

LINCOLNWOOD SCHOOL DISTRICT 74  
BOARD OF EDUCATION  
Regular Meeting AGENDA  
Thursday, April 3, 2025 at **7:00 PM**

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

**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 Lincoln Hall Auditorium  
6855 North Crawford  
Lincolnwood, IL 60712,  
on Thursday, April 3, 2025.*

**Please note the earlier start time of 7:00 p.m. in the Lincoln Hall Auditorium, 6855 North Crawford, Lincolnwood.**

**Bill Reviewers for the Month:** Myra A. Foutris and Peter D. Theodore

**1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - (7:00 p.m.)**

- Kevin Daly
- Myra A. Foutris
- Ted Kwon
- Jay Oleniczak
- Rupal Shah Mandal
- Peter D. Theodore
- John P. Vranas

**ADMINISTRATIVE TEAM MEMBERS**

- Dr. David L. Russo
- Courtney Whited
- Aliaa Ibrahim
- Jennifer Ruttkay
- Jordan Stephen
- Renee Tolnai
- Dr. Dominick M. Lupo
- Mark Atkinson
- Joseph Segreti
- Chris Harmon
- Jackie McGoey
- Erin Curry

**2. DISTRICT RECOGNITION**

- a. *Curricular Highlight* - Todd Hall Principal Chris Harmon will share highlights from the recent Wellness Day celebration, where students participated in activities such as Pickleball, soccer, golf, and t-ball, while promoting teamwork, fitness, and an overall healthy lifestyle. The students also enjoyed a special cooking demonstration from Director of Food Services, Chef Peter Lembessis, who shared healthy eating habits.

**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 - <b>MARCH 6, 2025</b>	6
	II. Regular Board Meeting - Closed Session Minutes - <b>MARCH 6, 2025</b>	
	III. Committee of the Whole Meeting - <b>MARCH 18, 2025</b>	13
b.	EMPLOYMENT MATTERS	
	I. Personnel Report	
	II. New Employment	
	1. <b>Mary Pellicano</b> , Paraprofessional, Rutledge Hall, effective March 13, 2025, \$17.40/hr	
	2. <b>Robert Gillespie</b> , Paraprofessional, Rutledge Hall, effective March 11, 2025, \$17.40/hr	
	3. <b>Evan Kleeberg</b> , Paraprofessional, Lincoln Hall, effective March 31, 2025, \$17.40/hr	
	4. <b>Hayley Reynolds</b> , EL Teacher, Lincoln Hall, effective August 25, 2025, Class 4, Level 7, TBD by the new LTA/CBA	
	III. Resignation	
	1. <b>Jessica Mamola</b> , 4th Grade Teacher, Rutledge Hall, effective June 12, 2025	
	2. <b>Kristen Karr</b> , Pre-K Teacher, Todd Hall, effective June 12, 2025	
	IV. Maternity Leave Request	
	1. <b>Jenna George</b> , Full Time Substitute, District Wide, effective on or about April 20, 2025	
	2. <b>Rebecca Smoot</b> , Instructional Coach, Rutledge Hall, effective on or about April 24, 2025 with an expected return of June 6, 2025	
	V. FMLA Leave Request	
	1. <b>Beeta Azarnoosh</b> , Physical Education Teacher, Rutledge Hall, effective March 12, 2025	
c.	Third Grade through Fifth Grade Literacy Program Adoption   American Reading Company	15
	The Finance Committee concurred with the Administration's recommendation to the Board of Education to approve this Contract from American Reading Company for the adoption of the grades 3-5 literacy curriculum in the amount not to exceed \$327,520 from the 2025-2026 school year to the 2027-2028 school year with the intent that it may be extended based on Administrative and staff review.	
d.	3-year   Kindergarten through Second Grade Literacy Program Adoption   HMH Education Company	75
	The Finance Committee concurred with the Administration's recommendation to the Board of Education to approve this Contract from HMH Education Company for the adoption of the K-2 literacy curriculum in the amount of \$124,246.26 from the 2025-2026 school year to the 2027-2028 school year with the intent that it may be extended based on Administrative and staff review.	
e.	Annual Renewal of Administrator's Contracts	
	I. Assistant Superintendent for Curriculum and Instruction - Dr. Dominick Lupo	143
	II. Principal, Lincoln Hall - Mark Atkinson	154
	III. Assistant Principal, Lincoln Hall - Joseph Segreti	166
f.	Annual Renewal of Director's Contracts	
	I. Director of Special Education - Jennifer Ruttkay	178
	II. Director of Student Services, Erin Curry	189
g.	Annual Renewal of Employment Contract	
	I. Part-Time Substitute Cooperative Coordinator - Kathryn Parrish	200

- h. Final Fiscal Year 2024 Single Audit by Lauterbach & Amen, LLP 209  
This summary is for informational purposes. The final Fiscal Year 2024 Single Audit Report prepared by Lauterbach & Amen, LLP will be presented to the Lincolnwood School District 74 Board of Education for review at the April 3, 2025 Board of Education meeting, as recommended by the Finance Committee.
- i. LBSA Waiver Request- FY26 Facilities Rental Fees 223  
The Finance Committee concurred with the Administration's recommendation to the Board of Education to waive facility rental fees during fiscal year 2025-26 for Lincolnwood Baseball and Softball Association.
- j. FY 2026-2030 Transportation Services Amendment with First Student, Inc. 225  
The Finance Committee concurred with the Administration's recommendation to the Board of Education to accept this Amendment from First Student, Inc. for transportation services with consecutive 3.75% annual rate increases each of the five (5) fiscal years in effect from August 1, 2025 through July 31, 2030.
- k. Todd Hall's First Grade Classroom Furniture Replacement 229  
The Facilities Committee concurred with the Administration's recommendation to the Board of Education to approve this quote from Interiors for Business, Inc. for First Grade's Classroom Furniture in the amount of \$97,095.49 to be installed during Summer 2025.
- l. GSF USA, Inc. Custodial Cleaning Services for 2025-26 237  
The Facilities Committee concurred with the Administration's recommendation to the Board of Education to approve this Agreement from GSF USA, Inc. for custodial cleaning services in the amount of \$521,132.90 from August 1, 2025 through July 31, 2026.

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

- a. INFORMATION/DISCUSSION/ACTION: Ratification of the 2025 - 2029 Lincolnwood Teachers' Association (LTA) Agreement 239  
Rationale: The Lincolnwood School District 74 Board of Education approves all contracts.

**Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve the Ratified 2025 - 2029 Lincolnwood Teachers' Association (LTA) Agreement, as presented.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

7. COMMUNICATION FROM BOARD MEMBERS

- a. NTDSE/District 807: **John P. Vranas/Kevin Daly**
- b. IASB (Illinois Association of School Boards): **Jay Oleniczak/Myra A. Foutris**
- c. Finance Committee: **Peter D. Theodore/Jay Oleniczak**
- d. Facilities Committee: **John P. Vranas/Rupal Shah Mandal**
- e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris**
- 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): **Tommy Bujnowski (President)**
- c. PALS (People Active with Lincolnwood Schools): **Stacey Johnson (President)**

9. ADMINISTRATIVE REPORTS

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

- I. INFORMATION/DISCUSSION: District Updates

- II. INFORMATION/DISCUSSION/ACTION: Adoption of the Lincolnwood School District 74 Cardiac Emergency Response Plan 293  
Rationale: The Lincolnwood School District 74 Board of Education adopts District Emergency Response plans.

**Recommended Motion: I move that the Lincolnwood School District 74 Board of Education adopt the Lincolnwood School District 74 Cardiac Emergency Response Plan, as presented.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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

- I. INFORMATION/DISCUSSION/ACTION: Set the Last Day of School for Each School Year  
Rationale: The Lincolnwood School District 74 Board of Education approves the last day of school for each school year.

**Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve the last day of school for the 2024-25 District calendar to show a closing date of June 12, 2025.**

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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

- I. INFORMATION/DISCUSSION: Finance Report - **JANUARY 2025** 305

- II. INFORMATION/ACTION: Bills Payable in the Amount of \$926,375.18 313  
**Bills reviewed this month by:** Myra A. Foutris and Peter D. Theodore  
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 \$926,375.18.**

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)(2) - Collective Negotiating.**

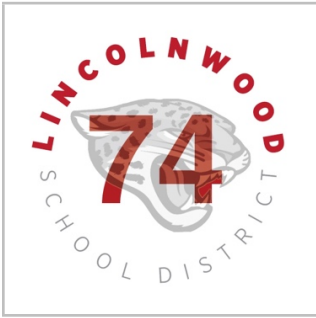
Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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, March 6, 2025 at **7:30 PM**

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

**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 Lincoln Hall Auditorium  
 6855 North Crawford, Lincolnwood, IL 60712, on Thursday, March 6, 2025.*

**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>	<u>MEMBERS ABSENT</u>	
Kevin Daly Myra A. Foutris Ted Kwon Jay Oleniczak Rupal Shah Mandal Peter D. Theodore John P. Vranas		

<u>ADMINISTRATORS/STAFF PRESENT</u>		
Dr. David L. Russo Dr. Dominick M. Lupo Courtney Whited Mark Atkinson	Chris Harmon Aliaa Ibrahim Jackie McGoey Jennifer Ruttkay Erin Curry	Jordan Stephen Joseph Segreti Renee Tolnai

**2. DISTRICT RECOGNITION**

**a. Curricular Highlight - Carnegie Scope and Sequence Development**

Rutledge Hall and Todd Hall Teachers alongside District Instructional Coaches will reflect on professional development they have undergone during the adoption and implementation of the new Carnegie Math Resource to present greater engagement and rigor in math classes. They will share key aspects of the scope and sequence development and their greater impact on the student experience.

District staff provided an overview as they shared the presentation on key aspects of the scope and sequence development and their greater impact on the student experience.

**3. AUDIENCE TO VISITORS**

None

**4. CONSENT AGENDA**

**a. APPROVAL OF MINUTES**

**1. Regular Board Meeting Minutes - FEBRUARY 6, 2025**

II. Regular Board Meeting - Closed Session Minutes - **FEBRUARY 6, 2025**

b. EMPLOYMENT MATTERS

I. Personnel Report

II. FMLA Leave Request

1. **Edward Pach**, Maintenance Engineer, District Wide, effective February 18, 2025, with a return of March 17, 2025
2. **Sharon McAdams**, 1st Grade Teacher, Todd Hall, effective March 17, 2024 until the completion of the 2024-2025 school year

c. Color Portraits, Inc. Contract for 2025-2026 School Year

The Administration recommends that the Board of Education approve the Contract from Color Portraits, Inc., and its employees, for school photos for the 2025-2026 school year, as presented.

It was moved by Secretary Vranas and seconded by Vice President Theodore 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: Theodore, Vranas, Foutris, Kwon, Oleniczak, Shah Mandal, Daly

Nays: None

Absent: None

Motion passed.

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

None

7. COMMUNICATION FROM BOARD MEMBERS

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

Secretary Vranas reported that the NTDSE Governing Board last met on January 23, 2025. Besides regular business, the following items would be of interest to our Board:

- Discussed acquiring rental space at All Saint's School only a few blocks away from Molloy. The enrollment at Molloy has ballooned to the point that there is no additional space to accommodate this growth even though we have recently expanded the school with additional classrooms.
- Approved the bids for the Molloy School summer construction of Pod4.

The next meeting is on Wednesday, March 19, 2025 at 6:00 p.m. at the NTDSE Administrative Center.

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

Member Oleniczak reported that each Board member received their copy of the IASB Constitution and Position Statements.

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

The Finance Committee last met on February 20, 2025.

- There were no formal recommendations voted on due to the lack of a quorum. The Finance Committee members in attendance supported the Administrative recommendation to the Board of Education for:
  - District Staff and Student 1:1 Technology Refresh for 2025-2026 School Year
  - 8th Grade Lab STEM Proposal
- District Finance Update:
  - An update was given on the collection of 2024-25 School Year K-8 Registration Fees.

- One possible timeline for a potential bond sale was presented.
- Preliminary rates for HMO IL/HMO Blue Advantage and PPO plans were discussed.

The next Finance Committee meeting is scheduled for Thursday, March 20, 2025 at 6:30 p.m. The public is welcome.

d. Facilities Committee: **John P. Vranas/Rupal Shah Mandal**

The Facilities Committee last met on February 18, 2025. Notwithstanding a lack of quorum, the members of the Committee in attendance reviewed the recommendations and updates from StudioGC, our architect, and have stated their support for the following items for the Board to consider at the meeting:

- Approve the lowest responsible bid from Oak Brook Mechanical Services, Inc. for the Todd Hall HVAC Tunnel Piping.
- Approve the lowest responsible bid from Construction Solutions for the Rutledge Hall Corridor Flooring.
- Approve the lowest responsible bid from Construction Solutions for the Rutledge Hall and Lincoln Hall General Trades.
- Approve the lowest responsible bid from Abbey Paving for Sitework.
- Go forward with the Kindergarten Playground Equipment Alteration.
- Approve the contract from Landscape Structures for PlayBounds Poured-in-Place Surfacing for the Kindergarten Playground.
- Go forward with the replacement of the two Outdoor Basketball Hoops at Lincoln Hall.
- Approve the bid from Contour Landscaping, Inc. for 2025-2026 Seasonal Landscaping Maintenance with the option to renew in 2027 and 2028.
- Approve the proposed Request for Authorization to Use Fire Prevention and Safety Funds for the 2025 Todd Hall HVAC Tunnel Piping and Lincoln Hall Courtyard Windows.

The next Facilities Committee meeting is scheduled for Tuesday, March 18, 2025 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, November 15, 2024. The February and March Policy Committee meetings were cancelled due to a light agenda.

The next Policy Committee meeting is scheduled for Friday, April 11, 2025 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](http://sd74.org).

8. COMMUNICATION TO THE BOARD OF EDUCATION

- a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Kevin Conley (Co-Presidents)**  
No report.
- b. LSSU (Lincolnwood Support Staff Union): **Tommy Bujnowski (President)**  
No report.
- c. PALS (People Active with Lincolnwood Schools): **Stacey Johnson (President)**  
No report.

9. ADMINISTRATIVE REPORTS

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

i. District Updates

Thank you to Dr. Lupo, our Instructional Coaches, and our teachers who have been working diligently to implement the new Carnegie Math series. The ongoing professional development we have been able to provide has been outstanding and we appreciate the Board's support through allocation of resources to provide for these experiences. We believe that this new program will result in long-term positive outcomes for students' math development.

We also want to thank all those on the PALS committee who put forth time and effort to host such an outstanding fundraising event last month. It was a great evening of community building. Part of the funds raised will go to the Cahill Scholarship program, which we are currently in the window of accepting applications. We are also looking forward to the Teacher Appreciation Week festivities coming up later in the year.

Families should have received the Sign-Up Genius information regarding spring Parent-Teacher conferences. Make sure you are consulting the directions to ensure you are signing up for the correct teacher(s). If you did not receive this communication, reach out to your respective school office for the details. Registration for conferences will be available through March 14, 2025. March 14th is a busy day as it will also be the open of SD74 Summer Adventures in-District registration, which Dr. Lupo will explain in greater detail. The 14th is also our launch date for 2025-2026 re-registration/registration. More information on that process can be found in upcoming *Tuesday Newsday* editions.

On February 25, 2025 the District played host to 28 of the best spellers in our area. Our Lincoln Hall Auditorium is an outstanding venue for this event and the sponsors truly appreciate our staff's partnership to host the competition. In the end, two students from Park Ridge went back and forth for nearly half an hour. This back and forth even included the judges using the audio tape to determine if a word had been spelled correctly (it hadn't). The winning word was "calusar" ... a Romanian hobby horse dance done by members of a sworn brotherhood in wild steps and fierce mock combat.

Although it is still a couple of weeks away, we wish everyone a wonderful Spring Break. This year, Spring Break is March 24-28, 2025. Spring Break has always been a great time to create memories in the Russo family. Travel safely for those heading out of town or enjoy a more relaxed schedule for a few days as we head into the final weeks of the school year.

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

I. Curriculum Department Update

The SD74 Summer Adventures brochure will be available on Tuesday, March 11, 2025. Students 1<sup>st</sup> grade through 8<sup>th</sup> grade will have a wonderful assortment of courses to choose from. Registration will open for SD74 families on Friday, March 14, 2025 and out-of-district families registration will open on Friday, March 21, 2025.

The Literacy Committee is proud to bring the K-5 Literacy curriculum proposal to the Finance Committee for their support on Thursday, March 20, 2025.

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

I. Finance Report - **DECEMBER 2024**

Courtney Whited, Business Manager/CSBO presented the December 2024 Finance Report.

II. Todd Hall HVAC Tunnel Piping

It was moved by Secretary Vranas and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education approve the \$536,800 bid from Oak Brook Mechanical Services, Inc. for the Todd Hall HVAC Tunnel Piping to be completed during Summer 2025, as presented and recommended by the Administration.

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

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

Nays: None

Absent: None

Motion passed.

### III. Rutledge Hall Corridor Flooring

It was moved by Secretary Vranas and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education approve the \$173,723 bid from Construction Solutions for Rutledge Hall's Corridor Flooring to be completed during Summer 2025, as presented and recommended by the Administration.

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

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

Nays: None

Absent: None

Motion passed.

### IV. Rutledge Hall and Lincoln Hall General Trades

It was moved by Secretary Vranas and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education approve the \$457,723 bid from Construction Solutions for Rutledge Hall and Lincoln Hall General Trades to be completed during Summer 2025, as presented and recommended by the Administration.

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

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

Nays: None

Absent: None

Motion passed.

### V. Sitework (replacement of worn concrete, playground area preparation, play areas)

It was moved by Secretary Vranas and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education approve the \$372,550 bid from Abbey Paving for the Sitework project to be completed during Summer 2025, as presented and recommended by the Administration.

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

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

Nays: None

Absent: None

Motion passed.

### VI. Replacement of Kindergarten's Playground Artificial Turf with Poured-In-Place Surfacing

It was moved by Secretary Vranas and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education approve this Contract from Landscape Structures for Play Bounds Poured-in-Place Surfacing for the Kindergarten Playground in the amount of \$105,210, as presented and recommended by the Administration.

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

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

Nays: None

Absent: None

Motion passed.

VII. Landscaping Maintenance Bid 2025-26, 2027, 2028

It was moved by Secretary Vranas and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education approve the bid from Contour Landscaping, Inc. for 2025-2026 Seasonal Landscaping Maintenance in the amount of \$78,888 with the option to renew in 2027 and 2028, as presented and recommended by the Administration.

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

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

Nays: None

Absent: None

Motion passed.

VIII. Authorization to Use Fire Prevention and Safety Funds for the 2025 Todd Hall HVAC Tunnel Piping and Lincoln Hall Courtyard Windows

It was moved by Secretary Vranas and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education approve the proposed Request for Authorization to Use Fire Prevention and Safety Funds in the total amount of \$733,724, as presented and recommended by the Administration.

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

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

Nays: None

Absent: None

Motion passed.

IX. District Staff and Student 1:1 Technology Refresh For 2025-26 School Year

It was moved by Secretary Vranas and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education continue with the replacement of District equipment in an amount not to exceed \$183,000 for the 2025-26 school year, as presented and recommended by the Administration.

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

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

Nays: None

Absent: None

Motion passed.

X. District 8th Grade STEM Lab Proposal

It was moved by Vice President Theodore and seconded by Secretary Vranas that the Lincolnwood School District 74 Board of Education continue with the replacement of the 8th grade STEM lab computers in an amount not to exceed the amount of \$14,500, as presented and recommended by the Administration.

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

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

Nays: None

Absent: None

Motion passed.

XI. Bills Payable in the Amount of \$775,511.62

**Bills reviewed this month by:** Ted Kwon and Jay Oleniczak

It was moved by Member Oleniczak and seconded by Member Kwon that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$775,511.62.

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

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

Nays: None

Absent: None

Motion passed.

10. AUDIENCE TO VISITORS

None

11. RECESS INTO CLOSED SESSION

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

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

12. ADJOURNMENT

It was moved by Member Oleniczak and seconded by Member Shah Mandal to adjourn the Regular meeting of the Lincolnwood School District 74 Board of Education.

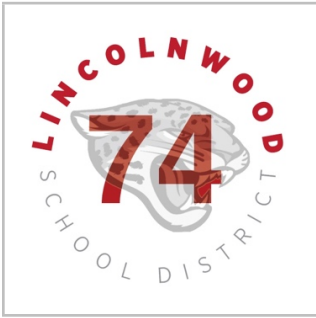
President Daly submitted the motion to a voice vote and the motion passed at 8:49 p.m.

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Kevin Daly, President

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John P. Vranas, Secretary



LINCOLNWOOD SCHOOL DISTRICT 74  
 BOARD OF EDUCATION  
 Committee of the Whole Meeting Minutes  
 Tuesday, March 18, 2025 at **7:00 PM**

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

**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 Committee of the Whole Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, was held in the Marvin Garlich Administration Building 6950 N. East Prairie Road, Lincolnwood, Illinois 60712, on Tuesday, March 18, 2025.*

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

President Daly called the meeting to order at 7:01 p.m., roll call was taken and the Pledge of Allegiance was recited.

<p><u>MEMBERS PRESENT</u>          Kevin Daly          Rupal Shah Mandal          John P. Vranas          Peter D. Theodore</p>	<p><u>MEMBERS ABSENT</u>          Ted Kwon          Myra A. Foutris          Jay Oleniczak</p>	
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<p><u>ADMINISTRATORS/STAFF PRESENT</u>          Dr. David L. Russo          Dr. Dominick M. Lupo          Courtney Whited</p>	
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OTHERS PRESENT

Athi Toufexis, District Architect of Record, StudioGC

**2. AUDIENCE TO VISITORS**

Susan Fahey, Director, Children's Care & Development Center, Inc. (CCDC) thanked the Lincolnwood School District 74 Board of Education for their partnership throughout the years.

**3. NEW BUSINESS**

**a. Todd Hall Renovations/CCDC Lease Renewal**

The Administration seeks direction from the Board of Education as it relates to the developing plans for Todd Hall renovations and leasing space to the Children’s Care and Development Center, Inc. (CCDC)

Dr. Russo shared a synopsis of the current utilization of the space at Todd Hall as well as an overview of the three options for potential Todd Hall renovations provided by StudioGC:

- Concept A: Renovation with CCDC
- Concept B: Renovation without CCDC
- Concept C: Addition

Athi Toufexis will complete both site and maximum coverage analyses for a better understanding of potential land usage for the next discussion.

The Administration was asked to provide consideration to the implications of renewing the Children's Care & Development Center, Inc. (CCDC) lease which is due for renewal in June 2026 and directed the Administration to meet with the CCDC director regarding finances relevant to this project.

The Board of Educations directed the Administration to bring a recommendation for a Demographic study outlining how the planned Lincolnwood Town Center property may impact future Lincolnwood School District 74 District enrollment.

#### 4. ADJOURNMENT

It was moved by Member Shah Mandal and seconded by Vice President Theodore to adjourn the Committee of the Whole meeting of the Lincolnwood School District 74 Board of Education.

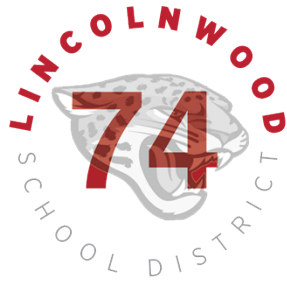
President Daly submitted the motion to a voice vote and the motion passed at 7:59 p.m.

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Kevin Daly, President

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John P. Vranas, Secretary



## Executive Summary Board of Education Meeting

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DATE: April 3, 2025

TOPIC: Third Grade through Fifth Grade Literacy Program Adoption | American Reading Company

PREPARED BY: Dominick Lupo

### Recommended for:

- Action
- Discussion
- Information

### Purpose/Background:

The Board of Education approves all curricular adoptions and contracts.

### Executive Summary

As we continue to focus on enhancing the literacy skills of our students, it is essential that we provide a curriculum that is both rigorous and responsive to their diverse learning needs. After a thorough evaluation of available literacy program options, our nineteen member Literacy Committee recommends adoption of the American Reading Company (ARC) literacy curriculum for students in grades 3 through 5. This curriculum offers a comprehensive, research-based approach that is aligned with our District's goals and ensures that all students have the opportunity to succeed in reading and writing.

The ARC literacy curriculum stood out due to its critical components of literacy development, including vocabulary, comprehension, writing, and student choice, all of which are essential for student success. ARC supports the development of both struggling readers and more advanced learners through continuous assessments built into the curriculum. This allows teachers the ability to monitor student progress, identify areas for improvement, and adjust instruction to meet students' evolving needs. This data-driven approach also allows for targeted interventions when and where necessary.

ARC also stood out because it provides a wide array of resources, including leveled texts and flexible lesson plans. The incorporation of both print and digital resources provides students with multiple modes of learning, ensuring that we can reach learners with different learning preferences and styles.

Another significant benefit of ARC is the comprehensive support it offers to teachers. The curriculum includes detailed lesson plans, professional development, and ongoing instructional support, all of which equip educators to deliver high-quality, engaging lessons.

Furthermore, the ARC curriculum emphasizes the importance of literacy across content areas, encouraging students to develop the skills they need not only for reading and writing but also for success in subjects such as science, social studies, and mathematics.

Adopting the American Reading Company’s literacy curriculum for grades 3 through 5 will provide our district with a proven, flexible, and comprehensive tool to enhance student literacy. It is a curriculum that supports differentiation, fosters teacher effectiveness, and equips students with the literacy skills they need for academic success. The goals of this program are also aligned with our District’s strategic plan of developing high school ready learners with cutting edge resources. Through implementation of this resource, we have confidence that this program will positively impact our students' reading and writing proficiency, thus strongly preparing them for the next level of education.

The District’s Legal Counsel reviewed all documents and prepared the included contract amendments.

**Fiscal Impact:**

Year 1	<i>\$244,920 for all materials and professional development.</i>
Year 2	<i>\$21,300 consumable and digital literacy platform</i>
Year 3	<i>\$21,300 consumable and digital literacy platform</i>
Ongoing Professional Development	<i>Not to exceed \$40,000 in years 2 &amp; 3 combined</i>

The fiscal impact of the 3-year adoption amount not to exceed \$327,520 for all materials and professional development.

**Recommendation:**

The Finance Committee concurred with the Administration's recommendation to the Board of Education to approve this Contract from *American Reading Company* for the adoption of the grades 3-5 literacy curriculum in the amount not to exceed \$327,520 from the 2025-2026 school year to the 2027-2028 school year with the intent that it may be extended based on Administrative and staff review.

**Lincolnwood School District 74**

**ARC Core Grades 3-5 Implementation - Essential Unit 1, Full Modules Unit**

**02/25/2025**

Proposal Number: 00255588

Submitted To: -

Lincolnwood, IL 60712

PRICING SUMMARY	
Materials	\$204,920.00
Digital Literacy Platform	\$0.00
<b>Grand Total</b>	<b>\$204,920.00</b>

Please note: Prices are valid 90 days from date of proposal

**Prices and Fulfillment**

Prices are valid 90 days from date of proposal. Upon receipt of purchase order or other payment method, materials will be shipped on a timeline mutually agreed to by the parties. ARC's Professional Development services will be delivered at customer's request and subject to American Reading Company personnel availability. Please send purchase orders to [orders@americanreading.com](mailto:orders@americanreading.com).

**Warranty and Exchanges**

ARC guarantees quality products and will replace products due to order discrepancies and/or damaged products reported within 90 days of receipt of order. Customers will be provided either credit or replacement product. Marked, stickered, stamped, or otherwise altered materials are non-returnable. Beyond the ninety days allowed for replacement of items deemed defective, ARC disclaims all warranties, expressed or implied.

American Reading Company will pay for return shipping if it is a result of company error. Please contact American Reading Company to ensure your exchange is processed correctly and you receive credit or replacement. If you have questions regarding your order, please contact our Customer Care Department at [customercare@americanreading.com](mailto:customercare@americanreading.com) or (866) 810-2665.

**Professional Development**

American Reading Company limits all workshops to a maximum of 25 participants (20 teachers and 5 support staff). If more than 25 people attend the workshop, you agree to pay \$350 for each additional participant. Professional development training cannot be cancelled or changed within 15 days of the event date, or you will be billed for the event.

American Reading Company reserves the right to convert in person professional development, upon consultation with the customer, to a combination of virtual professional development, physical materials, and/or digital materials when necessary to ensure the health and safety of its employees and customers.

ARC reserves the right to charge a temporary inflation surcharge for any remaining, as yet undelivered, materials or in-person PD if at any time the Consumer Price Index (CPI)- Transportation or Consumer Price Index CPI)- Goods and Services increase by 5% or more, year over year.

**Recording of Professional Development sessions**

American Reading Company retains proprietary rights to its professional development, both in person and virtual; therefore, recording of professional development is prohibited. ARC reserves the right to maintain distribution of its professional development services.

All [ARC Terms and Conditions](#) apply regardless of any additional terms that you may provide with your purchase.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Approved Amount: \$

<b>Unit 1 ARC Core Literacy Lab Modules</b>				
<b>Heading</b>	<b>Product</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>
Unit 1 Grade 3: ARC Literacy Lab Modules	Unit 1 Grade 3 (C5): ARC Core Literacy Lab	6	\$2,500.00	\$15,000.00
Unit 1 Grade 4: ARC Literacy Lab Modules	Unit 1 Grade 4 (C5): ARC Core Literacy Lab	6	\$2,500.00	\$15,000.00
Unit 1 Grade 5: ARC Literacy Lab Modules	Unit 1 Grade 5 (C5): ARC Core Literacy Lab	6	\$2,500.00	\$15,000.00
			<b>Subtotal</b>	<b>\$45,000.00</b>

<b>Unit 2 ARC Core Informational Research Lab Modules</b>				
<b>Heading</b>	<b>Product</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>
Unit 2 Grade 3: Weather and Climate	Unit 2 Grade 3 (C20): Research Lab Informational Weather and Climate	6	\$2,200.00	\$13,200.00
Unit 2 Grade 4: Theme TBD	ARC Core Unit 2 Grade 4 (C20): Theme TBD	6	\$2,200.00	\$13,200.00
Unit 2 Grade 5: Theme TBD	ARC Core Unit 2 Grade 5 (C20): Theme TBD	6	\$2,200.00	\$13,200.00
			<b>Subtotal</b>	<b>\$39,600.00</b>

<b>Unit 3 ARC Core Literature Genre Lab Modules</b>				
<b>Heading</b>	<b>Product</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>

Unit 3 Grade 3: Traditional Tales (+ World Cultures)	Unit 3 Grade 3 (C20): Literature Genre Lab Traditional Tales (+ World Cultures)	6	\$2,200.00	\$13,200.00
Unit 3 Grade 4: Theme TBD	ARC Core Unit 3 Grade 4 (C20): Theme TBD	6	\$2,200.00	\$13,200.00
Unit 3 Grade 5: Theme TBD	ARC Core Unit 3 Grade 5 (C20): Theme TBD	6	\$2,200.00	\$13,200.00
			<b>Subtotal</b>	<b>\$39,600.00</b>

Unit 4 ARC Core Argument Research Lab Modules				
Heading	Product	Quantity	Price	Total
Unit 4 Grade 3: Marine Life	Unit 4 Grade 3 (C20): Research Lab Argument Marine Life	6	\$2,200.00	\$13,200.00
Unit 4 Grade 4: Theme TBD	ARC Core Unit 4 Grade 4 (C20): Theme TBD	6	\$2,200.00	\$13,200.00
Unit 4 Grade 5: Theme TBD	ARC Core Unit 4 Grade 5 (C20): Theme TBD	6	\$2,200.00	\$13,200.00
			<b>Subtotal</b>	<b>\$39,600.00</b>

Assessment and Instruction				
Heading	Product	Quantity	Price	Total
Formative Assessment	IRLA: Independent Reading Level Assessment (V11.1)	2	\$160.00	\$320.00
	EL Teachers			

IRLA/ENIL Toolkits for Small Group Instruction	IRLA Toolkit CCSS Black Version 3	6	\$600.00	\$3,600.00
IRLA/ENIL Toolkits for Small Group Instruction	IRLA Toolkit CCSS Orange V3	6	\$700.00	\$4,200.00
IRLA/ENIL Toolkits for Small Group Instruction	IRLA Toolkit CCSS White V3	6	\$475.00	\$2,850.00
IRLA/ENIL Toolkits for Small Group Instruction	IRLA Toolkits - Grade 3	6	\$1,600.00	\$9,600.00
IRLA/ENIL Toolkits for Small Group Instruction	IRLA Toolkits CCSS - Grade 4 V2	6	\$1,550.00	\$9,300.00
IRLA/ENIL Toolkits for Small Group Instruction	IRLA Toolkits CCSS - Grade 5 V2	6	\$1,875.00	\$11,250.00
			<b>Subtotal</b>	<b>\$41,120.00</b>

<b>Digital Literacy Platform</b>				
<b>Heading</b>	<b>Product</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>
ARC Core Digital Access	Grade 3: Digital Access SY25-26 (V11) Complementary with LOS	1	\$0.00	\$0.00
ARC Core Digital Access	Grade 4: Digital Access SY25-26 (V11) Complementary with LOS	1	\$0.00	\$0.00

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ARC Core Digital Access	Grade 5: Digital Access SY25-26 (V11)	1	\$0.00	\$0.00
	Complementary with LOS			

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**Subtotal** **\$0.00**

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**TOTAL: \$204,920.00**

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**Lincolnwood School District 74**

**ARC Core Grades 3-5 Implementation - LOS and Comp PD**

**02/26/2025**

Proposal Number: 255021

Submitted To: -

Lincolnwood, IL 60712

PRICING SUMMARY	
Materials	\$40,000.00
Professional Development	\$0.00
<b>Grand Total</b>	<b>\$40,000.00</b>

Please note: Prices are valid 90 days from date of proposal

**Prices and Fulfillment**

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American Reading Company will pay for return shipping if it is a result of company error. Please contact American Reading Company to ensure your exchange is processed correctly and you receive credit or replacement. If you have questions regarding your order, please contact our Customer Care Department at [customercare@americanreading.com](mailto:customercare@americanreading.com) or (866) 810-2665.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Approved Amount: \$

Literacy Operating System				
Heading	Product	Quantity	Price	Total
Literacy Operating System	Literacy Operating System (Years 1 and 2) Per Year : Variant 4 2025/2026 School Year (Kindergarten-Grade 8): 1 to 4 schools	1	\$40,000.00	\$40,000.00
			<b>Subtotal</b>	<b>\$40,000.00</b>

Professional Development and Leadership Learning				
Heading	Product	Quantity	Price	Total
Professional Development	PD included with qualifying materials purchase  1 Day from 18 Lit Labs purchased on quote 255447	1	\$0.00	\$0.00
			<b>Subtotal</b>	<b>\$0.00</b>

<b>TOTAL: \$40,000.00</b>
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## **AMENDMENT TO AGREEMENT BETWEEN THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT 74 AND AMERICAN READING COMPANY**

This Amendment is entered into as of April 3, 2025, by and between the Board of Education of Lincolnwood School District No. 74 (“School District”) and American Reading Company (“ARC”) pursuant to Proposal #00255588 dated February 25, 2025, Proposal #255021 dated February 26, 2025, and the Standard 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. ARC shall not materially modify or amend the Agreement (see <https://arc.red/toc>) 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 ARC prior to any disclosure in response to, a valid FOIA request for information that is not confidential or proprietary. ARC 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. ARC 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 ARC waives any objection that this venue is not convenient. Any references to binding arbitration, the waiver of the right to a jury trial, or the waiver of claims which may be litigated on a class or representative basis shall be deleted from the Agreement as it currently exists or as it may be modified or amended in the future.
5. **Illinois Student Privacy Laws.** In addition to its obligation to maintain student data in accordance with applicable federal laws, ARC 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 and ARC have separately executed a “Standard Student Data Privacy Agreement” IL-NDPA or an Exhibit E “General Offer of Privacy Terms” to join in the IL-NDPA Agreement between ARC and another Illinois public school district.

