	\$3,135.00
7400026147	02/17/2022	1194	ACCESS MASTER	20.0.2540.302.00.0000.00	CAMERA SYSTEM	\$2,122.00
Check Total:						\$5,257.00
7400026148	02/17/2022	1194	AED PROFESSIONALS	10.0.2130.400.00.4998.00	CHILD DISPOSABLE MASKS	\$190.00
Check Total:						\$190.00
NCB	02/10/2022	1180	ALDI	10.0.1100.423.36.0000.03	PASTE/EGGS/SPINACH/MUS HROOMS	\$157.88
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.400.11.0000.01	MARKERS/COLORED	\$84.46
NCB	02/10/2022	1180	AMAZON.COM	10.0.2130.300.00.0000.01	WASHCLOTHS SET	\$15.94
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.410.21.0000.01	FOLDER LABELS/PIZZA BOXES/INDEX CARDS	\$235.11
NCB	02/10/2022	1180	AMAZON.COM	10.0.2110.400.00.0000.03	INDOOR MINI BASKETBALL HOOP SET WITH 3 BALLS	\$29.99
NCB	02/10/2022	1180	AMAZON.COM	10.0.2410.400.00.0000.01	SHARPIE/INDEX CARDS/INVISIBLE TAPE	\$35.59
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.700.00.0000.01	MICROWAVER	\$134.99
NCB	02/10/2022	1180	AMAZON.COM	20.0.2540.400.00.0000.03	WASTE DRAIN INSTALLATION TOOL	\$14.80
NCB	02/10/2022	1180	AMAZON.COM	10.0.2130.400.00.4998.00	EXAM GLOVERS	\$44.00
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.410.26.0000.03	NEON BUBBLES/STORM/ARCTIC	\$379.90
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.412.05.0000.00	RETURN/PRESENTATION CLICKERS	(\$93.54)
NCB	02/10/2022	1180	AMAZON.COM	20.0.2540.400.00.0000.03	KITCHEN PLUMBING PARTS	\$57.69
NCB	02/10/2022	1180	AMAZON.COM	10.0.2130.300.00.0000.01	THREE RING BINDER	\$23.97

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2021-2022

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	02/10/2022	1180	AMAZON.COM	10.0.2310.400.00.0000.00	BOE SIGNATURE FLAGS	\$9.58
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.410.25.0000.01	BALLOONS/MUSIC LUMMI STICKS/PLATES	\$132.94
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.450.10.0000.01	HEARTSHAPED STICKERS	\$47.94
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.411.00.0000.03	DESK CALENDAR	\$7.79
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.400.11.0000.01	PENCIL ANIMAL ERASERS/MINI ERASERS	\$27.98
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.450.12.0000.01	TOOTHPICKS/DRINKING CUPS/DESERT SAND SOIL	\$90.18
NCB	02/10/2022	1180	AMAZON.COM	10.0.2310.400.00.0000.00	BOE REDBOOK/GREEN RM	\$75.00
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.450.12.0000.01	PRESIDENTIAL PROFILE POSTERS	\$90.40
NCB	02/10/2022	1180	AMAZON.COM	10.0.2130.400.00.0000.02	BRAUN THERMOSCAN PC 200 PROBE COVERS	\$49.02
NCB	02/10/2022	1180	AMAZON.COM	10.0.1500.400.00.0000.00	CHEERLEADING POM POMS	\$149.94
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.410.23.0000.03	BLANK PAPER	\$99.95
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.410.23.0000.03	STATIONERY PAPER	\$9.97
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.410.23.0000.03	GRAPES	\$21.99
NCB	02/10/2022	1180	AMAZON.COM	10.0.2210.400.00.0000.02	KRAFT NOTEBOOKS	\$32.99
NCB	02/10/2022	1180	AMAZON.COM	10.0.2410.315.00.0000.02	PURIFIED WATER	\$22.45
NCB	02/10/2022	1180	AMAZON.COM	10.0.2410.315.00.0000.02	GIFT CARD AMOUNT	(\$10.00)
NCB	02/10/2022	1180	AMAZON.COM	10.0.2630.300.00.0000.00	POPCORN/VALENTINE CRAFT KIT/VALENTINE	\$1,006.08
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.411.00.0000.02	KLEENEX	\$83.94
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.411.00.0000.02	KLEENEX	\$28.32
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.410.26.0000.03	TABLE TENNIS BALLS	\$12.99
NCB	02/10/2022	1180	AMAZON.COM	10.0.2520.400.00.0000.00	BIGELOW HERBAL ASSORTMENT TEA	\$17.18
NCB	02/10/2022	1180	AMAZON.COM	10.0.2520.400.00.0000.00	SELF INKING DATE AND MESSAGE STAMP	\$10.55

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2021-2022

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	02/10/2022	1180	AMAZON.COM	10.0.2110.400.00.0000.03	POP BUBBLE FIDGET SENSORY SILICONE	\$61.49
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.741.05.0000.00	BATTERY REPLACEMENT	\$545.36
NCB	02/10/2022	1180	AMAZON.COM	10.0.2110.400.00.0000.03	POP FIDGET SPINNER/POP IT FIDGE TOY BUBBLE SENSORY	\$13.98
NCB	02/10/2022	1180	AMAZON.COM	10.0.2520.400.00.0000.00	DATE STAMP A/P RECEIVED	\$24.95
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.412.05.0000.00	IPAD CASES	\$134.90
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.410.05.0000.00	TONER	\$172.15
NCB	02/10/2022	1180	AMAZON.COM	10.0.1100.412.05.0000.00	CABLE RACK MOUNT ORGANIZER	\$116.80
NCB	02/10/2022	1180	AMAZON.COM	10.0.2520.400.00.0000.00	GORILLA SUPER GLUE GEL/KLEENEX/SCISSORS	\$52.40
NCB	02/10/2022	1180	AMAZON.COM	10.0.1200.400.00.0000.03	NEW KID/CRAFT/JERRY	\$43.20
Check Total:						\$4,303.19
7400026149	02/17/2022	1194	AMERICAN CLASSICAL LEAGUE	10.0.1650.400.00.0000.00	National Mythology Exam - 32 students (Leanne Ellis,	\$175.00
Check Total:						\$175.00
NCB	02/18/2022	1199	AMERIPRISE FINANCIAL SERVICES INC.	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,325.97
NCB	02/04/2022	1186	AMERIPRISE FINANCIAL SERVICES INC.	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,325.97
Check Total:						\$2,651.94
7400026043	02/03/2022	1181	AMY SENIOR	10.0.2310.300.00.0000.00	TECH SERVICE-BOE/2/3/22	\$75.00
Check Total:						\$75.00
7400026044	02/03/2022	1181	ANDREW ZIMNY	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS GOLF JV/1/25/22	\$45.00
Check Total:						\$45.00
NCB	02/10/2022	1180	APPLE INC	10.0.1100.316.05.0000.00	PANDORA PLUS	\$5.30
Check Total:						\$5.30
7400026045	02/03/2022	1181	APPLE INC	10.0.1100.310.05.0000.00	MacBook Repair 101604369354	\$299.00
Check Total:						\$299.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2021-2022

