



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
REGULAR MEETING AGENDA
THURSDAY, JANUARY 12, 2023 AT **7:30 PM**

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

ADMINISTRATION
Dr. David L. Russo, *Superintendent of Schools*
Dr. Dominick M. Lupo, *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, January 12, 2023.*

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

- | | |
|--|---|
| <input type="checkbox"/> Dr. David. L. Russo | <input type="checkbox"/> Dr. Dominick M. Lupo |
| <input type="checkbox"/> Courtney Whited | <input type="checkbox"/> Mark Atkinson |
| <input type="checkbox"/> Aliaa Ibrahim | <input type="checkbox"/> Joseph Segreti |
| <input type="checkbox"/> Jennifer Ruttkay | <input type="checkbox"/> Chris Harmon |
| <input type="checkbox"/> Jordan Stephen | <input type="checkbox"/> Kristine Vandebroek |
| | <input type="checkbox"/> Renee Tolnai |

2. DISTRICT RECOGNITION

- a. **Curricular Highlight** - Rutledge Hall's Principal Aliaa Ibrahim, along with art teacher Michelle Wielgosz, will showcase their school's *Alice in Wonderland* art installation with students.

3. AUDIENCE TO VISITORS

4. 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 - **DECEMBER 1, 2022**
- II. Regular Board Meeting - Closed Session Minutes - **DECEMBER 1, 2022**

b. EMPLOYMENT MATTERS

I.	Personnel Report	
II.	New Employment	
	1. Daniel Geraghty , Information Technology Assistant, Todd Hall, effective January 9, 2023, \$20.40/hr	
III.	FMLA Leave Request	
	1. Emily Morelli , 3rd Grade Teacher, Rutledge Hall, effective December 23, 2022, with an expected return for the 2023-2024 school year.	
	2. Renee Tolnai , Administrative Assistant to the Superintendent and Assistant Superintendent, Administration Building, effective December 12, 2022	
c.	Upcoming Staff Development Opportunities	
I.	Illinois Music Educators Conference (IMEC), January 26-28, 2023, in Peoria, IL for Rutledge Hall Music Teacher Hillary Schroer	13
d.	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. 4:10 Fiscal and Business Management	14
	2. 5:20 Workplace Harassment Prohibited	17
	3. 6:15 School Accountability	23
	4. 6:20 School Year Calendar and Day	25
	5. 6:50 School Wellness	27
	6. 6:60 Curriculum Content	31
	7. 6:65 Student Social and Emotional Development	35
	8. 7:50 School Admissions and Student Transfers To and From Non-District Schools	37
	9. 7:70 Attendance and Truancy	40
	10. 2:105 Ethics and Gift Ban	44
	11. 2:210 Organizational Board of Education Meeting	49
	12. 2:265 Title IX Sexual Harassment Grievance Procedure	51
	13. 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors	57
	14. 5:320 Evaluation	60
	15. 6:250 Community Resource Persons and Volunteers	62
e.	Health Life Safety Amendments for Todd Hall, Rutledge Hall and Lincoln Hall	64
	The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve the three proposed Health and Life Safety Amendments authorizing additional life safety work in the total amount of \$1,082,060.	
f.	Contour Landscaping Contract Extension for April - November, 2023	77
	The Facilities Committee concurs with the Administration to recommend to the Board of Education to accept this Contract Extension from Contour Landscaping, Inc. for seasonal landscaping services in the amount of \$42,288 from April 1 - November 30, 2023.	
g.	2023-24 School Fees Draft	96
	The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the 2023-24 School Fee Schedule, as presented.	
h.	Everyday Speech Subscription Renewal	

The Finance Committee concurs with the Administration to recommend to the Board of Education to accept this quote from Everyday Speech in the amount of \$1,343.96 for a one-year subscription from January 15, 2023 to January 16, 2024.

- i. QuaverEd, Inc. Music Program 125
The Finance Committee concurs with the Administration to recommend to the Board of Education to accept this quote from QuaverEd, Inc. in the amount of \$2,520 for a one-year subscription from January 16, 2023 to January 16, 2024.
- j. Raptor Technologies, LLC Subscription Agreement 164
The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the Agreement with Raptor Technologies, LLC for Visitor Management System in the amount of \$3,125 from February 1, 2023 to January 31, 2024.

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: _____

- 5. UNFINISHED BUSINESS
- 6. NEW BUSINESS
- 7. 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. 2:100 Board Member Conflict of Interest 176
 - 2. 4:140 Waiver of Student Fees 178
 - 3. 5:220 Substitute Teachers 181
 - 4. 5:250 Leaves of Absence 184
 - 5. 5:280 Duties and Qualifications 190
 - 6. 5:330 Sick Days, Vacation, Holidays, and Leaves 193
 - f. President's Report: **Kevin Daly**
- 8. COMMUNICATION TO THE BOARD OF EDUCATION
 - a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Kevin Conley (Co-Presidents)**
 - b. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**
- 9. ADMINISTRATIVE REPORTS
 - a. Superintendent's Report: **Dr. David L. Russo**
 - I. INFORMATION/DISCUSSION/ACTION: PALS (People Active with Lincolnwood Schools) 197
Official Lincolnwood School District 74 Board of Education Recognition

Rationale: The Lincolnwood School District 74 Board of Education must officially recognize a new parent organization and/or booster club pursuant to Board Policy 8:90.

Recommended motion: I move that the Lincolnwood School District 74 Board of Education officially recognize the People Active with Lincolnwood Schools (PALS) group pursuant to Board Policy 8:90.

Motion by member: _____ Seconded by: _____

b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. Dominick M. Lupo**

I. INFORMATION/DISCUSSION: Curriculum Department Update

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

I. INFORMATION/DISCUSSION: Finance Report - **OCTOBER 2022** 212

II. INFORMATION/DISCUSSION/ACTION: Natural Gas Contract 235

Rationale: The Lincolnwood School District 74 Board of Education approves all contracts.

If pricing and term length are acceptable, the Lincolnwood School District 74 Board of Education may accept a contract from a natural gas supplier not to exceed a specified dollar per therm threshold.

Recommended motion: I move that the Lincolnwood School District 74 Board of Education accept the contract from ____ for natural gas supplies in an amount not to exceed \$ ____ per therm from ____ to ____, as presented.

Motion by member: _____ Seconded by: _____

III. INFORMATION/ACTION: Bills Payable in the Amount of \$2,221,805.10 246

Bills reviewed this month by: Kevin Daly and Rupal Shah Mandal

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 \$2,221,805.10.

Motion by member: _____ Seconded by: _____

10. AUDIENCE TO VISITORS

11. 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)(9) Student Disciplinary Case**

Motion by member: _____ Seconded by: _____

12. ADJOURNMENT

Motion by member: _____ Seconded by: _____

Dr. David L. Russo, 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, December 1, 2022 at **7:30 PM**

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

ADMINISTRATION
 Dr. David L. Russo, *Superintendent of Schools*
 Dr. Dominick M. Lupo, *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, December 1, 2022.

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

President Daly called the meeting to order at 7:30 p.m., roll call was taken and the Pledge of Allegiance was recited.

<u>MEMBERS PRESENT</u> Kevin Daly Elaina Geraghty Jay Oleniczak Rupal Shah Mandal Peter D. Theodore John P. Vranas	<u>MEMBERS ABSENT</u> Myra A. Foutris	
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<u>ADMINISTRATORS/STAFF PRESENT</u> Dr. David L. Russo Dr. Dominick M. Lupo Courtney Whited Chris Harmon	Aliaa Ibrahim Mark Atkinson Jordan Stephen Joseph Segreti	Jennifer Ruttkay Renee Tolnai
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2. AUDIENCE TO VISITORS

None

3. CONSENT AGENDA

a. APPROVAL OF MINUTES

- I. Regular Board Meeting Minutes - NOVEMBER 3, 2022
- II. Regular Board Meeting - Closed Session Minutes - OCTOBER 6, 2022
- III. Regular Board Meeting - Closed Session Minutes - NOVEMBER 3, 2022

b. EMPLOYMENT MATTERS

- I. Personnel Report
- II. New Employment
 - 1. Jennifer Tianis, Receptionist/Transportation Coordinator, Administration Building, effective November 21, 2022, \$24.60/hr
- III. FMLA Leave Request
 - 1. Kristin Cardo, 1st Grade Teacher, Todd Hall, effective on or before February 16, 2023 with an expected return of May 1, 2023

c. Annual Renewal of Building Automated Systems (BAS) Maintenance and Support

The Facilities Committee concurs to recommend to the Board of Education to accept this Agreement from Everest Energy and Control Technologies, LLC to begin Annual BAS Maintenance and Support in the amount

of \$8,750 from January 1, 2023 through December 31, 2023.

d. Pre-Kindergarten Playground Gazebo

The Facilities Committee concurs with the Administration to recommend to the Board of Education to accept the quote from Play Mart, Inc. for the purchase of the Pre-Kindergarten Bongo House in the amount of \$11,558 to be installed during Summer 2023.

e. Tennant Sales & Service Company's Planned Maintenance Program/Pay as You Go Agreement

The Facilities Committee concurs with the Administration to recommend to the Board of Education to accept this Agreement with the Amendment from Tennant Sales and Service Company's Planned Maintenance Program for Pay as You Go rates in the amount of \$116 per hour.

f. Donation of Floor Hockey Equipment from The Chicago Blackhawks

The Finance Committee concurs with the Administration to recommend to the Board of Education to accept the donation of floor hockey equipment from The Chicago Blackhawks.

g. Cengage Learning for Inside 2014: myNGconnect 6-year subscription Levels B and C

The Finance Committee concurs to recommend to the Board of Education to approve this Quote from Cengage Learning for Inside 2014: myNGconnect 6-year subscription Levels B and C in the amount of \$1,125.93 from December 2, 2022 to December 1, 2028.

h. Lincoln Hall Musical - Northlight Theatre Artistic Staffing

The Finance Committee concurs to recommend to the Board of Education to accept this Proposal from Northlight Theatre for Artistic Staffing in the amount of \$5,100 for the 2023 Lincoln Hall Musical.

i. Infinite Connections Inc. Agreement Renewal

The Finance Committee concurs to recommend to the Board of Education to approve the Infinite Connections, Inc. Agreement for Consulting Services in the amount of \$4,400 for the dates between February 1, 2023 to January 31, 2024.

j. Multi-Function Copier Lease and Service Agreements - IMAGETEC L.P.

The Finance Committee concurs to recommend to the Board of Education to approve the Agreements from Imagetec L.P. for copiers lease and service for an estimated annual cost of \$42,284.64 per year from January 2023 through January 2028.

k. Final Fiscal Year 2022 Audit by Lauterbach & Amen, LLP

The final Fiscal Year 2022 Lauterbach & Amen, LLP Audit Report is presented to the Lincolnwood School District 74 Board of Education for review at the December 1, 2022 Board of Education meeting, as recommended by the Finance Committee.

l. Anticipated Dates for the 2023 Lincolnwood School District 74 Board of Education Meetings

The Lincolnwood School District 74 Board of Education must approve dates for the 2023 Regular Board of Education meetings. The meetings are held at Lincolnwood Village Hall at 7:30 p.m., unless otherwise noted. Please see the District website for further information.

Feedback from the community on any of these meeting dates is welcome.

January 12, 2023	June 22, 2023
February 2, 2023	August 3, 2023
March 2, 2023	September 7, 2023
April 6, 2023	October 5, 2023
May 4, 2023	November 2, 2023
June 1, 2023	December 7, 2023

It was moved by Secretary Vranas seconded by Vice President Shah Mandal that the Lincolnwood School

District 74 Board of Education approves those items on the Consent Agenda as appear above.

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

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

Nays: None

Absent: Foutris

Motion passed.

4. UNFINISHED BUSINESS

None

5. NEW BUSINESS

None

6. COMMUNICATION FROM BOARD MEMBERS

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

Secretary Vranas reported the NTDSE Governing Board met November with an agenda of regular business. The Lincolnwood School District 74 Board of Education joined in an impressive tour of the Molloy renovation project.

The next scheduled meeting is January 12, 2023 at 6 p.m.

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

Triple I took place at the Hyatt Regency Chicago on November 18-20, 2022.

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

The Finance Committee last met on November 17, 2022.

The Committee sent five items to the Consent Agenda:

1. Multi-Function Copier Lease and Service Agreements - IMAGETEC L.P.
2. Donation of Floor Hockey Equipment from The Chicago Blackhawks
3. Cengage Learning for Inside 2014: myNGconnect 6-year subscription Levels B and C
4. Lincoln Hall Musical - Northlight Theatre Artistic Staffing
5. Infinite Connections Inc. Agreement Renewal

As recommended by the Finance Committee, Lincolnwood School District 74's Final 2022 Property Tax Levy and Resolution Authorizing Final Aggregate Tax Levy for the Year 2022, Certificate of Tax Levy including Secretary's Certificate and Resolution Authorizing Life Safety Levy including Secretary's Certificate are all being presented to the Board during the public hearing for approval this evening.

The Final Fiscal Year 2022 Lauterbach & Amen, LLP Audit Report was presented to the Board of Education for review tonight.

The next Finance Committee meeting is scheduled for Thursday, December 15, 2022 at 6:30 p.m. The public is welcome.

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

The Facilities Committee last met on November 15, 2022.

StudioGC architecture+interiors Project(s) Update:

- The Todd Hall fence installation is complete.
- The power exhaust installation for the Roof Top Unit at Todd Hall was installed.
- The cafeteria tables/benches were installed at Todd Hall and have been partially installed at Rutledge Hall.
- The partition was removed, and carpet installed in room 205 at Lincoln Hall.
- Lincoln Hall's VFD installation is complete.

The Committee recommended the flooring for the Rutledge Hall Gym and Multi-Purpose Room.

The Committee recommended maintaining the classroom that was constructed last year and installing carpeting during the Summer 2023 Rutledge Hall Library Renovation.

The Facilities Committee concurred with the Administration's recommendation to the Board to accept the quote from Play Mart, Inc. for the purchase of the Pre-Kindergarten Bongo House gazebo that was approved on the consent agenda.

The Facilities Committee concurred with the Administration's recommendation to the Board to accept the BAS Agreement from Everest Energy and Control Technologies, LLC that was approved on the Consent Agenda.

The Facilities Committee concurred with the Administration's recommendation to the Board to accept the Agreement with the Amendment from Tennant Sales and Service Company's Planned Maintenance Program that was approved on the Consent Agenda.

District Facilities Update:

- The Administration is looking at options for window treatments and will present them at a future Committee meeting.
- We received the 2023 Safety Grant of \$10,764 from Illinois Public Risk Fund.
- A facility rental request for the Lincoln Hall Gym for the AHEPA Bone Marrow Registry's Basketball Tournament Fundraiser has been received.
- A facilities rental request from KidzToPros for their Summer Camp 2023 was denied due to three other programs already booked for summer 2023 along with construction projects.
- The Administration discussed the District's current John Deere tractor and its need to be replaced.

The next Facilities Committee meeting is scheduled for Tuesday, December 13, 2022 at 6:00 p.m. The public is welcome.

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

The Policy Committee last met on Friday, July 15, 2022.

The Policy Committee received Press Plus Issue #110 on November 16, 2022.

The next Policy Committee meeting is scheduled for Friday, December 16, 2022 at 8:30am in the Administration Building. The public is welcome.

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

President Daly shared important District upcoming dates. Please see the District website for information: sd74.org.

7. COMMUNICATION TO THE BOARD OF EDUCATION

a. LTA (Lincolnwood Teacher Association): Travis DuPriest/Kevin Conley (Co-Presidents)
None

b. LSSU (Lincolnwood Support Staff Union): Tammer Gad (President)
None

8. ADMINISTRATIVE REPORTS

a. Superintendent's Report: Dr. David L. Russo

i. District Updates

Superintendent Russo presented a small holiday token of appreciation to the members of the Board of Education. Thanks was also expressed to the community for their continued support of District fundraising initiatives.

Report cards were emailed in early-December.

The schools are preparing for their separate winter parties. For more information contact: Kristi Vandebroek, Director of Community Relations.

b. Curriculum and Instruction, Assistant Superintendent's Report: Dr. Dominick M. Lupo

I. Curriculum Department Updates

Assistant Superintendent for Curriculum and Instruction Lupo informed the Board that the Winter Benchmarking season will begin in January 2023.

Access EL testing will begin in January 2023 as well.

SD74 Summer Adventures planning has begun. More information is forthcoming.

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

I. Finance Report - SEPTEMBER 2022

Business Manager/CSBO Whited presented the September 2022 Finance Report including the cash balance of all funds held by the District.

II. Public Hearing and Adoption of the Final 2022 Property Tax Levy

PUBLIC HEARING

OPEN PUBLIC HEARING

It was moved by Member Theodore and seconded by Secretary Vranas that the Lincolnwood School District 74 Board of Education open a public hearing regarding adoption of the Final 2022 Property Tax Levy.

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

AUDIENCE COMMENTS

None

CLOSE PUBLIC HEARING

It was moved by Member Theodore and seconded by Member Oleniczak that the Lincolnwood School District 74 Board of Education close the public hearing regarding adoption of the Final 2022 Property Tax Levy.

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

2022 PROPERTY TAX LEVY APPROVAL

It was moved by Member Theodore and seconded by Member Oleniczak that the Lincolnwood School District 74 Board of Education adopts the 2022 Property Tax Levy Resolutions, as presented. The Board also directs the Business Manager/CSBO, Courtney Whited, to file the Truth in Taxation Certificate of Compliance and all other documentation before the last Tuesday in December.

Secretary Vranas congratulated the Administrative team for their work on the numbers to "levy for need, and not for greed".

Business Manager/CSBO Whited indicated there weren't any public inquiries regarding the levy made in-person or via email.

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

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

Nays: None

Absent: Foutris

Motion passed.

III. Berger Family Donation

It was moved by Secretary Vranas and seconded by Vice President Shah Mandal that the Lincolnwood School District 74 Board of Education accept the donation from Barry Berger and his family in the amount of \$50,000, as presented.

Superintendent Russo read a biography of the Berger family which provided an overview of the ten-year financial commitment they made to Lincolnwood School District 74.

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

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

Nays: None

Absent: Foutris

Motion passed.

IV. Bills Payable in the Amount of \$2,357,245.84

Bills reviewed this month by: Peter D. Theodore and John P. Vranas

It was moved by Member Theodore and seconded by Secretary Vranas that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$2,357,245.84.

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

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

Nays: None

Absent: Foutris

Motion passed.

9. AUDIENCE TO VISITORS

None

10. RECESS INTO CLOSED SESSION

It was moved by President Daly and seconded by Vice President Shah Mandal 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.

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 Shah Mandal 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 8:25 p.m.

The next Lincolnwood School District 74 Board of Education meeting is Thursday, January 12, 2023. Location to be determined.

Kevin Daly, President

John P. Vranas, Secretary



STAFF

Pre-Approval for Conference/Meeting (Overnight)

Employee: Hillary Schroer Position: Rutledge Hall Music Teacher

Conference/Mtg.: IMEC (Illinois Music Educators Conference) Location: Peoria

Conference/Mtg. Dates (from): 01/26/23 (to): 01/28/23

Dates absent from work (from): 01/26/23 (to): 01/27/23

Maximum ESTIMATES of expenses for which employee will request reimbursement: TRAVEL

(estimated)

- Plane, bus, or train fare _____
- Special fares for bus and taxi _____
- Auto Mileage: Miles x rate: =
(calculate from District address starting point)
- Parking: Day(s) x rate: =

click on this url to search current rate and fill in box below: <http://www.irs.gov/>

ROOM

- Submit receipt for hotel or motel bill (estimated)
- Tips (includes Red Caps/Porters, Bellhops, etc.)

MEALS

- Maximum (per GSA) per day is authorized for meals

REGISTRATION FEES

MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:

Budget Code: 10.0.2210.312.00.0000.02 Total Estimate of Expenses:

Principal/Administrator Approved:  Date: 12-9-2022

Superintendent or Designee Approved:  Date: 12/12/22

Upon approval of the conference, it is the staff member's responsibility to officially register for the event using the Building Principal's p-card.

Please submit **TWO** copies.

One will be returned and should be resubmitted when actual conference expenses have been finalized. **ALSO**, please attach a brief summary about the purpose of attending this conference/meeting and how it will enhance the educational environment for students.

Document Status: Draft Update

Operational Services

4:10 Fiscal and Business Management

The Business Manager is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board of Education and publishing it before December 1, as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management through the use of computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Access to the District's Electronic Network*.

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board of Education, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent or designee's proposed budget, the Board of Education sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board of Education Secretary or designee shall make arrangements to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed including the cash reserve balance of all funds held by the District related to its operational levy and, if applicable, any obligations secured by those funds. [PRESSPlus1](#) and the public shall be invited to comment, question, or advise the Board of Education.

Final Adoption Procedures

The Board of Education adopts a budget before the end of the first quarter of each fiscal year (September 30), or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by ISBE; if not balanced, the Board will adopt a deficit reduction

plan to balance the District's budget within three years according to ISBE requirements.

The Board of Education adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board of Education members' names voting yea and nay shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website.
2. Notify parents/guardians that the budget is posted and provide the website's address.
3. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
4. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy. [PRESSPlus2](#)
5. Make all preparations necessary in order for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, and file a Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
6. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

Any amendments to the budget or certificate of tax levy shall be made as provided in the School Code and Truth In Taxation Act.

Budget Amendments

The Board of Education may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent or designee shall implement the District's budget and provide the Board of Education with a quarterly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board of Education.

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements of it, if one exists.

LEGAL REF.:

105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.

35 ILCS 200/18-55 et seq., Truth in Taxation Law.

[23 Ill.Admin.Code Part 100](#).

CROSS REF.: 4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases), 6:235 (Access to Electronic Networks)

ADOPTED: September 10, 2002

REVISED: June 4, 2021

REVIEWED: June 4, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/17-1.3, added by P.A. 102-895, requiring districts to disclose this cash reserve balance information “at the public hearing at which the district certifies its budget and levy for the taxable year.” The statute does not specify the manner in which the disclosure must be made; for ease of administration, the added text manages disclosure at the budget hearing by including it in the budget review. To provide evidence of compliance, consider as a best practice recording this disclosure in the board meeting minutes and/or presenting it in writing. The term *operational levy* is not defined in the statute, but it may refer to a district’s *operating funds*, which Ill. State Board of Education rules define as the Educational, Operations and Maintenance, Transportation, and Working Cash funds. 23 Ill. Admin.Code §100.20. Consult the board attorney for guidance. **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/17-1.3, added by P.A. 102-895. Consult the board attorney about the meaning of the *public hearing* for the levy and if the disclosure must always be made at the board meeting at which the board certifies the district’s levy, or only in those instances where notice and a *public hearing* are required by the Truth in Taxation Law. 35 ILCS 200/18-70. Similar to the disclosure of cash reserves made at the budget hearing, a district may want to manage compliance for the levy hearing by incorporating the information into the presentation of the levy at the board meeting. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change “reviewed” date)

Document Status: Draft Update

General Personnel

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, [PRESSPlus1](#) color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

The Superintendent shall use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be

made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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. Dominick Lupo, Assistant Superintendent for Curriculum and Instruction

District Office

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

dlupo@sd74.org

847-675-8234

Complaint Managers

Dr. Dominick Lupo, Assistant Superintendent
for Curriculum and Instruction

Aliaa Ibrahim, Principal

District Office

Rutledge Hall

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

6850 N. East Prairie Road, Lincolnwood, IL
60712

dlupo@sd74.org

aibrahim@sd74.org

847-675-8234

847-675-8236

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 forward a report or complaint 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 a workplace 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 workplace 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 policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, 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

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for

participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.:

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

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

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

[775 ILCS 5/2-101\(E\)](#) and (E-1), [5/2-102\(A\)](#), (A-10), (D-5), [5/2-102\(E-5\)](#), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#), Ill. Human Rights Act.

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Burlington Indus. v. Ellerth, 524 U.S. 742 \(1998\)](#); [Vance v. Ball State Univ., 570 U.S. 421 \(2013\)](#); [PRESSPlus2](#)

[Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 \(2009\)](#).

[Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 \(2005\)](#).

[Oncale v. Sundowner Offshore Servs., 523 U.S. 75 \(1998\)](#).

[Burlington Indus. v. Ellerth, 524 U.S. 742 \(1998\)](#).

[Faragher v. City of Boca Raton, 524 U.S. 775 \(1998\)](#).

[Harris v. Forklift Systems, 510 U.S. 17 \(1993\)](#).

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

[Meritor Savings Bank v. Vinson, 477 U.S. 57 \(1986\)](#).

[Porter v. Erie Foods Int, Inc., 576 F.3d 629 \(7th Cir. 2009\)](#).

[Williams v. Waste Mgmt., 361 F.3d 1021 \(7th Cir. 2004\)](#).

[Berry v. Delta Airlines, 260 F.3d 803 \(7th Cir. 2001\)](#).

[Crawford v. Metro. Gov't of Nashville & Davidson Cty., 555 U.S. 271 \(2009\)](#).

[Faragher v. City of Boca Raton, 524 U.S. 775 \(1998\)](#).

Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).

Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).

Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

Vance v. Ball State Univ., 133 S. Ct. 2434 (2013).

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004). Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: September 10, 2002

REVISED: February 3, 2022

REVIEWED: February 3, 2022

Comments: Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

PRESSPlus Comments

PRESSPlus 1. The Ill. Human Rights Act defines race to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, eff. 1-1-23. The law allows employers to implement dress codes or adopt grooming policies that include restrictions on attire, clothing, or facial hair to maintain workplace safety or food sanitation. 775 ILCS 5/2-102(E-5). Title VII does not have a definition of race, but U.S. Equal Employment Opportunity Commission (EEOC) guidance provides that “[r]ace discrimination includes discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features.” See the EEOC’s *Questions and Answers about Race and Color Discrimination in Employment*, at: www.eeoc.gov/laws/guidance/questions-and-answers-about-race-and-color-discrimination-employment. **Issue 110, October 2022**

PRESSPlus 2. The Legal References are updated. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)

Document Status: Draft Update

Instruction

6:15 School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning with accompanying Illinois and PRESSPlus1 Learning Standards*.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with [105 ILCS 5/2-3.153](#), annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 8 and teachers.

The Superintendent shall make regular assessment reports to the Board, including projections whether the District and each school is or will be making adequate yearly progress as defined in State law. The Superintendent shall seek Board approval for each District and/or school improvement plan and otherwise when necessary or advisable.

LEGAL REF.:

[105 ILCS 5/2-3.25](#), [5/2-3.25a](#), [5/2-3.25b](#), [5/2-3.25c](#), [5/2-3.25d-5](#), [5/2-3.25e-5](#), [5/2-3.25f](#), [5/2-3.25f-5](#), [5/2-3.63](#), [5/2-3.64a-5](#), [5/2-3.153](#), [5/10-17a](#), [5/10-21.3a](#), and [5/27-1](#).

[23 Ill.Admin.Code Part 1](#), Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED: January 12, 2016

REVISED: February 3, 2022

REVIEWED: February 3, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 23 Ill.Admin.Code §1, Appendix D, amended at 45 Ill.Reg. 13180. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

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1st READING

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2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)

Document Status: Draft Update

Instruction

6:20 School Year Calendar and Day

School Calendar

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

Commemorative Holidays

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

School Day

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 Board of Education establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-20.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, and 5/27-20.2, and 20/1. [PRESSPlus1](#)

10 ILCS 5/11-4.1, Election Code.

5 ILCS 490/, State Commemorative Dates Act.

23 Ill.Admin.Code §1.420(f).

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

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: September 10, 2002

REVISED: February 3, 2022

REVIEWED: February 3, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)

Document Status: Draft Update

Instruction

6:50 School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include 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. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a physical education course as required by Illinois Law, unless otherwise exempted. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the

school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

Monitoring

Annually, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a annual report). This annual report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board*.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District's records

retention protocols, and the Local Records Act.

LEGAL REF.:

[Pub. L. 108-265](#), Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.

[42 U.S.C. §1771](#) *et seq.*, Child Nutrition Act of 1966.

[42 U.S.C. §1751](#) *et seq.*, National School Lunch Act.

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

[42 U.S.C. §1779](#), as implemented by [7 C.F.R. §§210.11](#) and [210.31](#).

50 ILCS 205/1, Local Records Act.

105 ILCS 5/2-3.139 and 5/2-3.189. [PRESSPlus1](#)

[23 Ill.Admin.Code Part 305](#), Food Program.

ISBE's *School Wellness Policy* Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED: May 30, 2006

REVISED: February 3, 2022

REVIEWED: February 3, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting
12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change “reviewed” date)

Document Status: Draft Update

Instruction

6:60 Curriculum Content

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

1. In kindergarten through Grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, (i) drug and substance abuse prevention including the dangers of opioid abuse. 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. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. 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.
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.
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) 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), (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. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to [105 ILCS 5/27-9.1b](#).
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, (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.

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, 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.
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.
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), 5/10-20.73-79 (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, [5/27-23.16](#), 5/27-24.1, and 5/27-24.2. [PRESSPlus1](#)

[105 ILCS 110/3](#), Comprehensive Health Education Program.

[105 ILCS 435/](#), Vocational Education Act.

[625 ILCS 5/6-408.5](#), Ill. Vehicle Code.

[23 Ill.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: April 7, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

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Not Adopt (change "reviewed" date)

Document Status: Draft Update

Instruction

6:65 Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.:

Children’s Mental Health Act of 2003, 405 ILCS 49/.[PRESSPlus1](#)

CROSS REF.: 1:30, (School District Philosophy), 2:240 (Board Policy Development), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

ADOPTED: March 7, 2013

REVISED: January 12, 2016

REVIEWED: April 4, 2019

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

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Students

7:50 School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. Children who enter first grade must be six years of age on or before September 1 of that school year. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public accredited preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

The Superintendent or designee shall evaluate out of state transfers, if state law differs from Illinois, on a case by case basis.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students*. Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

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 for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as 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 (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law. [PRESSPlus1](#)

Student Transfers to and from Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. The Superintendent is delegated all authority granted to the Board of Education in order to implement this policy, subject to specific Board action to the contrary. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

LEGAL REF.:

[8 U.S.C. §1101](#), Illegal Immigrant and Immigrant Responsibility Act of 1996.

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act.

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

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

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

[105 ILCS 5/2-3.13a](#), [5/10-20.12](#), [5/10-20.59](#), [5/10-22.5a](#), [5/14-1.02](#), [5/14-1.03a](#), [5/26-1](#), [5/26-2](#), [5/27-8.1](#).

[105 ILCS 10/8.1](#), Ill. School Student Records Act.

[105 ILCS 45/](#), Education for Homeless Children Act.

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[325 ILCS 50/](#), Missing Children Records Act.

[325 ILCS 55/](#), Missing Children Registration Law.

[410 ILCS 315/2e](#), Communicable Disease Prevention Act.

[20 Ill.Admin.Code Part 1290](#), Missing Person Birth Records and School Registration.

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

[23 Ill.Admin.Code Part 375](#), Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students), 7:340 (Student Records)

ADOPTED: September 10, 2002

REVISED: October 4, 2018

REVIEWED: October 4, 2018

PRESSPlus Comments

PRESSPlus 1.

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

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2. Policy Committee to Determine:

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Students

7:70 Attendance and Truancy

Definitions

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), observance of a religious holiday, death in the immediate family, attendance at a civic event, [PRESSPlus1](#) 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 religious reasons, 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 day. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

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.

Monitoring [PRESSPlus2](#)

Pursuant to State law and policy 2:240, Board Policy Development, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.:

[105 ILCS 5/22-92 and 5/26-1 through 18.](#)

[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: April 7, 2022

REVIEWED: April 7, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1 and 5/26-2a, amended by P.A. 102-891, eff. 1-1-23, requiring that, subject to Ill. State Board of Education (ISBE) guidelines, middle and high school students be permitted one school day-long excused absence per school year to engage in a *civic event*, defined as “an event sponsored by a non-profit organization or governmental entity that is open to the public. *Civic event* includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. Schools may require students to provide an appropriate administrator with reasonable advance notice of the intended absence and documentation of participation. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/22-92(b), added by P.A. 102-157 and renumbered by P.A. 102-813; 23 Ill.Admin.Code §207.30(a), requiring that every two years a board update its absenteeism and truancy policy and file it with the Ill. State Board of Education and the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate].

The policy must contain all requirements of 105 ILCS 5/22-92, indicate the date of adoption (by month, day, and year) and any revision dates, and be filed electronically by September 30 each review year through ISBE’s Web Application Security (IWAS) system. 23 Ill.Admin.Code §§207.20(a), 207.30(a). If, after review and re-evaluation of the policy, the district determines that no updates are necessary, either a copy of board minutes clearly indicating the policy was re-evaluated and no changes were deemed necessary or a signed statement from the board president indicating the policy was re-evaluated and no changes were deemed necessary must be submitted to IWAS. 23 Ill.Admin.Code §207.30(a)(3). ISBE has stated that for districts that update the adoption date listed on a policy whenever the policy is updated, the date of adoption is sufficient to also indicate the revision date. See ISBE's *Absenteeism and Truancy Policy FAQ*, at: www.isbe.net/Documents/Absenteeism-Truancy-Policy-FAQ.pdf.

ISBE rules implementing this requirement were published in the Ill. Register in October 2022 but provide that “[n]o later than September 30, 2022, or no later than September 30 of the first full school year a school becomes subject to this Part, each school or district must file the policy through the State Board of Education’s Web Application Security (IWAS), and must submit an updated policy every two years thereafter by no later than September 30 of the year due.” 23 Ill.Admin.Code §207.30(a). ISBE informed the **PRESS** Editors that due to the late publication date, the submission deadline for the 2022-2023 school year is extended to 1-13-23, and the September 30 submission deadline is not operative until the 2023-2024 school year. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

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Board of Education

2:105 Ethics and Gift Ban

Prohibited Political Activity

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

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

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

Limitations on Receiving Gifts

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.

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

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

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

Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the

alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

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

"Political activity" means:

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

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

"Prohibited source" means any person or entity who:

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Superintendent will post this policy on the District website and/or make this policy available in the District’s administrative office.

LEGAL REF.:

105 ILCS 5/22-930 (final citation pending). [PRESSPlus1](#)

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

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

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

ADOPTED: July 1, 2008

REVISED: January 6, 2022

REVIEWED: January 6, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated with the final citation for 105 ILCS 5/22-93, added by P.A. 102-327 and renumbered by P.A. 102-813, establishing a gift ban for school guidance counselors. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)

Document Status: Draft Update

Board of Education

2:210 Organizational Board of Education Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within ~~40~~^{40²⁸}PRESSPlus1 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years.

At the organizational meeting, the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board members shall be seated.
3. The Board of Education shall elect its officers, who assume office immediately upon their election.
4. The Board of Education shall fix a time and date for its regular meetings.

During an April Board meeting in even-numbered years, the Board considers organizational matters such as: selecting individual members to fill offices with terms that expire in April or May and fixing a time and date for its regular meetings.

LEGAL REF.:

~~10 ILCS 5/2A-1 et seq.~~ 105 ILCS 5/10-5, 5/10-16, and 5/10-16.5.

10 ILCS 5/2A-1 et seq., Election Code.

CROSS REF.: 2:30 (District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED: January 11, 2005

REVISED: November 4, 2021

REVIEWED: November 4, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-16, amended by P.A. 102-798, extending the timeframe in which a board must hold its organizational meeting from 28 to 40 days after the consolidated election. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)

Document Status: Draft Update

Board of Education

2:265 Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations ([34 C.F.R. Part 106](#)) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11~~9~~), *domestic violence* as defined in 34 U.S.C. §12291(a)(12~~8~~), or *stalking* as defined in 34 U.S.C. §12291(a)(36~~9~~). [PRESSPlus1](#)

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from [34 C.F.R. §106.30](#)

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Name

Dr. Dominick Lupo, Assistant Superintendent
for Curriculum and Instruction

Address

6950 N. East Prairie Road

Email

dlupo@sd74.org

Telephone

847-675-8235

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with [34 C.F.R. §106.45](#). The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with [34 C.F.R. §106.45](#) before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:

- a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive 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.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
 6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
 7. Include reasonably prompt timeframes for conclusion of the grievance process.
 8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
 9. Base all decisions upon the *preponderance of evidence* standard.
 10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
 11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
 12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment 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, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

2:265

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; [Code of Professional Conduct](#); and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 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), 7:190 (Student Behavior)

ADOPTED: June 3, 2021

REVISED:

REVIEWED:

Comments: Complaint Manager/Nondiscrimination Coordinator contact info updated effective 6/30/22 due to change in administration - RETAIN this note for district historical reference

PRESSPlus Comments

PRESSPlus 1. Updated in response to changed citations to the definitions of *dating violence*, *domestic violence*, and *stalking* from the 2022 reauthorization of the Violence Against Women Act (VAWA). The policy uses the updated VAWA citations, although the Title IX regulations at 34 C.F.R. §106.30, which contain pinpoint citations to VAWA, have not been updated. **Issue 110, October 2022**

**Press Plus Issue #110 November 2022 - Policy Committee Meeting
12/16/22**

1. Action to be taken:

_____ CONSENT

_____ 1st READING

_____ STAY IN COMMITTEE

2. Policy Committee to Determine:

___ Adopt as Presented

___ Adopt with Additional District Edits

___ Not Adopt (change “reviewed” date)

Document Status: Draft Update

Operational Services

4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

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.

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 employee-student^{PRESSPlus1} boundary violations pursuant to policy 5:120, *Employee Ethics*; Code of Professional Conduct; and *Conflict of Interest*;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student 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*; Code of Professional Conduct; and *Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or employee-student 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 of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:

- a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics*; Code of Professional 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 employee-student 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.

LEGAL REF.:

[105 ILCS 5/10-23.13](#), [5/22-85.5](#), [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; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

ADOPTED: April 7, 2022

REVISED:

REVIEWED:

PRESSPlus Comments

PRESSPlus 1. Updated throughout to align with changes made to 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*, in response to *Faith's Law*, 105 ILCS 5/22-85.5, added by P.A. 102-676. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)

Document Status: Draft Update

Educational Support Personnel

5:320 Evaluation

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.**”[PRESSPlus1](#)

For employees not covered by this Agreement:

Each educational support staff member's job performance shall be evaluated by his/her direct supervisor. The evaluation process includes scheduled annual evaluations, on forms applicable to the job classification, and day-to-day appraisals. Evaluations should be completed before the annual salary review.

Supervisors shall provide a copy of the completed evaluation to the employee and shall provide an opportunity to discuss it. The original should be signed by the employee and filed with the Superintendent.

As appropriate, supervisors should discuss job performance issues that require attention with employees.

ADOPTED: October 18, 2012

REVISED: September 2, 2021

REVIEWED: September 2, 2021

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

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 changes are necessary. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)

Document Status: Draft Update

Instruction

6:250 Community Resource Persons and Volunteers

The School Board encourages the use of volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a ~~certificated~~ licensed [PRESSPlus1](#) teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by School District 74.;
5. As a guest lecturer or resource person under a ~~certificated~~ licensed teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

[105 ILCS 5/10-22.34](#), [5/10-22.34a](#), and [5/10-22.34b](#).

[720 ILCS 5/12C-50.1](#), Failure to Report Hazing.

[730 ILCS 150/1](#) et seq., Sex Offender Registration Act.

[730 ILCS 152/101](#) et seq., Sex Offender Community Notification Law.

[730 ILCS 154/75](#) et seq., Murderer and Violent Offender Against Youth Community Notification Law.

[730 ILCS 154/101](#) et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and

Conduct on School Property), 8:95 (Parental Involvement)

ADOPTED: September 10, 2002

REVISED:

REVIEWED: October 4, 2018

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, amended by P.A. 102-894. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)



Executive Summary Board of Education Meeting

DATE: January 12, 2023

TOPIC: Health Life Safety Amendments for Todd Hall, Rutledge Hall and Lincoln Hall

PREPARED BY: Courtney Whited

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

Approximately \$1,100,000 of projects listed on the SD74 Master Facilities Plan could possibly be reclassified as Fire Prevention/Health Life Safety projects. StudioGC drafted a Request for Authorization to use Fire Prevention and Safety Funds for each school. If these applications are accepted by the Illinois State Board of Education, SD74 could rely upon Fund 90's balance for payment.

Fiscal Impact:

\$1,082,060 of planned Master Facilities Projects would be coded as Fund 90 expenditures instead of relying upon other funds. The breakout by school is as follows:

Todd Hall \$ 122,720

Rutledge Hall \$ 900,340

Lincoln Hall \$ 59,000

Recommendation:

The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve the three proposed Health and Life Safety Amendments authorizing additional life safety work in the total amount of \$1,082,060.

REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The TODD HALL ELEM SCHOOL school, located at 3925 W Lunt Ave Lincolnwood, Illinois, and under the management and control of the Board of Education of School District # 0740, County, was surveyed by me on 8/1/2022.

All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 122,720.00.

Name of Architect/Engineer Patrick J. Callahan	Name of Firm Studio GC
Phone Number 312-253-3400	Fax Number 312-253-3401
License Number 001-015368	Expiration Date 11/30/2024
Email Address p.callahan@studiogc.com	

PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.
- The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

h. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

(35-76) (7/07) Prescribed by ISBE for ISBE Use

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE 016,			2. DISTRICT CODE/NAME 0740,		3. FACILITY CODE/NAME TODD HALL ELEM SCHOOL	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	Exterior	b.	185.390; BOCA-PM 304.6	Exterior face brick mortar joints are open or missing, and brick mortar has staggered cracking and is deteriorating, leading to water infiltration and building envelope system degradation.	Grind and tuckpoint deteriorated brick mortar joints, and replace any damaged brick.	
2	Roof 11	b.	BOCA-PM 304.7	Roof assembly is deteriorated and exhibits signs of failure, including water infiltration	Replace roof to make envelope water-tight	

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE 016,			2. DISTRICT CODE/NAME 0740,			3. FACILITY CODE/NAME TODD HALL ELEM SCHOOL					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	c	b.	Grind and tuckpoint deteriorated brick mortar joints, and replace any damaged brick.	l.s.	1	2	\$79,000.00			8/31/2022	F
2	e	b.	Replace roof to make envelope water-tight	s.f.	130	2	\$25,000.00			8/31/2022	F

						Original Subtotal	\$104,000.00		Adjusted Subtotal	\$104,000.00	
						Original 10.00% Contingency	\$10,400.00		Adjusted 10.00% Contingency	\$10,400.00	
						Original 8.00% A/E Fees	\$8,320.00		Adjusted 8.00% A/E Fees	\$8,320.00	
						Original Grand Total	\$122,720.00		Adjusted Grand Total	\$122,720.00	

Items with a Funding Type of 'O' are not included in the cost calculation.
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

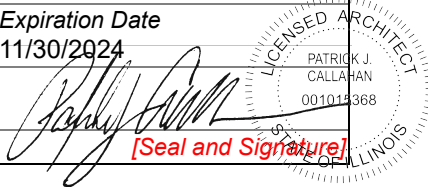
This is to certify that:

The RUTLEDGE HALL ELEM SCHOOL school, located at 6850 E Prairie Lincolnwood, Illinois, and under the management and control of the Board of Education of School District # 0740, County, was surveyed by me on 8/1/2022.

All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 900,340.00.

Name of Architect/Engineer Patrick J. Callahan	Name of Firm Studio GC
Phone Number 312-253-3400	Fax Number 312-253-3401
License Number 001-015368	Expiration Date 11/30/2024
Email Address p.callahan@studiogc.com	

PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.
- The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

h. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

(35-76) (7/07) Prescribed by ISBE for ISBE Use

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE 016,		2. DISTRICT CODE/NAME 0740,			3. FACILITY CODE/NAME RUTLEDGE HALL ELEM SCHOOL	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	Exterior	b.	185.390; BOCA-PM 304.6	Exterior face brick mortar joints are open or missing, and brick mortar has staggered cracking and is deteriorating, leading to water infiltration and building envelope system degradation.	Grind and tuckpoint deteriorated brick mortar joints, and replace any damaged brick.	
2	Roofs 2, 3, 4, 5, 7, 9, 10, 12	b.	BOCA-PM 304.7	Roof assembly is deteriorated and exhibits signs of failure, including water infiltration	Restore roof to make envelope water-tight	

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE 016,			2. DISTRICT CODE/NAME 0740,			3. FACILITY CODE/NAME RUTLEDGE HALL ELEM SCHOOL					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	c	b.	Grind and tuckpoint deteriorated brick mortar joints, and replace any damaged brick.	l.s.	1	2	\$50,000.00			8/31/2022	F
2	e	b.	Restore roof to make envelope water-tight	s.f.	32500	2	\$713,000.00			8/31/2022	F

	Original Subtotal	\$763,000.00	Adjusted Subtotal	\$763,000.00
	Original 10.00% Contingency	\$76,300.00	Adjusted 10.00% Contingency	\$76,300.00
	Original 8.00% A/E Fees	\$61,040.00	Adjusted 8.00% A/E Fees	\$61,040.00
	Original Grand Total	\$900,340.00	Adjusted Grand Total	\$900,340.00

Items with a Funding Type of 'O' are not included in the cost calculation.
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

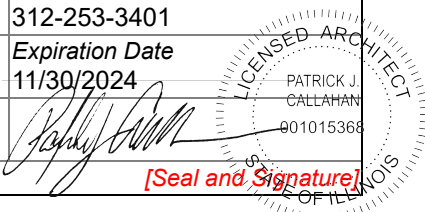
This is to certify that:

The LINCOLN HALL MIDDLE SCHOOL school, located at 6855 N Crawford Ave Lincolnwood, Illinois, and under the management and control of the Board of Education of School District # 0740, County, was surveyed by me on 8/1/2022.

All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 59,000.00.

Name of Architect/Engineer Patrick J. Callahan	Name of Firm Studio GC
Phone Number 312-253-3400	Fax Number 312-253-3401
License Number 001-015368	Expiration Date 11/30/2024
Email Address p.callahan@studiogc.com	

PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.
- The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

h. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

(35-76) (7/07) Prescribed by ISBE for ISBE Use

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE 016,		2. DISTRICT CODE/NAME 0740,		3. FACILITY CODE/NAME LINCOLN HALL MIDDLE SCHOOL	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
1	Exterior	b.	185.390; BOCA-PM 304.6	Exterior face brick mortar joints are open or missing, and brick mortar has staggered cracking and is deteriorating, leading to water infiltration and building envelope system degradation. Masonry pier caps are cracked and missing joints and require replacement.	Grind and tuckpoint deteriorated brick mortar joints, and replace any damaged brick. Replace masonry caps at piers.

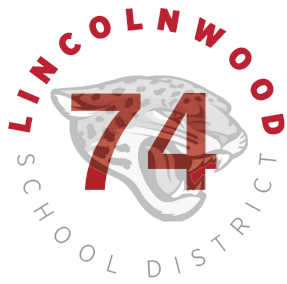
Form 35-84 (7/07) (Prescribed by ISBE for local board use)

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE 016,			2. DISTRICT CODE/NAME 0740,			3. FACILITY CODE/NAME LINCOLN HALL MIDDLE SCHOOL					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	c	b.	Grind and tuckpoint deteriorated brick mortar joints, and replace any damaged brick. Replace masonry caps at piers.	l.s.	1	2	\$50,000.00			8/31/2022	F

	Original Subtotal	\$50,000.00	Adjusted Subtotal	\$50,000.00
	Original 10.00% Contingency	\$5,000.00	Adjusted 10.00% Contingency	\$5,000.00
	Original 8.00% A/E Fees	\$4,000.00	Adjusted 8.00% A/E Fees	\$4,000.00
	Original Grand Total	\$59,000.00	Adjusted Grand Total	\$59,000.00

Items with a Funding Type of 'O' are not included in the cost calculation.
35-48 (7/07) (Prescribed by ISBE for Local Board Use)



Executive Summary Board of Education Meeting

DATE: January 12, 2023

TOPIC: Contour Landscaping Contract Extension for April - November, 2023

PREPARED BY: Courtney Whited

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

There was an option for SD74 and Contour Landscaping, Inc. to extend beyond the original two-year term arranged when they won the bid for Seasonal Landscaping 2021-22. The 2022 season ended November 30, 2022 and Contour extended the same pricing for the upcoming 2023 season. District Legal Counsel reviewed this Contract Extension and indicated all parts were acceptable, especially since pricing did not increase.

Fiscal Impact:

\$42,288 for the April - November, 2023 season

The District paid \$42,288 in 2021 and 2022 with the same vendor

Recommendation:

The Facilities Committee concurs with the Administration to recommend to the Board of Education to accept this Contract Extension from Contour Landscaping, Inc. for seasonal landscaping services in the amount of \$42,288 from April 1 - November 30, 2023.



Contour Landscaping, Inc.

3501 Jarvis, Skokie IL 60076

847.673.5149

Fax 847.673.5655

November 18, 2022

Contour landscaping confirms extension of the services listed below at the prices listed below for the 2023 landscape season (third year). The pricing for April through November 2023 would be \$42,288.

	YEAR 1: April 1, 2021 - December 1, 2021			YEAR 2: April 1, 2022 - December 1, 2022		
	# of Times	Unit Price	Subtotal	# of Times	Unit Price	Subtotal
Lawn mowing*	35	996	34,860	35	996	34,860
Lawn weed & feed	2	1,764	3,528	2	1,764	3,528
Mulch	1	3,900	3,900	1	3,900	3,900
* including shrub bed & tree ring maintenance	Year 1 Total: \$		42,288	Year 2 Total: \$		42,288

I acknowledge that the contract may be renewed for an additional two years in one-year increments (April 1, 2023, until December 1, 2023, and April 1, 2024, until December 1, 2024) and that the costs may be adjusted only in accordance with the terms of the Specifications stated in the Invitation to Bid. Should I be awarded the contract, I will enter into an agreement substantially in accordance with the Bid Specifications and subject to approval by legal counsel for School District No. 74.