6. **Insurance.** During the term of this Agreement and any renewal thereof, ARC 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**

**AMERICAN READING COMPANY**

By: \_\_\_\_\_

DocuSigned by:  
*Barbara Smith*  
B9B23A07E1EG414...  
By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: Barbara Smith, CDO

Date: \_\_\_\_\_

Date: 3/14/2025

**STANDARD STUDENT DATA PRIVACY AGREEMENT**

**MASSACHUSETTS, MAINE, ILLINOIS, MISSOURI, NEW HAMPSHIRE, NEW YORK,  
OHIO, RHODE ISLAND, TENNESSEE, VERMONT, AND VIRGINIA**

**MA-ME-IL-MO-NH-NY-OH-RI-TN-VT-VA-NDPA, Standard Version 1.0**

**Manchester School District**

**and**

**American Reading Company**

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: Manchester School District, located at 20 Hecker St., Manchester NH 03064 USA (the “**Local Education Agency**” or “**LEA**”) and American Reading Company, located at 480 Norristown Rd, Blue Bell, PA 19422 USA (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, 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 Provider for this DPA is:

Name: Nathan Smith Title: CTO

Address: 480 Norristown Road Blue Bell, PA 19422

Phone: 610-992-4150 Email: contracts@americanreading.com

The designated representative for the LEA for this DPA is:


Stephen P. Cross, CIO

20 Hecker St., Manchester NH 03064

603-624-6300 x162 scross@mansd.org

**IN WITNESS WHEREOF**, LEA and Provider execute this DPA as of the Effective Date.

**Manchester School District**

By:  STEVE CROSS (Nov 4, 2024 10:45 EST) Date: 11/04/24

Printed Name: Stephen Cross Title/Position: Executive Director of IT

**American Reading Company**

DocuSigned by:  Date: 10/18/2024  
By: 4B3D242A17204A6...

Printed Name: Nathan Smith Title/Position: CTO

## **STANDARD CLAUSES**

Version 3.0

### **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.
- 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 in **Exhibit "F"**. Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment. 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 the SDPC Standard Clauses and the Supplemental State Terms, the Supplemental State Terms will control. 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**

**ARC SchoolPace Connect/Connect:** Connect expands digital libraries enhancements to include wide reading libraries and a book database. A SchoolPace subscription is required.

**ARC Bookshelf/Digital Books:**

With ARC Bookshelf, students, teachers, and parents can read digital books online in any web browser or offline using native mobile apps for iPhone, iPad, iPad Touch, Android tablets and Android phones. With the schools subscription, they can browse titles by IRLA reading level to find books that fit, read books at school, home, and anywhere in between.

**ARC Adventures:** This digital educational game is based on the IRLA's Developmental Reading Taxonomy. Currently available at the 1G level, ARC Adventures will help students master their first 60 Power Words (high-frequency words). ARC Adventures is now included with the SchoolPace Subscription.

**ARC SchoolPace:** SchoolPace® is the engine that runs ARC's digital offerings and contains the data management system for the Independent Reading Level Assessment® (IRLA®) and Evaluación del nivel independiente de lectura® (ENIL®). SchoolPace includes Elementary and Secondary IRLA Toolkits, ARC's small group strategy lessons; ARC Assessment, an online screener to aid teachers in an initial skills assessment; and ARC Reads, a digital reading log. SchoolPace includes a data management and progress monitoring system that includes dashboards showing student performance data for teachers, school administrators, and district administrators as well as Data Grid, a tool for building customized reports. IRLA/ENIL data and associated metrics are reported at the student, classroom, grade, school, and district level, including the number and percentage of students who are proficient (on or above grade level), at-risk (below grade level), and emergency (significantly below grade level). To use SchoolPace, users will simply need web access.

**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.	X
	Other application technology meta data-Please specify:	
Application Use Statistics	Meta data on user interaction with application	X
Assessment	Standardized test scores	
	Observation data	X
	Other assessment data-Please specify: IRLA and ENIL formative assessment data	X
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	X
	Place of Birth	
	Gender	X
	Ethnicity or race	X
	Language information (native, or primary language spoken by student)	X
	Other demographic information-Please specify:	
<small>All demographic data checked in the above section is OPTIONAL and must be explicitly and intentionally shared with American Reading Company by authorized district personnel via secure rostering mechanisms like Clever, Classlink, and OneRoster. This data is used by school and district administrators to generate disaggregated analytics and reports.</small>		
Enrollment	Student school enrollment	X
	Student grade level	X
	Homeroom	X
	Guidance counselor	
	Specific curriculum programs	
	Year of graduation	X
	Other enrollment information-Please specify:	
Parent/Guardian Contact Information	Address	
	Email	
	Phone	
Parent/Guardian ID	Parent ID number (created to link parents to students)	X
Parent/Guardian Name	First and/or Last	

Category of Data	Elements	Check if Used by Your System
Schedule	Student scheduled courses	X
	Teacher names	X
Special Indicator	English language learner information	X
	Low income status	X
	Medical alerts/ health data	
	Student disability information	
	Specialized education services (IEP or 504)	X
	Living situations (homeless/foster care)	
	Other indicator information-Please specify:	X
<small>All demographic data checked in the above section is OPTIONAL and must be explicitly and intentionally shared with American Reading Company by authorized district personnel via secure rostering mechanisms like Clever, Classlink, and OneRoster. This data is used by school and district administrators to generate disaggregated analytics and reports.</small>		
Student Contact Information	Address	
	Email	
	Phone	
Student Identifiers	Local (School district) ID number	X
	State ID number	
	Provider/App assigned student ID number	X
	Student app username <small>Only required when not using SSO</small>	X
	Student app passwords <small>Only required when not using SSO</small>	X
Student Name	First and/or Last	X
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	X
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.	X
	Other student work data -Please specify: <small>Students may rate and review books they've read.</small>	X
Transcript	Student course grades	
	Student course data	
	Student course grades/ performance scores	
	Other transcript data - Please specify:	
Transportation	Student bus assignment	
	Student pick up and/or drop off location	

Category of Data	Elements	Check if Used by Your System
	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**

**[Insert Name of District or LEA]** 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:

**[Insert categories of data here]**

\_\_\_\_\_ 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:

**[Insert or attach special instructions]**

3. Schedule of Disposition

Data shall be disposed of by the following date:

\_\_\_\_\_ As soon as commercially practicable.

\_\_\_\_\_ By **[Insert Date]**

4. Signature

\_\_\_\_\_  
Authorized Representative of LEA

\_\_\_\_\_  
Date

5. Verification of Disposition of Data

\_\_\_\_\_  
Authorized Representative of Company

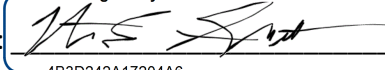
\_\_\_\_\_  
Date

**EXHIBIT "E"**  
**GENERAL OFFER OF PRIVACY TERMS**

**1. Offer of Terms**

Provider offers the same privacy protections found in this DPA between it and **Manchester School District** ("Originating LEA") which is dated 11/04/24, 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 (3) three 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**: contracts@americanreading.com.

**American Reading Company**

DocuSigned by:  
BY:  Date: 10/18/2024  
4B3D242A17204A6...  
Printed Name: Nathan Smith Title/Position: CTO

**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 **Manchester School District** and the Provider. **\*\*PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. \*\***

BY: Jordan Stephen Date: 3/14/25

Printed Name: Jordan Stephen Title/Position: Director of Technology

SCHOOL DISTRICT NAME: Lincolnwood SD74

DESIGNATED REPRESENTATIVE OF LEA:  
Name: Jordan Stephen  
Title: Director of Technology  
Address: 6950 N East Prairie Rd  
Telephone Number: 847-675-8234  
Email: jstephen@sd74.org

**EXHIBIT "F"**  
**DATA SECURITY REQUIREMENTS**

**Adequate Cybersecurity Frameworks**  
**2/24/2020**

Cybersecurity Frameworks

	MAINTAINING ORGANIZATION/GROUP	FRAMEWORK(S)
<input checked="" type="checkbox"/>	National Institute of Standards and Technology	NIST Cybersecurity Framework Version 1.1
<input type="checkbox"/>	National Institute of Standards and Technology	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
<input type="checkbox"/>	International Standards Organization	Information technology — Security techniques — Information security management systems (ISO 27000 series)
<input type="checkbox"/>	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
<input type="checkbox"/>	Center for Internet Security	CIS Critical Security Controls (CSC, CIS Top 20)
<input type="checkbox"/>	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"**  
**Massachusetts**

**WHEREAS**, the documents and data transferred from LEAs and created by the Provider's Services are also subject to several state laws in Massachusetts. Specifically, those laws are 603 C.M.R. 23.00, Massachusetts General Law, Chapter 71, Sections 34D to 34H and 603 CMR 28.00; and

**WHEREAS**, the Parties wish to enter into these supplemental terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

**WHEREAS**, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for Massachusetts;

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

1. In Article IV, Section 2, replace "otherwise authorized," with "otherwise required" and delete "or stated in the Service Agreement."
2. All employees of the Provider who will have direct contact with students shall pass criminal background checks.
3. In Article V, Section 1 Data Storage: Massachusetts does not require data to be stored within the United States.

**EXHIBIT "G"**  
**Maine**

**WHEREAS**, the documents and data transferred from LEAs and created by the Provider's Services are also subject to several state laws in Maine. Specifically, those laws are 20-A M.R.S. §6001-6005.; 20-A M.R.S. §951 et. seq., Maine Unified Special Education Regulations, Maine Dep't of Edu. Rule Ch. 101; and

**WHEREAS**, the Parties wish to enter into these supplemental terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

**WHEREAS**, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for Maine;

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

1. In Article IV, Section 2, replace "otherwise authorized," with "otherwise required" and delete "or stated in the Service Agreement."
2. All employees of the Provider who will have direct contact with students shall pass criminal background checks.
3. In Article V, Section 1 Data Storage: Maine does not require data to be stored within the United States.
4. The Provider may not publish on the Internet or provide for publication on the Internet any Student Data.
5. If the Provider collects student social security numbers, the Provider shall notify the LEA of the purpose the social security number will be used and provide an opportunity not to provide a social security number if the parent and/or student elects.
6. The parties agree that the definition of Student Data in Exhibit "C" includes the name of the student's family members, the student's place of birth, the student's mother's maiden name, results of assessments administered by the State, LEA or teacher, including participating information, course transcript information, including, but not limited to, courses taken and completed, course grades and grade point average, credits earned and degree, diploma, credential attainment or other school exit information, attendance and mobility information between and within LEAs within Maine, student's gender, race and ethnicity, educational program participation information required by state or federal law and email.
7. The parties agree that the definition of Student Data in Exhibit "C" includes information that:
  - a. Is created by a student or the student's parent or provided to an employee or agent of the LEA or a Provider in the course of the student's or parent's use of the Provider's website, service or application for kindergarten to grade 12 school purposes;
  - b. Is created or provided by an employee or agent of the LEA, including information provided to the Provider in the course of the employee's or agent's use of the Provider's website, service or application for kindergarten to grade 12 school purposes; or
  - c. Is gathered by the Provider through the operation of the Provider's website, service or application for kindergarten to grade 12 school purposes.

**EXHIBIT "G"**  
**Illinois**

**WHEREAS**, the documents and data transferred from LEAs and created by the Provider's Services are also subject to several state laws in Illinois. Specifically, those laws are 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; and

**WHEREAS**, the Parties wish to enter into these supplemental terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

**WHEREAS**, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for Illinois;

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

1. Paragraph 4 on page 2 of the DPA setting a three-year term for the DPA shall be replaced with: "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."
2. Replace Notices with: "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."
3. In Article II, Section 1, add: "Further clarifying, 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. In Article II, Section 2, replace "forty-five (45)" with "five (5)". Add the following sentence: "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."

5. In Article II, Section 4, replace it with the following: “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.”
6. In Article II, Section 5, add: “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).”
7. In Article IV, Section 2, replace “otherwise authorized,” with “otherwise required” and delete “or stated in the Service Agreement.”
8. In Article IV, Section 6, replace the whole section with:

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.

9. All employees of the Provider who will have direct contact with students shall pass criminal background checks.
10. In Article IV, Section 7, add “renting,” after “using.”

11. In Article V, Section 1 Data Storage: Illinois requires all Student Data to be stored within the United States.
12. In Article V, Section 4, add the following: “‘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.”
13. In Article V, Section 4(1) add the following:
  - vi. 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
  - vii. The name and contact information for an employee of the Provider whom parents may contact to inquire about the breach.
14. In Article V, Section 4, add a section (6) which states:

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.
15. Replace Article VII, Section 1 with: “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. In Exhibit C, add to the definition of Student Data, the following: “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", "student temporary record" or "student permanent record" 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."

17. 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."
18. 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.
19. **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.
20. **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.
21. **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.
22. The Provider will not collect social security numbers.

**EXHIBIT “G”**  
**Missouri**

**WHEREAS**, the documents and data transferred from LEAs and created by the Provider’s Services are also subject to several state laws in Missouri. Specifically, those laws are Sections 162.1475 and 407.1500 RSMo; and

**WHEREAS**, the Parties wish to enter into these supplemental terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

**WHEREAS**, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for Missouri;

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

1. In Article IV, Section 2, replace “otherwise authorized,” with “otherwise required” and delete “or stated in the Service Agreement.”
2. All employees of the Provider who will have direct contact with students shall pass criminal background checks.
3. In Article V, Section 1 Data Storage: Missouri does not require data to be stored within the United States.
4. Replace Article V, Section 4(1) with the following:
  - a. In the event of a breach of data maintained in an electronic form that includes personal information of a student or a student’s family member, Provider shall notify LEA within seventy-two (72) hours. The notice shall include:
    - i. Details of the incident, including when it occurred and when it was discovered;
    - ii. The type of personal information that was obtained as a result of the breach; and
    - iii. The contact person for Provider who has more information about the incident.
  - b. “*Breach*” shall mean the unauthorized access to or unauthorized acquisition of personal information that compromises the security, confidentiality, or integrity of the personal information. Good faith acquisition of personal information by a person employed by or contracted with, or an agent of, Provider is not a breach provided that the personal information is not used in violation of applicable Federal or Missouri law, or in a manner that harms or poses an actual threat to the security, confidentiality, or integrity of the personal information.
  - c. “*Personal information*” is the first name or initial and last name of a student or a family member of a student in combination with any one or more of the following data items that relate to the student or a family member of the student if any of the data elements are not encrypted, redacted, or otherwise altered by any method or technology such that the name or data elements are unreadable or unusable:
    - i. Social Security Number;
    - ii. Driver’s license number or other unique identification number created or collected by a government body;
    - iii. Financial account information, credit card number, or debit card number in combination with any required security code, access code, or password that would permit access to an individual’s financial account;
    - iv. Unique electronic identifier or routing code in combination with any required security code, access code, or password that would permit access to an individual’s financial account;
    - v. Medical information; or
    - vi. Health insurance information.

**EXHIBIT "G"**

**Ohio**

**WHEREAS**, the documents and data transferred from LEAs and created by the Provider's Services are also subject to several state laws in Ohio. Specifically, those laws are R.C. §§ 3319.32-3319.327, R.C. §§ 1349.17-19, Rule 3301-51-04; and

**WHEREAS**, the Parties wish to enter into these supplemental terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

**WHEREAS**, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for Ohio;

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

1. In Article IV, Section 2, replace "otherwise authorized," with "otherwise required" and delete "or stated in the Service Agreement."
2. In Article IV, Section 3, add: "The Provider will restrict unauthorized access by Provider's employees or contractors not providing services under the Service Agreement or DPA and its employees or contractors will only access Student Data as necessary to fulfill their official duties."
3. In Article IV, Section 6, replace "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," with "Upon termination of this DPA, unless the LEA provides notice that renewal of the contract is reasonably anticipated, within ninety (90) days of the expiration of the contract, Provider shall destroy or return Student Data to the LEA."
4. All employees of the Provider who will have direct contact with students shall pass criminal background checks.
5. In Article V, Section 1 Data Storage: Ohio does not require data to be stored within the United States.
6. Provider will not access or monitor any of the following:
  - a. Location-tracking features of a school-issued device;
  - b. Audio or visual receiving, transmitting or recording features of a school-issued device;
  - c. Student interactions with a school-issued device, including, but not limited to, keystrokes and web-browsing activity

Notwithstanding the above, if the Provider has provided written notice to the LEA that it engages in this collection of the above information, which must be provided in the Service Agreement, and the LEA has provided written confirmation that the Provider can collect this information pursuant to its general monitoring, then the Provider may access or monitor the listed information.

**EXHIBIT "G"**  
**Rhode Island**

**WHEREAS**, the documents and data transferred from LEAs and created by the Provider's Services are also subject to several state laws in Rhode Island. Specifically, those laws are R.I.G.L. 16-71-1, et. seq., R.I.G.L. 16-104-1, and R.I.G.L., 11-49.3 et. seq.; and

**WHEREAS**, the Parties wish to enter into these supplemental terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

**WHEREAS**, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for Rhode Island;

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

1. In Article IV, Section 2, replace "otherwise authorized," with "otherwise required" and delete "or stated in the Service Agreement."
2. All employees of the Provider who will have direct contact with students shall pass criminal background checks.
3. In Article V, Section 1 Data Storage: Rhode Island does not require data to be stored within the United States.
4. The Provider agrees that this DPA serves as its written certification of its compliance with R.I.G.L. 16-104-1.
5. The Provider agrees to implement and maintain a risk-based information security program that contains reasonable security procedures.
6. In the case of a data breach, as a part of the security breach notification outlined in Article V, Section 4(1), the Provider agrees to provide the following additional information:
  - i. Information about what the Provider has done to protect individuals whose information has been breached, including toll free numbers and websites to contact:
    1. The credit reporting agencies
    2. Remediation service providers
    3. The attorney general
  - ii. Advice on steps that the person whose information has been breached may take to protect himself or herself.
  - iii. A clear and concise description of the affected parent, legal guardian, staff member, or eligible student's ability to file or obtain a police report; how an affected parent, legal guardian, staff member, or eligible student's requests a security freeze and the necessary information to be provided when requesting the security freeze; and that fees may be required to be paid to the consumer reporting agencies.

**EXHIBIT "G"**  
**Tennessee**

**WHEREAS**, the documents and data transferred from LEAs and created by the Provider's Services are also subject to several state laws in Tennessee. Specifically, those laws are T.C.A. §§ 10-7-503 *et. seq.*, T.C.A. § 47-18-2107, T.C.A. § 49-1-701 *et. seq.*, T.C.A. § 49-2-211, T.C.A. § 49-6-902, § 49-6-3001, T.C.A. §§ 49-50-1501 *et. seq.*; and

**WHEREAS**, the Parties wish to enter into these supplemental terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

**WHEREAS**, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for Tennessee;

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

1. In Article IV, Section 2, replace "otherwise authorized," with "otherwise required" and delete "or stated in the Service Agreement."
2. All employees of the Provider who will have direct contact with students shall pass criminal background checks.
3. In Article V, Section 1 Data Storage: Tennessee does not require data to be stored within the United States.
4. The Provider agrees that it will not collect any individual student biometric data, student data relative to analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking.
5. The Provider agrees that it will not collect individual student data on:
  - a. Political affiliation;
  - b. Religion;
  - c. Voting history; and
  - d. Firearms ownership

**EXHIBIT "G"**  
**Vermont**

**WHEREAS**, the documents and data transferred from LEAs and created by the Provider's Services are also subject to several state laws in Vermont. Specifically, those laws are 9 VSA 2443 to 2443f; 16 VSA 1321 to 1324; and

**WHEREAS**, the Parties wish to enter into these supplemental terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

**WHEREAS**, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for Vermont;

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

1. In Article IV, Section 2, replace "otherwise authorized," with "otherwise required" and delete "or stated in the Service Agreement."
2. All employees of the Provider who will have direct contact with students shall pass criminal background checks.
3. In Article V, Section 1 Data Storage: Vermont does not require data to be stored within the United States.

**EXHIBIT “G”**  
**Virginia**

**WHEREAS**, the documents and data transferred from LEAs and created by the Provider’s Services are also subject to several state laws in Virginia. Specifically, those laws are Code of Virginia § 22.1-289.01 and Virginia Code § 2.2-5514(c); and

**WHEREAS**, the Parties wish to enter into these supplemental terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

**WHEREAS**, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for Virginia;

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

1. In Article IV, Section 2, replace “otherwise authorized,” with “otherwise required” and delete “or stated in the Service Agreement.”
2. All employees of the Provider who will have direct contact with students shall pass criminal background checks.
3. In Article V, Section 1 Data Storage: Virginia does not require data to be stored within the United States.
4. In Article V, Section 4, add: In order to ensure the LEA’s ability to comply with its reporting requirements under Virginia Code § 2.2-5514(c), Provider shall provide initial notification to the LEA as soon as reasonably practical, and at a minimum within twenty-four (24) hours, where the Provider reasonably expects or confirms Student Data may have been disclosed in a data breach.

**EXHIBIT "G"**  
**New Hampshire**

**WHEREAS**, the documents and data transferred from LEAs and created by the Provider's Services are also subject to several state laws in New Hampshire. Specifically, those laws are RSA 189:1-e and 189:65-68-a; RSA 186; NH Admin. Code Ed. 300 and NH Admin. Code Ed. 1100; and

**WHEREAS**, the Parties wish to enter into these supplemental terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

**WHEREAS**, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for New Hampshire;

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

1. All references in the DPA to "Student Data" shall be amended to state "Student Data and Teacher Data." "Teacher Data" is defined as at least the following:

Social security number.  
Date of birth.  
Personal street address.  
Personal email address.  
Personal telephone number  
Performance evaluations.

Other information that, alone or in combination, is linked or linkable to a specific teacher, paraprofessional, principal, or administrator that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify any with reasonable certainty.

Information requested by a person who the department reasonably believes or knows the identity of the teacher, paraprofessional, principal, or administrator to whom the education record relates.

"Teacher" means teachers, paraprofessionals, principals, school employees, contractors, and other administrators.

2. In order to perform the Services described in the DPA, the LEA shall provide the categories of Teacher Data described in the Schedule of Data, attached hereto as **Exhibit "I"**.
3. In Article IV, Section 2, replace "otherwise authorized," with "otherwise required" and delete "or stated in the Service Agreement."
4. In Article IV, Section 7 amend each reference to "students," to state: "students, teachers,..."
5. All employees of the Provider who will have direct contact with students shall pass criminal background checks.
6. Provider is prohibited from leasing, renting, or trading Student Data or Teacher Data to (a) market or advertise to students, teachers, or families/guardians; (b) inform, influence, or enable marketing, advertising or other commercial efforts by a Provider; (c) develop a profile of a student, teacher, family member/guardian or group, for any commercial purpose other than providing the Service to LEA; or (d) use the Student Data and Teacher Data for the development of commercial products or services, other than as

necessary to provide the Service to the LEA. This section does not prohibit Provider from using Student Data and Teacher Data for adaptive learning or customized student learning purposes.

7. The Provider agrees to the following privacy and security standards. Specifically, the Provider agrees to:
  - (1) Limit system access to the types of transactions and functions that authorized users, such as students, parents, and LEA are permitted to execute;
  - (2) Limit unsuccessful logon attempts;
  - (3) Employ cryptographic mechanisms to protect the confidentiality of remote access sessions;
  - (4) Authorize wireless access prior to allowing such connections;
  - (5) Create and retain system audit logs and records to the extent needed to enable the monitoring, analysis, investigation, and reporting of unlawful or unauthorized system activity;
  - (6) Ensure that the actions of individual system users can be uniquely traced to those users so they can be held accountable for their actions;
  - (7) Establish and maintain baseline configurations and inventories of organizational systems (including hardware, software, firmware, and documentation) throughout the respective system development life cycles;
  - (8) Restrict, disable, or prevent the use of nonessential programs, functions, ports, protocols, and services;
  - (9) Enforce a minimum password complexity and change of characters when new passwords are created;
  - (10) Perform maintenance on organizational systems;
  - (11) Provide controls on the tools, techniques, mechanisms, and personnel used to conduct system maintenance;
  - (12) Ensure equipment removed for off-site maintenance is sanitized of any Student Data or Teacher Data in accordance with NIST SP 800-88 Revision 1;
  - (13) Protect (i.e., physically control and securely store) system media containing Student Data or Teacher Data, both paper and digital;
  - (14) Sanitize or destroy system media containing Student Data or Teacher Data in accordance with NIST SP 800-88 Revision 1 before disposal or release for reuse;
  - (15) Control access to media containing Student Data or Teacher Data and maintain accountability for media during transport outside of controlled areas;
  - (16) Periodically assess the security controls in organizational systems to determine if the controls are effective in their application and develop and implement plans of action designed to correct deficiencies and reduce or eliminate vulnerabilities in organizational systems;

- (17) Monitor, control, and protect communications (i.e., information transmitted or received by organizational systems) at the external boundaries and key internal boundaries of organizational systems;
- (18) Deny network communications traffic by default and allow network communications traffic by exception (i.e., deny all, permit by exception);
- (19) Protect the confidentiality of Student Data and Teacher Data at rest;
- (20) Identify, report, and correct system flaws in a timely manner;
- (21) Provide protection from malicious code (i.e. Antivirus and Antimalware) at designated locations within organizational systems;
- (22) Monitor system security alerts and advisories and take action in response; and
- (23) Update malicious code protection mechanisms when new releases are available.

Alternatively, the Provider agrees to comply with one of the following standards: (1) NIST SP 800-171 rev 2, Basic and Derived Requirements; (2) NIST SP 800-53 rev 4 or newer, Low Impact Baseline or higher; (3) FedRAMP (Federal Risk and Authorization Management Program); (4) ISO/IEC 27001:2013; (5) Center for Internet Security (CIS) Controls, v. 7.1, Implementation Group 1 or higher; (6) AICPA System and Organization Controls (SOC) 2, Type 2; and (7) Payment Card Industry Data Security Standard (PCI DSS), v3.2.1. The Provider will provide to the LEA on an annual basis and upon written request demonstration of successful certification of these alternative standards in the form of a national or international Certification document; an Authorization to Operate (ATO) issued by a state or federal agency, or by a recognized security standards body; or a Preliminary Authorization to Operate (PATO) issued by the FedRAMP Joint Authorization Board (JAB).

- 8. In the case of a data breach, as a part of the security breach notification outlined in Article V, Section 4(1), the Provider agrees to provide the following additional information:
  - i. The estimated number of students and teachers affected by the breach, if any.
- 9. The parties agree to add the following categories into the definition of Student Data: the name of the student's parents or other family members, place of birth, social media address, unique pupil identifier, and credit card account number, insurance account number, and financial services account number.
- 10. In Article V, Section 1 Data Storage: New Hampshire does not require data to be stored within the United States.

<b><u>EXHIBIT "I" – TEACHER DATA</u></b>		
<b>Category of Data</b>	<b>Elements</b>	<b>Check if used by your system</b>
Application Technology Meta Data	IP Addresses of users, Use of cookies etc.	X
	Other application technology meta data-Please specify:	
Application Use Statistics	Meta data on user interaction with application	X
Communications	Online communications that are captured (emails, blog entries)	
Demographics	Date of Birth	
	Place of Birth	
	Social Security Number	
	Ethnicity or race	
	Other demographic information-Please specify:	
Personal Contact Information	Personal Address	
	Personal Email (Only district email address is captured.)	X
	Personal Phone	
Performance evaluations	Performance Evaluation Information	
Schedule	Teacher scheduled courses	X
	Teacher calendar	
Special Information	Medical alerts	
	Teacher disability information	
	Other indicator information-Please specify:	
Teacher Identifiers	Local (School district) ID number	X
	State ID number	
	Vendor/App assigned student ID number	X
	Teacher app username (Only required when not using SSO)	X
	Teacher app passwords (Only required when not using SSO)	X
Teacher In App Performance	Program/application performance	
Teacher Survey Responses	Teacher responses to surveys or questionnaires	
Teacher work	Teacher generated content; writing, pictures etc.	X
	Other teacher work data -Please specify:	
Education	Course grades from schooling	
	Other transcript data -Please specify:	
Other	Please list each additional data element used, stored or collected by your application	

**Exhibit "G"**

**New York**

**WHEREAS**, the documents and data transferred from LEAs and created by the Provider's Services are also subject to several state laws in New York. Specifically, those laws are New York Education Law § 2-d; and the Regulations of the Commissioner of Education at 8 NYCRR Part 121; and

**WHEREAS**, the Parties wish to enter into these additional terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

**WHEREAS**, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for New York;

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

1. All employees of the Provider who will have direct contact with students shall pass criminal background checks.
2. Student Data will be used by Provider exclusively to provide the Services identified in Exhibit A to the DPA.
3. Provider agrees to maintain the confidentiality and security of Student Data in accordance with LEA's Data Security and Privacy Policy. The LEA's Data Security Policy is attached hereto as Exhibit J. Each Subscribing LEA will provide its Data Security Policy to the Provider upon execution of Exhibit "E". Provider shall use industry standard security measures including encryption protocols that comply with New York law and regulations to preserve and protect Student Data and APPR Data. Provider must Encrypt Student Data and APPR Data at rest and in transit in accordance with applicable New York laws and regulations.
4. Provider represents that their Data Privacy and Security Plan can be found at the URL link listed in Exhibit K and is incorporated into this DPA. Provider warrants that its Data Security and Privacy Plan, at a minimum: (a) implements all applicable state, federal and local data privacy and security requirements; (b) has operational technical safeguards and controls in place to protect PII that it will receive under the service agreement; (c) complies with the LEA's parents bill of rights for data privacy and security; (d) requires training of all providers' employees, assignees and subprocessors who have Access to student data or APPR data; (e) ensures subprocessors are required to protect PII received under this service agreement; (f) specifies how data security and privacy incidents that implicate PII will be managed and ensuring prompt notification to the LEA, and (g) addresses Student Data return, deletion and destruction.
5. In addition to the requirements described in Paragraph 3 above, the Provider's Data Security and Privacy Plan shall be deemed to incorporate the LEA's Parents Bill of Rights for Data Security and Privacy, as found at the URL link identified in Exhibit J. The Subscribing LEA will provide its Parents Bill of Rights for Data Security and Privacy to the Provider upon execution of Exhibit "E".

6. All references in the DPA to “Student Data” shall be amended to include and state, “Student Data and APPR Data.”
7. To amend Article II, Section 5 to add: Provider shall ensure that its subprocessors agree that they do not have any property, licensing or ownership rights or claims to Student Data or APPR data and that they will comply with the LEA’s Data Privacy and Security Policy. Provider shall examine the data privacy and security measures of its Subprocessors. If at any point a Subprocessor fails to materially comply with the requirements of this DPA, Provider shall: (i) notify LEA, (ii) as applicable, remove such Subprocessor’s Access to Student Data and APPR Data; and (iii) as applicable, retrieve all Student Data and APPR Data received or stored by such Subprocessor and/or ensure that Student Data and APPR Data has been securely deleted or securely destroyed in accordance with this DPA. In the event there is an incident in which Student Data and APPR Data held, possessed, or stored by the Subprocessor is compromised, or unlawfully Accessed or disclosed, Provider shall follow the Data Breach reporting requirements set forth in the DPA.
8. In Article IV, Section 2, replace “otherwise authorized,” with “otherwise required” and delete “or stated in the Service Agreement.”
9. To amend Article IV, Section 3 to add: Provider shall ensure that all its employees and subprocessors who have Access to or will receive Student Data and APPR Data will be trained on the federal and state laws governing confidentiality of such Student Data and APPR Data prior to receipt. Access to or Disclosure of Student Data and APPR Data shall only be provided to Provider’s employees and subprocessors who need to know the Student Data and APPR Data to provide the services and such Access and/or Disclosure of Student Data and APPR Data shall be limited to the extent necessary to provide such services.
10. To replace Article IV, Section 6 (Disposition of Data) with the following: 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 ninety (90) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Provider is prohibited from retaining disclosed Student Data or continuing to Access Student Data beyond the term of the Service Agreement unless such retention is expressly authorized for a prescribed period by the Service Agreement, necessary for purposes of facilitating the transfer of disclosed Student Data to the LEA, or expressly required by law. The confidentiality and data security obligations of Provider under this DPA shall survive any termination of this contract to which this DPA is attached but shall terminate upon Provider’s certifying that it and it’s subprocessors, as applicable: (a) no longer have the ability to Access any Student Data provided to Provider pursuant to the Service Agreement and/or (b) have destroyed all Student Data and APPR Data provided to Provider pursuant to this DPA. The Provider agrees that the timelines for disposition of data will be modified by any Assurance of Discontinuation, which will control in the case of a conflict.

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 ninety (90) days 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”**, or, with reasonable notice to the Provider, other form of its choosing. 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”**.

11. To amend Article IV, Section 7 to add: ‘Notwithstanding the foregoing, Provider is prohibited from using Student Data or APPR data for any Commercial or Marketing Purpose as defined herein. And add after (iii) account holder, “which term shall not include students.”
12. To replace Article V, Section 1 (Data Storage) to state: Student Data and APPR Data shall be stored within the United States and Canada only. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.
13. To replace Article V, Section 2 (Audits) to state: No more than once a year or following an 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 or its designee(s) 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 or its designee(s) 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.