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026150	02/17/2022	1194	APPLE INC	10.0.1100.310.05.0000.00	AC+ D523083808	\$49.00
7400026150	02/17/2022	1194	APPLE INC	10.0.1100.310.05.0000.00	Apple Support regarding case 101597430193	\$299.00
Check Total:						\$348.00
NCB	02/10/2022	1180	ASSOCIATION FOR FACILITIES ENGINEERING	20.0.2540.312.00.0000.00	MEMBERSHIP RENEWAL / 2 YEARS	\$452.00
Check Total:						\$452.00
7400026046	02/03/2022	1181	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$1,764.82
7400026046	02/03/2022	1181	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$96.37
7400026046	02/03/2022	1181	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$660.10
Check Total:						\$2,521.29
7400026151	02/17/2022	1194	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$92.84
Check Total:						\$92.84
7400026152	02/17/2022	1194	AT&T LONG DISTANCE-4	20.0.2540.340.00.0000.00	TELEPHONE	\$58.28
Check Total:						\$58.28
7400026153	02/17/2022	1194	AT&T-2	20.0.2540.340.00.0000.00	TELEPHONE	\$48.13
Check Total:						\$48.13
7400026154	02/17/2022	1194	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$1,674.65
Check Total:						\$1,674.65
NCB	02/04/2022	1186	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,385.00
NCB	02/18/2022	1199	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,385.00
NCB	02/04/2022	1186	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,050.00
NCB	02/04/2022	1186	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$10,552.88
NCB	02/04/2022	1186	AXA EQUITABLE PAYMENT CENTER	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$600.00
NCB	02/18/2022	1199	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,050.00
NCB	02/18/2022	1199	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$10,677.88
NCB	02/18/2022	1199	AXA EQUITABLE PAYMENT CENTER	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$600.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

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Voucher Range: -

Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
Check Total:						\$27,300.76
7400026047	02/03/2022	1181	BARNES & NOBLE BOOKSELLERS #2622	10.0.1650.400.00.0000.00	No Fear Shakespeare Midsummer Nights Dream	\$104.25
Check Total:						\$104.25
7400026155	02/17/2022	1194	BLICK ART MATERIALS-1	10.0.1100.400.19.0000.03	Blick Self-Healing Cutting Mat - Gray/Black, 24 x 36	\$440.86
Check Total:						\$440.86
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$11.69
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$62.55
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$11.69
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$75.06
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$25.02
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$23.37
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$75.06
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$75.06
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$25.02
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$50.44
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$11.89
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$75.66
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$12.61
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$23.77
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$75.66
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$88.27
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$11.89
7400026048	02/03/2022	1181	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$37.83
Check Total:						\$772.54
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$11.89
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$75.66
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$75.66
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$11.89
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$12.61

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

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Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2021-2022

☐ Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$11.89
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$88.27
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$88.27
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$50.44
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$11.89
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$63.05
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$11.89
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE MILK	\$75.66
7400026156	02/17/2022	1194	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT MILK	\$11.89
Check Total:						\$600.96
NCB	02/10/2022	1180	BOXLIGHT INC.	10.0.1100.741.05.0000.00	SHIPPING CHARGES	\$13.68
NCB	02/10/2022	1180	BP	20.0.2540.464.00.0000.00	GAS FOR DIST TRUCK	\$109.72
Check Total:						\$123.40
7400026157	02/17/2022	1194	BUCK BROS INC.	20.0.2540.404.00.0000.01	FILTER ELE/OIL	\$959.07
Filter/Chain Sprocket						
Check Total:						\$959.07
7400026049	02/03/2022	1181	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.4998.00	TOWEL, CENTERPULL WHITE 8" 600' U R 6/CS	\$456.42
7400026049	02/03/2022	1181	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.4998.00	TISSUE, MICRO CORE 2-PLY 3.8"X4" 36/CS	\$442.22
7400026049	02/03/2022	1181	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.4998.00	TOWEL, HRT TAD WHITE 7.25" 750' 6/CS	\$453.88
7400026049	02/03/2022	1181	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.4998.00	TISSUE, 2PLY WHITE 500 SHEETS U R 96/CS	\$425.98
7400026049	02/03/2022	1181	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.4998.00	Dy-Phase Bowl Cleaner	\$411.84
7400026049	02/03/2022	1181	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.01	LINER LL 24X32 0.7ML BLK 500/C 20/25	\$319.52
7400026049	02/03/2022	1181	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.01	LINER LL 33X40 0.85ML BLK 150/C 6/25	\$194.27

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Fiscal Year: 2021-2022

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026049	02/03/2022	1181	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.01	LINER LL 40X46 1.5ML BLU 100/C 4/25	\$316.66
7400026049	02/03/2022	1181	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.01	LINER LL 38X58 2.7ML BLK 50/C 5/10	\$306.75
Check Total:						\$3,327.54
7400026158	02/17/2022	1194	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.04	Liner 33x40 0.85ML Black	\$19.00
7400026158	02/17/2022	1194	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.04	Liners 24x32 0.7mil Black	\$62.50
7400026158	02/17/2022	1194	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.04	Liners 38x58 1.9mil Black	\$135.30
7400026158	02/17/2022	1194	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.04	Liners 40x46 1.5 mil Blue	\$309.70
7400026158	02/17/2022	1194	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.04	Tad Wht Roll Towels(WI09001001)	\$1,342.50
7400026158	02/17/2022	1194	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.04	Micro Core Wht Toilet Tissue	\$722.60
7400026158	02/17/2022	1194	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.04	Liners 24x32 0.7mil Black	\$406.25
7400026158	02/17/2022	1194	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.04	Liners 38x58 1.9mil Black	\$541.20
Check Total:						\$3,539.05
NCB	02/10/2022	1180	BUREAU OF EDUCATION & RESEARCH, INC.	10.0.2210.312.00.0000.03	CONFERENCE/AC	\$279.00
Check Total:						\$279.00
7400026050	02/03/2022	1181	BUSINESSSOLVER.COM	10.0.2520.300.00.0000.00	ANCILLARY PLAN SERVICES PEPM/NON EBC SPONSORED	\$20.25
Check Total:						\$20.25
7400026051	02/03/2022	1181	CASSANDRA STRINGS, INC.	10.0.1100.323.31.0000.00	FLAT RATE BOW REPAIR	\$29.71
Check Total:						\$29.71
7400026159	02/17/2022	1194	CATHERINE L. WILSON	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS OLD ORCHARD	\$45.00
Check Total:						\$45.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026160	02/17/2022	1194	CHICAGO TRIBUNE COMPANY	10.0.2520.300.00.0000.00	CLASSIFIED LISTINGS/ONLINE/IL GOVT	\$86.88
Check Total:						\$86.88
7400026161	02/17/2022	1194	CLASS ACT CO.	10.0.1100.411.18.0000.03	Red/white loop top ribbon with white tassel and gold	\$435.50
Check Total:						\$435.50
NCB	02/10/2022	1180	CLASSKICK PRO	10.0.1100.410.20.0000.03	NIAGARA	\$10.99
Check Total:						\$10.99
7400026162	02/17/2022	1194	CMFP DEPT LW-6AC	20.0.2540.320.00.0000.03	QUARTERLY BILLING FB/A RADIO MONITOR/MAIN/JAN	\$240.00
7400026162	02/17/2022	1194	CMFP DEPT LW-6AC	20.0.2540.320.00.0000.04	QUAATERLY BILLING FB/A RADIO MONITOR/MAIN/JAN	\$240.00
7400026162	02/17/2022	1194	CMFP DEPT LW-6AC	20.0.2540.320.00.0000.02	QUARTERLY BILLING FB/A RADIO MONITOR/MAIN/JAN	\$240.00
7400026162	02/17/2022	1194	CMFP DEPT LW-6AC	20.0.2540.320.00.0000.01	QUARTERLY BILLING FB/A RADIO MONITOR MAIN/JAN	\$240.00
Check Total:						\$960.00
NCB	02/18/2022	1197	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$22,527.02
NCB	02/18/2022	1197	COLE TAYLOR BAN_SIT	20.3.0499.300.00.0000.00	STATE TAX	\$859.62
NCB	02/04/2022	1184	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$22,473.09
NCB	02/04/2022	1184	COLE TAYLOR BAN_SIT	20.3.0499.300.00.0000.00	STATE TAX	\$890.22
NCB	02/04/2022	1192	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$6,979.40
NCB	02/04/2022	1193	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$48,083.36
NCB	02/04/2022	1192	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$900.53
NCB	02/04/2022	1193	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$1,093.88
NCB	02/04/2022	1183	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	\$8,078.42
NCB	02/04/2022	1183	COLE TAYLOR BANK_FIT	20.3.0499.700.10.0000.00	NON-CAPITAL EQUIPMENT	\$2,466.40
NCB	02/18/2022	1196	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$51,981.27
NCB	02/18/2022	1196	COLE TAYLOR BANK_FIT	20.3.0499.200.00.0000.00	FEDERAL TAX	\$2,041.21
NCB	02/18/2022	1196	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$15,675.74