SIGNED

DAVID BISKUP

PRINT NAME OF SIGNATORY

DATE

1-25-21
GENERAL MANAGER

PRINT TITLE OF SIGNATORY

By their signatures below, the parties hereby extend the original agreement for services entered into pursuant to the bid submitted on January 25, 2021, for the third year. All other terms and conditions of that bid and agreement remain in effect. The parties acknowledge that up to one (1) further extension will be allowed per the terms of the bid.

Contour Landscaping Inc.

Sign

Print

Date

Lincolnwood School District 74

Sign

Print

Date

DAVID BISKUP

11-18-22



CONTLAN-01

ARUPNOW

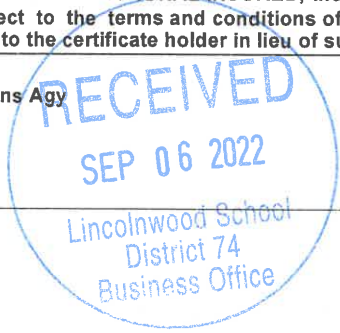
CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/29/2022

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 AssuredPartners of IL, LLC dba Corkill Ins Agy 25 Northwest Point Blvd., Ste 625 Elk Grove Village, IL 60007	CONTACT NAME: PHONE (A/C, No, Ext): (847) 758-1000 FAX (A/C, No): (847) 758-1200 E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A : IMT Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Contour Landscaping, Inc. 3501 Jarvis Avenue Skokie, IL 60076-4016	NAIC # 14257



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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		GLX2109	9/1/2022	9/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CVX2109	9/1/2022	9/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		UCX2109	9/1/2022	9/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WCX2109	9/1/2022	9/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Job: Landscape Maintenance Services 2021-2022 - Lincolnwood School District #74, its individual Board members, agents, officers, and employees are Additional Insured for General Liability on a primary and non-contributory basis and Additional Insured for Auto Liability if required by written contract. A waiver of subrogation applies in favor of the Additional Insured for General Liability and Auto Liability if required by written contract. GA0050 0113, BA1029 0220

CERTIFICATE HOLDER Lincolnwood School District #74 6950 N East Prairie Road Lincolnwood, IL 60712	CANCELLATION 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
---	--



Executive Summary Board of Education Meeting

DATE: March 4, 2021

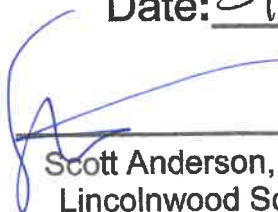
TOPIC: Landscaping Bid

PREPARED BY: Courtney Whited

Recommended for:

- Action
- Discussion
- Information

Date: 3/4/21



Scott Anderson, Board President
Lincolnwood School District 74

Purpose/Background:

The Board of Education approves expenditures that are more than \$10,000. On January 14, 2021, the District provided legal notice to go out to bid for landscaping services. On January 25, 2021, the District received bids from three contractors for the 2021 and 2022 seasons. The bid documents require the bidders to complete the following services:

- 35 weekly lawn mowing, shrub bed and tree ring maintenance
- 2 annual lawn weed and fertilizer applications.
- 1 annual mulch of applicable areas

Fiscal Impact:

- **Contour Landscaping** Year 1: \$42,288 / Year 2: \$42,288 = Total \$84,576
- Fleck's Landscaping Year 1: \$46,439 / Year 2: \$46,439 = Total \$92,878
- ILT Vignocchi Landscaping Year 1: \$73,890 / Year 2: \$73,890 = Total \$147,780

Attached for review, please find the evaluation matrix used in determining the most qualified responsible bidder and the contract developed with assistance from the District's attorneys. The matrix provided for a Phase I evaluation, which required a minimum qualifying score of eight to move to the Phase II evaluation. Each bidder qualified to move to the Phase II evaluation process. The Phase II evaluation process required the administration to review six different components of each vendor's bid document and rate each component from 1 (least favorable) to 5 (most favorable). Overall, Contour Landscaping is the administrative recommendation with a score of 30 versus 27 for Fleck's Landscaping and 25 for ILT Vignocchi Landscaping. The most significant determining factors in the evaluation process was the cost and the references provided by each contractor. Legal counsel reviewed the bid from Contour, found it to be in order and cited no issues.

Recommendation:


The Finance Committee concurs to recommend to the Board of Education to retain the services of Contour Landscaping Inc. with an annual cost of \$42,288 for both the 2021 and 2022 seasons, for a total of \$84,576.

Lincolnwood School District No. 74
 Bid Form – Landscape Maintenance Services
 2021 – 2022

After having read all the Specifications and Instructions for Bidders, and understanding same, I hereby submit the following bid(s) for all labor, materials, tools, equipment, incidentals, and expertise necessary for the landscape maintenance needs of School District No. 74 in accordance with said Specifications:

	YEAR 1: April 1, 2021 - December 1, 2021			YEAR 2: April 1, 2022 - December 1, 2022		
	# of Times	Unit Price	Subtotal	# of Times	Unit Price	Subtotal
Lawn mowing*	35	996	34,860	35	996	34,860
Lawn weed & feed	2	1,764	3,528	2	1,764	3,528
Mulch	1	3,900	3,900	1	3,900	3,900
* Including shrub bed & tree ring maintenance	Year 1 Total: \$ 42,288			Year 2 Total: \$ 42,288		

I acknowledge that the contract may be renewed for an additional two years in one-year increments (April 1, 2023, until December 1, 2023, and April 1, 2024, until December 1, 2024) and that the costs may be adjusted only in accordance with the terms of the Specifications stated in the Invitation to Bid. Should I be awarded the contract, I will enter into an agreement substantially in accordance with the Bid Specifications and subject to approval by legal counsel for School District No. 74.



 SIGNED

 DAVID BISKUP
 PRINT NAME OF SIGNATORY

 CONTOUR LANDSCAPING INC.
 COMPANY NAME

 3501 JARVIS
 ADDRESS

 SKOKIE IL 60076
 CITY STATE ZIP

 DAVID BISKUP
 NAME OF CONTACT PERSON

1-25-21

 DATE

 GENERAL MANAGER
 PRINT TITLE OF SIGNATORY

 363762706
 FEIN

 847-673-5149
 PHONE

 847-673-5655
 FAX

 DAVE@CALLCONTOUR.COM
 CONTACT PERSON'S EMAIL

PLEASE INITIAL BELOW TO CONFIRM THAT:

DB BIDDER HAS COMPLETED THE BIDDER CERTIFICATION PAGES INCLUDED AT THE END OF THIS BID FORM.

DB BIDDER HAS INCLUDED THE FOLLOWING DOCUMENTATION WITH THE BID PROPOSAL:

- a. Letter from insurance representative certifying that the insurer has read the requirements as set forth in the General Conditions and will issue the required policies as specified in the General Requirements;
- b. Fully completed and signed originals of all Certification Forms;
- c. References Form;
- d. Copies of applicator and operator licenses for turf grass and ornamentals.

All bids are to be submitted to the following address no later than 10:00 a.m. on January 25, 2021:

ATTENTION: Courtney Whited, Business Manager
Lincolnwood School District #74
6950 N. East Prairie Rd.
Lincolnwood, Illinois, 60712

Bid Specifications and Instructions and Bid Forms will be available at the above address between the hours of 8:00 a.m. and 4:00 p.m. on regular school days.

THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT NO. 74 RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS OR PARTS THEREOF WHICH ARE SEVERABLE AND RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES OR TECHNICAL DEFECTS IN BIDS OR THE BIDDING PROCESS AS WILL SERVE THE BEST INTERESTS OF THE DISTRICT AND THE RIGHT TO DISREGARD ALL NONCONFORMING, NON-RESPONSIVE, UNBALANCED OR CONDITIONAL BIDS. ALSO, THE DISTRICT RESERVES THE RIGHT TO REJECT THE BID OF ANY BIDDER WHEN THE DISTRICT BELIEVES THE BID IS NOT RESPONSIVE OR THE BIDDER IS UNQUALIFIED OR OF DOUBTFUL FINANCIAL OR TECHNICAL ABILITY OR FAILS TO MEET ANY OTHER PERTINENT STANDARD OR CRITERIA ESTABLISHED BY THE SCHOOL DISTRICT IN DETERMINING THE LOWEST RESPONSIBLE BID. THE BIDDER WAIVES THE RIGHT TO CHALLENGE THE DISTRICT'S DISCRETION IN DETERMINING THE LOWEST RESPONSIBLE BIDDER.

Note: The bid opening shall be conducted in compliance with the Governor's Disaster Proclamations and Executive Orders in response to the ongoing coronavirus pandemic. If limitations on in-person gatherings have been implemented at the time of the bid opening, each bidder may be limited in the number of individuals who may attend or the meeting may be conducted electronically. All visitors to School District buildings will be required to submit to temperature checks and symptom screenings and comply with social distancing and face covering requirements at all times, and shall certify that they have not tested positive for COVID-19 and have not been in close contact with a suspected or confirmed case of COVID-19 in the prior 14 days.

CERTIFICATIONS

The undersigned hereby affirms that:

- * He/She is a duly authorized agent of the vendor.
- * He/She has read and agrees to the request for bids.

I certify that I am submitting the following offers as my firm's bid. I understand by virtue of executing and returning with this bid this required response form, I further certify full, complete, and unconditional acceptance of the contents of this request for bids except as noted herein.

Print Name: DAVID BISKUP Title: GENERAL MANAGER

Company Name: CONTOUR LANDSCAPING INC.

Address: 3501 JARVIS

City State ZIP: SKOKIE, IL 60076 Telephone: 847-673-5149

Fax: 847-673-5655 E-Mail: DAVE@CALLCONTOUR.COM

Signature:  Date: 1-25-21

COLLECTIVE BARGAINING

The undersigned hereby certifies that _____ SOME OR ALL / X NONE (check one) of my firm's employees are represented by an exclusive bargaining representative recognized and certified by a labor relations board. I certify that I have provided copies of all collective bargaining agreements that my firm is subject to. I further certify that I have disclosed information on all petitions for certification, decertification, or any other action pertaining to collective bargaining that are presently outstanding but have not yet resulted in a signed collective bargaining agreement.

Signature:  Date: 1-25-21

ANTI-COLLUSION CERTIFICATION OF COMPLIANCE

DAVID BISKUP

(print name)

, being first duly sworn, deposes and says:

that he/she is GENERAL MANAGER
(owner, president, partner, etc.)

of CONTOUR LANDSCAPING INC.
(name of company)

the party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantages against any other bidder or any person interested in the proposed contract.

Signature:



Date:

1-25-21

SEXUAL HARASSMENT

The undersigned hereby certifies that my firm has complied with the requirement of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), as amended, with respect to sexual harassment policies. 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:


1-25-21

CERTIFICATE OF ELIGIBILITY TO BID

CONTOUR LANDSCAPING INC.

(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:

1-25-21

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: CONTOUR LANDSCAPING INC. By: 
(company name) (signature)

Its: GENERAL MANAGER Date: 1-25-21
(owner, president, partner, etc.)

Lincolnwood School District No. 74
Landscape Maintenance Services – 2021-2022
References

Bidder Name: CONTOUR LANDSCAPING INC.

Reference #1 Name: SKOKIE/MORTON GROVE SCHOOL DISTRICT #69

Contact Person: JOHN TINETTI - COORDINATOR OF BUILDINGS AND GROUNDS

Phone: 224-935-7072 Email: TINETTIS@SKOKIE69.NET

Reference #2 Name: SULIA MOLLOY EDUCATION CENTER

Contact Person: KYLE O'MALLEY - BUILDINGS ENGINEER

Phone: 847-966-8600 X2508 Email: KOMALLEY@NTDSE.ORG

Reference #3 Name: MORTON GROVE SCHOOL DISTRICT 70

Contact Person: JEM JOHNSON

Phone: 847-965-6200 Email: JJOHNSON@MGSD70.ORG

Reference #4 Name: SHORE COMMUNITY SERVICES

Contact Person: DEBORAH SHULRUF

Phone: 847-982-2030 X214 Email: DSHULRUF@SHORESERVICES.ORG

Reference #5 Name: CTL GROUP (PORTLAND CEMENT)

Contact Person: CRAIG HOFFMAN

Phone: 847-972-3138 Email: CHOFFMAN@CTLGROUP.COM



Corkill Insurance Agency, Inc.
25 Northwest Point Blvd., Suite 625
Elk Grove Village, IL 60007

Phone 847-758-1000
Fax 847-758-1200

January 25, 2021

Contour Landscaping, Inc.
3501 Jarvis Avenue
Skokie, IL 60076-4016

Re: Lincolnwood School District No. 74
Landscape Maintenance Services 2021-2022

To Whom It May Concern:

As the agent of Contour Landscaping, I confirm that they will be able to meet all insurance requirements of the contract for Lincolnwood School District No. 74 – Landscape Maintenance Services 2021-2022. If you have any questions, or if I can be of further service, please call. Thank you for allowing Corkill Insurance Agency to service your insurance needs.

Sincerely,

Matthew Wadley
Account Manager



CONTLAN-01

MWADLEY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/25/2021

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
Corkill Insurance Agency
25 Northwest Point Blvd., Ste 625
Elk Grove Village, IL 60007

CONTACT NAME:
PHONE (A/C, No, Ext): (847) 758-1000 **FAX (A/C, No):** (847) 758-1200
E-MAIL ADDRESS:

INSURED
Contour Landscaping, Inc.
3501 Jarvis Avenue
Skokie, IL 60076-4016

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Wadena Insurance Company	12528
INSURER B : IMT Insurance Company	14257
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		GLX2109	9/1/2020	9/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJE CT <input type="checkbox"/> LOC OTHER:					
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY		CVX2109	9/1/2020	9/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		UCX2109	9/1/2020	9/1/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	DED RETENTION \$					
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below		WCX2109	9/1/2020	9/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Job: Landscapa Maintenance Services 2021-2022 - Lincolnwood School District #74, its individual Board members, agents, officers, and employees are Additional Insured for General Liability on a primary and non-contributory basis and Additional Insured for Auto Liability if required by written contract. A waiver of subrogation applies in favor of the Additional Insured for General Liability and Auto Liability if required by written contract. GA0050 0113, BA1029 0220

CERTIFICATE HOLDER

CANCELLATION

Lincolnwood School District #74
6950 N East Prairie Road
Lincolnwood, IL 60712

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

➕ View up to date information on how Illinois is handling the Coronavirus Disease 2019 (COVID-19) from the [State of Illinois Coronavirus Response Site \(https://coronavirus.illinois.gov/\)](https://coronavirus.illinois.gov/)

[AGR \(/sites/agr/Pages/default.aspx\)](/sites/agr/Pages/default.aspx) » [Pesticides \(/sites/agr/Pesticides/Pages/default.aspx\)](/sites/agr/Pesticides/Pages/default.aspx)

Licensee

Licensee

Full Name

SCOTT SCHOELLER

License No

CA32908

License Type

COMMERCIAL APPLICATOR

Expiration Date

12/31/2021 12:00 AM

Categories

General Standards, Ornamental, Turf, Aquatic

Company

Company Name

CONTOUR LANDSCAPING INC

Address

3501 JARVIS AVE
SKOKIE Illinois, 60076

County

Cook

PESTICIDES (/SITES/AGR/PESTICIDES/PAGES/DEFAULT.ASPX)

Pesticide Use and Regulation (/sites/agr/Pesticides/Pages/Pesticide-Use-And-Regulation.aspx)

Certification and Licensing (/sites/agr/Pesticides/Pages/Certification-and-Licensing.aspx)

Dicamba (<https://www2.illinois.gov/sites/agr/Pesticides/Pages/Dicamba.aspx>)

Dicamba FAQ (/sites/agr/Pesticides/Pages/DicambaFAQ.aspx)

DriftWatch (<https://il.driftwatch.org>)

Forms (/sites/agr/Pesticides/Pages/Pesticide-Forms.aspx)

Commercial Pesticide Applicator/ Operator Training and Testing
(/sites/agr/Pesticides/Pages/Commercial-Pesticide-Applicator.aspx)

Private Pesticide Applicator Training and Testing (/sites/agr/Pesticides/Pages/Private-Pesticide-Applicator-Training-and-Testing.aspx)

Licensed Pesticide Operators /Applicators /Dealers Search (/sites/agr/Pesticides/Pages/Pesticide-Licensee-Results.aspx)

Pesticide Product Registration (/sites/agr/Pesticides/Pages/Pesticide-Product-Registration.aspx)

Pesticide Product Search (/sites/agr/Pesticides/Pages/Pesticide-Product-Results.aspx)

Pesticide Use and Misuse (/sites/agr/Pesticides/Pages/Pesticides-Uses-Misuses.aspx)

Pesticide Misuse Complaint Form
(/sites/agr/Pesticides/Documents/pesticidemisusecomplaintform.pdf)

Aerial Pesticide Application Questions and Answers (/sites/agr/Pesticides/Pages/Aerial-Pesticide-Application-Q-A.aspx)

Agrichemical Facilities Containment Program
(/sites/agr/Environment/Agrichemicals/Pages/Agrichemical-Facilities-Containment-Program.aspx)

Containment Requirements for "On-farm" Agrichemicals
(/sites/agr/Environment/Agrichemicals/Pages/containment-requirements-for-the-on-farm-storage-of-agrichemicals.aspx)

Agrichemical Container Recycling Program
(/sites/agr/Environment/Agrichemicals/Pages/Agrichemical-Container-Recycling-Program.aspx)

[Pesticide Clean Sweep Program \(/sites/agr/Pesticides/Pages/Pesticide-Clean-Sweep-Program.aspx\)](/sites/agr/Pesticides/Pages/Pesticide-Clean-Sweep-Program.aspx)

[Groundwater Monitoring Well Network \(/sites/agr/Environment/Groundwater/Pages/default.aspx\)](/sites/agr/Environment/Groundwater/Pages/default.aspx)

Contact Information

Illinois Department of Agriculture

State Fairgrounds

801 E. Sangamon Ave

Springfield, IL 62702-1813

[Agency Directory \(https://cmsapps.illinois.gov/TeleDirectory\)](https://cmsapps.illinois.gov/TeleDirectory)

[Program Directory \(/sites/agr/Pages/Programs.aspx\)](/sites/agr/Pages/Programs.aspx)

 [\(/sites/agr/About/Pages/ContactUs.aspx\)](/sites/agr/About/Pages/ContactUs.aspx)

Useful Links

[News Releases \(/sites/agr/Pages/News.aspx\)](/sites/agr/Pages/News.aspx)

[Open Meetings \(/sites/agr/Events/Pages/default.aspx\)](/sites/agr/Events/Pages/default.aspx)

[FOIA Requests \(/sites/agr/About/Pages/Freedom-of-Information-Act-Request.aspx\)](/sites/agr/About/Pages/Freedom-of-Information-Act-Request.aspx)

[Laws Administered by IDOA \(/sites/agr/About/Pages/Statutes.aspx\)](/sites/agr/About/Pages/Statutes.aspx)

[Facts About Agriculture \(/sites/agr/About/Pages/Facts-About-Illinois-Agriculture.aspx\)](/sites/agr/About/Pages/Facts-About-Illinois-Agriculture.aspx)

[Agriculture Statistics \(NASS\) \(https://www.nass.usda.gov/\)](https://www.nass.usda.gov/)

[Publications \(/sites/agr/About/Pages/Publications.aspx\)](/sites/agr/About/Pages/Publications.aspx)

[Procurement Opportunities \(/sites/agr/About/Pages/Procurement-Opportunities.aspx\)](/sites/agr/About/Pages/Procurement-Opportunities.aspx)

[Policies \(/sites/agr/About/Policies/Pages/default.aspx\)](/sites/agr/About/Policies/Pages/default.aspx)

Stay Connected

 [\(/sites/agr/About/Pages/ContactUs.aspx\)](https://twitter.com/ILAgriculture)  [\(/sites/agr/About/Pages/ContactUs.aspx\)](https://www.facebook.com/illinois.agriculture/)

 [\(/sites/agr/About/Pages/ContactUs.aspx\)](https://www.youtube.com/user/ILDeptofAg)

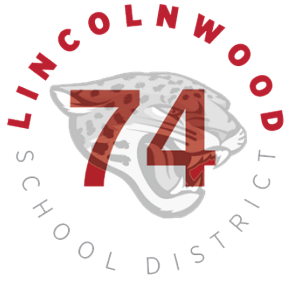
[\(/sites/agr/About/Pages/ContactUs.aspx\)](#)

 [Web Accessibility \(http://www.dhs.state.il.us/page.aspx?item=32765\)](http://www.dhs.state.il.us/page.aspx?item=32765)

 [Missing & Exploited Children \(http://www.missingkids.com/\)](http://www.missingkids.com/)

 [Amber Alerts \(http://www.amberillinois.org/\)](http://www.amberillinois.org/)  [Illinois Privacy Info \(/Pages/About/Privacy.aspx\)](/Pages/About/Privacy.aspx)

[Governor JB Pritzker \(/sites/gov\)](/sites/gov)



Executive Summary Board of Education Meeting

DATE: January 12, 2023

TOPIC: 2023-24 School Fees Draft

PREPARED BY: Courtney Whited

Recommended for:

- Action
- Discussion
- Information

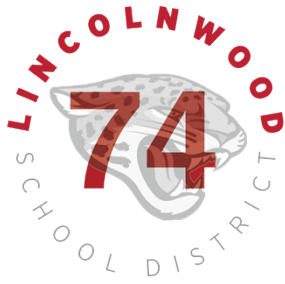
Purpose/Background:

To recommend no changes to the School Fees for the 2023-24 fiscal year.

Description	2019-20 Fees	2020-21 Fees	2021-22 Fees	2022-23 Fees	2023-24 Draft
Gr. Kdg - 5 Registration	\$145	\$160	\$160	\$160	\$160
Gr. 6 - 8 Registration	\$245	\$260	\$260	\$260	\$260
Graduation	\$40	\$40	\$40	\$40	\$40
Registration for Child #4 and Beyond in Family	\$0	\$0	\$0	\$0	\$0
Pre-K Tuition	\$3,000	\$3,200	\$3,200	\$3,200	\$3,200
Bus Fees	\$0	\$0	\$0	\$0	\$0
Lunch Program	\$2.50 per meal	\$2.50 per meal	\$2.50 per meal	\$2.50 per meal	\$2.50 per meal

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the 2023-24 School Fee Schedule, as presented.



Executive Summary Board of Education Meeting

DATE: January 12, 2023

TOPIC: Everyday Speech Subscription Renewal

PREPARED BY: Dominick Lupo

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

Everyday Speech is a program that is used in speech/social work groups to work with students on social skills/social communication skills. The curriculum uses evidence based practices and provides video modeling, worksheets/activities, and addresses a wide variety of topics. This program was used over the past year, and the Speech/Language Pathologists have found this program to be very effective.

District Legal Counsel reviewed the Terms and Conditions and Privacy Policy and found them to be acceptable.

Counsel also offered an opinion related to the National Data Privacy Agreement (IL-NDPA) necessitated by the Student Online Personal Protection Act (SOPPA). Counsel said that vendors create an original NDPA document covering all the pertinent data and terms for their product, and then the first district signs the original document. Then, other districts that use the same product would be able to sign an Exhibit E from that original NDPA agreement without having to create and revise a new standalone NDPA document. Counsel reviewed the IL-NDPA from Deerfield Public Schools #109 provided by the vendor, found the document to be acceptable, and indicated the District could sign off on Exhibit E, if the request was approved. For example, the NDPA terms

specify Illinois law and Illinois state or federal courts. In this particular case, our technology department already has Exhibit E signed and on file, therefore, District Counsel stated that we are covered and would be approved to move forward with the contract and program.

Fiscal Impact:

This will result in a fiscal impact of \$1,343.96 for the 12-month subscriptions.

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to accept this quote from Everyday Speech in the amount of \$1,343.96 for a one-year subscription from January 15, 2023 to January 16, 2024.

Everyday Speech

Lincolnwood School District No 74 - 4 Subscriptions

Lincolnwood School District No 74

6950 East Prairie Road
Lincolnwood, Illinois 60712
United States

Dominick Lupo

dlupo@sd74.org
847-675-8234

Reference: 20221108-083557925

Quote created: November 8, 2022

Quote expires: February 6, 2023

Quote created by: Dana Brock

Partnership Specialist

dana@everydayspeech.com

Comments from Dana Brock

Premium Plan vs Basic Plan:

- Access to the **Social Communication Curriculum (SCC)** with Premium Features:
 - Create *unlimited* saved lists.
 - Manage progress for *unlimited* students.
 - Send *unlimited* homework assignments.
- Access to the **Social Communication Curriculum (SCC)** with Basic Features:
 - Create *two* saved lists.
 - Manage progress for *two* students.
 - Assign *two* homework assignments per month.

Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
--------------------	-----	----------	------------	-------

Item & Description	SKU	Quantity	Unit Price	Total
Premium (Annual) - Quote (Enterprise)	P:5539395:1411930	2	\$399.99 / year	\$799.98 / year
Basic (Annual) - Quote (Enterprise)	P:5539394:1411926	2	\$299.99 / year	\$599.98 / year
Subtotals				
Annual subtotal				\$1,399.96
Other Fees				
Bulk Discount				\$56.00
			Total	\$1,343.96

Purchase terms

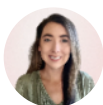
Purchasing Terms and Instructions:

For fastest service, please upload your purchase order via <https://everydayspeech.com/po/>.

If you are required to mail or fax your quote, please also send an electronic version via <https://everydayspeech.com/po/>.

This quote is valid only until the date indicated.

Questions? Contact me



Dana Brock
Partnership Specialist
dana@everydayspeech.com

Everyday Speech
DEPT CH 17439
Palatine, IL 60055-7439
US

Everyday Speech

TERMS OF SERVICE

Last Updated: August 1st, 2020

Welcome to Everyday Speech!

These terms and conditions are a legal agreement (these “Terms”) between you (together with the business entity, if any, that you represent, “you” or “your” or “User”) and Everyday Speech, LLC (“Everyday Speech” or “we”, “us” or “our”), establishing terms and conditions under which you shall access and use the services and features (“Services”) available through our mobile application (the “App”) and through on Everyday Speech’s web-based social learning platform (together with the App, the “Platform”). The Platform is located at <https://www.everydayspeech.com/> and any related sub-domains (the “Website(s)”) and provided through such Website and through our App, as made available by Everyday Speech from time to time. The date you first agree to these Terms is referred to herein as the “Effective Date.” Your use of the Platform is also subject to our Privacy Policy available on our Website at <https://everydayspeech.com/privacy> and updated from time to time (“Privacy Policy”).

The Platform enables you to provide social skills training and related content to students (“Students”) by providing such Students with access to the content available through your use of the Platform.

You represent, warrant and covenant that, prior to displaying content from the Platform to any individual, you will obtain the agreement of such individuals, or their parent or legal guardian where applicable, under applicable law and regulation, permitting such individuals, or the Students they represent, to access and use content available through your use of the App or Platform under terms and conditions consistent with these Terms.

BEFORE YOU CLICK ON THE “I ACCEPT” BUTTON OR OTHERWISE ACCESS THE PLATFORM OR APP OR USE ANY OF THE SERVICES, CAREFULLY READ THESE TERMS. BY CLICKING ON THE “I ACCEPT” BUTTON OR ACCESSING THE PLATFORM, WEBSITE OR APPS OR USING THE SERVICES, YOU AND THE BUSINESS ENTITY THAT YOU REPRESENT ARE AGREEING TO BE BOUND BY AND ARE BECOMING A PARTY TO THESE TERMS. YOU REPRESENT AND WARRANT THAT YOU HAVE THE AUTHORITY TO ENTER INTO THESE TERMS ON BEHALF OF THE BUSINESS ENTITY YOU REPRESENT. YOU HEREBY COVENANT TO ENSURE THAT ALL USERS THAT GAIN ACCESS TO THE PLATFORM AND/OR THE SERVICES FROM YOU ARE BOUND BY THESE TERMS. IF YOU DO NOT AGREE TO ALL OF THESE TERMS, THEN DO NOT CLICK “I ACCEPT” AND YOU WILL NOT BE PERMITTED TO ACCESS AND/OR USE THE SERVICES.

1. Registration

Some portions of our Services may be available to users without registering, other features will only be available to those users who register with us, while still other features will only be available to users based on the features included in their tier of subscription plan or trial of our Services. In consideration of your use of the Service, you agree to (a) provide accurate, current and complete information about you as may be prompted by any registration

forms on the Service (“Registration Data”); (b) maintain the security of your password and identification; (c) maintain and promptly update the Registration Data, and any other information you provide to us, to keep it accurate, current and complete; and (d) be fully responsible for all use of your account and for any actions that take place using your account.

2. Restricted License

On the condition that you comply with all your obligations under these Terms, Everyday Speech hereby grants you a non-exclusive, non-transferable, restricted license (without the right to sublicense) to access the Platform and use the Services in accordance with these Terms and the instructions and guidelines posted on the Platform. Everyday Speech reserves the rights to terminate your license to use the Platform and Services at any time and for any reason or to change the features included in different tiers of paid or free subscription plans. You may not use the Services to substantially replicate products or services offered by Everyday Speech including the republication of Everyday Speech content or the creation of a competing platform. If Everyday Speech believes, in its sole discretion, that you have violated or attempted to violate these Terms, your ability to use and access the Services may be temporarily or permanently revoked, with or without notice.

Everyday Speech reserves the right to investigate possible violations of these Terms, block users from accessing the Services, and refer matters to law enforcement authorities for further investigation. We may disclose information to third parties, in accordance with our Privacy Policy, located at <https://everydayspeech.com/privacy>.

You agree that if Everyday Speech determines or reasonably suspects that you are reselling or brokering the Services’ information, programs, computer applications, or data, or is otherwise violating any provision of these Terms, Everyday Speech may take immediate action, including terminating the delivery of, and the license to use, the Services. Everyday Speech reserves the right to use whatever means it deems appropriate to monitor your compliance with these Terms. Everyday Speech reserves the right to exercise whatever lawful means it deems necessary to prevent unauthorized access to or use of the Services, including, but not limited to, technological barriers, IP mapping, and contacting your Internet Service Provider (ISP) regarding such unauthorized use.

You represent and warrant that (i) you are not located in a country that is subject to a U.S. Government embargo, or that has been designated by the U.S. Government as a “terrorist supporting” country; and (ii) you are not listed on any U.S. Government list of prohibited or restricted parties.

3. Your Content

In order to use some features of the Services, you may choose to provide us with information, or access to information, to create and automatically update your Everyday Speech account (collectively, “your content”). You own your content and may request deletion of your content at any time, unless you have shared your content with others and they have not deleted it, or it was copied or stored by other users while displayed by you to others through the Services, as further described in our Privacy Policy. You represent and warrant that you have the right to provide us with your content and to permit us to use and disclose your content within the parameters authorized by these Terms or our Privacy Policy.

Everyday Speech permits teachers to provide information identifying content made available to individual students, as a personal memory aid. You agree that you will not provide any information that would constitute an “education

record” under the Family Education Rights and Privacy Act (“FERPA”) or 34 CFR §99.3, or otherwise provide personal information regarding any minors.

You, and not Everyday Speech, are responsible for maintaining and protecting a separate permanent record of all of your content, if you wish to retain your content. Everyday Speech will not be liable for any loss or corruption of your content, or for backing up or restoring any of your content.

Notwithstanding anything else in these Terms or otherwise, Everyday Speech may monitor your use of the Services and Platform and use data and information related to your use of the Services in an aggregate or de-identified manner, including to compile statistical and performance information related to the provision and operation of the Platform and Services and the efficacy of the Platform, Services and particular Content. You agree that Everyday Speech may make such data and information publicly available and use such information to the extent and in the manner required by applicable law or regulation and/or for purposes of data gathering, analysis, service enhancement and marketing, provided that such data and information does not identify you or any other individual or entity.

4. User Conduct

You understand that the Services are available for your personal and business use only and for your use in connection with your Students. You shall not share your login credentials with any third party or otherwise enable a third party to use your account. Information and other text, images, data, links, software, or other material accessible through the Websites or Services, whether created by us or provided by another person for display on the Websites or through the Services (“Content”) in the Services may be protected by intellectual property rights of others. Please do not copy, upload, download, or share files unless you have the right to do so. You, not Everyday Speech, will be fully responsible and liable for what you copy, share, post, upload, download or otherwise use while using the Services. You represent, warrant and agree that your content or information shared through your account or otherwise shared by you on or through the Services will not violate or infringe upon the rights of any third party, including copyright, trademark, privacy, publicity or other personal or proprietary rights; be in violation of any law or used in furtherance of any such violation; or contain libelous, defamatory or otherwise unlawful material.

In addition, you agree not to use the Services:

- in any unlawful manner or in any other manner that could damage, disable, overburden or impair the Services;
- to share or otherwise make available any content that we deem to be harmful, threatening, unlawful, defamatory, infringing, abusive, inflammatory, harassing, vulgar, obscene, fraudulent, invasive of privacy or publicity rights, hateful, or racially, ethnically or otherwise objectionable;
- to impersonate any person or entity, or falsely state or otherwise misrepresent yourself, your age or your affiliation with any person or entity;
- to share or otherwise make available any unsolicited or unauthorized advertising, solicitations, promotional materials, “junk mail,” “spam,” “chain letters,” “pyramid schemes,” or any other form of solicitation;
- to share or otherwise make publicly available on the Services any private information of any third party, including addresses, phone numbers, email addresses, Social Security numbers and credit card numbers;
- to share or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;

to share or otherwise make available content that would constitute, encourage or provide instructions for a criminal offense, violate the rights of any party, or that would otherwise create liability or violate any local, state, national or international law;

to use or attempt to use another's account, service or system without authorization from us, or create a false identity on the Services;

to manipulate the Services to obtain fee-bearing features for which you have not subscribed or to start more than one free trial for the Services within a one-month period without authorization from us;

to forge headers or otherwise manipulate identifiers in order to disguise the origin of any information transmitted by you;

to access, retrieve or index the Services for purposes of constructing or populating a searchable database of contact or business information;

to record, process, or mine information about other users;

to use any robot, spider, search/retrieval application, or other automated device, process or means to access, retrieve, scrape, or index the Services or any Content; or

to reformat or frame any portion of the Services.

5. Content Posted on Other Websites

We have not reviewed, and cannot review, all of the material, including computer software, made available through the websites and web pages to which Everyday Speech.com links, or that link to our Website. Everyday Speech does not have any control over those non-Everyday Speech websites and web pages and is not responsible for their contents or their use. By linking to a non-Everyday Speech website or webpage, Everyday Speech does not represent or imply that it endorses such website or webpage. You are responsible for taking precautions as necessary to protect yourself and your computer systems from viruses, worms, Trojan horses, and other harmful or destructive content. Everyday Speech disclaims any responsibility for any harm resulting from your use of non-Everyday Speech websites and web pages.

6. Intellectual Property

These Terms do not transfer from Everyday Speech to you any Everyday Speech or third-party intellectual property, and all right, title and interest in and to such property will remain (as between the parties) solely with Everyday Speech. Everyday Speech, the Everyday Speech logo, and all other trademarks, service marks, graphics and logos used in connection with Everyday Speech, LLC or the Platform, are trademarks or registered trademarks of Everyday Speech or Everyday Speech's licensors. Other trademarks, service marks, graphics and logos used in connection with the Platform may be the trademarks of other third parties. Your use of the Platform grants you no right or license to reproduce or otherwise use any Everyday Speech or third-party trademarks.

7. Unsolicited Ideas and Feedback

While we welcome your feedback, ideas, and suggestions, it is important to be aware of the following restrictions. If you send us feedback, ideas, or suggestions (collectively, "unsolicited ideas"), you agree that: (1) your unsolicited ideas become the property of Everyday Speech and you are not owed any compensation in exchange; (2) none of the unsolicited ideas contain confidential or proprietary information of any third party; (3) Everyday Speech may use or redistribute unsolicited ideas for any purpose and in any way; (4) there is no obligation for Everyday Speech to review or use your unsolicited ideas; and (5) Everyday Speech has no obligation to keep any unsolicited ideas confidential.

8. Advertisements

Everyday Speech reserves the right to display advertisements on Everyday Speech.com or within Everyday Speech's mobile applications.

9. Payments

If you purchase any Services that we offer for a fee, either on a one-time or subscription basis ("Premium Services"), you agree to Everyday Speech or its third-party payment processing service provider storing your payment card information. You also agree to pay the applicable fees for the Premium Services (including, without limitation, periodic fees for premium accounts) as they become due plus all related taxes. You may cancel your Premium Services as provided on the Platform from time to time. If you register for our Services as a member of an organization, your subscription may be paid by such organization; provided that, if so, then your subscription shall be effective for only the period for which such subscription is paid by such third party.

10. Changes

Everyday Speech reserves the right, at its sole discretion, to modify or replace any part of these Terms. It is your responsibility to check these Terms periodically for changes. Your continued use of or access to the Platform following the posting of any changes to these Terms constitutes acceptance of those changes, except that, if such changes occur during the period of your paid subscription to our Services, then such changes shall take effect upon the sooner of (i) the renewal of your subscription and (ii) the date that you inform Everyday Speech of your acceptance of such changes.

11. Termination

Everyday Speech may terminate your access to all or any part of the Platform at any time, with or without cause, with or without notice, effective immediately. If you wish to terminate your EverydaySpeech.com account (if you have one), you may terminate your subscription via the Platform or provide notice of termination to us at info@everydayspeech.com. Everyday Speech will have no obligation to provide a refund of any amounts previously paid to Everyday Speech. Everyday Speech can terminate the Platform and/or any related Services immediately as part of a general shut down of our Services. If your subscription is paid by a third-party organization, your subscription may be terminated by such organizer. All provisions of these Terms which by their nature should survive termination shall survive termination, including, without limitation, ownership provisions, rights in data you share with other users, warranty disclaimers, indemnity, limitations of liability and governing law and jurisdiction.

12. Disclaimer of Warranties

a) THE SERVICES, YOUR EVERYDAY SPEECH ACCOUNT, AND ALL INFORMATION AND CONTENT ARE MADE AVAILABLE TO YOU ON AN "AS IS," "AS AVAILABLE" BASIS. EVERYDAY SPEECH, ITS PARENTS, SUBSIDIARIES, AFFILIATES, AND THIRD PARTY DATA PROVIDERS AND MOBILE APPLICATION DISTRIBUTORS (COLLECTIVELY THE "EVERYDAY SPEECH PARTIES") MAKE NO WARRANTIES, REPRESENTATIONS, OR CONDITIONS OF ANY KIND, EXPRESS, STATUTORY OR IMPLIED AS TO (1) THE OPERATION AND FUNCTIONALITY OF THE EVERYDAY SPEECH SERVICES, (2) THE ACCURACY, INTEGRITY, COMPLETENESS, QUALITY, LEGALITY, USEFULNESS, SAFETY, AND IP RIGHTS OF ANY OF THE INFORMATION AND CONTENT, INCLUDING BUT NOT LIMITED TO THE ACCURACY OF CONTACT AND BUSINESS INFORMATION CONTAINED ON THE SERVICES, (3) THE FUNCTIONS CONTAINED ON THIS SITE WILL BE

UNINTERRUPTED OR ERROR-FREE; (4) THAT DEFECTS WILL BE CORRECTED, OR (5) THE PRODUCTS AND SERVICES ASSOCIATED WITH THE SERVICES. THE EVERYDAY SPEECH PARTIES FURTHER DISCLAIM ALL WARRANTIES, EXPRESS, STATUTORY, OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, MERCHANTABILITY QUALITY, DURABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, THAT YOU OBTAIN FROM EVERYDAY SPEECH OR THE EVERYDAY SPEECH SERVICES SHALL CREATE ANY WARRANTY, REPRESENTATION, OR CONDITION NOT EXPRESSLY STATED HEREIN.

b) THE EVERYDAY SPEECH PARTIES FURTHER DISCLAIM ALL LIABILITY FOR ANY LOSS OR DAMAGE ARISING OUT OF YOUR USE OF THE EVERYDAY SPEECH SERVICES AND INFORMATION AND CONTENT AVAILABLE THROUGH THE EVERYDAY SPEECH SERVICES. YOUR USE OF THE EVERYDAY SPEECH SERVICES IS AT YOUR OWN DISCRETION AND RISK, AND YOU WILL BE SOLELY RESPONSIBLE FOR ANY RESULTING LOSS OR DAMAGE, INCLUDING BUT NOT LIMITED TO LOST REVENUE OR PROFITS, ANY LOSS OF DATA, OR DAMAGE TO YOUR COMPUTER FROM VIRUSES THAT MAY BE DOWNLOADED TO YOUR COMPUTER IN THE COURSE OF USING THE EVERYDAY SPEECH SERVICES.

c) THE EVERYDAY SPEECH PARTIES ALSO DISCLAIM ALL LIABILITY FOR ANY LOSS OR DAMAGE ARISING OUT OF YOUR COMMUNICATIONS OR DEALINGS WITH ANY OF THE BUSINESSES, ADVERTISERS, OR USERS LISTED ON THE EVERYDAY SPEECH SERVICES. YOU ACKNOWLEDGE THAT EVERYDAY SPEECH HAS NO AFFILIATION WITH SUCH BUSINESSES, ADVERTISERS, AND USERS. YOUR COMMUNICATIONS OR DEALINGS WITH SUCH BUSINESSES, ADVERTISERS, AND USERS ARE SOLELY BETWEEN YOU AND THEM, THOUGH EVERYDAY SPEECH RESERVES THE RIGHT TO MONITOR DISPUTES BETWEEN YOU AND THEM.

d) SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF CERTAIN WARRANTIES, THE LIMITATION OR EXCLUSION OF IMPLIED WARRANTIES, OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY MAY LAST, SO THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU. IF YOU RESIDE IN SUCH A JURISDICTION, THE ABOVE LIMITATIONS SHALL APPLY TO YOU TO THE FULLEST EXTENT PERMITTED UNDER APPLICABLE LAW.

e) EVERYDAY SPEECH DOES NOT HAVE ANY OBLIGATION TO VERIFY THE IDENTITY OF THE PERSONS REGISTERING TO USE ITS SERVICES, NOR DO WE HAVE ANY OBLIGATION TO MONITOR THE USE OF ITS SERVICES BY OTHER USERS; THEREFORE, EVERYDAY SPEECH DISCLAIMS ALL LIABILITY FOR IDENTITY THEFT OR ANY OTHER MISUSE OF YOUR IDENTITY OR INFORMATION THAT YOU PERMIT ANY THIRD PARTY TO ACCESS.

f) EVERYDAY SPEECH IS NOT RESPONSIBLE, AND MAKES NO REPRESENTATIONS OR WARRANTIES, FOR THE DELIVERY OF ANY MESSAGES (SUCH AS POSTING OR TRANSMISSION OF ANY OTHER USER GENERATED CONTENT) SENT THROUGH EVERYDAY SPEECH TO ANYONE.

g) THE EVERYDAY SPEECH SERVICES MAY CONTAIN HYPERLINKS TO THIRD PARTY WEBSITES (THE "THIRD PARTY SITES"), AND EVERYDAY SPEECH ASSUMES NO RESPONSIBILITY AND HAS NO CONTROL OVER THE INFORMATION AND OR CONTENT CONTAINED THEREIN. THE EVERYDAY SPEECH PARTIES ALSO DISCLAIM ALL LIABILITY ASSOCIATED WITH YOUR USE OF ANY THIRD PARTY SITES.

13. Limitation of Liability

a) TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT WILL THE EVERYDAY SPEECH PARTIES BE LIABLE FOR (A) INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, RELIANCE, OR CONSEQUENTIAL DAMAGES, (B) LOSS OF PROFITS, (C) BUSINESS INTERRUPTION, (D) LOSS OF OR DAMAGE TO REPUTATION, OR (E) LOSS OF

INFORMATION OR DATA REGARDLESS OF LEGAL THEORY, WHETHER OR NOT EVERYDAY SPEECH HAS BEEN WARNED OF THE POSSIBILITY OF SUCH DAMAGES, AND EVEN IF A REMEDY FAILS OF ITS ESSENTIAL PURPOSE.

b) THE EVERYDAY SPEECH PARTIES' MAXIMUM AGGREGATE LIABILITY TO YOU FOR ANY CAUSES WHATSOEVER, AND REGARDLESS OF THE FORM OF ACTION (WHETHER SUCH LIABILITY ARISES DUE TO NEGLIGENCE, BREACH OF CONTRACT, MISREPRESENTATION OR FOR ANY OTHER REASON), WILL AT ALL TIMES BE LIMITED TO THE GREATER OF (I) THE AMOUNT PAID, IF ANY, BY YOU TO EVERYDAY SPEECH IN CONNECTION WITH THE SERVICES IN THE TWELVE (12) MONTHS PRIOR TO THE ACTION GIVING RISE TO LIABILITY OR (II) US \$10.00.

14. General Representation and Warranty.

You represent and warrant that (i) your use of the Platform will be in strict accordance with the Everyday Speech, LLC Privacy Policy, with these Terms and with all applicable laws and regulations (including without limitation any local laws or regulations in your country, state, city, or other governmental area, regarding online conduct and acceptable content, and including all applicable laws regarding the transmission of technical data exported from the United States or the country in which you reside) and (ii) your use of the Platform will not infringe or misappropriate the intellectual property rights of any third party.

15. Indemnification

You agree to indemnify and hold harmless Everyday Speech, its contractors, and its licensors, and their respective directors, officers, employees and agents from and against any and all claims and expenses, including attorneys' fees, arising out of your use of the Platform, including but not limited to your violation of these Terms.

16. Miscellaneous

These Terms constitute the entire agreement between Everyday Speech and you concerning the subject matter hereof. We may, at our sole discretion and without notice, revise these Terms at any time by updating this posting. These Terms shall be governed and interpreted pursuant to the laws of the Commonwealth of Massachusetts, United States of America, without regard to the conflict of law provisions thereof. All claims, legal proceedings, or litigation arising in connection with the Services will be brought solely in federal or state courts located in the Commonwealth of Massachusetts, and you consent to the jurisdiction of and venue in such courts and waive any objection as to inconvenient forum. If any part of these Terms is held to be unlawful, void, or unenforceable, that part will be deemed severable and shall not affect the validity and enforceability of the remaining provisions. A waiver by either party of any term or condition of these Terms or any breach thereof, in any one instance, will not waive such term or condition or any subsequent breach thereof. Neither these Terms nor the licenses granted herein are transferable by You without the prior written consent of Everyday Speech, which may be granted or withheld in Everyday Speech's sole discretion. Everyday Speech may assign or subcontract its rights and obligations under these Terms without condition. These Terms will be binding upon and will inure to the benefit of the parties, their successors and permitted assigns.

17. For Additional Information.

If You have any questions about these Terms, please contact us at: info@everydayspeech.com.

Copyright © 2020, Everyday Speech, LLC. All Rights Reserved.

Privacy Policy

Your privacy is important to us. This Privacy Policy sets forth Everyday Speech's ("Everyday Speech", "we", "us", or "our") privacy practices in connection with Everyday Speech's services and features ("Services") available through our mobile application (the "App") and through on Everyday Speech's web-based social learning platform (together with the App, the "Platform"). The Platform is located at <https://www.everydayspeech.com/> and any related sub-domains (the "Website(s)") and provided through such Website and through our App, as made available by Everyday Speech from time to time. This Privacy Policy applies only to information collected by Everyday Speech from users of our Services and visitors to our Platform or Website. This Privacy Policy does not apply to information collected by Everyday Speech in other ways, including offline. Access to the Services is provided pursuant to the Terms of Service accessible on our Platform and Website. Capitalized terms used but not defined in this Privacy Policy, shall have the meaning set forth in the Terms of Service.

What information does Everyday Speech collect?

User-provided Information

We may collect your personal information in the following circumstances:

When you voluntarily provide it to us, such as when you register for an account by creating a username and password ("Everyday Speech Login Credentials"), send us an email or post information or other content to our Site or Service.

When you choose to sign into or create an Everyday Speech account.

If you apply for or purchase a Service requiring billing or payment information on our Platform, we require that you provide certain additional Personal Information, including your address, phone number, and credit card number.

This information is necessary to process your requests and to contact you.

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We also retain information made available to us by teachers or school systems, to enable them to record and recall information about Everyday Speech content that has been made available to their students. Everyday Speech does not mandate the form of the information provided, and we cannot determine whether student names or other identifiable information will be provided. This information is maintained solely as a convenience for the teacher or school system, and is not otherwise used by us or shared with third parties.

We may also use the information you provided us to contact you from time to time to provide you with important information, required notices and marketing promotions.

All personal data we collect from you in this manner is done with your consent.

Automatically Collected Information

When you utilize the Services, we also receive certain other information about you or your use of the Services. Such other information may be collected using various technologies, including:

Logs: We track the data you see in Everyday Speech and how you interact with it by automatically collecting certain information such as, the pages you visit or features you use within the Services, the date and time of your activities on the Services, the URLs from the websites you visit before and after navigating to the Services, your software and hardware attributes (including operating system type and version, App version, device type, and device identifiers, including IDFA and/or Advertising IDs), your browser type and version, your interaction with our Platform, and your general geographic location derived through your IP address (e.g., your city, state, or metropolitan region). To obtain such information, we may use web logs or applications that monitor use of our Platform and/or recognize your device and gather information about its online activity. We treat this information as private data if we combine it with or link it to any of your personal information. Otherwise, it is used in aggregate form only. We use tracking data about users in an aggregated form to inform us about how Everyday Speech is being used to help us provide a better user experience.