Upon request by the New York State Education Department’s Chief Privacy Officer (NYSED CPO), Provider shall provide the NYSED CPO with copies of its policies and related procedures that pertain to the protection of information. In addition, the NYSED CPO may require Contractor to undergo an audit of its privacy and security safeguards, measures, and controls as they pertain to alignment with the requirements of New York State laws and regulations, and alignment with the NIST Cybersecurity Framework. Any audit required by the NYSED CPO must be performed by an independent third party at Provider’s expense and the audit report must be provided to the NYSED CPO. In lieu of being subject to a required audit, Provider may provide the NYSED CPO with an industry standard independent audit report of Provider’s privacy and security practices that was issued no more than twelve months before the date that the NYSED CPO informed Provider that it required Provider to undergo an audit. Failure to reasonably cooperate with any of the requirements in this provision shall be deemed a material breach of the DPA.

To amend the third sentence of Article V. Section 3 (Data Security) to read: The Provider shall implement security practices that are in alignment with the NIST Cybersecurity Framework v1.1 or any update to this Framework that is adopted by the New York State Department of Education.

14. To replace Article V. Section 4 (Data Breach) to state: In the event of a Breach as defined in 8 NYCRR Part 121.1 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; and
  - vi. The number of records affected, if known; and
  - vii. A description of the investigation undertaken so far; and
  - viii. The name of a point of contact for Provider.
- (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. Where a Breach of Student Data and/or APPR Data occurs that is attributable to Provider and/or its Subprocessors, Provider shall pay for or promptly reimburse LEA for the full cost of notification to Parents, Eligible Students, teachers, and/or principals.
- (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.
- (6) Provider and its subprocessors will cooperate with the LEA, the NYSED Chief Privacy Officer and law enforcement where necessary, in any investigations into a Breach. Any costs incidental to the required cooperation or participation of the Provider will be the sole responsibility of the Provider if such Breach is attributable to Provider or its subprocessors.

15. To amend the definitions in Exhibit "C" as follows:

- "Subprocessor" is equivalent to subcontractor. It is a third party who the provider uses for data collection, analytics, storage, or other service to allow Provider to operate and/or improve its service, and who has access to Student Data.

- “Provider” is also known as third party contractor. It any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of such educational agency, or audit or evaluation of publicly funded programs. Such term shall include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities and is not an educational agency and a not-for-profit corporation or other non-profit organization, other than an educational agency.

16. To add to Exhibit “C” the following definitions:

- **Access:** The ability to view or otherwise obtain, but not copy or save, Student Data and/or APPR Data arising from the on-site use of an information system or from a personal meeting.
- **APPR Data:** Personally Identifiable Information from the records of an Educational Agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law §§ 3012-c and 3012-d
- **Commercial or Marketing Purpose:** In accordance with § 121.1(c) of the regulations of the New York Commissioner of Education, the Disclosure, sale, or use of Student or APPR Data for the purpose of directly or indirectly receiving remuneration, including the Disclosure, sale, or use of Student Data or APPR Data for advertising purposes, or the Disclosure, sale, or use of Student Data to develop, improve, or market products or services to Students.
- **Disclose or Disclosure:** The intentional or unintentional communication, release, or transfer of Student Data and/or APPR Data by any means, including oral, written, or electronic.
- **Encrypt or Encryption:** As defined in the Health Insurance Portability and Accountability Act of 1996 Security Rule at 45 CFR § 164.304, encrypt means the use of an algorithmic process to transform Personally Identifiable Information into an unusable, unreadable, or indecipherable form in which there is a low probability of assigning meaning without use of a confidential process or key.
- **Release:** Shall have the same meaning as Disclose
- **LEA:** As used in this DPA and all Exhibits, the term LEA shall mean the educational agency, as defined in Education Law Section 2-d, that has executed the DPA; if the LEA is a board of cooperative educational services, then the term LEA shall also include Participating School Districts for purposes of the following provisions of the DPA: Article I, Section 2; Article II, Sections 1 and 3; and Sections 1, 2, and 3 of Article III.
- **Participating School District:** As used in Exhibit G and other Exhibits to the DPA, the term Participating School District shall mean a New York State educational agency, as that term is defined in Education Law Section 2-d, that obtains access to the Services through a CoSer agreement with LEA, and shall include LEA if it uses the Services in its own educational or operational programs.
-

**Exhibit "J"**  
**LEA Documents**

New York LEAs will provide links to their Data Security and Privacy Policy, Parents Bill of Rights for Data Security and Privacy, and supplemental information for this service agreement in their Exhibit Es.

**Exhibit "K"**  
**Provider Security Policy**

Provider's Data Security and Privacy Plan can be accessed at

See attached

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# ARC Digital Products

## Security and Privacy

### Security and Disaster Recovery

American Reading Company's (ARC) digital products adhere to the following security and disaster recovery practices:

- All web-based services and RESTful API calls use TLS 1.2 security.
- All personally identifiable information stored in MySQL is encrypted at rest using 256-bit AES encryption. This encrypted storage is FIPS 140-2 compliant.
- ARC digital products offer access for teachers, school administrators, and district administrators as identified by the district. Users in each of those security groups have access to only those student records in their scope of responsibility.
- For districts using Clever Instant Login or Classlink OneClick Single Sign-On, the district maintains real-time control of all user credentials. For districts not using one of our supported single sign-on solutions, districts may assign usernames and passwords up to 128 characters. All passwords are stored using BCrypt encryption.
- All digital product data is replicated to multiple database servers behind our firewalls.
- All data is backed up daily, encrypted, and transferred securely to ARC's headquarters.
- All employees who might require access to secure data are provided with training in safe-handling procedures.

### Cloud Hosting

ARC digital products are hosted on the Microsoft Azure cloud platform. Through the use of encryption and restricted access to physical devices, Microsoft does not have access to district data in any form at any time.

- One Microsoft Way, Redmond, WA, 98052
- (800) 426-9400
- Security Information for the Microsoft Azure platform, including attestations for NIST, SOC2, and other compliance offerings, can be found here:  
<https://learn.microsoft.com/en-us/azure/compliance/offerings/>

## Privacy

- Data stored in ARC digital products remains the property of the district and is protected by several policies to ensure privacy.
- American Reading Company does not share district data with any third parties unless requested by district administration.
- **FERPA Compliance:** American Reading Company's software products meet the requirements of FERPA. Acting as a school official with legitimate educational interests, American Reading Company receives basic directory information from the district in order to populate ARC digital products with student rosters. To facilitate information review by parents, legal guardians, and eligible pupils, ARC digital products include several printable reports, including the Student History Report and Status of the Class, that may be printed by district staff. If erroneous information is found in student records, parents, legal guardians, and eligible pupils may contact the district to request a modification of the erroneous records. For districts using an automated rostering solution, the incorrect student records will need to be modified in the root SIS system. Changes will be synchronized to American Reading Company's software platform within 24 hours. For districts not using an automated rostering solution, district personnel may make corrections to student records directly in American Reading Company's software platforms.
- **COPPA Compliance:** American Reading Company's software products meet the requirements of COPPA. All American Reading Company's software products are marketed and sold to schools and districts, not directly to students. No personal data is collected from students, and students are never prompted to enter any personal information. Any rostering and demographic data used to populate class lists and other constructs is entered by authorized district or school personnel.
- **CIPA Compliance:** American Reading Company's software products meet the requirements of CIPA. At the time of this writing, American Reading Company offers the following software products that are used directly by students: ARC Bookshelf, ARC Reads®, and ARC Adventures®. These products do not offer open or unfiltered access to Internet resources. Rather, they are curated collections of curricular resources, digital books, and foundational skills practice activities, respectively. This content has been vetted for age appropriateness.
- **GDPR Compliance:** American Reading Company's software products meet the "Lawfulness of Processing" requirement of the General Data Protection Regulation (GDPR) based on Chapter 2, Article 6, Section 1.b.: *"processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;"* <https://gdpr.eu/article-6-how-to-process-personal-data-legally/>  
In addition, American Reading Company's cloud provider, Microsoft Azure, fully

complies with GDPR, as described in the following document:

<https://docs.microsoft.com/en-us/legal/gdpr>

- All American Reading Company employees who are granted access to student data are trained in the safe handling of student records. Among other provisions, employees are trained to never send or request student information via email or other insecure messaging solutions, never share access, and never store exported student records on laptops, desktops, or mobile devices at any time.

## Handling of Breaches, Data Privacy Incidents, and Security Incidents

- **Cyber Security Insurance:** American Reading Company is protected by a cyber security policy provided by CNA. The individual event and aggregate coverage limits for this policy are both \$5,000,000.
- **Audit Logs:** ARC digital products collect a variety of audit logs of user activity. Logs are retained until the end of the agreement term with each customer. These logs include, but are not limited to, the following activities:
  - For every user log in, the user identifier, IP address, and timestamp are recorded.
  - Each insert, update, and deletion of data is logged with a user identifier and timestamp.
  - The viewing of documents, digital books, and videos is logged with a user identifier and timestamp.
  - The exporting of artifacts including PDF files, CSV files, and Excel files is logged with a user identifier and timestamp.
- **Error Logs and Access Logs:** All system logs, including error logs and server access logs, are captured in an Elastic Stack (ELK) environment.
- **Intrusion Detection and Prevention:** ARC's corporate systems are hosted behind redundant SonicWall network security appliances. These appliances apply the following intrusion detection and prevention safeguards:
  - Firewall with Deep Packet Inspection (DPI)
  - SonicWall Intrusion Prevention Service (IPS)
- **Notification:** Upon detection of a data breach, American Reading Company will send an email and place a phone call to the designated security contact for the affected school district within 24 hours. If no security contact is specified, American Reading Company will notify the district's IT department. Notifications will include:
  - The nature of the breach.
  - The number of PII records affected.
  - A description of how the breach was identified.

## Data Sharing

American Reading Company receives basic directory information from the district to populate our digital products with student rosters. This rostering data is used to create schools, classrooms, and student records in our databases. This basic rostering data is necessary to allow teachers and administrators to collect reading performance data, view reports based on this data, and provide access to appropriate resources and content. The following data is collected:

Students		Teachers and Administrators	
<ul style="list-style-type: none"> <li>• Student Identification Number</li> <li>• Prefix *</li> <li>• First Name</li> <li>• Middle Name *</li> <li>• Last Name</li> <li>• Suffix *</li> </ul>	<ul style="list-style-type: none"> <li>• Gender *</li> <li>• Ethnicity *</li> <li>• Date of Birth *</li> <li>• Grade</li> <li>• Classroom Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Prefix *</li> <li>• First Name</li> <li>• Middle Name *</li> <li>• Last Name</li> <li>• Suffix *</li> </ul>	<ul style="list-style-type: none"> <li>• Email Address</li> <li>• Security Level (Teacher, School Administrator, District Administrator)</li> <li>• Classroom Assignments</li> </ul>
<p><i>Items marked with an asterisk (*) are optional.</i></p>			

ARC is committed to using data to improve student outcomes. To this end, ARC will report aggregate, anonymized data as part of research and evaluation efforts, and other efforts related to improving the implementation of ARC products and services. ARC will report aggregate, anonymized data to enable districts to examine how student performance in their district compares with other districts. ARC may report aggregate system-wide, district-level, subgroup-level, grade-level, and school-level data. No district, school, teacher, or student will ever be named. For example, ARC may report that the average IRLA reading level for all 3<sup>rd</sup> graders, system-wide, is 2.79.

## Other Data Sharing Agreements

When ARC and a district agree to use SchoolPace data and/or other district data for research purposes, a separate data sharing agreement is put into place. The research DSA documents the terms under which the District will share data from students' education records, including personally identifiable information (PII), with ARC in a manner consistent with FERPA and its implementing regulations, and district privacy policies.





# SchoolPace\_Manchester\_NY\_11State\_OHG\_VendorSigned

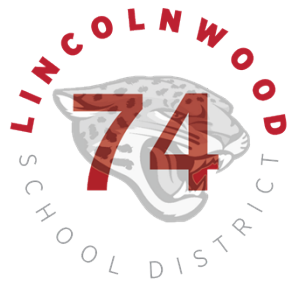
Final Audit Report

2024-11-04

Created:	2024-11-04
By:	Ramah Hawley (rhawley@tec-coop.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzHvHcNd7U-Nb30TTBFTocn_QhLv5fHB9

## "SchoolPace\_Manchester\_NY\_11State\_OHG\_VendorSigned" History

-  Document created by Ramah Hawley (rhawley@tec-coop.org)  
2024-11-04 - 1:42:09 PM GMT
-  Document emailed to STEVE CROSS (scross@mansd.org) for signature  
2024-11-04 - 1:42:19 PM GMT
-  Email viewed by STEVE CROSS (scross@mansd.org)  
2024-11-04 - 3:44:04 PM GMT
-  Document e-signed by STEVE CROSS (scross@mansd.org)  
Signature Date: 2024-11-04 - 3:45:44 PM GMT - Time Source: server
-  Agreement completed.  
2024-11-04 - 3:45:44 PM GMT



## Executive Summary Board of Education Meeting

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DATE: April 3, 2025

TOPIC: 3-year | Kindergarten through Second Grade Literacy Program Adoption | HMH Education Company

PREPARED BY: Dominick Lupo

**Recommended for:**

- Action
- Discussion
- Information

**Purpose/Background:**

The Board of Education approves all curricular adoptions and contracts.

As part of our ongoing commitment to enhancing early literacy instruction and improving academic outcomes for all students, we are recommending the adoption of Houghton Mifflin Harcourt's IntoReading literacy curriculum for our kindergarten through second-grade students. After a comprehensive review of several curricula, we are confident that IntoReading provides the research-based, differentiated, and engaging resources our teachers need to effectively support young learners as they build foundational literacy skills.

IntoReading stood out due to its strong alignment with state and national standards, as well as its proven effectiveness in helping students develop essential reading skills. This curriculum integrates key elements of early literacy development, including phonemic awareness, phonics, vocabulary development, fluency, and comprehension. These foundational skills are critical at the early elementary level, where students can see their literacy journey move from learning to read to reading to learn.

A significant strength of IntoReading is its ability to differentiate instruction. The curriculum offers a wide range of resources, such as leveled readers, interactive activities, and assessments, that meet the diverse needs of our student population. Whether students are struggling with early literacy skills or

are ready to advance, IntoReading provides the tools for teachers to tailor instruction to each child's needs. This flexibility is particularly valuable in our district, where students enter kindergarten with varying levels of readiness.

Although IntoReading has an early strong focus on teaching the foundations of reading, it also fosters a love of reading through its engaging, age-appropriate texts and its focus on building vocabulary through rich content. The curriculum includes both fiction and nonfiction texts that engage students with real-world topics, making learning relevant and exciting. By providing students with a variety of high-interest texts, the curriculum promotes critical thinking, comprehension, and discussion—skills that are foundational for academic achievement.

In addition to supporting students, IntoReading offers continuous professional development and teacher support. The curriculum provides educators with clear lesson plans, instructional guides, and continuous formative assessments that allow for ongoing progress monitoring. These resources empower teachers to adjust instruction in real-time based on student performance, ensuring that every student receives the support they need to succeed. This continuous support is crucial as we aim to equip our teachers with the tools they need to be successful in fostering early literacy development.

By adopting the IntoReading literacy curriculum for kindergarten through second grade, our district will provide students with a high-quality, research-based program that promotes strong literacy foundations. The curriculum's emphasis on differentiation, engaging content, and teacher support makes it a great choice for meeting the various needs of our young learners.

The District's Legal Counsel reviewed all documents and prepared the included contract amendments.

**Fiscal Impact:**

The fiscal impact of the 3-year adoption will be \$124,246.26 for all materials and professional development.

**Recommendation:**

The Finance Committee concurred with the Administration's recommendation to the Board of Education to approve this Contract from *HMH Education Company* for the adoption of the K-2 literacy curriculum in the amount of \$124,246.26 from the 2025-2026 school year to the 2027-2028 school year with the intent that it may be extended based on Administrative and staff review.

# HMH



**Proposal #009243197**

Prepared For

## **Lincolnwood Sch Dist 74**

**Attention:**

**Dominick Lupo**

**dlupo@sd74.org**

For the Purchase of:

## **Into Reading K-2 Version 3- Updated PD**

**Prepared By**

**Melissa Sinclair**

**melissa.sinclair@hmhco.com**

**Please submit this proposal with your purchase order.**

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hmhco.com/common/terms-conditions>

Coupon Code: PRODPB8

Send **Check Payments** to:  
HMH Education Company  
14046 Collection Center Drive  
Chicago, IL 60693

Attention:  
Dominick Lupo  
dlupo@sd74.org

**HMH Confidential and Proprietary**

Send **Orders** to:  
orders@hmhco.com  
FAX: 800-269-5232

# Proposal for Lincolnwood Sch Dist 74

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b>Grade K</b>						
<b>Student Digital Licenses</b>						
1893240	9798202062339 Into Reading VRS3 Student License with HMH Digital Readers 3 Year Grades K-6	\$82.50	100	\$8,250.00	\$660.00	\$7,590.00
	Package Includes: Into Reading Vrs3 Digital Student Resources 3 Year Grades K-6 HMH Readers Vrs3 Digital Library Student Resources 3 Year Grades K-6 Implementation Success					
<b>Total for Student Digital Licenses</b>		<b>\$7,590.00</b>				
<b>Teacher Digital Licenses</b>						
1893248	9798202062414 Into Reading VRS3 Teacher License with HMH Digital Readers 3 Year Grades K-6	\$771.00	7	\$5,397.00	\$5,397.00	
	Package Includes: Into Reading Vrs3 Digital Teacher Resources 3 Year Grades K-6 HMH Readers Vrs3 Digital Library Teacher Resources 3 Year Grades K-6 Access to Teacher's Corner					
<b>Total for Teacher Digital Licenses</b>		<b>\$0.00</b>				
<b>A la Carte Items Available for Purchase</b>						
<b>Teacher Materials</b>						
1886179	9798202028168 Into Reading Vrs3 Teacher's Guide Set Grade K	\$197.35	7	\$1,381.45	\$110.53	\$1,270.92
1889838	9798202043420 Into Reading Vrs3 Big Book Set Grade K	\$240.25	6	\$1,441.50	\$115.32	\$1,326.18
1889834	9798202043406 Into Reading Vrs3 Read Aloud Set Grade K	\$137.60	6	\$825.60	\$66.06	\$759.54
1889786	9798202043369 Into Reading VRS3 Decodable Library Set Grade K	\$1,295.01	6	\$7,770.06	\$621.60	\$7,148.46
1874676	9780358976240 Into Reading Vrs3 Bookstix Grade K	\$4.85	6	\$29.10	\$2.34	\$26.76
1889840	9798202043437 Into Reading Vrs3 Instructional Card Kit Grade K	\$82.50	6	\$495.00	\$39.60	\$455.40
1721083	9781328522900 Into Reading Tabletop Minilessons Reading Grade K	\$33.90	7	\$237.30	\$18.97	\$218.33
1716734	9781328491602 Into Reading Tabletop Minilessons English Language Development Grade K	\$33.90	7	\$237.30	\$18.97	\$218.33
1889860	9798202043536 Into Reading HMH Readers VRS3 Library with Take and Teach Lessons Grade K	\$1,295.00	6	\$7,770.00	\$621.60	\$7,148.40
<b>Student Materials</b>						
1885991	9798202027222 Into Reading Vrs3 Student myBook Softcover 3 Year Print Grade K	\$16.50	100	\$1,650.00	\$132.00	\$1,518.00
1886085	9798202027697 Into Reading Vrs3 Know It Show It 3 Year Print Grade K	\$36.35	100	\$3,635.00	\$291.00	\$3,344.00
<b>Total for A la Carte Items Available for Purchase</b>		<b>\$23,434.32</b>				
<b>Total for Grade K</b>		<b>\$31,024.32</b>				

Coupon Code: PRODPB8

Send **Check Payments** to:  
HMH Education Company  
14046 Collection Center Drive  
Chicago, IL 60693

Attention:  
Dominick Lupo  
dlupo@sd74.org

Send **Orders** to:  
orders@hnhco.com  
FAX: 800-269-5232

**HMH Confidential and Proprietary**

# Proposal for Lincolnwood Sch Dist 74

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b>Grade 1</b>						
<b>Student Digital Licenses</b>						
1893240	9798202062339	Into Reading VRS3 Student License with HMH Digital Readers 3 Year Grades K-6	120	\$82.50	\$9,900.00	\$792.00
Package Includes: Into Reading Vrs3 Digital Student Resources 3 Year Grades K-6 HMH Readers Vrs3 Digital Library Student Resources 3 Year Grades K-6 Implementation Success						
<b>Total for Student Digital Licenses</b>				<b>\$9,108.00</b>		
<b>Teacher Digital Licenses</b>						
1893248	9798202062414	Into Reading VRS3 Teacher License with HMH Digital Readers 3 Year Grades K-6	7	\$771.00	\$5,397.00	\$5,397.00
Package Includes: Into Reading Vrs3 Digital Teacher Resources 3 Year Grades K-6 HMH Readers Vrs3 Digital Library Teacher Resources 3 Year Grades K-6 Access to Teacher's Corner						
<b>Total for Teacher Digital Licenses</b>				<b>\$0.00</b>		
<b>A la Carte Items Available for Purchase</b>						
<b>Teacher Materials</b>						
1886181	9798202028175	Into Reading Vrs3 Teacher's Guide Set Grade 1	7	\$197.35	\$1,381.45	\$110.53
1886169	9798202028113	Into Reading Vrs3 Teaching Pal Set Grade 1	6	\$41.50	\$249.00	\$19.92
1736147	9781328639097	Into Reading Big Book Set Grade 1	6	\$91.75	\$550.50	\$44.04
1736145	9781328639059	Into Reading Read Aloud Set Grade 1	6	\$96.10	\$576.60	\$46.14
1889788	9798202043376	Into Reading VRS3 Decodable Library Set Grade 1	6	\$1,294.99	\$7,769.94	\$621.60
1874678	9780358976257	Into Reading Vrs3 Bookstix Grade 1	6	\$4.85	\$29.10	\$2.34
1889842	9798202043444	Into Reading Vrs3 Instructional Card Kit Grade 1	6	\$82.50	\$495.00	\$39.60
1721084	9781328522917	Into Reading Tabletop Minilessons Reading Grade 1	7	\$33.90	\$237.30	\$18.97
1716735	9781328491619	Into Reading Tabletop Minilessons English Language Development Grade 1	7	\$33.90	\$237.30	\$18.97
1889862	9798202043543	Into Reading HMH Readers VRS3 Library with Take and Teach Lessons Grade 1	6	\$1,295.00	\$7,770.00	\$621.60
1736148	9781328639103	Into Reading Focal Text Single Copy Set Grade 1	6	\$27.15	\$162.90	\$13.02
<b>Student Materials</b>						
1886005	9798202027291	Into Reading Vrs3 Student myBook Softcover Set 3 Year Print Grade 1	120	\$16.50	\$1,980.00	\$158.40
1886099	9798202027765	Into Reading Vrs3 Know It Show It Set 3 Year Print Grade 1	120	\$36.35	\$4,362.00	\$349.20
1775892	9780358294481	Into Reading Read and Respond Journal 3 Year Print Grade 1	60	\$36.35	\$2,181.00	\$174.60
<b>Total for A la Carte Items Available for Purchase</b>				<b>\$25,743.16</b>		
<b>Total for Grade 1</b>				<b>\$34,851.16</b>		

Coupon Code: PRODPB8

Send **Check Payments** to:  
 HMH Education Company  
 14046 Collection Center Drive  
 Chicago, IL 60693

Attention:  
 Dominick Lupo  
 dlupo@sd74.org

Send **Orders** to:  
 orders@hmhco.com  
 FAX: 800-269-5232

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# Proposal for Lincolnwood Sch Dist 74

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b>Grade 2</b>						
<b>Student Digital Licenses</b>						
1893240	9798202062339 Into Reading VRS3 Student License with HMH Digital Readers 3 Year Grades K-6	\$82.50	120	\$9,900.00	\$792.00	\$9,108.00
	Package Includes: Into Reading Vrs3 Digital Student Resources 3 Year Grades K-6 HMH Readers Vrs3 Digital Library Student Resources 3 Year Grades K-6 Implementation Success					
<b>Total for Student Digital Licenses</b>				<b>\$9,108.00</b>		
<b>Teacher Digital Licenses</b>						
1893248	9798202062414 Into Reading VRS3 Teacher License with HMH Digital Readers 3 Year Grades K-6	\$771.00	7	\$5,397.00	\$5,397.00	
	Package Includes: Into Reading Vrs3 Digital Teacher Resources 3 Year Grades K-6 HMH Readers Vrs3 Digital Library Teacher Resources 3 Year Grades K-6 Access to Teacher's Corner					
<b>Total for Teacher Digital Licenses</b>				<b>\$0.00</b>		
<b>A la Carte Items Available for Purchase</b>						
<b>Teacher Materials</b>						
1886183	9798202028182 Into Reading Vrs3 Teacher's Guide Set Grade 2	\$197.35	7	\$1,381.45	\$110.53	\$1,270.92
1886171	9798202028120 Into Reading Vrs3 Teaching Pal Set Grade 2	\$41.50	6	\$249.00	\$19.92	\$229.08
1889836	9798202043413 Into Reading Vrs3 Read Aloud Set Grade 2	\$137.60	6	\$825.60	\$66.06	\$759.54
1889790	9798202043383 Into Reading VRS3 Decodable Library Set Grade 2	\$1,294.99	6	\$7,769.94	\$621.60	\$7,148.34
1874680	9780358976264 Into Reading Vrs3 Bookstix Grade 2	\$4.85	6	\$29.10	\$2.34	\$26.76
1889844	9798202043451 Into Reading Vrs3 Instructional Card Kit Grade 2	\$82.50	6	\$495.00	\$39.60	\$455.40
1721085	9781328522924 Into Reading Tabletop Minilessons Reading Grade 2	\$33.90	7	\$237.30	\$18.97	\$218.33
1716736	9781328491626 Into Reading Tabletop Minilessons English Language Development Grade 2	\$33.90	7	\$237.30	\$18.97	\$218.33
1889864	9798202043550 Into Reading HMH Readers VRS3 Library with Take and Teach Lessons Grade 2	\$1,295.00	6	\$7,770.00	\$621.60	\$7,148.40
1736149	9781328639110 Into Reading Focal Text Single Copy Set Grade 2	\$27.15	6	\$162.90	\$13.02	\$149.88
<b>Student/ Materials</b>						
1886021	9798202027376 Into Reading Vrs3 Student myBook Softcover Set 3 Year Print Grade 2	\$16.50	120	\$1,980.00	\$158.40	\$1,821.60
1886115	9798202027840 Into Reading Vrs3 Know It Show It Set 3 Year Print Grade 2	\$36.35	120	\$4,362.00	\$349.20	\$4,012.80
1775893	9780358294498 Into Reading Read and Respond Journal 3 Year Print Grade 2	\$36.35	60	\$2,181.00	\$174.60	\$2,006.40
<b>Total for A la Carte Items Available for Purchase</b>				<b>\$25,465.78</b>		
<b>Total for Grade 2</b>				<b>\$34,573.78</b>		

Coupon Code: PRODPB8

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Chicago, IL 60693

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# Proposal for Lincolnwood Sch Dist 74

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<b>Professional Services- Into Reading Vrs3 K-6</b>						
<b>Coaching</b>						
1888464	9798202036453 Into Reading Vrs3 Coachly Digital License 1 Year Grades K-6 <small>Coachly provides one-on-one coaching to teachers to build their program expertise, support lesson planning, and discuss data-driven, actionable strategies to grow teacher practice. Each teacher is matched with a certified coach with whom they can schedule virtual sessions and message via the Ed platform. Coachly licenses are a one year digital subscription.</small>	\$1,500.00	2	\$3,000.00	\$240.00	\$2,760.00
<b>Total for Coaching</b>		<b>\$2,760.00</b>				
<b>Implementation Support for Into Reading Vrs3 K-6</b>						
1888461	9798202036293 Into Reading Vrs3 Getting Started In-Person (Two, 3HR sessions) 6-Hour Grades K-6 <small>This three-hour Getting Started session introduces teachers to their new program's structure, essential resources, and implementation recommendations. Teachers will also explore Ed, HMH's teaching and learning platform, and the professional learning pathway on Ed. An HMH Coach will provide the introductory Getting Started session to one teacher group in the morning and a different group in the afternoon.</small>	\$4,200.00	1	\$4,200.00	\$336.00	\$3,864.00
1888462	9798202036309 Into Reading Vrs3 Getting Started 6-Hour Grades K-6 <small>In this six-hour Getting Started, participants explore the essential components of Into Reading and its instructional model, walk through a lesson, and practice accessing key resources on HMH Ed. To strengthen learning, they collaborate with colleagues to explore their new program and engage in rich discussions. Participants become prepped and ready to plan their first lessons as they continue learning on the Teacher Success Pathway.</small>	\$4,200.00	1	\$4,200.00	\$336.00	\$3,864.00
1888463	9798202036446 Into Reading Vrs3 Leader Success Live Online 1-Hour Grades K-6 <small>Getting Started is the initial step towards a successful first 30 days. Ongoing training and support will be provided on Ed through their Into Reading Teacher Success Pathway. This guided learning pathway offers a recommended sequence of topics, including live sessions, videos, interactive media, and related resources, to help teachers plan, teach, and assess student learning using their new HMH program. After teachers complete pathway topics, they receive a certificate of completion.</small>	\$400.00	1	\$400.00	\$400.00	
<b>Total for Implementation Support for Into Reading Vrs3 K-6</b>		<b>\$7,728.00</b>				
<b>Total for Professional Services- Into Reading Vrs3 K-6</b>		<b>\$10,488.00</b>				

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# Proposal for Lincolnwood Sch Dist 74

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
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<i>Subtotal Purchase Amount:</i>	<b>\$110,937.26</b>
<i>Shipping &amp; Handling:</i>	<b>\$13,309.00</b>
<b><i>Total Cost of Proposal (PO Amount):</i></b>	<b>\$124,246.26</b>

**\*\*Please add proper sales tax to your order\*\***

Coupon Code: PRODPB8

Send **Check Payments** to:  
HMH Education Company  
14046 Collection Center Drive  
Chicago, IL 60693

Attention:  
Dominick Lupo  
dlupo@sd74.org

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orders@hnhco.com  
FAX: 800-269-5232

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**Total Cost of Proposal (PO Amount): \$124,246.26**

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - o Point of Contact for Print materials
  - o Point of Contact for Digital materials
  - o Point of Contact for Scheduling Professional Development
  - o Email address for Accounts Payable contact
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.
 

<b>Ship to:</b>	<b>Sold to:</b>
Lincolnwood School District 74	Lincolnwood School District 74
6950 N East Prairie Rd	6950 N East Prairie Rd
Lincolnwood, IL 60712-2520	Lincolnwood, IL 60712-2520
- Please provide funding start and end dates.
- Please note HMH bills products and services as they are fulfilled. You may receive multiple invoices for your order.
- HMH reserves the right to transmit documents electronically.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 2/24/2025

Proposal Expiration Date: 5/30/2025



Coupon Code: PRODPB8

Attention:  
Dominick Lupo  
dlupo@sd74.org

Send **Orders** to:  
orders@hnhco.com  
FAX: 800-269-5232

Send **Check Payments** to:  
HMH Education Company  
14046 Collection Center Drive  
Chicago, IL 60693


**HMH Confidential and Proprietary**

**EXHIBIT "E"**  
**GENERAL OFFER OF PRIVACY TERMS**

**1. Offer of Terms**

Provider offers the same privacy protections found in this DPA between it and North Shore School Dist 112 ("Originating LEA") which is dated 4/19/2024, 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: legalservices@hnhco.com.

**PROVIDER:**

BY:  Date: April 19, 2024  
Printed Name: Lisa Jacobson Title/Position: Sr Director, Bids and Contracts

**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: Dominick Lupo Date: 3/31/2025

Printed Name: Dominick Lupo Title/Position: Assistant Superintendent

SCHOOL DISTRICT NAME: Lincolnwood SD74

**DESIGNATED REPRESENTATIVE OF LEA:**

Name: Dominick Lupo

Title: Assistant Superintendent

Address: 6950 N East Prairie Rd, Lincolnwood, IL 60713

Telephone Number: 847-675-8234

Email: dlupo@sd74.org

# **Standard Student Data Privacy Agreement**

**IL-NDPA v1.0a**

School District or LEA

**North Shore School Dist 112**

**and**

Provider

**Houghton Mifflin Harcourt Publishing Company**

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:

[ North Shore School Dist 112 ], located at [ 445 Sheridan Road Highwood, IL 60040 ] (the “Local Education Agency” or “LEA”) and [ Houghton Mifflin Harcourt Publishing Company ], located at [ 125 High Street, Boston, MA 02110 ] (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: Jeremy Wickham Title: Director of Technology

Address: 445 Sheridan Rd. Highwood, IL 60040

Phone: 224-765-3030 Email: jwickham@nssd112.org

The designated representative for the Provider for this DPA is:

Name: Selva Mahimaidas Title: VP, Chief Information Security Officer

Address: 125 High Street, Boston, MA 02110

Phone: 617-351-5000 Email: legalservices@hnhco.com

**IN WITNESS WHEREOF**, LEA and Provider execute this DPA as of the Effective Date.

**LEA:**

By: *Jeremy Wickham* Date: 05/07/24

Printed Name: Jeremy Wickham Title/Position: Director of Technology

**Provider:**

By: *Lisa Jacobson* Date: April 19, 2024

Printed Name: Lisa Jacobson Title/Position: Sr Director, Bids and Contracts

## **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**

All products on the following platforms: Ed, SAM, Thinkcentral, HMOF, Writable, Waggle, Amira, WileyPLUS, VitalSource, Classcraft and NWEA.