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	02/18/2022	1196	COLE TAYLOR BANK_FIT	20.3.0499.800.20.0000.00	TERMINATION/VACATION PAYMENTS	\$558.04
NCB	02/04/2022	1183	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$51,875.27
NCB	02/04/2022	1183	COLE TAYLOR BANK_FIT	20.3.0499.200.00.0000.00	FEDERAL TAX	\$2,188.85
NCB	02/04/2022	1183	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$15,651.76
NCB	02/04/2022	1183	COLE TAYLOR BANK_FIT	20.3.0499.800.20.0000.00	TERMINATION/VACATION PAYMENTS	\$576.84
NCB	02/18/2022	1196	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	\$8,348.68
NCB	02/18/2022	1196	COLE TAYLOR BANK_FIT	20.3.0499.700.10.0000.00	NON-CAPITAL EQUIPMENT	\$2,386.14
Check Total:						\$265,635.74
7400026163	02/17/2022	1194	COMED	20.0.2540.466.00.0000.00	ELECTRICITY	\$6,284.82
Check Total:						\$6,284.82
7400026052	02/03/2022	1181	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	ICE CONTROL/1/15 AM	\$492.00
Check Total:						\$492.00
7400026164	02/17/2022	1194	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	ICE CONTROL/1/23/22AM/1/2	\$2,460.00
7400026164	02/17/2022	1194	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	ICE CONTROL/1/28/22PM/1/29	\$984.00
7400026164	02/17/2022	1194	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	ICE CONTROL/2/2 EARLY AM/LATE PM/2/3 AM/2/4	\$2,460.00
Check Total:						\$5,904.00
7400026165	02/17/2022	1194	CONTROL ENGINEERING CORP.	20.0.2540.320.00.0000.02	WORK WITH FIRE COMPANY	\$324.00
Check Total:						\$324.00
7400026166	02/17/2022	1194	CREATIVE DESIGNS AND PACKAGING, INC.	10.0.2560.400.00.0000.00	SHALLOW MEDIUM HINGED/CONTAINER	\$204.79
7400026166	02/17/2022	1194	CREATIVE DESIGNS AND PACKAGING, INC.	10.0.2560.400.00.0000.00	SHALLOW MEDIUM HINGED	\$465.25
Check Total:						\$670.04
7400026053	02/03/2022	1181	CREATIVE DESINGS & PACKAGING INC	10.0.2560.400.00.0000.00	CONTAINER/PORTION CUP	\$184.50
Check Total:						\$184.50
7400026167	02/17/2022	1194	DE LAGE LANDEN FINANCIAL SERVICES, INC.	10.0.1100.325.00.0000.00	EQUIPMENT RENTAL	\$2,506.60

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2021-2022

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
Check Total:						\$2,506.60
7400026040	02/02/2022	1190	DISTRICT 74	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$136.00
7400026040	02/02/2022	1190	DISTRICT 74	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$4.25
Check Total:						\$140.25
NCB	02/10/2022	1180	EDGEBROOK PLUMBING SERVICES, INC.	20.0.2540.320.00.0000.01	PLUMBING REPAIRS	\$770.00
NCB	02/10/2022	1180	EDGEBROOK PLUMBING SERVICES, INC.	20.0.2540.320.00.0000.02	PLUMBING REPAIRS/BALANCE DUE	\$800.00
Check Total:						\$1,570.00
7400026168	02/17/2022	1194	EDGEBROOK PLUMBING SERVICES, INC.	20.0.2540.400.00.0000.01	2 BOTTLE FILLERS/DRINKING	\$1,900.00
7400026168	02/17/2022	1194	EDGEBROOK PLUMBING SERVICES, INC.	20.0.2540.400.00.0000.02	2 BOTTLE FILLERS/DRINDING	\$1,900.00
Check Total:						\$3,800.00
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$74.14
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.602.00.0000.00	EMPLOYEE BENEFIT- LIFE	\$16.50
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$483.05
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$15.78
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$29,957.28
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,837.84
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,188.12
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$62.48
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.602.00.0000.00	EMPLOYEE BENEFIT- LIFE	\$142.95
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,042.74
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$5,264.63

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$178.43
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$459.49
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$15.78
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$74.14
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$1,012.12
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$588.68
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$5,223.26
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$178.43
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$64.89
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$5,600.71
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT-	\$64.89
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.602.00.0000.00	EMPLOYEE BENEFIT- LIFE	\$142.95
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$588.68
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$637.92
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,188.12
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$29,957.28
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,837.84
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$75,310.56
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,720.39