Cookies: Like almost all websites today, Everyday Speech uses cookies to determine whether you are logged in on your computer and to recognize repeat visitors. We send cookies to your computer in order to uniquely identify your browser and improve the quality of our Services. Cookies are small pieces of information that a website sends to your computer's hard drive while you are viewing a site. We may use both session cookies (which expire once you close your browser) and persistent cookies (which stay on your computer until you delete them). If you wish to restrict or block the cookies which are set by Everyday Speech, or by any other website, you can do this through your browser settings. Please note, if you choose to disable cookies, some of our Services may not work properly or at all. You may see the cookies we use and our policy regarding cookies [here](#).

Web beacons: The Services or the emails that you receive from us may use an application known as a "web beacon" (also known as a "clear gif" or "pixel tag"). A web beacon is an electronic file that usually consists of a single-pixel image. It can be embedded in a web page or in an email to transmit information. For example, it allows an email sender to determine whether a user has opened a particular email.

Local storage: We may collect and store information (including personal information about you) locally on your device using mechanisms such as browser web storage (including HTML 5) and application data caches.

Everyday Speech keeps such personal information contained in your cookies and obtained through the other tracking technologies confidential. We do not set any cookies outside of the everydayspeech.com domain.

Additionally, you may encounter embedded content from other websites that behave in the exact same way as if you had visited that website directly. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor use with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website. We do not control the use of cookies by third parties.

Our Platform does not collect precise information about your location, or the location of your computer or mobile device.

How is the information used?

We use information about you collected through our Services for the following purposes:

to provide our Services or information you request, and to process and complete any transactions;

to respond to your emails, submissions, questions, comments, requests, and complaints and provide customer service;

to monitor and analyze usage of the Services and trends, and to personalize and improve our Services and our users' experiences on our Services, such as content, or features that match their profiles or interests, and to increase the functionality and user friendliness of our Services;

to send you confirmations, updates, security alerts, and support and administrative messages and otherwise facilitate your use of, and our administration and operation of, our Services;

to track the use of our content, such as which videos have been watched the most, or how many users have used our homework feature;

to track user sessions, such as which teachers use our product and when;

to contact you about the Services in which you have expressed interest or that might be of interest to you; and for any other purpose for which the information was collected.

Sharing Information

Everyday Speech exists to make your professional network more actionable, not to sell your data. However, we share personal information as follows:

Service Providers, Agents and Related Third Parties: We sometimes hire other companies to help us provide the Services to you. Examples include third-party payment processors, companies who send emails on our behalf, and providers who are working with us in connection with the operation of our Services. Such service providers are only provided with the information they need to perform their specific function, will only use your personal information to perform the services requested by us, and we make efforts to ensure they are subject to confidentiality restrictions consistent with this Privacy Policy.

Requests to other Everyday Speech users (and non-users): Some communications you initiate through Everyday Speech (e.g., an invitation sent to a non-user or a task you assign to another Everyday Speech user) will list your primary email address and name in the header of the message.

Facebook Custom Audiences and Similar Programs: We may partner with Facebook and other social media partners to deliver advertisements to our users via the Facebook Custom Audiences program or similar third-party programs. In order to identify and reach our users on Facebook or another third-party service, we may share information such as an email address or phone number with Facebook or another third-party service. For more information about custom audience targeting and how to adjust your social media advertising preferences, please review the privacy policy of your social media provider.

With Your Consent: We may share your personal information when you give us your consent to do so, including if we notify you on our Services that the information you provide will be shared in a particular manner and you provide such information.

Legal Processes: We may also disclose your personal information if required to do so by law or when we believe in good faith that we are lawfully authorized or required to do so or that doing so is reasonably necessary or appropriate to comply with the law or legal processes or respond to lawful requests or legal authorities, including responding to lawful subpoenas, warrants or court orders; when we believe that disclosure is necessary to protect our rights or the rights, property or safety of others; to enforce or apply our Privacy Policy, our Terms of Service or our other policies or agreements.

Transfers: We might sell or buy business assets. We may share your personal information in connection with, or during negotiations of, any merger, sale of company assets, financing or acquisition, or in any other situation where personal information may be disclosed or transferred as one of the business assets of us.

Analytics: We partner with certain third parties to collect the other information discussed above and to engage in analysis, auditing, research, and reporting. These third parties may use web logs or web beacons, and they may set and access cookies or use similar tracking technologies on your computer or other device. In particular, our Services use Google Analytics and Mixpanel

Online Interest-Based Advertising: The Services also enable third-party tracking mechanisms to collect your other information for use in online interest-based advertising. For example, third parties may use the fact that you visited our website or used our mobile app to target online ads to you. In addition, our third-party advertising networks might use information about your use of our website or app to help target advertisements based on your online activity in general. For information about interest-based advertising practices, including privacy and confidentiality, visit the Network Advertising Initiative website or the Digital Advertising Alliance website.

The use of online tracking mechanisms by third parties is subject to those third parties' own privacy policies, and not this privacy policy. If you prefer to prevent third parties from setting and accessing cookies on your computer or other device, you may set your browser to block cookies. Additionally, you may remove yourself from the targeted advertising of companies within the Network Advertising Initiative by opting out here, or of companies participating in the Digital Advertising Alliance by opting out here. If you are an individual of the EU or Switzerland, you may opt-out here. Although our Services currently do not respond to "do not track" browser headers, you can limit tracking through these third-party programs and by taking the other steps discussed above.

Please note that the opt-out will apply only to the specific browser or device from which you opt out, and therefore you will need to opt out separately on all of your browsers and devices. If you delete or reset your cookies or mobile identifiers, change browsers, or use a different device, any opt-out cookie or tool may no longer work and you will have to opt out again.

Aggregated information: We may share aggregated demographic information about our user base with our partners. Such aggregated information does not identify individual users. We do not link this aggregate user data with personal information. Our Privacy Policy does not restrict or limit our collection and use of aggregate user data.

We periodically share aggregated, anonymized data with third parties to help us improve our Applications and our Services.

We will share your identifiable personal information with third parties only in the ways that are described in this privacy statement. Specifically, we may disclose User Provided and Automatically Collected personal information:

- as required by law, such as to comply with a subpoena, or similar legal process;
- when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request;
- with trusted services providers who work on our behalf, do not have an independent use of the information we disclose to them, and have agreed to adhere to the rules set forth in this privacy statement.

if Everyday Speech LLC is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email and/or a prominent notice on our Web site of any change in ownership or uses of this information, as well as any choices you may have regarding this information.

Links

Our Website contains links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage our users to read the privacy statements of every website that collects personal information. This privacy statement applies solely to information collected by this Website or our Platform.

Children and Students

We do not use our Platform to knowingly solicit data from or market to children under the age of 13. If a parent or guardian becomes aware that his or her child has provided us with information without their consent, he or she should contact us at info@everydayspeech.com. We will delete such information from our files within a reasonable time.

Further, we do not use our Platform to collect or generate education records under the Federal Education Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and our users are instructed not to store such records on our Platform.

Security

We have implemented multiple controls and security measures to safeguard personal and sensitive information on and off-line. Security measures include the use of secure networks and servers, encryption, anti-virus protection, firewalls, vulnerability scans, and other technology. All collected data is protected in a monitored, secure environment and ONLY accessible by authorized our personnel. Generally, collected data is retained for up to 60 days, although we may retain them longer if we believe in good faith that we are required to do so by law, at the request of law enforcement authorities, or to protect our rights or the rights of our customers or third parties.

Only personnel who need off-line secure information to perform a specific job (for example, a Customer Service Specialist) are granted access to personally identifiable information. ALL employees are kept up-to-date on our security and privacy practices.

Communications from the Site

On occasion, it is necessary to send out service-related announcements. These communications are not used for promotional purposes. If our services are temporarily disabled, we may send notification via email. Users may not opt-out of these communications.

You may opt out of receiving marketing or promotional communications from us by following the instructions in those communications or by emailing us at info@everydayspeech.com

Opting Out of Further Collection

You can stop all further collection of information by one of our Applications easily by uninstalling the Application. You may use the standard uninstall processes as may be available as part of your mobile device or via the mobile

application marketplace or network. You can also stop further collection about you from our Website by ceasing to visit the Website.

Please note that these steps will not automatically result in the deletion of information we have already collected about you. If you are a resident of California, see our "California Privacy Addendum" for information on how to do so.

Notification of Changes

This Privacy Policy may be updated from time to time. We will notify you of any changes to our Privacy Policy by posting the new Privacy Policy at <https://everydayspeech.com/privacy-policy/>. You are advised to consult this Privacy Policy regularly for any changes, as continued use is deemed approval of all changes.

Contact Information

If users have any questions or suggestions regarding our privacy policy, please contact us at:

Email: info@everydayspeech.com.

Phone: 617-564-3143

Postal Address: Everyday Speech LLC, DEPT CH 17439, Palatine, IL 60055-7439

DATED: August 1st, 2020

PRIVACY SUPPLEMENT FOR CALIFORNIA RESIDENTS

This PRIVACY NOTICE FOR CALIFORNIA RESIDENTS supplements the information contained in the Everyday Speech Privacy Policy and applies solely to visitors, customers, and others who reside in the State of California ("consumers" or "you"). We adopt this notice to comply with the California Consumer Privacy Act of 2018 ("CCPA") and other California privacy laws. Any terms defined in the CCPA have the same meaning when used in this notice.

Information We Collect

We collect information that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or device ("personal information"). In particular, we have collected the following categories of personal information from consumers within the last 12 months:

Category

Examples

Collected

A. Identifiers.

A real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, Social Security number, driver's license number, passport number, or other similar identifiers.

YES

B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).

A name, signature, Social Security number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information. Some personal information included in this category may overlap with other categories.

YES

C. Protected classification characteristics under California or federal law.

Age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).

NO

D. Commercial information.

Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.

YES

E. Biometric information.

Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.

NO

F. Internet or other similar network activity.

Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.

YES

G. Geolocation data.

Physical location or movements.

NO

H. Sensory data.

Audio, electronic, visual, thermal, olfactory, or similar information.

YES

I. Professional or employment-related information.

Current or past job history or performance evaluations.

NO

J. Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).

Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.

NO

K. Inferences drawn from other personal information.

Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.

NO

Personal information does not include:

Publicly available information from government records.

De-identified or aggregated consumer information.

Information excluded from the CCPA's scope, like:

health or medical information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Confidentiality of Medical Information Act (CMIA) or clinical trial data;

personal information covered by certain sector-specific privacy laws, including the Fair Credit Reporting Act (FCRA), the Gramm-Leach-Bliley Act (GLBA) or California Financial Information Privacy Act (FIPA), and the Driver's Privacy Protection Act of 1994.

We obtain the categories of personal information listed above from the following categories of sources:

Directly from teachers and other professionals, and from parents.

Indirectly from school systems.

Directly and indirectly from activity on our Website (www.everydayspeech.com) or interactions with our social media accounts.

Use of Personal Information

We may use or disclose the personal information we collect for one or more of the following business purposes:

To fulfill or provide the services for which the information is provided.

To provide you with information, products or services that you request from us.

To provide you with email alerts, event registrations and other notices concerning our products or services, or events or news, that may be of interest to you.

To carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collections.

To improve our website and present its contents to you.

For testing, research, analysis and product development.

As necessary or appropriate to protect the rights, property or safety of us, our customers or others.

To respond to law enforcement requests and as required by applicable law, court order, or governmental regulations.

As described to you when collecting your personal information or as otherwise set forth in the CCPA.

To evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information held by us is among the assets transferred.

We will not collect additional categories of personal information or use the personal information we collected for materially different, unrelated, or incompatible purposes without providing you notice.

Sharing Personal Information

We may disclose your personal information to a third party for a business purpose. When we disclose personal information for a business purpose, we enter a contract that describes the purpose and requires the recipient to both keep that personal information confidential and not use it for any purpose except performing the contract.

In the preceding 12 months, we have disclosed the following categories of personal information for a business purpose:

Category A: Identifiers.

Category B: Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).

Category D: Commercial information.

Category F: Internet or other similar network activity.

Category H: Sensory data.

We disclose your personal information for a business purpose to the following categories of third parties:

Service providers.

Third parties to whom you or your agents authorize us to disclose your personal information in connection with products or services we provide to you.

In the preceding 12 months, we have not sold any personal information.

Your Rights and Choices

The CCPA provides consumers (California residents) with specific rights regarding their personal information. This section describes your CCPA rights and explains how to exercise those rights.

Access to Specific Information and Data Portability Rights

You have the right to request that we disclose certain information to you about our collection and use of your personal information over the past 12 months. Once we receive and confirm your verifiable consumer request, we will disclose to you:

The categories of personal information we collected about you.

The categories of sources for the personal information we collected about you.

Our business or commercial purpose for collecting or selling that personal information.

The categories of third parties with whom we share that personal information.

The specific pieces of personal information we collected about you (also called a data portability request).

If we sold or disclosed your personal information for a business purpose, two separate lists disclosing: sales, identifying the personal information categories that each category of recipient purchased; and disclosures for a business purpose, identifying the personal information categories that each category of recipient obtained.

Deletion Request Rights

You have the right to request that we delete any of your personal information that we collected from you and retained, subject to certain exceptions. Once we receive and confirm your verifiable consumer request, we will delete (and direct our service providers to delete) your personal information from our records, unless an exception applies.

We may deny your deletion request if retaining the information is necessary for us or our service providers to:

Complete the transaction for which we collected the personal information, provide a good or service that you requested, take actions reasonably anticipated within the context of our ongoing business relationship with you, or otherwise perform our contract with you.

Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, or prosecute those responsible for such activities.

Debug products to identify and repair errors that impair existing intended functionality.

Exercise free speech, ensure the right of another consumer to exercise their free speech rights, or exercise another right provided for by law.

Comply with the California Electronic Communications Privacy Act (Cal. Penal Code § 1546 seq.).

Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws, when the information's deletion may likely render impossible or seriously impair the research's achievement, if you previously provided informed consent.

Enable solely internal uses that are reasonably aligned with consumer expectations based on your relationship with us.

Comply with a legal obligation.

Make other internal and lawful uses of that information that are compatible with the context in which you provided it.

Exercising Access, Data Portability, and Deletion Rights

To exercise the access, data portability, and deletion rights described above, please submit a verifiable consumer request to us by either:

Calling us at 617-564-3143

Visiting <http://everydayspeech.com/contact>

Only you or a person registered with the California Secretary of State that you authorize to act on your behalf, may make a verifiable consumer request related to your personal information. You may also make a verifiable consumer request on behalf of your minor child.

You may only make a verifiable consumer request for access or data portability twice within a 12-month period. The verifiable consumer request must:

Provide sufficient information that allows us to reasonably verify you are the person about whom we collected personal information or an authorized representative.

Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.

We cannot respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the personal information relates to you. Making a verifiable consumer request does not require you to create an account with us. We will only use personal information provided in a verifiable consumer request to verify the requestor's identity or authority to make the request.

Response Timing and Format

We endeavor to respond to a verifiable consumer request within 45 days of its receipt. If we require more time (up to 90 days), we will inform you of the reason and extension period in writing. If you have an account with us, we will deliver our written response to that account. If you do not have an account with us, we will deliver our written response by mail or electronically, at your option. Any disclosures we provide will only cover the 12-month period preceding the verifiable consumer request's receipt. The response we provide will also explain the reasons we cannot comply with a request, if applicable. For data portability requests, we will select a format to provide your personal information that is readily useable and should allow you to transmit the information from one entity to another entity without hindrance.

We do not charge a fee to process or respond to your verifiable consumer request unless it is excessive, repetitive, or manifestly unfounded. If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request.

Non-Discrimination

We will not discriminate against you for exercising any of your CCPA rights. Unless permitted by the CCPA, we will not:

Deny you goods or services.

Charge you different prices or rates for goods or services, including through granting discounts or other benefits, or imposing penalties.

Provide you a different level or quality of goods or services.

Suggest that you may receive a different price or rate for goods or services or a different level or quality of goods or services.

Changes to Our Privacy Notice

We reserve the right to amend this privacy notice at our discretion and at any time. When we make changes to this privacy notice, we will notify you by email or through a notice on our website homepage.

Contact Information

If you have any questions or comments about this notice, our Privacy Statement, the ways in which we collect and use your personal information, your choices and rights regarding such use, or wish to exercise your rights under California law, please do not hesitate to contact us at:

Email: info@everydayspeech.com.

Phone: 617-564-3143

Postal Address: Everyday Speech LLC, DEPT CH 17439, Palatine, IL 60055-7439

DATE: August 1st, 2020.

COOKIE NOTICE

This cookie notice provides you with information about how we use “cookies”, or, similar technologies, on our websites, applications and other services (each, a “Service”) to enable us to understand how you interact with our products, to show personalized advertisements on our website and other websites, to improve your experience, and to allow you to use certain features, such as sharing content via social networks or other communications channels.

This notice also provides information about how third parties may use such technologies in association with the operation of our Services.

About this Cookie Notice

This cookie notice applies when you use any of our Services that refer or link to this notice. This notice may be supplemented by additional cookie notices, or terms, provided on certain areas of the Service or during our interactions with you.

Use of Cookies

Cookies are small pieces of data (text files) that are placed on your computer or device by websites that you visit or applications you use. Cookies are widely used in order to make websites and applications work, or work more efficiently, and help them remember certain information about you, either for the duration of your visit (using a “session” cookie) or for repeat visits (using a “persistent” cookie).

Below provides an overview of the first and third party cookies we use within our Services. We classify cookies in the following categories:

Strictly Necessary Cookies

Functional Cookies

Performance Cookies

Targeting Cookies

The categories of cookies used on this website are as follows:

Strictly necessary cookies: These cookies do not store any directly identifiable information. However, they are necessary for the Service to function. They are usually only set in response to actions made by you which amount to a request for services, such as setting your privacy preferences, logging in or filling in forms. You can set your browser to block or alert you about these cookies, but without these cookies, some or all of the services you have asked for may not function properly.

None.

Performance cookies: These are analytics and research cookies that allow us to count visits and measure traffic, so we can measure and improve the performance of our Services. They also help us to know which pages are the most and least popular, and see how visitors move around the site or application. This helps us to improve the way our Services work and improve user experience. You can set your browser to block or alert you about these cookies. Blocking these cookies will not affect the service provided you.

Mixpanel Analytics Tracking – User Analytics Tracking

Google Analytics and Tag Manager – User Analytics Tracking

Cloudinary – Caching image and video information for faster load times

New Relic – server performance and logs

FontAwesome – improved load time for custom fonts and icons

Functionality cookies: These cookies allow our Services to provide enhanced functionality and personalization such as remembering the choices you make and your account preferences and to provide enhanced, more personal features. These cookies may be set by us or by third-party providers whose services we have added to our pages. You can set your browser to block or alert you about these cookies, but without these cookies, some or all of the services you have asked for may not function properly.

Everyday Speech Application – User identification information, plan and settings data, session tokens to validate users.

Freshchat Messenger – User communication with support and access to help articles

Everydayspeech.com – cookies for saved games

Everyday Speech Application – App features and user settings data to provide a better user experience – including showing and hiding alerts, new content messages, and specific FAQ.

Targeting Cookies: These files, or, code may be included, either directly or from our advertising partners, on our website, in our emails, or, mobile applications to record how you interact with us, to help us better analyze and

improve our services to you, and will use this information to make the website, and, any advertising displayed to you more relevant to your interests. You can set your browser to block or alert you about these cookies. Blocking these cookies will not affect the service provided you, but will limit the targeted advertising that you will see, or limit our ability to tailor the website experience to your needs.

Google–DoubleClick.net user tracking

How to refuse the use of cookies

You can prevent your browser from accepting certain cookies, have the browser require your consent before a new cookie is placed in your browser, or block cookies altogether by selecting the appropriate settings on your browser privacy preferences menu.

The links below will help you find the settings for some common browsers (please note that we are not responsible for the content of external websites):

Manage cookie settings in Chrome and Chrome Android and Chrome iOS

Manage cookie settings in Safari and Safari iOS

Manage cookie settings in Firefox

Manage cookie settings in Internet Explorer

Manage cookie settings in Opera

For all other browsers, or, for alternative advice, help may be sought by visiting www.allaboutcookies.org, or, via your device user manual, or, online help files.

Third Party Web Advertising Services

Our Services may use third party advertising services, particularly within our marketing or free content sites, for the purposes of analyzing visitor / customer site interactions including interactions with our online marketing campaigns, attribution purposes to link ecommerce purchases to our brand, and advertising

For more information including how to opt-out, please see below:

Third Party Provider

Google Ads

Google Ad-Tech Vendors

Opt-out

Google Ads is an online advertising platform that we use to promote our events, online content and services on Google Search, YouTube, and other sites across the web. Google Ads is also used by some advertisers to buy adverts that appear on our Sites.

Google Analytics

Opt-out

We use Google Analytics to provide site visitor measurements and statistics as well as personalized advertising.

Alternatively, you may opt-out of third party web advertising services via the opt-out tools found atoptout.networkadvertising.org.

Please note that clicking the above links will redirect you to a third-party website. We are not responsible for the content of external websites.

You can also configure your web browser to delete and / or block the use of cookies for any third party.

Opting out of advertising cookies will not remove advertising from the pages you visit; instead it means the ads you will see may not be matched to your interests.

Changes

We will update this cookie notice from time to time. Any changes will be posted on this page with an updated revision date. If we make any material changes, we will provide notice through the Service or by other means.

Contact

For more information on our collection and use of the personal information, including details regarding your rights or contact details, please refer to our Privacy Policy.

Where it applies, you may also lodge a complaint with the data protection authority in the applicable jurisdiction.

DATE: August 1st, 2020

EXHIBIT "E"
GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and [] ("Originating LEA") which is dated [], to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed **Exhibit "E"** to Provider at the following email address: purchasing@everydayspeech.com.

Everyday Speech LLC

BY: Caleb Brunell Date: 06 / 15 / 2021

Printed Name: Caleb Brunell Title/Position: Co-founder

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the [] and the Provider. ****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. ****

BY:

By: Jordan Stephen

Date: 2022-09-15

Printed Name: Jordan Stephen

Title: Director of Technology

SCHOOL DISTRICT NAME: Lincolnwood SD 74

DESIGNATED REPRESENTATIVE OF LEA:

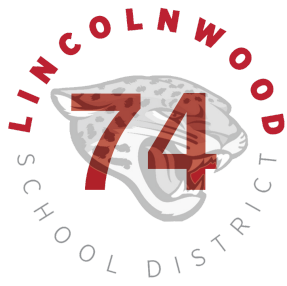
Name: Jordan Stephen

Title: Director of Technology

Address: 6950 N East Prairie Rd

Phone: 847-675-8234

Email: jstephen@sd74.org



Executive Summary Board of Education Meeting

DATE: January 12, 2023

TOPIC: QuaverEd, Inc. Music Program

PREPARED BY: Dominick Lupo

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

QuaverEd, Inc. Music is a technology-based music curriculum that will give our music teachers across the district an excellent resource to build lessons, customize lessons, and to build activities that create excitement and engagement for our students. This resource is completely web-based, and offers curriculum and lesson planning tools in an engaging platform that is compatible with our students' individual devices, and the lessons are also compatible with our new BenQ boards. The lessons and tools are designed with engagement in mind, and once our teachers become even more familiar with all of the tools available, students will begin to not only engage with music topics and standards, but they will also find themselves creating music using notes on scales and interactive instruments. Currently, our music teachers are using a free version of this program, and they are excited about the opportunity to unlock the full capabilities of the program with an official subscription.

District Legal Counsel reviewed the Terms and Conditions and presented an amendment that the QuaverEd, Inc. integrations manager, Jeffrey Bond, agreed to and signed.

Counsel also offered an opinion and document related to the National Data Privacy Agreement (IL-NDPA) necessitated by the Student Online Personal Protection Act (SOPPA). QuaverEd Inc. agreed to our requests and also signed the provided NDPA.

Fiscal Impact:

\$840 per music teacher in our district. We have three total general music teachers, leading to a final cost of \$2,520 for three, 12-month subscriptions.

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to accept this quote from QuaverEd, Inc. in the amount of \$2,520 for a one-year subscription from January 16, 2023 to January 16, 2024.



Quote

Lincolnwood School District #74

Date: 11/7/2022

Attn: Dominick Lupo

License Length: Expires 1/1/23-1/1/24

Item Description:	Quantity	Unit	Total
Quaver's K-2 Music Curriculum Resources	1	\$840.00	\$840.00
Quaver's 3-5 Music Curriculum Resources	1	\$840.00	\$840.00
Quaver's 6-8 Music Curriculum Resources	1	\$840.00	\$840.00
Quarterly Content Updates			INCLUDED
Live/Virtual Professional Development Training			INCLUDED
SSO Integration/Class Rostering			INCLUDED
Student Access to Student Resources			INCLUDED
24/7 Access to 50+ Hours of Online Resources/PD			INCLUDED
		SALES TAX	*SEE NOTE

Total \$2,520.00

***Sales Tax will be included on final invoice unless Tax Exempt Certificate is included at time of purchase.**

Includes all of the following elements:

- Customizable Lesson Plans
- Lesson Plan Presenter
- Teacher GradeBook
- Auto-Graded Assessments
- ClassPlay
- Bach's Brain
- World Music
- Unlimited Student Accounts
- Online Quaver Classrooms
- Virtual Training Program

Proposal valid for 90 days.

**QuaverEd.com
65 Music Square West
Nashville, TN 37203
866.917.3633**

Matt Hollis
Director of Sales
MattHollis@QuaverEd.com
629.702.7380



Terms and Conditions

Thank you for landing here at QuaverEd.com - we're excited to be a part of your *Seriously Fun* educational journey! Thank you!

This is the serious part—the Terms and Conditions. Read them carefully as they provide important information. Please only create a QuaverEd account or otherwise use the QuaverEd resources if you agree to be legally bound by all terms and conditions herein. Your acceptance of these Terms and Conditions creates a legally binding contract between you and QuaverEd.

VERY IMPORTANT: QuaverEd is designed for PK-8th grade educators around the world! Each QuaverEd licensed user must create an individual educator account that is not to be shared with others. Educators, school administrators, school district personnel, or other responsible parties may create student accounts linked to the teacher account—but QuaverEd does not market, collect, or otherwise advertise to students under the age of 18.

All QuaverEd resources comply with applicable law, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act (COPPA). In compliance with COPPA, QuaverEd never collects PII directly from any user under the age of 13 without the explicit consent of an authorizing adult such as the teacher, district representative, or guardian. If you are a parent, guardian, educator or other authorizing adult and believe that your child or student under the age of 13 has provided Quaver with personally identifiable information without your authorization, please notify PrivacyDirector@QuaverEd.com so that we can immediately delete the information from our servers. For more information about our privacy policy, please click [here](#).

Unauthorized commercial or other misuse of QuaverEd curriculum resources may result in the cancellation of your account.



Account Creation, Maintenance, Term:

Account Creation & Maintenance: In order to access QuaverEd resources, you are required to provide certain information (such as name, e-mail, school district, etc.). You agree that any information you provide will always be accurate and complete, and you agree to update any such information if it changes. Further, you agree that you will not register under more than one email address in an attempt to subvert our preview account access limits.

Email Permissions, WhiteListing: For the duration of your license term, you agree that QuaverEd can send you weekly emails with teaching tips and any tech updates related to your specific license, as well as important information related to your account, access, and functionality. Further, you agree that QuaverEd can send you periodic emails related to new services, curricula, and content available in support of providing high quality resources for skills-based instruction for students in PK-8th grade. Email permissions can be updated by the Licensee. The Licensee agrees that it will request @QuaverEd.com be whitelisted to ensure that emails, codes, and accessibility are not hindered by district email filters. QuaverEd agrees that it will **never** sell your data or email to any other company or organization.

Confidentiality of Information: You are responsible for maintaining the confidentiality of passwords associated with any account you use to access the QuaverEd resources and you are responsible for all activities that occur under your account(s). You are solely responsible for any consequences, losses, or damages that we may directly or indirectly incur or suffer due to any unauthorized activities conducted by you. If you become aware of any unauthorized use of your password or of your account, you agree to notify QuaverEd immediately at info@QuaverEd.com.

Term: The effective license duration for each Licensee (also referred to as the “Term”) shall be noted on the User’s invoice as well as within the site license User Information profile. In most instances, our license terms are July 1–June 30, to correspond with the academic year.

Licensing Fee: The price for each Licensee’s license “Licensing Fee” is referenced on the Licensee’s invoice. License fees do not include applicable sales or use taxes or book depository fees (where applicable), or credit card merchant fees (convenience payment fees) and which shall be separately stated on the price quote or invoice and

borne by the Licensee, unless the User is Tax Exempt or other conditions apply. QuaverEd reserves the right to adjust prices. Any price changes shall be communicated at least 120 days prior to the change going into effect.

Tax Exemption: Licensee of Curriculum Resources are generally understood to be schools, libraries, and other tax-exempt organizations. It is the duty of the Licensee to maintain its tax exempt status. Tax exempt certificates are requested at the time of purchase in order to verify Tax Exempt Status.

Data Integrations: While data integration (Single Sign On or Rostering) is not a requirement of using QuaverEd licenses, should a district elect to enroll in our Single Sign On, Rostering, or Integrations services, QuaverEd provides robust support for such an integrated experience. It is important for Licensee to understand that the QuaverEd license can be completely accessed and utilized without any type of district integration. QuaverEd cannot control or dictate to District IT offices their workflow in making QuaverEd resources available within a District platform. Due to high volumes, requests for Data Integrations received between July and September can take 3–5 weeks to complete, so educators should also be aware that they can access their account natively (from the QuaverEd.com site). For more on available integrations visit this article: <https://help.quavered.com/integrating-with-quavered/>.

Data Integrations or Data Transfer Fee: QuaverEd licenses are fully functional without an integration into District SSO systems. For information on the integrations we support, you can visit <https://www.quavered.com/systems-integrations/>. For supported platforms, QuaverEd provides technical support both for district SSO integrations and student rostering. Should a license holder or district require subsequent integrations (beyond the first integration, typically caused by a district changing service providers mid-license term) or a license holder request exports of data sets or special data sets, there may be a fee incurred. Our standard employee billing rate is \$125 / hour for technical services such as custom data extraction or integrations services beyond the initial service. We will communicate any conditions warranting a fee-for-service in advance of providing such service and seek budget approvals before beginning any work.

Training Fees: Licenses include access to hundreds of on-demand training resources, recorded and live webinars and training sessions, blogs, weekly tips, social media ideas, and other wrap-around-services to ensure users can make the most of their QuaverEd license. Custom training packages are available for purchase in addition to these offerings.



Customer Service Hotline: QuaverEd agrees to maintain a Customer Service Hotline, staffed by trained professionals, during the school year from 7 AM CST to 6 PM CST.

Unplugged Kits: Licenses may contain access to offline resources created for the instances where Internet access is unavailable - including printables, song downloads, and “unplugged” kits. The term of these Unplugged Kit resources coincides with the term of the Licensee Licenses and shall not be used following expiration of the term of the license. For the avoidance of doubt and to absolve the Licensee from any accidental use or re-use, the unplugged kit (USB drive), mp3s downloaded or other printables downloaded through the license access should be returned to QuaverEd or destroyed following the license expiration date.

A Cloud-Based Software Product:

Licensee acknowledges that the purchase of QuaverEd resources requires computer hardware, Internet with appropriate bandwidth/capacity, and projection or smartboard equipment that complies with the minimum standards to realize the full benefits for classroom use. System Requirements are available at <https://help.quavered.com/technical-support/system-requirements/>. The purchase of QuaverEd resources does not include any hardware or separate software products that may be shown in demonstrations, tutorials, or trainings, other than agreed otherwise in writing. Licensee agrees that they may need to work directly with their district IT office to whitelist Quaver sites in order to ensure better bandwidth prioritization by the district, and to ensure that emails, codes, and accessibility are not hindered by district filters.

Intellectual Property, Ownership, Creative Works:

Intellectual Property: QuaverEd is the sole and exclusive owner of our curriculum resources—owning all legal rights, title, and interest in our creative works including ownership to all intellectual property rights worldwide. This includes art, graphics, songs, sounds, voiceovers, design, training videos, teaching videos, and the code and systems created to build, support, and upgrade our resources. Reproduction of such material outside the QuaverEd platform is prohibited. Attempting to license, sublicense, copy, duplicate, distribute, modify, publicly perform or display, transmit, publish, edit, adapt, create derivative works from, reproduce, sell, trade, or resell the QuaverEd Resources (including, without limitation, the reproduction, sale, trading or resale of lessons or guides customized by other QuaverEd licensees) is strictly prohibited without

our prior written agreement. Original QuaverEd songs used for school plays, recitals, or school (non-commercial) functions are permitted - so long as QuaverEd is credited in the school playbill, social media, or other avenues for crediting QuaverEd as the lawful intellectual property owner. We believe this is yet another teaching opportunity for students to understand that careers in creative works; coding, illustration, design, audio engineering, song writing, music making, and other forms have value. Crediting creators matters.

Song Downloads: As part of an active license for QuaverEd resources, licensees can download certain MP3 files for use only in rehearsals and live school-related performances. Not available for download are all copyrighted songs that QuaverEd has licensed for streaming purposes only. Once downloaded, the MP3 files can be used in school performances or for teaching content, but remain the property of QuaverEd. Upon the termination of the License, the Licensee agrees to delete all MP3 files that have been downloaded (see Unplugged Kits, above). Moreover, the Licensee agrees not to copy or share these files with any other persons or organizations.

Limited License of Certain Commercially-Available Songs: Among the thousands of original recordings, interactives and resources within QuaverEd curriculum resources, there are a handful of licensed commercially-available songs. Our license of these songs is consistent with their intended, classroom use. For teachers wishing to use these songs in a way other than their licensed use within our curriculum (such as for a school performance), an assignment may be required from the licensing entity. Please contact us at Info@QuaverEd.com for avoidance of doubt in any school performances which may be recorded by parents.

Creation of New Resources by Licensed Users: Notwithstanding the foregoing, the QuaverEd platform includes functionality that allows licensees to create new content, make recordings, edit original content, add, annotate or otherwise edit some QuaverEd resources. These activities are permitted to the extent they are enabled within the QuaverEd license, provided that such teacher-customized content is used solely for educational purposes. Unauthorized use of QuaverEd content may give rise to a claim for damages and be a criminal offense. No materials copyrighted by a third party are allowed to be imported into the QuaverEd resources without permission from that party (or through acceptable use of public domain works, as determined by the Licensee). QuaverEd is not responsible for any infringement of intellectual property by its users.

Ownership of Works Created by Licensed Users or Students: Licensee may use the QuaverEd platform to create assignments or request assignments from students. To the extent permitted by the platform functionality, the derivative work created which can be downloaded (for example ringtones, compositions, or mp3s) can remain the property of the Licensee or the student beyond the life of the license.

Intellectual Property Claims of Others: Should QuaverEd be contacted by the owner of a song or other material uploaded by a licensed user into our platform (non-QuaverEd material), it is our policy to respond promptly to claims of intellectual property misuse. Our procedures for responding to alleged copyright infringement are consistent with the form suggested by the United States Digital Millennium Copyright Act, the text of which can be found at the U.S. Copyright Office web site <http://www.copyright.gov/legislation/dmca.pdf>. Please note that you will be liable for damages (including costs and attorneys' fees) if you make any material misrepresentations when making or countering a copyright infringement claim.

Modifications by QuaverEd

Modification of Resources for Technical Reasons: From time to time, QuaverEd will need to modify resources in order to ensure they are properly functioning with updates to operating systems, browser design, hardware changes, and other technical issues beyond our control. These modifications will be made and patched regularly to ensure the proper functioning of the QuaverEd resources. Any significant functionality changes will be accompanied by notice through our email and other communications channels, with training videos provided where applicable.

Other Modification of Resources or Content: QuaverEd will continually assess content through various educational lenses in an effort to ensure resources are free of bias or prejudice. Our commitment to equity, diversity, and inclusion—and details on our resource review process—are available at <https://www.quavered.com/equity-diversity-and-inclusion/>. Any resources removed or altered for these reasons will be announced through the QuaverEd blog with sufficient time provided for educators to make alternative arrangements in their teaching approach or practice prior to the removal of the resources. In order to reduce disruption to school-year plans, we endeavor to make any changes in content which necessitate removing resources from our platform in the summer. We will continue to add, increase, and enhance the quality and content



available through QuaverEd licenses throughout the school year. We welcome feedback on this practice or further questions, which can be addressed to QuaverEd DEI Committee and emailed to info@QuaverEd.com.

Modifications due to Change in Applicable Law: QuaverEd shall have the right to modify the terms of this agreement, as needed (as reasonably determined by QuaverEd), in order to comply with Federal COPPA and FERPA laws or any other relevant legislation, including but not limited to any state or federal privacy laws or other laws governing use of educational materials for minor children.

Acceptable Use

No Unlawful Activity: As a condition of use by the Licensee of the QuaverEd Resources, you will not use the QuaverEd resources for any unlawful purpose. You will not upload any materials that are threatening, pornographic, obscene, harassing, hateful, racially or ethnically offensive or encourages conduct that would be considered a criminal offense, violate any law or is otherwise inappropriate for the profession of educating children in grades PK-8. You may not use the QuaverEd resources or platform in any manner that, in our sole discretion, could damage, disable, overburden, impair or interfere with any other licensed party's use of them. In addition, you agree not to use false or misleading information in connection with your licensed account, and acknowledge that we reserve the right to disable any Licensee's account with a profile which we believe (in our sole discretion) is false or misleading.

Messaging, Chat, Communications Features: The QuaverEd platform provides several communication tools, including video record (teacher and student record) and teacher-student chat mechanisms. By posting information or otherwise using any open communication tools as mentioned, you agree that you will not upload, post, share, or otherwise distribute any content that: (i). is illegal, threatening, defamatory, harassing, degrading, intimidating, fraudulent, racist, and pornographic or contains any type of inappropriate or explicit language; (ii). infringes any trademark, copyright, trade secret, or other proprietary right of any party; or (iii). attempts any type of unauthorized advertising. QuaverEd does not accept any liability for the unauthorized actions of licensed users. QuaverEd is not responsible for filtering or monitoring use by Licensee of chat or messaging features between Licensee and students for whom they are responsible.



Privacy Policy

QuaverEd's Privacy Policy: Our privacy policy can be reviewed at <https://www.quavered.com/privacy-policy/> (the "Privacy Policy"). It describes the collection, use and disclosure of data and information (including location and usage data) by QuaverEd in connection with the QuaverEd resources. The Privacy Policy, as may be updated by QuaverEd from time to time in accordance with its terms, is hereby incorporated into these Terms and Conditions.

Product Warranty, Disclaimer of Warranties

QuaverEd warrants to the Licensee that the Service purchased hereunder shall be free from defects in materials and workmanship and shall conform in all material respect to the specifications, provided the Service in question has been used in accordance with ordinary industry practices and conditions. QuaverEd also warrants that it owns or has licensed all copyrighted Material or that the Material is in the public domain. QuaverEd does not warrant that the operation of the online service will be uninterrupted or error free, though currently the QuaverEd sites have 99.95% uptime.

Licensee acknowledges that his/her use may be interrupted or constrained by bandwidth restrictions by the school's Internet provider, firewalls, server malfunctions, and other problems. Whenever possible, QuaverEd will forewarn all license holders of any planned outage for maintenance or acknowledged technical problems. The foregoing express warranties are limited to QuaverEd and are not transferable and are in lieu of any other warranty by QuaverEd with respect to Services furnished hereunder. QuaverEd grants no other warranty, or fitness for a particular purpose, either express or implied.

Commitment to Continuous Improvement: We reserve the right to anonymously track and report any Licensee activity inside of the QuaverEd resources using non-personally identifiable information as more fully discussed in our [Privacy Policy](#). We utilize this data to continually improve our services, balance server load, and for other technical needs such as browser configuration or anticipation of challenges presented to licensed users by hardware, software or other manufacturers supplying services to the Licensee.

Termination

We may, at our sole discretion, suspend or terminate the Licensee's access to all or part of the QuaverEd resources for any reason, including, without limitation, for breach of these Terms and Conditions. QuaverEd will notify users whose license has been terminated, and provide as much information as is legally permitted related to the reason for QuaverEd's termination of the Licensee's access.

Breach of Agreement: In the event that QuaverEd verifies any actions by an Licensee to intentionally breach the Terms and Conditions of this agreement, such actions will be grounds for immediate termination of the license(s) of the Licensee. Termination will become effective on written notice from QuaverEd to the Licensee. No refunds or credit for the unused term of the license(s) will be granted. Further action by QuaverEd to recover additional costs of the breach may be initiated.

Failure of Quaver to Perform: In the event Licensee believes that QuaverEd has failed to perform under the Terms and Conditions of this agreement, the Licensee is required to give written notice to QuaverEd and allow 30 days to correct the problem. If the problem is not corrected within 30 days, the Licensee will receive a refund for the unused portion of the license term.

Non-Payment: If the Licensee does not pay QuaverEd within 60 days of the due date of the payment for the Licensee's licence, QuaverEd may suspend the license until such payment is made. Timely notice will be provided of pending suspension for non-payment.

Bankruptcy: This Agreement shall terminate, without notice, (i) upon the filing by or against either party of insolvency, receivership, or bankruptcy proceedings or any other proceedings for the settlement of either party's debts, (ii) upon either party making an assignment for the benefit of creditors, or (iii) upon either party's dissolution or ceasing to do business, (iv) in the event of QuaverEd's bankruptcy or insolvency, the company will endeavor to provide a server consisting of all currently licensed materials purchased by the Licensee in order to support the Licensee through the remainder of the license term.

Miscellaneous

Transfer of Rights to Successors: The rights and obligations of either party shall not be transferable without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed. All obligations of the parties herein shall be binding upon their respective successors or assignees.

Jurisdiction for Disputes: Unless otherwise agreed with the District of the Licensee, this agreement shall be governed by, and its terms shall be construed in accordance with, the laws of the state of Tennessee or, if Federal, in the jurisdiction of the U.S. Court of the Middle District of Tennessee.

Indemnification: To the extent permitted by law, QuaverEd and Licensee hereby indemnify the other and save and hold the other harmless from any and all claims, causes of action, damages, liabilities, costs, losses, and expenses (including legal costs and reasonable outside attorneys' fees) arising out of or connected with any claim, demand or action which is inconsistent with any of the warranties, representations, covenants, or agreements such party has made in this agreement including but not limited to any claim brought by a Participating Student (or the student's family) or any third party as a result of a failure of Licensee to obtain a valid parental consent/waiver which duly authorizes the Participating Student's use of the Services and/or Materials associated with the Licensee's license.

No Waiver: No waiver or breach of any term or condition of this Agreement shall be construed as a waiver of any other breach of such term or condition, or of any other term or condition, nor shall any failure to enforce any provisions hereunder operate as a waiver of such provision or any other provision hereunder.

Enforceability: In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, except in those instances where removal or elimination of such invalid, illegal, or unenforceable provision or provisions would result in a failure of consideration under this Agreement, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.



Force Majeure Event: In the event of an event or circumstance beyond the reasonable control of QuaverEd such as an act of God; strike, lock out or other industrial or trade disputes impacting service delivery (whether involving employees of QuaverEd or a third party); war, threat of war, terrorist act, revolution, riot, civil commotion, public demonstration, sabotage, vandalism; cyber-security attack which could not be prevented by generally-accepted industry best practices, attack to servers, power failure or explosion, governmental restraint of business operations by local, state or federal authorities, natural disasters or weather related emergency conditions (lightning, fire, storm, flood, earthquake) QuaverEd shall not be liable for failure of the site to operate and any clauses related to up-time, speed, or deliverability of services shall not be in effect during the Force Majeure event.

By using the QuaverEd site, the Licensee understands, acknowledges, and agrees to the Terms and Conditions of this Agreement.

If you have any questions or comments about these Terms and Conditions or our [Privacy Policy](#), you can contact us at: PrivacyDirector@QuaverEd.com

For the previous version of our terms and conditions, please visit:
www.QuaverEd.com/TermsandConditionsOld

AMENDMENT TO AGREEMENT BETWEEN THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT 74 AND QUAVERED, INC.

This Amendment is entered into as of August 5, 2021, by and between the Board of Education of Lincolnwood School District No. 74 (“School District”) and QuaverEd, Inc. (“QuaverEd”) pursuant to the Quote dated November 7, 2022, and the Terms and Conditions (collectively, the “Agreement”), and shall continue in force for any extensions of the Agreement or subsequent renewals or order forms, unless otherwise agreed by the Parties.

1. **Terms and Conditions.** This Amendment modifies the Agreement entered into by the Parties. Terms and conditions not amended herein shall have the same meaning as in the Agreement. If there is conflict between this Amendment and the Agreement, the terms of this Amendment will prevail. QuaverEd shall not materially modify or amend the Agreement (see <https://www.quavered.com/>) during the term of this Agreement or any extension thereof, without providing written notice.
2. **Auto-Renewal.** The term of the Agreement between the parties shall not automatically renew. Subsequent extensions of the Agreement shall require notice to and approval of the School District.
3. **FOIA/OMA.** School District shall not be required to make any claim of privilege that may be applicable to prevent disclosure in response to, and will not be required to notify QuaverEd prior to any disclosure in response to, a valid FOIA request for information that is not confidential or proprietary. QuaverEd acknowledges and agrees that the Agreement is not confidential or exempt from disclosure under the Illinois Freedom of Information Act or Open Meetings Act.
4. **Governing Law/Venue.** This Agreement will be governed and construed in accordance with the laws of the State of Illinois, without regard to any conflicts of law provisions. Venue for all actions between the parties shall lie solely in the Circuit Court of Cook County, Illinois. QuaverEd hereby agrees to this exclusive venue, to personal jurisdiction of this court, and to service of process in accordance with its rules of civil procedure, and QuaverEd waives any objection that this venue is not convenient. Any references to binding arbitration shall be deleted from the Agreement.
5. **Illinois Student Privacy Laws.** In addition to its obligation to maintain student data in accordance with applicable federal laws, QuaverEd shall also maintain all student data obtained from School District in accordance with any applicable Illinois laws, including (without limitation, and only to the extent applicable) the *Illinois School Student Records Act* (105 ILCS 10/1 *et seq.*); and the *Illinois Student Online Personal Protection Act* (105 ILCS 85/1 *et seq.*) (herein “SOPPA”). In accordance with SOPPA, the School District has separately executed an IL-NDPA Agreement with QuaverEd.

6. **Insurance.** During the term of this Agreement and any renewal thereof, QuaverEd shall maintain a cyber-liability insurance policy insuring against data breaches. School District shall be named as an additional insured on such policy. Any damages limitations in this Agreement shall not apply to School District in its capacity as an additional insured.

7. **Authority to Execute.** Each signatory hereto represents and warrants that he or she has the proper corporate authority to execute this Amendment and bind his or her entity to the terms and conditions hereof.

WHEREAS, this Amendment and its terms and conditions are agreed upon by the Parties on the date set forth above.

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT 74**

QUAVERED, INC.

By: _____

By: Jeffrey Bond

Its: _____

Its: Jeffrey Bond - Integrations Manager

Date: _____

Date: 12/2/2022

Standard Student Data Privacy Agreement

IL-NDPA v1.0a

School District or LEA

and

Provider

This Student Data Privacy Agreement (“DPA”) is entered into on the date of full execution (the “Effective Date”) and is entered into by and between:

[], located at [] (the “Local Education Agency” or “LEA”) and
[], located at [] (the “Provider”).

WHEREAS, the Provider is providing educational or digital services to LEA.

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. § 1232g (34 CFR Part 99); the Children’s Online Privacy Protection Act (“COPPA”) at 15 U.S.C. § 6501-6506 (16 CFR Part 312), applicable state privacy laws and regulations and

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

1. A description of the Services to be provided, the categories of Student Data that may be provided by LEA to Provider, and other information specific to this DPA are contained in the Standard Clauses hereto.
2. **Special Provisions. Check if Required**
 - If checked, the Supplemental State Terms and attached hereto as **Exhibit “G”** are hereby incorporated by reference into this DPA in their entirety.
 - If checked, LEA and Provider agree to the additional terms or modifications set forth in **Exhibit “H”. (Optional)**
 - If Checked, the Provider, has signed **Exhibit “E”** to the Standard Clauses, otherwise known as General Offer of Privacy Terms
3. In the event of a conflict between the SDPC Standard Clauses, the State or Special Provisions will control. In the event there is conflict between the terms of the DPA and any other writing, including, but not limited to the Service Agreement and Provider Terms of Service or Privacy Policy the terms of this DPA shall control.
4. This DPA shall stay in effect for three years. Exhibit E will expire 3 years from the date the original DPA was signed.
5. The services to be provided by Provider to LEA pursuant to this DPA are detailed in **Exhibit “A”** (the “Services”).
6. **Notices.** All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

The designated representative for the LEA for this DPA is:

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

The designated representative for the Provider for this DPA is:


Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

IN WITNESS WHEREOF, LEA and Provider execute this DPA as of the Effective Date.