## Amira—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
<b>Application Technology Metadata</b>	IP Addresses of users; Use of cookies; etc.	<b>X</b> Cookies, third-party tracking technologies, and server logs are automatically collected when visiting the Amira Learning website; we may also gather information on IP address and/or type of browser/OS.
	Other application technology metadata	<b>X</b> Google Analytics; see <a href="https://www.amiralearning.com/privacy-policy">https://www.amiralearning.com/privacy-policy</a> for information.
<b>Application Use Statistics</b>	Metadata on user interaction with application	
<b>Assessment</b>	Standardized test scores	
	Observation data	
	Other assessment data – Please specify:	
<b>Attendance</b>	Student school (daily) attendance data	
	Student class attendance	
<b>Communications</b>	Online communications that are captured (emails, blog entries)	
<b>Conduct</b>	Conduct or behavioral data	
<b>Demographics</b>	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
<b>Enrollment</b>	Student school enrollment	
	Student grade level	
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	



## Amira—Student Data Usage Specifications

Parent/Guardian Contact Information	Address	
	Email	
	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	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	Address	
	Email	X
	Phone	
Student Identifiers	Local (School district) ID number	
	State ID number	
	Vendor/App assigned student ID number	
	Student app username	
	Student app passwords	X Encrypted Passwords
Student Name	First and/or Last	X
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	



<b>Amira—Student Data Usage Specifications</b>		
	participate in	
<b>Student Survey Responses</b>	Student responses to surveys or questionnaires	
<b>Student Work</b>	Student generated content; writing, pictures; etc.	
	Other student work data – Please specify:	
<b>Transcript</b>	Student course grades	X
	Student course data	X
	Student course grades/performance scores	X
	Other transcript data – Please specify:	
<b>Transportation</b>	Student bus assignment	
	Student pick-up and/or drop-off location	
	Student bus card ID number	
	Other transportation data – Please specify:	
<b>Other</b>	Please list each additional data element used, stored, or collected by your application.	X Please refer to the SAM Data Management Manual information: <a href="https://www.hmhco.com/product-support/content/techsupport/sam/manuals/HMHSAM_DMM_2_5.pdf">https://www.hmhco.com/product-support/content/techsupport/sam/manuals/HMHSAM_DMM_2_5.pdf</a>

## Classcraft—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
Application Technology Metadata	IP Addresses of users; Use of cookies; etc.	<b>X</b>
	Other application technology metadata	
Application Use Statistics	Metadata on user interaction with application	<b>X</b>
Assessment	Standardized test scores	
	Observation data	
	Other assessment data – Please specify:	
Attendance	Student school (daily) attendance data	<b>X</b>
	Student class attendance	Entered by the teacher.
Communications	Online communications that are captured (emails, blog entries)	
Conduct	Conduct or behavioral data	<b>X</b> Entered by the teacher.
Demographics	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	Student school enrollment	
	Student grade level	<b>X</b>
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	<b>X</b> Class Name
Parent/Guardian Contact Information	Address	
	Email	<b>X</b>



## Classcraft—Student Data Usage Specifications

		Entered by the teacher.
	Phone	
<b>Parent/Guardian ID</b>	Parent ID number (created to link parents to students)	<b>X</b> Assigned by the application.
<b>Parent/Guardian Name</b>	First and/or Last	<b>X</b> Entered by the teacher.
<b>Schedule</b>	Student scheduled courses	
	Teacher names	<b>X</b>
<b>Special Indicator</b>	English language learner information	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
<b>Student Contact Information</b>	Address	
	Email	<b>X</b>
	Phone	
<b>Student Identifiers</b>	Local (School district) ID number	<b>X</b>
	State ID number	
	Vendor/App assigned student ID number	
	Student app username	<b>X</b>
	Student app passwords	<b>X</b>
<b>Student Name</b>	First and/or Last	<b>X</b>
<b>Student in App Performance</b>	Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)	<b>X</b> Entered by the student: Discussions & Kudos; Messaging to Teachers
<b>Student Program Membership</b>	Academic or extracurricular activities a student may belong to or participate in	



## Classcraft—Student Data Usage Specifications

<b>Student Survey Responses</b>	<b>Student responses to surveys or questionnaires</b>	
<b>Student Work</b>	<b>Student generated content; writing, pictures; etc.</b>	<b>X</b> Entered by the student.
	<b>Other student work data – Please specify:</b>	<b>X</b> Entered by the student or teacher: Student Curriculum Progression (quest progress); Student Use of the Avatar and Pet System; Student Use of the Power System
<b>Transcript</b>	<b>Student course grades</b>	
	<b>Student course data</b>	
	<b>Student course grades/performance scores</b>	
	<b>Other transcript data – Please specify:</b>	
<b>Transportation</b>	<b>Student bus assignment</b>	
	<b>Student pick-up and/or drop-off location</b>	
	<b>Student bus card ID number</b>	
	<b>Other transportation data – Please specify:</b>	
<b>Other</b>	<b>Please list each additional data element used, stored, or collected by your application.</b>	



## HMH Ed—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
Application Technology Metadata	IP Addresses of users; Use of cookies; etc.	X
	Other application technology metadata	
Application Use Statistics	Metadata on user interaction with application	X
Assessment	Standardized test scores	X
	Observation data	On Roadmap
	Other assessment data – Please specify:	
Attendance	Student school (daily) attendance data	
	Student class attendance	
Communications	Online communications that are captured (emails, blog entries)	
Conduct	Conduct or behavioral data	
Demographics	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	Student school enrollment	X
	Student grade level	X
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	X Class Enrollment
Parent/Guardian Contact Information	Address	
	Email	
	Phone	



## HMH Ed—Student Data Usage Specifications

Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	<b>X</b>
	Teacher names	<b>X</b>
Special Indicator	English language learner information	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	Address	
	Email	<b>X</b> <b>PLEASE NOTE:</b> Student email is not required to use HMH Ed software. Many school districts, however, will use email as the student's username to accommodate SSO integrations.
	Phone	
Student Identifiers	Local (School district) ID number	<b>X</b>
	State ID number	
	Vendor/App assigned student ID number	<b>X</b>
	Student app username	<b>X</b>
	Student app passwords	<b>X</b>
Student Name	First and/or Last	<b>X</b>
Student in App Performance	Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)	<b>X</b>
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	



## HMH Ed—Student Data Usage Specifications

<b>Student Survey Responses</b>	Student responses to surveys or questionnaires	
<b>Student Work</b>	Student generated content; writing, pictures; etc.	X ( <i>Writable</i> )
	Other student work data – Please specify:	
<b>Transcript</b>	Student course grades	
	Student course data	
	Student course grades/performance scores	
	Other transcript data – Please specify:	
<b>Transportation</b>	Student bus assignment	
	Student pick-up and/or drop-off location	
	Student bus card ID number	
	Other transportation data – Please specify:	
<b>Other</b>	Please list each additional data element used, stored, or collected by your application.	



## HMOF (my.hrw)—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
Application Technology Metadata	IP Addresses of users; Use of cookies; etc.	<b>X</b> Login Page to Remember Settings
	Other application technology metadata	
Application Use Statistics	Metadata on user interaction with application	<b>X</b>
Assessment	Standardized test scores	
	Observation data	
	Other assessment data – Please specify:	<b>X</b> Performance-based Assessment Scores; Universal Screener and Progress Monitoring Scores; Curriculum-embedded Assessment Scores
Attendance	Student school (daily) attendance data	
	Student class attendance	
Communications	Online communications that are captured (emails, blog entries)	
Conduct	Conduct or behavioral data	
Demographics	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	Student school enrollment	<b>X</b>
	Student grade level	<b>X</b>
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	<b>X</b> Any data element that will connect a student to a class being taught by a teacher for the active date; districts often decide what elements they want to use in



## HMOF (my.hrw)—Student Data Usage Specifications

		building a unique class/roster.
Parent/Guardian Contact Information	Address	
	Email	
	Phone	
Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	X
	Teacher names	X
Special Indicator	English language learner information	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	Address	
	Email	
	Phone	
Student Identifiers	Local (School district) ID number	X
	State ID number	
	Vendor/App assigned student ID number	X
	Student app username	X
	Student app passwords	
Student Name	First and/or Last	X
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	



## HMOF (my.hrw)—Student Data Usage Specifications

	participate in	
<b>Student Survey Responses</b>	Student responses to surveys or questionnaires	
<b>Student Work</b>	Student generated content; writing, pictures; etc.	<b>X</b>
	Other student work data – Please specify:	<b>X</b> Notes; Annotations; Highlights
<b>Transcript</b>	Student course grades	
	Student course data	<b>X</b>
	Student course grades/performance scores	<b>X</b> Student Course Grades; Performance Scores per Assignment Only
	Other transcript data – Please specify:	
<b>Transportation</b>	Student bus assignment	
	Student pick-up and/or drop-off location	
	Student bus card ID number	
	Other transportation data – Please specify:	
<b>Other</b>	Please list each additional data element used, stored, or collected by your application.	

## NWEA—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
Application Technology Metadata	IP Addresses of users; Use of cookies; etc.	<b>X</b>
	Other application technology metadata	
Application Use Statistics	Metadata on user interaction with application	
Assessment	Standardized test scores	
	Observation data	
	Other assessment data – Please specify: <i>Interim Assessment Scores</i>	<b>X</b>
Attendance	Student school (daily) attendance data	
	Student class attendance	
Communications	Online communications that are captured (emails, blog entries)	
Conduct	Conduct or behavioral data	
Demographics	Date of Birth	<b>X</b>
	Place of Birth	
	Gender	<b>X</b>
	Ethnicity or race	<b>X</b>
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	Student school enrollment	
	Student grade level	<b>X</b>
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	
Parent/Guardian Contact Information	Address	
	Email	
	Phone	



NWEA—Student Data Usage Specifications		
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	X
Special Indicator	English language learner information	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	Address	
	Email	
	Phone	
Student Identifiers	Local (School district) ID number	X
	State ID number	
	Vendor/App assigned student ID number	
	Student app username	
	Student app passwords	
Student Name	First and/or Last	X
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.	



## NWEA—Student Data Usage Specifications

	Other student work data – Please specify:	<b>X</b> Voice Recording ( <i>MAP Reading Fluency only</i> )
Transcript	Student course grades	
	Student course data	
	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.	

Student Achievement Manager (SAM)—Student Data Usage Specifications		
Category of Data	Elements	Check if used by your system
Application Technology Metadata	IP Addresses of users; Use of cookies; etc.	X
	Other application technology metadata	
Application Use Statistics	Metadata on user interaction with application	X
Assessment	Standardized test scores	X
	Observation data	X
	Other assessment data – Please specify:	X Performance-based Assessment Scores; Universal Screener and Progress Monitoring Scores; Curriculum-embedded Assessment Scores
Attendance	Student school (daily) attendance data	
	Student class attendance	
Communications	Online communications that are captured (emails, blog entries)	
Conduct	Conduct or behavioral data	
Demographics	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	Student school enrollment	X
	Student grade level	X
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	
Parent/Guardian Contact	Address	



Student Achievement Manager (SAM)—Student Data Usage Specifications		
Information	Email	
	Phone	
Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	X
	Teacher names	X
Special Indicator	English language learner information	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	X Please refer to the SAM Data Management Manual for information: <a href="https://www.hmhco.com/product-support/content/techsupport/sam/manuals/HMHSAM_DMM_2_5.pdf">https://www.hmhco.com/product-support/content/techsupport/sam/manuals/HMHSAM_DMM_2_5.pdf</a>
Student Contact Information	Address	
	Email	
	Phone	
Student Identifiers	Local (School district) ID number	X
	State ID number	
	Vendor/App assigned student ID number	X
	Student app username	X
	Student app passwords	X
Student Name	First and/or Last	X
Student in App Performance	Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)	



Student Achievement Manager (SAM)—Student Data Usage Specifications		
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	X
	Student course data	X
	Student course grades/performance scores	X
	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.	<p style="text-align: center;">X</p> <p>Please refer to the SAM Data Management Manual information:  <a href="https://www.hmhco.com/product-support/content/techsupport/sam/manuals/HMHSAM_DMM_2_5.pdf">https://www.hmhco.com/product-support/content/techsupport/sam/manuals/HMHSAM_DMM_2_5.pdf</a></p>

## ThinkCentral—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
Application Technology Metadata	IP Addresses of users; Use of cookies; etc.	<b>X</b>
	Other application technology metadata	
Application Use Statistics	Metadata on user interaction with application	<b>X</b>
Assessment	Standardized test scores	<b>X</b>
	Observation data	
	Other assessment data – Please specify:	Performance-based Assessment Scores; Universal Screener and Progress Monitoring Scores; Curriculum-embedded Assessment Scores
Attendance	Student school (daily) attendance data	
	Student class attendance	
Communications	Online communications that are captured (emails, blog entries)	
Conduct	Conduct or behavioral data	
Demographics	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	Student school enrollment	<b>X</b>
	Student grade level	<b>X</b>
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	Class Enrollment
Parent/Guardian Contact	Address	



## ThinkCentral—Student Data Usage Specifications

Information	Email	
	Phone	
Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	X
	Teacher names	X
Special Indicator	English language learner information	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	Address	
	Email	
	Phone	
Student Identifiers	Local (School district) ID number	X
	State ID number	
	Vendor/App assigned student ID number	X
	Student app username	X
	Student app passwords	
Student Name	First and/or Last	X
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	X



ThinkCentral—Student Data Usage Specifications		
	questionnaires	Student Responses on Assignments and Assessments
Student Work	Student generated content; writing, pictures; etc.	X
	Other student work data – Please specify:	X Notes; Annotations; Highlights
Transcript	Student course grades	
	Student course data	X
	Student course grades/performance scores	X Student Course Grades; Performance Scores on Assignments Only
	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.	

## VitalSource—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
<b>Application Technology Metadata</b>	IP Addresses of users; Use of cookies; etc.	
	Other application technology metadata	
<b>Application Use Statistics</b>	Metadata on user interaction with application	
<b>Assessment</b>	Standardized test scores	
	Observation data	
	Other assessment data – Please specify:	
<b>Attendance</b>	Student school (daily) attendance data	
	Student class attendance	
<b>Communications</b>	Online communications that are captured (emails, blog entries)	
<b>Conduct</b>	Conduct or behavioral data	
<b>Demographics</b>	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
<b>Enrollment</b>	Student school enrollment	
	Student grade level	
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	
<b>Parent/Guardian Contact Information</b>	Address	
	Email	
	Phone	



## VitalSource—Student Data Usage Specifications

<b>Parent/Guardian ID</b>	<b>Parent ID number (created to link parents to students)</b>	
<b>Parent/Guardian Name</b>	<b>First and/or Last</b>	
<b>Schedule</b>	<b>Student scheduled courses</b>	
	<b>Teacher names</b>	
<b>Special Indicator</b>	<b>English language learner information</b>	
	<b>Low income status</b>	
	<b>Medical alerts</b>	
	<b>Student disability information</b>	
	<b>Specialized education services (IEP or 504)</b>	
	<b>Living situations (homeless/foster care)</b>	
	<b>Other indicator – Please specify:</b>	
<b>Student Contact Information</b>	<b>Address</b>	
	<b>Email</b>	
	<b>Phone</b>	
<b>Student Identifiers</b>	<b>Local (School district) ID number</b>	
	<b>State ID number</b>	
	<b>Vendor/App assigned student ID number</b>	
	<b>Student app username</b>	<b>X</b>
	<b>Student app passwords</b>	<b>X</b>
<b>Student Name</b>	<b>First and/or Last</b>	<b>X</b>
<b>Student in App Performance</b>	<b>Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)</b>	
<b>Student Program Membership</b>	<b>Academic or extracurricular activities a student may belong to or participate in</b>	
<b>Student Survey Responses</b>	<b>Student responses to surveys or questionnaires</b>	



## VitalSource—Student Data Usage Specifications

<b>Student Work</b>	<b>Student generated content; writing, pictures; etc.</b>	
	<b>Other student work data – Please specify:</b>	
<b>Transcript</b>	<b>Student course grades</b>	
	<b>Student course data</b>	
	<b>Student course grades/performance scores</b>	
	<b>Other transcript data – Please specify:</b>	
<b>Transportation</b>	<b>Student bus assignment</b>	
	<b>Student pick-up and/or drop-off location</b>	
	<b>Student bus card ID number</b>	
	<b>Other transportation data – Please specify:</b>	
<b>Other</b>	<b>Please list each additional data element used, stored, or collected by your application.</b>	

## Waggle—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
Application Technology Metadata	IP Addresses of users; Use of cookies; etc.	X
	Other application technology metadata	
Application Use Statistics	Metadata 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	
Communications	Online communications that are captured (emails, blog entries)	
Conduct	Conduct or behavioral data	
Demographics	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	Student school enrollment	X
	Student grade level	X
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	
Parent/Guardian Contact Information	Address	
	Email	
	Phone	



## Waggle—Student Data Usage Specifications

<b>Waggle—Student Data Usage Specifications</b>		
<b>Parent/Guardian ID</b>	Parent ID number (created to link parents to students)	
<b>Parent/Guardian Name</b>	First and/or Last	X
<b>Schedule</b>	Student scheduled courses	X
	Teacher names	X
<b>Special Indicator</b>	English language learner information	X
	Low income status	X
	Medical alerts	
	Student disability information	X
	Specialized education services (IEP or 504)	X
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
<b>Student Contact Information</b>	Address	
	Email	
	Phone	
<b>Student Identifiers</b>	Local (School district) ID number	X
	State ID number	
	Vendor/App assigned student ID number	X
	Student app username	X
	Student app passwords	X
<b>Student Name</b>	First and/or Last	X
<b>Student in App Performance</b>	Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)	X
<b>Student Program Membership</b>	Academic or extracurricular activities a student may belong to or participate in	
<b>Student Survey Responses</b>	Student responses to surveys or questionnaires	
<b>Student Work</b>	Student generated content; writing,	



## Waggle—Student Data Usage Specifications

	pictures; etc.	
	Other student work data – Please specify:	
Transcript	Student course grades	X
	Student course data	X
	Student course grades/performance scores	X
	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.	

## WileyPLUS—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
<b>Application Technology Metadata</b>	IP Addresses of users; Use of cookies; etc.	<b>X</b> Please see Google Data Analytics at <a href="https://experienceleague.adobe.com/en/docs/analytics/technotes/privacy-overview">https://experienceleague.adobe.com/en/docs/analytics/technotes/privacy-overview</a>
	Other application technology metadata	<b>X</b>
<b>Application Use Statistics</b>	Metadata on user interaction with application	<b>X</b> Some parts of the application use IMS Caliper events.
<b>Assessment</b>	Standardized test scores	<b>X</b> Scores at question-level and grades at assessment-level.
	Observation data	
	Other assessment data – Please specify:	<b>X</b> Assessment metadata is created by Wiley.
<b>Attendance</b>	Student school (daily) attendance data	
	Student class attendance	
<b>Communications</b>	Online communications that are captured (emails, blog entries)	
<b>Conduct</b>	Conduct or behavioral data	
<b>Demographics</b>	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
<b>Enrollment</b>	Student school enrollment	
	Student grade level	
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	



## WileyPLUS—Student Data Usage Specifications

	Other enrollment information – Please specify:	
Parent/Guardian Contact Information	Address	
	Email	
	Phone	
Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	<b>X</b> LTI Course Information
	Teacher names	<b>X</b>
Special Indicator	English language learner information	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	Address	
	Email	<b>X</b> LTI launch data and for Wiley LMS users / Claim workflow users; First Name, Last Name, and Email Address
	Phone	
Student Identifiers	Local (School district) ID number	
	State ID number	
	Vendor/App assigned student ID number	
	Student app username	
	Student app passwords	
Student Name	First and/or Last	<b>X</b> LTI launch data and for Wiley LMS users / Claim workflow users; First Name, Last Name, and Email Address



## WileyPLUS—Student Data Usage Specifications

<b>Student in App Performance</b>	Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)	<b>X</b>
<b>Student Program Membership</b>	Academic or extracurricular activities a student may belong to or participate in	
<b>Student Survey Responses</b>	Student responses to surveys or questionnaires	
<b>Student Work</b>	Student generated content; writing, pictures; etc.	<b>X</b> Only assessment content responses are stored.
	Other student work data – Please specify:	
<b>Transcript</b>	Student course grades	
	Student course data	
	Student course grades/performance scores	
	Other transcript data – Please specify:	
<b>Transportation</b>	Student bus assignment	
	Student pick-up and/or drop-off location	
	Student bus card ID number	
	Other transportation data – Please specify:	
<b>Other</b>	Please list each additional data element used, stored, or collected by your application.	



## Writable—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
Application Technology Metadata	IP Addresses of users; Use of cookies; etc.	<b>X</b>
	Other application technology metadata	
Application Use Statistics	Metadata on user interaction with application	<b>X</b>
Assessment	Standardized test scores	
	Observation data	
	Other assessment data – Please specify:	<b>X</b> <i>Writing Scores from Writable</i>
Attendance	Student school (daily) attendance data	
	Student class attendance	
Communications	Online communications that are captured (emails, blog entries)	
Conduct	Conduct or behavioral data	
Demographics	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	Student school enrollment	<b>X</b>
	Student grade level	
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	<b>X</b> <i>Class enrollment; classes do have a grade level.</i>
Parent/Guardian Contact Information	Address	
	Email	



<b>Writable—Student Data Usage Specifications</b>		
	Phone	
<b>Parent/Guardian ID</b>	Parent ID number (created to link parents to students)	
<b>Parent/Guardian Name</b>	First and/or Last	
<b>Schedule</b>	Student scheduled courses	
	Teacher names	X
<b>Special Indicator</b>	English language learner information	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
<b>Student Contact Information</b>	Address	
	Email	X
	Phone	
<b>Student Identifiers</b>	Local (School district) ID number	X
	State ID number	
	Vendor/App assigned student ID number	
	Student app username	
	Student app passwords	
<b>Student Name</b>	First and/or Last	X
<b>Student in App Performance</b>	Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)	X We do maintain performance against rubrics.
<b>Student Program Membership</b>	Academic or extracurricular activities a student may belong to or participate in	
<b>Student Survey Responses</b>	Student responses to surveys or questionnaires	



**Writable—Student Data Usage Specifications**

<b>Student Work</b>	<b>Student generated content; writing, pictures; etc.</b>	<b>X</b>
	<b>Other student work data – Please specify:</b>	
<b>Transcript</b>	<b>Student course grades</b>	
	<b>Student course data</b>	
	<b>Student course grades/performance scores</b>	
	<b>Other transcript data – Please specify:</b>	
<b>Transportation</b>	<b>Student bus assignment</b>	
	<b>Student pick-up and/or drop-off location</b>	
	<b>Student bus card ID number</b>	
	<b>Other transportation data – Please specify:</b>	
<b>Other</b>	<b>Please list each additional data element used, stored, or collected by your application.</b>	

## 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 "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

	<b>MAINTAINING ORGANIZATION/GROUP</b>	<b>FRAMEWORK(S)</b>
<input type="checkbox"/>	National Institute of Standards and Technology	NIST Cybersecurity Framework Version 1.1
<input type="checkbox"/>	National Institute of Standards and Technology	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
<input checked="" type="checkbox"/>	International Standards Organization	Information technology — Security techniques — Information security management systems (ISO 27000 series)
<input type="checkbox"/>	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
<input type="checkbox"/>	Center for Internet Security	CIS Critical Security Controls (CSC, CIS Top 20)
<input type="checkbox"/>	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 North Shore School Dist 112 (the "Local Education Agency" or "LEA") and Houghton Mifflin Harcourt Publishing Company (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 01

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."

See Below

## Exhibit H

The Parties would like to make the following changes to the Agreement:

**Section 6 (Notices) of the preamble** is amended to include the additional notice requirement as it relates to the Provider as follows:

‘With a copy by first class mail to:

Houghton Mifflin Harcourt Publishing Company  
Attn: General Counsel  
125 High Street  
Boston, MA 02110’

### Article I: Purpose and Scope

1. **Purpose of DPA:** Replace ‘Provider shall be under the direct control and supervision of the LEA, with respect to its use of Student Data.’ with ‘Provider shall be under the direct control and supervision of the LEA, with respect to the use and maintenance of Student Data’

### ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data Property of LEA:** Replace ‘All Student Data transmitted’ with ‘All Student Data provided by the LEA.’

At the end of the clause, add the following: ‘Notwithstanding the foregoing, Provider retains all right, title and interest in and to any and all of Provider’s software, materials, tools, forms, documentation, training and implementation materials and intellectual property (collectively, “Provider Materials”.) Provider grants to LEA a personal, nonexclusive license to use the Provider materials for its own non-commercial, incidental use as set forth in the end user license agreement accompanying such Provider Materials and as contemplated herein.’

2. **Parent Access:** Delete ‘, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services.’

In addition, insert the word ‘written’ in ‘LEA’s request’.

3. **Separate Account:** Delete this entire clause.

### ARTICLE IV: DUTIES OF PROVIDER

2. **Authorized Use:** Replace ‘the statutes referred to herein’ with ‘applicable law.’
4. **No Disclosure:** Delete ‘or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in Student Data’ from the first sentence

The second sentence is amended as follows:<sup>137</sup> This prohibition against disclosure shall not apply to ~~aggregate summaries of~~ De-Identified information or Student Data disclosed: (i) pursuant to a

lawfully issued court order or other legal process, ~~or~~ (ii) to subprocessors performing services on behalf of the Provider pursuant to this DPA; (iii) pursuant with 20 U.S.C 1232g(b)(1)(I), 34 C.F.R. 99.31(a)(10), 34 C.F.R. 99.36, 34 C.F.R. 99.32 and other applicable law for health or safety emergencies purposes; (iv) pursuant to 20 U.S.C. 1232g(b)(1)(F), 34 C.F.R 99.31(a)(6) and other applicable law to organizations conducting certain studies for educational institutions; (v) to third parties that LEA has authorized; and (vi) Provider legal counsel solely in connection with legal advice and subject to confidentiality obligations.'

5. **De-identified Data:** Delete ', and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer.'

Delete 'or indirectly' and delete 'of the manner in which de-identified data is presented'

6. **Disposition of Data:** Delete '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.'

Delete 'or placed in a separate student account pursuant to section II 3'.

Replace '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"' with the following 'Upon receipt of a written request from the LEA, Provider will promptly employ Exhibit "D". '

## ARTICLE V: DATA PROVISIONS

2. **Audits:** Delete and replace the entire section with the following:

'Periodically provider will obtain a commercially reasonable audit, which attests Provider's security policies, procedures, and controls performed by an independent third party based on recognized industry standards. Provider will make a summary of results of such controls review or audit available to LEA upon request and will address noted exceptions.'

3. **Data Security:** Replace 'The provider shall implement an adequate' with 'The provider shall implement a commercially reasonable.' Delete Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment to Exhibit "H".
4. **Data Breach:** Replace 'In the event of an unauthorized release' with 'In the event of an actual unauthorized release'

Delete from 1. ii. 'or are reasonably believed to have been'

Add in (2) 'assisting with the LEA's' in front of notification.

Delete from (3) 'best practices and' and replace with 'commercially reasonable practices and'.

Delete from (3) 'upon request, with a summary of said written incident response plan' and replace with 'upon written request, with a summary of said written incident response plan containing non-proprietary information.'

Delete from (4) 'LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.' and replace with 'Only the LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians. Provider is prohibited from directly contacting affected students, parents or guardians.'

Delete from (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.' and replace with 'In the event of a breach originating from LEA's use of the Service that is not attributable to the Provider, Provider shall reasonably cooperate with LEA to the extent necessary to expeditiously secure Student Data, but shall not bear any financial responsibility in doing so.'

## ARTICLE VII: MISCELLANEOUS

1. **Termination.** Delete 'Either party may terminate this DPA and any service agreement or contract if the other party breaches any terms of this DPA.' and replace with 'Either party may terminate this DPA and any Service Agreement or contract while in effect if the other party materially breaches any terms of this DPA, provided that the other party has been given notice of such breach, in writing, and has had a reasonable period of time, but in no event less than forty-five (45) days, to remedy such breach prior to termination.'
2. **Effect of Termination Survival.** After 'terminated', add 'then upon written request by LEA,'
3. **Priority of Agreements.** In the second sentence, add 'With respect to the treatment of Student Data,' before 'In the event' and add 'data protection' in front of 'terms of this DPA'.

In the last sentence after 'Service Agreement' add ', including without limitation, any license rights, limitation of liability or indemnification provisions,'

7. **Successors Bound.** Delete clause and replace with the following '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, any such successor will assume the obligations of this DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it has a material objection to the successor to whom the Provider is selling, merging, or otherwise disposing of its business, provided that all payments that are owed or due, in part or in full, under any Service Agreement or otherwise between the LEA and Provider in existence at the time of such succession, are paid prior to termination.'

## Exhibit C

Amend the Definition of Student Data with the following: "Student Data includes Meta Data if the Metadata contains Personally Identifiable Information."

## Exhibit G

**4. Limitations on Re-Disclosure.** At the end of the first sentence, add 'or as otherwise allowed in this DPA'. Replace 'school days' with 'business days'.

**9. Security Breach Notification.** In b. replace 'parents' with 'LEA'.

**10. Reimbursement of Expenses Associated with Security Breach:**

Add 'solely' before 'attributable'

Add 'actual' before 'costs'.

Add in b. 'One year of' before 'credit monitoring'

Add in c. 'Reasonable' before 'legal fees'

**11. Transfer or Deletion of Student Data:**

Delete the first paragraph and replace with: The Provider will delete or transfer Student Data in a mutually agreed upon format to the LEA, as directed by the LEA (which may be effectuated through Exhibit D of the DPA), within 60 calendar days of written notice if the LEA request deletion or transfer of the Student Data and shall provide written confirmation to the LEA of such deletion or transfer.

In the second paragraph, replace 'the LEA shall forward the request for deletion to the Provider' with the following: 'the LEA shall delete and request assistance from the Provider if necessary.'

In the last sentence, add 'mutually agreeable' before 'format'.

**13. Subcontractors.**

Delete '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.** Delete **b. General Offer DPA.**

**15. Termination.** Replace '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' with 'Either party may terminate this DPA and the Service Agreement if the other party materially breaches any terms of this DPA, provided that the other party has been given notice of such breach, in writing, and has had a reasonable period of time, but in no event less than forty-five (45) days, to remedy such breach prior to termination.'

**20. Exhibits A and B.** Replace and revise to "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 available to the school by the Provider and a listing of the categories or types of covered information to be provided to the Provider, respectively.

**AMENDMENT TO AGREEMENT BETWEEN THE BOARD OF EDUCATION OF  
LINCOLNWOOD SCHOOL DISTRICT 74 AND HMH EDUCATION COMPANY**

This Amendment is entered into as of April 3, 2025, by and between the Board of Education of Lincolnwood School District No. 74 (“School District”) and HMH Education Company (“HMH”) pursuant to Proposal #009243197 dated February 24, 2025, and the Terms of Purchase (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. HMH shall not materially modify or amend the Agreement (see <http://www.hmhco.com/common/terms-conditions>) 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 HMH prior to any disclosure in response to, a valid FOIA request for information that is not confidential or proprietary. HMH 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. HMH 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 HMH waives any objection that this venue is not convenient. Any references to binding arbitration, the waiver of the right to a jury trial, or the waiver of claims which may be litigated on a class or representative basis shall be deleted from the Agreement as it currently exists or as it may be modified or amended in the future.
5. **Illinois Student Privacy Laws.** In addition to its obligation to maintain student data in accordance with applicable federal laws, HMH 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 and HMH have separately executed a “Standard Student Data Privacy Agreement” IL-NDPA or an Exhibit E “General Offer of Privacy Terms” to join in the IL-NDPA Agreement between HMH and another Illinois public school district.

6. **Insurance.** During the term of this Agreement and any renewal thereof, HMH 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**

**HMH EDUCATION COMPANY**

By: \_\_\_\_\_

By: *Lisa A. Jacobson*

Its: \_\_\_\_\_

Its: Lisa Jacobson, Sr Director, Bids and Contracts

Date: \_\_\_\_\_

Date: March 20, 2025

**ASSISTANT SUPERINTENDENT  
EMPLOYMENT CONTRACT  
(2025 - 2030)**

**THIS AGREEMENT** is made on April 3, 2025, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Dr. Dominick Lupo** (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

- 1. Salary and Term of Employment.** The Board employs the Administrator for a multi-year period commencing July 1, 2025, through and including June 30, 2030. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:

- For July 1, 2025, through June 30, 2026, the salary shall be \$191,226;
- For July 1, 2026, through June 30, 2027, the salary shall be \$199,831;
- For July 1, 2027, through June 30, 2028, the salary shall be \$208,823;
- For July 1, 2028, through June 30, 2029, the salary shall be \$219,264; and
- For July 1, 2029, through June 30, 2030, the salary shall be \$230,227.

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

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

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

Administrator's required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to the pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

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

## B. CONDITIONS OF EMPLOYMENT

1. **License.** During the term of this Contract, the Administrator shall hold a valid and properly registered license with necessary endorsement as issued by the Illinois State Educator Preparation and Licensure Board qualifying him to serve in District 74 in the position of Superintendent. The Administrator shall also keep current his attendance at required state Administrator Academy workshops and shall satisfy other license renewal and prequalification requirements necessary to enable him to legally evaluate staff.
2. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, the Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
3. **Cell Phone.** The Administrator is required to purchase and maintain a cell phone at his own expense and provide the cell phone number to District administrators and Board members for daily communication.
4. **Tenure and Related Rights.** The Administrator acknowledges that, pursuant to the School Code, and by accepting the terms of a multi-year contract, the Administrator waives all tenure and other rights granted under Sections 24-11 through 24-16 of the School Code only for the term of the multi-year contract and any multi-year extension thereof; however, the Administrator shall not lose any previously acquired tenure credit with the District, if any.
5. **Employment Representations.** The Administrator represents that he is not under contract with any other employer, including but not limited to school districts or cooperatives, for any portion of the term covered by this Contract. The Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

## C. BENEFITS

1. **Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of his duties. The Administrator shall itemize and substantiate all expenses incurred, in accordance with applicable Board policy and procedures.
2. **Insurance.** The Board will provide the Administrator with the following insurance benefits:
  - a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.
  - b. Long-term disability insurance, as provided under any group program effective in the District.
  - c. Single or family coverage vision service plan, as provided under any group program effective in the District.
  - d. Group term life and AD&D insurance, in the amount of \$150,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.
3. **Vacation.** In a full Contract Year, the Administrator shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent, within the twelve (12) month period of a Contract Year; however, at the end of a Contract Year, unused vacation days will be converted into accumulated sick days for the following Contract Year with the Superintendent's approval. However, upon separation of employment, any unused vacation days shall be paid to the

Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*).

To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023, herein "the Ordinance") applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of vacation days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Ordinance, via the frontload method, for the 12-month period of the School District's fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

4. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 teachers, which may be accumulated to a maximum of 340 days.
5. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 teachers.
6. **Professional Organizations.** Upon the Superintendent's approval of the appropriateness of the Administrator's involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.
7. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels and, subject to prior Superintendent approval, at one national-level conference. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.
8. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

## D. POWERS AND DUTIES

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

## E. PERFORMANCE GOALS AND EVALUATIONS

- 1. Student Performance and Academic Improvement.** The Administrator acknowledges that, pursuant to Section 10-23.8a of the School Code (105 ILCS 5/10-23.8a), this multi-year agreement is subject to performance-based goals and indicators. The Parties agree the goals and indicators are linked to student performance and academic improvement of the schools within the District.

The Administrator, with the assistance of his administrative team, shall assist the Superintendent to (a) evaluate student performance, which shall include but not be limited to student performance on standardized tests, completion of the curriculum, attendance, and withdrawal rates; (b) review the curriculum and instructional services of the District; and (c) report to the Board his findings as to (i) student performance and (ii) recommendations, if any, for curriculum or instructional changes as a result of his evaluation of student performance. The presentation of the report shall constitute the achievement of the goals and indicators of student performance and academic improvement as required by this Agreement and Section 23.8a of the School Code.