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,042.74
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$75,310.56
7400026041	02/02/2022	1190	EDUCATIONAL BENEFIT COOPERATIVE	20.3.0499.600.00.0000.00	EMPLOYEE BENEFIT-	\$1,720.39
Check Total:						\$243,003.76
NCB	02/10/2022	1180	EXTRA SPACE STORAGE	20.0.2540.325.00.4998.00	CLASSROOM STORAGE	\$356.00
NCB	02/10/2022	1180	EXTRA SPACE STORAGE	20.0.2540.325.00.4998.00	CLASSROOM STORAGE	\$293.00
NCB	02/10/2022	1180	EXTRA SPACE STORAGE	20.0.2540.325.00.4998.00	CLASSROOM STORAGE	\$371.00
NCB	02/10/2022	1180	EXTRA SPACE STORAGE	20.0.2540.325.00.4998.00	CLASSROOM STORAGE	\$623.00
NCB	02/10/2022	1180	EXXON MOBIL	20.0.2540.464.00.0000.00	DIESEL FOR TRACTORS	\$69.69
Check Total:						\$1,712.69
7400026054	02/03/2022	1181	FEDEX	10.0.1100.310.05.0000.00	FEDEX GROUND SERVICES/BOXLIGHT	\$12.69
Check Total:						\$12.69
7400026169	02/17/2022	1194	FIRST STUDENT, INC.	40.0.2550.331.00.0000.00	TRANSPORTATION/HOME TO SCHOOL/JANUARY 2022	\$101,323.75
7400026169	02/17/2022	1194	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO PARKVIEW/1/27/22	\$116.10
7400026169	02/17/2022	1194	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO GOLF MIDDLE	\$144.09
7400026169	02/17/2022	1194	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO OLD ORCHARD/1/26/22	\$133.97
7400026169	02/17/2022	1194	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO OLD ORCHARD JR.	\$147.65
7400026169	02/17/2022	1194	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO OLD ORCHARD JR.	\$129.79
Check Total:						\$101,995.35
7400026170	02/17/2022	1194	FLOCABULARY, LLC	10.0.1100.316.05.0000.00	Flowcabulary Site License Service Start: 10/18/2021	\$2,600.00
Check Total:						\$2,600.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	All are welcome (#1094SM2)	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The Baby-sitters club. 10,Kristy and the snobs	\$56.49
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The Baby-sitters club. 8,Logan likes Mary Anne!	\$22.19
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Black is a rainbow color (#1379FX2)	\$16.06
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Dark waters (#1640VQ1)	\$15.15
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The deep end (#1624MH7)	\$13.39
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Dog Man. Mothering heights (#1896ZC0)	\$23.26
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Good-Bye Stacey, Good-Bye A Graphic Novel	\$66.57
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Hide and seeker (#1630PG0)	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Book Cataloging and Processing	\$9.66
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Amira's picture day (#1829FN6)	\$16.06
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Anne's School Days (#1968TP4)	\$11.63
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The Bad Guys in the one?! (#1887MB9)	\$6.35
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Bright star (#1665GS1)	\$16.91
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Cat dog (#1919FS6)	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Cat problems (#1983DP7)	\$16.03

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Change sings : a children's anthem (#1655EQ5)	\$16.91
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Flubby is not a good pet! (part of set #A364491)	\$8.99
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Flubby will not go to sleep (part of set #A364491)	\$8.99
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Flubby will not play with that (part of set #A364491)	\$8.99
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Flubby will not take a bath (part of set #A364491)	\$8.99
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Honeybee : the busy life of Apis mellifera (#1179AZ3)	\$16.91
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	A house (#1784RS0)	\$16.91
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	I'm sorry (#1926LS6)	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Juana & Lucas (#1453ZS2)	\$7.23
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Keeping the city going (#1622PN5)	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Lola sleeps over (#1629DS3)	\$14.27
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Loving Kindness (#1715JR2)	\$16.91
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Maybe... (#1625ER7)	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	North and South : a tale of two hemispheres	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Our table (#1944MQ5)	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Playing at the border : a story of Yo-Yo Ma	\$16.03

Lincolnwood School District 74

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Red (#1665LS8)	\$16.91
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The Smart Cookie (#1785FSX)	\$16.91
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Something's wrong! : a bear, a hare, and some underwear	\$16.91
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Stick and Stone. Best friends forever! (#1730FR2)	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Vamos! Let's cross the bridge (#1729NR2)	\$13.39
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Welcome Chair (#1920HS9)	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	What can you do with a rock? (#1117CZ2)	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	When Grandma gives you a lemon tree (#1184QU2)	\$15.12
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Words to Make a Friend (#1636GS1)	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Book Cataloging and Processing	\$26.37
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Building a Home (#1624QR8)	\$15.15
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	An Elephant & Piggie biggie! Volume 4 (#1863RQ1)	\$15.15
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Guess what!? (#1864PQ3)	\$11.63
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Hassan and Aneesa celebrate Eid (#1304PL7)	\$11.82
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	A Hundred Thousand Welcomes (#1785BS0)	\$16.91
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Hurricane (#1636HR0)	\$16.03

Lincolnwood School District 74

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7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	I am courage : a book of resilience (#1916SR3)	\$13.39
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	I want to sleep under the stars! (#1653CJ0)	\$11.63
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Juana & Lucas Big Problemas (#1626JRX)	\$7.23
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Moose's Book Bus (#1626PR3)	\$16.03
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Opposites abstract (#1865UQ6)	\$13.39
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Over and under the canyon (#1940GR4)	\$16.91
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Poppy and Mozart (#1007DM3)	\$14.19
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Rainbow Stew (#1080FU2)	\$16.46
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Rubylicious (#1604TS7)	\$16.91
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	This is your world : the story of Bob Ross	\$16.06
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Book Cataloging and Processing	\$21.27
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Thanks for nothing! (#1864DQ6)	\$8.99
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Aaron Slater, Illustrator (#1917QR5)	\$16.91
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The Bad Guys #14 (#1941WQ9)	\$6.35
7400026055	02/03/2022	1181	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The Bad Guys in cut to the chase (#1726MPX)	\$6.35
Check Total:						\$1,017.61