LEA:

By:  _____ Date: _____

Printed Name: _____ Title/Position: _____

Provider:

By: _____ Date: _____

Printed Name: _____ Title/Position: _____

STANDARD CLAUSES

Version 1.0

ARTICLE I: PURPOSE AND SCOPE

- Purpose of DPA.** The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to its use of Student Data
- Student Data to Be Provided.** In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit "B"**.
- DPA Definitions.** The definition of terms used in this DPA is found in **Exhibit "C"**. In the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

- Student Data Property of LEA.** All Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above.
- Parent Access.** To the extent required by law the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner (and no later than forty five (45) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA's request for Student Data in a student's records held by the Provider to view or correct as necessary. In the event that a parent of a student or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.
- Separate Account.** If Student-Generated Content is stored or maintained by the Provider, Provider shall, at the request of the LEA, transfer, or provide a mechanism for the LEA to transfer, said Student-Generated Content to a separate account created by the student.

4. **Law Enforcement Requests.** Should law enforcement or other government entities (“Requesting Party(ies)”) contact Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the LEA of the request.
5. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA.

ARTICLE III: DUTIES OF LEA

1. **Provide Data in Compliance with Applicable Laws.** LEA shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.
2. **Annual Notification of Rights.** If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest in its annual notification of rights.
3. **Reasonable Precautions.** LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted Student Data.
4. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.
2. **Authorized Use.** The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in Exhibit A or stated in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.
3. **Provider Employee Obligation.** Provider shall require all of Provider’s employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.
4. **No Disclosure.** Provider acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data other than as directed or

permitted by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or to subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.

5. **De-Identified Data**: Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de-identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any document that names the LEA explicitly or indirectly, the Provider shall obtain the LEA's written approval of the manner in which de-identified data is presented.
6. **Disposition of Data**. Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data after providing the LEA with reasonable prior notice. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified or placed in a separate student account pursuant to section II 3. The LEA may employ a "Directive for Disposition of Data" form, a copy of which is attached hereto as **Exhibit "D"**. If the LEA and Provider employ Exhibit "D," no further written request or notice is required on the part of either party prior to the disposition of Student Data described in Exhibit "D".
7. **Advertising Limitations**. Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits

ARTICLE V: DATA PROVISIONS

1. **Data Storage**. Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.
2. **Audits**. No more than once a year, or following unauthorized access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA . The Provider will cooperate reasonably with the LEA and any local, state, or federal

agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.

3. **Data Security.** The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security. The provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards set forth set forth in **Exhibit "F"**. Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment to **Exhibit "H"**. Additionally, Provider may choose to further detail its security programs and measures that augment or are in addition to the Cybersecurity Framework in **Exhibit "F"**. Provider shall provide, in the Standard Schedule to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.
4. **Data Breach.** In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA within seventy-two (72) hours of confirmation of the incident, unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident. Provider shall follow the following process:
 - (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:
 - i. The name and contact information of the reporting LEA subject to this section.
 - ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
 - iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
 - iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
 - v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
 - (2) Provider agrees to adhere to all federal and state requirements with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.
 - (3) Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide LEA, upon request, with a summary of said written incident response plan.

- (4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.
- (5) In the event of a breach originating from LEA's use of the Service, Provider shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

ARTICLE VI: GENERAL OFFER OF TERMS

Provider may, by signing the attached form of "General Offer of Privacy Terms" (General Offer, attached hereto as **Exhibit "E"**), be bound by the terms of **Exhibit "E"** to any other LEA who signs the acceptance on said Exhibit. The form is limited by the terms and conditions described therein.

ARTICLE VII: MISCELLANEOUS

1. **Termination.** In the event that either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any service agreement or contract if the other party breaches any terms of this DPA.
2. **Effect of Termination Survival.** If the Service Agreement is terminated, the Provider shall destroy all of LEA's Student Data pursuant to Article IV, section 6.
3. **Priority of Agreements.** This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between Exhibit H, the SDPC Standard Clauses, and/or the Supplemental State Terms, Exhibit H will control, followed by the Supplemental State Terms. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.
4. **Entire Agreement.** This DPA and the Service Agreement constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties. Neither failure nor delay on the part of any Party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.

5. **Severability**. Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.
6. **Governing Law; Venue and Jurisdiction**. THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE LEA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY OF THE LEA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.
7. **Successors Bound**: This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it disapproves of the successor to whom the Provider is selling, merging, or otherwise disposing of its business.
8. **Authority**. Each party represents that it is authorized to bind to the terms of this DPA, including confidentiality and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the Student Data and/or any portion thereof.
9. **Waiver**. No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

EXHIBIT "A"
DESCRIPTION OF SERVICES

EXHIBIT "B"
SCHEDULE OF DATA

Category of Data	Elements	Check if Used by Your System
Application Technology Meta Data	IP Addresses of users, Use of cookies, etc.	
	Other application technology meta data-Please specify:	
Application Use Statistics	Meta data on user interaction with application	
Assessment	Standardized test scores	
	Observation data	
	Other assessment data-Please specify:	
Attendance	Student school (daily) attendance data	
	Student class attendance data	
Communications	Online communications captured (emails, blog entries)	
Conduct	Conduct or behavioral data	
Demographics	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language information (native, or primary language spoken by student)	
	Other demographic information-Please specify:	
Enrollment	Student school enrollment	
	Student grade level	
	Homeroom	
	Guidance counselor	
	Specific curriculum programs	
	Year of graduation	
	Other enrollment information-Please specify:	
Parent/Guardian Contact Information	Address	
	Email	

Category of Data	Elements	Check if Used by Your System
	Phone	
Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	
	Teacher names	
Special Indicator	English language learner information	
	Low income status	
	Medical alerts/ health data	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator information-Please specify:	
Student Contact Information	Address	
	Email	
	Phone	
Student Identifiers	Local (School district) ID number	
	State ID number	
	Provider/App assigned student ID number	
	Student app username	
	Student app passwords	
Student Name	First and/or Last	
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	
Student Survey Responses	Student responses to surveys or questionnaires	
Student work	Student generated content; writing, pictures, etc.	
	Other student work data -Please specify:	
Transcript	Student course grades	
	Student course data	

Category of Data	Elements	Check if Used by Your System
	Student course grades/ performance scores	
	Other transcript data - Please specify:	
Transportation	Student bus assignment	
	Student pick up and/or drop off location	
	Student bus card ID number	
	Other transportation data – Please specify:	
Other	Please list each additional data element used, stored, or collected by your application:	
None	No Student Data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable.	

EXHIBIT "C" DEFINITIONS

De-Identified Data and De-Identification: Records and information are considered to be De-Identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.

Educational Records: Educational Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.

Metadata: means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

Operator: means the operator of an internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used for K-12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with an LEA to provide a service to that LEA shall be considered an "operator" for the purposes of this section.

Originating LEA: An LEA who originally executes the DPA in its entirety with the Provider.

Provider: For purposes of the DPA, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Student Data. Within the DPA the term "Provider" includes the term "Third Party" and the term "Operator" as used in applicable state statutes.

Student Generated Content: The term "Student-Generated Content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

School Official: For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and re-disclosure of Personally Identifiable Information from Education Records.

Service Agreement: Refers to the Contract, Purchase Order or Terms of Service or Terms of Use.

Student Data: Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to,

information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "Personally Identifiable Information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in **Exhibit "B"** is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or De-Identified, or anonymous usage data regarding a student's use of Provider's services.

Subprocessor: For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.

Subscribing LEA: An LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms.

Targeted Advertising: means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted Advertising" does not include any advertising to a student on an Internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

Third Party: The term "Third Party" means a provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Education Records and/or Student Data, as that term is used in some state statutes. However, for the purpose of this DPA, the term "Third Party" when used to indicate the provider of digital educational software or services is replaced by the term "Provider."

EXHIBIT "D"
DIRECTIVE FOR DISPOSITION OF DATA

Provider to dispose of data obtained by Provider pursuant to the terms of the Service Agreement between LEA and Provider. The terms of the Disposition are set forth below:

1. Extent of Disposition

_____ Disposition is partial. The categories of data to be disposed of are set forth below or are found in an attachment to this Directive:

[_____]

_____ Disposition is Complete. Disposition extends to all categories of data.

2. Nature of Disposition

_____ Disposition shall be by destruction or deletion of data.

_____ Disposition shall be by a transfer of data. The data shall be transferred to the following site as follows:

[_____]

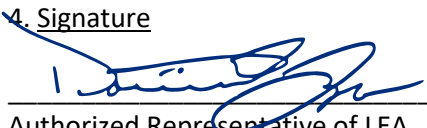
3. Schedule of Disposition

Data shall be disposed of by the following date:

_____ As soon as commercially practicable.

_____ By [_____]

4. Signature



Authorized Representative of LEA

Date

5. Verification of Disposition of Data

Authorized Representative of Company

Date

EXHIBIT "E"
GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and ("Originating LEA") which is dated _____, to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed Exhibit "E" to Provider at the following email address: _____.

PROVIDER:

BY: _____ Date: _____

Printed Name: _____ Title/Position: _____

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the _____ and _____

****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. ****

Subscribing LEA:

BY:  _____ Date: 12/5/22

Printed Name: Dominick Lupo Title/Position: Assistant Superintendent

SCHOOL DISTRICT NAME: Lincolnwood School District 74

DESIGNATED REPRESENTATIVE OF LEA:

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Email: _____

**EXHIBIT “F”
DATA SECURITY REQUIREMENTS**

**Adequate Cybersecurity Frameworks
2/24/2020**

The Education Security and Privacy Exchange (“Edspex”) works in partnership with the Student Data Privacy Consortium and industry leaders to maintain a list of known and credible cybersecurity frameworks which can protect digital learning ecosystems chosen based on a set of guiding cybersecurity principles* (“Cybersecurity Frameworks”) that may be utilized by Provider .

Cybersecurity Frameworks

	MAINTAINING ORGANIZATION/GROUP	FRAMEWORK(S)
	National Institute of Standards and Technology	NIST Cybersecurity Framework Version 1.1
	National Institute of Standards and Technology	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
	International Standards Organization	Information technology — Security techniques — Information security management systems (ISO 27000 series)
	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
	Center for Internet Security	CIS Critical Security Controls (CSC, CIS Top 20)
	Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S))	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

Please visit <http://www.edspex.org> for further details about the noted frameworks.

*Cybersecurity Principles used to choose the Cybersecurity Frameworks are located here

EXHIBIT "G" - Supplemental SDPC (Student Data Privacy Consortium) State Terms for Illinois

Version IL-NDPAv1.0a (Revised March 15, 2021)

This **Exhibit G**, Supplemental SDPC State Terms for Illinois ("Supplemental State Terms"), effective simultaneously with the attached Student Data Privacy Agreement ("DPA") by and between _____ (the "Local Education Agency" or "LEA") and _____ (the "Provider"), is incorporated in the attached DPA and amends the DPA (and all supplemental terms and conditions and policies applicable to the DPA) as follows:

1. **Compliance with Illinois Privacy Laws.** In performing its obligations under the Agreement, the Provider shall comply with all Illinois laws and regulations pertaining to student data privacy, confidentiality, and maintenance, including but not limited to the Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/, Mental Health and Developmental Disabilities Confidentiality Act ("MHDDCA"), 740 ILCS 110/, Student Online Personal Protection Act ("SOPPA"), 105 ILCS 85/, Identity Protection Act ("IPA"), 5 ILCS 179/, and Personal Information Protection Act ("PIPA"), 815 ILCS 530/, and Local Records Act ("LRA"), 50 ILCS 205/.

2. **Definition of "Student Data."** In addition to the definition set forth in **Exhibit C**, Student Data includes any and all information concerning a student by which a student may be individually identified under applicable Illinois law and regulations, including but not limited to (a) "covered information," as defined in Section 5 of SOPPA (105 ILCS 85/5), (b) "school student records" as that term is defined in Section 2 of ISSRA (105 ILCS 10/2(d)) (c) "records" as that term is defined under Section 110/2 of the MHDDCA (740 ILCS 110/2), and (d) "personal information" as defined in Section 530/5 of PIPA.

3. **School Official Designation.** Pursuant to Article I, Paragraph 1 of the DPA Standard Clauses, and in accordance with FERPA, ISSRA and SOPPA, in performing its obligations under the DPA, the Provider is acting as a school official with legitimate educational interest; is performing an institutional service or function for which the LEA would otherwise use its own employees; is under the direct control of the LEA with respect to the use and maintenance of Student Data; and is using Student Data only for an authorized purpose and in furtherance of such legitimate educational interest.

4. **Limitations on Re-Disclosure.** The Provider shall not re-disclose Student Data to any other party or affiliate without the express written permission of the LEA or pursuant to court order, unless such disclosure is otherwise permitted under SOPPA, ISSRA, FERPA, and MHDDCA. Provider will not sell or rent Student Data. In the event another party, including law enforcement or a government entity, contacts the Provider with a request or subpoena for Student Data in the possession of the Provider, the Provider shall redirect the other party to seek the data directly from the LEA. In the event the Provider is compelled to produce Student Data to another party in compliance with a court order, Provider shall notify the LEA at least five (5) school days in advance of the court ordered disclosure and, upon request, provide the LEA with a copy of the court order requiring such disclosure.

5. **Notices.** Any notice delivered pursuant to the DPA shall be deemed effective, as applicable, upon receipt as evidenced by the date of transmission indicated on the transmission material, if by e-mail; or four (4) days after mailing, if by first-class mail, postage prepaid.

6. **Parent Right to Access and Challenge Student Data.** The LEA shall establish reasonable procedures pursuant to which a parent, as that term is defined in 105 ILCS 10/2(g), may inspect and/or

copy Student Data and/or challenge the accuracy, relevance or propriety of Student Data, pursuant to Sections 5 and 7 of ISSRA (105 ILCS 10/5; 105 ILCS 10/7) and Section 33 of SOPPA (105 ILCS 85/33). The Provider shall respond to any request by the LEA for Student Data in the possession of the Provider when Provider cooperation is required to afford a parent an opportunity to inspect and/or copy the Student Data, no later than 5 business days from the date of the request. In the event that a parent contacts the Provider directly to inspect and/or copy Student Data, the Provider shall refer the parent to the LEA, which shall follow the necessary and proper procedures regarding the requested Student Data.

7. **Corrections to Factual Inaccuracies.** In the event that the LEA determines that the Provider is maintaining Student Data that contains a factual inaccuracy, and Provider cooperation is required in order to make a correction, the LEA shall notify the Provider of the factual inaccuracy and the correction to be made. No later than 90 calendar days after receiving the notice of the factual inaccuracy, the Provider shall correct the factual inaccuracy and shall provide written confirmation of the correction to the LEA.

8. **Security Standards.** The Provider shall implement and maintain commercially reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect Student Data from unauthorized access, destruction, use, modification, or disclosure, including but not limited to the unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of the Student Data (a "Security Breach"). For purposes of the DPA and this Exhibit G, "Security Breach" does not include the good faith acquisition of Student Data by an employee or agent of the Provider or LEA for a legitimate educational or administrative purpose of the Provider or LEA, so long as the Student Data is used solely for purposes permitted by SOPPA and other applicable law, and so long as the Student Data is restricted from further unauthorized disclosure.

9. **Security Breach Notification.** In addition to the information enumerated in Article V, Section 4(1) of the DPA Standard Clauses, any Security Breach notification provided by the Provider to the LEA shall include:

- a. A list of the students whose Student Data was involved in or is reasonably believed to have been involved in the breach, if known; and
- b. The name and contact information for an employee of the Provider whom parents may contact to inquire about the breach.

10. **Reimbursement of Expenses Associated with Security Breach.** In the event of a Security Breach that is attributable to the Provider, the Provider shall reimburse and indemnify the LEA for any and all costs and expenses that the LEA incurs in investigating and remediating the Security Breach, without regard to any limitation of liability provision otherwise agreed to between Provider and LEA, including but not limited to costs and expenses associated with:

- a. Providing notification to the parents of those students whose Student Data was compromised and regulatory agencies or other entities as required by law or contract;
- b. Providing credit monitoring to those students whose Student Data was exposed in a manner during the Security Breach that a reasonable person would believe may impact the student's credit or financial security;
- c. Legal fees, audit costs, fines, and any other fees or damages imposed against the LEA

as a result of the security breach; and

- d. Providing any other notifications or fulfilling any other requirements adopted by the Illinois State Board of Education or under other State or federal laws.

11. Transfer or Deletion of Student Data. The Provider shall review, on an annual basis, whether the Student Data it has received pursuant to the DPA continues to be needed for the purpose(s) of the Service Agreement and this DPA. If any of the Student Data is no longer needed for purposes of the Service Agreement and this DPA, the Provider will provide written notice to the LEA as to what Student Data is no longer needed. The Provider will delete or transfer Student Data in readable form to the LEA, as directed by the LEA (which may be effectuated through Exhibit D of the DPA), within 30 calendar days if the LEA requests deletion or transfer of the Student Data and shall provide written confirmation to the LEA of such deletion or transfer. Upon termination of the Service Agreement between the Provider and LEA, Provider shall conduct a final review of Student Data within 60 calendar days.

If the LEA receives a request from a parent, as that term is defined in 105 ILCS 10/2(g), that Student Data being held by the Provider be deleted, the LEA shall determine whether the requested deletion would violate State and/or federal records laws. In the event such deletion would not violate State or federal records laws, the LEA shall forward the request for deletion to the Provider. The Provider shall comply with the request and delete the Student Data within a reasonable time period after receiving the request.

Any provision of Student Data to the LEA from the Provider shall be transmitted in a format readable by the LEA.

12. Public Posting of DPA. Pursuant to SOPPA, the LEA shall publish on its website a copy of the DPA between the Provider and the LEA, including this Exhibit G.

13. Subcontractors. By no later than (5) business days after the date of execution of the DPA, the Provider shall provide the LEA with a list of any subcontractors to whom Student Data may be disclosed or a link to a page on the Provider's website that clearly lists any and all subcontractors to whom Student Data may be disclosed. This list shall, at a minimum, be updated and provided to the LEA by the beginning of each fiscal year (July 1) and at the beginning of each calendar year (January 1).

14. DPA Term.

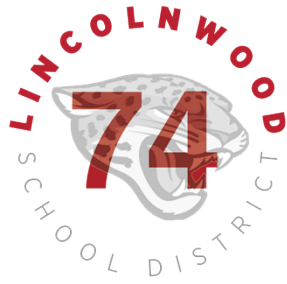
- a. **Original DPA.** Paragraph 4 on page 2 of the DPA setting a three-year term for the DPA shall be deleted, and the following shall be inserted in lieu thereof: "This DPA shall be effective upon the date of signature by Provider and LEA, and shall remain in effect as between Provider and LEA 1) for so long as the Services are being provided to the LEA or 2) until the DPA is terminated pursuant to Section 15 of this Exhibit G, whichever comes first. The Exhibit E General Offer will expire three (3) years from the date the original DPA was signed."
- b. **General Offer DPA.** The following shall be inserted as a new second sentence in Paragraph 1 of Exhibit E: "The provisions of the original DPA offered by Provider and accepted by Subscribing LEA pursuant to this Exhibit E shall remain in effect as between Provider and Subscribing LEA 1) for so long as the Services are being provided to Subscribing LEA, or 2) until the DPA is terminated pursuant to Section 15 of this Exhibit G, whichever comes first."

15. **Termination.** Paragraph 1 of Article VII shall be deleted, and the following shall be inserted in lieu thereof: "In the event either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or been terminated. One party may terminate this DPA upon a material breach of this DPA by the other party. Upon termination of the DPA, the Service Agreement shall terminate."
16. **Privacy Policy.** The Provider must publicly disclose material information about its collection, use, and disclosure of Student Data, including, but not limited to, publishing a terms of service agreement, privacy policy, or similar document.
17. **Minimum Data Necessary Shared.** The Provider attests that the Student Data request by the Provider from the LEA in order for the LEA to access the Provider's products and/or services is limited to the Student Data that is adequate, relevant, and limited to what is necessary in relation to the K-12 school purposes for which it is processed.
18. **Student and Parent Access.** Access by students or parents/guardians to the Provider's programs or services governed by the DPA or to any Student Data stored by Provider shall not be conditioned upon agreement by the parents/guardians to waive any of the student data confidentiality restrictions or a lessening of any of the confidentiality or privacy requirements contained in this DPA.
19. **Data Storage.** Provider shall store all Student Data shared under the DPA within the United States.
20. **Exhibits A and B.** The Services described in Exhibit A and the Schedule of Data in Exhibit B to the DPA satisfy the requirements in SOPPA to include a statement of the product or service being provided to the school by the Provider and a listing of the categories or types of covered information to be provided to the Provider, respectively.

EXHIBIT "H"
Additional Terms or Modifications
Version _____

LEA and Provider agree to the following additional terms and modifications:

This is a free text field that the parties can use to add or modify terms in or to the DPA. If there are no additional or modified terms, this field should read "None."



Executive Summary Board of Education Meeting

DATE: January 12, 2023

TOPIC: Raptor Technologies, LLC Subscription Agreement

PREPARED BY: Jordan Stephen

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

The District's Agreement with Raptor Technologies, LLC is up for renewal. The District has used Raptor's Visitor Management System for the past 8 years to enhance building security by checking a visitor's government issued photo ID against national databases of registered sex offenders as well as a custom list of prohibited persons and the system provides temporary badges that identify the visitor's name, date, and purpose of visit.

During our communications with Raptor Technologies, they informed us that all customers are being asked to sign new contracts with the organization. Legal Counsel has reviewed the new contract and purchase and subscription agreement and has authored an amendment for Raptor Technologies to sign. This amendment covers arbitration, indemnification and limitation of liability clauses. The vendor has agreed to these terms and has signed these documents. Counsel did indicate that if the district decides to integrate Raptor with the district's Students Information System, then at that point the District would need to include a new contract or NPDA that would address SOPPA concerns.

Fiscal Impact:

\$3,125 (\$625 per location) for the usage and support of the Raptor Technologies Product.

The District paid Raptor Technologies, LLC \$2,975 in 2021-2022

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the Agreement with Raptor Technologies, LLC for Visitor Management System in the amount of \$3,125 from February 1, 2023 to January 31, 2024.



PURCHASE AND SUBSCRIPTION SERVICES AGREEMENT TERMS AND CONDITIONS

The Parties agree that their contractual relationship with respect to the Raptor Services and Raptor Subscription Services will be governed by (1) these Terms and Conditions (the “Terms”), (2) the applicable Purchase and Subscription Services Agreement (each, a “Subscription Agreement”), and (3) all Invoices and exhibits, schedules and terms and conditions referenced by or in the Terms and Subscription Agreement(s). Unless otherwise specified, capitalized terms in these Terms have the same meaning as those in the Subscription Agreement.

1. DEFINITIONS

1.1 “Access Credentials” means login information, passwords, security protocols, and policies through which Users access the Raptor Services.

1.2 “Customer Content” means all data, information and materials (a) collected via Customer’s and Users’ use of the Raptor Services or Raptor Subscription Services and transmitted to Raptor; and (b) otherwise provided by Customer to Raptor under this Agreement.

1.3 “Documentation” means the documentation, user manuals, help files and videos, and other materials that describe the features, functions and operation of the Raptor Services or Raptor Subscription Services.

1.4 “Intellectual Property Rights” means all forms of industrial and intellectual property rights and protections throughout the world, including any: (a) patents, patent applications, and inventions (whether or not patentable); (b) copyrights and other works of authorship; (c) Internet domain names, trademarks, service marks, and trade dress, together with all goodwill associated therewith; (d) trade secrets, know-how, and rights in confidential information; (e) rights in software, databases and designs; (f) moral rights, rights of privacy, rights of publicity, and similar rights; and (g) any other proprietary rights and protections, whether currently existing or hereafter developed or acquired arising under statutory or common law, including all applications, disclosures, and registrations with respect thereto.

1.5 “Raptor Platform” means the online software-as-a-service platform to which Customers connect to access Raptor software solutions and associated services.

1.6 “Raptor Services” means the provision of access to any portion of the Raptor Platform and its software solutions including integrations with third-party or Customer software and hardware provided by Raptor. References to any Raptor Services include the associated Documentation.

1.7 “Raptor Subscription Services” means specified professional or managed services offered to Customers on a recurring annual basis.

1.8 “Invoice” means an invoice, executed by both Parties, that sets forth the Raptor Services or Raptor Subscription Services

ordered, the schedule of payments and any unique additional terms.

1.9 “Users” means employees or contractors of Customer who are authorized to access the Raptor Services using a user identifier and password provided to Customer by Raptor or set up by Customer.

2. UPDATES

2.1 Updates. During the Term, Raptor shall supply Customer, without charge, any revisions, corrections, and upgrades of the Raptor Platform or Raptor Subscription Services that are made generally available by Raptor to its other customers free of charge (“Updates”).

3. SERVICES

3.1 Restrictions. During the Term and thereafter, Customer shall not, and shall not permit any of its Users or any third parties to, directly or indirectly: (a) act as a reseller or distributor of, or a service bureau for, the Raptor Platform or Raptor Subscription Services, or otherwise use, exploit, make available or encumber any of the Raptor Platform or Raptor Subscription Services to or for the benefit of any third party; (b) use or demonstrate the Raptor Platform or Raptor Subscription Services in any other way that would be competitive with Raptor; (c) reverse engineer, disassemble or decompile the Raptor Platform, or attempt to derive the source code or underlying ideas or algorithms of any part of the Raptor Platform; (d) remove any notice of proprietary rights from the Raptor Platform or Raptor Subscription Services; (e) copy, modify, translate or otherwise create derivative works of any part of the Raptor Platform or Raptor Subscription Services; (f) use the Raptor Services in a manner that interferes or attempts to interfere with the proper working of the Raptor Services, or any activities conducted in connection with the Raptor Services, including bypassing or attempting to bypass any privacy settings or measures used to prevent or restrict access to the Raptor Services; (g) use or allow the transmission, transfer, export, re-export or other transfer of any software, technology or information forming a part of the Raptor Services in violation of any export control or other laws and regulations of the United States or any other relevant jurisdiction; or (h) use the Raptor Services to share or store inappropriate materials, including (i) materials containing viruses or other harmful or malicious code; (ii) copyrighted materials to which Customer does not have sufficient rights; or (iii) other materials

prohibited by applicable international, federal, state, or local laws and regulations.

3.2 Access Credentials. Customer will safeguard, and ensure that all Users safeguard, the Access Credentials. Customer will be responsible for all acts and omissions of Users. Customer will notify Raptor immediately if it learns of any unauthorized use of any Access Credentials or any other known or suspected breach of security.

3.3 Customer Obligations. Customer will be responsible for obtaining and maintaining, at Customer's expense, all of the necessary telecommunications, computer hardware, software, and internet connectivity required by Customer or any User to access the Raptor Services from the internet. Customer shall use commercially reasonable efforts to prevent unauthorized access to, or use of, the Raptor Services, and notify Raptor promptly of any such unauthorized use known to Customer. Customer will be responsible for providing information and data necessary to provide the services and assist in scheduling training and other related events to deliver the services.

3.4 Reservation of Rights. As between Customer and Raptor, all right, title and interest, including all Intellectual Property Rights, in and to the Raptor Platform and Raptor Subscription Services are owned exclusively by Raptor. Except for any Customer Content, all work product or services provided or developed pursuant to this Agreement or any Invoice (including any modifications and improvements to any Raptor Platform and Raptor Subscription Services pursuant to Section 3.6 (Continuous Development) and any intellectual property developed pursuant to Section 3.7 (Professional Feedback) below), and all intellectual property and other proprietary rights derived therefrom, will be the sole and exclusive property of Raptor.

3.5 Continuous Development. Customer acknowledges that Raptor may continually develop, deliver and provide to Customer, at Raptor's sole discretion, on-going innovation to the Raptor Platform and Raptor Subscription Services in the form of new features, functionality, services and efficiencies. Accordingly, Raptor reserves the right to automatically modify the Raptor Platform and Raptor Subscription Services from time to time. Some modifications will be provided to Customer at no additional charge. Raptor may condition the implementation of other modifications on Customer's payment of additional fees, provided Customer may continue to use the version of the Raptor Platform and the Raptor Subscription Services that Raptor makes generally available (without such features) without paying additional fees.

3.6 Support. During the Term, Raptor shall use commercially reasonable efforts to provide the services necessary to remedy any software function on the Raptor Platform that does not operate in substantial conformance to the Documentation (an "Error"). Raptor's technical support staff shall provide Customer with email and telephone consultation during the hours of 7:00 a.m. through 5:00 p.m. US Central Time, Monday through Friday, except holidays recognized by the United States

federal government. Such consultation shall include technical advice concerning the use and operation of the Raptor Services, including clarification of functions and features of the Raptor Services, and clarification of documentation, as well as Error verification, analysis, corrections and workarounds. All services provided hereunder shall be provided remotely from Raptor's place of business or such other locations designated by Raptor. In furtherance of this Section 3.6, Customer will identify not more than two (2) technically proficient contacts to act as the primary liaisons responsible for all communications with Raptor in connection with Raptor Services support issues

3.7 Feedback. Customer hereby grants to Raptor a royalty-free, worldwide, transferable, sublicenseable, irrevocable, perpetual license to use and incorporate into the Raptor Services and Raptor Subscription Services any suggestions, enhancement requests, recommendations or other feedback provided by Customer, including its Users, relating to the Raptor Services and Raptor Subscription Services.

4. CUSTOMER CONTENT

4.1 Customer Content. Customer is solely responsible for the accuracy, quality and legality of Customer Content. Customer will obtain all third-party licenses, consents and permissions needed for Raptor to use the Customer Content to provide the Raptor Services and Raptor Subscription Services.

4.2 Ownership. As between Customer and Raptor, Customer retains all right, title, and interest to the Customer Content. Customer grants to Raptor, on behalf of itself and its Users, a non-exclusive license to use the Customer Content as necessary for purposes of providing the Raptor Services and Raptor Subscription Services. Notwithstanding anything to the contrary herein, Customer agrees that Raptor has the right to collect, use and analyse any de-identified information derived from the Customer Content (collectively, the "De-identified Data") in the Raptor Services for Raptor's lawful business purposes, including to improve and enhance the Raptor Services, and for other development, diagnostic, and corrective purposes in connection with the Raptor Services. Raptor may disclose De-identified Data solely in aggregate form in connection with its business.

4.3 Raptor will maintain and enforce safety and physical security procedures with respect to its access and maintenance of all personal information that are (a) at least equal to industry standards for such types of personal information and (b) which provide reasonably appropriate technical and organizational safeguards against accidental or unlawful destruction, loss, alteration, or unauthorized disclosure or access of personal information. Without limiting the generality of the foregoing, Raptor will encrypt personal information with industry standard encryption levels for the Raptor Services.

4.4 Raptor shall not retain, use, or disclose any personal data that constitutes "personal information" under the California Consumer Privacy Act of 2018 and any regulations promulgated thereunder, in each case, and amended from time

to time (“CCPA”), (“CA Personal Information”), for any purpose other than for the specific purpose of providing the Raptor Services and Raptor Subscription Services, or as otherwise permitted by CCPA, including retaining, using, or disclosing the CA Personal Information for a commercial purpose (as defined in CCPA) other than providing the Raptor Services and Raptor Subscription Services.

4.5 Raptor shall not (a) sell any CA Personal Information; (b) retain, use or disclose any CA Personal Information for any purpose other than for the specific purpose of providing the Raptor Services and Raptor Subscription Services, including retaining, using, or disclosing the CA Personal Information for a commercial purpose (as defined in the CCPA) other than provision of the Raptor Services and Raptor Subscription Services; or (c) retain, use or disclose the CA Personal Information outside of the direct business relationship between Raptor and Customer. Raptor hereby certifies that it understands its obligations under this Section 4.5 and will comply with them.

4.6 Raptor will process CA Personal Information only in accordance with Client’s instructions. By entering into this Agreement, Customer instructs Raptor to process CA Personal Information to provide the Raptor Services and Raptor Subscription Services. Client acknowledges and agrees that such instruction authorizes Raptor to process Personal Data (a) to perform its obligations and exercise its rights under the Agreement; (b) perform its legal obligations and to establish, exercise or defend legal claims in respect of the Agreement; (c) pursuant to any other written instructions given by Client and acknowledged in writing by Raptor as constituting instructions for purposes of this Agreement; and (d) as reasonably necessary for the proper management and administration of Raptor’s business.

4.7 Notwithstanding anything in the Agreement or any Invoice entered in connection therewith, the parties acknowledge and agree that Raptor’s access to CA Personal Information or any other personal data does not constitute part of the consideration exchanged by the parties in respect of the Agreement.

5. TERM, TERMINATION

5.1 Initial Term. Unless earlier terminated in accordance with the terms of this Section 5, this Agreement will become effective on the Effective Date and continue for the Initial Term per the Subscription Agreement (the “Initial Term”).

5.2 Renewal Terms. Following the Initial Term and except as earlier terminated as described below, this Agreement will automatically renew for successive one (1) year renewal terms (each, a “Renewal Term”) at the then current Annual Software Access Fee or Annual Services Subscription Fee, “Subscription Fee(s)”, unless either Party provides written notice to the other of its intention to allow the Agreement to expire at least 60

(sixty) days prior to the expiration of the Initial Term or the then-current Renewal Term. The Initial Term and all Renewal Terms will collectively be referred to as the “Term.”

5.3 Termination for Breach. Either Party may terminate this Agreement upon written notice to the other Party in the event the other Party commits any material breach of this Agreement and fails to cure such breach within 30 (thirty) days after its receipt of written notice of such breach.

5.4 Obligations on Termination. Upon expiration or termination of this Agreement all rights granted hereunder by Raptor and all obligations of Raptor to provide Raptor Services and Raptor Subscription Services will immediately terminate. Sections 1 (Definitions), 3.1 (Restrictions), 3.4 (Reservation of Rights), 3.7 (Feedback), 4.2 (Ownership), 5.4 (Obligations on Termination), 6 (Confidentiality), 7.3 (Exclusions), 8 (Indemnification), 9 (Limitations on Liability) and 10 (General) will survive termination of this Agreement. All fees for the Raptor Services and Raptor Subscription Services are nonrefundable. Without limiting the foregoing, no refunds or credits will be issued for partial periods of service, downgrade refunds or refunds for period unused periods in the event of termination under this Agreement, except in the case of Raptor’s infringement of a third party’s Intellectual Property Rights as outlined in section 8.1.

6. CONFIDENTIALITY

6.1 Definition. As used herein, subject to Section 6.2 (Exclusions) below, “Confidential Information” means any and all information or data, regardless of whether it is in tangible form, disclosed by either Party (the “Disclosing Party”) to the other Party (the “Receiving Party”), that the Disclosing Party has either marked as confidential or proprietary, or that should be reasonably understood by the Receiving Party to be confidential due to the nature of the information disclosed or the circumstances surrounding disclosure. Raptor’s Confidential Information includes all information relating to the Raptor Services, Raptor Subscription Services and Customer’s Confidential Information will include the Customer Content (subject to Section 4.2 (Ownership)). In addition, the terms of this Agreement will be considered the Confidential Information of both Parties.

6.2 Exclusions. Notwithstanding the foregoing, information and data will not be deemed “Confidential Information” if such information: (i) is known to the Receiving Party prior to receipt from the Disclosing Party from a source other than one having an obligation of confidentiality to the Disclosing Party; (ii) becomes known (independently of disclosure by the Disclosing Party) to the Receiving Party from a source other than one having an obligation of confidentiality to the Disclosing Party; (iii) becomes generally publicly known except through a breach of this Agreement by the Receiving Party; or (iv) is independently developed by the Receiving Party without use of or reference to any Confidential Information.

6.3 Obligations. The Receiving Party will use commercially reasonable measures to protect the secrecy of, and avoid disclosure and unauthorized use or reproduction of, the Disclosing Party's Confidential Information. Without restricting or otherwise limiting the exercise by a Party of the rights and licenses expressly granted to it under this Agreement, Confidential Information may be disclosed to only such employees and agents of the Receiving Party on a need-to-know basis; provided in each case that such employees and agents are bound by a written agreement respecting such Confidential Information in accordance with the terms of this Section 7. In addition, Confidential Information may be disclosed to any competent authorities following a judicial order to do so.

7. REPRESENTATIONS, WARRANTIES AND EXCLUSIONS

7.1 General. Each Party represents and warrants to the other Party that it has all required rights, power and authority to enter into this Agreement and to grant all rights, authority and licenses granted hereunder. Raptor represents and warrants to Customer that Raptor will provide the Raptor Services and Raptor Subscription Services in a professional and workmanlike manner.

7.2 Background Checks. Background checks and Sexual Offender Checks, if applicable, performed using the Raptor Services are based on third party information made available to Customer as part of the Service. Raptor does not screen, monitor or modify the third-party information and does not guarantee or warrant the accuracy, integrity or quality of the third-party information. Customer understands and agrees that positive or false matches in background checks may not provide confirmation of an individual's background; background checks may return false-positive matches, where the database incorrectly returns a record containing a negative background for an individual who does not have a negative background, and false-negative matches, where the database does not return a record of a negative background for an individual who does have a negative background. Customer shall not use the Raptor Service background check functionality for any purpose other than to deny or permit access to Customer's premises. Use of such background check functionality is at Customer's own risk, and Raptor shall not be liable for any damages that result from such use. Raptor disclaims and Customer assumes all responsibility for determinations of an individual's registered sex offender or custom alert status based on the information conveyed in connection with the Raptor Services. Customer is solely responsible for such determinations and understands that information provided by Raptor is not intended to substitute for the determinations made by Customer and Customer's employees and contractors.

7.3 Exclusions. EXCEPT AS EXPRESSLY SET FORTH IN SECTION 7.1 (GENERAL), THE RAPTOR SERVICES AND RAPTOR SUBSCRIPTION SERVICES ARE PROVIDED

“AS IS” WITHOUT ANY WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, TITLE, SECURITY, NON-INFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER AGREES THAT RAPTOR DOES NOT WARRANT THAT THE RAPTOR SERVICES AND RAPTOR SUBSCRIPTION SERVICES WILL BE PROVIDED IN AN UNINTERRUPTED OR ERROR FREE FASHION AT ALL TIMES, THAT THE RAPTOR SERVICES AND RAPTOR SUBSCRIPTION SERVICES WILL MEET CUSTOMER'S REQUIREMENTS, OR THAT THE RAPTOR SERVICES AND RAPTOR SUBSCRIPTION SERVICES WILL YIELD ANY PARTICULAR RESULT. CUSTOMER AGREES THAT RAPTOR WILL HAVE NO LIABILITY TO CUSTOMER WITH RESPECT TO THE CUSTOMER CONTENT OR CUSTOMER'S USE THEREOF. RAPTOR MAKES NO WARRANTY OR REPRESENTATION REGARDING THE ACCURACY OR COMPLETENESS OF ANY DATA. RAPTOR DOES NOT AND CANNOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE PERFORMANCE, USE OR RESULTS OF THE USE OF THE RAPTOR SERVICES AND RAPTOR SUBSCRIPTION SERVICES IN TERMS OF EFFECTIVENESS, ACCURACY, RELIABILITY, THAT CUSTOMER WILL BE SECURE AS A RESULT OF ITS USE OF THE RAPTOR SERVICES AND RAPTOR SUBSCRIPTION SERVICES, OR OTHERWISE.

8. INDEMNIFICATION

8.1 Indemnification by Raptor. Raptor will defend at its expense any claim, suit or proceeding (each a “Claim”) brought against Customer by a third party based upon a claim that Customer's use of the Raptor Services or Raptor Subscription Services as contemplated by this Agreement infringes such third party's Intellectual Property Rights, and Raptor will pay all damages finally awarded against Customer by a court of competent jurisdiction as a result of any such Claim. If the use of any Raptor Services or Raptor Subscription Services by Customer has become, or in Raptor' opinion is likely to become, the subject of any claim of infringement, Raptor may at its option and expense (a) procure for Customer the right to continue using such portion of the Services as set forth hereunder; (b) replace or modify such portion of the Services to make it non-infringing so long as it retains at least equivalent functionality; or (c) if options (a) or (b) are not reasonably practicable, terminate this Agreement and provide a pro-rata refund of any amounts pre-paid. Raptor will have no liability or obligation under this Section 8.1 with respect to any Claim to the extent caused by (w) use of the Raptor Services outside the scope of this Agreement; (x) compliance with or use of designs, data, instructions or specifications provided by Customer (including the Customer Content); (y) modification of the Raptor Services by any person or entity other than Raptor without Raptor's express consent; or (z) the combination, operation or use of the Raptor Services with other applications,

product(s), devices, equipment, hardware, software, data or services not provided by Raptor.

8.2 Indemnification by Customer. Customer will defend at its expense any Claim brought against Raptor by any third party arising from (a) any Customer Content; (b) clauses (w) through (z) of Section 8.1 (Indemnification by Raptor) and (c) Customer's breach of Section 3.1, and Customer will pay all damages finally awarded against Raptor by a court of competent jurisdiction as a result of any such Claim.

8.3 Additional Terms. The foregoing indemnification obligations are conditioned upon the following: (a) the Party seeking indemnification will promptly notify the indemnifying Party of the applicable Claim, (b) the indemnifying Party will have the sole and exclusive authority to defend and/or settle any such Claim (provided that the indemnifying Party will not settle any such Claim without the other Party's prior written consent), (c) the Party seeking indemnification will reasonably cooperate with the indemnifying Party in connection therewith, and (d) the Party seeking indemnification may participate in the defense of any such Claim at its own expense.

9. LIMITATIONS ON LIABILITY

9.1 Disclaimer of Indirect Damages. IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS, INTERRUPTION OF SERVICE, OR LOSS OF BUSINESS OR BUSINESS OPPORTUNITY, EVEN IF SUCH DAMAGES ARE FORESEEABLE AND WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY THEREOF. IN NO EVENT WILL RAPTOR BE LIABLE FOR CUSTOMER'S PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES.

9.2 Limitations on Liability. EACH PARTY'S MAXIMUM AGGREGATE LIABILITY UNDER THIS AGREEMENT WILL NOT EXCEED THE TOTAL AMOUNT OF FEES RECEIVED BY RAPTOR UNDER THE APPLICABLE INVOICES(S) DURING THE TWELVE (12) MONTH PERIOD PRIOR TO THE FIRST DATE ON WHICH THE LIABILITY AROSE.

9.3 Exceptions. RAPTOR WILL NOT BE LIABLE FOR ANY CLAIM OR DEMAND AGAINST CUSTOMER BY ANY THIRD PARTY EXCEPT FOR THE INDEMNIFICATION SET FORTH IN SECTION 8. THE PROVISIONS OF THIS SECTION 9 WILL APPLY TO ALL CLAIMS AGAINST RAPTOR IN THE AGGREGATE (NOT PER INCIDENT) WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED, ANY LIMITED REMEDY HEREIN IS HELD TO FAIL OF ITS ESSENTIAL PURPOSE OR THE FORM OF THE CLAIM OR CAUSE OF ACTION, WHETHER IN CONTRACT, WARRANTY, STATUTE,

TORT (INCLUDING BUT NOT LIMITED TO NEGLIGENCE AND PRODUCT LIABILITY).

10. GENERAL

10.1 Force Majeure. Raptor will not be deemed in breach hereunder for any cessation, interruption or delay in the performance of its obligations due to causes beyond its reasonable control.

10.2 Compliance with Laws. Without limiting the generality of the foregoing, Customer will not transfer, either directly or indirectly, the Raptor Services, either in whole or in part, to any destination subject to export restrictions under United States law, unless prior written authorization is obtained from Raptor and the appropriate United States agency and will otherwise comply with all other applicable import and export laws, rules and regulations. Each Party shall comply with all applicable laws and regulations in connection with its performance of its obligations and the exercise of its rights under this Agreement. Customer shall comply with all applicable data privacy and security laws in the treatment of personally identifying information of any third party obtained using the Raptor Services.

10.3 No Assignment. Customer may not assign this Agreement or any of its rights or obligations, or sublicense any of the rights granted herein, in whole or in part, without the prior written consent of Raptor, except that Customer may assign this Agreement, without the prior written consent of Raptor, to a corporation or other business entity succeeding to all or substantially all of the assets and business of Customer by merger or acquisition, provided that such corporation or other business entity assumes, in a writing delivered to Raptor, all of the terms and conditions of this Agreement. Any attempt by Customer to assign or transfer any of the rights, duties or obligations of this Agreement in violation of the foregoing will be null and void.

10.4 Amendment; Waiver. This Agreement may not be amended or modified, in whole or part, except by a writing signed by duly authorized representatives of both Parties. No provision or part of this Agreement or remedy hereunder may be waived except by a writing signed by a duly authorized representative of the Party making the waiver. Failure or delay by either Party to enforce any provision of this Agreement will not be deemed a waiver of future enforcement of that or any other provision.

10.5 Relationship. The Parties are independent contractors. Nothing in this Agreement will be construed to place the Parties in an agency, employment, franchise, joint venture, or partnership relationship. Neither Party will have the authority to obligate or bind the other in any manner, and nothing herein contained will give rise or is intended to give rise to any rights of any kind to any third parties.

10.6 Severability. In the event that any provision of this Agreement is found to be unenforceable, such provision will be reformed only to the extent necessary to make it enforceable,

and such provision as so reformed will continue in effect, to the extent consistent with the intent of the Parties as of the Effective Date.

10.7 Governing Law, Jurisdiction. This Agreement will be governed by the laws of the State of Texas without reference to its conflicts of law principles. Application of the U.N. Convention on Contracts for the International Sale of Goods is hereby excluded. Any dispute or claim arising out of, or in connection with, this Agreement shall be finally settled by binding arbitration in Houston, Texas, in accordance with the Texas General Arbitration Act, Tex. Civ. Prac. & Rem. Code § 171.001 *et seq.* (“TAA”) and the then-current rules and procedures of the American Arbitration Association by one (1) arbitrator appointed by the American Arbitration Association. The arbitrator shall apply the law of the State of Texas, without reference to rules of conflict of law or statutory rules of arbitration, to the merits of any dispute or claim. Judgment on the award rendered by the arbitrator may be confirmed, reduced to judgment and entered in any court of competent jurisdiction. The Parties agree that any provision of applicable law notwithstanding, they will not request, and the arbitrator shall have no authority to award punitive or exemplary damages against any Party.

10.8 Notices. All notices, consents, and approvals under this Agreement must be delivered in writing by courier, by electronic facsimile (fax), or by certified or registered mail (postage prepaid and return receipt requested) to the other Party and will be effective upon receipt. Either Party may change its address by giving notice of the new address to the other Party.

10.9 Use of Name and Logo. Customer agrees that Raptor may indicate that Customer is a Raptor customer on Raptor’s website and in its marketing materials. Any such attribution will be consistent with Customer’s style guidelines and requirements as communicated to Raptor.

10.10 Entire Agreement. This Agreement constitutes the entire agreement between the Parties. It supersedes and replaces all prior or contemporaneous understandings or agreements, written or oral, regarding such subject matter, and prevails over any conflicting terms or conditions contained on printed forms submitted with purchase orders, sales acknowledgments or quotations.

AMENDMENT TO AGREEMENT BETWEEN THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT 74 AND RAPTOR TECHNOLOGIES, LLC

This Amendment is entered into as of January 12, 2023, by and between the Board of Education of Lincolnwood School District No. 74 ("School District") and Raptor Technologies, LLC ("Raptor") pursuant to the Purchase and Subscription Services Agreement, effective date February 1, 2023, the Purchase and Subscription Services Agreement Terms and Conditions referenced therein, and Quote # Q6846 (collectively, the "Agreement"), and shall continue in force for any extensions of the Agreement or subsequent renewals, quotes, order forms, or services agreements, unless otherwise agreed by the Parties.

1. **Terms and Conditions.** This Amendment modifies the Agreement entered into by the Parties. Terms and conditions not amended herein shall have the same meaning as in the Agreement. If there is conflict between this Amendment and the Agreement, the terms of this Amendment will prevail. In the event that Raptor modifies or amends the Agreement (see <https://raptortech.com/wp-content/uploads/2022/05/Raptor-Online-Terms-and-Conditions-Form-May-2022.pdf>) the terms of this Amendment will prevail if in conflict.
2. **Auto-Renewal.** The term of the Agreement between the parties shall not automatically renew. The Agreement will expire unless the School District provides notice of renewal at least sixty (60) days prior to the expiration of the initial term. If School District provides such renewal notice, the Agreement will be renewed at the then current Annual Subscription Service Fee(s).
3. **FOIA/OMA.** School District shall not be required to make any claim of privilege that may be applicable to prevent disclosure in response to and will not be required to notify Raptor prior to any disclosure in response to, a valid FOIA request for information that is not confidential or proprietary. Raptor acknowledges and agrees that the Agreement and pricing is not confidential or exempt from disclosure under the Illinois Freedom of Information Act or Open Meetings Act.
4. **Governing Law/Venue.** This Agreement will be governed and construed in accordance with the laws of the State of Illinois, without regard to any conflicts of law provisions. Venue for all actions between the parties shall lie solely in the Circuit Court of Cook County, Illinois. Raptor hereby agrees to this exclusive venue, to personal jurisdiction of this court, and to service of process in accordance with its rules of civil procedure, and Raptor waives any objection that this venue is not convenient. Any references to binding arbitration shall be deleted from the Agreement.
5. **Compliance with All Laws.** Raptor shall maintain all data in accordance with applicable federal and Illinois laws. Based on the School District's current license and usage of Raptor Visitor Management, the parties agree that this Agreement is not covered under the *Illinois Student Online Personal Protection Act* (105 ILCS 85/1 *et seq.*) (herein "SOPPA"). In the event of any changes to the School District's license or usage or any

amendments to SOPPA, the parties acknowledge that an additional contract amendment governing SOPPA compliance may be required by law.