In addition to the above, the Parties may establish additional annual performance objectives which shall be reduced to writing, attached hereto as Exhibit B and included as part of this Agreement.

2. **Evaluation.** The Administrator shall be evaluated by March 1 during the term of the Contract by the Superintendent. One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

#### **F. RENEWAL OR AMENDMENT OF CONTRACT**

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

#### **G. TERMINATION**

1. **Grounds for Termination.** This Contract may be terminated during its term:
  - a. By mutual agreement, in writing;
  - b. Upon the Administrator's permanent disability (inability to perform essential job functions with or without accommodation) (The Administrator shall be considered permanently disabled: (i) after any absence due to

“permanent illness or incapacity” in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if he presents to the Board a physician’s statement certifying that he is permanently disabled or incapacitated; or (iii) if the Board deems the Administrator permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Administrator may request a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, he shall bear any related costs. The Board hearing shall be conducted in executive session.);

- c. Via discharge for cause;
  - d. Upon elimination of the Administrator’s position; or
  - e. Upon the death of the Administrator.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Administrator that, in the discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who will be entitled to notice and a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.

## H. MISCELLANEOUS

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

5. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
  
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

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

**ADMINISTRATOR**

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

\_\_\_\_\_  
Dr. Dominick Lupo

By: \_\_\_\_\_  
Board President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

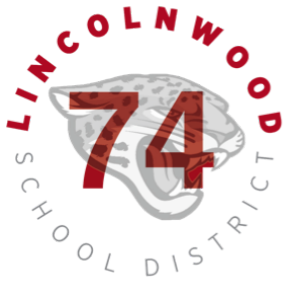
**ATTEST**

By: \_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**EXHIBIT A**

**JOB DESCRIPTION – ASSISTANT SUPERINTENDENT  
FOR CURRICULUM AND INSTRUCTION**



## EXHIBIT A

### Assistant Superintendent for Curriculum and Instruction

---

Job Category: Certified

Status: Exempt

Location: Administration Building

Reports to: Superintendent of Schools

#### Qualifications

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

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment. General Administrative endorsement; Doctorate preferred.
- Minimum of 10 years teaching and/or administrative experience.
- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills, oral and written.

#### Job Goal

To provide leadership in the development and maintenance of curriculum areas, the instructional program and staff development with a focus on student achievement and continual improvement.

#### Performance Responsibilities

- Assists Superintendent in the daily operations of the School District.
- Plans, organizes and directs implementation of Board adopted curriculum.
- Provides leadership in the planning and development of a continuing program of curriculum and program revision, including curriculum materials related to new adoptions.
- Oversees an ongoing assessment system to continuously review and improve on teaching and learning for students.
- Oversees and maintains the development, implementation and evaluation of staff development programs and activities for district staff.
- Plans and implements Teacher Institute Days, including completion of the State required approvals.
- Coordinates the summer curriculum writing process including approval of all projects.
- Assists principals in their role as instructional leaders in their buildings.
- Supports and coaches school principals for the purpose of developing instructional leadership and helping them meet ambitious school performance goals.
- Oversees the Summer School program.
- Responsible for the administration of district curriculum and staff development budgets.
- Prepares and implements Federal and State Grants.
- Assists in the preparation of Board of Education reports and packets. Attends all regular Board of Education meetings.
- Serves as the district representative to the Niles Township Curriculum Coordinating Council (NTCCC).
- Assists Superintendent in building partnerships with community organizations.

- Serves as the district's English Language Learner Director.
- Serves as the district's Homeless Liaison.
- *Other essential duties and responsibilities may be assigned.*

#### Physical, Sensory and Environmental Demands

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

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

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

#### Evaluation:

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

#### Terms of Employment

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

**PRINCIPAL  
EMPLOYMENT CONTRACT  
(2025 - 2028)**

**THIS AGREEMENT** is made on April 3, 2025, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Mark Atkinson** (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

1. **Salary and Term of Employment.** The Board employs the Administrator for a multi-year period commencing July 1, 2025, through and including June 30, 2028. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:
  - For July 1, 2025, through June 30, 2026, the salary shall be \$142,000;
  - For July 1, 2026, through June 30, 2027, the salary shall be \$148,035; and
  - For July 1, 2027, through June 30, 2028, the salary shall be \$154,326.

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

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

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

pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

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

## B. CONDITIONS OF EMPLOYMENT

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

Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

### C. BENEFITS

1. **Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of his duties. The Administrator shall itemize and substantiate all expenses incurred, in accordance with applicable Board policy and procedures.
2. **Insurance.** The Board will provide the Administrator with the following insurance benefits:
  - a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.
  - b. Long-term disability insurance, as provided under any group program effective in the District.
  - c. Single or family coverage vision service plan, as provided under any group program effective in the District.
  - d. Group term life and AD&D insurance, in the amount of \$150,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.
3. **Vacation.** In a full Contract Year, the Administrator shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent, within the twelve (12) month period of a Contract Year; however, at the end of a Contract Year, unused vacation days will be converted into accumulated sick days for the following Contract Year with the Superintendent's approval. However, upon

separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*).

To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023, herein "the Ordinance") applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of vacation days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Ordinance, via the frontload method, for the 12-month period of the School District's fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

4. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 teachers, which may be accumulated to a maximum of 340 days.
5. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 teachers.
6. **Professional Organizations.** Upon the Superintendent's approval of the appropriateness of the Administrator's involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.
7. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels and, subject to prior Superintendent approval, at one national-level conference. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.
8. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

## D. POWERS AND DUTIES

- 1. Duties.** The duties of the Administrator shall be those incidental to the office of a Principal. As such, he shall supervise the operation of attendance centers as the Board and Superintendent shall determine necessary and shall have as his primary responsibility the improvement of instruction. A majority of the time spent by the Administrator shall be focused on curriculum and staff development through both formal and informal activities. The Administrator shall also be expected to establish clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. The Administrator shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Superintendent and the Board and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, for the planning, operation, and evaluation of the education program of and the evaluation of staff in his assigned attendance center. The Administrator shall submit recommendations to the Superintendent, as requested, concerning the appointment, retention, promotion, and assignment of all personnel assigned to his attendance center and shall keep such other registers, records, and reports as may be directed by the Superintendent and the Board or required by law. The Administrator shall also be responsible for all obligations contained in the official job description for a Principal, including the discipline of students in accordance with the requirements of the Illinois School Code and Board of Education policies. It shall also be the responsibility of the Administrator to utilize resources of proper law enforcement agencies when the safety and welfare of students and staff are threatened by illegal use of drugs and alcohol.

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

- 2. Extent of Service.** The Administrator shall devote his time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Principal, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.

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

#### **E. PERFORMANCE GOALS AND EVALUATIONS**

1. **Student Performance and Academic Improvement.** The Administrator acknowledges that, pursuant to Section 10-23.8a of the School Code (105 ILCS 5/10-23.8a), this multi-year agreement is subject to performance-based goals and indicators. The Parties agree the goals and indicators are linked to student performance and academic improvement of the schools within the District.

Annually the Administrator, in consultation with the Superintendent, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Superintendent, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.

In addition to the above, the Parties may establish additional annual performance objectives which shall be reduced to writing, attached hereto as Exhibit B and included as part of this Agreement.

2. **Evaluation.** The Administrator shall be evaluated by March 1 of each Contract Year during the term of the Contract by the Superintendent, using the District's Principal Evaluation Plan. One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

#### **F. RENEWAL OR AMENDMENT OF CONTRACT**

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew or extend the Administrator's employment upon such terms and conditions as they may mutually agree, provided the goals and indicators of student performance and academic improvement referenced in paragraph E.1 of this Contract have been met. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.

3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of Section 10-23.8b of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

## G. TERMINATION

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

## H. MISCELLANEOUS

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

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

**ADMINISTRATOR**

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

\_\_\_\_\_  
Mark Atkinson

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Board President

Date: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**EXHIBIT A**  
**JOB DESCRIPTION – PRINCIPAL**



## EXHIBIT A

### Middle School Principal

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Job Category: Certified

Status: Exempt

Location: Lincoln Hall Middle School

Reports to: Superintendent of Schools

#### Qualifications

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

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment; General Administrative endorsement. Minimum requirement of Master's Degree with specialization in Administration and Supervision.
- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills.

#### Job Goal

To improve organizational and operational effectiveness to maximize opportunities for student learning and achievement. To improve student learning and achievement while providing a safe, respectful and inviting learning environment, as well as expand quality relations with the District 74 community for improvement of student achievement. To lead implementation of strategic plan initiatives.

#### Performance Responsibilities

- Serves as instructional leader of the building.
- Maintains a positive school climate by making connections with students.
- Provides leadership in the organization, administration and supervision of the building.
- Provides leadership for the adaptation of the general program approved for the schools to meet the particular needs of the community served.
- Contributes as a member of the district's administrative team in progress toward achieving the district's strategic plan.
- Supervises, evaluates and/or provides input for all staff assigned to the building.
- Identifies teacher competencies in need of improvement and develops programs of remediation to assist teachers in improving teaching competencies.
- Supports the development and implementation of curriculum and the improvement of instruction.
- Partners with the district administrators in the planning and implementation of the staff development program.
- Implements Board policies, administrative rules and regulations and Board-teacher agreements relating to the school.
- Directs the activities of all staff members in the performance of their duties.
- Works with the Business Manager in the development and administration of the school budget.
- Develops efficient schedules, reasonable workloads and coordination of staff efforts and programs.
- Identifies staff needs and coordinates the recruitment, selection and assignment of staff and makes recommendations for employment.
- Informs the Superintendent about the needs of the school with respect to personnel, equipment, supplies and curriculum.

- Assumes responsibility for the safety and maintenance of the school facility.
- Completes required State reports.
- Communicates with the staff to establish realistic expectations for student performance.
- Publicizes and interprets school programs and maintains rapport with the community.
- Fosters good interpersonal relations among parents, students and staff.
- Maintains membership in professional organizations.
- *Other essential duties and responsibilities may be assigned.*

#### Physical, Sensory and Environmental Demands

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

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

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

#### Evaluation:

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

#### Terms of Employment

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

**ASSISTANT PRINCIPAL  
EMPLOYMENT CONTRACT  
(2025 - 2027)**

**THIS AGREEMENT** is made on April 3, 2025, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Joseph Segreti** (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

- 1. Salary and Term of Employment.** The Board employs the Administrator for a multi-year period commencing July 1, 2025, through and including June 30, 2027. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:
  - For July 1, 2025, through June 30, 2026, the salary shall be \$111,800; and
  - For July 1, 2026, through June 30, 2027, the salary shall be \$116,272.

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

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

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

pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

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

## B. CONDITIONS OF EMPLOYMENT

1. **License.** During the term of this Contract, the Administrator shall hold a valid and properly registered license with necessary endorsement as issued by the Illinois State Educator Preparation and Licensure Board qualifying him to serve in District 74 in the position of Principal. The Administrator shall also keep current his attendance at required state Administrator Academy workshops and shall satisfy other license renewal and prequalification requirements necessary to enable him to legally evaluate staff.
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4. **Tenure and Related Rights.** The Administrator acknowledges that, pursuant to the School Code, and by accepting the terms of a multi-year contract, the Administrator waives all tenure and other rights granted under Sections 24-11 through 24-16 of the School Code only for the term of the multi-year contract and any multi-year extension thereof. During the term of this Contract, the Administrator's employment shall not qualify as "consecutive school terms of service" or as a "probationary period" as those terms are used in Section 24-11 and shall not be counted toward attainment of contractual continued service status (i.e. tenure) as a teacher of the School District; however, the Administrator shall not lose any previous "consecutive school terms of service" toward the attainment of tenure credit with the District, if any.
5. **Employment Representations.** The Administrator represents that he is not under contract with any other employer, including but not limited to school districts or cooperatives, for any portion of the term covered by this Contract. The

Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

### C. BENEFITS

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  - a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.
  - b. Long-term disability insurance, as provided under any group program effective in the District.
  - c. Single or family coverage vision service plan, as provided under any group program effective in the District.
  - d. Group term life and AD&D insurance, in the amount of \$150,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.
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separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*).

To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023, herein "the Ordinance") applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of vacation days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Ordinance, via the frontload method, for the 12-month period of the School District's fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

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

## D. POWERS AND DUTIES

- Duties.** The duties of the Administrator shall be those incidental to the office of an Assistant Principal. As such, he shall assist the Building Principal in supervising the operation of attendance centers as the Board and Superintendent shall determine necessary and shall have as his primary responsibility the improvement of instruction. A majority of the time spent by the Administrator shall be focused on curriculum and staff development through both formal and informal activities. The Administrator shall also be expected to establish clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. The Administrator shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Building Principal, Superintendent, and the Board and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, for the planning, operation, and evaluation of the education program of and the evaluation of staff in his assigned attendance center. The Administrator shall submit recommendations to the Superintendent or Building Principal, as requested, concerning the appointment, retention, promotion, and assignment of all personnel assigned to his attendance center and shall keep such other registers, records, and reports as may be directed by the Superintendent and the Board or required by law. The Administrator shall also be responsible for all obligations contained in the official job description for an Assistant Principal, including the discipline of students in accordance with the requirements of the Illinois School Code and Board of Education policies. It shall also be the responsibility of the Administrator to utilize resources of proper law enforcement agencies when the safety and welfare of students and staff are threatened by illegal use of drugs and alcohol.

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

- Extent of Service.** The Administrator shall devote his time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Assistant Principal, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.

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

#### **E. PERFORMANCE GOALS AND EVALUATIONS**

1. **Student Performance and Academic Improvement.** The Administrator acknowledges that, pursuant to Section 10-23.8a of the School Code (105 ILCS 5/10-23.8a), this multi-year agreement is subject to performance-based goals and indicators. The Parties agree the goals and indicators are linked to student performance and academic improvement of the schools within the District.

Annually the Administrator, in consultation with the Superintendent and Building Principal, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Building Principal, Superintendent, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.

In addition to the above, the Parties may establish additional annual performance objectives which shall be reduced to writing, attached hereto as Exhibit B and included as part of this Agreement.

2. **Evaluation.** The Administrator shall be evaluated by March 1 of each Contract Year during the term of the Contract by the Superintendent or the Superintendent's designee, using the District's Principal Evaluation Plan. One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

#### **F. RENEWAL OR AMENDMENT OF CONTRACT**

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew or extend the Administrator's employment upon such terms and conditions as they may mutually agree, provided the goals and indicators of student performance and academic improvement referenced in paragraph E.1 of this Contract have been met. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.

3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.
4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of Section 10-23.8b of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

## G. TERMINATION

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

## H. MISCELLANEOUS

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

*SIGNATURE PAGE TO FOLLOW*

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

**ADMINISTRATOR**

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

\_\_\_\_\_  
Joseph Segreti

By: \_\_\_\_\_  
Board President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**EXHIBIT A**

**JOB DESCRIPTION – ASSISTANT PRINCIPAL**



## EXHIBIT A

### Assistant Principal

---

Job Category: Certified

Status: Exempt

Location: Lincoln Hall Middle School

Reports to: Building Principal

#### Qualifications

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

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment; General Administrative endorsement.
- At least 3 years of successful experience as middle school teacher, administrator or supervisor.
- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills.

#### Job Goal

To promote, establish and maintain an effective learning climate.

#### Performance Responsibilities

- Assists and supports the principal in developing and communicating the goals of the school.
- Fosters good interpersonal relations among students and staff.
- Maintains current knowledge of effective educational practices and provides staff with related information.
- Provides necessary assistance to teachers for improvement of instruction.
- Coordinates school-wide testing program for district and State assessments.
- Participates and facilitates in building and district-wide committees.
- Is visible and accessible to students, teachers, parents and community members.
- Demonstrates fairness and open mindedness.
- Demonstrates the ability to effectively manage conflict.
- Maintains high standards for student conduct.
- Works collaboratively with school team to develop, coordinate and monitor master schedule.
- Serves as the primary administrator regarding student discipline and office referrals.
- Participates as an active member of the school PBIS Team.
- Coordinates supervision for bus duty, recess and cafeteria.
- Assists with evaluation and supervision of certified and non-certified staff members.
- Stays current with federal, state and local special education regulations and procedures.
- Participates in determining eligibility for special education services.
- Attends Annual Review Conferences and Multi-disciplinary conferences as necessary.
- *Other essential duties and responsibilities may be assigned.*

### Physical, Sensory and Environmental Demands

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

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

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

### Evaluation:

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

### Terms of Employment

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

**DIRECTOR OF SPECIAL EDUCATION  
EMPLOYMENT CONTRACT  
(2025 - 2026)**

**THIS AGREEMENT** is made on April 3, 2025, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Jennifer Ruttkay** (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

- 1. Salary and Term of Employment.** The Board employs the Administrator for one year, from July 1, 2025, through and including June 30, 2026, at an annual salary in the amount of One Hundred Twenty-Nine Thousand Seven Hundred Fifty Dollars (\$129,750.00). The Administrator’s salary is payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District.

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

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

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

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

## **B. CONDITIONS OF EMPLOYMENT**

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

## **C. BENEFITS**

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

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

**2. Insurance.** The Board will provide the Administrator with the following insurance benefits:

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

**3. Paid Leave.**

- a. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the School Code, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 teachers, which may be accumulated to a maximum of 340 days.
- b. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 teachers.
- c. **Cook County Paid Leave Ordinance.** To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023,

herein “the Ordinance”) applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of personal leave days and sick leave days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Paid Leave Ordinance, via the frontload method, for the 12-month period of the School District’s fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

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

#### D. POWERS AND DUTIES

1. **Duties.** The Administrator, as directed in her job description, shall assist the Superintendent in the administrative operation and management of the School District. The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.
2. **Extent of Service.** The Administrator shall devote her time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Director of Special Education, as set forth in

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

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

#### **E. PERFORMANCE GOALS AND EVALUATIONS**

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

#### **F. RENEWAL OR AMENDMENT OF CONTRACT**

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew the Administrator's employment upon such terms and conditions as they may mutually agree. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.

4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

## G. TERMINATION

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

## H. MISCELLANEOUS

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.

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

***SIGNATURE PAGE TO FOLLOW***

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

**ADMINISTRATOR**

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

\_\_\_\_\_  
Jennifer Ruttkay

By: \_\_\_\_\_  
Board President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**EXHIBIT A**

**JOB DESCRIPTION – DIRECTOR OF SPECIAL EDUCATION**



## EXHIBIT A

### Director of Special Education

---

Job Category: Certified

Status: Exempt

Location: Administration Building

Reports to: Superintendent of Schools

#### Qualifications

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

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

#### Job Goal

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

#### Performance Responsibilities

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

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

#### Physical, Sensory and Environmental Demands

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

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

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

#### Evaluation:

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

#### Terms of Employment

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

**DIRECTOR OF STUDENT SERVICES  
EMPLOYMENT CONTRACT  
(2025 - 2026)**

**THIS AGREEMENT** is made on April 3, 2025, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Erin Curry** (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

- 1. Salary and Term of Employment.** The Board employs the Administrator for one year, from July 1, 2025, through and including June 30, 2026, at an annual salary in the amount of One Hundred Ten Thousand Dollars (\$110,000.00). The Administrator’s salary is payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District.

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

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

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

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

## **B. CONDITIONS OF EMPLOYMENT**

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

## **C. BENEFITS**

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

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

**2. Insurance.** The Board will provide the Administrator with the following insurance benefits:

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

**3. Paid Leave.**

- a. **Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the School Code, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 teachers, which may be accumulated to a maximum of 340 days.
- b. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 teachers.
- c. **Cook County Paid Leave Ordinance.** To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023,

herein “the Ordinance”) applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of personal leave days and sick leave days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Ordinance, via the frontload method, for the 12-month period of the School District’s fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

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

#### D. POWERS AND DUTIES

1. **Duties.** The Administrator, as directed in her job description, shall assist the Superintendent in the administrative operation and management of the School District. The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.
2. **Extent of Service.** The Administrator shall devote her time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Director of Student Services, as set forth in the

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

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

#### E. PERFORMANCE GOALS AND EVALUATIONS

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

#### F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew the Administrator's employment upon such terms and conditions as they may mutually agree. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.

4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

## **G. TERMINATION**

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

## **H. MISCELLANEOUS**

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.

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

***SIGNATURE PAGE TO FOLLOW***

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

**ADMINISTRATOR**

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

\_\_\_\_\_  
Erin Curry

By: \_\_\_\_\_  
Board President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**EXHIBIT A**

**JOB DESCRIPTION – DIRECTOR OF STUDENT SERVICES**



## EXHIBIT A

### Director of Student Services

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Job Category: Certified

Status: Exempt

Location: Administration Building

Reports to: Superintendent of Schools

#### Qualifications

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

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment.
- Principal endorsement preferred but not required.
- Knowledge of curriculum, program modifications, and accommodations for students with disabilities.
- Experience in systems change, research-based programming, data-based decision making, and behavior intervention planning.
- Excellent communication and organizational skills.
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain supportive, collaborative public, student, and coworker relationships.
- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills.
- Ability to physically move about the buildings and grounds.
- Ability to handle all district information with confidentiality.

#### Job Goal

To serve as a general assistant to the Superintendent with administrative functions that support the mission and vision of the Board of Education as assigned by the Superintendent.

#### Performance Responsibilities

- Assist the Superintendent in providing leadership to the implementation of instructional programs and coordination of resources for students receiving support from special services.
- Maintain knowledge of current research and evidence-based practices in delivering comprehensive services to diverse learners.
- Remain current with legal requirements governing Special Education, Section 504, and health services.
- Engage in problem solving with building level teams to remove barriers to inclusive practices.
- Support and guide teams in managing complex Section 504 and health issues.
- Establish and maintain effective work relationships with the administration, faculty, and community.
- Provide professional leadership in education throughout the school system, and study, keep informed of and stimulate interest of staff in new developments in education focused on EL and intervention services.
- Oversee all curriculum review processes to ensure the curriculum maps are up-to-date and instructional materials relevant for EL and intervention programming.
- Attend all Board Meetings, and prepare such reports for the Board as are appropriate to the primary function and other reports which may be requested by the Superintendent or the Board of Education.

- Keeps staff informed of best practices in compliance with state/federal mandates.
- Works collaboratively with parents, outside providers, and team members.
- Makes determinations and recommendations regarding professional development for EL and intervention personnel.
- Helps assess student performance on Access and FastBridge Assessments to inform classroom instruction.
- Works with families of students with chronic absenteeism to overcome barriers in their availability to learn.
- Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools.

Physical, Sensory and Environmental Demands

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

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

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

Evaluation:

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

Terms of Employment

Twelve-month position (205 work days). Salary to be determined by Board of Education.

**PART-TIME SUBSTITUTE COOPERATIVE COORDINATOR  
EMPLOYMENT CONTRACT  
(2025-2028)**

**THIS AGREEMENT** is made on April 3, 2025, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Kathryn Parrish** (the “Employee”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

- 1. Salary and Term of Employment.** The Board employs the Employee for three years, from July 1, 2025, through and including June 30, 2028, with days and hours of work to be determined as described below. The Board shall compensate the Employee at an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:

- For July 1, 2025, through June 30, 2026, the salary shall be \$13,000;
- For July 1, 2026, through June 30, 2027, the salary shall be \$13,500; and
- For July 1, 2027, through June 30, 2028, the salary shall be \$14,000.

The Employee acknowledges that she will work on a schedule set in consultation with the Superintendent. This is anticipated to consist of sixty (60) workdays throughout each school year. In the event of special projects or tasks that are not presently anticipated, additional days may be required, but in no event shall the Employee’s employment exceed the limits described in Section A.2 below.

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

- 2. Illinois Municipal Retirement Fund.** The Employee represents that she is not an annuitant under the Illinois Municipal Retirement Fund (hereafter “IMRF”). The parties agree that the maximum number of hours to be worked by the Employee under this contract during the twelve months following her date of hire is not reasonably expected to exceed the threshold for IMRF enrollment under Section 7-137(b) of the Illinois Pension Code. (40 ILCS 5/7-137(b).) Under the language of that provision in effect as of the date of this contract, this threshold is Six Hundred (600) hours; these limits are subject to change by the Illinois legislature. Consequently, the District shall not enroll the Employee for participation in IMRF for services performed under this contract.

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

3. **Teachers' Retirement System.** The parties acknowledge that the Employee is not an annuitant under the Teachers' Retirement System of the State of Illinois (hereafter "TRS"), but is an active member of TRS due to her performance of work as a substitute teacher in School District No. 74 and other Illinois school districts. The parties agree that the position described in this Contract does not require licensure or certification under the Illinois School Code and is not anticipated or expected to be covered by TRS. Regardless of the foregoing, any days or hours worked by the Employee as a substitute teacher during the term of this contract shall be considered separate and apart from this contract, and shall be reported to TRS in accordance with the District's ordinary practices regarding substitute teachers under Section 16-106.3 of the Illinois Pension Code. (40 ILCS 5/16-106.3.)

## **B. CONDITIONS OF EMPLOYMENT**

1. **Cell Phone.** The Employee is required to purchase and maintain a cell phone at her own expense and provide the cell phone number to District administrators for daily communication.
2. **Employment Representations.** The Employee represents that she is not under contract with any other employer, including but not limited to school districts or municipalities, for any portion of the term covered by this Contract. The Employee further represents that all information provided to the District in the process of application for employment was true and complete.

## **C. BENEFITS**

1. **Reimbursement of Business Expenses.** The Board shall reimburse the Employee in accordance with District procedures for monthly expenses incurred in the performance of her duties. The Employee shall itemize and substantiate all expenses incurred, in accordance with applicable Board policy and procedures.
2. **Other Benefits.** During the term of this Contract, the Employee shall receive no other benefits of employment other than the compensation provided for in paragraph A.1 above or as required by law.

## **D. POWERS AND DUTIES**

1. **Duties.** The duties of the Employee shall be those incidental to the office of a Part-Time Substitute Cooperative Coordinator. As such, she shall assist with the coordination between substitute teachers and the school districts which are members of the Substitute Cooperative, presently Golf School District 67, Morton Grove School District 70, Skokie School District 72, Skokie School District 73, Skokie School District 73.5, Lincolnwood School District 74, and Niles Township District for Special Education District 807 (collectively "the Substitute Cooperative"). The parties acknowledge that the Employee is a direct employee of

School District No. 74 only, but is tasked with performing services on behalf of the Substitute Cooperative and all its members as the Board and Superintendent shall determine necessary. The Employee shall also be expected to establish clear lines of communication regarding goals, accomplishments, practices, and policies with administrators, staff, and substitutes, understanding that overall goals and expectations have been or will be set by the Superintendent, Business Manager/CSBO, their designees, and the Board in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. The Employee shall submit recommendations to the Superintendent or Business Manager/CSBO, as requested, concerning the applicants and substitutes, and shall keep such other registers, records, and reports as may be directed by the Superintendent, Business Manager/CSBO, and the Board or required by law.

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

- 2. **Extent of Service.** The Employee shall devote her time, skill, labor, and attention to the business of the School District and related activities so as to faithfully perform the duties of a Part-Time Substitute Cooperative Coordinator, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. The Employee may also work as a substitute teacher, for District No. 74 or any other district in the Substitute Cooperative, without loss of salary under this Contract so long as such work does not conflict with scheduled workdays under this Contract. The Employee may not jeopardize the functioning of District No. 74 or its partners in the Substitute Cooperative by engaging in substitute teaching activities outside of the Substitute Cooperative or by any lengthy and conspicuous absence from her duties under this Contract.
- 3. **Compliance with Policies.** The Employee is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

**E. EVALUATIONS**

- 1. **Evaluation.** The Superintendent or designee shall be responsible for the continuous evaluation of the Employee's performance. No formal goals or evaluation process shall be required.

**F. RENEWAL OR AMENDMENT OF CONTRACT**

- 1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Employee, this Contract shall expire on the last day of the term

stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.

2. **Renewal or Extension.** Before the end of this Contract, the Board and Employee may renew the Employee's employment upon such terms and conditions as they may mutually agree. In such event, the Board and Employee shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Employee or as an extension of the termination date of this Contract.

## G. TERMINATION

1. **Grounds for Termination.** This Contract may be terminated during its term:
  - a. By mutual agreement, in writing;
  - b. Upon the Employee's permanent disability (inability to perform essential job functions with or without accommodation) (The Employee shall be considered permanently disabled: (i) after any absence due to "permanent illness or incapacity" in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if she presents to the Board a physician's statement certifying that she is permanently disabled or incapacitated; or (iii) if the Board deems the Employee permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Employee may request a hearing before the Board. If the Employee chooses to be accompanied by legal counsel, she shall bear any related costs. The Board hearing shall be conducted in executive session.);
  - c. Via discharge for cause;
  - d. Upon elimination of the Employee's position; or
  - e. Upon the death of the Employee.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Employee that, in the discretion of the Board, is detrimental to the best interests of School District No. 74 or its partners in the cooperative. Reasons for discharge for cause shall be given in writing to the Employee, who will be entitled to notice and a hearing before the Board to discuss such causes. If the Employee chooses to be accompanied by legal counsel, she shall

bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.

## H. MISCELLANEOUS

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

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

**EMPLOYEE**

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

\_\_\_\_\_  
Kathryn Parrish

By: \_\_\_\_\_  
Board President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**EXHIBIT A**

**JOB DESCRIPTION – PART-TIME SUBSTITUTE COOPERATIVE COORDINATOR**



## EXHIBIT A

### Part-Time Substitute Cooperative Coordinator

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Location: Administration

Reports to: Superintendent

#### Qualifications

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

- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills.

#### Job Goal

To promote, establish and maintain an effective learning climate.

#### Performance Responsibilities

- Must be a current substitute in The Substitute Cooperative.
- Coordinate with the 7 school districts on their needs for substitute teachers.
- Maintain constant contact with substitute teachers on shortages within the cooperative.
- Maintain all files of current/former substitute teachers.
- Have a working knowledge of Google suites.
- Update The Substitute Cooperative website several times a year.
- Coordinate with the superintendent's office in regards to interviews of new applicants.
- Onboarding applicants files to make sure all required information is present.
- Distribute governmental paperwork to the proper agencies.
- Become a liaison for the substitutes in regards to payroll and school issues.
- Cross reference substitute's assignments at the end of the school year to indicate what tier pay rate they will be for the upcoming school year.
- Hold an annual substitute breakfast meeting in August.

#### Physical, Sensory and Environmental Demands

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

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

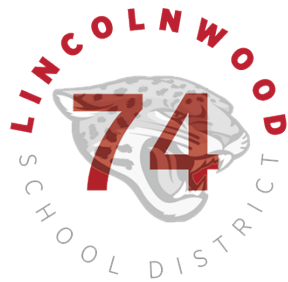
**Environmental:** While performing the duties of this job, the employee is exposed to equipment and noise levels typical of an administrative office environment.

Evaluation:

Performance will be evaluated by the Superintendent.

Terms of Employment

Twelve-month part-time position. Salary to be determined by The Substitute Cooperative.



## Executive Summary Board of Education Meeting

DATE: April 3, 2025

TOPIC: Final Fiscal Year 2024 Single Audit by Lauterbach & Amen, LLP

PREPARED BY: Courtney Whited

### **Recommended for:**

Action

Discussion

Information

### **Purpose/Background:**

Lauterbach & Amen prepared the Fiscal Year 2024 Single Audit which was necessary because Lincolnwood School District 74 received more than \$750,000 in Federal Grant funds. The deadline for submission to the Federal Audit Clearinghouse is March 31, 2025. No issues were cited by Lauterbach & Amen in this report.

### **Fiscal Impact:**

None

### **Recommendation:**

This summary is for informational purposes. The final Fiscal Year 2024 Single Audit Report prepared by Lauterbach & Amen, LLP will be presented to the Lincolnwood School District 74 Board of Education for review at the April 3, 2025 Board of Education meeting, as recommended by the Finance Committee.

LINCOLNWOOD SCHOOL  
DISTRICT 74, ILLINOIS

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SINGLE AUDIT REPORT

FOR THE FISCAL YEAR ENDED  
JUNE 30, 2024

# LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS

## TABLE OF CONTENTS

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<b>SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS</b>	1
<b>NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS</b>	2
<b>REPORTS OF INDEPENDENT AUDITORS</b>	
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	3
Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance and on the Schedule of Expenditures of Federal Awards	5
<b>SCHEDULE OF FINDINGS AND QUESTIONED COSTS</b>	8

**LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS**

**Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2024**

<b>Cluster Name/</b>			<b>Assistance</b>	<b>Program/Grant</b>		<b>Amount</b>
<b>Federal Grantor</b>	<b>Pass-Through Grantor</b>	<b>Program Title</b>	<b>Listing</b>	<b>Number</b>	<b>Expenditures</b>	<b>Provided to</b>
			<b>Number</b>			<b>Subrecipients</b>
<b>Child Nutrition Cluster</b>						
Department of Agriculture	Illinois State Board of Education	Special Milk Program	10.556	2023-4215	\$ 2,663	-
			10.556	2024-4215	15,060	-
			<b>Total Child Nutrition Cluster</b>		<u>17,723</u>	-
<b>Special Education (IDEA) Cluster</b>						
Department of Education	Illinois State Board of Education	IDEA - Flow Through Pre-School	84.173	2024-4600	10,450	-
		IDEA - Flow Through	84.027	2024-4620	317,696	-
		IDEA - Room & Board	84.027	2023-4625	45,256	-
			84.027	2024-4625	59,912	-
			<b>Total IDEA Cluster</b>		<u>433,314 *</u>	-
<b>Medical Cluster</b>						
Department of Health and Human Services	Illinois Department of Healthcare and Human Services	Medical Assistance Program	93.778	2023-4991	37,865	-
<b>Other Programs</b>						
Department of Education	Illinois State Board of Education	Title I - School Improvement & Accountability	84.010A	2024-4331	103,681	-
Department of Education	Illinois State Board of Education	Title I - Low Income	84.010	2024-4300	279,892	-
					<u>383,573</u>	-
Department of Education	Illinois State Board of Education	Title III - Lang Inst Prog-Limited	84.365A	2024-4909	19,660	-
Department of Education	Illinois State Board of Education	Elementary and Secondary School Emergency Relief Fund	84.425D	2023-4998-E2	14,102	-
			84.425U	2024-4998-E3	250,526	-
			84.425U	2023-4998-EB	3,330	-
			<b>Total 84.425</b>		<u>267,958</u>	-
<b>TOTAL FEDERAL AWARDS EXPENDED</b>					<u><u>1,160,093</u></u>	-

\*Denotes major federal program

See accompanying notes to the schedule of expenditures of federal awards.

## LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS

### Notes to the Schedule of Expenditures of Federal Awards June 30, 2024

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#### **NOTE 1 – BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of the District under programs of the federal government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Uniform Guidance, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the Schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position, changes in net position, or cash flows of the District.

#### **NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **Expenditures**

Expenditures reported on the Schedule are reported on the accrual basis of accounting.

##### **Pass-Through Entities**

Pass-through entity identifying numbers are presented on the Schedule where available.

#### **NOTE 3 – 10% DE MINIMIS INDIRECT COST RATE**

The District has selected to use a rate other than the 10% de minimis indirect cost rate as permitted by 2 CFR Section 200.414.

#### **NOTE 4 – NONCASH TRANSACTIONS**

The District did not receive any Federal non-cash commodities passed through the Illinois State Board of Education.

#### **NOTE 5 – SUBRECIPIENT RELATIONSHIPS**

The District did not remit any funds to subrecipients.



**INDEPENDENT AUDITORS' REPORT  
ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

October 29, 2024

Members of the Board of Education  
Lincolnwood School District 74  
Lincolnwood, Illinois

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Lincolnwood School District 74 (the District), Illinois, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 29, 2024.

*Report on Internal Control over Financial Reporting*

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of District's internal control. Accordingly, we do not express an opinion on the effectiveness of District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Lincolnwood School District 74, Illinois  
October 29, 2024

*Reporting on Compliance and Other Matters*

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that we reported to management of the District in a separate letter dated October 29, 2024.

*Purpose of this Report*

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Lauterbach & Amen, LLP*  
LAUTERBACH & AMEN, LLP



**INDEPENDENT AUDITORS' REPORT  
ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE REQUIRED BY UNIFORM GUIDANCE  
AND ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

February 11, 2025

Members of the Board of Education  
Lincolnwood School District 74  
Lincolnwood, Illinois

**Report on Compliance for Each Major Federal Program**

*Opinion on Each Major Federal Program*

We have audited the Lincolnwood School District 74 (the District), Illinois' compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2024. The District's major federal programs are identified in the summary of auditor's results section of the accompany schedule of findings and questioned costs.

In our opinion, the Lincolnwood School District 74, Illinois complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

*Basis for Opinion on Each Major Program*

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of District's compliance with the compliance requirements referred to above.

*Responsibilities of Management for Compliance*

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

*Auditor's Responsibilities for the Audit of Compliance*

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

*Report on Internal Control over Compliance*

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Lincolnwood School District 74, Illinois  
February 11, 2025

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

*Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance*

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated October 29, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Lauterbach & Amen, LLP*  
LAUTERBACH & AMEN, LLP

**LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS**

**Schedule of Findings and Questioned Costs  
Year Ended June 30, 2024**

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**SECTION 1 – SUMMARY OF AUDITOR’S RESULTS**

**Financial Statements**

Type of auditor’s report issued on the financial statements:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified:	No
Significant deficiencies identified:	No
Noncompliance material to the financial statements noted:	No

**Federal Awards**

Type of auditor’s report issued on compliance for major programs:	Unmodified
Internal control over major programs:	
Material weakness(es) identified:	No
Significant deficiencies identified:	No
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a):	No

Major programs identified:	
<u>ALN Number(s)</u>	<u>Name of Federal Program/Cluster</u>
84.173/ 84.027	IDEA – Special Education Cluster

Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000
Auditee qualified as a low-risk auditee:	No

**LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS**

**Schedule of Findings and Questioned Costs – Continued  
Year Ended June 30, 2024**

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**SECTION 2 – FINANCIAL STATEMENT AUDIT FINDINGS**

**None**

**LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS**

**Schedule of Findings and Questioned Costs – Continued  
Year Ended June 30, 2024**

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**SECTION 3 – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

**None**

**LINCOLNWOOD SCHOOL DISTRICT 74, ILLINOIS**

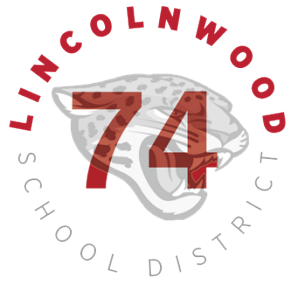
**Schedule of Findings and Questioned Costs – Continued  
Year Ended June 30, 2024**

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**SECTION 4 – PRIOR YEAR AUDIT FINDINGS**

**None**



## Executive Summary Board of Education Meeting

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DATE: April 3, 2025

TOPIC: LBSA Waiver Request- FY26 Facilities Rental Fees

PREPARED BY: Courtney Whited

### **Recommended for:**

- Action
- Discussion
- Information

### **Purpose/Background:**

Lincolnwood Baseball and Softball Association (LBSA) has used SD74 facilities and fields for practices and games for several years. LBSA is a Category II organization according to the Facility Rental Policy. The resulting fees would create an extreme hardship on LBSA. The organization's waiver request is attached.

### **Fiscal Impact:**

Category II fees for the gyms and outdoor fields would not be collected during FY26

### **Recommendation:**

The Finance Committee concurs with the Administration's recommendation to the Board of Education to waive facility rental fees during fiscal year 2025-26 for Lincolnwood Baseball and Softball Association.



3926 W Touhy Suite 122  
Lincolnwood, IL 60712  
[www.lwbbba.org](http://www.lwbbba.org)

**LBA Board Members**

**John Dreuth**  
*President*

**Rick Hoffman**  
*Vice President*

**Mike Bartholomew**  
*Vice President*

**Andy Strauch**  
*Secretary*

**Donna Dreuth**  
*Treasurer*

**Karen Hawk**  
*Village Liaison*

**Ben Friedman**  
*Director*

**Joe Osborne**  
*Director*

**Peter Kougias**  
*Director*

**Adam Kolovic**  
*Director*

**Susan Kougias**  
*Director*

**Andy Hager**  
*Director*

**Kira Hoffman**  
*Director*

**Alex Stojanoff**  
*Director*

**Chris Hutchison**  
*Director*

**Rich Barnes**  
*Director*

**Jay Greenberger**  
*Director*

**Matt Ceisel**  
*Director*

**Brian Nondorf**  
*Director*

**Jeff Mayer**  
*Director*

**Kiley Stojanoff**  
*Director*

**Alex Chammo**  
*Director*

**Becky Klinghofer**  
*Director*

February 25, 2025

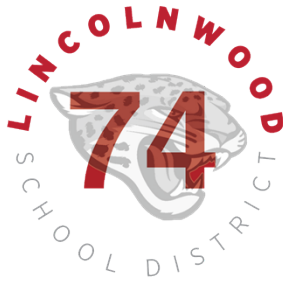
**Lincolnwood School District 74 Board of Education:**

Lincolnwood Baseball and Softball Association (LBSA) has used SD74 facilities and fields for many years. LBSA requests that all rental fees continue to be waived in the use of the SD74 facilities and fields.

Sincerely,

A handwritten signature in cursive script that reads "John Dreuth".

John Dreuth  
President, LBSA



# Executive Summary Board of Education Meeting

DATE: April 3, 2025

TOPIC: FY 2026-2030 Transportation Services Amendment with First Student, Inc.

PREPARED BY: Courtney Whited

**Recommended for:**

- Action
- Discussion
- Information

**Purpose/Background:**

The Board approves all contracts over \$10,000.

First Student, Inc. provided a five-year renewal amendment to all four districts that took part in the FY2016 bid for regular education transportation services (SD #70, #71, #74 and #219).

SD74’s Legal Counsel reviewed the original amendment, proposed a redline edits and First Student accepted every edit to create the final draft included in the attachment.

**Fiscal Impact:**

A 3.75% rate increase for the next five (5) school years of regular education transportation services.

The prior year’s increase was 4.90%.

Lincolnwood School District 74	24/25	25/26	26/27	27/28	28/29	29/30
AM Rate per Route-Single	\$147.44	\$152.97	\$158.71	\$164.66	\$170.83	\$177.24
AM Rate per Route-Dual	\$73.70	\$76.46	\$79.33	\$82.31	\$85.39	\$88.59
AM Rate per Route-Dual Paired with District 219(credit back to district)	\$127.02	\$131.78	\$136.73	\$141.85	\$147.17	\$152.69
PM Rate per Route-Single	\$147.44	\$152.97	\$158.71	\$164.66	\$170.83	\$177.24
PM Rate per Route-Dual	\$73.70	\$76.46	\$79.33	\$82.31	\$85.39	\$88.59
PM Rate per Route-Dual Paired with District 219(credit back to district)	\$127.02	\$131.78	\$136.73	\$141.85	\$147.17	\$152.69
Mid-day Rate per Route (Pre-Kindergarten)	\$104.01	\$107.91	\$111.96	\$116.16	\$120.51	\$125.03
Before School Activity Rate per Route	\$117.34	\$121.74	\$126.31	\$131.04	\$135.96	\$141.05
After School Activity Rate per Route	\$117.34	\$121.74	\$126.31	\$131.04	\$135.96	\$141.05
Extracurricular Charter Rate per Hour	\$69.34	\$71.94	\$74.64	\$77.44	\$80.34	\$83.35
<i>*The above prices are inclusive of the District 219 equipment surcharge</i>						
District 219 equipment Surcharge AM or PM Route	\$47.87	\$49.67	\$51.53	\$53.46	\$55.46	\$57.54
District 219 equipment Surcharge Midday or Activity Route	\$11.97	\$12.42	\$12.88	\$13.37	\$13.87	\$14.39

**Recommendation:**

The Finance Committee concurs with the Administration’s recommendation to the Board of Education to accept this Amendment from First Student, Inc. for transportation services with consecutive 3.75% annual rate increases each of the five (5) fiscal years in effect from August 1, 2025 through July 31, 2030.

**AMENDMENT AND EXTENSION OF PUPIL TRANSPORTATION SERVICES AGREEMENT  
BETWEEN  
LINCOLNWOOD SCHOOL DISTRICT 74 AND FIRST STUDENT, INC.**

**THIS AMENDMENT** is made and entered into as of the 3rd day of April, 2025 by and between Lincolnwood School District 74, with principal offices at 6950 N. East Prairie Road Lincolnwood, IL 60712, (the "District") and First Student, Inc. with its national headquarters at 191 Rosa Parks Street, 8<sup>th</sup> Floor, Cincinnati, OH 45202 and local business offices for purposes of this Agreement located at 3015 E. New York St., STE A2-262 Aurora, IL 60540 ("Contractor" and, collectively, the "Parties").

**WHEREAS**, the Contractor was the successful bidder on March 16, 2015 and operated the student transportation services for the District for the school years of 2015-16 through 2017-18 per the specifications provided in the bid process and all contingencies placed upon the bid specifications by the Contractor in its proposal and executive summary (the "Agreement").

**WHEREAS**, the Parties previously amended certain provisions of the Agreement and extended its term annually effective August 1, 2018, August 1, 2020, August 1, 2021, August 1, 2022, August 1, 2023 and August 1, 2024, respectively.

**WHEREAS**, the Parties desire to further extend the term of the Agreement and amend certain portions thereof;

**NOW, THEREFORE**, the parties mutually agree as follows:

1. **TERM.** The term of the Agreement shall extend for five (5) additional years commencing August 1, 2025 and continuing through July 31, 2030 unless earlier terminated as specified herein. The period from August 1 to July 31 of the following calendar year shall be referred to as a "Contract Year". Either party may terminate the Agreement for convenience, without penalty, upon not less than ninety (90) days' written notice prior to the end of the then-current Contract Year.
2. **TERMINATION OF AGREEMENT.** If the legality or validity of the term of the Agreement is challenged in good faith by litigation in a court of competent jurisdiction, the District shall have the right to immediately terminate this Agreement, without penalty, upon 60 days' written notice to the Contractor or as otherwise ordered by the court.
3. **UTILIZATION OF FIRSTALT.** During the Term and subject to the rates and conditions set forth in Exhibit "B", District may utilize the services of FirstAlt, a division of Contractor, to provide alternative transportation service for students through the use of small capacity vehicles.
4. **COMPENSATION** Commencing August 1, 2025, the rates of compensation payable hereunder during the ensuing Contract Year shall be set forth in Exhibit "A" based on the current number of routes, and shall be set forth in Exhibit "B" for FirstAlt services.
5. **NOTICE TO PARTIES** All notices to be given by the parties to this Agreement shall be in writing and serviced by depositing same in the United States Mail, certified mail.

Notices to DISTRICT shall be addressed to:

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

Notices to CONTRACTOR shall be addressed to:

Mike Tunnell  
District Manager  
First Student, Inc.  
3015 E. New York St.  
STE A2-262  
Aurora, IL 60504

With a copy to:

General Counsel  
First Student, Inc.  
191 Rosa Parks Street  
8<sup>th</sup> Floor  
Cincinnati, OH 45202

Except as amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, this Agreement has been signed and executed in duplicate on behalf of the parties hereto by persons duly authorized on the day and year first written above.

**LINCOLNWOOD SCHOOL DISTRICT 74**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

**FIRST STUDENT, INC.**

By:  \_\_\_\_\_

Title: Sr. Vice President

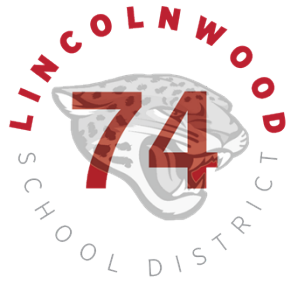
**ATTEST:**

By: \_\_\_\_\_

## EXHIBIT A

### Rates

Lincolnwood School District #74 Route Types	24/25	25/26	26/27	27/28	28/29	29/30
AM Rate per Route - Single	\$ 147.44	\$ 152.97	\$ 158.71	\$ 164.66	\$ 170.83	\$ 177.24
AM Rate per Route - Dual	\$ 73.70	\$ 76.46	\$ 79.33	\$ 82.31	\$ 85.39	\$ 88.59
AM Rate per Route - Dual Paired with District 219 credit back to district	\$ 127.02	\$ 131.78	\$ 136.73	\$ 141.85	\$ 147.17	\$ 152.69
PM Rate per Route - Single	\$ 147.44	\$ 152.97	\$ 158.71	\$ 164.66	\$ 170.83	\$ 177.24
PM Rate per Route - Dual	\$ 73.70	\$ 76.46	\$ 79.33	\$ 82.31	\$ 85.39	\$ 88.59
PM Rate per Route - Dual Paired with District 219 credit back to district	\$ 127.02	\$ 131.78	\$ 136.73	\$ 141.85	\$ 147.17	\$ 152.69
Mid-Day Rate per Route (Pre - Kindergarten)	\$ 104.01	\$ 107.91	\$ 111.96	\$ 116.16	\$ 120.51	\$ 125.03
Before School Activity Rate per Route	\$ 117.34	\$ 121.74	\$ 126.31	\$ 131.04	\$ 135.96	\$ 141.05
After School Activity Rate per Route	\$ 117.34	\$ 121.74	\$ 126.31	\$ 131.04	\$ 135.96	\$ 141.05
Extracurricular Charter Rate per Hour	\$ 69.34	\$ 71.94	\$ 74.64	\$ 77.44	\$ 80.34	\$ 83.35
*The Above prices are inclusive of the District 219 equipment surcharge						
District 219 equipment Surcharge AM or PM route	\$ 47.87	\$ 49.67	\$ 51.53	\$ 53.46	\$ 55.46	\$ 57.54
District 219 equipment Surcharge Midday or Activity Route	\$ 11.97	\$ 12.42	\$ 12.88	\$ 13.37	\$ 13.87	\$ 14.39



## Executive Summary Board of Education Meeting

DATE: April 3, 2025

TOPIC: Todd Hall's First Grade Classroom Furniture Replacement

PREPARED BY: Courtney Whited

### **Recommended for:**

- Action
- Discussion
- Information

### **Background:**

The Board of Education approves purchases over \$10,000.

According to the Board-approved Facilities Plan, First Grade's classroom furniture will be replaced during the summer of 2025. Administration and the First Grade Team created a mock up classroom using furniture from other updated classrooms throughout the District. The quote and drawings are attached.

### **Fiscal Impact:**

\$ 97,095.49

### **Recommendation:**

The Facilities Committee concurred with the Administration's recommendation to the Board of Education to approve this quote from Interiors for Business, Inc. for First Grade's Classroom Furniture in the amount of \$ 97,095.49 to be installed during Summer 2025.



INTERIORS FOR BUSINESS, INC.  
 409 N. River Street  
 Batavia, Illinois, 60510  
 630.761.1070 Main  
 www.interiorsforbusiness.com

**CUSTOMER**

Lincolnwood SD 74  
 6950 N. East Prairie Road  
 Lincolnwood, IL 60712

**QUOTE**

**WORKPLACE CONSULTANT** Alex Carsi x50  
**CUSTOMER SERVICE** Emily Sternowski x24  
**CUSTOMER SERVICE** Ashley Winkle x30

**DATE** 2/3/2025 Revised 3/13/2025  
**TERMS** 50% Deposit / Net 45  
**PROJECT** First Grade Classrooms Budget

SEQ #	QTY	DESCRIPTION	AMOUNT	EXTENDED
<b>CLASSROOM TYPICAL</b>				
CH-1	162	Smith System Flavors Chair, 14"H Shell: Apple, Frame: Platinum Glides: Steel	95.55	15,479.10
DK-1	126	Smith System Silhouette Student Desk 18" x 24" x 19-31" Laminate: Classic Linen, Edge: Persian Blue, Base: Platinum with Locking Casters	271.70	34,234.20
M-1	6	Media Technologies Stowaway Cabinet & Cupboard Storage 18"W x 28"D x 42"H, Mobile, HPL Top, HPL Construction, H3 Concealed Style Hinge, P2 Nickel Style Pull Alike Lock, Mobile Technology Cart with door, 3mm PVC edges, R side pull-out worksurface, powder coated 18 gauge steel perforated front panel & 14 gauge 1" x 1" welded steel frame, twin-wheel locking casters Loop Pull: Nickel HPL Top: Wilsonart Grey Mesh PVC Top Rehau Silver Grey HPL Case/Door: Wilsonart Harvest Maple PVC Case/Door: Rehau Solar Oak Powder Coat: Silver Hinges: H3 Concealed Casters: Gray Pulls: P2	1,729.84	10,379.04
TB-1	6	KI Ruckus Height Adjustable Activity Table, Kidney 48" x 84" x 30", Height Adjustable 20-33" Laminate: Classic Linen, Edge: Ultra Blue Base: Starlight Silver Metallic with Casters	787.80	4,726.80
TB-2	12	Smith System Elemental Trapezoid Table 30"D x 60"W x 21.5-35.5"H with casters Laminate: Classic Linen, Edge: Persian Blue, Legs: Platinum with Locking Casters	443.95	5,327.40
ST-1	24	KI Ricochet Stool 14"H Seat/Base/Column: Flannel Seat Pad/Ring: Blue Grey	117.60	2,822.40



INTERIORS FOR BUSINESS, INC.  
 409 N. River Street  
 Batavia, Illinois, 60510  
 630.761.1070 Main  
 www.interiorsforbusiness.com

**CUSTOMER**

Lincolnwood SD 74  
 6950 N. East Prairie Road  
 Lincolnwood, IL 60712

**QUOTE**

**WORKPLACE CONSULTANT** Alex Carsi x50  
**CUSTOMER SERVICE** Emily Sternowski x24  
**CUSTOMER SERVICE** Ashley Winkle x30

**DATE** 2/3/2025 Revised 3/13/2025  
**TERMS** 50% Deposit / Net 45  
**PROJECT** First Grade Classrooms Budget

SEQ #	QTY	DESCRIPTION	AMOUNT	EXTENDED
-------	-----	-------------	--------	----------

1		Freight	3,004.45	3,004.45
1		Labor To Receive, Deliver, and Install During Normal Working Hours M-F Area to be free and clear Debris removal included	21,122.10	21,122.10

**Contracts:**

Smith System: E&I  
 KI: Sourcewell  
 Media Technologies: NCPA

**LEADTIMES: Subject to change without notice**

Smith System: 4-8 Weeks  
 KI: 3-5 Weeks  
 Media Technologies: 8-12 Weeks

This quote includes trips for 1 phase. If additional trips are required they will be charged at \$350.00

**TARIFF STATEMENT**

*The quoted prices are based on current laws and regulations. If these change and increase costs, IFB reserves the right to adjust prices accordingly. Any such price adjustments will be communicated and supported by relevant documentation.*

<b>Material</b>	72,968.94
	-
<b>Sales Tax 8.00%</b>	-
<b>Freight</b>	3,004.45
<b>Labor</b>	21,122.10
<b>Design</b>	-
<b>Surcharge</b>	-
<b>TOTAL \$</b>	97,095.49

To accept this order please sign and return.

X

**Print Name:**

**PO Number:**

*Storage fees are included for the first 30 days from receipt of product*

*Product stored longer than 30 days will result in storage fees*

*Deposit required at time of order - Leasing options available - This quote is valid for 30 days*



1ST GRADE CLASSROOM FURNITURE DISCUSSION

03.12.25

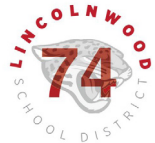
# FURNITURE FLOOR PLAN

 - AREA IN SCOPE



1ST GRADE FURNITURE 233

03.12.25



# NEW CLASSROOM FURNITURE TYPICAL



## Student Desks

Details:  
Qty: (21)  
Smith System-  
Silhouette Desk  
Locking Casters  
1 1/4" Top  
18"D x 27"L x 29-31"H

Finishes:  
Laminate: Classic Linen  
Edgeband: Persian Blue  
Base: Platinum



## Station Work Table

Details:  
Qty: (2)  
Smith System- Elemental  
Trapezoid Table  
72"L x 24"D  
Casters

Finishes:  
Laminate: Classic Linen  
Edgeband: Persian Blue  
Base: Platinum



## Collaboration Table

Details:  
Qty: (1)  
KI Furniture- Ruckus Kidney  
Table  
48"W x 84"L x 30"D  
Casters

Finishes:  
Laminate: Sterling Ash  
Edgeband: Sky Blue  
Base: Starlight Metallic Silver



## Student Chairs, Collaboration Chairs

Details:  
Qty: (21) and (4)  
Smith System- Flavors  
Stack Chair  
14"H

Finishes:  
Shell: Apple  
Frame: Platinum  
Glides: Steel



## Lectern

Details:  
Qty: (1)  
Media Technologies- Stowaway  
Cabinet & Cupboard Storage  
Locking Casters, Pull-Out  
Worksurface, Locking Door  
18"W x 28"D x 42"H

Finishes:  
HPL Laminate: Wilsonart Grey Mesh  
4877  
PVC Top Rehau C600244 Silver Grey  
HPL Case/Door: Wilsonart Harvest  
Maple 7953  
PVC Case/Door: Rehau CP 40003  
Solar Oak  
Pull: Nickel  
Powder Coated Steel Perforated Front  
Panel: 809 Silver  
Casters: Gray

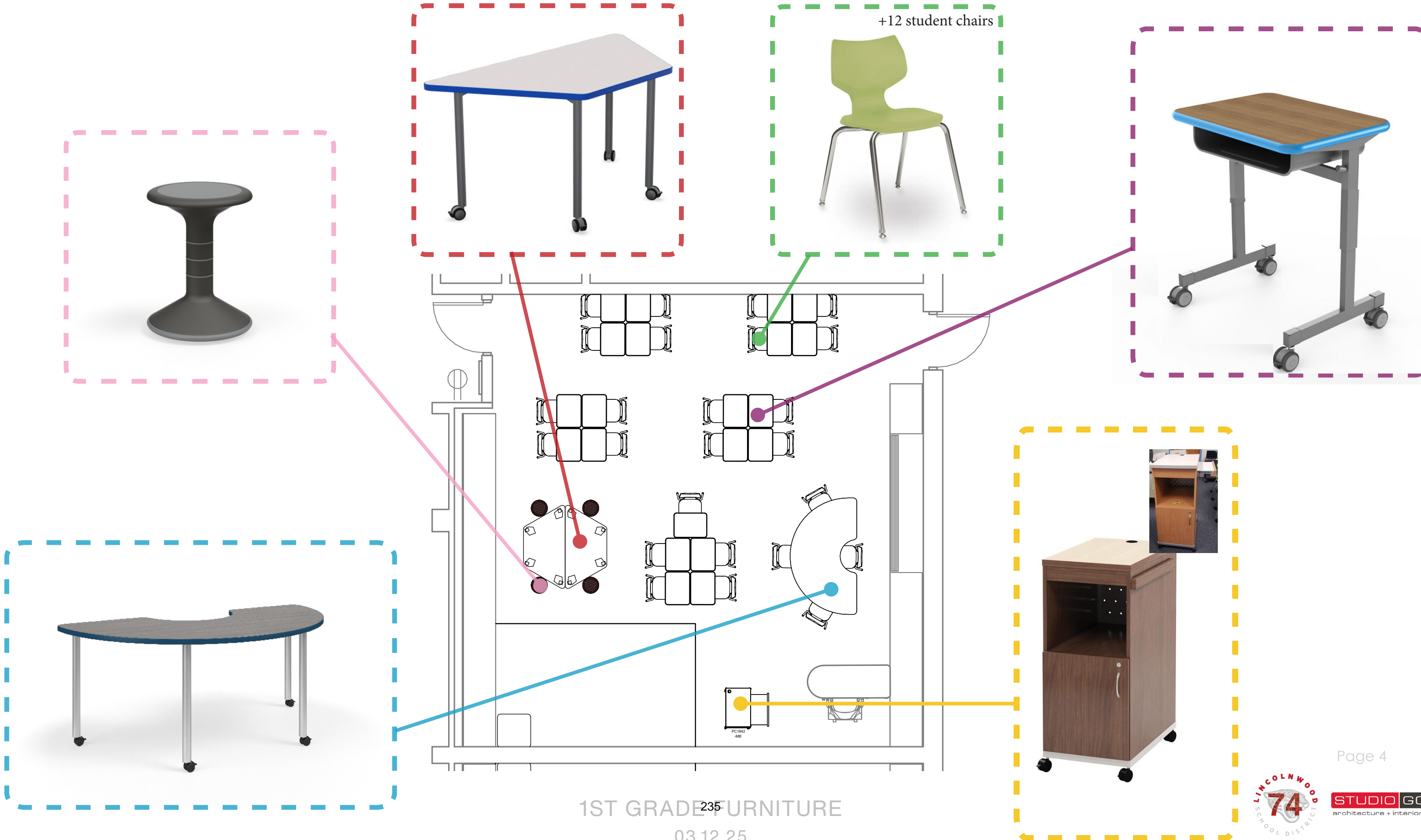


## Wobble Stool

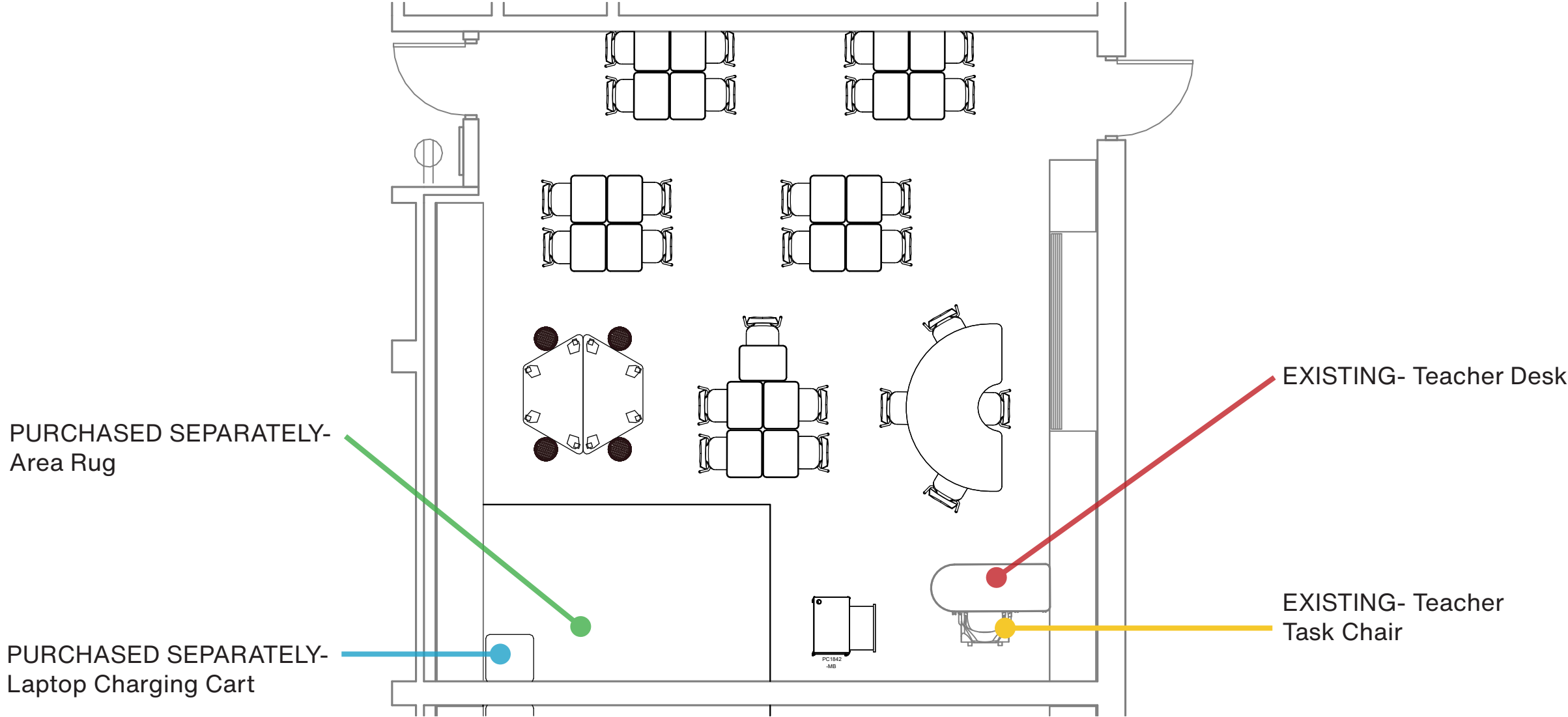
Details:  
Qty: (4)  
KI Furniture  
14"H

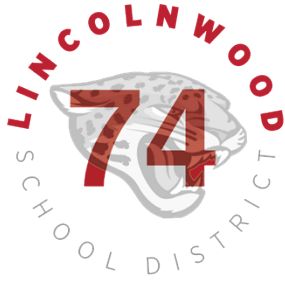
Finishes:  
Top: Blue Grey  
Base: Flannel

# ENLARGED CLASSROOM PLAN TYPICAL



# FURNITURE NOT WITHIN SCOPE





## Executive Summary Board of Education Meeting

DATE: April 3, 2025

TOPIC: GSF USA, Inc. Custodial Cleaning Services for 2025-26

PREPARED BY: Courtney Whited

### Recommended for:

- Action
- Discussion
- Information

### Purpose/Background:

The District approves expenditures over \$10,000.

Last year, SD74 awarded a five-year custodial cleaning services contract to GSF USA, Inc.

Fiscal Year 2026 will be the second year of this arrangement.

District Legal Counsel has reviewed this Amendment to the Agreement and deemed it sufficient without requiring any revisions.

### Fiscal Impact:

**\$521,132.90** which is a 2.9% increase (CPI) on the prior year's rate

The District paid GSF USA, Inc. \$506,445.97 in 2024-25

Hourly rates decreased slightly

### Recommendation:

The Facilities Committee concur with the Administration's recommendation to the Board of Education to approve this Agreement from GSF USA, Inc. for custodial cleaning services in the amount of \$521,132.90 from August 1, 2025 through July 31, 2026.



AMENDMENT TO AGREEMENT

This Amendment dated February 18, 2025, and effective August 1, 2025, is entered into by and between GSF USA, Inc. ("Contractor"), and Board of Education of Lincolnwood School District 74, on behalf of itself and for the benefit of its Affiliates (collectively "Company") and amends that certain Agreement, dated May 2, 2024, by and between Company and Contractor (collectively, the "Agreement"). All terms capitalized herein, but not defined herein, shall have the meanings ascribed to them in the Agreement. The following recitals sets forth the basis of this Amendment and are made a part hereof:

RECITALS:

- A. Pricing: The parties agree to a 2.9% increase and that the annual contract price will be five hundred twenty-one thousand one hundred thirty-two dollars and 90/100 (\$521,132.90) for the August 1, 2025 - July 31, 2026, of the Renewal Term, payable in twelve (12) monthly installments during the Renewal Term
B. Hourly rates for work requested by the District which is beyond the scope of service 2025-2026:
a. Maintenance: \$47.27/Hour
b. Custodial: \$36.02/Hour
c. Grounds: \$36.02/Hour
C. The bid package for "LINCOLNWOOD SCHOOL DISTRICT 74 CUSTODIAL SERVICES BID 2024" shall continue to be made a part of this Agreement and incorporated herein, and shall continue to define the scope of this Work, as well as all insurance, liability, and indemnification requirements and other general specifications.
D. No Other Amendments. Except as expressly amended herein, the Agreement which has not expired or been terminated prior to the date hereof, shall continue in full force and effect, in accordance with its terms, without any waiver, amendment or other modification of any provision thereof.

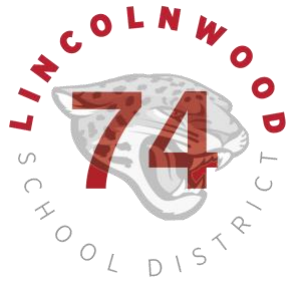
IN WITNESS WHEREOF, the parties have executed this AMENDMENT as of the date and year first above written.

GSF USA, INC.

Board of Education of Lincolnwood School District 74

By: [Signature]
Kurt A. Kuempel, Vice President

By: \_\_\_\_\_
Kevin Daly President
SD74 Board of Education/



## Executive Summary Board of Education Meeting

---

DATE: April 3, 2025

TOPIC: Ratification of the 2025-2029 Lincolnwood Teachers' Association (LTA) Agreement

PREPARED BY: David Russo

**Recommended for:**

- Action
- Discussion
- Information

**Purpose/Background:**

Over the past several months, Board Members John P. Vranas and Peter D. Theodore have led negotiations on behalf of the Board of Education with representatives from the Lincolnwood Teachers' Association (LTA). Sessions were productive and cordial at every phase resulting in a four-year Agreement that was ratified by the LTA on March 21, 2025.

District Legal Counsel provided information and recommendations throughout the process to ensure the resulting Agreement was updated in accordance with any changes to statute.

**Recommendation:**

It is the Administration's recommendation to the Board of Education to ratify the 2025-2029 Lincolnwood Teachers' Association (LTA) Agreement as presented.