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2021-2022

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026056	02/03/2022	1181	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CARROTS/VINEGAR/BROCC	\$194.58
7400026056	02/03/2022	1181	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	CUTLERY KIT	\$37.00
7400026056	02/03/2022	1181	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CUCUMBERS/PEPPERS/TOMA TOES	\$374.36
7400026056	02/03/2022	1181	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	ROMAINE,YELLOW SQUASH	\$15.88
7400026056	02/03/2022	1181	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	GREEN PEPPERS/PEAS/TOMATOES	\$246.88
7400026056	02/03/2022	1181	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	CUTLERY KIT	\$37.00
7400026056	02/03/2022	1181	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CARROTS/CELERY/CUCUMB	\$269.16
7400026056	02/03/2022	1181	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	WHIPPED BUTTER CUPS	\$37.38
7400026056	02/03/2022	1181	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CARROTS/GREEN PEPPERS/SQUASH	\$472.31
7400026056	02/03/2022	1181	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	PLASTIC CUTLERY KIT	\$55.50
7400026056	02/03/2022	1181	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	YELLOW SQUASH	(\$7.17)
7400026056	02/03/2022	1181	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	ROMAINE	(\$5.95)
Check Total:						\$1,726.93
7400026171	02/17/2022	1194	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI/CARROTS/CELER Y STICKS	\$327.36
7400026171	02/17/2022	1194	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	PLASTIC CUTLERY KIT/PADS	\$48.48
7400026171	02/17/2022	1194	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CUCUMBERS/GREEN PEPPERS/OIL	\$292.06
7400026171	02/17/2022	1194	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CUCUMBERS/GREEN PEPPERS/SQUASH	\$397.43
7400026171	02/17/2022	1194	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	CUTLERY KIT/PLASTIC	\$37.00
7400026171	02/17/2022	1194	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CELERY STICKS/CUCUMBERS/GREEN	\$243.79
7400026171	02/17/2022	1194	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	PLASTIC CUTLERY KIT	\$55.50
Check Total:						\$1,401.62
NCB	02/10/2022	1180	GORDON FOOD SERVICE	10.0.1100.423.36.0000.03	BROCCOLI/LINGUINE/BEANS	\$81.56
Check Total:						\$81.56
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	WATER PURE LIFE	(\$5.23)

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BANANA PETITE STAGE	(\$25.98)
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	TURKEY BRST/AMER CHEESE/EGG/RNCH SAUCE	\$776.03
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	HUMMUS/TRUKEY	\$894.80
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	PLAST TRAY/CONTNR/KNIFE	\$125.48
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	TURKEY BRST/CREAM CHEESE/BEGEL	\$871.60
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	PLAS CONT	\$47.94
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.1100.450.17.0000.03	CHEESE STIX	\$37.00
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	KNIFE/DOME TRAY/CUTLERY KIT	\$266.21
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.1100.450.17.0000.03	CHEESE STIX/JUICE	\$111.88
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	KNIFE/HAIRNETS/CONTAINER	\$223.80
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	HUMMUS/TURKEY	\$866.76
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	GLOVE	\$28.66
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CHEESE STIX/CREAM CHEESE/CROISSANT	\$52.49
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	ROLLS/BRAT & SAUSAGE ROLLS	\$9.78
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BRAT & SAUSAGE/ROLL PUB	\$13.77
7400026057	02/03/2022	1181	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	ROMAINE LETTUCE HRTS	\$15.98
Check Total:						\$4,310.97
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	PLAS KNIFE	\$26.67
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	DELI PATTY PAPER/KNIFE/PLAS CONT	\$268.94
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	HUMMUS/TURKEY	\$832.78
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	SCRUB PAD/PIZZA SLICE/PLAS CONT	\$112.32
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	HUMMUS/TURKEY BRST/CHEESE STIX	\$1,890.30

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	BOX PIZZA/CUTLERY KIT SPORK	\$171.93
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	HUMMUS/TURKEY	\$1,146.56
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	TURKEY BRST/AMER CHEESE/BUTTER CUP	\$1,246.54
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	PLAS CONT NACHO/HNGD CONTNR	\$112.32
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	HUMMUS/TURKEY	\$814.24
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	DELI PATTY PAPER/KNIFE	\$150.94
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BAGEL/LETTUCE/CUCUMBER	\$44.89
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BAGEL	\$23.83
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	DUPLICATE PAYMENT	(\$16.47)
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	SCRUB PAD/LID	\$16.74
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CROISSANT/BAGEL	\$37.41
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BAGEL/BRAT & SAUSAGE ROLLS	\$27.72
7400026172	02/17/2022	1194	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CROISSANT/BAGEL	\$101.69
Check Total:						\$7,009.35
7400026058	02/03/2022	1181	GRAINGER	20.0.2540.400.00.0000.04	Cast Bronze, Sink Drain, 2 in Pipe Dia. - Drains, MNPT	\$214.74
Check Total:						\$214.74
7400026173	02/17/2022	1194	GSF USA, INC.	20.0.2540.322.00.0000.00	JANITORIAL SERVICES/FEBRUARY 1 TO	\$36,303.37
Check Total:						\$36,303.37
7400026174	02/17/2022	1194	HEARTLAND BUSINESS SYSTEMS	10.0.1100.310.05.0000.00	Palo Alto Networks Premium Support Program	\$611.67
7400026174	02/17/2022	1194	HEARTLAND BUSINESS SYSTEMS	10.0.1100.310.05.0000.00	Palo Alto Threat Prevention - Subscription License	\$478.60
7400026174	02/17/2022	1194	HEARTLAND BUSINESS SYSTEMS	10.0.1100.310.05.0000.00	SUBSCRIPTION ADVANCED URL FILTERING,	\$835.47
Check Total:						\$1,925.74

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026175	02/17/2022	1194	IGS ENERGY	20.0.2540.466.00.0000.00	ELECTRICITY	\$10,165.44
Check Total:						\$10,165.44
7400026176	02/17/2022	1194	ILLINOIS ASBO	20.0.2540.312.00.0000.00	REGISTRATION/JC	\$205.00
Check Total:						\$205.00
7400026177	02/17/2022	1194	ILLINOIS JUNIOR ACADEMY OF SCIENCE	10.0.1100.400.19.0000.03	MEMBERSHIP	\$75.00
Check Total:						\$75.00
NCB	02/10/2022	1180	ILLINOIS MUSIC EDUCATION ASSOCIATION	10.0.2210.312.00.0000.02	CANCELED	(\$100.00)
Check Total:						(\$100.00)
7400026178	02/17/2022	1194	INFINITE CONNECTIONS, INC.	10.0.1100.310.05.0000.00	Period of February 1, 2022 - January 31, 2023 (Annual)	\$4,400.00
Check Total:						\$4,400.00
NCB	02/10/2022	1180	JEWEL-OSCO	10.0.1100.423.36.0000.03	SHAMROCK/CARROTS/GRN ONIONS	\$23.40
NCB	02/10/2022	1180	JO-ANN	10.0.1100.450.47.0000.03	COTTON CANDY/MANGO	\$59.34
Check Total:						\$82.74
7400026179	02/17/2022	1194	JORDAN STEPHEN	10.0.2210.312.00.0000.00	MILEAGE REIMBURSEMENT	\$11.70
7400026179	02/17/2022	1194	JORDAN STEPHEN	10.0.2210.312.00.0000.00	MEALS	\$15.00
Check Total:						\$26.70
7400026059	02/03/2022	1181	JOSEPH E SAVINO	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS OLD ORCHARD/12/3/21	\$45.00
Check Total:						\$45.00
NCB	02/10/2022	1180	JOTFORM INC	10.0.1100.470.05.0000.00	SILVER YEARLY/JAN 3, 2022-JAN 3, 2023	\$234.00
Check Total:						\$234.00
7400026180	02/17/2022	1194	LEARNING A-Z	10.0.1100.316.05.0000.00	45 calssrooms start 1/11/22 thru 8/7/22	\$2,565.00
Check Total:						\$2,565.00
NCB	02/10/2022	1180	LESSON PIX, INC.	10.0.1100.470.05.0000.00	SOFTWARE LICENSE/LSD74 GROUP OF 8 THRU 6/2023	\$430.25
NCB	02/04/2022	1186	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$3,713.33