6. **Insurance and Indemnification.** During the term of this Agreement and any renewal thereof, Raptor shall maintain a cyber-liability insurance policy insuring against data breaches. School District shall be named as an additional insured on such policy. Raptor shall indemnify and defend School District, and its individual Board members, officers, employees, agents, and successors against third-party claims, charges, causes of action, and liability of any kind, including but not limited to attorney's fees, arising directly and specifically from any security or privacy breach as a result of negligent or intentional acts or omissions of Raptor and Raptor's limitation of liability to School District in this regard, shall be equal to the limits available under the cyber-liability insurance policy described above. In case of any breach, within the most expedient time possible and without unreasonable delay, but no later than 30 calendar days after the determination that a breach has occurred, Raptor shall notify the Superintendent of Schools of any breach of School District or student information.


7. **Authority to Execute.** Each signatory hereto represents and warrants that he or she has the proper corporate authority to execute this Amendment and bind his or her entity to the terms and conditions hereof.

WHEREAS, this Amendment and its terms and conditions are agreed upon by the Parties on the date set forth above.

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT 74**

RAPTOR TECHNOLOGIES, LLC

By: _____

By: 
Don Schad

Its: _____

Its: CFO _____

Date: _____

Date: 12/5/2022



PURCHASE AND SUBSCRIPTION SERVICES AGREEMENT

EFFECTIVE DATE: 02/01/2023

RENEWAL TERM: 12 Months (02/01/23— 01/31/24)

THIS PURCHASE AND SUBSCRIPTION SERVICES AGREEMENT (the “Subscription Agreement”) is made effective as of the Effective Date set forth above and is by and between Raptor Technologies, LLC, having offices at 2900 North Loop W, Suite 900, Houston, TX 77092 (“Raptor”), and Lincolnwood School District having offices at 6950 N. East Prairie Rd., Lincolnwood, IL 60712 (“Customer”). This Subscription Agreement, the Terms (defined below), all Invoices and all other exhibits, schedules and terms and conditions referenced by or in this Subscription Agreement and the Terms together constitute the “Agreement” and govern the relationship between the Parties with respect to any Raptor Services. Each of Raptor and Customer are referred to as a “Party” and collectively as the “Parties.” In consideration of the mutual covenants and conditions set forth below, Raptor and Customer agree as follows:

“Terms” means the Raptor Technologies, LLC Purchase and Subscription Services Agreement Terms and Conditions in effect as of the time of execution of this Subscription Agreement, a copy of which can be found at <https://raptortech.com/wp-content/uploads/2022/05/Raptor-Online-Terms-and-Conditions-Form-May-2022.pdf>

Access Grant to Raptor Services. Subject to Customer’s compliance with the terms and conditions contained in this Agreement, Raptor grants to Customer a non-exclusive, non-transferable, non-sublicensable, revocable right to allow Customer to access and use the Raptor Platform and Annual Subscription Services during the Term (as defined in Section 5.2 (Renewal Terms) of the Terms) as set forth in the quote.

Fees. Customer will pay Raptor the fees for the Annual Software Access fees and Annual Subscription Services Fees (“Annual Subscription Fee(s)”) as set forth on the attached Quote and on the Invoice(s) during the Term. For an annual subscription billing during the Term, the Annual Subscription Fee(s) may be increased from the previous annual period by the higher of the change in the CPI Index for the preceding 12 months or five percent (5%).

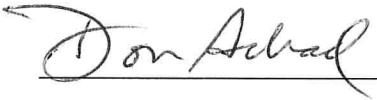
Payment Terms. Fees are due and payable within 30 (thirty) days of Customer’s receipt of the applicable Invoice. All amounts payable by Customer to Raptor hereunder are exclusive of any sales, use and other taxes or duties, however designated (collectively “Taxes”). Customer will be solely responsible for payment of any Taxes, except for those taxes based on the income of Raptor. Customer will provide Raptor its state-issued Direct Pay Exemption Certificate (or equivalent certificate), if applicable, upon execution of this Agreement. In the event an applicable taxing authority, as a result of an audit or otherwise, assesses additional Taxes at any time, Customer and not Raptor will be solely responsible for payment of such additional Taxes and all costs associated with such assessment, including without limitation, interest, penalties and attorney’s fees. Customer will not withhold any Taxes from any amounts due Raptor. Should Customer be required under any applicable law or regulation, to withhold or deduct any portion of the payments due to Raptor hereunder, then the sum due to Raptor will be increased by the amount necessary to yield to Raptor an amount equal to the sum Raptor would have received had no withholdings or deductions been made.

Client acknowledges and agrees that it has had the opportunity to review the Agreement, including without limitation, the Terms, prior to the execution of this Subscription Agreement. Unless otherwise specified, capitalized terms in this Subscription Agreement have the same meaning as those in the Terms.

BY SIGNING BELOW, EACH PARTY REPRESENTS IT HAS READ AND AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS.

RAPTOR TECHNOLOGIES, LLC

LINCOLNWOOD SCHOOL DISTRICT

Signed: 

Signed: _____

Name: Don Schad

Name: _____

Title: CFO

Title: _____

Date: 12/5/2022

Date: _____



Quote

Raptor Technologies, LLC
631 West 22nd Street
Houston TX 77008

Date 12/1/2022
Quote # Q6846
Expires 12/30/2022
Exp. Close 11/30/2022
Project

Bill To

Lincolnwood School District
Accounts Payable
6950 N. East Prairie Rd
Lincolnwood IL 60712

Item	Qty	Description	Rate	Amount
VM K-12 AF--\$625	5	Raptor Visitor Management Annual Access Fee Renewal term 2/1/2023 - 1/31/2024	625.00	3,125.00

Total \$3,125.00

Document Status: Draft Update

Board of Education

2:100 Board Member Conflict of Interest

No Board of Education member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. 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*.

Board of Education members must annually file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act. Each Board of Education member is responsible for filing the statement with the county clerk of the county in which the District's principle office is located by May 1.

Federal and State Grant Awards

No Board member shall participate 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/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in or a tangible benefit from PRESSPlus1 the entity selected for the contract:

1. ~~Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a~~ A member of the Board member's immediate family ~~or household~~;
2. The Board member's ~~business~~ partner; PRESSPlus2 or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

LEGAL REF.:

105 ILCS 5/10-9.

~~5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107.~~ Ill. Governmental Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 105/3, Public Officer Prohibited Activities Act.

~~105 ILCS 5/10-9.~~

2 C.F.R. §200.318(c)(1).

CROSS REF.: 5:120-1 (Limitations on Accepting Gifts), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

ADOPTED: September 10, 2002

2:100

REVISED: February 6, 2020

REVIEWED: February 6, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to PRESS Advisory Board (PAB) member feedback regarding alignment of the conflict of interest language to 2 C.F.R. §200.318. **Issue 110, October 2022**

PRESSPlus 2. The law does not define *partner*; consult the board attorney about whether this term includes domestic partners, business partners, or both. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)

Document Status: Draft Update

Operational Services

4:140 Waiver of Student Fees

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

Fees for textbooks , other instructional materials, ~~and driver education~~, as well as fines for the loss or damage of school property ^{PRESSPlus1} are waived for students who meet the eligibility criteria for a fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines ~~and charges~~, the Superintendent will recommend to the Board for adoption what additional fees and fines , if any, the District will waive for students who meet the eligibility criteria for fee waiver. ~~Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.~~

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines ,^{PRESSPlus2} and that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule, and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when:

1. The student currently lives in a household that meets the same income ~~free lunch or breakfast eligibility~~ guidelines, with the same limits based on household size, that are used for the free meals program ~~established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. §1758; 7 C.F.R. Part 245 et seq.;~~ or
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line ,^{PRESSPlus3} or ~~The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).~~
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a) ,^{PRESSPlus4}

The Superintendent or designee will give additional consideration when re one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees and fines in accordance with State law requirements must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s). [PRESSPlus5](#)

If a student receiving a waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

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

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

LEGAL REF.:

42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.

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

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children)

ADOPTED: September 10, 2002

REVISED: September 5, 2013

REVIEWED: December 2, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-20.13, amended by P.A. 102-805, eff. 1-1-23, requiring districts to waive fees and fines, including fines for the loss of school property, for all eligible students. While districts are only required to waive fines for the *loss* of school property and not the *damage* of school property, this policy extends fine waivers to both for ease of implementation and to encourage students to return school property even if damaged (instead of claiming property is lost to avoid a fine). **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/10-20.13(b), as amended by P.A. 102-805, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-20.13, amended by P.A. 102-1032. 105 ILCS

5/10-20.13(b), as amended by P.A. 102-1032, does not specify whether the *income* at or below 200% of the federal poverty line is the household income or solely the income of the veteran/active-duty military parent/guardian. Consult the board attorney for guidance. **Issue 110, October 2022**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-20.13(b), amended by P.A. 102-805, eff. 1-1-23, adding homeless children and youth as students eligible for fee and fine waivers.

See also non-regulatory guidance at www.isbe.net/Documents/guidance_reg.pdf, which states that students who are homeless, migrant, in foster care, runaway, or participating in Head Start are categorically eligible for school fee waivers. **Issue 110, October 2022**

PRESSPlus 5. For districts that establish an application process that is completely independent of a student's application for, eligibility for, or participation in the federal free meals program, see sample exhibit 4:140-E1, *Application for Fee Waiver*. For districts that tie the application process to the federal free meals program application and only ask for *verification* in accordance with the meals program, see sample exhibit 4:140-E2, *Application for Fee Waiver Based on Federal Free Meals Program*. The sample exhibits are available at **PRESS** Online by logging in at www.iasb.com. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)

Document Status: Draft Update

Professional Personnel

5:220 Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

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

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 days beginning with the 2021-2022 through the 2022-2023 school year.^{PRESSPlus1} otherwise 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Short-Term Substitute Teachers^{PRESSPlus2}

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program.^{PRESSPlus3} Unless otherwise permitted by law,^{PRESSPlus4} short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

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

LEGAL REF.:

[105 ILCS 5/10-20.68](#), [5/21B-20\(2\)](#), [5/21B-20\(3\)](#), and [5/21B-20\(4\)](#).

[40 ILCS 5/16-118, III. Pension Code.](#)

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

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

ADOPTED: February 5, 2015

REVISED: February 3, 2022

REVIEWED: February 3, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/21B-20(3), amended by P.A. 102-717. **Issue 110, October 2022**

PRESSPlus 2. [105 ILCS 5/21B-20\(4\)](#) governs Short-Term Substitute Teaching Licenses, which may be issued from 7-1-18 until 6-30-23. Short-Term Substitute Teaching Licenses are not eligible for endorsements. Applicants for a Short-Term Substitute Teaching License must hold an associate's degree or have completed at least 60 credit hours from a regionally accredited institution of higher education. Individuals who have had their Professional Educator License or Educator License with Stipulations suspended or revoked are not eligible to be short-term substitutes. *Id.* Short-term substitutes may not be hired for teacher absences lasting six or more days. [105 ILCS 5/21B-20\(4\)](#) repeals on 7-1-23.

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

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

PRESSPlus 4. Updated in response to 105 ILCS 5/21B-20(4), amended by P.A. 102-712, permitting short-term substitute teachers to substitute for a licensed teacher for up to 15 (rather than five) consecutive school days, if the Governor has declared a disaster due to a public health emergency, through 6-30-23. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)

Document Status: Draft Update

Professional Personnel

5:250 Leaves of Absence

Sick and Bereavement Leave, [PRESSPlus1](#) 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.

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.

FamilyChild Bereavement Leave [PRESSPlus2](#)

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 familychild bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the FamilyChild Bereavement Leave Act. Eligible employees may use familyChild bereavement leave, without any adverse employment action, allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child a covered family member, which includes an employee’s child, stepchild, domestic partner, PRESSPlus3 sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the staff member’s child covered family member, or (3) grieving the death of the staff member’s child covered family member, without any adverse employment action or (4) absence from work due to a Significant Event, PRESSPlus4 which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee’s request.

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~~ the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one ~~child-covered family member~~ 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 FamilyChild Bereavement Leave Act. This policy does not create any right for an employee to take ~~familychild~~ bereavement leave that is inconsistent with the FamilyChild 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, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, 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, 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.

COVID-19 Paid Administrative Leave [PRESSPlus5](#)

During any time when the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7, paid administrative leave is available to eligible employees if the District, State or any of its agencies, or the local health department has issued guidance, mandates, or rules related to COVID-19 that restrict an employee from being on District property for a reason outlined in State law.

For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 [PRESSPlus6](#) as defined in 105 ILCS 5/10-20.83 (final citation pending).
[Q1](#)

The employee will receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Ill. Dept. of Public Health, unless a longer period has been negotiated with the exclusive bargaining representative.

As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee's eligibility for the leave, as requested by the Superintendent or designee. [PRESSPlus7](#) An employee who is on COVID-19 paid administrative leave will receive the employee's regular rate of pay; the leave will not diminish any other leave or benefits of the employee. Employees may not accrue COVID-19 paid administrative leave.

LEGAL REF.:

105 ILCS 5/10-20.83 (final citation pending), 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

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.

10 ILCS 5/13-2.5, Election Code.

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

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

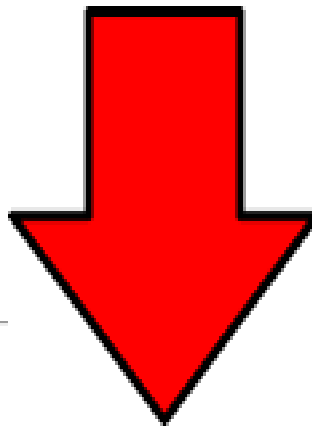
[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

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: March 3, 2022

REVIEWED: March 3, 2022



Questions and Answers:

***Required Question 1. Does the board require fully vaccinated employees to participate in a district COVID-19 testing program?

No. (Default)

Yes. (IASB will add "and participate in the District's COVID-19 testing program" to the end of this sentence.)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-697, requires districts to return sick leave used by a fully vaccinated teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the teacher was "fully vaccinated against COVID-19" by 5-10-22. The law prohibits districts from rescinding the returned sick leave in the event the definition of "fully vaccinated against COVID-19" is later updated by the Centers for Disease Control and Prevention (CDC) or the Ill. Dept. of Public Health (IDPH) to include recommended booster doses. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to the Family Child Bereavement Act, 820 ILCS 154/, amended by P.A. 102-1050, eff. 1-1-23, expanding the entitlement to unpaid bereavement leave to *covered family members*, and to include absences related to unsuccessful pregnancies and adoptions. The employer may require reasonable documentation as specified in 105 ILCS 154/10(d), amended by P.A. 102-1050, eff. 1-1-23, but may not require that an employee identify which specific category under item (4) in the first paragraph of this subhead pertains to the leave. **Issue 110, October 2022**

PRESSPlus 3. *Domestic partner*, when used to refer to an unmarried employee, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state, or (2) an unmarried adult who is in a committed, personal relationship with the employee, who is not a domestic partner as described in item (1) and who the employee designates as that employee's domestic partner. 820 ILCS 154/5, amended by P.A. 102-1050, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 4. Note the term *Significant Event* does not appear in the statute; it is included in this policy text as a shorthand term to refer to those events listed in 820 ILCS 154/10(a)(4). **Issue 110, October 2022**

PRESSPlus 5. Required by 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697. Whether some or all of the COVID-19 related reasons listed in 105 ILCS 5/10-20.83(b) and (c)

(final citation pending) apply will depend upon current health guidance and/or rules. The law requires that this leave also be provided retroactively to an employee for a qualifying reason *prior* to 4-5-22 if the employee was fully vaccinated by 5-10-22. The law prohibits districts from rescinding the paid leave if the definition of “fully vaccinated against COVID-19” is later updated by the CDC or IDPH to include recommended booster doses.

Consult the board attorney for guidance about whether the board must accommodate an employee’s religion or disability by exempting the employee from the COVID-19 vaccination prerequisite in 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, and/or if the board and union may agree that this leave will extend to all unvaccinated employees. Title VII of the Civil Rights Act of 1964 requires employers to accommodate an employee’s sincere religious objection to an employer vaccination requirement unless doing so would be an “undue hardship” on the employer. 42 U.S.C §2000e(j). Similarly, the Americans with Disabilities Act requires an employer to exempt an employee with a disability (including pregnancy-related disability) from a safety-related standard, such as a vaccination requirement, unless the employee poses a *direct threat* to the health or safety of the employee or others while on the job. 29 C.F.R. §1630.2(r). See also the U.S. Equal Employment Opportunity Commission guidance document, *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws*, at: www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws. **Issue 110, October 2022**

PRESSPlus 6. “Fully vaccinated against COVID-19” means: (1) two weeks after receiving the second dose in a two-dose series of a COVID-19 authorized for emergency use, licensed, or otherwise approved by the U.S. Food and Drug Administration (FDA), or (2) two weeks after receiving a single dose of a COVID-19 vaccine authorized for emergency use, licensed, or otherwise approved by the FDA. If the Centers for Disease Control and Prevention (CDC) later revises the definition of “fully vaccinated against COVID-19” to include booster doses, and the Ill. Dept. of Public Health (IDPH) adopts the CDC’s revised definition, then employees will have five weeks after IDPH’s action to receive a booster (if eligible) to remain eligible for COVID-19 paid administrative leave. 105 ILCS 5/10-20.83(g) (final citation pending), added by P.A. 102-697. **Issue 110, October 2022**

PRESSPlus 7. This sentence is optional. 105 ILCS 5/10-20.83(d) (final citation pending), added by P.A. 102-697. It is a best practice for boards to require appropriate documentation to verify employee eligibility for the leave benefit. **Issue 110, October 2022**

*******Please answer REQUIRED QUESTION *******

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)

Document Status: Draft Update

Educational Support Personnel

5:280 Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Nonlicensed ~~certificated and Unlicensed~~ [PRESSPlus1](#) Personnel Working with Students and Performing Non-Instructional Duties

Nonlicensed ~~certificated and unlicensed~~ personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule, [PRESSPlus2](#)
or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a nonlicensed ~~certificated~~ person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.:

[34 C.F.R. §200.58](#).

[105 ILCS 5/10-22.34](#), [5/10-22.34a](#), and [5/10-22.34b](#).

[625 ILCS 5/6-104](#) and [5/6-106.1](#), **Ill. Vehicle Code**.

[23 Ill.Admin.Code §§1.280](#), [1.630](#), and [25.510](#).

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: July 18, 2006

REVISED: May 7, 2020

REVIEWED: May 7, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to 23 Ill.Admin.Code §1.630(c), amended at 45 Ill.Reg. 9446. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 23 Ill.Admin.Code §1.630(c), amended at 45 Ill.Reg. 9446 by P.A 102-894. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

5

Not Adopt (change "reviewed" date)

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

_____ CONSENT

_____ 1st READING

_____ STAY IN COMMITTEE

2. Policy Committee to Determine:

___ Adopt as Presented

___ Adopt with Additional District Edits

___ Not Adopt (change “reviewed” date)

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 [PRESSPlus1](#)

Sick leave is defined in State law as personal illness, mental or behavioral complications, [PRESSPlus2](#) quarantine at home, illness or death in the immediate family or household, or birth, adoption, 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: (1) a physician licensed in Illinois, or any other state, to practice medicine and surgery in all any of its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, or (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of the employee such person's faith, as a basis for pay during leave after an absence of three (3) days for personal illness, 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.

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 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.

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 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, Gender Violence, or Other Crime of Violence

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 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](#) [State law](#).

Family Child Bereavement Leave [PRESSPlus3](#)

Educational support personnel receive [family 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.

COVID-19 Paid Administrative Leave [PRESSPlus4](#)

Educational support personnel receive COVID-19 paid administrative leave on the same terms and conditions granted professional staff.

LEGAL REF.:

[105 ILCS 5/10-20.7b](#), [5/10-20.83](#) (final citation pending), [5/24-2](#), [and 5/24-6](#), and [5/24-6.3](#).

[10 ILCS 5/13-2.5](#), Election Code.

[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: March 3, 2022

REVIEWED: March 3, 2022

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-697, requires districts to return sick leave used by a fully vaccinated teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the teacher was "fully vaccinated against COVID-19" by 5-10-22. The law prohibits districts from rescinding the returned sick leave in the event the definition of "fully vaccinated against COVID-19" is later updated by the Centers for Disease Control and Prevention (CDC) or the Ill. Dept. of Public Health (IDPH) to include recommended booster doses. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/24-6, amended by P.A. 102-866. **Issue 110, October 2022**

PRESSPlus 3. Updated in response to the Family Child Bereavement Act, 820 ILCS 154/, amended by P.A. 102-1050, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 4. Required by 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697. **Issue 110, October 2022**

Press Plus Issue #110 November 2022 - Policy Committee Meeting 12/16/22

1. Action to be taken:

CONSENT

1st READING

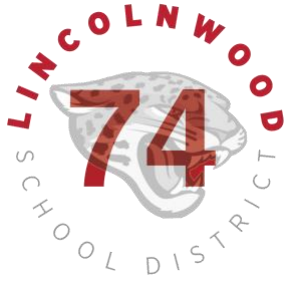
STAY IN COMMITTEE

2. Policy Committee to Determine:

Adopt as Presented

Adopt with Additional District Edits

Not Adopt (change "reviewed" date)



Executive Summary Board of Education Meeting

DATE: January 12, 2023

TOPIC: PALS (People Active with Lincolnwood Schools) Official Lincolnwood SD74 Board of Education Recognition

PREPARED BY: David Russo

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

In October, a representative of the PALS (People Active with Lincolnwood Schools) group provided an overview of the work up to that point to form an organization whose purpose is to:

The purpose of the Organization is to strengthen and enrich the educational and social environment of School District 74 in Lincolnwood, Illinois through opportunities for families, teachers, students, and the broader community to learn, socialize, communicate and grow. Together we will:

- Create opportunities for connection within the District 74 community;*
- Sponsor, organize and/or support District 74 school events and programs;*
- Fundraise to benefit District 74; and*
- Recruit and coordinate volunteers for programs and projects within District 74.*

Since then, the group has chosen an initial Board of Directors, finalized their by-laws, been issued an Employer Identification Number (EIN) from the Internal Revenue Service, and been incorporated by the State of Illinois. During the October Board meeting, the group stated their intention to come back to the Board for recognition after they had incorporated. The PALS group is seeking official recognition under Board Policy 8:90.

Fiscal Impact:

N/A

Recommendation:

It is the Administrative recommendation that the Lincolnwood School District 74 Board of Education officially recognize the People Active with Lincolnwood Schools (PALS) group pursuant to Board Policy 8:90.

Community Relations

8:90 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The School Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supercede an organization or club's recommendation.
8. Parent Organizations and Booster Clubs must hold public annual elections without prerequisite logins, passwords, etc.
9. District 74 employees may not hold a position relating to financial responsibility within a Parent Organization and Booster Club.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative.

The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will communicate respectfully and collaboratively with the parent organization's or booster club's liaison.

ADOPTED: September 10, 2002

REVISED: August 5, 2021

REVIEWED: August 5, 2021

Bylaws of People Active with Lincolnwood Schools (“P.A.L.S.”)

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME

The name of the organization shall be People Active with Lincolnwood Schools, also known as P.A.L.S. (hereinafter, the “Organization”).

Section 2: DESCRIPTION

The Organization is a nonprofit organization that exists for charitable and educational purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE

The purpose of the Organization is to strengthen and enrich the educational and social environment of School District 74 in Lincolnwood, Illinois (hereinafter, “District 74”) through opportunities for families, teachers, students, and the broader community to learn, socialize, communicate and grow. Together we will:

- Create opportunities for connection within the District 74 community;
- Sponsor, organize and/or support District 74 school events and programs;
- Fundraise to benefit District 74; and
- Recruit and coordinate volunteers for programs and projects within District 74.

ARTICLE II: MEMBERSHIP

Section 1: ELIGIBILITY—Any (1) parent or guardian of a student currently enrolled in a District 74 school or (2) current District 74 faculty or staff member may become a voting member of this Organization, eligible to make motions and vote in the General Meetings and Special Meetings, and to serve on the Executive Board. Any adult person residing in the boundaries of District 74 who does not qualify as (1) or (2) in the preceding sentence but who wishes to support District 74 and subscribe to the purpose of this Organization may become a non-voting member of this Organization; such individuals may not make motions or vote in General Meetings or Special Meetings, and are ineligible to serve on the Executive Board.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD

The Executive Board shall consist of two Directors and the following officers: President, Vice President, Secretary, Community Outreach Officer, and Treasurer.

Section 2: TERM OF OFFICE

The term of office for President and Vice President is one year, beginning July 1 and ending June 30 of the following year. Except for the President and Vice President elected during the initial fiscal year, the President and Vice President may not serve consecutive terms in their respective offices. The term of office for the Secretary, Treasurer, Community Liaison and Directors is two years, beginning July 1 and ending June 30 two years thereafter. Each person elected shall hold only one office at a time.

Section 3: QUALIFICATIONS

Any Organization voting member in good standing may serve on the Executive Board. An Executive Board member must be a parent or guardian of one or more students currently enrolled in one of the schools of District 74 for the duration of their term.

Section 4: DUTIES

Executive Board: Develop and approve the Organization's annual budget, establish and oversee committees to conduct the work of the Organization, establish fundraising programs, and approve by majority vote of the Executive Board unbudgeted expenditures of no more than \$100.

President: The President shall preside over meetings of the Organization and Executive Board, prepare the agenda for monthly meetings, serve as the primary contact for the superintendent and principals of District 74, represent the Organization at meetings outside the Organization, coordinate the work of all the Officers, Directors, and members so that the purpose of the Organization is served, liaise appropriately with the Board of Education and Superintendent of District 74.

Vice President: The Vice President shall assist the President and carry out the President's duties in their absence or inability to serve. The Vice President shall maintain a current copy of the standing rules and Bylaws. The Vice President shall manage the volunteers and committees.

Secretary: The Secretary shall keep all records of the Organization, take and record minutes, distribute the agenda, handle correspondence and send notices of meetings to the membership. The Secretary also keeps a copy of the minutes book, Bylaws and any other necessary supplies, and brings them to meetings.

Treasurer. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of

the Executive Board. The Treasurer will present a financial report at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the Organization's fiscal year. The Treasurer will present a budget for the Organization's fiscal year at the first fall meeting of the Organization. The Treasurer shall be responsible for preparation and submission of all federal and state compliance filings. The Treasurer may not be a member of the Audit Committee.

Community and Member Liaison: The Community and Member Liaison will chair the Community Liaison Committee. The Community and Member Liaison shall be responsible for recruiting members to the Organization and engaging with the broader community. The Community and Member Liaison shall be responsible for marketing for the Organization.

Directors: A Director shall be a voting member of the Organization who serves as the chairperson of at least one of the committees of the Organization and will support the Officers of the Organization as needed.

Section 5: EXECUTIVE BOARD MEETINGS

The Executive Board shall meet regularly during the District 74 school year, or at the discretion of the President. Executive Board Meetings will be held when needed prior to the General Meeting, to discuss issues of the Organization and set the agenda for the General Meetings. Special Meetings of the Executive Board may be called at the discretion of the President or by two of the Executive Board Officers.

Section 6: REMOVAL

An Officer or Director can be removed from office for failure to fulfill his/her duties, or failure to meet the eligibility requirements set forth in these Bylaws, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY

If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled General Meeting, a new Vice President will be elected. If a vacancy occurs in the other Executive Board positions, the President shall appoint an eligible Organization voting member to fill the vacancy for the remainder of the Executive Board member's term.

ARTICLE IV: MEETINGS

Section 1: GENERAL MEETINGS

General Meetings shall be held to conduct the business of the Organization. General Meetings shall be held monthly during the District 74 school year at times and dates

determined by the Executive Board and posted for the membership with sufficient advance notice. General Meetings shall be open to any member of the District 74 community; however, the privilege of making motions and voting shall be limited to voting members.

Section 2: SPECIAL MEETINGS

Special Meetings may be called by the President or any two Executive Board Officers, provided sufficient advance notice is provided to the membership with the meeting time and purpose.

Section 3: OLD BOARD/NEW BOARD MEETING

An Old Board/New Board Meeting shall be held in the month of May, in place of the May General Meeting, for the following purposes: to hold the election of the new Executive Board; discuss goals for the upcoming fiscal year; to address other business as needed; and to submit a preliminary budget for the next fiscal year.

Section 4: VOTING

Each voting member in attendance at a General Meeting or Special Meeting is eligible to vote, one vote per voting member. Absentee and proxy votes are not allowed.

Section 5: QUORUM

Seven (7) voting members of the Organization present and voting constitute quorum for the purpose of voting.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR

The fiscal year of the Organization begins July 1 and ends June 30 of the following year.

Section 2: BANKING

All funds shall be kept in a checking account in the name of the Organization, requiring checks be signed by the treasurer and one (1) other duly elected and authorized officer.

There shall be no ATM or debit cards issued on any bank accounts.

Online banking - Establish dual administrators for all online accounts whenever possible that follows the two-signature rule on payments, including both a submittal and approval function for online payments. If this is not possible, some alternate controls for segregation of duties include:

Reimbursements require completion of reimbursement request form to be submitted to the Treasurer. The form will include a place for treasurer approval, date, budget category, and a place to check off that the transaction has been logged. It will also include the requester's name, phone number, and address (if a check will be mailed). The form will require a second officer approval, the check number, the check date, the amount, and reason for reimbursement. Receipts are required.

Cash Receipt Deposit Forms will be submitted following any money-generating event to record the money collected. The form will include a tally area by bill and coin denomination, along with a place to record checks and the check total. The bank deposit ticket will be attached to the deposit form following deposit.

The Organization may accept payments (income) using online sites or in-person devices (e.g. PayPal, Square, etc.).

Each month, the Treasurer will prepare a reconciliation of all bank accounts. The reconciliation will be presented to the Executive Board to ensure the reconciliation is reviewed by an individual without access to the bank account or authority to sign checks.

Section 3: REPORTING

All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly to the Executive Board. The report will show the balance at the beginning of the month, plus receipts (cash in), and less disbursements (checks out), with the ending balance at the bottom. The report will also include year-to-date performance against plan for each of your budget categories.

The Organization shall arrange an independent review of its financial records after the end of the fiscal year, June 30 of each year, to be conducted by an independent Audit Committee established by the membership. The Audit Committee will be comprised of at least three (3) voting members, to be elected at the final General Meeting of the fiscal year. The Audit Committee shall examine the financial records and report its findings to the membership at the first General Meeting of the new fiscal year. Anyone authorized to sign checks is not eligible to audit the financial records.

Section 4: ENDING BALANCE

The Organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS

Authority to sign contracts is limited to the President or the President's designee.

Section 6: RECORD RETENTION

Financial records will be kept in accordance with applicable laws, but for at least seven (7) years.

ARTICLE VI: BYLAWS AMENDMENTS

These Bylaws may be amended at any General Meeting by a two-thirds (2/3) vote of the voting members present, provided that notice of the proposed amendment shall have been given at least thirty (30) days before the General Meeting.

ARTICLE VII: DISSOLUTION

The Organization may be dissolved with previous notice (fourteen calendar days) and a two-thirds vote of the voting members present at the meeting. Upon dissolution of the Organization, any remaining funds should be used to pay any outstanding bills and with the voting members' approval, spent for the benefit of District 74 schools.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern meetings of this Organization when they are not in conflict with the Bylaws

ARTICLE IX: CONFLICTS OF INTEREST POLICY

Section 1: PURPOSE

The Organization shall maintain and enforce a conflicts of interest policy. The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. ANNUAL STATEMENTS

Each member of the Executive Board, once per term, shall sign a statement which affirms that such person:

Has received a copy of the conflict of interest policy;

Has read and understood the policy;

Has agreed to comply with the policy; and

Understands that the Organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Section 3: POLITICAL INFLUENCE

The Organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

ARTICLE X: COMPLIANCE WITH LINCOLNWOOD SCHOOL DISTRICT 74 BOARD OF EDUCATION POLICIES AND PROCEDURES

The Organization will comply with all requirements 8:90 of the Lincolnwood School District 74 Board Policy Manual as it now exists and as it may hereafter be amended or revised, including the agreement to adhere to all applicable Lincolnwood School District 74 Board of Education policies and administrative procedures.

Date of this notice: 12-12-2022

Employer Identification Number:
[REDACTED]

Form: SS-4

Number of this notice: [REDACTED]

For assistance you may call us at:
[REDACTED]

PEOPLE ACTIVE WITH LINCOLNWOOD
SCHOOLS INC
PALS
[REDACTED]

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you [REDACTED]. This EIN will identify your entity, accounts, tax returns, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for business and tax purposes. Some taxpayers receive CP575 notices when another person has stolen their identity and are operating using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status, organizations must complete an application on one of the following forms: Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1024, Application for Recognition Under Section 501(a); or Form 1024-A, Application for Recognition of Exemption Under Section 501(c)(4) of the Internal Revenue Code.

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

If you become tax-exempt, you will lose tax-exempt status if you fail to file a required return or notice for three consecutive years, unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File). We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter. For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.

Lincolnwood School District 74

Fund Balances

Fiscal Year: 2022-2023

Month: October

Year: 2022

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	\$13,022,792.37	\$1,775,644.63	(\$4,660,685.69)	\$0.00	\$10,137,751.31
20	OPERATIONS & MAINTENANCE	\$3,494,768.89	\$127,362.82	(\$711,833.40)	\$0.00	\$2,910,298.31
30	DEBT SERVICE	\$829,925.65	\$10,508.34	\$0.00	\$0.00	\$840,433.99
40	TRANSPORTATION	\$1,442,825.96	\$424,810.08	(\$292,377.40)	\$0.00	\$1,575,258.64
50	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
51	IMRF	\$448,606.14	\$168,561.15	(\$68,757.09)	\$0.00	\$548,410.20
52	SOCIAL SECURITY AND MEDICARE	\$139,099.31	\$110,129.48	(\$90,452.92)	\$0.00	\$158,775.87
60	CAPITAL PROJECTS	\$5,825,261.89	\$25,205.18	(\$1,337,321.73)	\$0.00	\$4,513,145.34
70	WORKING CASH	\$573,446.40	\$2,876.63	\$0.00	\$0.00	\$576,323.03
80	TORT IMMUNITY	\$249,408.82	\$84,466.69	(\$23,509.00)	\$0.00	\$310,366.51
90	FIRE PREVENTION & SAFETY	\$2,617,556.88	\$14,862.62	(\$50,000.00)	\$0.00	\$2,582,419.50
99	LINCOLNWOOD SCHOOLS ACTIVITY FUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$28,643,692.31	\$2,744,427.62	(\$7,234,937.23)	\$0.00	\$24,153,182.70

End of Report

Lincolnwood School District 74

Treasurers Report FUND- All Funds As of 10/31/2022

Fiscal Year: 2022-2023

ASSETS

CASH & INVESTMENTS

Cash in Bank (+)	\$23,616,775.33
Imprest Fund (+)	\$15,113.81
Petty Cash (+)	\$100.00

Sub-total : CASH & INVESTMENTS \$23,631,989.14

DUE FROM OTHER GOVERNMENTS

Inter-Governmental Loans (+)	(\$467.03)
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Sub-total : DUE FROM OTHER GOVERNMENTS (\$467.03)

Total : ASSETS \$23,631,522.11

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable (+)	\$66,108.88
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Sub-total : ACCOUNTS PAYABLE \$66,108.88

OTHER CURRENT LIABILITIES

Other Liabilities (+)	\$34,370.84
Payroll Liabilities (+)	(\$622,140.31)

Sub-total : OTHER CURRENT LIABILITIES (\$587,769.47)

Total : LIABILITIES (\$521,660.59)

FUND BALANCE

Unreserved Fund Balance

Fund Balance (+)	\$28,643,692.31
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Sub-total : Unreserved Fund Balance \$28,643,692.31

NET INCREASE (DECREASE)

NET INCREASE (DECREASE) (+)	(\$4,490,509.61)
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Sub-total : NET INCREASE (DECREASE) (\$4,490,509.61)

Total : FUND BALANCE \$24,153,182.70

Total LIABILITIES + FUND BALANCE \$23,631,522.11

End of Report

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 10/01/2022 through 10/31/2022

Fiscal Year: 2022-2023

	<u>10/01/2022 - 10/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
REVENUE					
LOCAL SOURCES					
Property Tax Receipts (+)	\$0.00	\$92,652.83	\$25,868,050.00	\$25,775,397.17	0.4%
Payments in Lieu of Taxes (+)	\$407,864.43	\$745,268.62	\$900,000.00	\$154,731.38	82.8%
Tuition Payments Received (+)	\$18,480.00	\$59,280.00	\$221,600.00	\$162,320.00	26.8%
Interest Revenue Received (+)	\$31,218.07	\$136,473.44	\$369,000.00	\$232,526.56	37.0%
Sales to Pupils & Adults (+)	\$25,193.50	\$65,269.89	\$200,000.00	\$134,730.11	32.6%
Activity Fees Received (+)	\$3,963.50	\$53,499.50	\$100,150.00	\$46,650.50	53.4%
Other Local Revenue (+)	\$15,621.37	\$48,089.83	\$330,430.00	\$282,340.17	14.6%
Rental Revenue (+)	\$6,750.50	\$54,116.50	\$89,600.00	\$35,483.50	60.4%
Sub-total : LOCAL SOURCES	\$509,091.37	\$1,254,650.61	\$28,078,830.00	\$26,824,179.39	4.5%
STATE SOURCES					
State Grants & Aid Received (+)	\$219,556.93	\$511,187.70	\$1,539,000.00	\$1,027,812.30	33.2%
Sub-total : STATE SOURCES	\$219,556.93	\$511,187.70	\$1,539,000.00	\$1,027,812.30	33.2%
FEDERAL SOURCES					
Federal Grants & Aid Received (+)	\$137,244.23	\$978,589.31	\$2,106,691.00	\$1,128,101.69	46.5%
Sub-total : FEDERAL SOURCES	\$137,244.23	\$978,589.31	\$2,106,691.00	\$1,128,101.69	46.5%
Total : REVENUE	\$865,892.53	\$2,744,427.62	\$31,724,521.00	\$28,980,093.38	8.7%
EXPENDITURES					
REGULAR K-12 PROGRAMS					
Salaries (-)	\$597,706.54	\$1,482,923.72	\$7,735,177.00	\$6,252,253.28	19.2%
Employee Benefits (-)	\$102,636.87	\$212,234.32	\$1,430,774.00	\$1,218,539.68	14.8%
Termination Benefits (-)	\$24,817.40	\$89,936.52	\$397,000.00	\$307,063.48	22.7%
Purchased Services (-)	\$18,845.14	\$92,963.00	\$216,005.00	\$123,042.00	43.0%
Supplies & Materials (-)	\$43,991.55	\$151,699.83	\$549,480.00	\$397,780.17	27.6%
Capital Expenditures (-)	\$0.00	\$26,318.79	\$204,000.00	\$177,681.21	12.9%
Other Objects (-)	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.0%
Non-Capitalized Equipment (-)	\$674.06	\$3,741.42	\$117,500.00	\$113,758.58	3.2%
Sub-total : REGULAR K-12 PROGRAMS	(\$788,671.56)	(\$2,059,817.60)	(\$10,651,736.00)	(\$8,591,918.40)	19.3%
PRE-K PROGRAMS					
Salaries (-)	\$18,266.64	\$45,666.60	\$225,356.00	\$179,689.40	20.3%
Employee Benefits (-)	\$5,680.03	\$14,053.33	\$69,413.00	\$55,359.67	20.2%
Supplies & Materials (-)	\$568.92	\$836.13	\$4,300.00	\$3,463.87	19.4%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
Sub-total : PRE-K PROGRAMS	(\$24,515.59)	(\$60,556.06)	(\$299,819.00)	(\$239,262.94)	20.2%
SPECIAL ED PROGRAMS K-12					
Salaries (-)	\$96,053.82	\$242,776.76	\$1,198,065.00	\$955,288.24	20.3%
Employee Benefits (-)	\$25,042.51	\$58,809.19	\$354,957.00	\$296,147.81	16.6%
Purchased Services (-)	\$0.00	\$96.25	\$600.00	\$503.75	16.0%
Supplies & Materials (-)	\$172.04	\$662.58	\$5,500.00	\$4,837.42	12.0%
Capital Expenditures (-)	\$0.00	\$2,338.09	\$6,000.00	\$3,661.91	39.0%
Other Objects (-)	\$0.00	\$180.00	\$200.00	\$20.00	90.0%
Non-Capital Equipment (-)	\$0.00	\$1,582.41	\$5,000.00	\$3,417.59	31.6%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 10/01/2022 through 10/31/2022

Fiscal Year: 2022-2023

	<u>10/01/2022 - 10/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : SPECIAL ED PROGRAMS K-12	(\$121,268.37)	(\$306,445.28)	(\$1,570,322.00)	(\$1,263,876.72)	19.5%
REMEDIAL & SUPPLEMENTAL K-12					
Salaries (-)	\$45,018.96	\$112,547.40	\$585,251.00	\$472,703.60	19.2%
Employee Benefits (-)	\$8,491.96	\$18,259.42	\$110,875.00	\$92,615.58	16.5%
Purchased Services (-)	\$926.80	\$41,999.55	\$56,795.00	\$14,795.45	73.9%
Supplies & Materials (-)	\$10.48	\$5,465.18	\$12,250.00	\$6,784.82	44.6%
Sub-total : REMEDIAL & SUPPLEMENTAL K-12	(\$54,448.20)	(\$178,271.55)	(\$765,171.00)	(\$586,899.45)	23.3%
INTERSCHOLASTIC PROGRAMS					
Salaries (-)	\$1,195.40	\$2,988.50	\$90,000.00	\$87,011.50	3.3%
Employee Benefits (-)	\$31.54	\$79.19	\$7,405.00	\$7,325.81	1.1%
Supplies & Materials (-)	\$419.88	\$844.69	\$5,500.00	\$4,655.31	15.4%
Capital Expenditures (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Other Objects (-)	\$0.00	\$3,500.00	\$3,600.00	\$100.00	97.2%
Sub-total : INTERSCHOLASTIC PROGRAMS	(\$1,646.82)	(\$7,412.38)	(\$108,005.00)	(\$100,592.62)	6.9%
SUMMER SCHOOL PROGRAMS					
Salaries (-)	\$290.70	\$29,732.14	\$42,491.00	\$12,758.86	70.0%
Employee Benefits (-)	\$38.15	\$3,889.43	\$10,100.00	\$6,210.57	38.5%
Supplies & Materials (-)	\$0.00	\$1,560.63	\$3,117.00	\$1,556.37	50.1%
Sub-total : SUMMER SCHOOL PROGRAMS	(\$328.85)	(\$35,182.20)	(\$55,708.00)	(\$20,525.80)	63.2%
GIFTED PROGRAMS					
Salaries (-)	\$34,645.06	\$86,612.65	\$450,386.00	\$363,773.35	19.2%
Employee Benefits (-)	\$5,729.27	\$11,977.50	\$70,821.00	\$58,843.50	16.9%
Supplies & Materials (-)	\$533.90	\$686.42	\$4,250.00	\$3,563.58	16.2%
Sub-total : GIFTED PROGRAMS	(\$40,908.23)	(\$99,276.57)	(\$525,457.00)	(\$426,180.43)	18.9%
BILINGUAL PROGRAMS					
Salaries (-)	\$51,271.86	\$128,179.65	\$693,562.00	\$565,382.35	18.5%
Employee Benefits (-)	\$7,951.49	\$16,669.94	\$101,304.00	\$84,634.06	16.5%
Purchased Services (-)	\$3,240.00	\$3,240.00	\$1,800.00	(\$1,440.00)	180.0%
Supplies & Materials (-)	\$526.61	\$526.61	\$1,750.00	\$1,223.39	30.1%
Sub-total : BILINGUAL PROGRAMS	(\$62,989.96)	(\$148,616.20)	(\$798,416.00)	(\$649,799.80)	18.6%
ATTENDANCE & SOCIAL WORK					
Salaries (-)	\$31,086.38	\$77,715.95	\$404,123.00	\$326,407.05	19.2%
Employee Benefits (-)	\$3,681.24	\$7,828.34	\$41,196.00	\$33,367.66	19.0%
Supplies & Materials (-)	\$23.98	\$342.07	\$1,000.00	\$657.93	34.2%
Sub-total : ATTENDANCE & SOCIAL WORK	(\$34,791.60)	(\$85,886.36)	(\$446,319.00)	(\$360,432.64)	19.2%
GUIDANCE SERVICES					
Purchased Services (-)	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
Sub-total : GUIDANCE SERVICES	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00)	0.0%
HEALTH SERVICES					

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 10/01/2022 through 10/31/2022

Fiscal Year: 2022-2023

	<u>10/01/2022 - 10/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Salaries (-)	\$15,213.77	\$42,352.96	\$159,352.00	\$116,999.04	26.6%
Employee Benefits (-)	\$6,022.41	\$15,777.83	\$65,795.00	\$50,017.17	24.0%
Purchased Services (-)	\$6,953.17	\$7,705.17	\$31,000.00	\$23,294.83	24.9%
Supplies & Materials (-)	\$296.48	\$441.82	\$5,300.00	\$4,858.18	8.3%
Capital Expenditures (-)	\$223.28	\$223.28	\$2,250.00	\$2,026.72	9.9%
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	(\$28,709.11)	(\$66,501.06)	(\$266,047.00)	(\$199,545.94)	25.0%
PSYCHOLOGICAL SERVICES					
Salaries (-)	\$13,814.16	\$34,535.40	\$179,584.00	\$145,048.60	19.2%
Employee Benefits (-)	\$3,064.72	\$6,335.00	\$37,804.00	\$31,469.00	16.8%
Purchased Services (-)	\$0.00	\$0.00	\$1,100.00	\$1,100.00	0.0%
Supplies & Materials (-)	\$0.00	\$1,156.11	\$1,850.00	\$693.89	62.5%
Sub-total : PSYCHOLOGICAL SERVICES	(\$16,878.88)	(\$42,026.51)	(\$220,338.00)	(\$178,311.49)	19.1%
SPEECH PATHOLOGY & AUDIOLOGY					
Salaries (-)	\$21,122.38	\$52,814.50	\$274,591.00	\$221,776.50	19.2%
Employee Benefits (-)	\$3,312.46	\$6,937.99	\$41,079.00	\$34,141.01	16.9%
Purchased Services (-)	\$0.00	\$443.16	\$360.00	(\$83.16)	123.1%
Supplies & Materials (-)	\$159.59	\$214.59	\$1,800.00	\$1,585.41	11.9%
Sub-total : SPEECH PATHOLOGY & AUDIOLOGY	(\$24,594.43)	(\$60,410.24)	(\$317,830.00)	(\$257,419.76)	19.0%
OTHER SUPPORT SERVICES - PUPILS					
Salaries (-)	\$6,495.13	\$13,128.86	\$101,000.00	\$87,871.14	13.0%
Employee Benefits (-)	\$427.32	\$826.74	\$9,732.00	\$8,905.26	8.5%
Sub-total : OTHER SUPPORT SERVICES - PUPILS	(\$6,922.45)	(\$13,955.60)	(\$110,732.00)	(\$96,776.40)	12.6%
IMPROVEMENT OF INSTRUCTION					
Salaries (-)	\$53,801.54	\$131,112.63	\$364,189.00	\$233,076.37	36.0%
Employee Benefits (-)	\$7,920.80	\$21,282.20	\$56,095.00	\$34,812.80	37.9%
Purchased Services (-)	\$612.75	\$9,508.44	\$73,126.00	\$63,617.56	13.0%
Supplies & Materials (-)	\$61.98	\$536.97	\$1,500.00	\$963.03	35.8%
Other Objects (-)	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.0%
Sub-total : IMPROVEMENT OF INSTRUCTION	(\$62,397.07)	(\$162,440.24)	(\$496,710.00)	(\$334,269.76)	32.7%
EDUCATIONAL MEDIA					
Salaries (-)	\$21,001.70	\$52,504.25	\$273,022.00	\$220,517.75	19.2%
Employee Benefits (-)	\$2,551.13	\$5,416.53	\$31,775.00	\$26,358.47	17.0%
Supplies & Materials (-)	\$984.20	\$2,008.23	\$16,000.00	\$13,991.77	12.6%
Sub-total : EDUCATIONAL MEDIA	(\$24,537.03)	(\$59,929.01)	(\$320,797.00)	(\$260,867.99)	18.7%
ADMIN SERVICES - BOARD OF ED					
Employee Benefits (-)	\$4,785.90	\$25,404.50	\$62,000.00	\$36,595.50	41.0%
Purchased Services (-)	\$14,134.25	\$75,294.19	\$212,700.00	\$137,405.81	35.4%
Supplies & Materials (-)	\$9.99	\$365.88	\$2,500.00	\$2,134.12	14.6%
Capital Expenditures (-)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 10/01/2022 through 10/31/2022