**AGREEMENT**

**BETWEEN THE**

**BOARD OF EDUCATION,  
LINCOLNWOOD SCHOOL DISTRICT #74  
LINCOLNWOOD, ILLINOIS**

**AND THE**

**LINCOLNWOOD TEACHERS' ASSOCIATION  
LOCAL 1274, IFT/AFT, AFL-CIO**

**2025-2029**

## Table of Contents

---

<b>PREAMBLE</b> .....	<b>1</b>
<b>ARTICLE I - RECOGNITION</b> .....	<b>2</b>
1.1 Recognition of the Union .....	2
1.2 Union’s Exclusive Bargaining Rights .....	2
1.3 Definition of Teacher .....	2
<b>ARTICLE II - TEACHER AND UNION RIGHTS</b> .....	<b>3</b>
2.1 Scope of Negotiations .....	3
2.2 Tentative Agreements .....	3
2.3 Freedom to Join a Union .....	3
2.4 Union Dues Deduction .....	3
2.5 COPE Deduction .....	4
2.6 Appearance Before the Board .....	4
2.7 Use of Bulletin Boards .....	4
2.8 Use of Buildings .....	4
2.9 Board Meetings, Agendas, Board Packets, and Minutes .....	4
2.10 Distribution of Union Material .....	5
2.11 Union Suggestions .....	5
2.12 Personnel Directory .....	5
2.13 Board Policies .....	5
2.14 Fair Share .....	5
<b>ARTICLE III - MANAGEMENT RIGHTS CLAUSE</b> .....	<b>6</b>
3.1 Management Rights .....	6
3.2 Union Input .....	6
3.3 Teacher Rights Under School Code .....	6
3.4 Limitation of Board Rights .....	6
<b>ARTICLE IV - SCHOOL CALENDAR</b> .....	<b>7</b>
4.1 Annual Calendar and Work Year .....	7
<b>ARTICLE V - EMPLOYMENT CONDITIONS</b> .....	<b>8</b>
5.1 Teacher Workday .....	8
5.2 Notice of Assignments .....	8
5.3 Teacher Licensure .....	8
5.4 Superintendent’s Recommendation .....	8
5.5 Transcripts of College Credits .....	8
5.6 Method of Salary Payment .....	8
5.7 Daily Rate of Salary .....	8
<b>ARTICLE VI - VACANCIES</b> .....	<b>9</b>
6.1 Vacancy Posting .....	9
6.2 Vacancy Interviewing .....	9

<b>ARTICLE VII - PERSONNEL FILES.....</b>	<b>10</b>
7.1 Personnel File.....	10
7.2 Right of Access.....	10
7.3 Placement of Material in File.....	10
7.4 Right of Copy.....	10
7.5 Right of Rebuttal.....	10
7.6 Removal of Material from the File.....	10
<b>ARTICLE VIII - TEACHER EVALUATION .....</b>	<b>11</b>
8.1 Evaluation Plan.....	11
8.2 Unsatisfactory Evaluation Rating Appeal.....	11
<b>ARTICLE IX - DISCIPLINARY ACTION .....</b>	<b>13</b>
9.1 Complaints Against Teachers.....	13
9.2 Investigatory Conferences.....	13
9.3 Disciplinary Appearance.....	13
9.4 Disciplinary Procedure.....	13
<b>ARTICLE X - REDUCTION IN FORCE .....</b>	<b>14</b>
10.1 Compliance with School Code.....	14
10.2 Notice to Union.....	14
10.3 Reduction by Attrition.....	14
10.4 Dismissal of Teachers due to Reduction in Force.....	14
10.5 Seniority.....	14
10.6 Recall Rights.....	15
<b>ARTICLE XI - GRIEVANCE PROCEDURE.....</b>	<b>16</b>
11.1 Definition.....	16
11.2 Grievance Process.....	16
<b>ARTICLE XII - TEACHER LEAVES .....</b>	<b>18</b>
12.1 Sick Leave, Personal Business Leave, and Bereavement Leave.....	18
12.2 Family and Medical Leave Act (FMLA).....	20
12.3 Leave During Pregnancies and Adoptions.....	20
12.4 Leave as Delegate to I.F.T. Convention.....	23
12.5 Special Leave for Tenured Teachers.....	23
12.6 Sabbatical Leave.....	24
12.7 Voluntary Sick Leave Transfer.....	27
12.8 Waiver of Cook County Paid Leave Ordinance.....	27
<b>ARTICLE XIII— SALARY SCHEDULE PLACEMENT.....</b>	<b>29</b>
13.1 Creditable Prior Experience.....	29
13.2 Horizontal Movement.....	29
13.3 Vertical Placement/Movement.....	30
<b>ARTICLE XIV - COMPENSATION OTHER THAN SCHEDULED SALARY .....</b>	<b>31</b>

14.1	Compensation for Extra Duties.....	31
14.2	Longevity Stipend.....	31
<b>ARTICLE XV - FRINGE BENEFITS.....</b>		<b>32</b>
15.1	Eligibility of Part-Time Teachers .....	32
15.2	Life Insurance .....	32
15.3	Long Term Disability Insurance .....	32
15.4	Hospital, Major Medical and Dental Insurance .....	32
15.5	Salary Reduction Plan.....	34
15.6	Insurance Coverage for Retired Teachers.....	35
15.7	Payment for Unused Sick Leave.....	35
15.8	Retirement Stipend.....	35
15.9	Professional Work Log .....	36
15.10	Reimbursement for Professional Development .....	36
15.11	Payment and Salary Advancement for National Board Certification.....	37
15.12	Tuition Reimbursement .....	37
15.13	Transportation.....	39
15.14	Service Recognition Benefit .....	39
<b>ARTICLE XVI - TAX SHELTERING OF TEACHERS' RETIREMENT CONTRIBUTION.....</b>		<b>41</b>
<b>ARTICLE XVII - NO STRIKE CLAUSE.....</b>		<b>42</b>
<b>ARTICLE XVIII - NEGOTIATIONS PROCEDURE.....</b>		<b>43</b>
18.1	Good Faith Negotiations .....	43
18.2	Start of Negotiations .....	43
18.3	Union's Right to Information.....	43
18.4	Board's Right to Information.....	43
18.5	Signing of Tentative Agreements .....	43
18.6	Request for Mediation.....	43
18.7	Selection of a Mediator .....	43
<b>ARTICLE XIX - EFFECT OF AGREEMENT.....</b>		<b>44</b>
19.1	Complete Understanding .....	44
19.2	Individual Contracts.....	44
19.3	Savings Clause.....	44
19.4	Precedence of Agreement .....	44
19.5	Term of Agreement.....	44
<b>APPENDIX A Salary Schedules.....</b>		<b>46</b>

## **PREAMBLE**

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This Agreement between the Board of Education of District 74, Cook County, Lincolnwood, Illinois and the Lincolnwood Teachers' Association incorporates a number of understandings which derive from the parties' mutual beliefs that each child attending the District's schools is entitled to an education of the highest quality. The attainment of this objective is a joint responsibility of the Board of Education, the administrative staff and the teaching personnel.

Attainment of this objective requires mutual understanding and cooperation among the Board of Education, the Administrative staff and the teaching personnel. To this end, free and open exchange of views is desirable and necessary, with all parties participating in good faith negotiations.

## **ARTICLE I - RECOGNITION**

---

### **1.1 RECOGNITION OF THE UNION**

The Board recognizes the Lincolnwood Teachers' Association, Local 1274, IFT/AFT, hereinafter referred to as the Union, as the sole and exclusive bargaining agent for all certified personnel. The following are not to be included in the bargaining unit: Superintendent, Assistant Superintendent for Curriculum and Instruction, Business Manager, the Director of Technology, the Director of Special Education, the Director of Student Services, the Director of Food Services, the Director of Communications and Community Relations, Principals, and Assistant Principals.

### **1.2 UNION'S EXCLUSIVE BARGAINING RIGHTS**

The Board agrees not to negotiate with any other teachers organization, individual teacher or group of teachers with regard to negotiable items as defined in Article II, Section 2.1 of this Agreement; provided it is understood that individual teachers or group of teachers retain the right to discuss with the Board and the administration matters relating to the educational program and to clarify any questions regarding salary or conditions of employment.

### **1.3 DEFINITION OF TEACHER**

The term "teacher" as used in this Agreement shall refer to all employees included in the bargaining unit defined in Section 1.

## **ARTICLE II - TEACHER AND UNION RIGHTS**

---

### **2.1 SCOPE OF NEGOTIATIONS**

The Board and the Union agree to negotiate in good faith with respect to the following items:

- A. wages
- B. hours
- C. terms and conditions of employment

The obligation to negotiate in good faith means the mutual obligation of the Board and the Union to meet at reasonable times and to confer in good faith with respect to wages, hours and terms and conditions of employment. However, this obligation does not compel either party to agree to a proposal or require the making of a concession. Disputes involving the negotiability of an issue or topic shall not be resolved under the terms of Article XI of this Agreement, but rather may be submitted by either party to the Illinois Education Labor Relations Board for resolution.

### **2.2 TENTATIVE AGREEMENTS**

The representatives of the Board and the Union shall have the power to reach tentative agreements. After the participants reach agreement, it shall be reduced to writing and distributed to the Board and the teachers for final approval.

### **2.3 FREEDOM TO JOIN A UNION**

Teachers have the right to join or not to join any Union. Membership in any Union shall not be required as a condition of employment.

### **2.4 UNION DUES DEDUCTION**

The Board, upon the receipt of a written authorization from an employee and/or the Union, shall deduct twice a month from October through May the employee's Union dues from his/her pay and remit such deduction to the Union no more than ten (10) working days after the payday for which the deduction is made. The Union shall certify the amount of dues to the Board and provide copies of the written authorizations before October 1st. Dues revocations are processed by the Union. In the event that an employee revokes his/her dues in accordance with the terms in which he/she authorized the dues deductions, the Union will notify the Board after the close of the revocation window. The Union shall indemnify and hold harmless the Board, its members, officers, agents and employees from and against any and all claims, demands, actions,

complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purposes of complying with the above provisions of this Section, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

## **2.5 COPE DEDUCTION**

The Board, upon the receipt of a written authorization from a teacher, shall deduct the authorized amount of a teacher's voluntary contribution to the North Suburban Teachers Union's Committee on Political Education (COPE) from his/her pay. This contribution shall be deducted from the last paycheck in October and forwarded to the Union no more than ten (10) working days after the payday from which such deduction is made.

## **2.6 APPEARANCE BEFORE THE BOARD**

No tenured teacher is to be dismissed during the term of a contract or denied a step on the salary schedule except at an official meeting of the Board. Any tenured teacher who has been recommended for dismissal or for the denial of a step on the salary schedule\* shall be given the reasons in writing and shall be given an opportunity to appear before the Board to present his/her views concerning the proposed action. Upon the teacher's request, representatives of the Union may be present at said appearance. \*Unless such denial of step is a result of the collective bargaining process.

## **2.7 USE OF BULLETIN BOARDS**

The Union may use a bulletin board in each building's teacher's lounge for posting notices of activities and other official organization materials.

## **2.8 USE OF BUILDINGS**

The Union and its representatives shall have the right to schedule and hold official meetings on district property, provided that such meetings do not interfere with the instructional program, that the Union does not interfere with those teachers who are obligated to supervise scheduled extracurricular activities, that the building principal is notified one (1) day before any such meeting, and that if special custodial service is required, the Board may assess the Union a reasonable charge.

## **2.9 BOARD MEETINGS, AGENDAS, BOARD PACKETS, AND MINUTES**

The Board will post to its website all Board meeting and Board-committee meeting agendas; non-confidential portions of Board packets, if applicable; and approved open session meeting minutes. The President of the Union or his/her designee may access such materials via the District website. Additionally, the Board will provide the LTA leadership with email notification of all Board meetings.

## **2.10 DISTRIBUTION OF UNION MATERIAL**

Electronic mail, teachers' mailboxes and regular intra-district delivery services shall be made available to the Union for communications to teachers.

## **2.11 UNION SUGGESTIONS**

The Union shall have the right to submit its comments on proposed tax rate referenda, proposed bond issues and the proposed budget. These suggestions must be in writing and must be forwarded to the Superintendent.

## **2.12 PERSONNEL DIRECTORY**

An up-to-date personnel directory shall be maintained and posted on the District intranet. The names of Union officers shall be listed in the Personnel Directory.

## **2.13 BOARD POLICIES**

The Board will post to its website the current version of all its official policies, rules, regulations and handbooks. The President of the Union or his/her designee may access such materials via the District website.

## **2.14 FAIR SHARE**

Due to the U.S. Supreme Court's ruling in *Mark Janus v. American Federation of State, County and Municipal Employees, Council 31* on June 27, 2018, the provisions of this Section that required the deduction of "fair share" agency fees through the 2017-2018 school year have been deleted.

The Union shall indemnify and hold harmless the Board, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purposes of complying with the above provisions of this Section, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

## **ARTICLE III - MANAGEMENT RIGHTS CLAUSE**

---

### **3.1 MANAGEMENT RIGHTS**

All management rights and functions, except those which are clearly and expressly abridged by this Agreement shall remain vested exclusively in the Board. It is expressly recognized, merely by way of illustration and not by way of limitation, that such rights and functions include, but are not limited to (1) full and exclusive control of the management of the district, the supervision of all operations, the methods, processes, means and personnel by which any and all work shall be performed, the control of property and the composition, assignment, direction and determination of the size and type of its working force; (2) the right to determine the work to be done and the standards to be met by employees covered by this Agreement; (3) the right to change or introduce new operations, methods, processes, means or facilities, and the right to determine whether and to what extent work shall be performed by employees; (4) the right to hire, establish and change work schedules, set hours of work, establish, eliminate or change classifications, assign transfer, promote, demote, release and lay off employees; (5) the right to determine the qualifications of employees, and to suspend, discipline, and discharge employees for cause and otherwise to maintain an orderly, effective and efficient operation.

### **3.2 UNION INPUT**

The above shall not preclude the Union from input prior to the Board's execution of its rights, and further, the Union reserves its right to object to and disagree with any action the Board takes.

### **3.3 TEACHER RIGHTS UNDER SCHOOL CODE**

Nothing contained herein shall be construed to deny or restrict the rights of teachers under the Illinois School Code.

### **3.4 LIMITATION OF BOARD RIGHTS**

The exercise of the foregoing powers, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof shall be limited only where clearly and expressly abridged by this Agreement.

## **ARTICLE IV - SCHOOL CALENDAR**

---

### **4.1 ANNUAL CALENDAR AND WORK YEAR**

The Board shall adopt the annual school calendar. Before adopting or modifying the calendar, the recommendations of the Union shall be sought. The teacher work year shall consist of 183 days.

## **ARTICLE V - EMPLOYMENT CONDITIONS**

---

### **5.1 TEACHER WORKDAY**

The teacher's scheduled workday shall be 8:00 a.m-3:30 p.m. The teacher workday shall not be changed without giving prior notice to the Union and granting the Union the right to make recommendations prior to changes, provided that the total aggregate minutes per week not change.

### **5.2 NOTICE OF ASSIGNMENTS**

All teachers shall be given written notice of their tentative teaching assignments for the forthcoming year no later than June 1. In the event that changes in such assignments are made, the teacher affected shall be notified promptly.

### **5.3 TEACHER LICENSURE**

All teachers must maintain a professional educator license and be properly endorsed in accordance with Illinois law.

### **5.4 SUPERINTENDENT'S RECOMMENDATION**

All personnel are employed, promoted or discharged upon the recommendation of the Superintendent.

### **5.5 TRANSCRIPTS OF COLLEGE CREDITS**

All teachers are to secure, at their own expense, complete up-to-date official transcripts of college credits to be on file in the Superintendent's office by November 1. Evidence of course completion must be on file by September 1.

### **5.6 METHOD OF SALARY PAYMENT**

All teachers shall be paid their annual salary in twenty-six (26) installments. Payments shall be issued via direct deposit every other Friday, or the immediately preceding workday if such a Friday falls on a holiday. All installments not received prior to the end of the school year shall be paid no later than June 30.

### **5.7 DAILY RATE OF SALARY**

To determine the daily rate for teaching, the teacher's annual salary shall be divided by 183 days. In the event a teacher does not complete a school year, he or she shall receive a total salary equal to the daily rate of pay multiplied by the number of duty days employed.

## **ARTICLE VI - VACANCIES**

---

### **6.1 VACANCY POSTING**

If a vacancy, which term does not include a mere redeployment of staff because of a reduction in force, occurs in a position covered by this Agreement as a result of a resignation, termination, transfer, leave or new position (see Article III, Section 3.1), then so long as there are no qualified teachers entitled to be recalled from a RIF, a notice of such vacancy shall be emailed to all then-current teachers on their District email accounts at least five (5) working days before the vacancy is posted publicly. Each vacancy notice shall contain a job description and the qualifications needed for the position.

### **6.2 VACANCY INTERVIEWING**

Any teacher who applies for a vacancy by submitting a written application in accordance with the timeline established in the posted notice and who is qualified for the position shall be given an interview for the position.

## **ARTICLE VII - PERSONNEL FILES**

---

### **7.1 PERSONNEL FILE**

The Board shall maintain only one (1) official personnel file.

### **7.2 RIGHT OF ACCESS**

Each teacher shall have access, for examination purposes, to all of the material in his/her personnel file, with the exception of any evaluative or reference information received by the Board prior to the teacher's first employment day with the district. The examination of the personnel file shall occur during normal business hours at a time that does not interfere with the teacher's normal duties. The teacher may be accompanied on such examination by a representative of the Union. A member of the administration shall be present at the time of personnel file review.

### **7.3 PLACEMENT OF MATERIAL IN FILE**

Every evaluation of a teacher shall be included in the teacher's personnel file. Any evaluation or disciplinary material placed in the file shall be signed and dated, and a copy shall be given to the teacher or placed in the teacher's mailbox before it is inserted in the personnel file. During the summer, no document of a derogatory nature shall be placed in a teacher's personnel file until a copy of the material is first sent to the teacher involved with acknowledgement of receipt by said teacher.

### **7.4 RIGHT OF COPY**

Each teacher shall have the right to be furnished with copies of any or all file material, exclusive of confidential material named in Section 7.2.

### **7.5 RIGHT OF REBUTTAL**

Each teacher is entitled to submit, within thirty (30) days, a written rebuttal to any document in his/her personnel file and to have the rebuttal attached to the original document.

### **7.6 REMOVAL OF MATERIAL FROM THE FILE**

No teacher or administrator shall permanently remove any material from the teacher's file, except by mutual consent made in writing by the employee and the Superintendent or designee.

## **ARTICLE VIII - TEACHER EVALUATION**

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### **8.1 EVALUATION PLAN**

Upon the request of either party, an evaluation committee consisting of three (3) teachers appointed by the Union President and three (3) administrators appointed by the Superintendent shall review the evaluation instrument(s), criteria and procedures utilized in the district. The committee shall submit any recommended changes in writing to the Board through the Superintendent and to the Union by April 30 of any school year in which such review has taken place. Such changes that are approved by the Board shall take effect at the beginning of the next school year. The District Evaluation Plan applies to all licensed professional personnel covered by this Agreement and therefore is considered a part of this Agreement. However, the Parties agree that the District has no obligation to bargaining concerning the substantive components of the District Evaluation Plan. Additionally, except for a tenured teacher, who may file a grievance alleging a violation of the procedural requirements set forth in the District Evaluation Plan regarding the observation process only, a teacher may not file a grievance concerning his/her evaluation (including the rating).

### **8.2 UNSATISFACTORY EVALUATION RATING APPEAL**

Pursuant to Section 24A-5.5 of the School Code, a teacher rated *Unsatisfactory* on a summative evaluation may appeal the rating by submitting a timely notice of appeal to the Superintendent, with a copy to the Union president. The teacher's written notice of appeal must be submitted within five (5) teacher workdays after the receipt of the *Unsatisfactory* summative rating and submitted on a form provided by the Superintendent. The appeal will be submitted to the Superintendent's office by email or hand delivery.

Upon receipt of the appeal, the Superintendent or designee will inform the evaluator who issued the *Unsatisfactory* summative rating and convene the panel of qualified evaluators within five (5) teacher workdays. Untimely appeals will not be advanced to the panel of qualified evaluators and are not subject to challenge. The entire appeals process (from the day the appeals process is invoked until a final summative rating is established) will take no more than twenty (20) teacher workdays, unless mutually agreed upon between the Union and Administration. However, a failure to complete the appeals process in that time shall not result in a default to a higher rating or in the appeals panel losing its authority to complete its task. All efforts will be made to conduct appeals business during contractual work hours.

The teacher will specify in the notice of appeal the reasons the *Unsatisfactory* summative rating is erroneous and identify any facts or evidence to support the basis for appeal which may only include reference to specific evidence that has been collected through informal and formal observations, evidence provided by the teacher to the evaluator prior to receiving the summative rating, and dates or elements not consistent with the timelines or processes

established in the Teacher Evaluation Plan. No additional evidence may be added by the teacher, the initial evaluator, or any administrator.

The Joint PERA Committee will determine the criteria for reviewing an appeal. The Superintendent and Union President will assign a panel of three evaluators, with the Superintendent selecting one evaluator, the Union President selecting one evaluator, and the third evaluator to be agreed upon by both the Superintendent and Union President. The initial evaluator who previously assigned the rating of *Unsatisfactory* shall not be appointed to the panel. All panel members selected must have completed all training and pre-qualification required to serve as an “evaluator” as required in Section 24A-3 of the Illinois School Code. Qualified evaluator(s) may include licensed evaluators that are not employed by the school district. The teacher filing the appeal will not serve on the panel. The Union President or designee will be notified of and may attend all meetings convened by the panel, but will not participate in the assessment of the summative evaluation and supporting documentation or the panel’s final decision.

Upon review, each of the three evaluators on the panel will assign an evaluation rating of *Unsatisfactory* or *Needs Improvement* pursuant to the criteria for successful appeals determined by the Joint PERA Committee. The appeals panel members will submit their ratings to the Superintendent, with a copy to the Union President. If at least two of the appeals panel members assign a rating of *Unsatisfactory*, the prior rating shall be upheld and the District shall proceed with the implementation of a remediation plan as required by the School Code. If at least two of the appeals panel members assign a rating of *Needs Improvement*, the District shall proceed with the implementation of a professional development plan as required by the School Code. Decisions made by the District Superintendent, the Joint PERA Committee, or the appeals panel members regarding this process or individual evaluations are not subject to the grievance procedure.

## **ARTICLE IX - DISCIPLINARY ACTION**

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### **9.1 COMPLAINTS AGAINST TEACHERS**

When any substantive complaint regarding a teacher is made to a Board member or an administrator by a parent, student, or teacher, the complaining party shall be asked to submit his/her complaint in writing and to discuss the matter with the teacher with the intention of resolving any differences before any action is taken. A complaining party's failure to submit his/her complaint in writing or to discuss the matter with the teacher does not preclude Administration from discussing the matter with the teacher.

### **9.2 INVESTIGATORY CONFERENCES**

Each teacher has the right to be accompanied by a person of his/her choosing at any investigatory meeting with an administrator where the teacher reasonably believes that discipline may result from his/her answers to questions asked during the investigation.

### **9.3 DISCIPLINARY APPEARANCE**

Whenever a teacher is required to appear before the Board or an administrator for a meeting at which disciplinary action will be communicated, reasonable advanced written notice of such meeting and the nature of the possible disciplinary action shall be given. The teacher may be accompanied at such meeting, but must provide written advance notice of the name and title of any representative who will attend. In the event the teacher chooses someone other than a Union representative, the Union President shall be given notice of any disciplinary action taken within a reasonable period of time following the meeting.

### **9.4 DISCIPLINARY PROCEDURE**

A teacher may be suspended without pay only for just cause.

## **ARTICLE X - REDUCTION IN FORCE**

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### **10.1 COMPLIANCE WITH SCHOOL CODE**

Any reductions in certificated personnel shall be in compliance with Section 24-11 and 24-12 of the Illinois *School Code* (105 ILCS 5/24-11 and 105 ILCS 5/24-12). This Section 10.1 is for reference only and is not grievable or arbitrable.

### **10.2 NOTICE TO UNION**

Before the Board makes any reduction in personnel, it shall advise the Union regarding such reductions and before taking action, seek the Union's views on the matter.

### **10.3 REDUCTION BY ATTRITION**

When such reductions in personnel are required among tenured teachers, the administration shall attempt the same by attrition.

### **10.4 DISMISSAL OF TEACHERS DUE TO REDUCTION IN FORCE**

If the Board determines it is necessary to decrease the number of teachers employed by the Board or to discontinue some particular type of teaching service, it may honorably dismiss teachers upon written notice on or before April 15 of the school year. Such honorable dismissals will be by position and in order of statutory groupings, as may be modified by the RIF Joint Committee, and in order of statutory criteria within groupings. The "length of continuing service" within a grouping is determined by the teacher's seniority, as calculated below.

### **10.5 SENIORITY**

Seniority is determined as follows:

1. Length of time since date of Board action to hire the teacher, with part-time service being pro-rated according to the teacher's full-time equivalency (FTE).
2. If two or more teachers remain equal after application of the factor(s) set forth above, then seniority is determined by educational advancement beyond a Bachelor's degree, with the teacher with greater educational advancement having greater seniority.
3. If two or more teachers remain equal after application of the factor(s) set forth above, then seniority is determined by any additional endorsements held, with the teacher having more additional endorsements having greater seniority.

4. If two or more teachers remain equal after application of the factor(s) set forth above, then seniority is determined by total years of experience in the teaching position at issue, whether in the District or elsewhere.
5. If two or more teachers remain equal after application of the factor(s) set forth above, then seniority shall be determined by random drawing.

## **10.6 RECALL RIGHTS**

Teachers who are honorably dismissed under this Article from Groups 3 or 4 of the Sequence of Honorable Dismissal List shall be placed on a recall list for a period of one calendar year from the beginning of the following school term. Teachers who were honorably dismissed from Group 2 and are statutorily eligible for recall shall be placed on a recall list until the February 1 following their effective date of dismissal. Should the Board have vacant teaching positions during these periods of time, it shall first offer employment to those teachers honorably dismissed who are qualified for the position, in reverse order of dismissal. Teachers who are offered to be recalled to a vacant position must, within ten (10) calendar days of the date of a recall letter sent to their last known address, accept or reject the offer. A teacher's failure to notify the District of acceptance of a tendered position within that time period will be deemed a rejection of the offered position. Any teacher who rejects an offer of a full-time vacant position for which he/she is qualified waives any further recall rights and no longer will be eligible for any other vacancy becoming available during the remainder of the recall period.

## **ARTICLE XI - GRIEVANCE PROCEDURE**

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### **11.1 DEFINITION**

A grievance is defined as a written claim that there has been a violation, misinterpretation, or misapplication of a specific provision of this Agreement. No grievance shall be processed or entertained unless it is filed within fifteen (15) school days after the occurrence of the event that gives rise to the grievance. If school is not in session during any portion of the grievance process, school days shall be defined as business days. A grievance on the evaluation process may not be filed solely on the basis of a conclusion of the evaluator.

### **11.2 GRIEVANCE PROCESS**

#### **Step 1**

The grievant shall file his grievance in writing with his building principal or designee within fifteen (15) school days of the occurrence of the event that gives rise to the grievance. The building principal or designee shall confer with the grievant in an attempt to resolve the grievance. A decision in writing shall be rendered to the grievant within fifteen (15) school days of the conference.

#### **Step 2**

If a satisfactory agreement is not reached at Step 1, the grievant may appeal to the Superintendent or his/her designee in writing within fifteen (15) school days after he/she has received the decision of the building principal or his/her designee. The Superintendent or his/her designee shall confer with the grievant within fifteen (15) school days after the receipt of the appeal, and a written decision shall be rendered to the grievant by the Superintendent or his/her designee within fifteen (15) school days.

#### **Step 3**

If the grievance is not settled at the second step, the grievant may appeal to the Board in writing within fifteen (15) school days after he/she has received the decision of the Superintendent or his/her designee. The grievance shall be submitted to the Board to be considered as soon as practical thereafter. The grievant, acting independently or through the Union, may present a written grievance to the Board or may request an oral hearing, which shall be granted at the discretion of the Board. If granted, the hearing shall be conducted by the full Board or by a subcommittee of the Board. The Board shall render its decision within fifteen (15) school days after the meeting.

#### **Step 4**

In the event the grievant is not satisfied with the disposition of his/her grievance at Step 3, the Union may submit the grievance to binding arbitration within fifteen (15) school days after receipt of the Board's answer in Step 3. The parties shall attempt to agree upon an arbitrator within fifteen (15) school days after receipt of the notice of referral. In the event the parties are unable to agree upon an arbitrator within the fifteen (15) school day period, the parties shall request an arbitrator from the American Arbitration Association. The selection of the arbitrator shall follow the standard operating procedures set forth by the American Arbitration Association. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of the Agreement. He/she shall consider and decide only the specific issues submitted to him/her in writing and shall have no authority to make any decisions or recommendations on any other issue not so submitted to him/her. The arbitrator's decision shall be based solely upon his/her interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented. The fees of the arbitrator shall be split between the parties.

## ARTICLE XII - TEACHER LEAVES

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### 12.1 SICK LEAVE, PERSONAL BUSINESS LEAVE, AND BEREAVEMENT LEAVE

- A. Each regularly employed full-time teacher is allowed sick leave for personal illness, injury, medical appointment, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption, to the extent of the following annual allotment:

Years one (1) through ten (10) of employment: fourteen (14) days without pay deductions each year, of which four (4) may be used as personal days. Unused sick leave shall accumulate without limit.

Years eleven (11) through twenty (20) of employment: nineteen (19) days without pay deductions each year, of which four (4) may be used as personal days. Unused sick leave shall accumulate without limit.

Years twenty-one (21) through thirty (30) of employment: twenty-four (24) days without pay deductions each year, of which four (4) may be used as personal days. Unused sick leave shall accumulate without limit.

Beyond thirty (30) years of employment: twenty-nine (29) days without pay deductions each year, of which four (4) may be used as personal days. Unused sick leave shall accumulate without limit.

Each regularly employed part-time teacher is allowed sick leave, which shall be pro-rated as a percentage of his/her FTE.

- B. For purposes of this Section, “immediate family” includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sisters-in-law, brothers-in-law, stepchild, stepparent, and legal guardians.
- C. The Board may require a physician’s certificate, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person’s faith, as a basis for pay during leave after an absence of three (3) days for personal illness, 30 days for birth, or as it may deem necessary in other cases.
- D. Four (4) days of the annual allotment of sick leave days as shown in section 12.1.A of this article per year may be used for personal business leave, without deduction in pay, for the purpose of transacting or attending to personal, legal, business, household or family matters that require absence during school hours.

1. Part-time teachers shall be granted personal business leave days on a prorated basis.
  2. Teachers shall not be required to disclose the reason for personal business leave.
  3. Personal business leave shall not be granted the school day before or after a holiday (other than for a religious holiday), on institute days, on parent-teacher conference days or evenings, or during any of the first three (3) days of student attendance (except a teacher may request an exception to accompany a child to college or kindergarten orientation) or any of the last three (3) days of student attendance. No more than two (2) personal business leave days may be used consecutively unless granted at the discretion of the Superintendent. A teacher may request to use a personal day on one or more restricted day(s). Approval of such requests will be granted at the discretion of the Superintendent.
  4. Written notification for such leave shall be given to the building principal at least three (3) days in advance of an expected absence. In case of emergency, written notification shall be submitted to the principal on the first school day following the absence.
- E. Sick leave allowance for a teacher who is employed or who resigns during the school year shall be prorated on the basis of the portion of the school year during which he or she was employed.
- F. The annual allowance described in Section 12.1A shall be fully credited in advance to the record of each teacher, effective with the first day of annual employment. The annual allowance shall be added to the sick leave accumulated from previous years.
- G. Paid sick days may not be used by a teacher who is teaching summer school or a teacher who is on an approved unpaid leave. Further, additional sick leave days will not be granted to a teacher who is on an approved unpaid leave.
- H. Teachers may access their sick leave report online. This report shall include (1) sick leave accumulation as to the beginning of the previous school year, (2) the record of days deducted the previous year, (3) the days advanced for the current school year and (4) the total number of days credited and applicable for the current school year. Teachers shall review and report any discrepancies in this information within the first four (4) weeks of the school year; after that point, the information will be deemed final and accurate.
- I. Whenever a teacher is absent from school due to a workers' compensation claim that has been approved by the District's workers' compensation carrier, in

addition to the workers' compensation disability benefits paid, the District shall pay 1/3 of a day of the teacher's sick leave (if available), which shall be deducted from the teacher's current or accumulated sick leave in 1/3-day increments.

- J. A sick day may be used for bereavement purposes in the event of the death of parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sisters-in-law, brothers-in-law, stepchild, stepparent, legal guardians, aunts, uncles, cousins, nieces, nephews, and close friends. The Board shall comply with the Family Bereavement Leave Act (820 ILCS 154/1 *et seq.*), as it presently exists or as it may be amended in the future.

## **12.2 FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The Board shall grant unpaid Family/Medical Leave to eligible teachers who have completed one (1) year of service to the district and otherwise meet the requirements of the FMLA as modified by Section 24-6.4 of the School Code, as it presently exists or may be amended in the future. Leave shall be granted for up to twelve (12) weeks per rolling 12-month period. An employee granted an FMLA leave will continue to be covered under the district's group health and dental insurance plan, life insurance plan, and long-term disability plan under the same conditions as coverage would have been provided if employed continuously during the leave period. (The employer will continue to make premium payments in the amounts required by Sections 15.2-15.4 of this Agreement. Employee contributions will be required either through payroll deduction or by direct payment to the district, with the employee being advised in writing at the beginning of the leave period as to the amount and method of payment required.)

Leave taken for a purpose that qualifies for FMLA leave will be counted against the employee's FMLA entitlement. If the purpose for the leave also qualifies for the use of paid sick leave, the teacher shall use paid sick leave concurrently with FMLA leave. Additional information concerning FMLA requirements and benefits shall be provided to employees by the business office upon request.

## **12.3 LEAVE DURING PREGNANCIES AND ADOPTIONS**

### **A. Use of Sick Leave During Pregnancy or Adoption**

- 1. Pregnancy shall be treated like an illness. In such instances, the teacher may begin taking accrued sick leave, as limited in Section 12.3(A)(4) below, whenever it is medically necessary, but no later than when she is unable to perform her duties satisfactorily. The term "satisfactorily" means as certified by a doctor.