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

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Dollar Limit: \$0.00

Fiscal Year: 2021-2022

☐ Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	02/04/2022	1186	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$150.00
NCB	02/04/2022	1186	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,204.17
NCB	02/18/2022	1199	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$3,713.33
NCB	02/18/2022	1199	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$150.00
NCB	02/18/2022	1199	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,204.17
Check Total:						\$10,565.25
7400026181	02/17/2022	1194	Employee Vendor	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS FAIRVIEW/2/16/22	\$45.00
Check Total:						\$45.00
NCB	02/10/2022	1180	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	PLUMBING PARTS	\$37.05
NCB	02/10/2022	1180	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.03	TORCH KIT	\$69.98
NCB	02/10/2022	1180	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	TH PAINT SUPPLIES	\$245.88
NCB	02/10/2022	1180	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	LIN PE SHELF	\$79.82
Check Total:						\$432.73
7400026182	02/17/2022	1194	MARK LOACH	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS PARKVIEW/1/28/22	\$90.00
Check Total:						\$90.00
NCB	02/04/2022	1187	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$2,291.64
NCB	02/18/2022	1200	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,680.00
NCB	02/18/2022	1200	MB FINANCIAL BANK_SD74 FLEX	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$25.00
NCB	02/18/2022	1200	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$2,291.64
NCB	02/04/2022	1187	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,680.00
NCB	02/04/2022	1187	MB FINANCIAL BANK_SD74 FLEX	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$25.00
Check Total:						\$7,993.28
7400026060	02/03/2022	1181	MCGRAW- HILL SCHOOL EDUCATION LLC	10.0.1250.400.00.4300.00	Reading Mastery Reading/Literature Strand	\$169.36
Check Total:						\$169.36
7400026183	02/17/2022	1194	MURPHY & MILLER, INC.	20.0.2540.320.00.0000.03	MAINTENANCE	\$3,778.98
Check Total:						\$3,778.98

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026184	02/17/2022	1194	MUTUAL OF OMAHA	10.3.0499.603.00.0000.00	LTD	\$3,290.86
Check Total:						\$3,290.86
7400026185	02/17/2022	1194	NATIONAL ASSOCIATION OF SCHOOL NURSES	10.0.2130.400.00.0000.03	Renewal NASN Account/ Need application	\$146.00
Check Total:						\$146.00
NCB	02/10/2022	1180	NATIONAL GEOGRAPHIC KIDS	10.0.1800.400.00.4909.00	SUBSCRIPTION	\$30.00
NCB	02/10/2022	1180	NATIONAL SPANISH EXAMINATIONS	10.0.1100.439.00.0000.03	REGISTRATION	\$30.00
Check Total:						\$60.00
7400026186	02/17/2022	1194	NITIN RAO	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS PARKVIEW/1/28/22	\$90.00
Check Total:						\$90.00
7400026061	02/03/2022	1181	NORTH SHORE CENTER	40.0.2550.331.35.0000.00	MONTHLY ROUTE COST-DECEMBER 2021	\$29,100.24
Check Total:						\$29,100.24
7400026187	02/17/2022	1194	NORTH SHORE TRANSIT	40.0.2550.331.35.0000.00	MONTHLY ROUTE COST/JANUARY 2022	\$44,024.45
Check Total:						\$44,024.45
7400026038	02/04/2022	1182	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,144.21
7400026038	02/04/2022	1182	NORTH SUBURBAN TEACHERS' UNION	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$250.60
7400026038	02/04/2022	1182	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$6,277.68
Check Total:						\$7,672.49
7400026075	02/18/2022	1195	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$6,277.68
7400026075	02/18/2022	1195	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,144.21
7400026075	02/18/2022	1195	NORTH SUBURBAN TEACHERS' UNION	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$250.60
Check Total:						\$7,672.49
7400026188	02/17/2022	1194	OCONOMOWOC DEVELOPMENTAL TRAINING	10.0.4120.670.35.0000.00	TUTION-REGULAR	\$5,811.40
7400026188	02/17/2022	1194	OCONOMOWOC DEVELOPMENTAL TRAINING	10.0.4120.670.35.0000.00	RESIDENTIAL	\$13,064.02

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
Check Total:						\$18,875.42
7400026189	02/17/2022	1194	ORIENTAL TRADING CO. INC.	10.0.1100.410.25.0000.01	Paris stickers	\$22.90
7400026189	02/17/2022	1194	ORIENTAL TRADING CO. INC.	10.0.1100.410.25.0000.01	Tropical bird gliders	\$54.93
7400026189	02/17/2022	1194	ORIENTAL TRADING CO. INC.	10.0.1100.410.25.0000.01	Pig erasers	\$40.27
7400026189	02/17/2022	1194	ORIENTAL TRADING CO. INC.	10.0.1100.410.25.0000.01	wind-up trains	\$58.36
7400026189	02/17/2022	1194	ORIENTAL TRADING CO. INC.	10.0.1100.410.25.0000.01	gliders	\$14.59
Check Total:						\$191.05
NCB	02/18/2022	1199	PlanMember	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
Check Total:						\$50.00
7400026062	02/03/2022	1181	POWERSCHOOL GROUP LLC	10.0.1100.470.05.0000.00	Enrollment Registration - 2/1/22 - 6/30/23	\$15,242.98
Check Total:						\$15,242.98
7400026190	02/17/2022	1194	POWERSCHOOL GROUP LLC	10.0.1100.470.05.0000.00	SIS Maint & Support - 3/9/2022-6/30/2023	\$9,948.32
Check Total:						\$9,948.32
7400026191	02/17/2022	1194	PURCHASE POWER	10.0.2570.340.00.0000.00	POSTAGE	\$244.61
Check Total:						\$244.61
7400026063	02/03/2022	1181	QUENCH USA INC.	10.0.2410.300.00.0000.02	QUENCH 750-U	\$87.26
Check Total:						\$87.26
NCB	02/10/2022	1180	QUIA WEB	10.0.1100.439.00.0000.03	SUBSCRIPTION	\$99.00
Check Total:						\$99.00
7400026192	02/17/2022	1194	RAPTOR TECHNOLOGIES INC.	10.0.1100.470.05.0000.00	Raptor Visitor Mgmt Access Fee Renewal	\$2,975.00
Check Total:						\$2,975.00
7400026193	02/17/2022	1194	ROBERT E. COWHEY, JR	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS OLD ORCHARD/1/19/22	\$45.00
Check Total:						\$45.00
7400026194	02/17/2022	1194	ROBERT ROTHSTEIN	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS LINCOLN JR	\$45.00
7400026194	02/17/2022	1194	ROBERT ROTHSTEIN	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS FAIRVIEW/2/16/22	\$45.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2021-2022