Fiscal Year: 2022-2023

	<u>10/01/2022 - 10/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Other Objects (-)	\$0.00	\$6,540.00	\$6,540.00	\$0.00	100.0%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Sub-total : ADMIN SERVICES - BOARD OF ED	(\$18,930.14)	(\$107,604.57)	(\$287,240.00)	(\$179,635.43)	37.5%
SUPERINTENDENT					
Salaries (-)	\$19,019.44	\$125,276.18	\$268,850.00	\$143,573.82	46.6%
Employee Benefits (-)	\$3,477.11	\$26,008.79	\$53,601.00	\$27,592.21	48.5%
Purchased Services (-)	\$261.25	\$1,355.29	\$3,900.00	\$2,544.71	34.8%
Supplies & Materials (-)	\$15.23	\$15.23	\$2,000.00	\$1,984.77	0.8%
Capital Expenditures (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Other Objects (-)	\$300.00	\$1,079.00	\$3,000.00	\$1,921.00	36.0%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Sub-total : SUPERINTENDENT	(\$23,073.03)	(\$153,734.49)	(\$332,351.00)	(\$178,616.51)	46.3%
ADMIN SERVICES - SPECIAL ED					
Salaries (-)	\$11,336.58	\$51,014.61	\$147,376.00	\$96,361.39	34.6%
Employee Benefits (-)	\$3,580.44	\$14,734.09	\$43,347.00	\$28,612.91	34.0%
Other Objects (-)	\$0.00	\$400.00	\$1,000.00	\$600.00	40.0%
Sub-total : ADMIN SERVICES - SPECIAL ED	(\$14,917.02)	(\$66,148.70)	(\$191,723.00)	(\$125,574.30)	34.5%
WORKERS COMPENSATION INSURANCE					
Purchased Services (-)	\$0.00	\$0.00	\$69,000.00	\$69,000.00	0.0%
Sub-total : WORKERS COMPENSATION INSURANCE	\$0.00	\$0.00	(\$69,000.00)	(\$69,000.00)	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	\$23,509.00	\$150,000.00	\$126,491.00	15.7%
Sub-total : PROPERTY INSURANCE	\$0.00	(\$23,509.00)	(\$150,000.00)	(\$126,491.00)	15.7%
PRINCIPAL					
Salaries (-)	\$52,866.82	\$241,898.83	\$688,889.00	\$446,990.17	35.1%
Employee Benefits (-)	\$18,075.14	\$70,593.33	\$215,627.00	\$145,033.67	32.7%
Purchased Services (-)	\$87.26	\$771.29	\$5,050.00	\$4,278.71	15.3%
Supplies & Materials (-)	\$81.40	\$258.23	\$4,000.00	\$3,741.77	6.5%
Capital Expenditures (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Other Objects (-)	\$225.00	\$644.00	\$2,400.00	\$1,756.00	26.8%
Non-Capitalized Equipment (-)	\$0.00	\$3,079.70	\$3,200.00	\$120.30	96.2%
Sub-total : PRINCIPAL	(\$71,335.62)	(\$317,245.38)	(\$920,666.00)	(\$603,420.62)	34.5%
OPERATION OF BUSINESS SERVICES					
Salaries (-)	\$14,623.84	\$65,807.28	\$190,110.00	\$124,302.72	34.6%
Employee Benefits (-)	\$2,587.41	\$10,721.07	\$31,941.00	\$21,219.93	33.6%
Other Objects (-)	\$0.00	\$0.00	\$1,400.00	\$1,400.00	0.0%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 10/01/2022 through 10/31/2022

Fiscal Year: 2022-2023

	<u>10/01/2022 - 10/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : OPERATION OF BUSINESS SERVICES	(\$17,211.25)	(\$76,528.35)	(\$223,451.00)	(\$146,922.65)	34.2%
FISCAL SERVICES					
Salaries (-)	\$17,756.82	\$79,272.30	\$231,039.00	\$151,766.70	34.3%
Employee Benefits (-)	\$7,449.61	\$31,253.73	\$93,417.00	\$62,163.27	33.5%
Purchased Services (-)	\$490.47	\$1,278.21	\$123,500.00	\$122,221.79	1.0%
Supplies & Materials (-)	\$1,416.68	\$2,562.11	\$5,500.00	\$2,937.89	46.6%
Capital Expenditures (-)	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
Other Objects (-)	\$2,604.70	\$9,053.90	\$20,000.00	\$10,946.10	45.3%
Non-Capitalized Equipment (-)	\$0.00	\$548.67	\$1,500.00	\$951.33	36.6%
Sub-total : FISCAL SERVICES	(\$29,718.28)	(\$123,968.92)	(\$475,706.00)	(\$351,737.08)	26.1%
FACILITY ACQUISITION & CONSTRUCTION					
Purchased Services (-)	\$8,014.72	\$419,943.55	\$596,118.00	\$176,174.45	70.4%
Capital Expenditures (-)	\$211,978.80	\$917,378.18	\$3,077,144.00	\$2,159,765.82	29.8%
Sub-total : FACILITY ACQUISITION & CONSTRUCTION	(\$219,993.52)	(\$1,337,321.73)	(\$3,673,262.00)	(\$2,335,940.27)	36.4%
OPERATION & MAINTENANCE OF PLANT					
Salaries (-)	\$39,937.30	\$174,826.34	\$526,163.00	\$351,336.66	33.2%
Employee Benefits (-)	\$14,029.51	\$58,876.76	\$171,678.00	\$112,801.24	34.3%
Purchased Services (-)	\$95,416.17	\$362,987.20	\$960,700.00	\$597,712.80	37.8%
Supplies & Materials (-)	\$32,771.73	\$114,059.14	\$453,014.00	\$338,954.86	25.2%
Capital Expenditures (-)	\$0.00	\$79,294.86	\$439,500.00	\$360,205.14	18.0%
Other Objects (-)	\$0.00	\$0.00	\$1,750.00	\$1,750.00	0.0%
Non-Capitalized Equipment (-)	\$1,792.20	\$1,912.19	\$30,000.00	\$28,087.81	6.4%
Sub-total : OPERATION & MAINTENANCE OF PLANT	(\$183,946.91)	(\$791,956.49)	(\$2,582,805.00)	(\$1,790,848.51)	30.7%
PUPIL TRANSPORTATION					
Purchased Services (-)	\$180,047.66	\$292,377.40	\$1,440,000.00	\$1,147,622.60	20.3%
Sub-total : PUPIL TRANSPORTATION	(\$180,047.66)	(\$292,377.40)	(\$1,440,000.00)	(\$1,147,622.60)	20.3%
FOOD SERVICES					
Salaries (-)	\$23,398.22	\$65,442.18	\$250,708.00	\$185,265.82	26.1%
Employee Benefits (-)	\$9,684.40	\$26,214.70	\$103,366.00	\$77,151.30	25.4%
Purchased Services (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Supplies & Materials (-)	\$34,791.02	\$72,667.18	\$262,000.00	\$189,332.82	27.7%
Capital Expenditures (-)	\$0.00	\$118.28	\$8,000.00	\$7,881.72	1.5%
Other Objects (-)	\$0.00	\$752.50	\$1,000.00	\$247.50	75.3%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
Sub-total : FOOD SERVICES	(\$67,873.64)	(\$165,194.84)	(\$629,574.00)	(\$464,379.16)	26.2%
INTERNAL SERVICES					
Purchased Services (-)	\$4,988.62	\$10,993.62	\$27,100.00	\$16,106.38	40.6%
Supplies & Materials (-)	\$0.00	\$172.00	\$1,500.00	\$1,328.00	11.5%
Sub-total : INTERNAL SERVICES	(\$4,988.62)	(\$11,165.62)	(\$28,600.00)	(\$17,434.38)	39.0%
INFORMATION SERVICES					

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 10/01/2022 through 10/31/2022

Fiscal Year: 2022-2023

	<u>10/01/2022 - 10/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Salaries (-)	\$6,041.08	\$27,184.86	\$78,534.00	\$51,349.14	34.6%
Employee Benefits (-)	\$2,553.76	\$10,844.15	\$30,706.00	\$19,861.85	35.3%
Purchased Services (-)	\$4,934.68	\$12,986.90	\$34,250.00	\$21,263.10	37.9%
Supplies & Materials (-)	\$224.00	\$1,098.11	\$6,000.00	\$4,901.89	18.3%
Other Objects (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Sub-total : INFORMATION SERVICES	(\$13,753.52)	(\$52,114.02)	(\$150,490.00)	(\$98,375.98)	34.6%
OTHER SUPPORT SERVICES - ADMIN					
Salaries (-)	\$39,409.28	\$172,091.06	\$534,698.00	\$362,606.94	32.2%
Employee Benefits (-)	\$13,427.81	\$53,157.45	\$183,891.00	\$130,733.55	28.9%
Purchased Services (-)	\$95.62	\$544.62	\$500.00	(\$44.62)	108.9%
Other Objects (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Sub-total : OTHER SUPPORT SERVICES - ADMIN	(\$52,932.71)	(\$225,793.13)	(\$719,589.00)	(\$493,795.87)	31.4%
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 (-)	\$0.00	\$3,840.00	\$164,000.00	\$160,160.00	2.3%
Other Objects (-)	\$28,320.87	\$99,707.73	\$2,439,019.00	\$2,339,311.27	4.1%
Sub-total : PAYMENTS TO OTHER LEAs	(\$28,320.87)	(\$103,547.73)	(\$2,603,019.00)	(\$2,499,471.27)	4.0%
DEBT SERVICE - INTEREST					
Interest on Bonds Outstanding (-)	\$0.00	\$0.00	\$640,100.00	\$640,100.00	0.0%
Sub-total : DEBT SERVICE - INTEREST	\$0.00	\$0.00	(\$640,100.00)	(\$640,100.00)	0.0%
DEBT SERVICE - PRINCIPAL					
Principal Payments on Bonds Outstanding (-)	\$0.00	\$0.00	\$1,165,000.00	\$1,165,000.00	0.0%
Sub-total : DEBT SERVICE - PRINCIPAL	\$0.00	\$0.00	(\$1,165,000.00)	(\$1,165,000.00)	0.0%
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	(\$2,220,650.94)	(\$7,234,937.23)	(\$33,250,483.00)	(\$26,015,545.77)	21.8%
NET INCREASE (DECREASE)	(\$1,354,758.41)	(\$4,490,509.61)	(\$1,525,962.00)	\$2,964,547.61	294.3%

End of Report

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
10 - EDUCATIONAL					
0 - EXPENDITURES					
1100 - REGULAR K-12 PROGRAMS					
100 - SALARIES	\$7,735,177.00	\$597,706.54	\$1,482,923.72	\$6,033,417.46	\$218,835.82
200 - EMPLOYEE BENEFITS	\$1,302,684.00	\$93,063.05	\$188,654.64	\$906,532.51	\$207,496.85
300 - PURCHASED SERVICES	\$216,005.00	\$18,845.14	\$92,963.00	\$14,496.92	\$108,545.08
400 - SUPPLIES & MATERIALS	\$549,480.00	\$43,991.55	\$151,699.83	\$21,247.82	\$376,532.35
500 - CAPITAL OUTLAY	\$204,000.00	\$0.00	\$26,318.79	\$48,937.89	\$128,743.32
600 - OTHER OBJECTS	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
700 - NON-CAPITAL EQUIPMENT	\$117,500.00	\$674.06	\$3,741.42	\$468.71	\$113,289.87
800 - TERMINATION/VACATION PAYMENTS	\$397,000.00	\$24,817.40	\$89,936.52	\$58,424.18	\$248,639.30
1125 - PRE-K PROGRAMS					
100 - SALARIES	\$225,356.00	\$18,266.64	\$45,666.60	\$179,487.75	\$201.65
200 - EMPLOYEE BENEFITS	\$58,224.00	\$4,767.18	\$11,783.18	\$40,251.64	\$6,189.18
400 - SUPPLIES & MATERIALS	\$4,300.00	\$568.92	\$836.13	\$116.09	\$3,347.78
700 - NON-CAPITAL EQUIPMENT	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
1200 - SPECIAL ED PROGRAMS K-12					
100 - SALARIES	\$1,198,065.00	\$96,053.82	\$242,776.76	\$916,438.38	\$38,849.86
200 - EMPLOYEE BENEFITS	\$286,424.00	\$19,239.95	\$43,941.41	\$162,212.70	\$80,269.89
300 - PURCHASED SERVICES	\$600.00	\$0.00	\$96.25	\$0.00	\$503.75
400 - SUPPLIES & MATERIALS	\$5,500.00	\$172.04	\$662.58	\$0.00	\$4,837.42
500 - CAPITAL OUTLAY	\$6,000.00	\$0.00	\$2,338.09	\$0.00	\$3,661.91
600 - OTHER OBJECTS	\$200.00	\$0.00	\$180.00	\$0.00	\$20.00
700 - NON-CAPITAL EQUIPMENT	\$5,000.00	\$0.00	\$1,582.41	\$0.00	\$3,417.59
1250 - REMEDIAL & SUPPLEMENTAL K-12					
100 - SALARIES	\$585,251.00	\$45,018.96	\$112,547.40	\$472,699.60	\$4.00
200 - EMPLOYEE BENEFITS	\$102,383.00	\$7,874.42	\$16,698.69	\$78,309.09	\$7,375.22
300 - PURCHASED SERVICES	\$56,795.00	\$926.80	\$41,999.55	\$0.00	\$14,795.45
400 - SUPPLIES & MATERIALS	\$12,250.00	\$10.48	\$5,465.18	\$0.00	\$6,784.82
1500 - INTERSCHOLASTIC PROGRAMS					
100 - SALARIES	\$90,000.00	\$1,195.40	\$2,988.50	\$36,716.03	\$50,295.47
200 - EMPLOYEE BENEFITS	\$1,200.00	\$14.98	\$37.45	\$381.64	\$780.91
400 - SUPPLIES & MATERIALS	\$5,500.00	\$419.88	\$844.69	\$5,553.28	(\$897.97)
500 - CAPITAL OUTLAY	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
600 - OTHER OBJECTS	\$3,600.00	\$0.00	\$3,500.00	\$0.00	\$100.00
1600 - SUMMER SCHOOL PROGRAMS					
100 - SALARIES	\$42,491.00	\$290.70	\$29,732.14	\$359.10	\$12,399.76
200 - EMPLOYEE BENEFITS	\$4,315.00	\$34.13	\$2,859.30	\$42.17	\$1,413.53
400 - SUPPLIES & MATERIALS	\$3,117.00	\$0.00	\$1,560.63	\$0.00	\$1,556.37
1650 - GIFTED PROGRAMS					
100 - SALARIES	\$450,386.00	\$34,645.06	\$86,612.65	\$363,773.35	\$0.00
200 - EMPLOYEE BENEFITS	\$64,287.00	\$5,255.80	\$10,779.68	\$52,826.09	\$681.23
400 - SUPPLIES & MATERIALS	\$4,250.00	\$533.90	\$686.42	\$2,042.35	\$1,521.23
1800 - BILINGUAL PROGRAMS					
100 - SALARIES	\$693,562.00	\$51,271.86	\$128,179.65	\$538,354.35	\$27,028.00
200 - EMPLOYEE BENEFITS	\$91,365.00	\$7,251.42	\$14,898.33	\$72,909.69	\$3,556.98
300 - PURCHASED SERVICES	\$1,800.00	\$3,240.00	\$3,240.00	\$0.00	(\$1,440.00)
400 - SUPPLIES & MATERIALS	\$1,750.00	\$526.61	\$526.61	\$150.50	\$1,072.89
2110 - ATTENDANCE & SOCIAL WORK					
100 - SALARIES	\$404,123.00	\$31,086.38	\$77,715.95	\$326,407.05	\$0.00
200 - EMPLOYEE BENEFITS	\$35,333.00	\$3,247.89	\$6,736.49	\$32,719.61	(\$4,123.10)
400 - SUPPLIES & MATERIALS	\$1,000.00	\$23.98	\$342.07	\$65.99	\$591.94
2120 - GUIDANCE SERVICES					
300 - PURCHASED SERVICES	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
2130 - HEALTH SERVICES					
100 - SALARIES	\$159,352.00	\$15,213.77	\$42,352.96	\$113,222.60	\$3,776.44
200 - EMPLOYEE BENEFITS	\$36,803.00	\$3,460.74	\$8,651.85	\$27,685.92	\$465.23
300 - PURCHASED SERVICES	\$31,000.00	\$6,953.17	\$7,705.17	\$892.71	\$22,402.12
400 - SUPPLIES & MATERIALS	\$5,300.00	\$296.48	\$441.82	\$265.08	\$4,593.10
500 - CAPITAL OUTLAY	\$2,250.00	\$223.28	\$223.28	\$0.00	\$2,026.72
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	\$179,584.00	\$13,814.16	\$34,535.40	\$145,048.60	\$0.00
200 - EMPLOYEE BENEFITS	\$35,198.00	\$2,878.94	\$5,864.40	\$28,895.92	\$437.68
300 - PURCHASED SERVICES	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
400 - SUPPLIES & MATERIALS	\$1,850.00	\$0.00	\$1,156.11	\$63.58	\$630.31
2150 - SPEECH PATHOLOGY & AUDIOLOGY					
100 - SALARIES	\$274,591.00	\$21,122.38	\$52,814.50	\$221,785.05	(\$8.55)

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ????????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
200 - EMPLOYEE BENEFITS	\$37,095.00	\$3,028.26	\$6,216.64	\$30,442.61	\$435.75
300 - PURCHASED SERVICES	\$360.00	\$0.00	\$443.16	\$0.00	(\$83.16)
400 - SUPPLIES & MATERIALS	\$1,800.00	\$159.59	\$214.59	\$585.20	\$1,000.21
2190 - OTHER SUPPORT SERVICES - PUPILS					
100 - SALARIES	\$101,000.00	\$6,495.13	\$13,128.86	\$17,304.30	\$70,566.84
200 - EMPLOYEE BENEFITS	\$900.00	\$17.30	\$44.32	\$151.24	\$704.44
2210 - IMPROVEMENT OF INSTRUCTION					
100 - SALARIES	\$364,189.00	\$53,801.54	\$131,112.63	\$215,142.40	\$17,933.97
200 - EMPLOYEE BENEFITS	\$41,959.00	\$6,393.37	\$15,957.10	\$23,841.49	\$2,160.41
300 - PURCHASED SERVICES	\$73,126.00	\$612.75	\$9,508.44	\$0.00	\$63,617.56
400 - SUPPLIES & MATERIALS	\$1,500.00	\$61.98	\$536.97	\$0.00	\$963.03
600 - OTHER OBJECTS	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
2220 - EDUCATIONAL MEDIA					
100 - SALARIES	\$273,022.00	\$21,001.70	\$52,504.25	\$220,517.75	\$0.00
200 - EMPLOYEE BENEFITS	\$27,814.00	\$2,256.84	\$4,676.44	\$22,731.16	\$406.40
400 - SUPPLIES & MATERIALS	\$16,000.00	\$984.20	\$2,008.23	\$4,228.84	\$9,762.93
2310 - BOARD OF EDUCATION					
200 - EMPLOYEE BENEFITS	\$62,000.00	\$4,785.90	\$25,404.50	\$0.00	\$36,595.50
300 - PURCHASED SERVICES	\$212,700.00	\$14,134.25	\$75,294.19	\$0.00	\$137,405.81
400 - SUPPLIES & MATERIALS	\$2,500.00	\$9.99	\$365.88	\$0.00	\$2,134.12
500 - CAPITAL OUTLAY	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
600 - OTHER OBJECTS	\$6,540.00	\$0.00	\$6,540.00	\$0.00	\$0.00
700 - NON-CAPITAL EQUIPMENT	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
2320 - SUPERINTENDENT					
100 - SALARIES	\$268,850.00	\$19,019.44	\$125,276.18	\$161,665.25	(\$18,091.43)
200 - EMPLOYEE BENEFITS	\$49,650.00	\$3,203.01	\$24,199.02	\$24,406.99	\$1,043.99
300 - PURCHASED SERVICES	\$3,900.00	\$261.25	\$1,355.29	\$0.00	\$2,544.71
400 - SUPPLIES & MATERIALS	\$2,000.00	\$15.23	\$15.23	\$0.00	\$1,984.77
500 - CAPITAL OUTLAY	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
600 - OTHER OBJECTS	\$3,000.00	\$300.00	\$1,079.00	\$0.00	\$1,921.00
700 - NON-CAPITAL EQUIPMENT	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
2330 - ADMINISTRATIVE SERVICES SPECIAL ED					
100 - SALARIES	\$147,376.00	\$11,336.58	\$51,014.61	\$96,360.98	\$0.41
200 - EMPLOYEE BENEFITS	\$38,258.00	\$3,187.40	\$12,959.38	\$24,213.34	\$1,085.28
600 - OTHER OBJECTS	\$1,000.00	\$0.00	\$400.00	\$0.00	\$600.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ????????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
2410 - PRINCIPAL					
100 - SALARIES	\$688,889.00	\$52,866.82	\$241,898.83	\$449,166.96	(\$2,176.79)
200 - EMPLOYEE BENEFITS	\$179,022.00	\$15,326.71	\$58,022.44	\$124,939.44	(\$3,939.88)
300 - PURCHASED SERVICES	\$5,050.00	\$87.26	\$771.29	\$0.00	\$4,278.71
400 - SUPPLIES & MATERIALS	\$4,000.00	\$81.40	\$258.23	\$376.00	\$3,365.77
500 - CAPITAL OUTLAY	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
600 - OTHER OBJECTS	\$2,400.00	\$225.00	\$644.00	\$0.00	\$1,756.00
700 - NON-CAPITAL EQUIPMENT	\$3,200.00	\$0.00	\$3,079.70	\$0.00	\$120.30
2510 - DIRECTION OF BUSINESS SUPPORT SERVICES					
100 - SALARIES	\$190,110.00	\$14,623.84	\$65,807.28	\$124,302.59	\$0.13
200 - EMPLOYEE BENEFITS	\$29,183.00	\$2,378.43	\$9,779.13	\$19,388.12	\$15.75
600 - OTHER OBJECTS	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00
2520 - FISCAL SERVICES					
100 - SALARIES	\$231,039.00	\$17,756.82	\$79,272.30	\$173,449.31	(\$21,682.61)
200 - EMPLOYEE BENEFITS	\$54,870.00	\$4,498.65	\$17,997.10	\$48,239.68	(\$11,366.78)
300 - PURCHASED SERVICES	\$123,500.00	\$490.47	\$1,278.21	\$0.00	\$122,221.79
400 - SUPPLIES & MATERIALS	\$5,500.00	\$1,416.68	\$2,562.11	\$0.00	\$2,937.89
500 - CAPITAL OUTLAY	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
600 - OTHER OBJECTS	\$20,000.00	\$2,604.70	\$9,053.90	\$0.00	\$10,946.10
700 - NON-CAPITAL EQUIPMENT	\$1,500.00	\$0.00	\$548.67	\$0.00	\$951.33
2560 - FOOD SERVICES					
100 - SALARIES	\$250,708.00	\$23,398.22	\$65,442.18	\$152,958.20	\$32,307.62
200 - EMPLOYEE BENEFITS	\$61,893.00	\$5,738.02	\$15,149.44	\$45,891.40	\$852.16
300 - PURCHASED SERVICES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
400 - SUPPLIES & MATERIALS	\$262,000.00	\$34,791.02	\$72,667.18	\$0.00	\$189,332.82
500 - CAPITAL OUTLAY	\$8,000.00	\$0.00	\$118.28	\$0.00	\$7,881.72
600 - OTHER OBJECTS	\$1,000.00	\$0.00	\$752.50	\$0.00	\$247.50
700 - NON-CAPITAL EQUIPMENT	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
2570 - INTERNAL SERVICES					
300 - PURCHASED SERVICES	\$27,100.00	\$4,988.62	\$10,993.62	\$600.00	\$15,506.38
400 - SUPPLIES & MATERIALS	\$1,500.00	\$0.00	\$172.00	\$0.00	\$1,328.00
2630 - INFORMATION SERVICES					
100 - SALARIES	\$78,534.00	\$6,041.08	\$27,184.86	\$51,349.14	\$0.00
200 - EMPLOYEE BENEFITS	\$17,646.00	\$1,490.24	\$6,057.85	\$12,114.09	(\$525.94)
300 - PURCHASED SERVICES	\$34,250.00	\$4,934.68	\$12,986.90	\$2,027.42	\$19,235.68

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
400 - SUPPLIES & MATERIALS	\$6,000.00	\$224.00	\$1,098.11	\$1,082.98	\$3,818.91
600 - OTHER OBJECTS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
2660 - OTHER SUPPORT SERVICES - PUPILS					
100 - SALARIES	\$534,698.00	\$39,409.28	\$172,091.06	\$333,223.95	\$29,382.99
200 - EMPLOYEE BENEFITS	\$119,278.00	\$8,751.11	\$32,853.06	\$68,800.41	\$17,624.53
300 - PURCHASED SERVICES	\$500.00	\$95.62	\$544.62	\$0.00	(\$44.62)
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	\$164,000.00	\$0.00	\$3,840.00	\$0.00	\$160,160.00
600 - OTHER OBJECTS	\$2,439,019.00	\$28,320.87	\$99,707.73	\$0.00	\$2,339,311.27
10 - EDUCATIONAL Total:	\$23,003,579.00	\$1,596,603.11	\$4,660,685.69	\$13,352,702.64	\$4,990,190.67

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
20 - OPERATIONS & MAINTENANCE					
0 - EXPENDITURES					
2540 - OPERATIONS & MAINTENANCE OF PLANTS					
100 - SALARIES	\$526,163.00	\$39,937.30	\$174,826.34	\$309,757.51	\$41,579.15
200 - EMPLOYEE BENEFITS	\$83,217.00	\$7,162.01	\$28,753.67	\$57,532.57	(\$3,069.24)
300 - PURCHASED SERVICES	\$960,700.00	\$95,416.17	\$362,987.20	\$5,162.00	\$592,550.80
400 - SUPPLIES & MATERIALS	\$453,014.00	\$32,771.73	\$114,059.14	\$8,955.27	\$329,999.59
500 - CAPITAL OUTLAY	\$186,500.00	\$0.00	\$29,294.86	\$7,036.92	\$150,168.22
600 - OTHER OBJECTS	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00
700 - NON-CAPITAL EQUIPMENT	\$30,000.00	\$1,792.20	\$1,912.19	\$0.00	\$28,087.81
20 - OPERATIONS & MAINTENANCE Total:	\$2,241,344.00	\$177,079.41	\$711,833.40	\$388,444.27	\$1,141,066.33

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2023 Range To Date Year To Date Encumbrance Budget Balance

30 - DEBT SERVICE						
0 - EXPENDITURES						
5140 - DEBT SERVICE - INTEREST PAYMENTS						
600 - OTHER OBJECTS	\$640,100.00	\$0.00	\$0.00	\$0.00	\$640,100.00	
5200 - INTEREST ON BONDS OUTSTANDING						
600 - OTHER OBJECTS	\$1,165,000.00	\$0.00	\$0.00	\$0.00	\$1,165,000.00	
5400 - DEBT SERVICE LEASES						
600 - OTHER OBJECTS	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	
30 - DEBT SERVICE Total:	\$1,807,600.00	\$0.00	\$0.00	\$0.00	\$1,807,600.00	

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ????????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2023 Range To Date Year To Date Encumbrance Budget Balance

40 - TRANSPORTATION

 0 - EXPENDITURES

 2550 - PUPIL TRANSPORTATION

 300 - PURCHASED SERVICES

	\$1,440,000.00	\$180,047.66	\$292,377.40	\$0.00	\$1,147,622.60
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	\$1,440,000.00	\$180,047.66	\$292,377.40	\$0.00	\$1,147,622.60
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Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ????????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
51 - IMRF					
0 - EXPENDITURES					
1100 - REGULAR K-12 PROGRAMS					
200 - EMPLOYEE BENEFITS	\$3,875.00	\$339.33	\$758.48	\$426.29	\$2,690.23
1125 - PRE-K PROGRAMS					
200 - EMPLOYEE BENEFITS	\$4,700.00	\$491.00	\$1,227.50	\$3,928.00	(\$455.50)
1200 - SPECIAL ED PROGRAMS K-12					
200 - EMPLOYEE BENEFITS	\$30,100.00	\$2,924.29	\$7,496.78	\$22,252.03	\$351.19
1500 - INTERSCHOLASTIC PROGRAMS					
200 - EMPLOYEE BENEFITS	\$2,400.00	\$0.00	\$0.00	\$90.24	\$2,309.76
1600 - SUMMER SCHOOL PROGRAMS					
200 - EMPLOYEE BENEFITS	\$1,000.00	\$0.00	\$199.04	\$0.00	\$800.96
1800 - BILINGUAL PROGRAMS					
200 - EMPLOYEE BENEFITS	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
2130 - HEALTH SERVICES					
200 - EMPLOYEE BENEFITS	\$16,800.00	\$1,516.83	\$4,197.81	\$11,288.43	\$1,313.76
2190 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
2210 - IMPROVEMENT OF INSTRUCTION					
200 - EMPLOYEE BENEFITS	\$5,600.00	\$480.02	\$2,136.22	\$4,022.19	(\$558.41)
2330 - ADMINISTRATIVE SERVICES SPECIAL ED					
200 - EMPLOYEE BENEFITS	\$1,750.00	\$148.42	\$667.89	\$1,261.57	(\$179.46)
2410 - PRINCIPAL					
200 - EMPLOYEE BENEFITS	\$15,720.00	\$1,334.24	\$6,053.15	\$11,320.95	(\$1,654.10)
2520 - FISCAL SERVICES					
200 - EMPLOYEE BENEFITS	\$21,000.00	\$1,770.36	\$7,903.48	\$17,292.98	(\$4,196.46)
2540 - OPERATIONS & MAINTENANCE OF PLANTS					
200 - EMPLOYEE BENEFITS	\$48,200.00	\$3,977.92	\$17,412.94	\$30,850.39	(\$63.33)
2560 - FOOD SERVICES					
200 - EMPLOYEE BENEFITS	\$22,300.00	\$2,332.79	\$6,524.55	\$15,249.84	\$525.61
2630 - INFORMATION SERVICES					
200 - EMPLOYEE BENEFITS	\$7,050.00	\$602.30	\$2,710.35	\$5,119.54	(\$779.89)
2660 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$34,000.00	\$2,664.98	\$11,468.90	\$22,477.35	\$53.75
51 - IMRF Total:	\$215,895.00	\$18,582.48	\$68,757.09	\$145,579.80	\$1,558.11

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ????????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
52 - SOCIAL SECURITY AND MEDICARE					
0 - EXPENDITURES					
1100 - REGULAR K-12 PROGRAMS					
200 - EMPLOYEE BENEFITS	\$124,215.00	\$9,234.49	\$22,821.20	\$84,016.32	\$17,377.48
1125 - PRE-K PROGRAMS					
200 - EMPLOYEE BENEFITS	\$6,489.00	\$421.85	\$1,042.65	\$3,802.81	\$1,643.54
1200 - SPECIAL ED PROGRAMS K-12					
200 - EMPLOYEE BENEFITS	\$38,433.00	\$2,878.27	\$7,371.00	\$24,652.69	\$6,409.31
1250 - REMEDIAL & SUPPLEMENTAL K-12					
200 - EMPLOYEE BENEFITS	\$8,492.00	\$617.54	\$1,560.73	\$6,495.25	\$436.02
1500 - INTERSCHOLASTIC PROGRAMS					
200 - EMPLOYEE BENEFITS	\$3,805.00	\$16.56	\$41.74	\$914.90	\$2,848.36
1600 - SUMMER SCHOOL PROGRAMS					
200 - EMPLOYEE BENEFITS	\$4,785.00	\$4.02	\$831.09	\$4.96	\$3,948.95
1650 - GIFTED PROGRAMS					
200 - EMPLOYEE BENEFITS	\$6,534.00	\$473.47	\$1,197.82	\$4,983.57	\$352.61
1800 - BILINGUAL PROGRAMS					
200 - EMPLOYEE BENEFITS	\$9,639.00	\$700.07	\$1,771.61	\$7,368.64	\$498.75
2110 - ATTENDANCE & SOCIAL WORK					
200 - EMPLOYEE BENEFITS	\$5,863.00	\$433.35	\$1,091.85	\$4,556.58	\$214.57
2130 - HEALTH SERVICES					
200 - EMPLOYEE BENEFITS	\$12,192.00	\$1,044.84	\$2,928.17	\$7,785.47	\$1,478.36
2140 - PSYCHOLOGICAL SERVICES					
200 - EMPLOYEE BENEFITS	\$2,606.00	\$185.78	\$470.60	\$1,945.69	\$189.71
2150 - SPEECH PATHOLOGY & AUDIOLOGY					
200 - EMPLOYEE BENEFITS	\$3,984.00	\$284.20	\$721.35	\$2,992.13	\$270.52
2190 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$7,732.00	\$410.02	\$782.42	\$643.51	\$6,306.07
2210 - IMPROVEMENT OF INSTRUCTION					
200 - EMPLOYEE BENEFITS	\$8,536.00	\$1,047.41	\$3,188.88	\$5,537.71	(\$190.59)
2220 - EDUCATIONAL MEDIA					
200 - EMPLOYEE BENEFITS	\$3,961.00	\$294.29	\$740.09	\$3,086.41	\$134.50
2320 - SUPERINTENDENT					
200 - EMPLOYEE BENEFITS	\$3,951.00	\$274.10	\$1,809.77	\$2,330.69	(\$189.46)
2330 - ADMINISTRATIVE SERVICES SPECIAL ED					

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
200 - EMPLOYEE BENEFITS	\$3,339.00	\$244.62	\$1,106.82	\$2,085.30	\$146.88
2410 - PRINCIPAL					
200 - EMPLOYEE BENEFITS	\$20,885.00	\$1,414.19	\$6,517.74	\$12,035.15	\$2,332.11
2510 - DIRECTION OF BUSINESS SUPPORT SERVICES					
200 - EMPLOYEE BENEFITS	\$2,758.00	\$208.98	\$941.94	\$1,777.86	\$38.20
2520 - FISCAL SERVICES					
200 - EMPLOYEE BENEFITS	\$17,547.00	\$1,180.60	\$5,353.15	\$11,527.79	\$666.06
2540 - OPERATIONS & MAINTENANCE OF PLANTS					
200 - EMPLOYEE BENEFITS	\$40,261.00	\$2,889.58	\$12,710.15	\$22,369.69	\$5,181.16
2560 - FOOD SERVICES					
200 - EMPLOYEE BENEFITS	\$19,173.00	\$1,613.59	\$4,540.71	\$10,290.39	\$4,341.90
2630 - INFORMATION SERVICES					
200 - EMPLOYEE BENEFITS	\$6,010.00	\$461.22	\$2,075.95	\$3,920.83	\$13.22
2660 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$30,613.00	\$2,011.72	\$8,835.49	\$17,073.85	\$4,703.66
52 - SOCIAL SECURITY AND MEDICARE Total:	\$391,803.00	\$28,344.76	\$90,452.92	\$242,198.19	\$59,151.89

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ????????????????????

Account Type: EXPENDITURE

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2023 Range To Date Year To Date Encumbrance Budget Balance

60 - CAPITAL PROJECTS

0 - EXPENDITURES

2530 - FACILITY ACQUISITION & CONSTRUCTION

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
300 - PURCHASED SERVICES	\$571,118.00	\$8,014.72	\$419,943.55	\$0.00	\$151,174.45
500 - CAPITAL OUTLAY	\$3,077,144.00	\$211,978.80	\$917,378.18	\$341,883.04	\$1,817,882.78
60 - CAPITAL PROJECTS Total:	\$3,648,262.00	\$219,993.52	\$1,337,321.73	\$341,883.04	\$1,969,057.23

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
80 - TORT IMMUNITY					
0 - EXPENDITURES					
2362 - WORKERS COMPENSATION INSURANCE					
300 - PURCHASED SERVICES	\$69,000.00	\$0.00	\$0.00	\$0.00	\$69,000.00
2366 - JUDGMENTS/SETTLEMENTS					
600 - OTHER OBJECTS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
2371 - PROPERTY INSURANCE					
300 - PURCHASED SERVICES	\$150,000.00	\$0.00	\$23,509.00	\$0.00	\$126,491.00
80 - TORT IMMUNITY Total:	\$224,000.00	\$0.00	\$23,509.00	\$0.00	\$200,491.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2023 Range To Date Year To Date Encumbrance Budget Balance

90 - FIRE PREVENTION & SAFETY

0 - EXPENDITURES

2530 - FACILITY ACQUISITION & CONSTRUCTION

300 - PURCHASED SERVICES

\$25,000.00 \$0.00 \$0.00 \$0.00 \$25,000.00

2540 - OPERATIONS & MAINTENANCE OF PLANTS

500 - CAPITAL OUTLAY

\$253,000.00 \$0.00 \$50,000.00 \$0.00 \$203,000.00

90 - FIRE PREVENTION & SAFETY Total: \$278,000.00 \$0.00 \$50,000.00 \$0.00 \$228,000.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2022-2023 From Date:10/1/2022 To Date:10/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

- Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2023	Range To Date	Year To Date	Encumbrance	Budget Balance
Grand Total:	\$33,250,483.00	\$2,220,650.94	\$7,234,937.23	\$14,470,807.94	\$11,544,737.83

End of Report



Executive Summary Board of Education Meeting

DATE: January 12, 2023

TOPIC: Natural Gas Contract

PREPARED BY: Courtney Whited

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

The District's natural gas supply contract with Vanguard expired at the end of June 2022. Administration requested initial proposals from Vanguard because they held the most recent contract and IGS because they supply the District's electricity.

Pricing and terms for natural gas fluctuate from day to day. The Finance Committee has reviewed sample pricing for terms lengths ranging from 24- to 36-months and concurs that a \$0.55 per Therm level is acceptable.

Fiscal Impact:

The District previously paid \$0.306/Therm in 2021-22 with Vanguard.

Recommendation:

If pricing and term length are acceptable, the Board of Education may accept a contract from a natural gas supplier not to exceed a specified dollar per therm threshold.

General Transportation Service Contract

V7.1-NICOR 74(m)

FOR OFFICE USE ONLY: JoC-xl

Seller: Interstate Gas Supply, Inc.
Attn: Commercial & Industrial Sales, 6100 Emerald Parkway, Dublin, OH 43016

Fax: 855-598-1898
Phone: 877-923-4447

Buyer: Lincolnwood School District No. 74

Contact Name: Courtney Whited
Phone: 847-675-823

Fax:

Confirmation Email:

<u>Street Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
Mailing: 6950 E Prairie Rd	Lincolnwood	IL	60712
Billing: Same as Mailing			
Facility: See Exhibit A			
Account Number: See Exhibit A	or <input checked="" type="checkbox"/> see attached Exhibit A (the "Accounts")		

This Contract is subject to the attached General Transportation Service Master Terms and Conditions, which are incorporated in their entirety herein.

Local Distribution Company ("LDC"): NICOR		Initial Term Monthly Tolerance: 20%
Initial Term:	The Initial Term of this Contract will begin with the February 2023 billing cycle, and it will continue through the July 2026 billing cycle.	
Renewal:	Upon expiration of the Initial Term, this Contract will automatically renew on a month-to-month basis, with each such month constituting a "Secondary Term." Any automatic renewal may be cancelled by Buyer or Seller delivering written notice to the other party at least 30 days before the automatic renewal date. The automatic renewal date will be the first calendar day of the month at the end of the applicable Term. Because Seller needs to contract for supply and transportation in advance, Buyer's early termination of any Account under this Contract will harm Seller.	
Contract Price:	<input type="checkbox"/> Option 1: Variable Price The price per DTH delivered to the LDC's city gate for all gas delivered between 80% and 120% of the Full Contract Volumes (as set forth in the table below) will be determined monthly by the applicable NYMEX settlement price plus \$ per DTH. This Contract Price does not include LDC distribution/transportation charges or applicable taxes. All gas delivered outside of 80% to 120% of the Full Contract Volumes will be invoiced as described in Sections 8 & 9 in the attached Terms and Conditions. The price during any Secondary Term will be as described under the Renewal Variable Price in the attached Terms and Conditions. Subject to credit approval, Buyer may request the Fixed Price or Partial Fixed Price option.	
	<input checked="" type="checkbox"/> Option 2: Fixed Price Beginning with the February 2023 billing cycle and continuing through the July 2026 billing cycle (the "Price Expiration Date"), the price per DTH delivered to the LDC's city gate for all gas delivered between 80% and 120% of the Full Contract Volumes (as set forth in the table below) will be fixed at \$0.00 per DTH. This Contract Price does not include LDC distribution/transportation charges or applicable taxes. All gas delivered outside of 80% to 120% of the Full Contract Volumes will be invoiced as described in Sections 8 & 9 in the attached Terms and Conditions. The price after the Price Expiration Date and during any Secondary Term will be as described under the Renewal Variable Price section in the attached Terms and Conditions. During the Initial Term, and subject to credit approval, Buyer may request to enter into a new Contract with Seller for a fixed price at Seller's then-current rates.	
	<input type="checkbox"/> Option 3: Partial Fixed Price Beginning with the February 2023 billing cycle and continuing through the July 2026 billing cycle (the "Price Expiration Date"), the price per DTH for Partial Fixed Volumes (as set forth in the table below) delivered to the LDC's city gate will be fixed at \$ per DTH. This Contract Price does not include LDC distribution/transportation charges or applicable taxes. All gas delivered below the Partial Fixed Volumes will be invoiced as described in Section 9. All gas delivered in excess of the Partial Fixed Volumes will be priced as described in Option 1 above. The price after the Price Expiration Date and during any Secondary Term will be as described under the Renewal Variable Price section in the attached Terms and Conditions.	

Early Termination Damages: See Section 13

Contract Volumes in DTH at LDC's City Gate

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Full Contract Volumes	2,692	2,248	2,062	1,953	1,172	574	214	165	254	696	1,635	1,885
Partial Fixed Volumes												

This Contract may be signed in counterparts. If Buyer and Seller execute more than one Contract with respect to any Accounts, the terms of the most recent Contract will supersede and take priority over all previous Contracts with regard to the same Accounts. Any signature on this Contract and any Exhibit A will be considered valid for all purposes and have the same effect whether it is an ink-signed original, e-signed, a photocopy, or a facsimile representation of the original document.

The signers below personally certify that they have all requisite authority to sign and enter into this Contract, including the attached Terms and Conditions and any Exhibit A, on behalf of the parties identified next to their signatures. Further, they acknowledge that on behalf of their respective parties, they have read, understood, and voluntarily agreed to every provision of this Contract, the attached Terms and Conditions, and any Exhibit A.

Accepted by Buyer:

_____	Board of Education President	_____
Name: Kevin Daly	Title	Date

Accepted by Seller:

_____	Director, C&I Sales	_____
Name: Evan Bollie	Title	Date

General Transportation Service Master Terms and Conditions

These Master Terms and Conditions ("Terms and Conditions") set forth the general terms and conditions for the retail sale and purchase of natural gas between Seller and Buyer. The specific terms with respect to Buyer's Accounts will be set forth on Page 1. These Master Terms and Conditions, the specific terms set forth on Page 1, and any Exhibits form a written agreement between Seller and Buyer ("Contract").

1. Definitions.

Adjusted Volumes. LDC's adjustment of Buyer's Reported Volumes to match actual consumption for previous months. **Critical Day.** An operational order issued by the LDC to protect the operational integrity of the system.

Critical Day. An operational order issued by the interstate pipeline serving the LDC and/or the LDC to protect the operational integrity of the system.

Daily Contract Volumes. Buyer's Full Contract Volumes as listed on Page 1 divided by number of days in the applicable month.

Delivery Point. The point at which Seller delivers natural gas supply on behalf of Buyer.

Full Contract Volumes. The estimated volume of gas for Buyer's Accounts as set forth on Page 1.

LDC Transportation Charges. LDC's distribution/transportation charges, retainage, and applicable BTU conversions from the Delivery Point to Buyer's point of use.

Market Rate. A price reflective of the then current market rate as determined by NYMEX, Intercontinental Exchange (ICE) Data Service, Inside FERC, Gas Daily's Gas Market Report, or any combination thereof, for the area in which deliveries are made to Buyer.

Maximum Storage Withdrawal. The maximum quantity of gas an Account may pull from storage for delivery during a Critical Day.

Monthly Tolerance. The monthly tolerance percentage listed on Page 1, which is the permissible range of variation more than or less than the monthly Full Contract Volumes on Page 1 in which range the Contract Price within Monthly Tolerance will apply.

Partial Fixed Volumes. A portion of Buyer's estimated volume of gas as set forth on Page 1.

Reported Volumes. Buyer's consumption reported to Seller by the LDC, based on either an actual meter read performed by the LDC or based upon estimates made by the LDC.

2. Natural Gas Supply. Seller will supply and deliver gas to the Delivery Point for all Accounts in sufficient quantities to equal Buyer's monthly Reported Volumes at the applicable Price as set forth on Page 1 of this Contract. Seller will be responsible for making deliveries of all Reported Volumes. Buyer agrees that Seller will be the exclusive supplier of natural gas to the Accounts throughout each Term of this Contract. Buyer will accept and pay for all deliveries according to this Contract. Buyer appoints Seller to act as Buyer's agent for the sole purpose of establishing and administering transportation service for gas purchased under this Contract. Seller is authorized to establish gas transportation service on Buyer's behalf, which includes the following: requesting gas transportation service with the LDC; obtaining Buyer's historic and current usage data; nominating gas transportation volumes on Buyer's behalf; and obtaining from the LDC any and all pertinent information pertaining to prior or current month gas deliveries to Buyer. Buyer understands that there may be delays in starting gas supply due to the LDC's enrollment requirements and will not hold Seller responsible for any such delays.

3. Volumes During Critical Day. Regardless of Monthly Volume, if a Critical Day is issued, Seller will be responsible for allocating up to 100% of Buyer's Daily Contract Volumes, not inclusive of the of the Maximum Storage Withdrawal, at the Contract Price. If Buyer's actual usage requirements are greater than the Daily Contract Volumes and the Maximum Storage Withdrawal, Seller will use commercially reasonable efforts to supply the additional gas required at the then current Market Rate. Buyer may be responsible for the additional costs associated with exceeding the Maximum Storage Withdrawal.

4. Full Contract Volumes. Buyer has reviewed the Full Contract Volumes listed on Page 1 and agrees the Full Contract Volumes are accurate estimates of Buyer's monthly volumes. Buyer acknowledges that Seller has relied on Buyer's review and agreement with the Full Contract Volumes in entering this Contract.

5. Quality. All gas delivered by Seller to Buyer will meet or exceed the quality specifications of the LDC.

6. Title, Transportation Charges. Title and risk of loss will pass from Seller to Buyer at the Delivery Point. Seller will be responsible for all transportation costs and expenses associated with the gas prior to (upstream of) the Delivery Point. Buyer acknowledges that Buyer is responsible for all other transportation and distribution charges, which are not included in the Contract Price and which will be billed by the LDC separately, unless Seller and Buyer

agree, in writing, otherwise. Seller represents and warrants that title to gas delivered hereunder is free from all liens.

7. Billing. After the LDC provides Seller with Reported Volumes or Adjusted Volumes, Seller will prepare and send an invoice to Buyer. Buyer agrees that all payments to Seller are due at the time service is rendered. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.). Buyer will remit all payments to Seller addressed to: IGS Energy, PO Box 936626, Atlanta, GA 31193-6626. Buyer will pay the LDC directly for all LDC Transportation Charges. If Buyer disputes any Reported Volumes, Buyer must timely pay the disputed invoice, in full, and pursue any volume disputes with the LDC.

8. Excess Volumes. All volumes in excess of 120% of the Full Contract Volumes will be priced at the then-current Market Rate, plus a service fee.

9. Shortfall Volumes.

Variable Price & Fixed Price. If the Buyer has selected a Variable or Fixed Price on Page 1, Buyer will be invoiced based upon 80% of the Full Contract Volumes at the Contract Price, with a credit for the usage shortfall. The credit will be equal to the usage shortfall multiplied by the then-current Market Rate per MMBtu.

Partial Fixed Price. If Buyer has selected a Partial Fixed Price on Page 1, Buyer will be invoiced for the Partial Fixed Volumes at the Partial Fixed Price, with a credit for the usage shortfall. The credit will be equal to the usage shortfall multiplied by the Market Rate.

10. Adjusted Volumes. Buyer agrees that Seller has no control over Adjusted Volumes and acknowledges that the LDC removes or delivers the Adjusted Volumes from or to Seller in the month of adjustment. Adjusted Volumes will be deemed Reported Volumes in the month of adjustment.

11. Renewal Variable Price. The price after the Price Expiration Date or for each Secondary Term will be determined monthly by the index price of gas delivered to the applicable Delivery Point, plus transportation, demand charges, shrink/fuel, Btu conversion, pooling fees, and a service fee. The price will not include the applicable taxes or LDC Transportation Charges. Monthly Tolerance does not apply to the Renewal Variable Price.

12. Credit. If Buyer: (a) becomes a debtor in a bankruptcy proceeding, or (b) breaches any payment obligation or any other obligation to Seller, then Seller may suspend deliveries and/or terminate this Contract 10 days after delivering written notice to Buyer. Seller's rights under this Credit section are in addition to all other remedies available under this Contract, applicable law, and in equity.

13. Early Termination Damages. For each Account that is terminated early, damages will be equal to the positive difference, if any between the Contract Price minus the Market Rate, multiplied by the Full Contract Volumes apportioned to the terminated Account(s) and remaining under the then-current Term.

14. Cross Default. If Buyer is a party to one or more other natural gas or electricity supply contracts with Seller, a breach by Buyer under such other contract(s) may be treated by Seller as a breach by Buyer of this Contract.

15. Limitation of Liability. Seller will not be liable for any losses arising from Buyer's use of natural gas or for losses arising from any act or omission by any pipeline or the LDC, including but not limited to their operations and maintenance of their systems, any disruption of their service, termination of their service, their events of force majeure, or deterioration of their service. Except as otherwise set forth in this Contract, neither party will be liable for any indirect, consequential, special, or punitive damages, whether arising under contract, tort (including negligence and strict liability), or any other legal theory.

16. Regulatory. Seller may pass through to Buyer any additional charges/fees imposed on suppliers through a regulatory and/or utility proceeding.

17. Relationship of Parties. Buyer will make decisions regarding pricing and volumes in Buyer's sole discretion, with or without advice or recommendation from Seller, and Seller will not be liable for Buyer's acting or failing to act upon Seller's advice or recommendations.

18. Assignment. This Contract may be assigned by Buyer only with express written consent of Seller, which consent will not be unreasonably withheld, delayed, or conditioned.

19. Waiver. No failure to enforce any provision of this Contract will be deemed a waiver of any right to do so, and no express waiver of any breach will

operate as a waiver of any other breach or of the same breach on future occasion.

20. **Choice of Law, Jurisdiction, Venue & Jury Trials.** This Contract will be governed by the applicable laws of the State of Illinois, without regard to Illinois's principles of conflicts of law. All legal actions involving all disputes arising under this Contract will be brought exclusively in the Circuit Court of Cook County, Illinois and each party waives all objections to jurisdiction and venue therein. Buyer and Seller irrevocably waive all of their rights to a trial by jury in any legal action related to this Contract.

21. **Severability.** If any provision of this contract is held unenforceable by any court having jurisdiction, no other provisions will be affected, and the court will modify the unenforceable provision (consistent with the intent of the parties as evidenced in this Contract) to the minimum extent necessary so as to render it enforceable.

22. **Entire Agreement.** This Contract, including these Terms and Conditions and any Exhibits, contain the entire agreement between Seller and Buyer regarding the Accounts under this Contract, and it supersedes all prior and contemporaneous written and oral agreements and understandings between them with respect to the Accounts. This Contract cannot be modified in any way except by a writing signed by both Seller and Buyer.

**Exhibit A to General Transportation Service Contract Form V7.1-NICOR 74
Account Numbers & Facility Addresses**

Seller: Interstate Gas Supply, Inc.
Buyer: Lincolnwood School District No. 74

Following are the Account/Meter Numbers and Addresses included under the above-mentioned contract between Seller and Buyer:

	Account Number	Service Address	Service City	Service State	Service Zip Code
1	2345840000	5855 N Crawford Ave	Lincolnwood	IL	60712
2	8235840000	6950 N East Prairie Rd	Lincolnwood	IL	60712
3	9235840000	3925 W Lunt Ave	Lincolnwood	IL	60712

AGREED.

Accepted by Buyer:		Board of Education President	
	Name: Kevin Daly	Title	Date
Accepted by Seller:		Director, C&I Sales	
	Name: Evan Bollie	Title	Date



Master Energy Services Agreement

Master Agreement #

This Master Energy Services Agreement, hereinafter referred to as "Base Contract" or "Agreement", entered into by and between Vanguard Energy Services, L.L.C. ("Vanguard Energy Services") and Lincolnwood School District 74 ("Customer"), from time to time referred to individually and collectively as "Party" and "Parties", establishes legally binding terms and conditions to govern the sale and purchase of natural gas ("gas") and services delivered by Vanguard Energy Services to Customer.

1. PRICE: The commodity price during the Term of this Agreement shall be priced at a variable rate equal to **\$0.020** per therm above the market based rate purchased by Vanguard Energy Services, as determined by Vanguard Energy Services in its sole discretion, at Customer's utility and scheduled to flow during that month, for the express purpose of balancing Vanguard Energy Services retail aggregation pools, and adjusted for unaccounted for gas as determined by Customer's local distribution company, plus a monthly Vanguard Energy Services service fee of **\$0** unless an executed Exhibit A(s) specifies other quantity and pricing terms.

2. TERM: For purposes of this Agreement, the "Effective Date" shall be the first (1st) day of **July, 2020** unless service cannot yet be established with the Customer's Local Distribution Company, in which case the Effective Date shall be effective date of service as determined by Customer's Local Distribution Company ("LDC"). The term of this Agreement shall begin on the Effective Date and shall extend through the last day of **June, 2022**, unless otherwise terminated in accordance with the terms of this Agreement. Upon termination, this agreement shall continue to apply to all exhibits then in effect until the obligations pursuant to the executed exhibits are completed. In the event of any renewal of this Agreement, Vanguard Energy Services has the right, in its sole discretion, to adjust Customer's volumes based upon Customer's actual or historical gas consumption, as determined by Vanguard Energy Services or Customer's LDC. In the event Vanguard Energy Services requires any material changes to be made to this Agreement (other than any changes to the credit, financial or payment terms), Vanguard Energy Services shall provide Customer with at least seventy-five (75) days written notice. All proposed changes shall become effective seventy-five days following the date Vanguard Energy Services sent said notice to Customer unless Customer provides Vanguard Energy Services with written notice rejecting said proposed changes, no more than fifteen (15) days from the date of Customer's receipt of the change notice from Vanguard Energy Services. In the case of Customer rejecting said proposed changes, Vanguard Energy Services may terminate this Agreement via written notice of such intention to Customer.

3. AGENCY/SERVICE: Customer hereby appoints Vanguard Energy Services to act as its exclusive agent and agrees to purchase and receive from Vanguard Energy Services one hundred percent (100%) of Customer's gas requirements and or service(s) throughout the term of this Agreement or in any executed Exhibit A and for all facilities on Exhibit B, attached hereto. As such, Customer authorizes Vanguard Energy Services to a) receive Customer's LDC account information throughout the term of this Agreement in addition to any historic account information that may be made available by Customer's LDC; b) make any and all necessary and/or required rate and tariff selections; c) execute any contracts that may be required by LDC for provision of service.

4. COMMODITY/SERVICE: Vanguard Energy Services agrees to provide natural gas and services at Customer's facilities as set forth in the Exhibit B which is attached hereto. Vanguard Energy Services will provide firm natural gas deliveries to Customer's LDC up to a Maximum Daily Contract Quantity (MDCQ) as determined by the Customer's LDC. Vanguard Energy Services will provide on a best efforts basis volumes in excess of the MDCQ.

5. CUSTOMER REPRESENTATIONS AND BASIC OBLIGATIONS: Customer represents that any and all of the information Customer has provided and shall provide to Vanguard Energy Services is true and correct. Customer will subscribe to and make payment for any and all reasonable and necessary LDC transportation, storage and/or banking services that LDC requires Customer to maintain in order to receive service from Vanguard Energy Services, hereunder. In the event Customer's facilities lack any equipment required by Customer's LDC necessary to Customer's receipt of service from Vanguard Energy Services, Customer will install, or cause to be installed, make payment for and maintain said equipment. Customer will provide periodic meter readings to Vanguard Energy Services upon request. Customer will also provide Vanguard Energy Services with reasonable, advance written notice of any events and/or operational changes that may affect Customer's gas usage.

6. PAYMENT & TAX CONSIDERATIONS: Customer shall make timely payment to Vanguard Energy Services for all gas and related services provided to Customer pursuant to the terms contained herein. Customer is obligated to make full payment of all amounts due to Vanguard Energy Services on or before the due date indicated on Customer's invoice from Vanguard Energy Services. Unless otherwise directed by Vanguard Energy Services, in its sole discretion, Customer shall make payment to Vanguard Energy Services via a bank check, bank draft, money order or electronic funds transfer. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.). Customer shall be responsible for any and all taxes, fees or charges imposed on the sale or subsequent use of the gas at or after said delivery to Customer's LDC, as well as any and all taxes, fees or charges imposed on any and all gas or services covered by this Agreement that may be levied after the Agreement's Effective Date. Should the LDC not provide Vanguard Energy Services with timely volume information, Vanguard at its discretion will bill Customer on an estimate and subsequently adjust future invoices for the Customer's actual volumes.

7. FINANCIAL ASSURANCES: Venue for the resolution of any dispute between the parties shall be in the Circuit Court in Cook County, Illinois.

8. TERMINATION: If Customer does not comply with any terms of this Agreement (including any representations contained herein) or fails to make timely payments for gas and services rendered hereunder, Vanguard Energy Services may suspend performance and may terminate this Agreement and any currently effective Exhibit(s) on thirty (30) day notice and for hold Customer responsible for any resulting Utility and Supplier Charges. Customer will pay Vanguard Energy Services the costs associated with early termination of this agreement, and any effective Exhibit(s). Such commercially reasonable costs and losses shall be: (a) the product of (i) total contracted quantities in the unexpired portion of the term and (ii) 110% of Vanguard Energy Services expected margin for this Agreement; plus (b) any costs associated with liquidating, terminating the supply arrangements underlying this Agreement; (c) any administrative

costs, and reasonable attorney's fees incurred by Vanguard Energy Services. This settlement amount will be due within five (5) business days after Vanguard Energy Services has notified the Customer of the settlement amount.

9. UTILITY TARIFFS AND REGULATIONS: If any regulatory changes arise that may adversely affect Vanguard Energy Services ability to perform under this Agreement, i.e. change in tariffs, rules or procedures of Customer's LDC or of the transporting pipelines utilized by Vanguard Energy Services to perform hereunder, then Vanguard Energy Services may provide written notice to Customer proposing an amendment to this Agreement or providing the opportunity for Customer to terminate this Agreement without penalty.

10. ENTIRETY: This Agreement, any Appendix, Confirmations, Riders or Exhibits attached hereto executed in accordance with this Agreement constitute the entire agreement between the Parties with respect to the services and all other subject matter hereof and merges all prior and contemporaneous communications, and supersedes all prior oral and written agreements between the Parties regarding the subject matter of this Agreement. Unless otherwise specifically stated in this Agreement, or clearly intended by this Agreement's terms, any terms in any Appendix, Confirmations, Riders and Exhibits that conflict with any terms in this Agreement shall be ineffective and without force, and the terms of this Agreement shall take priority over any such Appendix, Confirmations, Riders and Exhibits.

11. MISCELLANEOUS: The term "Agreement" means this Agreement and any and all applicable Exhibits which are incorporated herein by reference. This Agreement constitutes the entire agreement between the Parties and supersedes any and all other agreements, discussions and/or understandings (whether written or oral) regarding the transactions subject hereto. This Agreement will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns. Vanguard Energy Services may assign this Agreement or any of its rights or obligations without the prior written consent of the Customer. Customer may not assign or otherwise transfer its rights hereunder without Vanguard Energy Services' prior written consent, which shall not be unreasonably withheld. In the event Customer transfers and/or assigns this Agreement, sells its business and/or changes its legal name, Customer shall be obligated to pay all commodity costs and other charges incurred hereunder (including, but not limited to, natural gas consumed by the assignee and/or new owner) until such time as Vanguard Energy Services and the applicable utility are notified of such assignment, sale and/or name change and approve of such transfer and/or assignment as applicable. In the event of a name change, Customer agrees to take any and all steps as may be required by the applicable utility to continue as Vanguard Energy Services' customer. The Parties acknowledge that title to all gas shall pass outside the State of Illinois. This agreement shall be governed by, construed and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Both Parties agree not to disclose any term of this Agreement to a third-party (other than to the other Parties affiliates, officers, directors, employees, accountants, lenders, or counsel) except as necessary for the other Party to perform its obligations herein or to comply with any applicable law, regulation, or order. Vanguard Energy Services performance under this Agreement shall be interrupted for Acts of God, or events of any Force Majeure which renders Vanguard Energy Services unable to carry out, in whole or part, its obligations under this Agreement in the manner stated in this Agreement. Neither party shall be liable to the other for any damages caused or occasioned by Force Majeure. Vanguard Energy Services shall indemnify and hold Customer harmless for excess storage charges and unauthorized use charges as imposed by Customer's utility up to the Maximum Daily Contract Quantity specified by Customer's utility, which are caused by Vanguard Energy Services failure to perform under the terms of this Agreement, subject to Sections 5 and 7. In the event any provision in this Agreement is determined to be invalid or unenforceable, that determination shall not render the entire Agreement invalid or unenforceable. Customer shall indemnify and hold Vanguard Energy Services harmless for any losses, liabilities, damages, claims or costs (but not including attorney's fees) from any and all persons or entities resulting from or out of Customer's failure to comply with the terms and conditions of this Agreement and/or as a result of Customer's willful and wanton misconduct hereunder. Notwithstanding any of the foregoing, in no event shall Vanguard Energy Services be liable to Customer for any special, indirect, or consequential damages, of any kind, arising out of or in any way related to performance or non-performance of the obligations contained herein.

In the event that Vanguard Energy Services incurs any additional costs relating directly to Customer's account because of any action taken by Customer or any action not taken by Customer that Customer should have taken under this Paragraph 11 or this Agreement, then Vanguard Energy Services, may invoice Customer for those additional charges and Customer shall pay them as set forth in paragraph 6. In the event Vanguard Energy Services is directed by Customer's LDC to either increase or decrease gas deliveries as a result of a "Critical Day" or an "Operational Flow Order" whether for Customer's actual or historically potential gas consumption as determined by Customer's LDC, Customer agrees that it shall be responsible for any and all incremental costs, expenses, charges, damages or liabilities incurred by Vanguard Energy Services as a result of Vanguard Energy Services compliance with said Customer's LDC directive as applied to Customer's account.

12. TITLE LIEN WARRANTY: Unless otherwise specifically agreed, title to the Gas shall pass from Vanguard Energy Services to Customer at the city gate, where the gas is delivered into the LDC's distribution system Delivery Point(s). Vanguard Energy Services shall have responsibility for and assume any liability with respect to the Gas prior to its delivery to Customer at the specified Delivery Point(s). Customer shall have responsibility for and any liability with respect to said Gas after its delivery to Customer at the Delivery Point(s). Vanguard Energy Services warrants that it will have the right to convey and will transfer good and merchantable title to all Gas sold hereunder and delivered by it to Customer, free and clear of all liens, encumbrances, and claims.

13. NOTICES: Any correspondence provided for in this Agreement or any notice which one Party may give to the other shall be in writing and considered duly delivered upon receipt, if sent by facsimile, telex, courier or overnight delivery service, or first-class mail to the other Party, addressed as follows:

	Principal Contact Information	Billing Contact Information
Vanguard Energy Services, L.L.C.	Company Name: Lincolnwood School District 74	Company Name: Lincolnwood School District 74
850 East Diehl Rd	Contact Name: Courtney Whited	Contact Name: Courtney Whited
Suite 142	E-Mail Address: cwhited@sd74.org	E-Mail Address: cwhited@sd74.org
Naperville, IL 60563	Address: 6950 N. East Prairie Rd.	Address: 6950 N. East Prairie Rd.
Phone Number: 630-955-1500	City / State / Zip: Lincolnwood, IL 60712	City / State / Zip: Lincolnwood, IL 60712
Facsimile Number: 630-955-0989	Phone Number: 847.675.8234	Phone Number: 847.675.8234

	Federal Tax ID #	Facsimile Number
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IN WITNESS WHEREOF, the parties have executed this Agreement. All signed copies of this Agreement shall be deemed originals. This Agreement shall be effective upon execution on behalf of Vanguard Energy Services and Customer by their duly authorized representatives.

VANGUARD ENERGY SERVICES, L.L.C.

CUSTOMER: LINCOLNWOOD SCHOOL DISTRICT 74

Signed:

Paul B. Boucais

Signed:

Scott L. Anderson

By:

Paul B. Boucais

By:

Board President

Title:

Managing Partner

Title:

Board President

Date:

5/13/20

Date:

May 8, 2020

Fax to Contracts Administration: 630-955-0989



FIXED FULL REQUIREMENTS - EXHIBIT "A"

Exhibit #5544-A-

This Exhibit "A" is made and entered into by and between Vanguard Energy Services, L.L.C. ("Vanguard Energy Services") and Lincolnwood School District 74 ("Customer"), establishes legally binding terms and conditions to govern the sale and purchase of natural gas ("gas") and services delivered by Vanguard Energy Services to Customer. This Exhibit shall become effective on the first day of July, 2020 and extend through the last day of June, 2022, or for each Facility listed on Exhibit B, upon that Facility's first utility billing cycle immediately thereafter, and shall continue through the term of the Master Energy Services Agreement referenced below, including any Renewal Term unless superseded by a new Exhibit A. This Exhibit A will supersede any previous Exhibit A with respect to all Facilities listed on Exhibit B.

In addition to the terms and conditions contained herein, this document is governed by the terms and conditions contained in the executed Master Energy Services Agreement (Vanguard Energy Services Agreement # 5544 dated , 20 by and between Vanguard Energy Services and Customer, which is incorporated herein and made a part hereof.

Customer will receive one total bill for service which includes items (1), (2), (3), (4) as shown below. If a billing period spans more than one calendar month, commodity costs will be prorated based on the applicable forecasted volumes and the applicable monthly Vanguard Energy Services weighted average cost of gas (WACOG).

Vanguard Energy Services agrees to sell and deliver, and Customer agrees to purchase and receive 100% of contracted volumes listed below and delivered by Vanguard Energy Services to Customer's LDC for Customer's facilities as listed within Exhibit B, attached hereto.

1. **COMMODITY PRICING:** Monthly commodity price during the Term of this Agreement shall be priced at \$0.306 Per therm (offer price) for the applicable fixed volumes listed below, not withstanding customer's actual metered gas consumption, and adjusted for unaccounted gas as determined by Customer's local distribution company.

Any natural gas delivered after the fixed pricing period without execution of a new Exhibit A will be priced per the terms of the Master Energy Services Agreement.

2. **LOCAL GAS DISTRIBUTION UTILITY CHARGES:** Customer will be responsible for payment of monthly LDC charges as issued by the utility. If applicable, Vanguard Energy Services will include any charges not billed directly to customer by utility for facilities specified in Exhibit B.

3. **VANGUARD ENERGY SERVICES SERVICE FEE:** \$0.00 monthly.

4. **TAXES:** All applicable taxes.

5. **LDC:** Nicor

6. **VOLUMES:** The Customer's contracted (fixed) volumes as well as the applicable unit of measure associated with this transaction shall be as follows:

MONTHLY VOLUME COMMITMENTS - UNIT OF MEASURE (THERMS)							
JAN	Full Requirements	FEB	Full Requirements	MAR	Full Requirements	APR	Full Requirements
MAY	Full Requirements	JUN	Full Requirements	JUL	Full Requirements	AUG	Full Requirements
SEP	Full Requirements	OCT	Full Requirements	NOV	Full Requirements	DEC	Full Requirements

7. **MISCELLANEOUS:** In the event Vanguard Energy Services is directed by Customer's LDC to either increase or decrease gas deliveries as a result of a 'Critical Day', whether for Customer's actual or historically potential gas consumption as determined by Customer's LDC, Customer agrees that it shall be responsible for any and all incremental costs, expenses, charges, damages or liabilities incurred by Vanguard Energy Services as a result of Vanguard Energy Services' compliance with said Customer's LDC directive as applied to Customer's account. In the event that the index above is not available, the parties will mutually agree upon an alternate index.

In Witness whereof, the Parties acknowledge that they have heretofore executed this Exhibit A to the Master Energy Services Agreement, as well as any necessary and applicable Exhibit(s) and Rider(s), which are hereby incorporated herein by reference and made a part hereto.

VANGUARD ENERGY SERVICES, L.L.C.

CUSTOMER: LINCOLNWOOD SCHOOL DISTRICT 74

Signed: Paul B. Bourgeois

Signed: Scott L. Anderson

By: Paul B. Bourgeois

By: Scott L. Anderson

Title: Managing Partner

Title: Board President

Date: 5/13/20

Date: May 8, 2020



EXHIBIT "B"

Exhibit #5544-B.

In addition to the terms and conditions contained herein, this document is governed by the terms and conditions contained in the executed Master Energy Services Agreement (Vanguard Energy Services Agreement #5544 dated 5/8, 2020 by and between Vanguard Energy Services and Customer, which is incorporated herein and made a part hereof.

Customer hereby appoints Vanguard Energy Services to act as its lawful and exclusive agent. As such, Customer authorizes Vanguard Energy Services to receive all account information in addition to any historic account information, make all rate and tariff selections including execution of contracts with other parties.

Customer: Lincolnwood School District 74
Contact person: Courtney Whited
Telephone: 847.675.8234
Local Distribution Company: Nicor

Table with 7 columns: Facility Name, Account Number, Meter Number, Service Address City, State, Zip, Current Rate, New Rate, Phone Line. Rows include Lincoln Hall School, Rutledge Hall School, and Todd Hall School.

In Witness whereof, the Parties acknowledge that they have heretofore executed this Transaction Confirmation to the Master Energy Services Agreement, as well as any necessary and applicable Exhibit(s) and Rider(s), which are hereby incorporated herein by reference and made a part hereto.

VANGUARD ENERGY SERVICES, L.L.C.

CUSTOMER: LINCOLNWOOD SCHOOL DISTRICT 74

Signed: Paul B. Bourgeois
By: Paul B. Bourgeois
Title: Managing Partner
Date: 5/13/20

Signed: [Signature]
By: Scott L. Anderson
Title: Board President
Date: May 8, 2020



FIXED- EXHIBIT "A"

Exhibit # -A-

This Exhibit "A" is made and entered into by and between Vanguard Energy Services, LLC ("Vanguard Energy Services") and ("Customer"), establishes legally binding terms and conditions to govern the sale and purchase of natural gas ("gas") and services delivered by Vanguard Energy Services to Customer. This Exhibit shall become effective on the first day of , 20 and extend through the last day of , 20 , or for each Facility listed on Exhibit B, upon that Facilities first utility billing cycle immediately thereafter, and shall continue through the term of the Master Energy Services Agreement referenced below, including any Renewal Term unless superseded by a new Exhibit A.

In addition to the terms and conditions contained herein, this document is governed by the terms and conditions contained in the executed Master Energy Services Agreement (Vanguard Energy Services Agreement # dated , 20 by and between Vanguard Energy Services and Customer, which is incorporated herein and made a part hereof.

Customer will receive one total bill for service which includes items (1), (2), (3), (4) as shown below. If a billing period spans more than one calendar month, commodity costs will be prorated based on the applicable forecasted volumes and the applicable monthly market-based rate.

Vanguard Energy Services agrees to sell and deliver, and Customer agrees to purchase and receive 100% of contracted volumes listed below and delivered by Vanguard Energy Services to Customer's LDC for Customer's facilities as listed within Exhibit B, attached hereto.

1. COMMODITY PRICING: Monthly commodity price during the Term of this Agreement shall be priced at \$0. per therm for the applicable fixed volumes listed below, notwithstanding customer's actual metered gas consumption, and adjusted for unaccounted gas as determined by Customer's local distribution company. In the event that Buyer's expected Use will exceed the quantity of gas purchased by Buyer and/or available to Buyer without incurring imbalance charges for the relevant period, Seller will use commercially reasonable efforts to provide incremental supply at \$0.0 per therm above the market-based rate as adjusted for fuel, if applicable, and margin. In the event that the quantity of natural gas that can be delivered to Buyer is less than the quantity agreed to be purchased for the relevant period, Buyer shall remain liable for the entire quantity it agreed to purchase. Seller will provide a credit at \$0.01 per therm below the market-based rate for that portion of the purchased quantity that could not be delivered, and scheduled to flow during that month, for the purpose of balancing Vanguard Energy Services retail aggregation pools. Credits for cash-out and/or charges for incremental supply shall appear as separate line items on Seller's invoice to Buyer, including applicable price and quantity. The additional and deficient volume provisions as stated above shall supersede all other additional and deficient volume provisions as stated in any prior exhibits in force as of the effective date of this exhibit.

Upon expiration of this Exhibit A and in the absence of any other valid Exhibit A in force at the date of expiration, any natural gas delivered without execution of a new Exhibit A will be priced per the terms of the Master Energy Services Agreement.

2. LOCAL GAS DISTRIBUTION UTILITY CHARGES: Customer will be responsible for payment of monthly LDC charges as issued by the utility. If applicable, Vanguard Energy Services will include any charges not billed directly to customer by utility for facilities specified in Exhibit B.

3. VANGUARD ENERGY SERVICES SERVICE FEE: \$ monthly.

4. TAXES: All applicable taxes.

5. LDC:

6. VOLUMES: The Customer's contracted (fixed) volumes as well as the applicable unit of measure associated with this transaction shall be as follows:

Table with 8 columns for months (JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC) and a header row for MONTHLY VOLUME COMMITMENTS - UNIT OF MEASURE (THERMS).

7. MISCELLANEOUS: In the event Vanguard Energy Services is directed by Customer's LDC to either increase or decrease gas deliveries as a result of a 'Critical Day', whether for Customer's actual or historically potential gas consumption as determined by Customer's LDC, Customer agrees that it shall be responsible for any and all incremental costs, expenses, charges, damages or liabilities incurred by Vanguard Energy Services as a result of Vanguard Energy Services' compliance with said Customer's LDC directive as applied to Customer's account. In the event that the index above is not available, the parties will mutually agree upon an alternate index.

In Witness whereof, the Parties acknowledge that they have heretofore executed this Exhibit A to the Master Energy Services Agreement, as well as any necessary and applicable Exhibit(s) and Rider(s), which are hereby incorporated herein by reference and made a part hereto.

VANGUARD ENERGY SERVICES, LLC

CUSTOMER: _____

Signed: _____

Signed: _____

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

**LINCOLNWOOD SCHOOL DISTRICT 74
BILLS PAYABLE**

Education Fund	386,835.06
Building Fund	143,571.93
Debt Service	1,494,725.00
Transportation Fund	82,281.61
I.M.R.F./Soc. Sec.	-
Capital Projects	73,867.50
Tort Fund	-
Life Safety Fund	<u>40,524.00</u>
Grand Total	2,221,805.10

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 January 12, 2023, in the amount of **2,221,805.10**

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: 12/01/2022 - 12/31/2022
 Sort By: Vendor
Voucher Range: -
 Dollar Limit: \$0.00

Fiscal Year: 2022-2023

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						
7400027157	12/01/2022	1142	A & J SEWER SERVICES	20.0.2540.320.00.0000.01	PUMP GREASE TRAP	\$229.00
7400027157	12/01/2022	1142	A & J SEWER SERVICES	20.0.2540.320.00.0000.02	PUMP GREASE TRAP	\$229.00
7400027157	12/01/2022	1142	A & J SEWER SERVICES	20.0.2540.320.00.0000.03	PUMP PITS	\$229.00
7400027157	12/01/2022	1142	A & J SEWER SERVICES	20.0.2540.320.00.0000.03	ADDITIONAL GALLONS	\$145.55
Check Total:						\$832.55
7400027192	12/15/2022	1154	ACCESS MASTER	20.0.2540.302.00.0000.00	ACCESS CONTROL	\$1,638.00
						SYSTEM:RH/JANUARY,FEBRU
7400027192	12/15/2022	1154	ACCESS MASTER	20.0.2540.302.00.0000.00	SURVEILLANCE SYSTEM	\$900.90
						MONITORING
7400027192	12/15/2022	1154	ACCESS MASTER	20.0.2540.302.00.0000.00	LINCOLN HALL MAIN	\$49.00
						ENTRANCE CAMERA
7400027192	12/15/2022	1154	ACCESS MASTER	20.0.2540.302.00.0000.00	CAMERA SYSTEM	\$2,178.95
Check Total:						\$4,766.85
7400027193	12/15/2022	1154	ACCO BRANDS USA LLC	10.0.1100.542.00.0000.02	Ultima 65 EZ Load	\$2,447.00
						Laminator Bundle Two
Check Total:						\$2,447.00
7400027158	12/01/2022	1142	ACTIVE INTERNET TECHNOLOGIES, LLC	10.0.2630.300.00.0000.00	custom-branded mobile	\$531.05
7400027158	12/01/2022	1142	ACTIVE INTERNET TECHNOLOGIES, LLC	10.0.2630.300.00.0000.00	website content management	\$1,496.37
Check Total:						\$2,027.42
7400027194	12/15/2022	1154	ADNAN M FLAYFEL	10.0.1100.338.42.0000.03	SOCCER OFFICIAL/LH VS	\$63.00
						LINCOLN JR HIGH/9/20/22
7400027194	12/15/2022	1154	ADNAN M FLAYFEL	10.0.1100.338.42.0000.03	SOCCER OFFICIAL/9/8/22	\$63.00
Check Total:						\$126.00
NCB	12/12/2022	1143	ADOBE SYSTEMS INCORPORATED	10.0.1100.470.05.0000.00	REFUND/CREATIVE CLOUD	(\$10.65)
						ALL APPS 100GB
NCB	12/12/2022	1143	ADOBE SYSTEMS INCORPORATED	10.0.1100.470.05.0000.00	CREATIVE CLOUD ALL APPS	\$203.87
						100GB

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	12/12/2022	1143	ALDI	10.0.1100.450.57.0000.03	BUTTER/SHARP CHEDDAR/WHITE BREAD	\$38.79
NCB	12/12/2022	1143	ALDI	10.0.1100.439.00.0000.03	EGGS/SHRP	\$51.81
NCB	12/12/2022	1143	ALDI	10.0.1100.450.65.0000.02	MARSHMALLOWS/CRISPY OATS/FUDGE BROWNIE MIX	\$57.69
NCB	12/12/2022	1143	AMAZON.COM	10.0.1800.400.00.0000.03	ADDRESS LABELS	\$62.48
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.412.05.0000.00	VELCRO CABLE TIES	\$17.97
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.16.0000.03	PERMANENT MARKERS	\$17.32
NCB	12/12/2022	1143	AMAZON.COM	10.0.1500.400.00.0000.00	PONYTAIL HOLDER ELASTIC BAND/STICKERS	\$43.46
NCB	12/12/2022	1143	AMAZON.COM	10.0.2210.400.00.0000.00	DESK FAN	\$22.98
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.16.0000.03	VINYL ERASER/STICKY NOTES/PENCILS	\$52.16
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.411.00.0000.03	ADHESIVE HOOKS	\$12.99
NCB	12/12/2022	1143	AMAZON.COM	10.0.1800.400.00.0000.03	WHITEBOARD BOARD	\$6.88
NCB	12/12/2022	1143	AMAZON.COM	10.0.2210.400.00.0000.00	MINIATURES ASSORTED MILK CHOCOLATE	\$59.02
NCB	12/12/2022	1143	AMAZON.COM	10.0.1500.400.00.0000.00	PBASKETBALL COACHES CLIPBOARD	\$74.97
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.411.00.0000.03	FACIAL TISSUE	\$185.00
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.411.00.0000.03	REFUND/KLEENEX	(\$185.00)
NCB	12/12/2022	1143	AMAZON.COM	10.0.2630.400.00.0000.00	10 SHEETS NUMBERS STICKERS MAILBOX	\$5.99
NCB	12/12/2022	1143	AMAZON.COM	10.0.2630.300.00.0000.00	SKINNYPOP POPCORN	\$41.98
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.22.0000.03	ELA BOOKS	\$484.67
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.16.0000.03	ERASE MARKER	\$60.82
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.16.0000.03	REFUND	(\$60.82)
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.412.05.0000.00	ALKALINE BATTERIES	\$29.66
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.16.0000.03	BOOK SPINE LABELS	\$46.96

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.16.0000.03	WATERPROOF PEN PASSION PINK INK	\$24.92
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.16.0000.03	WHITEBOARD/DRY ERASE BOARD LIQUID	\$29.00
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.449.00.0000.03	DISPOSABLE PLASTIC CUPS	\$51.76
NCB	12/12/2022	1143	AMAZON.COM	10.0.1800.400.00.0000.03	BALLPOINT PEN/NOTE PADS/INDEX CARDS	\$83.96
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.22.0000.03	3-BOOK PAPERBACK BOX	\$20.49
NCB	12/12/2022	1143	AMAZON.COM	10.0.2310.312.00.0000.00	HERSHEY'S/SNICKERS	\$69.93
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.16.0000.03	PERMANENT MARKERS	\$9.98
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.26.0000.03	FRISBEE	\$53.39
NCB	12/12/2022	1143	AMAZON.COM	10.0.1800.400.00.0000.03	FILE JACKETS/CODING LABELS	\$82.62
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.22.0000.03	BOOK/THUNDER CAKE	\$10.24
NCB	12/12/2022	1143	AMAZON.COM	10.0.1800.400.00.0000.03	PENCIL SHARPENER	\$66.36
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.16.0000.03	STICKY NOTES/BEACHSIDE CAFE COLLECTION	\$24.09
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.23.0000.03	PLASTIC SHEETING	\$36.98
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.24.0000.03	REFUND/ICE CUBE TRAYS	(\$12.99)
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.24.0000.03	REFUND/ICE CUBE TRAYS 4 PACK	(\$51.96)
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.22.0000.03	PLASTIC STORAGE BASKETS	\$84.12
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.26.0000.03	CONE FOLDERS/FRISBEE	\$55.96
NCB	12/12/2022	1143	AMAZON.COM	10.0.1500.400.00.0000.00	NFSHSA SCOREBOOKS FOR VARIOUS SPORTS	\$34.08
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.23.0000.03	WHITE SHEETS/ALUMINUM FOIL	\$55.93
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.16.0000.03	DRY ERASE MARKER	\$52.02
NCB	12/12/2022	1143	AMAZON.COM	10.0.2410.400.00.0000.03	WHITEBOARD ERASER	\$16.47

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.22.0000.03	BOOK/STORIES FROM THE ARC OF A SCYTHE	\$17.99
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.23.0000.03	CRAFT STICKS/TABLE	\$42.52
NCB	12/12/2022	1143	AMAZON.COM	10.0.2130.400.00.0000.00	FILE FOLDER TABS	\$7.89
NCB	12/12/2022	1143	AMAZON.COM	10.0.1200.400.00.0000.02	HEADPHONES	\$76.95
NCB	12/12/2022	1143	AMAZON.COM	10.0.2130.400.00.0000.00	PAPER CLIPS	\$11.69
NCB	12/12/2022	1143	AMAZON.COM	10.0.2110.400.00.0000.02	GEL PENS/FILE FOLDERS/BOOK BOX SET	\$157.27
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.450.13.0000.02	SKEWERS	\$2.96
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.450.14.0000.02	SKEWERS	\$2.96
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.450.15.0000.02	SKEWERS	\$2.97
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.450.10.0000.01	TAPE	\$19.58
NCB	12/12/2022	1143	AMAZON.COM	10.0.2130.400.00.0000.00	NOTE PADS/PAPER CLIPS/TEA BAGS	\$33.38
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.450.10.0000.01	CARDBOARD SHEETS/COFFEE CUP	\$98.26
NCB	12/12/2022	1143	AMAZON.COM	10.0.1800.400.00.0000.01	NOTEBOOKS	\$35.09
NCB	12/12/2022	1143	AMAZON.COM	10.0.2130.400.00.0000.00	2023 DESK CALENDAR	\$9.89
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.411.00.0000.01	FACIAL TISSUE	\$81.49
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.411.00.0000.01	FILING LABELS	\$47.78
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.450.10.0000.01	PAPER CUPS	\$17.94
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.12.0000.01	FRENCH BREAKFAST RADISH SEEDS	\$3.78
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.450.13.0000.02	HALLOWEEN CRAFTS/MASK	\$50.13
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.450.14.0000.02	HALLOWEEN CRAFTS/MASK	\$50.13
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.450.15.0000.02	HALLOWEEN CRAFTS/MASK	\$50.14
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.411.00.0000.01	DISH DRYING RACK	\$29.99
NCB	12/12/2022	1143	AMAZON.COM	10.0.2130.400.00.0000.01	STICKERS	\$15.00
NCB	12/12/2022	1143	AMAZON.COM	10.0.2130.400.00.0000.01	FINGERTIP PULSE OXIMETER WITH PLETHYSMOGRAPH	\$29.99

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.411.00.0000.01	LOCKDOWN MAGNETIC	\$29.50	
NCB	12/12/2022	1143	AMAZON.COM	10.0.2130.400.00.0000.01	UPPER ARM BLOOD PRESSURE MONITOR WITH	\$57.99	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.450.10.0000.01	CORRUGATED CARDBOARD SHEETS	\$44.98	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.05.0000.00	TONER CARTRIDGE	\$164.89	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.411.00.0000.02	MAGNETIC WHITEBOARD ERASERS	\$8.90	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1650.400.00.0000.01	CHOCOLATE TOUCH	\$63.92	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.411.00.0000.03	FACIAL TISSUE	\$110.94	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.18.0000.03	VOTING BOOTH	\$82.20	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.412.05.0000.00	WANTEK CORDED TELEPHONE HEADSET	\$69.98	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.19.0000.03	ALUMINUM FOIL	\$15.71	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.450.65.0000.02	FALL THANKSGIVING COOKIE CUTTER	\$13.85	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.19.0000.03	COTTON BALLS/POPSICLE STICK PACK/DISPOSABLE	\$254.32	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.400.18.0000.03	DRY ERASE HITE BOARD MARKERS	\$22.12	
NCB	12/12/2022	1143	AMAZON.COM	10.0.1100.410.22.0000.03	ELA BOOKS	\$207.68	
NCB	12/09/2022	1159	AMERIPRISE FINANCIAL SERVICES INC.	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$980.73	
NCB	12/23/2022	1165	AMERIPRISE FINANCIAL SERVICES INC.	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$980.73	
						Check Total:	\$6,122.56
7400027159	12/01/2022	1142	AMY SENIOR	10.0.2310.300.00.0000.00	TECH SERVICE-BOE/12/1/22 IN	\$75.00	
						Check Total:	\$75.00
7400027195	12/15/2022	1154	ANDERSON LOCK	20.0.2540.400.00.0000.01	STANDARD CUT KEY/AERSOAL	\$77.66	

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027195	12/15/2022	1154	ANDERSON LOCK	20.0.2540.320.00.0000.03	MANTENANCE	\$996.11
Check Total:						\$1,073.77
7400027196	12/15/2022	1154	ANNE ROEDER	10.0.1100.450.47.0000.03	EXPENSE REIMBURSEMENT/PIZZA	\$79.01
Check Total:						\$79.01
7400027197	12/15/2022	1154	ARENA SPORTS USA, INC.	10.0.1500.400.00.0000.00	Champro Reversible Girls Basketball Uniforms	\$3,599.60
7400027197	12/15/2022	1154	ARENA SPORTS USA, INC.	10.0.1500.400.00.0000.00	Champro Reversible Boys Basketball Uniforms	\$1,799.80
7400027197	12/15/2022	1154	ARENA SPORTS USA, INC.	10.0.1500.400.00.0000.00	Art Set Up	\$75.00
7400027197	12/15/2022	1154	ARENA SPORTS USA, INC.	10.0.1500.400.00.0000.00	Shipping	\$78.88
Check Total:						\$5,553.28
NCB	12/12/2022	1143	ASCD	10.0.2210.640.00.0000.00	PREMIUM MEMBERSHIP/11/15/22-11/	\$239.00
NCB	12/12/2022	1143	ASCD	10.0.2210.640.00.0000.00	ILLINOIS AFFILIATE DUES/11/15/22-11/30/22/	\$49.00
NCB	12/12/2022	1143	ASCD	10.0.2410.640.00.0000.01	MEMBERSHIP	\$89.00
Check Total:						\$377.00
7400027198	12/15/2022	1154	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$284.16
Check Total:						\$284.16
7400027199	12/15/2022	1154	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$381.47
7400027199	12/15/2022	1154	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$378.69
Check Total:						\$760.16
NCB	12/23/2022	1165	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$10,248.64
NCB	12/23/2022	1165	AXA EQUITABLE PAYMENT CENTER	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$600.00
NCB	12/23/2022	1165	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,310.00
NCB	12/23/2022	1165	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,050.00
NCB	12/09/2022	1159	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$10,248.64

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

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Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	12/09/2022	1159	AXA EQUITABLE PAYMENT CENTER	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$600.00
NCB	12/09/2022	1159	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,050.00
NCB	12/09/2022	1159	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$2,064.00
Check Total:						\$27,171.28
7400027200	12/15/2022	1154	BANNER PLUMBING SUPPLY CO. INC	20.0.2540.400.00.0000.04	SLOAN EAF-250CP FAUCET	\$1,872.78
7400027200	12/15/2022	1154	BANNER PLUMBING SUPPLY CO. INC	20.0.2540.400.00.0000.04	SLOAN EAF STYLE SOAP DISPE	\$1,675.17
7400027200	12/15/2022	1154	BANNER PLUMBING SUPPLY CO. INC	20.0.2540.400.00.0000.04	SLOAN ELECTRONIC	\$833.82
Check Total:						\$4,381.77
NCB	12/12/2022	1143	BED BATH & BEYOND	10.0.1100.450.65.0000.02	HLDY SNWFLK CK/COOKIE CUT FALL	\$6.08
NCB	12/12/2022	1143	BLICK ART MATERIALS	10.0.1100.410.24.0000.02	CRAYOLA MODL/JRSY LOOP LOOM	\$193.01
NCB	12/12/2022	1143	BLUE CHIP HOTEL	10.0.2210.312.00.0000.00	CONFERENCE/SH	\$205.83
Check Total:						\$404.92
7400027160	12/01/2022	1142	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$41.51
7400027160	12/01/2022	1142	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.15
7400027160	12/01/2022	1142	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.01
7400027160	12/01/2022	1142	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.15
7400027160	12/01/2022	1142	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$83.01
7400027160	12/01/2022	1142	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$55.34
7400027160	12/01/2022	1142	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027160	12/01/2022	1142	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$110.28
7400027160	12/01/2022	1142	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027160	12/01/2022	1142	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$137.85
7400027160	12/01/2022	1142	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027160	12/01/2022	1142	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$82.71
Check Total:						\$659.16

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$68.93
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$82.71
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$13.79
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$110.28
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$137.85
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$82.71
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$82.71
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$68.93
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$13.79
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	GAL HOMO	\$4.95
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$82.71
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$124.07
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$82.71
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$82.71
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$110.28
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$13.05
7400027201	12/15/2022	1154	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$82.71

Check Total: \$1,401.49

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	12/12/2022	1143	BREAKOUT, INC.	10.0.1100.316.05.0000.00	EDU PLATFORM FOR 12 MONTHS	\$99.00
						Check Total:
7400027202	12/15/2022	1154	BRUCKER COMPANY	20.0.2540.320.00.0000.03	SERVICE FOR COMPRSSOR ALARMS	\$600.00
						Check Total:
7400027203	12/15/2022	1154	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Towel, HRT White 7,25"x750' 6/RL/CS	\$2,661.20
7400027203	12/15/2022	1154	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Toilet Tissue, Wilderness Micro Core 36/RL/CS	\$1,865.50
7400027203	12/15/2022	1154	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.4998.00	Green Certified Foaming Handwash	\$480.00
						Check Total:
7400027204	12/15/2022	1154	BUSINESSOLVER.COM	10.0.2520.300.00.0000.00	DECEMBER SERVICE FEE/ANCILLARY PLAN	\$21.75
						Check Total:
7400027205	12/15/2022	1154	CENTRAL LAWN SPRINKLERS	20.0.2540.320.00.0000.03	FALL SHUTDOWN AND WINTERIZATION	\$980.00
						Check Total:
7400027206	12/15/2022	1154	CHICAGO TRIBUNE COMPANY	10.0.2520.300.00.0000.00	NOTICE OF PROPOSED PROPERTY TAX INCREASE	\$126.00
						Check Total:
7400027207	12/15/2022	1154	CHILLY TEMPERATURE SPECIALIST	20.0.2540.320.00.0000.03	MAINTENANCE	\$395.00
7400027207	12/15/2022	1154	CHILLY TEMPERATURE SPECIALIST	20.0.2540.320.00.0000.03	MAINTENANCE	\$580.00
						Check Total:
NCB	12/12/2022	1143	CLASSKICK PRO	10.0.1100.410.20.0000.03	NIAGARA/OCT 28,2022-OCT 28,2023	\$156.00
NCB	12/23/2022	1163	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$23,269.08
NCB	12/23/2022	1163	COLE TAYLOR BAN_SIT	20.3.0499.300.00.0000.00	STATE TAX	\$799.15
NCB	12/09/2022	1156	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$23,763.42

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount	
NCB	12/09/2022	1156	COLE TAYLOR BAN_SIT	20.3.0499.300.00.0000.00	STATE TAX	\$757.16	
NCB	12/23/2022	1162	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$52,723.48	
NCB	12/23/2022	1162	COLE TAYLOR BANK_FIT	20.3.0499.200.00.0000.00	FEDERAL TAX	\$1,852.82	
NCB	12/23/2022	1162	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$16,193.62	
NCB	12/23/2022	1162	COLE TAYLOR BANK_FIT	20.3.0499.800.20.0000.00	TERMINATION/VACATION PAYMENTS	\$548.18	
NCB	12/09/2022	1155	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	\$8,935.04	
NCB	12/09/2022	1155	COLE TAYLOR BANK_FIT	20.3.0499.700.10.0000.00	NON-CAPITAL EQUIPMENT	\$2,233.74	
NCB	12/09/2022	1155	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$16,498.28	
NCB	12/09/2022	1155	COLE TAYLOR BANK_FIT	20.3.0499.800.20.0000.00	TERMINATION/VACATION PAYMENTS	\$522.42	
NCB	12/23/2022	1162	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	\$9,546.34	
NCB	12/23/2022	1162	COLE TAYLOR BANK_FIT	20.3.0499.700.10.0000.00	NON-CAPITAL EQUIPMENT	\$2,343.92	
NCB	12/09/2022	1155	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$56,621.56	
NCB	12/09/2022	1155	COLE TAYLOR BANK_FIT	20.3.0499.200.00.0000.00	FEDERAL TAX	\$1,728.92	
						Check Total:	\$218,493.13
7400027208	12/15/2022	1154	COMED	20.0.2540.466.00.0000.00	ELECTRICITY	\$2,852.89	
						Check Total:	\$2,852.89
7400027161	12/01/2022	1142	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	ICE CONTROL/11/16 PM	\$615.00	
						Check Total:	\$615.00
7400027209	12/15/2022	1154	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	WEEKLY MAINTENANCE VISIT/11/02,11/08,11/15,	\$3,984.00	
7400027209	12/15/2022	1154	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	INSTALL SPRING ANNUAL BULBS-LINCOLN HALL	\$2,488.00	
7400027209	12/15/2022	1154	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	INSTALL SPRING ANNUAL BULBS-RUTLEDGE HALL	\$1,167.00	
7400027209	12/15/2022	1154	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	INSTALL SPRING ANNUAL BULBS-PRATT/CRAWFORD	\$1,935.00	
7400027209	12/15/2022	1154	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	INSTALL SPRING ANNUAL BULBS-ADMINISTRATION	\$1,327.00	

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE
 Date Range: 12/01/2022 - 12/31/2022
 Sort By: Vendor
Voucher Range: -
 Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names
 Exclude Voided Checks
 Exclude Manual Checks
 Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027209	12/15/2022	1154	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	INSTALL WINTER DECOR AT PRATT/CRAWFORD	\$1,568.00
7400027209	12/15/2022	1154	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	INSTALL WINTER DECOR AT LINCOLN HALL	\$1,645.00
7400027209	12/15/2022	1154	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	INSTALL WINTER DECOR AT ADMINISTRATION	\$1,457.00
7400027209	12/15/2022	1154	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	INSTALL WINTER DECOR AT RUTLEDGE HALL	\$685.00
Check Total:						\$16,256.00
7400027210	12/15/2022	1154	DE LAGE LANDEN FINANCIAL SERVICES, INC.	10.0.1100.325.00.0000.00	EQUIPMENT RENTAL	\$2,506.60
Check Total:						\$2,506.60
NCB	12/12/2022	1143	DEMCO	10.0.2220.400.00.0000.03	BOOKMARKS	\$157.14
Check Total:						\$157.14
7400027162	12/01/2022	1142	DENIS NEMMERS	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS LINCOLN/11/3/2022	\$61.00
Check Total:						\$61.00
7400027189	12/23/2022	1161	DISTRICT 74	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$144.50
7400027189	12/23/2022	1161	DISTRICT 74	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$4.25
Check Total:						\$148.75
NCB	12/12/2022	1143	EBAY	10.0.1100.412.05.0000.00	REFUND	(\$12.30)
Check Total:						(\$12.30)
7400027163	12/01/2022	1142	EDWARD S. KLEPADLO	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS LINCOLN/11/3/2022	\$61.00
Check Total:						\$61.00
7400027211	12/15/2022	1154	EMPOWER HEALTH SERVICES	10.0.2520.300.00.0000.00	PANEL C SCREENING PACKAGE/MINIMUM NOT	\$90.00
Check Total:						\$90.00
7400027212	12/15/2022	1154	EVEREST ENERGY	20.0.2540.342.00.0000.00	CONTRACT	\$8,750.00
7400027212	12/15/2022	1154	EVEREST ENERGY	20.0.2540.320.00.0000.03	MAINTENANCE	\$3,679.00
Check Total:						\$12,429.00
NCB	12/12/2022	1143	EXTRA SPACE STORAGE	20.0.2540.325.00.0000.00	CLASSROOM STORAGE	\$671.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount	
						Check Total:	\$671.00
7400027213	12/15/2022	1154	FEDEX	10.0.1100.412.05.0000.00	FEDEX GROUND SERVICES	\$24.11	
						Check Total:	\$24.11
7400027214	12/15/2022	1154	FIRST STUDENT, INC.	40.0.2550.331.00.0000.00	TRANSPORTATION /NOVEMBER 2022	\$80,444.25	
7400027214	12/15/2022	1154	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO FAIRVIEW/11/2/22	\$127.42	
7400027214	12/15/2022	1154	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO NILES WEST/11/3/22	\$167.55	
7400027214	12/15/2022	1154	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO PARKVIEW/11/4/22	\$146.53	
7400027214	12/15/2022	1154	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO PEGGY NOTEBAERT NATURE	\$312.17	
7400027214	12/15/2022	1154	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO PEGGY NOTEBAERT NATURE	\$320.46	
7400027214	12/15/2022	1154	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO PEGGY NOTEBAERT NATURE	\$334.47	
7400027214	12/15/2022	1154	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO PEGGY NOTEBAERT NATURE	\$323.64	
7400027214	12/15/2022	1154	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	TRANSPORTATION/LH TO EAST PRAIRIE	\$105.12	
						Check Total:	\$82,281.61
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	All are welcome (#1094SM2)	\$16.65	
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The biggest snowman ever (#34766V3)	\$12.50	
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The candy caper (#1287MYX)	\$5.99	
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Creepy crayon! (#1911HX0)	\$17.53	