☐ Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026194	02/17/2022	1194	ROBERT ROTHSTEIN	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS CULVER JV 6TH/2/3/22	\$90.00
Check Total:						\$180.00
NCB	02/10/2022	1180	ROSES AND BLOOMS	10.0.2310.340.00.0000.00	SYMPATHY FLOWERS/SG	\$88.00
NCB	02/10/2022	1180	RUSO POWER EQUIPMENT	20.0.2540.404.00.0000.02	TRACTOR PARTS	\$292.31
NCB	02/10/2022	1180	RUSO POWER EQUIPMENT	20.0.2540.404.00.0000.02	TRACTOR PARTS	\$7.32
NCB	02/10/2022	1180	SAM'S CLUB	10.0.2520.400.00.0000.00	SPOON/FORKS/PLATES	\$137.20
Check Total:						\$524.83
7400026195	02/17/2022	1194	SAVVAS	10.0.1100.420.00.0000.00	PN LITERATURE 2015 COMMON CORE DIGITAL	\$52.00
7400026195	02/17/2022	1194	SAVVAS	10.0.1100.420.00.0000.00	PN LITERATURE 2015 COMMON CORE DIGITAL	\$52.00
7400026195	02/17/2022	1194	SAVVAS	10.0.1100.420.00.0000.00	PN LITERATURE 2015 COMMON CORE DIGITAL	\$52.00
Check Total:						\$156.00
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.404.00.0000.01	Pink 12x18 Construction Paper	\$50.90
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.404.00.0000.01	Purple 12x18 Construction Paper	\$20.36
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.404.00.0000.01	Atomic Blue 12x18 Construction Paper	\$30.54
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Duck Brand Clean Release Blue Painters Tape, 17/18	\$68.16
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sharpie Permanent Markers, Ultra Fine Point, Black, Pack	\$64.44
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sharpie Fine Permanent Markers, Black, Pack of 36	\$30.08
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sharpie Permanent Markers, Chisel Tip, Black, Pack of 36	\$39.53
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Duck Brand Clean Release Painters Tape, 1 Inch x 60	\$85.76

Lincolnwood School District 74

Disbursement Detail Listing

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Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Pacon 6-Ply Railroad Board, 22 x 28 Inches, Black, 100	\$55.19
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sakura Gelly Roll Classic Gel Pens, 0.8 mm Medium Tip,	\$43.05
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	AMACO Velvet Underglaze Set 4, Assorted Colors, Set	\$73.62
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Duck Brand MAX Strength Duck Tape, 1.88 Inches x	\$102.45
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax True Flow Multi-Media Varnish, Matte Finish, 1	\$18.97
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax Exclusive Premium Pre-Cut Mat, 18 x 24	\$173.85
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Strathmore 400 Series Acrylic Paper Pad, 12 x 18	\$79.86
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.400.19.0000.03	Bayco Three Outlet Extension Cord, 30 ft, 10	\$127.36
7400026064	02/03/2022	1181	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	AMACO Low Fire Moist Earthenware Clay, 50	\$103.05
Check Total:						\$1,167.17
7400026196	02/17/2022	1194	SCHOOL SPECIALTY	10.0.1100.400.17.0000.03	Imperial Quality Playing Cards	\$26.48
7400026196	02/17/2022	1194	SCHOOL SPECIALTY	10.0.1100.400.17.0000.03	Pressman Chess, Checkers, and Backgammon	\$57.60
7400026196	02/17/2022	1194	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	AMACO Low Fire Moist Earthenware Clay, Sedona	\$171.75
7400026196	02/17/2022	1194	SCHOOL SPECIALTY	10.0.1100.400.17.0000.03	Mattel Uno Card Game	\$49.64
Check Total:						\$305.47
7400026197	02/17/2022	1194	SHIFFLER	20.0.2540.400.00.0000.02	ADA DOOR HARDWARE KIT	\$48.83
Check Total:						\$48.83
7400026039	02/04/2022	1182	STATE DISBURSEMENT UNIT	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,193.00
Check Total:						\$1,193.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

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Dollar Limit: \$0.00

Fiscal Year: 2021-2022

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026076	02/18/2022	1195	STATE DISBURSEMENT UNIT	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,193.00
Check Total:						\$1,193.00
7400026065	02/03/2022	1181	STATE INDUSTRIAL PRODUCTS	20.0.2540.416.00.0000.02	127771 Magic Mat Citrus Green Tea	\$622.73
7400026065	02/03/2022	1181	STATE INDUSTRIAL PRODUCTS	20.0.2540.416.00.0000.02	127771 Magic Mat Citrus Green Tea	\$0.00
Check Total:						\$622.73
7400026066	02/03/2022	1181	SUNBELT STAFFING	10.0.2130.300.00.0000.01	SCHOOL NURSE-REGULAR	\$1,600.00
7400026066	02/03/2022	1181	SUNBELT STAFFING	10.0.2130.300.00.0000.01	SCHOOL RN-REGULAR	\$1,504.00
Check Total:						\$3,104.00
7400026198	02/17/2022	1194	SUNBELT STAFFING	10.0.2130.300.00.0000.01	SCHOOL RN-REGULAR/1-29-2022	\$1,520.00
7400026198	02/17/2022	1194	SUNBELT STAFFING	10.0.2130.300.00.0000.01	SCHOOL RN-REGULAR/2/5/2022	\$1,856.00
7400026198	02/17/2022	1194	SUNBELT STAFFING	10.0.2130.300.00.0000.01	SCHOOL RN-RUGULAR/2/12/2022	\$1,456.00
Check Total:						\$4,832.00
7400026199	02/17/2022	1194	SUNG MIN BLADES	10.0.2410.312.00.0000.01	EXPENSE REIMBURSEMENT/CPR	\$40.00
Check Total:						\$40.00
7400026067	02/03/2022	1181	SWIFTREACH NETWORKS, LLC	10.0.1100.470.05.0000.00	Unlimited Msg - 2/1/2022-6/30/2023	\$2,517.98
Check Total:						\$2,517.98
7400026068	02/03/2022	1181	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	BAGEL/MAYONNAISE/SYRUP	\$633.44
7400026068	02/03/2022	1181	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	CHEESE/CHICKEN/BISCUIT	\$754.16
Check Total:						\$1,387.60
7400026200	02/17/2022	1194	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	BREAD	(\$91.70)
7400026200	02/17/2022	1194	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	TURKEY BRST/BAGEL/PASTA	\$466.84

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026200	02/17/2022	1194	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	BUTTER CUP/CHEESE/BAGEL	\$575.35
7400026200	02/17/2022	1194	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	CREAM CHEESE/CHICKEN BRST/CRACKERS	\$695.44
Check Total:						\$1,645.93
7400026069	02/03/2022	1181	TAMALA REED	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS LINCOLN JR	\$45.00
Check Total:						\$45.00
NCB	02/10/2022	1180	TARGET	10.0.1100.449.00.0000.02	GAME GALLERY SOLID WOOD MANCALA	\$9.99
NCB	02/10/2022	1180	TARGET	10.0.1100.449.00.0000.02	TELESTRATIONS BOARD	\$19.99
NCB	02/10/2022	1180	TARGET	10.0.1100.449.00.0000.02	RUBIK'S RACE BOARD GAME	\$16.99
Check Total:						\$46.97
7400026070	02/03/2022	1181	TBT ITERPRETING SERVICE, INC.	10.0.1200.300.00.0000.00	EXPLAIN DOCUMENTATIONS	\$330.00
Check Total:						\$330.00
NCB	02/04/2022	1188	TEACHERS RETIREMENT SYSTEM	10.0.2310.211.00.0000.00	ADJ TO EARNINGS	\$4,785.90
NCB	02/04/2022	1189	TEACHERS RETIREMENT SYSTEM	10.0.1100.801.00.0000.00	EMPLOYER PAY INS	\$16,199.05
Check Total:						\$20,984.95
7400026201	02/17/2022	1194	TENNANT SALES AND SERVICE COMPANY	20.0.2540.741.00.0000.01	WHEEL,SCRBR	\$404.60
7400026201	02/17/2022	1194	TENNANT SALES AND SERVICE COMPANY	20.0.2540.416.00.0000.02	CREDIT/WHEEL/SCRBR/198 MM/ W/TAPER	(\$196.00)
Check Total:						\$208.60
7400026071	02/03/2022	1181	THE COVE SCHOOL	10.0.4120.670.35.0000.00	OTHER TUITION	\$30,434.58
Check Total:						\$30,434.58
7400026202	02/17/2022	1194	THE VILLAGE OF LINCOLNWOOD	20.0.2540.320.00.0000.03	1 ELEVATOR INSPECTION/LH	\$75.00
7400026202	02/17/2022	1194	THE VILLAGE OF LINCOLNWOOD	20.0.2540.320.00.0000.02	1 ELEVATOR	\$75.00
Check Total:						\$150.00
7400026203	02/17/2022	1194	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER/LH	\$12.15
7400026203	02/17/2022	1194	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER/TH	\$666.70

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 02/01/2022 - 02/28/2022

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026203	02/17/2022	1194	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER/RH	\$334.39
7400026203	02/17/2022	1194	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER/LH	\$334.39
7400026203	02/17/2022	1194	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER/ADMIN	\$72.57
Check Total:						\$1,420.20
7400026204	02/17/2022	1194	THERMOSYSTEMS, LLC	20.0.2540.400.00.0000.01	COIL H-TRANS	\$1,374.34
Check Total:						\$1,374.34
7400026205	02/17/2022	1194	THOMSON REUTERS - WEST	10.0.2310.300.00.0000.00	ONLINE/SOFTWARE SUBSCRIPTION CHARGES	\$355.40
Check Total:						\$355.40
7400026206	02/17/2022	1194	TOTAL K12	10.0.2560.470.00.0000.00	ANNUAL MAINTENANCE/SUPPORT &	\$2,300.00
Check Total:						\$2,300.00
7400026207	02/17/2022	1194	TRINITY ECO SOLUTIONS LLC.	20.0.2540.416.00.0000.01	TES:TES 220 HAZE AWAY	\$242.00
Check Total:						\$242.00
7400026208	02/17/2022	1194	ULINE	20.0.2540.416.00.0000.01	Clorox Bleach	\$106.13
Check Total:						\$106.13
NCB	02/04/2022	1186	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,724.00
NCB	02/04/2022	1186	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.00
NCB	02/04/2022	1186	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	02/04/2022	1186	VALIC	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	02/18/2022	1199	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	02/18/2022	1199	VALIC	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	02/18/2022	1199	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,724.00
NCB	02/18/2022	1199	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.00
Check Total:						\$5,356.00
7400026209	02/17/2022	1194	VANGUARD ENERGY SERVICES	20.0.2540.465.00.0000.00	NATURAL GAS	\$11,861.88
Check Total:						\$11,861.88
7400026072	02/03/2022	1181	VASILIKI KAPSALIS	10.0.2560.400.00.0000.00	EXPENSE REIMBURSEMENT/2 PR WORK SHOES	\$95.76
Check Total:						\$95.76

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026073	02/03/2022	1181	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.01	Skid of White Paper	\$1,560.00
Check Total:						\$1,560.00
7400026210	02/17/2022	1194	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.03	White Copy Paper 8 1/2 x 11	\$1,560.00
Check Total:						\$1,560.00
7400026042	02/02/2022	1190	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$44.12
7400026042	02/02/2022	1190	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$208.80
7400026042	02/02/2022	1190	VISION SERVICE PLAN	20.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$22.06
7400026042	02/02/2022	1190	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$208.80
7400026042	02/02/2022	1190	VISION SERVICE PLAN	20.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$22.06
Check Total:						\$505.84
NCB	02/10/2022	1180	WALMART	10.0.1125.493.09.0000.01	PRE-K SNACKS	\$112.09
NCB	02/10/2022	1180	WALMART	10.0.1125.493.09.0000.01	TIP	\$7.00
Check Total:						\$119.09
7400026074	02/03/2022	1181	WALTER F. TENER	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS LINCOLN JR	\$45.00
7400026074	02/03/2022	1181	WALTER F. TENER	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS GOLF JV/1/25/22	\$45.00
Check Total:						\$90.00
7400026211	02/17/2022	1194	WALTER F. TENER	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS CULVER JV 6TH/2/2/22	\$90.00
Check Total:						\$90.00
NCB	02/10/2022	1180	WASHROOM DIRECT SALES	20.0.2540.400.00.0000.03	PLUMBING PARTS	\$130.81
Check Total:						\$130.81
7400026212	02/17/2022	1194	WEST MUSIC COMPANY	10.0.1100.410.25.0000.02	Makala MK-S Soprano Ukulele	\$257.41
7400026212	02/17/2022	1194	WEST MUSIC COMPANY	10.0.1100.410.25.0000.02	Music Book	\$43.57
7400026212	02/17/2022	1194	WEST MUSIC COMPANY	10.0.1100.410.25.0000.02	Music Game Songs from India	\$32.72
Check Total:						\$333.70
7400026213	02/17/2022	1194	WHITT LAW LLC	10.0.2310.318.00.0000.00	GENERAL BUSINESS FILE	\$14,962.50

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026213	02/17/2022	1194	WHITT LAW LLC	10.0.2310.318.00.0000.00	TAX RATE OBJECTIONS	\$1,372.50
Check Total:						\$16,335.00
NCB	02/10/2022	1180	WILSON LANGUAGE TRAINING CORP.	10.0.1200.400.00.0000.00	STUDENT WORKBOOKS	\$110.16
Check Total:						\$110.16
7400026214	02/17/2022	1194	XTRAMATH	10.0.1100.470.05.0000.00	XtraMath School License	\$500.00
Check Total:						\$500.00
Bank Total:						\$1,045,055.81

Fund	Amount
10	\$740,997.52
20	\$128,938.25
40	\$175,120.04
Fund Totals:	\$1,045,055.81

End of Report

Disbursements Grand Total: \$1,045,055.81