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Crossings (#1756HB5)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Duck & Goose go to the beach (#0703YLO)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Eat Pete (#1024KM6)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Esme's birthday conga line (#1761QUX)	\$12.25
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Eyes that kiss in the corners (#1984AM7)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Free (#1999GM8)	\$15.77
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Ghosts don't ride bikes, do they? (#1288WL2)	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Gold! (#1892SY4)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The good, the bad, and the spooky (#1711HP6)	\$10.29
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The haunted house next door (#1085EL3)	\$6.97
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Have you seen this book? (#1640MQ6)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	It fell from the sky (#1919TS8)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Kitty and the moonlight rescue (#1238DW7)	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Land shark (#0886QV1)	\$15.77
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Larf (#0374NV9)	\$15.74
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Llama Llama back to school (#1632BX0)	\$17.53

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Llama Llama misses mama (#02523J7)	\$17.43
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Lola Levine and the ballet scheme (part of set	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Lola Levine, drama queen (part of set #A083573)	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The longest storm (#1693UU3)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Making the band (#1288ZL4)	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Mel fell (#1984GM0)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The midnight fair (#1717UB4)	\$15.77
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Mornings with Monet (#1722MD6)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	My first day (#1722VD1)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	My two border towns (#1638MQ1)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Negative cat (#1671JS3)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Nina : a story of Nina Simone (#1670WS1)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Outside, inside (#1680GNX)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Over and under the pond (#1559HM5)	\$20.98
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Road trip! : a Whiskers Hollow adventure	\$16.65

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The rock from the sky (#1600PN1)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Thelma the unicorn (#1179BG5)	\$14.01
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Tie-dye disaster (#1495NN9)	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Up and down (#0490ZC0)	\$18.41
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Watercress (#1829CN4)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	We all play = Kimetawanaw (#1852VQ9)	\$16.62
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	We love you, Mr. Panda (#1632FG0)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	What do you do with a problem? (#1377KJ1)	\$20.28
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	When I am happiest (#0787TV5)	\$16.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Yes & no (#1742WDX)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Book Cataloging and Processing	\$63.35
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	All's happy that ends happy (#1947NA0)	\$14.29
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Chez Bob (#1921SN4)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Farmhouse (#1824JZ1)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Fireworks night (part of set #A522267) (#1805NQ2)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Herd you loud and clear (part of set #A522267)	\$16.65

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Life is good (part of set #A522267) (#1928ES8)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Puppy luck (part of set #A522267) (#1913QX9)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Raised in a barn (part of set #A522267) (#1619GN9)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Sweater weather (part of set #A522267) (#1861EYX)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The swimming hole (part of set #A522267) (#1806DQ6)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Goodbye winter, hello spring (#1391DX8)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Grumpy Monkey Who Threw That? (#1710EZK)	\$12.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Henry Heckelbeck Chills Out (#1861KY3)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The highest tribute : Thurgood Marshall's life,	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Just add glitter (#1088VR5)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Lady Bird Johnson, that's who! : the story of a cleaner	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	A Library (#1608DU2)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The little kitten (#1667AD8)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The little wooden robot and the log princess	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Lola Levine and the Halloween scream (part of	\$8.73

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Lola Levine meets Jelly and Bean (part of set #A083573)	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Love is (#1525KD1)	\$14.89
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The night walk (#1604MJ2)	\$16.62
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Over the shop (#1716SB3)	\$15.77
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Book Cataloging and Processing	\$36.31
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	See you when I see you (#1381SG2)	\$16.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Starla Jean takes the cake (#1710WR5)	\$14.01
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Surf's up, creepy stuff! (#1017NNX)	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Survivor tree (#1921RN7)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Vampenguin (#1804GQ5)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	A Very Mercy Christmas (#1975BX5)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Where Dani goes, happy follows (#1106ZS0)	\$17.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Worm weather (#1149RD0)	\$12.50
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	And then comes summer (#1610LN8)	\$14.88
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Busted by breakfast (#1287PY1)	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Eyes that speak to the stars (#1887JT4)	\$17.53

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The firefly fix (#1630GD0)	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Fourteen monkeys : a rain forest rhyme (#1804MQ9)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Barnyard buddies (part of set #A522267) (#1867WV4)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	A letter from your teacher on the first day of school	\$14.01
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Lola Levine and the vacation dream (part of set	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Lola Levine is not mean! (part of set #A083573)	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Lost (#1979QXX)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Love Birds (#1624AZ7)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The Museum of Everything (#1709KP3)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Oona (#1748YD2)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Our class is a family (#1721RS9)	\$14.01
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Pig the Rebel (#1612NZ3)	\$14.01
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Search for the scarlet macaws (#1713MP5)	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	The shark book (#1986CN2)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Shipwreck in Seal Bay (#1786ZS1)	\$5.99
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Someone builds the dream (#1902QM7)	\$18.41

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Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	A song of frutas (#1803VQ8)	\$16.65
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Summertime sleepers : animals that estivate	\$15.77
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.01	Book Cataloging and Processing	\$36.93
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The wimpy kid movie diary : how Greg Heffley went	\$39.02
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Wonder (#0893GD8)	\$41.96
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Book Cataloging and Processing	\$60.63
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Three keys (part of set #A536055) (#1619HR9)	\$15.40
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The Bad Guys #16 (#1825HX7)	\$28.36
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The Bad Guys : movie novelization (#1630SU7)	\$28.36
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Beatrice's goat (#33550V8)	\$15.78
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The book you're not supposed to have	\$14.88
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Cat Kid comic club (#1872VN5)	\$17.43
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Cat Kid comic club. On purpose (#1625GZ7)	\$17.43
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Cat Kid comic club. Perspectives (#1603HT1)	\$17.43
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The crossroads (#01492Q1)	\$15.78

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Don't look down (#1598WS9)	\$19.54
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The dot (#1636GN0)	\$14.88
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Easter (#0966RY7)	\$19.75
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Even more parts : idioms from head to toe	\$14.98
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Fitting in (#1865KY9)	\$15.77
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Front desk (part of set #A536055) (#1206LUX)	\$16.28
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Fry bread : a Native American family story	\$21.68
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The Galveston hurricane, 1900 (#1616UR4)	\$27.36
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Ghost hunter's daughter (#1363BZ6)	\$17.53
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Greg Heffley's journal [large print] (#1525ZJX)	\$45.98
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Guinness World Records, 2023 (#1870TZ6)	\$54.36
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Hard luck (#1444PV5)	\$37.76
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	I survived the attacks of September 11, 2001	\$18.08
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	I survived the Nazi invasion, 1944 (#1913PCX)	\$18.08
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	If I built a school (#1420QZ9)	\$41.96
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The Isle of the Lost (#1151HR7)	\$15.78

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7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	It's the end when I say it's the end (#1348BW2)	\$14.88
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Katie the catsitter (#1792BD4)	\$19.08
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The legend of rock paper scissors (#1377MJ6)	\$21.68
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Minecraft amazing bite-size builds : over 20 awesome	\$11.37
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Minecraft maps (#1006AX5)	\$18.41
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	More parts (#38710X2)	\$14.98
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	No escape (#1598VS1)	\$19.54
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Now look what mistakes were made (#1413FH5)	\$18.88
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Parts (#36673N6)	\$16.55
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Pokemon legendary and mythical guidebook	\$16.68
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Pokemon super extra deluxe essential handbook :	\$42.03
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The proudest blue : a story of hijab and family	\$20.98
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Return to the Isle of the Lost (#1171YM0)	\$15.78
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Sunny makes a splash (#1618JR7)	\$19.78
7400027164	12/01/2022	1142	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Titanic (#0895NX5)	\$12.08
Check Total:						\$2,569.54
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Diwali (#1585UA2)	\$19.75

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7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Empty smiles (#1633MX7)	\$15.77
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Hide and don't seek : and other very scary stories	\$14.98
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	I survived the attack of the grizzlies, 1967 (#1629CU2)	\$36.16
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Ira sleeps over (#35635V6)	\$14.98
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Minecraft bite-size builds : over 20 exciting	\$12.25
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Wait Till Helen Comes a ghost story graphic novel	\$19.47
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The whispering house (#0476JX3)	\$15.77
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Wings of fire. The graphic novel.Book five,The	\$39.56
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Besties. Find their groove (part of set #A550805)	\$19.98
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Besties. Work it out (part of set #A550805) (#1613BT3)	\$19.08
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Book Cataloging and Processing	\$18.24
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The Baby-sitters club. 12,Jessi's secret language	\$45.62
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	The book of rules (#1715HR8)	\$17.53
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Cat Kid Comic Club #4 A Graphic NovelFrom the	\$12.25
7400027215	12/15/2022	1154	FOLLETT SCHOOL SOLUTIONS, INC.-1	10.0.2220.400.00.0000.02	Creepy crayon! (#2482NA1)	\$43.36
Check Total:						\$364.75

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027165	12/01/2022	1142	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CARROTS/CUCUMBERS/SQU	\$211.50
7400027165	12/01/2022	1142	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	PLASTIC CUTLERY KIT	\$98.25
7400027165	12/01/2022	1142	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI	\$461.12
					FLORETS/CARROTS/CELERY	
7400027165	12/01/2022	1142	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CARROTS/CELERY	\$553.57
					STICKS/PEPPERS	
7400027165	12/01/2022	1142	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	PLASTIC CUTLERY KIT	\$78.60
7400027165	12/01/2022	1142	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CREAM CHEESE	\$62.60
					Check Total:	\$1,465.64
7400027216	12/15/2022	1154	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CARROTS/SQUASH	\$131.87
7400027216	12/15/2022	1154	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI	\$377.03
					FLORETS/PEPPERS/SUGAR	
7400027216	12/15/2022	1154	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	CLEANER/PINK SOAP	\$12.41
7400027216	12/15/2022	1154	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI	\$717.07
					FLORETS/CARROTS/CELERY	
7400027216	12/15/2022	1154	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	CUTLERY KIT	\$78.60
7400027216	12/15/2022	1154	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	PEPPERS/CABBAGE/CUCUMB	\$449.63
7400027216	12/15/2022	1154	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	PLASTIC CUTLERY KID	\$78.60
7400027216	12/15/2022	1154	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	BROCCOLI	\$401.64
					FLORETS/CARROTS/CELERY	
7400027216	12/15/2022	1154	GET FRESH PRODUCE, INC.	10.0.2560.400.00.0000.00	PLASTIC CUTLERY KIT	\$58.95
7400027216	12/15/2022	1154	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CARROTS/CABBAGE/ROMAI	\$367.54
					NE/TOMATOES	
7400027216	12/15/2022	1154	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	JICAMA STICKS/RADISH	\$31.95
7400027216	12/15/2022	1154	GET FRESH PRODUCE, INC.	10.0.2560.410.00.0000.00	CREDIT/CARROTS STICKS	(\$26.85)
					Check Total:	\$2,678.44
7400027166	12/01/2022	1142	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BANANA TURNING SNGL	(\$26.53)
7400027166	12/01/2022	1142	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	GLOVE/SOUP CUP/CONT	\$129.53
					PLAS NACHO	

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Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027166	12/01/2022	1142	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	TORTILLA FLOUR/RICE/BAGEL/PEAS &	\$1,470.72
7400027166	12/01/2022	1142	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	TRAY/SANITIZER	\$95.57
7400027166	12/01/2022	1142	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BUTTER CUP/FLATBREAD	\$1,287.28
7400027166	12/01/2022	1142	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	TOMATO GRAPE/CELLERY	\$38.45
7400027166	12/01/2022	1142	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	CONT PLAS	\$33.49
7400027166	12/01/2022	1142	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	JAM & JELLY/WHITE BREAD	\$26.48
Check Total:						\$3,054.99
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CREDIT/SALAD BEAN	(\$19.98)
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CREAM	\$1,473.80
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	LID CONT PLAS/CUTLERY	\$480.07
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BUTTER CUP/BAGEL/CORN	\$1,384.49
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	TRAY/GLOVES/LINER PAN	\$118.25
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BEEF/CREAM CHEESE/PIZZA	\$2,184.45
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	CONT PLAS NACHO HNGD	\$119.36
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BEEF/EGG/CREAM CHEESE/BAGEL	\$1,000.86
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	SOUR CREAM/CREAM CHEESE/STRING CHEESE	\$838.87
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	TRAY/HNGD	\$333.60
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	TORTILLA FLOUR/BAGEL/FRIES/HOT	\$1,283.17
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	TRAY/LID CONT	\$342.19
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CRACKER/FLATBREAD/REFR D BEAN	\$31.74
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	MARINARA SAUCE/PASTA MOSTACC	\$111.76
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CREAM CHEESE/PIZZA	\$37.90
7400027217	12/15/2022	1154	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	BAGEL PLAIN	\$16.74
Check Total:						\$9,737.27

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
7400027218	12/15/2022	1154	GSF USA, INC.	20.0.2540.322.00.0000.00	MONTHLY JANITORIAL SERVICES/12/1/2022 TO	\$37,483.23
Check Total:						\$37,483.23
7400027219	12/15/2022	1154	HEMISPHERE EDUCATIONAL TRAVEL	10.0.1100.314.04.0000.03	STUDENT TOUR COST BASED ON 35-39 PAID	\$312.00
Check Total:						\$312.00
NCB	12/12/2022	1143	HOBBY LOBBY	10.0.1100.410.24.0000.02	ART/CRAFTS	\$103.30
NCB	12/12/2022	1143	IAHPERD	10.0.2210.312.00.0000.03	ANNUAL CONVENTION	\$140.00
NCB	12/12/2022	1143	IAHPERD	10.0.2410.640.00.0000.03	MEMBERSHIP RENEWAL	\$50.00
Check Total:						\$293.30
7400027167	12/01/2022	1142	IASA	10.0.2320.312.00.0000.00	ISAL V11 COHORT PROGRAM/TWO YEAR	\$6,250.00
Check Total:						\$6,250.00
7400027220	12/15/2022	1154	IGS ENERGY	20.0.2540.466.00.0000.00	ELECTRICITY	\$9,408.00
Check Total:						\$9,408.00
NCB	12/12/2022	1143	ILLINOIS ASBO	10.0.2520.312.00.0000.00	REGISTRATION/WOMEN IN LEADERSHIP/SPAGHETTI VS	\$190.00
NCB	12/12/2022	1143	ILLINOIS PRINCIPALS ASSOCIATION	10.0.2210.640.00.0000.00	DUES ADMIN 2223/DL	\$419.00
NCB	12/12/2022	1143	ILLINOIS PRINCIPALS ASSOCIATION	10.0.2410.640.00.0000.01	DUES-ADMIN2223	\$419.00
NCB	12/12/2022	1143	J.W. PEPPER	10.0.1100.410.32.0000.03	CHORALE MATERIALS/CHRISTMAS	\$51.74
NCB	12/12/2022	1143	J.W. PEPPER	10.0.1100.410.32.0000.03	CREDIT/TAX	(\$15.64)
NCB	12/12/2022	1143	JEWEL-OSCO	10.0.1100.450.57.0000.03	GROCERY/CENTO ITLN/GARLIC BUL	\$5.96
NCB	12/12/2022	1143	JEWEL-OSCO	10.0.1100.450.57.0000.03	GALA BAG	\$4.99
NCB	12/12/2022	1143	JEWEL-OSCO	10.0.1100.450.57.0000.03	LUCERNE/KEMPS	\$13.96
NCB	12/12/2022	1143	JEWEL-OSCO	10.0.1125.400.09.0000.01	PRE-K SNACKS	\$135.36
NCB	12/12/2022	1143	JEWEL-OSCO	10.0.1100.410.21.0000.03	GROCERY/FLSHMN PKT/DOMINO WHITE	\$33.87

Lincolnwood School District 74

Disbursement Detail Listing

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Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount	
NCB	12/12/2022	1143	JEWEL-OSCO	10.0.1100.450.65.0000.02	ZIPLOC BAG/SWT TOPPING/RAGU OWS PLAIN	\$109.80	
						Check Total:	\$1,368.04
7400027221	12/15/2022	1154	JOSEPH E SAVINO	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS FAIRVIEW/11/30/22	\$122.00	
						Check Total:	\$122.00
7400027222	12/15/2022	1154	JW PEPPER	10.0.1100.425.00.0000.03	The Christmas Song (arr. Kazik)	\$77.99	
						Check Total:	\$77.99
7400027168	12/01/2022	1142	KEVIN PLACH	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS OLD	\$61.00	
						Check Total:	\$61.00
NCB	12/12/2022	1143	LA PINATA BAKERY	10.0.1100.439.00.0000.03	CONCHAS/PAN DE MUERTO	\$46.00	
						Check Total:	\$46.00
7400027223	12/15/2022	1154	LAUTERBACH & AMEN, LLP	10.0.2310.317.00.0000.00	PREPARATION OF THE AUDIT OF THE FINANCIAL	\$2,000.00	
7400027223	12/15/2022	1154	LAUTERBACH & AMEN, LLP	10.0.2310.317.00.0000.00	DDO FILING	\$250.00	
						Check Total:	\$2,250.00
7400027224	12/15/2022	1154	LIBRARY FURNITURE INTERNATIONAL	60.0.2530.540.00.0000.02	Heritage Rocker Mission Style 980-200165-000	\$2,707.88	
7400027224	12/15/2022	1154	LIBRARY FURNITURE INTERNATIONAL	60.0.2530.540.00.0000.02	Upholstered Seat Cushion Fabric: Momentum; Color:	\$0.00	
7400027224	12/15/2022	1154	LIBRARY FURNITURE INTERNATIONAL	60.0.2530.540.00.0000.02	Two-Sided Book Transportation Center	\$1,766.12	
						Check Total:	\$4,474.00
NCB	12/09/2022	1159	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.17	
NCB	12/09/2022	1159	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$3,723.33	
NCB	12/09/2022	1159	LINCOLN INVESTMENT PLANNING	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$700.00	
NCB	12/23/2022	1165	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$250.00	

Lincolnwood School District 74

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Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Voucher Range: -

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Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	12/23/2022	1165	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$3,723.33
NCB	12/23/2022	1165	LINCOLN INVESTMENT PLANNING	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$700.00
NCB	12/09/2022	1159	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$250.00
NCB	12/23/2022	1165	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.17
Check Total:						\$11,055.00
7400027169	12/01/2022	1142	LINCOLNWOOD CHAMBER OF COMMERCE	10.0.2630.640.00.0000.00	MEMBERSHIP RENEWAL/RENEW TO	\$250.00
Check Total:						\$250.00
7400027225	12/15/2022	1154	LITTLE TOMMY'S PLUMBING SHOP	20.0.2540.320.00.0000.02	MAINTENANCE	\$392.00
7400027225	12/15/2022	1154	LITTLE TOMMY'S PLUMBING SHOP	20.0.2540.320.00.0000.03	CLEAR INTERIOR BRANCH LINE/KITCHEN/LAUNDRY/LA	\$392.00
Check Total:						\$784.00
NCB	12/12/2022	1143	LOU MALNATI'S PIZZERIA	10.0.2410.315.00.0000.03	PIZZA	\$463.62
NCB	12/12/2022	1143	LOU MALNATI'S PIZZERIA	10.0.2410.315.00.0000.01	PIZZA	\$349.28
NCB	12/12/2022	1143	LOU MALNATI'S PIZZERIA	10.0.2410.315.00.0000.02	PIZZA	\$300.66
NCB	12/12/2022	1143	LOWE'S HOME CENTERS, INC.	20.0.2540.416.00.0000.01	TRACTOR PARTS	\$43.93
NCB	12/12/2022	1143	MARIANO'S	10.0.1100.411.00.0000.03	VETERANS DAY	\$5.98
NCB	12/12/2022	1143	MARIANO'S	10.0.1100.411.00.0000.03	SALAMI/CHEESE NIBBLER/MELON BOWL	\$78.80
NCB	12/12/2022	1143	MARIANO'S	10.0.1100.450.65.0000.02	SPRINKLES/CNDY EYEBALLS	\$31.14
Check Total:						\$1,273.41
7400027226	12/15/2022	1154	MAXIM HEALTHCARE STAFFING SERVICES, INC.	10.0.2130.300.00.0000.01	1:1 NURSE	\$1,443.75
7400027226	12/15/2022	1154	MAXIM HEALTHCARE STAFFING SERVICES, INC.	10.0.2130.300.00.0000.01	RN 1:1 NURSE	\$2,381.25
Check Total:						\$3,825.00
7400027170	12/01/2022	1142	MAXWELL GREENE	10.0.1100.230.00.0000.00	TUITION REIMBURSEMENT	\$639.00
7400027170	12/01/2022	1142	MAXWELL GREENE	10.0.1100.230.00.0000.00	TUITION REIMBURSEMENT	\$639.00
Check Total:						\$1,278.00

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	12/23/2022	1166	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,870.44
NCB	12/23/2022	1166	MB FINANCIAL BANK_SD74 FLEX	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$25.00
NCB	12/09/2022	1160	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$2,083.31
NCB	12/23/2022	1166	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$2,083.15
NCB	12/09/2022	1160	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,871.10
NCB	12/09/2022	1160	MB FINANCIAL BANK_SD74 FLEX	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$25.00
Check Total:						\$7,958.00
7400027171	12/01/2022	1142	MCGRAW- HILL SCHOOL EDUCATION LLC	10.0.1100.420.00.0000.00	4th Grade IMPACT SS 1-Year Bundle	\$540.13
Check Total:						\$540.13
7400027227	12/15/2022	1154	MCGRAW- HILL SCHOOL EDUCATION LLC	10.0.1100.420.00.0000.00	NEW CURRICULUM	\$543.94
7400027227	12/15/2022	1154	MCGRAW- HILL SCHOOL EDUCATION LLC	10.0.1100.410.22.0000.01	Language for Learning, Workbook A & B	\$98.88
Check Total:						\$642.82
NCB	12/12/2022	1143	MICHAELS	10.0.1100.439.00.0000.03	CRAY CRYLA	\$21.24
Check Total:						\$21.24
7400027228	12/15/2022	1154	MURPHY & MILLER, INC.	20.0.2540.320.00.0000.01	LABOR	\$2,637.50
Check Total:						\$2,637.50
NCB	12/12/2022	1143	MUSEUM OF SCIENCE AND INDUSTRY	10.0.1100.314.04.0000.02	REFUNDS/PRIOR MONTH DEPOSITS	(\$350.00)
Check Total:						(\$350.00)
7400027229	12/15/2022	1154	MUTUAL OF OMAHA	10.3.0499.603.00.0000.00	LTD	\$3,371.72
Check Total:						\$3,371.72
NCB	12/12/2022	1143	NCS PEARSON INC	10.0.2140.400.00.0000.00	ADMINISTRATION/REPORT	\$82.50
Check Total:						\$82.50
7400027230	12/15/2022	1154	NILES TWP PROPERTY TAX APPEALS COOP	10.0.2310.318.00.0000.00	MEETING & MISC	\$50.00
Check Total:						\$50.00
7400027231	12/15/2022	1154	NORMAN F. GUNN, JR.	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS EAST PRAIRIE/12.1/22	\$122.00
Check Total:						\$122.00

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027186	12/09/2022	1158	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$6,398.49
7400027186	12/09/2022	1158	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,169.67
7400027186	12/09/2022	1158	NORTH SUBURBAN TEACHERS' UNION	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$251.25
Check Total:						\$7,819.41
7400027190	12/23/2022	1161	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,169.67
7400027190	12/23/2022	1161	NORTH SUBURBAN TEACHERS' UNION	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$251.25
7400027190	12/23/2022	1161	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$6,398.49
Check Total:						\$7,819.41
7400027232	12/15/2022	1154	O'HARE MECHANICAL CONTRACTORS INC.	20.0.2540.320.00.0000.01	MAINTENANCE	\$1,467.02
7400027232	12/15/2022	1154	O'HARE MECHANICAL CONTRACTORS INC.	20.0.2540.320.00.0000.01	MAINTENANCE	\$4,524.32
Check Total:						\$5,991.34
7400027233	12/15/2022	1154	OCONOMOWOC DEVELOPMENTAL TRAINING	10.0.4120.670.35.0000.00	TUITION-REGULAR	\$5,811.40
7400027233	12/15/2022	1154	OCONOMOWOC DEVELOPMENTAL TRAINING	10.0.4120.670.35.0000.00	RESIDENTIAL	\$12,642.60
Check Total:						\$18,454.00
7400027234	12/15/2022	1154	ORIENTAL TRADING CO. INC.	10.0.1100.449.00.0000.01	DIY Gingerbread House Sticker Scenes - 12 Pc	\$11.97
Check Total:						\$11.97
NCB	12/12/2022	1143	PADLET	10.0.1100.410.23.0000.02	SUBSCRIPTION/GOLD	\$69.99
NCB	12/12/2022	1143	PANERA BREAD	10.0.1100.410.24.0000.02	MORNING CONTINENTAL/PLAIN CC/LG	\$353.35
NCB	12/12/2022	1143	PARTY CITY HIGHLAND PARK	10.0.1100.450.52.0000.03	BALLOONS	\$28.60
Check Total:						\$451.94
7400027172	12/01/2022	1142	PAUL J ENZINGER	10.0.1100.338.42.0000.03	SOCCER	\$63.00
7400027172	12/01/2022	1142	PAUL J ENZINGER	10.0.1100.338.42.0000.03	SOCCER OFFICIAL/9/7/22	\$63.00
Check Total:						\$126.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027235	12/15/2022	1154	PEKRON CONSULTING	20.0.2540.320.00.0000.02	INDOOR AIR QUALITY EVALUATION PERFORMED	\$1,400.00
Check Total:						\$1,400.00
7400027236	12/15/2022	1154	PITNEY BOWES GOLBAL FINANCIAL SERV LLC	10.0.1100.325.00.0000.00	RENTAL/JAN 7 2023-APR 6 2023	\$491.07
Check Total:						\$491.07
NCB	12/09/2022	1159	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$100.00
NCB	12/09/2022	1159	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$75.00
NCB	12/23/2022	1165	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$100.00
NCB	12/23/2022	1165	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$75.00
Check Total:						\$350.00
7400027237	12/15/2022	1154	PRINCE WILLIAMS JR	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS MCCRACKEN/12/5/22	\$61.00
Check Total:						\$61.00
7400027238	12/15/2022	1154	PROGRESSIVE TREE SERVICE	20.0.2540.320.00.0000.01	REMOVE DYING HONEY LOCUST ON NORTHWEST	\$1,740.00
Check Total:						\$1,740.00
7400027173	12/01/2022	1142	PROQUEST LLC	10.0.1100.316.05.0000.00	LINCOLNWOOD SD	\$1,264.43
Check Total:						\$1,264.43
7400027239	12/15/2022	1154	PURCHASE POWER	10.0.2570.340.00.0000.00	POSTAGE	\$63.61
Check Total:						\$63.61
7400027240	12/15/2022	1154	QUENCH USA INC.	10.0.2410.300.00.0000.02	QUENCH 750-U	\$87.26
Check Total:						\$87.26
NCB	12/12/2022	1143	RESTAURANT DEPOT	10.0.1100.423.36.0000.03	FLOUR/COCOA	\$98.98
NCB	12/12/2022	1143	RESTAURANT DEPOT	10.0.1100.449.00.0000.03	YOGURT/SPINACH SALAD/PEACH	\$160.44
NCB	12/12/2022	1143	RESTAURANT DEPOT	10.0.2310.315.00.0000.00	SODA BOARD MEETING	\$17.29
Check Total:						\$276.71
7400027174	12/01/2022	1142	RHL ENTERPRISES LLC	20.0.2540.320.00.0000.03	FURNISH NECESSARY ADJUSTMENTS TO OPRABLE	\$236.00
Check Total:						\$236.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE
 Date Range: 12/01/2022 - 12/31/2022
 Sort By: Vendor
Voucher Range: -
 Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names
 Exclude Voided Checks
 Exclude Manual Checks
 Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027241	12/15/2022	1154	ROBERT DELEONARDIS	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS CULVER/12/2/22	\$61.00
Check Total:						\$61.00
7400027175	12/01/2022	1142	ROBERT ROTHSTEIN	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS OLD	\$61.00
Check Total:						\$61.00
7400027242	12/15/2022	1154	ROBERT ROTHSTEIN	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS PARK VIEW	\$61.00
Check Total:						\$61.00
7400027243	12/15/2022	1154	ROYAL FIREWORKS PUBLISHING	10.0.1650.400.00.0000.00	Word Within the Word Student Book	\$1,608.75
Check Total:						\$1,608.75
NCB	12/12/2022	1143	RUSSO POWER EQUIPMENT	20.0.2540.404.00.0000.01	TRACTOR PARTS	\$274.90
NCB	12/12/2022	1143	SAM'S CLUB	10.0.2310.315.00.0000.00	WATER	\$16.96
NCB	12/12/2022	1143	SAM'S CLUB	10.0.1100.450.47.0000.03	WATER	\$215.30
NCB	12/12/2022	1143	SCHLEGL'S	10.0.1100.450.65.0000.02	COOKIES	\$60.75
NCB	12/12/2022	1143	SCHLEGL'S	10.0.2310.312.00.0000.00	WHOLESALE/BOE MEETING	\$59.50
NCB	12/12/2022	1143	SCHOLASTIC BOOK CLUBS	10.0.1100.450.12.0000.01	BOOKS	\$159.00
NCB	12/12/2022	1143	SCHOLASTIC BOOK CLUBS	10.0.1100.450.12.0000.01	BOOKS	\$235.00
NCB	12/12/2022	1143	SCHOLASTIC BOOK CLUBS	10.0.1100.450.12.0000.01	BOOKS	\$225.00
NCB	12/12/2022	1143	SCHOLASTIC INC	10.0.1100.410.23.0000.03	REFUND	(\$252.12)
Check Total:						\$994.29
7400027244	12/15/2022	1154	SCHOOL DISTRICT #74	10.2.0111.000.00.0000.00	REIMB/PLAY MART, INC.	\$5,779.00
Check Total:						\$5,779.00
7400027176	12/01/2022	1142	SCHOOL HEALTH CORPORATION	10.0.2130.300.00.0000.01	Zoll Pedi Pads	\$399.96
7400027176	12/01/2022	1142	SCHOOL HEALTH CORPORATION	10.0.2130.300.00.0000.01	HEALTH OFFICE PURCHASED SERVICES- TH	\$207.96
7400027176	12/01/2022	1142	SCHOOL HEALTH CORPORATION	10.0.2130.300.00.0000.01	Eye sticker	\$6.58
7400027176	12/01/2022	1142	SCHOOL HEALTH CORPORATION	10.0.2130.300.00.0000.01	Hearing Stickter	\$6.58

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027176	12/01/2022	1142	SCHOOL HEALTH CORPORATION	10.0.2130.300.00.0000.01	sting bee	\$14.40
7400027176	12/01/2022	1142	SCHOOL HEALTH CORPORATION	10.0.2130.300.00.0000.01	Nasal drip pads	\$17.40
7400027176	12/01/2022	1142	SCHOOL HEALTH CORPORATION	10.0.2130.300.00.0000.01	kleenex	\$13.25
7400027176	12/01/2022	1142	SCHOOL HEALTH CORPORATION	10.0.2130.300.00.0000.01	medicine cup	\$4.86
7400027176	12/01/2022	1142	SCHOOL HEALTH CORPORATION	10.0.2130.300.00.0000.01	plastic cup	\$8.44
7400027176	12/01/2022	1142	SCHOOL HEALTH CORPORATION	10.0.2130.300.00.0000.01	Blanket	\$31.55
7400027176	12/01/2022	1142	SCHOOL HEALTH CORPORATION	10.0.2130.300.00.0000.01	tarry towel	\$12.50
7400027176	12/01/2022	1142	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.01	V3 Titmus Control Panel Cord	\$32.44
Check Total:						\$755.92
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	Sani-cloths	\$12.69
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	Zoll AED Child Pads	\$790.23
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	Zoll AED Battery replacements	\$457.14
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	Wound closures	\$5.07
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	Clorox	\$7.89
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	Adult AED Pads	\$601.47
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	PAWS toweletts	\$37.56
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	E-sphyg cuff	\$112.99
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	small cuff	\$30.39
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	Bacitracin with Zinc	\$5.59

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	12 inch medical organizer	\$20.79
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	2 x4 bandages	\$27.96
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	spot round	\$12.76
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	Roll Gauze	\$8.18
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	3x3 gauze	\$5.89
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	cotton	\$18.99
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	Hydrocortisone	\$5.99
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	10.0.2130.400.00.0000.03	12 inch medical organizer	(\$20.79)
7400027245	12/15/2022	1154	SCHOOL HEALTH CORPORATION	20.0.2540.400.00.0000.03	AEROSOL PAINT	\$82.99
Check Total:						\$2,223.78
7400027246	12/15/2022	1154	SCHOOL NURSE SUPPLY, INC.	10.0.2130.400.00.0000.02	HEALTH OFFICE SUPPLIES & MATERIALS - RUTLEDGE	\$76.77
7400027246	12/15/2022	1154	SCHOOL NURSE SUPPLY, INC.	10.0.2130.400.00.0000.02	HEALTH OFFICE SUPPLIES & MATERIALS - RUTLEDGE	\$9.90
7400027246	12/15/2022	1154	SCHOOL NURSE SUPPLY, INC.	10.0.2130.400.00.0000.02	HEALTH OFFICE SUPPLIES & MATERIALS - RUTLEDGE	\$2.23
7400027246	12/15/2022	1154	SCHOOL NURSE SUPPLY, INC.	10.0.2130.400.00.0000.02	HEALTH OFFICE SUPPLIES & MATERIALS - RUTLEDGE	\$2.50
Check Total:						\$91.40
7400027177	12/01/2022	1142	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	School Smart Magnetic Whiteboard, Medium, 22 x	\$22.90
7400027177	12/01/2022	1142	SCHOOL SPECIALTY	10.0.1100.410.00.0000.01	Tru-Ray Sulphite Construction Paper, 12 x 18	\$23.82
7400027177	12/01/2022	1142	SCHOOL SPECIALTY	10.0.1100.410.00.0000.01	Tru-Ray Sulphite Construction Paper, 12 x 18	\$24.84

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027177	12/01/2022	1142	SCHOOL SPECIALTY	10.0.1100.410.00.0000.01	Tru-Ray Sulphite Construction Paper, 12 x 18	\$29.43
7400027177	12/01/2022	1142	SCHOOL SPECIALTY	10.0.1100.400.19.0000.03	BIC Intensity Advanced Dry Erase Low Odor Marker,	\$48.82
7400027177	12/01/2022	1142	SCHOOL SPECIALTY	10.0.1100.400.19.0000.03	School Smart Mechanical Pencils with Eraser, 0.9 mm	\$81.12
Check Total:						\$230.93
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.1100.410.25.0000.01	Desktop organizer	\$34.49
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.1100.410.25.0000.01	Tickets	\$12.57
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.1100.410.25.0000.01	Scotch tape	\$23.52
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.1100.410.25.0000.01	felt tip pen	\$31.87
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	Post-it Super Sticky Easel Pads, 25 x 30 Inches, Ruled,	\$61.61
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.2130.300.00.0000.03	utensils	\$16.42
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.2130.300.00.0000.03	dual-sharpner	\$6.41
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.2130.300.00.0000.03	Maple scissors	\$6.34
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.2130.300.00.0000.03	Uni-ball pen blue	\$60.02
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	3M 201+ General Use Masking Tape, 0.5 Inch x 60	\$2.89
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.1800.400.00.0000.01	bins	\$24.97
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.1100.400.14.0000.02	EXPO Low Odor Dry Erase Markers, Chisel Tip,	\$20.21
7400027247	12/15/2022	1154	SCHOOL SPECIALTY	10.0.1125.450.09.0000.01	Creativity Street Dip and Print Leaf Sponge Set, 3 in,	\$6.40
Check Total:						\$307.72
NCB	12/12/2022	1143	SIGNUPGENIUS, INC.	10.0.1100.470.05.0000.00	SIGNUPGENIUS PRO PLATINUM-ANNUAL	\$485.90
NCB	12/12/2022	1143	SKOKIE BP	20.0.2540.464.00.0000.00	GAS FOR DIST TRUCK	\$112.35
NCB	12/12/2022	1143	SKOKIE FLORIST	10.0.2310.300.00.0000.00	FLOWERS	\$71.95
Check Total:						\$670.20
7400027248	12/15/2022	1154	SMITHEREEN COMPANY	20.0.2540.320.00.0000.04	ADMIN BUILDING	\$45.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

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Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027248	12/15/2022	1154	SMITHEREEN COMPANY	20.0.2540.320.00.0000.02	REGULARLY SCHEDULED PC SERVICE	\$71.00
7400027248	12/15/2022	1154	SMITHEREEN COMPANY	20.0.2540.320.00.0000.03	REGULARLY SCHEDULED PC SERVICE	\$78.00
7400027248	12/15/2022	1154	SMITHEREEN COMPANY	20.0.2540.320.00.0000.01	TARGET PESTS/TH	\$61.00
Check Total:						\$255.00
7400027249	12/15/2022	1154	SOCIAL THINKING	10.0.2110.400.00.0000.02	SOCIAL WORK SUPPLIES & MATERIALS - RUTLEDGE	\$69.60
Check Total:						\$69.60
NCB	12/12/2022	1143	STARBUCKS	10.0.1100.449.00.0000.03	ACTIVATE CARD	\$150.00
Check Total:						\$150.00
7400027187	12/09/2022	1158	STATE DISBURSEMENT UNIT	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,079.00
Check Total:						\$1,079.00
7400027191	12/23/2022	1161	STATE DISBURSEMENT UNIT	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$1,079.00
Check Total:						\$1,079.00
7400027179	12/01/2022	1142	STEPHEN RAMSEYER	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS GOLF/11/10/22	\$61.00
Check Total:						\$61.00
7400027250	12/15/2022	1154	STEVE ROBERTSON	20.0.2540.490.00.0000.03	EXPENSE REIMBURSEMENT/WORK	\$100.00
Check Total:						\$100.00
NCB	12/12/2022	1143	STUDIES WEEKLY	10.0.1100.410.23.0000.03	SUBSCRIPTIONS/25	\$224.13
Check Total:						\$224.13
7400027251	12/15/2022	1154	STUDIO GC	60.0.2530.319.00.0000.00	2023 TH/RH/LH GENERAL WORK	\$7,613.50
7400027251	12/15/2022	1154	STUDIO GC	90.0.2530.319.00.0000.00	2023 TH/RH/LH GENERAL WORK	\$40,524.00
7400027251	12/15/2022	1154	STUDIO GC	60.0.2530.500.00.0000.00	TODD HALL FENCING	\$61,780.00
Check Total:						\$109,917.50
7400027252	12/15/2022	1154	SYLVIA HERNANDEZ	10.0.2520.332.00.0000.00	MILEAGE REIMBURSEMENT	\$45.00
Check Total:						\$45.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE
 Date Range: 12/01/2022 - 12/31/2022
 Sort By: Vendor
Voucher Range: -
 Dollar Limit: \$0.00

Fiscal Year: 2022-2023

Print Employee Vendor Names
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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027253	12/15/2022	1154	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	CHEDDAR CHEESE JACK	\$192.03
7400027253	12/15/2022	1154	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	CHEESE/SOUR	\$1,027.67
7400027253	12/15/2022	1154	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	MOZZARELLA CHEESE/CHICKEN	\$845.02
7400027253	12/15/2022	1154	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	MOZZARELLA CHEESE/BAGEL/TOMATO	\$871.38
Check Total:						\$2,936.10
7400027180	12/01/2022	1142	TAMALA REED	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS LINCOLN J.H.	\$61.00
Check Total:						\$61.00
7400027254	12/15/2022	1154	TAMALA REED	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS MCCRAKEN/12/5/22	\$61.00
Check Total:						\$61.00
NCB	12/12/2022	1143	TARGET	10.0.1100.411.00.0000.02	CRAYOLA	\$39.97
Check Total:						\$39.97
7400027255	12/15/2022	1154	THE COVE SCHOOL	10.0.4120.670.35.0000.00	TUITION	\$5,426.57
Check Total:						\$5,426.57
NCB	12/01/2022	1144	THE DEPOSITORY TRUST COMPANY	30.0.5140.620.00.0000.00	SERIES 2016 INT	\$82,050.00
NCB	12/01/2022	1145	THE DEPOSITORY TRUST COMPANY	30.0.5140.620.00.0000.00	SERIES 2021 INT	\$93,925.00
NCB	12/01/2022	1146	THE DEPOSITORY TRUST COMPANY	30.0.5140.620.00.0000.00	SERIES 2015 INT	\$49,650.00
NCB	12/01/2022	1146	THE DEPOSITORY TRUST COMPANY	30.0.5200.610.00.0000.00	SERIES 2015 PRINC	\$790,000.00
NCB	12/01/2022	1147	THE DEPOSITORY TRUST COMPANY	30.0.5140.620.00.0000.00	SERIES 2018 INT	\$104,100.00
NCB	12/01/2022	1147	THE DEPOSITORY TRUST COMPANY	30.0.5200.610.00.0000.00	SERIES 2018 PRINC	\$375,000.00
NCB	12/12/2022	1143	THE MIDWEST CLINIC	10.0.2210.312.00.0000.03	INTERNATIONAL BAND AND ORCHESTRA CONFERENCE	\$187.18
NCB	12/12/2022	1143	THE NATURE MUSEUM	10.0.1100.314.04.0000.01	FIELD TRIP	\$960.00
Check Total:						\$1,495,872.18

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 12/01/2022 - 12/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027256	12/15/2022	1154	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$105.35
7400027256	12/15/2022	1154	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$12.49
7400027256	12/15/2022	1154	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$644.49
7400027256	12/15/2022	1154	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$520.23
7400027256	12/15/2022	1154	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$756.12
Check Total:						\$2,038.68
NCB	12/12/2022	1143	TRACERS	10.0.2310.300.00.0000.00	MONTHLY FEE	\$39.00
NCB	12/12/2022	1143	TRAFFIC CONTROL & PROTECTION INC	20.0.2540.404.00.0000.02	PROTABLE ONE BASE/QUICK RELEASE	\$124.25
Check Total:						\$163.25
7400027181	12/01/2022	1142	ULINE	20.0.2540.416.00.0000.02	Gloves XL /powder free	\$89.91
7400027181	12/01/2022	1142	ULINE	20.0.2540.416.00.0000.02	Toilet Bowl Mop	\$23.48
7400027181	12/01/2022	1142	ULINE	20.0.2540.416.00.0000.02	Gloves M /powder free	\$539.43
Check Total:						\$652.82
7400027257	12/15/2022	1154	ULINE	20.0.2540.416.00.0000.03	Powder Detergent 50lb pail	\$178.50
Check Total:						\$178.50
7400027182	12/01/2022	1142	UNIQUE PRODUCTS & SERVICE CORP.	20.0.2540.320.00.0000.03	TRAVEL/LABOR	\$218.25
Check Total:						\$218.25
7400027258	12/15/2022	1154	UNITED RADIO COMMUNICATIONS	20.0.2540.400.00.0000.02	2500 MAH SLIM Li ION BATTERY SEMI-SMART	\$362.88
7400027258	12/15/2022	1154	UNITED RADIO COMMUNICATIONS	20.0.2540.400.00.0000.02	SHIPPING & HANDLING	\$14.95
7400027258	12/15/2022	1154	UNITED RADIO COMMUNICATIONS	20.0.2540.400.00.0000.03	HIGH CAP LiION 2450 MAH BATTERY Replacement	\$356.00
Check Total:						\$733.83
NCB	12/09/2022	1159	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$904.00
NCB	12/23/2022	1165	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00

Lincolnwood School District 74

Disbursement Detail Listing

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Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount	
NCB	12/23/2022	1165	VALIC	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00	
NCB	12/23/2022	1165	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.00	
NCB	12/09/2022	1159	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00	
NCB	12/09/2022	1159	VALIC	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00	
NCB	12/23/2022	1165	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$904.00	
NCB	12/09/2022	1159	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.00	
						Check Total:	\$3,716.00
7400027259	12/15/2022	1154	VANGUARD ENERGY SERVICES	20.0.2540.465.00.0000.00	NATURAL GAS	\$9,692.42	
						Check Total:	\$9,692.42
7400027183	12/01/2022	1142	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.01	Skid of White Paper	\$1,904.00	
7400027183	12/01/2022	1142	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.01	FUEL OR ENERGY	\$16.50	
						Check Total:	\$1,920.50
7400027260	12/15/2022	1154	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.02	20 cartons white paper RH	\$952.00	
7400027260	12/15/2022	1154	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.02	1 carton lt. blue paper RH	\$55.40	
7400027260	12/15/2022	1154	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.02	1 carton gold paper RH	\$55.40	
7400027260	12/15/2022	1154	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.02	1 carton lt. yellow paper RH	\$68.65	
7400027260	12/15/2022	1154	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.02	1 carton lavender paper RH	\$55.40	
7400027260	12/15/2022	1154	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.02	1 carton salmon paper RH	\$55.40	
7400027260	12/15/2022	1154	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.02	1 carton buff paper RH	\$68.65	
7400027260	12/15/2022	1154	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.02	FREIGHT CHARGES	\$13.50	
						Check Total:	\$1,324.40
7400027261	12/15/2022	1154	VICKIE KAPSALIS	10.0.2560.400.00.0000.00	2 PR WORK SHOES	\$100.00	
						Check Total:	\$100.00
7400027188	12/09/2022	1158	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$229.40	

Lincolnwood School District 74

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Exclude Voided Checks

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400027188	12/09/2022	1158	VISION SERVICE PLAN	20.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$22.94
7400027188	12/09/2022	1158	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$229.40
7400027188	12/09/2022	1158	VISION SERVICE PLAN	20.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$22.94
7400027188	12/09/2022	1158	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$45.88
Check Total:						\$550.56
NCB	12/12/2022	1143	WALMART	10.0.1100.450.57.0000.03	MILK CHOCOLATE BAKING CHIPS/ORIGINAL SOFT	\$16.32
NCB	12/12/2022	1143	WALMART	10.0.1100.423.36.0000.03	REDUCED FAT MILK/TEXAS TOAST/BANANAS	\$28.18
NCB	12/12/2022	1143	WALMART	10.0.1100.450.57.0000.03	MOZZARELLA CHEESE/PARMESAN	\$86.70
NCB	12/12/2022	1143	WALMART	10.0.1100.450.65.0000.02	WRAPPERS/FOOD WRAP/FOIL PANS	\$34.46
NCB	12/12/2022	1143	WALMART	10.0.1100.400.19.0000.03	FOIL/PROPANE	\$17.85
Check Total:						\$183.51
7400027262	12/15/2022	1154	WALTER F. TENER	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS FAIRVIEW/11/30/22	\$122.00
Check Total:						\$122.00
7400027184	12/01/2022	1142	WAREHOUSE DIRECT	20.0.2540.530.00.0000.02	Dual No.1 Vendor (D1) product description : Dual	\$860.00
7400027184	12/01/2022	1142	WAREHOUSE DIRECT	20.0.2540.530.00.0000.03	Dual No.1 Vendor (D1) product description : Dual	\$1,075.00
7400027184	12/01/2022	1142	WAREHOUSE DIRECT	20.0.2540.416.00.0000.03	COMBO DISP/RECEPT,WHT METAL	\$485.15
Check Total:						\$2,420.15
7400027263	12/15/2022	1154	WAREHOUSE DIRECT	20.0.2540.416.00.0000.01	BWK S5020 Vomit Absorbent 24-1 Pound Bags	\$130.00
7400027263	12/15/2022	1154	WAREHOUSE DIRECT	20.0.2540.416.00.0000.02	BWK S5020 Vomit Absorbent 24-1 Pound Bags	\$130.00
7400027263	12/15/2022	1154	WAREHOUSE DIRECT	20.0.2540.416.00.0000.03	BWK S5020 Vomit Absorbent 24-1 Pound Bags	\$130.00

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount	
						Check Total:	\$390.00
7400027264	12/15/2022	1154	WHITT LAW LLC	10.0.2310.318.00.0000.00	TAX RATE OBJECTIONS	\$270.00	
						Check Total:	\$270.00
7400027265	12/15/2022	1154	XTRAMATH	10.0.1100.316.05.0000.00	SOFTWARE- 22-23 Premium License	\$500.00	
						Check Total:	\$500.00
7400027185	12/01/2022	1142	ZABIHA HALAL MEAT PROCESSORS	10.0.2560.410.00.0000.00	TURKEY DELI BREAST/PASTRAMI/BOLOGN	\$265.77	
						Check Total:	\$265.77
7400027266	12/15/2022	1154	ZABIHA HALAL MEAT PROCESSORS	10.0.2560.410.00.0000.00	BEEF FRANKS/BEEF PATTIES	\$954.00	
						Check Total:	\$954.00
						Bank Total:	\$2,221,805.10

Voided Checks

7400027178	12/01/2022	1142	STATE INDUSTRIAL PRODUCTS	VOID	20.3.0431.000.00.0000.00	VOID: RETURNING ITEMS	\$1,596.14	
							Check Total:	\$1,596.14
							Voided Checks Total:	\$1,596.14

Fund	Amount
10	\$386,835.06
20	\$143,571.93
30	\$1,494,725.00
40	\$82,281.61
60	\$73,867.50
90	\$40,524.00
Fund Totals:	\$2,221,805.10

End of Report

Disbursements Grand Total: \$2,221,805.10