2. For the purpose of ascertaining the duration of the leave in case of adoption, the date that the child is placed with the parent or parents shall be equated with the date of birth.
3. A teacher shall notify the Superintendent in writing at least four (4) weeks prior to the date that the teacher will begin using sick days for pregnancy or adoption.
4. Typically, teachers who miss days of work following the birth of a child shall be allowed, to the extent they have accrued such days, to use up to sixty (60) working school days of paid sick leave, which days may be used at any time within the 12-month period following the birth of the child. A teacher is entitled to take up to sixty (60) sick days for childbirth, adoption, birth via surrogacy, or the acceptance of a child in need of foster care. The leave must be taken within 12 months of the birth, adoption, or acceptance of a child in need of foster care and shall run concurrently with any available FMLA leave.
5. Teachers whose personal health is compromised after delivery, or whose infant is chronically ill, will be allowed to use paid sick leave (if available) beyond the typical recovery period on the physician's orders.
6. The Board reserves the right to secure a medical evaluation from a physician of its choice. If such an evaluation is secured, the Board shall pay the costs.
7. A teacher who is not eligible for FMLA leave and does not have enough sick leave to cover the days of work missed following the birth or placement of a child is entitled to up to a 30-consecutive-school-day leave so long as such leave is used within the same school year. The teacher must use his/her accrued sick days as a basis for pay, and after exhaustion of his/her accrued sick days, any remaining days of the leave will be unpaid.

**B. Use of Family and Medical Leave Taken to Care for Newborn/Newly Placed Child**

Eligible teachers may use up to twelve (12) weeks of FMLA leave to care for a newborn or newly placed child during the first twelve (12) months following the child's birth or placement. Available sick leave up to sixty (60) working school days shall be used as a basis for pay and shall run concurrently with the FMLA leave. The remainder of such leave shall be unpaid after the exhaustion of paid sick leave. FMLA leave taken to care for a newborn or newly placed

child may not be taken on an intermittent basis and may not be used to demand a part-time position.

**C. Use of Unpaid Parental Leave During Pregnancy, Adoption, or Subsequent Childcare Period**

A tenured teacher (female or male) has the right to an additional unpaid parental leave without district benefits. A tenured teacher on unpaid parental leave has the right to continue participation in the district's health insurance plan at his/her own expense, so long as the carrier allows such continued participation.

**1. Conditions of Unpaid Parental Leave**

- a. All requests for unpaid parental leave must be submitted in writing to the Superintendent at least four (4) weeks prior to the beginning date of the leave. The duration of the leave shall be for the remainder of the school year in which it is granted, provided that if the child is born after January 1, the teacher may request to remain on leave for the subsequent school year.
- b. A teacher who is on unpaid parental leave during the subsequent school year must notify the Superintendent by February 1st of his/her intention to return to the district the following school year. Failure to so notify the Superintendent shall constitute a resignation.
- c. Teachers who take a full year of unpaid parental leave shall not be granted sick leave days for the year of such leave.

**2. Benefits of Unpaid Parental Leave Shall Be Limited to the Following:**

- a. While on leave, the teacher may continue to participate in the district insurance plan for the duration of the leave if he/she pays all premiums and the carrier permits his/her continued participation.
- b. Upon return from the leave, the teacher shall be guaranteed a position in the district for which, in the Board's judgment, the teacher is qualified in accordance with state educator licensure law.
- c. The teacher shall be permitted to retain all unused sick leave accrued as of the start of the leave.

- d. Provided that the teacher complies with all of the conditions of the leave, the teacher's tenure status shall not be impaired by virtue of the leave.
- e. The teacher shall not receive experience credit for salary advancement for any year in which unpaid leave is taken unless the teacher teaches at least one hundred and twenty (120) days..

#### **12.4 LEAVE AS DELEGATE TO I.F.T. CONVENTION**

Upon at least one week's advance written request, one (1) member of the Union shall be excused without loss of salary, or without being charged for leave, to serve as a delegate to the annual Illinois Federation of Teachers Convention. The Union shall reimburse the Board for the cost of a substitute teacher.

#### **12.5 SPECIAL LEAVE FOR TENURED TEACHERS**

Upon a tenured teacher's request, a leave of absence for up to one (1) year may be granted without pay upon the recommendation of the Superintendent and approval of the Board.

##### **1. Conditions of Unpaid Special Leave for Tenured Teachers**

- a. All requests for unpaid special leave must be submitted in writing to the Superintendent at least four (4) weeks prior to the beginning date of the leave.
- b. A teacher who is on an approved leave during the school year must notify the Superintendent by February 1st of his/her intention to return to the district the following school year. Failure to so notify the Superintendent shall constitute a resignation.
- c. Teachers who take a full year of unpaid special leave shall not be granted, and may not use, accrued sick leave days for the year of such leave.

##### **2. Benefits of Unpaid Special Leave Shall Be Limited to the Following:**

- a. While on leave, the teacher may continue to participate in the district insurance plan for the duration of the leave if he/she pays all premiums and the carrier permits his/her continued participation.

- b. Upon return from the leave, the teacher shall be guaranteed a position in the district for which, in the Board's judgment, the teacher is qualified in accordance with state educator licensure law.
- c. The teacher shall be permitted to retain all unused sick leave accrued as of the start of the leave.
- d. Provided that the teacher complies with all of the conditions of the leave, the teacher's tenure status shall not be impaired by virtue of the leave.
- e. The teacher shall not receive experience credit for salary advancement for any year in which unpaid leave is taken unless the teacher teaches at least one hundred and twenty (120) days.

## **12.6 SABBATICAL LEAVE**

### **A. Introduction**

Continued study and professional growth is essential for all teachers. It is recognized that the granting of sabbatical leave is discretionary with the Board. It is intended that the establishment of a policy for granting sabbatical leaves shall be a means whereby teachers shall have added opportunity for attainment of knowledge and skills that shall result in the further improvement of instruction.

### **B. Purpose**

Application for sabbatical leave may be made for one (1) of two (2) purposes:

#### **1. Study**

Requests for study shall include the areas of study to be pursued and the institution at which work shall be taken.

#### **2. Travel**

Requests shall include an itinerary of the proposed tour. Reports shall be filed with the Superintendent as required.

### **C. Qualifications and Application**

In order to be considered for a sabbatical leave, applicants must:

1. Complete a total of seven (7) years of teaching experience in the district.
2. Submit a request for sabbatical leave for the ensuing school year to the Superintendent in writing prior to February.

**D. Stipend**

Compensation to the recipient of a leave shall be as follows:

1. Sabbatical leave stipend is to be based on the salary that the recipient would receive for usual professional services during the period of absence.
2. A stipend of fifty percent (50%) of contractual pay shall be allowed to a teacher granted a sabbatical leave. However, such salary shall not be less than the minimum provided by Section 24-8 of the Illinois School Code.
3. The stipend shall be paid by check on the regular payroll schedule.
4. The only benefits a teacher on sabbatical leave shall receive, in addition to the stipend, are the Board contribution to insurance coverage and the Board payment of the contribution to the Teachers' Retirement System. These Board contributions are computed on the salary such teacher received for the year immediately prior to the leave. The teacher shall not be eligible for tuition reimbursement.
5. While on leave, the recipient shall neither accrue nor be charged for sick leave.

**E. Obligation of Recipient to District**

Teachers accepting a sabbatical leave shall do so with the understanding that:

1. The teacher agrees in writing to continue in the employment of the district for a minimum of two (2) school years after completion of the leave.
2. If, for reasons other than illness or incapacity, the teacher does not complete a minimum of two (2) years of professional service to the district upon completion of the sabbatical leave, the recipient of the leave agrees to reimburse the district for a portion of the stipend. Reimbursement shall be that portion of the stipend as the relationship of the uncommitted time bears to two (2) years.

3. The person on leave shall not engage in any activity unless the activity is directly related to the purpose for which the leave is granted and is approved by the Board. This does not preclude the acceptance of a grant or scholarship.

**F. Number of Leaves and Priority**

In the event several qualified applicants request sabbatical leaves, the following rules shall apply:

1. No more than two (2) sabbatical leaves shall be granted annually. Administrative personnel are not included in this quota.
2. Priority
  - a. First priority shall be based on total years of professional teaching service in District 74.
  - b. Second priority shall be based on total years of professional teaching service.
3. In the event applications for leave exceed the number of leaves to be granted, unsuccessful applicants shall receive top priority for leaves during the following year.

**G. Other Considerations**

1. A minimum of seven (7) years must elapse between sabbatical leaves.
2. Consideration shall be given to requests for a leave lasting one-half (1/2) of the school year, providing:
  - a. The previously stated qualifications are met, and
  - b. That a suitable replacement can be obtained for one-half (1/2) year. A recipient receiving a one-half (1/2) year leave must complete seven (7) years' service prior to becoming eligible for another year.

**H. Return from Sabbatical Leave**

A teacher who is on an approved sabbatical leave must notify the Superintendent by February 1st of his/her intention to return to the district the following school year.

## **12.7 VOLUNTARY SICK LEAVE TRANSFER**

On a voluntary basis, a teacher may donate one or more of his/her paid sick leave days, in full-day increments only, to a teacher who has experienced a catastrophic personal illness or injury or other extraordinary life-altering event and who has exhausted his/her own sick leave days. This benefit is not available in any circumstance where the transfer of sick leave days would cause an excess sick leave contribution or penalty payment to TRS or any other additional expense for the Board.

The decision as to whether a particular teacher's circumstance qualifies for this benefit is solely up to the Union. The Union is solely responsible for gathering and reviewing any substantiation of need from the requesting teacher. The Union is also responsible for notifying teachers of a qualifying circumstance, requesting the donation of sick leave days and of notifying the Superintendent or designee in writing of the intended recipient and the number of days donated by each teacher. The Administration's only role in administering this benefit is to receive the Union's list of the number of days donated by each teacher, deducting sick leave from said teachers and paying the donated days to the recipient teacher.

In no event shall any one teacher receive more than thirty (30) donated sick leave days during the course of his/her employment with the District. If more teachers offer to donate their sick leave days than the recipient teacher requires, the Union will determine which teachers will actually make the donation. Teachers who donate a sick day(s) understand these days have been donated to another and cannot be used or recouped by the donor in any way. Any teacher receiving donated days must use the days; such donated days do not accumulate.

As this is a Union-administered benefit, this Section 12.7 is not subject to the grievance and arbitration procedure of this Agreement, except that the Union may file a grievance if the Board fails to meet its "only role in administering this benefit." Furthermore, to the extent any teacher or any other person brings a grievance, charge, claim, demand, or cause of action against or otherwise attempts to hold liable the District, its Board of Education, its Board members or officers, or any of its employees, agents, representatives, or successors ("Indemnified Parties") for any act or omission arising from, related to, or connected with this voluntary sick leave transfer benefit, the Union will indemnify and defend any and all Indemnified Parties, including but not limited to attorney's fees of the Indemnified Party(ies).

## **12.8 WAIVER OF COOK COUNTY PAID LEAVE ORDINANCE**

The Board and the Union, for itself and all of the members of its bargaining unit, waive all of the requirements, duties, and obligations of the Cook County Paid Leave Ordinance (Chapter 42, Article II, Division 1, Section 42-1 through 42-10), as it presently exists or may be amended in the future. The Union expressly acknowledges

and agrees that: (a) it has fully and carefully read and considered this waiver and fully understands its meaning and effect; (b) it has had a full and adequate opportunity and reasonable time period to review this waiver with its attorney, Union representatives, and bargaining unit members before agreeing to it; (c) it was not coerced into agreeing to this waiver; (d) it agrees to this waiver in its entirety and is doing so knowingly, voluntarily, and with full knowledge of its significance; (e) the only consideration for its agreeing to this waiver are the compensation and leave benefits stated in this collective bargaining agreement, and no other promises or representations of any kind have been made by any other person or entity to cause it to agree to this waiver; and (f) the consideration listed herein exceeds what the Union's bargaining unit members would otherwise have been entitled to, and is in exchange for agreeing to this waiver. Pursuant to Section 42-5 of the Ordinance, the parties agree that this is intended to be an explicit, clear and unambiguous waiver of all of the requirements, duties, and obligations of said ordinance. The Board and the Union agree that if this waiver, or any portion of it, is found to be unenforceable or insufficient in any way, that they will each immediately take such further action as is necessary or reasonably desirable to carry out the purposes and intent of this waiver.

## ARTICLE XIII— SALARY SCHEDULE PLACEMENT

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### 13.1 CREDITABLE PRIOR EXPERIENCE

- A. A maximum of ten (10) years of teaching experience outside the district may be credited in the placement of new personnel on the salary schedule.
- B. Initial placement on the salary schedule shall be upon the recommendation of the Superintendent.
- C. Credit may include education experience other than teaching per se.

### 13.2 HORIZONTAL MOVEMENT

Teachers' horizontal movement on the salary schedule will be determined and applied each September 1 and February 1 based on preapproved courses and documentation on file with the Superintendent on those dates.

A teacher who has been at the bottom of a salary class for more than one year (*i.e.*, cannot advance further vertically within the class) and who later achieves horizontal movement by means of additional education will advance one class horizontally but will not be moved vertically, except the teacher may also move one step vertically if the horizontal movement occurs at the end of a school year and the teacher would otherwise be eligible for vertical advancement.

Horizontal placement on the salary schedule shall be as follows:

- A. **Class I** shall consist of teachers holding a bachelor's degree.
- B. **Class II** shall consist of teachers holding a bachelor's degree plus sixteen (16) semester hours or who, as of August 1, 2017 (grandfathered), already qualified for placement in Class II under a prior collective bargaining agreement.
- C. **Class III** shall consist of teachers holding a master's degree or who, as of August 1, 2017 (grandfathered), already qualified for placement in Class III under a prior collective bargaining agreement. Any hours taken prior to receiving a master's degree shall not be carried over for movement to Class IV or Class V.
- D. **Class IV** shall consist of teachers holding a master's degree plus sixteen (16) semester hours or who, as of August 1, 2017 (grandfathered), already qualified for placement in Class IV under a prior collective bargaining agreement.

- E. **Class V** shall consist of teachers holding a master's degree plus thirty-two (32) semester hours or who, as of August 1, 2017 (grandfathered), already qualified for placement in Class V under a prior collective bargaining agreement.
- F. **Class VI** shall consist of teachers holding a doctoral degree (*i.e.*, PhD or EdD) or who, as of August 1, 2017 (grandfathered), already qualified for placement in Class VI under a prior collective bargaining agreement.

### **13.3 VERTICAL PLACEMENT/MOVEMENT**

The vertical placement on the salary schedule indicates an individual's position on the vertical scale and does not necessarily reflect a teacher's years of experience. Vertical movement on the salary schedule is not automatic and is contingent upon continued teaching efficiency and evidence of professional growth satisfactory to the Superintendent and the Board. A new teacher who begins teaching after the beginning of the school year must complete at least one hundred twenty (120) school days to receive experience credit for advancement on the salary schedule the following year.

## **ARTICLE XIV - COMPENSATION OTHER THAN SCHEDULED SALARY**

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### **14.1 COMPENSATION FOR EXTRA DUTIES**

- A. Additional compensation may be allowed by the Board, based upon recommendations made by the Supplementary Salaries Committee.
- B. The Supplementary Salaries Committee shall consist of one (1) member of the Union, the Superintendent or his/her representative, and the principal of the building where the extra-curricular services or responsibilities shall occur. The Committee shall meet at least once during the months of March or April. It may meet as often as necessary. The Superintendent or his/her representative shall call meetings and prepare an initial agenda.
- C. The Committee shall:
  - 1. Annually evaluate all existing administrative supervisory and extra-curricular services performed by teachers.
  - 2. Consider proposals for the addition of such services or programs.
  - 3. Make recommendations to the Board concerning the addition, elimination, or modification of the services programs.
  - 4. Make recommendations to the Board concerning pay for administrative, supervisory, and extracurricular services performed by teachers.
- D. Each Extra-Duty Stipend shall be increased by 3% per year of this Agreement.

### **14.2 LONGEVITY STIPEND**

Each year, teachers in Class III or higher who have completed a year of teaching at the last step in their respective salary class will receive a longevity payment of \$1,100, in lieu of vertical advancement. This longevity stipend shall accumulate for each additional year the teacher is employed in the District after the longevity stipend is initially received. For years of longevity accumulated prior to the 2025-2026 school year at a lower rate, the longevity stipend will be recalculated at this higher rate and will continue to accumulate accordingly during the term of this Agreement.

## **ARTICLE XV - FRINGE BENEFITS**

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### **15.1 ELIGIBILITY OF PART-TIME TEACHERS**

Any teacher employed for more than one-half (1/2) time, who subsequently is reassigned involuntarily to a position for one-half (1/2) time or less, is entitled to receive fringe benefits for which he/she is eligible under the applicable District plans on a pro rata basis.

### **15.2 LIFE INSURANCE**

The Board shall pay the premium for term life insurance in the amount of fifty thousand dollars (\$50,000) for each full-time teacher who has completed one (1) year of service with the district. Teachers may purchase additional life insurance in blocks of ten thousand dollars (\$10,000), provided total life insurance coverage does not exceed two hundred-fifty percent (250%) of a teacher's base salary. This life insurance benefit is subject to age-based reductions as dictated by the policy.

### **15.3 LONG TERM DISABILITY INSURANCE**

The Board shall pay the total premium for long term disability insurance for all full-time teachers.

### **15.4 HOSPITAL, MAJOR MEDICAL AND DENTAL INSURANCE**

Teachers may participate in the district's group hospital, major medical and dental insurance plans. The provisions covering that participation are:

- A. For the 2017-2018 school year, seventy percent (70%) of single or family membership shall be paid by the Board toward the hospital and major medical insurance coverage for all full-time teachers. In each subsequent year of this Agreement, the Board shall pay 70% of any increase in the cost of hospital and major medical premiums up to a 6.5% premium increase over the prior year, and the Board and the employee shall split any premium increase in excess of 6.5% over the prior year on a 50/50 basis. In any year in which an increase in premium costs exceeds 6.5%, the Board's contribution rate shall be recalculated and shall continue at that percentage unless and until there is another increase in premium costs in excess of 6.5%, at which point the Board's contribution rate shall be recalculated again. In the event of less than a 6.5% increase in premium costs, there shall be no recalculations and no carryover to a subsequent year.

For example, suppose premiums in Year 1 were \$500 per month. The Board would pay 70%, or \$350.

### **Year 2 with 6.5% or Less Increase in Premiums**

Suppose the premiums increased by 4% in Year 2, to \$520 per month, the Board would still pay 70%, which would be \$364. The Board would continue paying 70% of premiums and premium increases thereafter unless and until a premium increase exceeds 6.5%.

### **Year 2 with Greater than 6.5% Increase in Premiums**

However, suppose the premiums instead increased by 8% in Year 2 (to \$540 per month), the calculation would work as follows:

- the Board continues to pay 70% of the prior year's premiums (i.e., the same \$350 it paid in Year 1); plus
- for the first 6.5% of the increase in premiums (i.e., the first \$32.50 per month), the Board will pay 70%, or \$22.75; plus
- for the remaining 1.5% increase in premiums (i.e., the remaining \$7.50 per month), the Board will pay 50%, or \$3.75.

This would equal a total Year 2 premium payment by the Board of \$376.50 per month, or 69.7% of the total premium increase. The Board would continue paying 69.7% of premiums and premium increases thereafter unless and until a premium increase again exceeds 6.5%.

- B. Employees may elect health insurance coverage through a Health Maintenance Organization. In such case, the Board shall pay the same percentage amount toward the HMO premium that it pays toward the premium of the district's primary group hospital and major medical plan selected by the Board.
- C. Eighty-five percent (85%) of single and family membership shall be paid by the Board toward the dental insurance coverage for all full-time teachers.
- D. PPO and HMO Benefit Summaries and Plan Documents will be kept on file by both parties.
- E. The parties agree to create a standing "Insurance Committee" comprised of two (2) members appointed by the LTA, two (2) members appointed by the LSSU, and four (4) members appointed by the Board. The Committee will regularly meet (in no event less than once each school year) to review and analyze the District's Major Medical Insurance Plan and to consider ways to reduce premiums, contain insurance costs, and review current levels of coverage in the Plan. The Committee will work collaboratively with the Board, the Business Manager, and available human resources (such as the District's insurance

consultants) to obtain information necessary to make decisions regarding possible changes and options to the Plan to contain premium costs and consider additions or deletions to the Plan. The Committee may, upon majority vote (and ensuing approval by the Board, the LTA, and the LSSU) agree to change the Plan (including but not limited to changing Plan administrators, deductibles, co-pay levels, out-of-pocket limits, type of coverage, carriers) to reduce costs and premiums or consider additions or deletions to the Plan. If it appears that premium rates will increase for any of the HMO or PPO coverages by 6.5% or more from one plan year to the next, the Committee will meet and use all good faith efforts to approve ways to reduce such premium increases for that coverage to less than 6.5%. If the Committee is unable to approve such changes, or the parties do not approve such changes, any premium increases in excess of 6.5% will be split equally between the Board and the employee.

- F. If federal health care reform legislation or new regulations developed in connection with that legislation will impose additional costs or taxes on the School District because of the provisions in Section 15.4 during the term of the contract, the parties agree to meet, either directly or through the Insurance Committee, and negotiate plan design changes or other changes in other health plan terms, sufficient to avoid such additional costs or taxes.

**15.5 SALARY REDUCTION PLAN**

The Board shall maintain a salary reduction plan that meets the requirements of Section 125 of the Internal Revenue Code. If at any time, such Section 125 or related regulations are amended, the parties shall promptly revise the plan to comply with the amendment.

A teacher may elect to participate by choosing to receive benefits for the purposes set forth below and in the amount specified. The total amount elected shall be deducted from the teacher’s compensation along with the deduction of contributions to the Illinois Teachers’ Retirement System which may be required on such salary reduction plan payments.

Prior to the beginning of the plan year, teachers wishing to participate shall designate in writing the dollar amount(s) elected for that year for each of the following benefits:

- A. \$ \_\_\_\_\_ Premium for group health insurance
- B. \$ \_\_\_\_\_ Reimbursement for the amount of deductibles on the group health insurance and for any other unreimbursed medical care expenses as defined by Section 213 of the Internal Revenue Code up to the amount permitted by the Code.

- C. \$ \_\_\_\_\_ Reimbursement for dependent care assistance as defined by Section 129 of the Internal Revenue Code up to the amount permitted by the Code.
- D. \$ \_\_\_\_\_ Premium for group term life insurance equal to the nearest thousand dollars of salary up to the limit of insurance carried by the employee.

The amounts designated may not change during the plan year except if there is a change in the family status or other circumstance provided for in the Regulations issued by the Internal Revenue Service. Any amounts designated for which valid reimbursement claims are not made on a timely basis shall be forfeited and otherwise paid to the teacher during that year or carried over to a succeeding plan year.

### **15.6 INSURANCE COVERAGE FOR RETIRED TEACHERS**

Subject to the limitations below, the Board will pay one of the following benefits, at the teacher's election, for any full-time teacher who retires through TRS and who has taught in District 74 for at least fifteen (15) years at the time of retirement:

- A. Single premium cost for TRIP insurance, up to a maximum of \$5,000 annually, until the teacher/retiree becomes Medicare-eligible; or
- B. A lump sum post-retirement payment of \$35,000, subject to applicable taxes, to be paid in January following the year of the teacher's retirement.

### **15.7 PAYMENT FOR UNUSED SICK LEAVE**

A teacher retiring at age fifty-five (55) or older shall receive fifty dollars (\$50.00) per day for each unused sick day above three hundred-forty (340). This amount shall be added to the teacher's final paycheck and considered part of the teacher's final year's salary, but only to the extent it does not cause the teacher's creditable earnings in the final year to increase more than 6% over the prior year. Teachers who elect a retirement incentive under Section 15.14 are not eligible for this benefit.

### **15.8 RETIREMENT STIPEND**

Teachers who retire through the Illinois Teachers' Retirement System (TRS) and who have taught in District 74 for ten (10) or more years, shall receive a stipend of three hundred dollars (\$300) for each year of employment in the District 74 in excess of ten (10) years and two hundred dollars (\$200) for each year of employment in District 74 in excess of twenty (20) years. Such stipend shall be added to the teacher's final paycheck and considered part of the teacher's final year's salary, but only to the extent it does not cause the teacher's creditable earnings in the final year to increase more than 6% over the prior year. Any excess amount shall not become due and payable until after

receipt of the final regular paycheck or last day of work, whichever is later, and shall be paid in a single lump sum. Teachers who elect a retirement incentive under Section 15.14 are not eligible for this benefit.

## **15.9 PROFESSIONAL WORK LOG**

The Board may require the participation of teachers in administratively approved committees or work groups during non-contractual work hours, or to perform additional responsibilities not specifically included in the Extra Duty Schedule during non-contractual work hours, provided that, after 7.5 hours of non-contractual work hours in a given school year, the Board will pay the teacher at the District's current hourly curriculum rate. To qualify for compensation, all such hours, including the initial seven and one-half (7.5) hours, (1) must be in activities that are pre-approved by the Superintendent, (2) must be recorded in a Professional Work Log ("Log") by the teacher, (3) must be verified by the committee chair/supervisor/administrator, and (4) must be submitted to the District office by the payout date for the third trimester for payout at the end of the year.

Any work that qualifies for separate payment via stipend or reimbursement or that counts in any way toward advancement on the salary schedule does not qualify as hours worked for purposes of the Log. Attendance at parent-teacher conferences (when counted as part of the school year for teachers) does **not** qualify for the Log. The following do qualify for the Log: Curriculum Committees, Strategic Planning, Staff Development, Curriculum Nights, Open House, Parent Education Nights, Kindergarten orientation, Third-Grade Orientation.

## **15.10 REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT**

Teachers may attend administratively pre-approved professional development workshops or other similar activities. Registration for such pre-approved activities, if applicable, will be reimbursed by the Board. For pre-approved out-of-District workshops, the Board will reimburse for travel, meals, and lodging, in accordance with the Board's policy on reimbursements. Reimbursement is contingent on submission to the Superintendent or designee of documented proof of expenses and verification of successful completion. A teacher may not be approved for reimbursement to attend an out-of-state or international conference in consecutive school years. Exceptions may be made for teachers who are presenters at state or national conferences and training.

To the extent pre-approved workshops occur on a non-work day, a teacher's hours in attendance at the event, excluding travel time, may be included in the teacher's Professional Work Log and will qualify for compensation as dictated by the Professional Work Log provision (*i.e.*, Section 15.9). Such professional development hours are not a basis for movement on the salary schedule.

**15.11 PAYMENT AND SALARY ADVANCEMENT FOR NATIONAL BOARD CERTIFICATION**

1. Tenured teachers who are in at least Class 3, Level 5 of the salary schedule and who have received an “excellent” rating on their most recent teacher evaluation may register to achieve certification by the National Board for Professional Teaching Standards (“NBPTS”) or equivalent national certification (see below for equivalent certifications), at Board expense up to \$2,000.
2. National-Board-certified teachers or teachers with equivalent certification (see below for equivalent certifications) (whether achieved through the Board-paid program described in the preceding paragraph, at the teacher’s own expense, or at a prior school) in Classes I-IV on the salary schedule will be paid one salary Class higher than dictated by their educational experience. National-Board-certified teachers or teachers with equivalent certification (see below for equivalent certifications) in Classes V-VI on the salary schedule will receive the salary matching their educational experience, and will receive an annual stipend of \$2,400 each year their National Board Certificate or equivalent certification is active.
3. Equivalent certification is limited to:

Speech and Language Pathologists	American Speech and Language Hearing Association - Certificate of Clinical Competence in Speech-Language Pathology
School Psychologists	National Association of School Psychologists - Nationally Certified School Psychologists
Social Workers	Association of Social Work Boards - Licensed Clinical Social Work

**15.12 TUITION REIMBURSEMENT**

Believing that professional study is beneficial both to the teacher and the school system, the Board shall share in the tuition cost of pre-approved courses of study. Tuition shall mean the cost of the course and will not include any other fees associated with enrollment at the school or university.

At least one month before the start of a program or course, a teacher who wishes to request tuition reimbursement must submit a written request (which must include a

description of the course or program) for approval to the Superintendent or his/her designee. If the request is approved, the teacher will receive tuition reimbursement as set forth below for:

- a. an accredited graduate degree program or post-graduate coursework in an instructional, content-specific area;
- b. an accredited undergraduate degree program in a hard-to-fill area, which may include, but is not limited to, special education, Spanish, ELL, ESL; or
- c. accredited undergraduate coursework leading to an additional endorsement or satisfying a pre-requisite course that must be taken to proceed with another approved program.

The approval or denial under this section of any coursework or of any program is non-precedential and is not subject to the grievance procedures of this contract. A school year is considered from September 1 to August 31.

Upon submission, to be received within one year of the end date of the course, of official transcript(s) and receipts(s) for pre-approved courses and expenses in writing by the Superintendent or designee, the teacher shall be reimbursed for the tuition cost of such course(s) as follows:

- A. Fifty percent (50%) reimbursement for teachers with one (1) to three (3) completed years of service in the district. A teacher is eligible for reimbursement of any course that concludes after July 1 of the first year of service.
- B. Sixty percent (60%) reimbursement for teachers with four (4) to ten (10) completed years of service to the district.
- C. Seventy-five percent (75%) reimbursement for teachers with eleven (11) or more completed years of service to the district.

A maximum of two hundred dollars (\$200.00) a year may be used to cover textbooks and/or other required materials for pre-approved courses.

All courses shall be from institutions accredited by the North Central Accreditation Association or its equivalent.

If a teacher voluntarily terminates his/her employment in the district, he/she shall repay the reimbursement received during the last school year.

Teachers who meet the criteria under this Section 15.12 are eligible to request tuition reimbursement, regardless of whether they are eligible for salary class advancement.

### **15.13 TRANSPORTATION**

- A. The current IRS rate shall be allowed a teacher who is authorized to drive his/her private automobile on school business within a radius of two hundred (200) miles from the district. Beyond two hundred (200) miles, reimbursement shall be the same as that charged for airline or railroad passage. All requests for mileage reimbursement shall be submitted to the Superintendent or designee for pre-approval.
- B. All necessary expenses of attending conventions shall be submitted to the Superintendent or designee for pre-approval, and payment shall be made only after review and verification.

### **15.14 SERVICE RECOGNITION BENEFIT**

Teachers who retire through the Illinois Teachers' Retirement System (TRS) and who have taught in District 74 for fifteen (15) or more years on the day of retirement shall be eligible to receive a service recognition Benefit (SRB), provided that the teacher submits an irrevocable letter of intent to retire to the Superintendent by May 15 at least four (4) years in advance of retirement, and provided that the teacher's increases in the years prior to receipt of the SRB will not cause the Board to pay any penalties to TRS resulting from creditable earnings increases in excess of six percent (6%) in the teacher's four (4) years used for the TRS pension calculation.

A teacher choosing to receive the SRB shall not be eligible to receive the benefits referenced in Sections 15.7 and 15.8 of this Agreement. Once an irrevocable notice of intent to retire is received by the District, in no year shall a teacher receive an increase in creditable earnings of more than 6% over his/her prior year's creditable earnings unless pre-approved in writing by the Superintendent.

Further, teachers electing to receive the SRB under this section shall not be eligible to receive additional benefits under Board Policy 5:210 (Supplement to TRS Early Retirement Plan).

In each year that benefits are received under this program, the teacher shall not be paid in accordance with the salary schedule and, in lieu thereof, shall receive a six percent (6%) increase over the teacher's prior year base salary (which shall include any longevity paid to the teacher in the prior year, but which shall not include any further increases to longevity) for a period of up to four (4) school years.

To the extent the retirement benefits described under this Section cause the Board to pay additional penalties to TRS, the Board has the right to reduce the payment of such benefits so that the Board will not incur such penalties.

The parties acknowledge that the statutory threshold for the Board's obligation to pay an excess salary contribution (currently 6%) is currently being discussed by the Illinois General Assembly. The parties therefore agree that if the statutory threshold is legislatively reduced to a point that the creditable earnings increases under the SRB as stated above would require the Board to pay excess salary contributions on those payments, the parties will reopen negotiations regarding the SRB.

## **ARTICLE XVI - TAX SHELTERING OF TEACHERS' RETIREMENT CONTRIBUTION**

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The teachers' TRS contribution shall be withheld from the teacher's W-2 and reported accordingly to the Illinois Teachers' Retirement System. The salary schedule shall be annotated as follows:

The above schedule includes a Board-paid member contribution (the current mandated amount shall be specified in the annotation) to the Illinois Teachers' Retirement System of the State of Illinois. No teacher shall receive any compensation in excess of the specific dollars in the schedule plus any agreed to supplemental pay, less this Board-paid member contribution amount.

The Union and each teacher shall defend, indemnify and hold harmless the Board, its members, its agents and its employees from any and all claims, demands, actions, complaints, suits or other liability by reason of a faithful payment of contributions to the Illinois Teachers' Retirement System pursuant to the provisions of this Section. No such claim, demand, action or suit may be settled or compromised by the Union without the written consent of the Board, if such claim, demand or suit adversely affects the Board, its members, its agents and/or its employees.

## **ARTICLE XVII - NO STRIKE CLAUSE**

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The Union agrees not to strike, not to engage in work stoppages and not to picket in any manner which would disrupt the operation of any public school in the district or the administrative offices of the Board for the duration of the Agreement and the extension thereof.

## **ARTICLE XVIII - NEGOTIATIONS PROCEDURE**

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### **18.1 GOOD FAITH NEGOTIATIONS**

The parties agree that their duly designated representatives shall negotiate in good faith with respect to wages, hours and terms of employment. Each party shall select its own representatives.

### **18.2 START OF NEGOTIATIONS**

The initial meeting between the designated representatives of the Board and the Association shall occur no later than May 1.

### **18.3 UNION'S RIGHT TO INFORMATION**

The Union shall be furnished on request all regularly and routinely prepared information concerning the financial condition of the district including the annual financial statement and the adopted budget. In addition, the Board and administration shall grant reasonable requests for other readily available and pertinent information that may be relevant to negotiations. Nothing herein shall require the central administrative staff to research and assemble information.

### **18.4 BOARD'S RIGHT TO INFORMATION**

The Union shall furnish copies of any pertinent information as reasonably requested by the Board.

### **18.5 SIGNING OF TENTATIVE AGREEMENTS**

During negotiations, tentatively agreed upon materials shall be prepared and initialed prior to adjournment of the meeting at which tentative agreement was reached.

### **18.6 REQUEST FOR MEDIATION**

If agreement is not reached within forty-five (45) days of the commencement of negotiations, either party may declare to the other in writing that an impasse exists and call for a mediator.

### **18.7 SELECTION OF A MEDIATOR**

When an impasse has been declared, the Federal Mediation and Conciliation Service or American Arbitration Association shall be requested by the parties to appoint a mediator from its staff. The mediator shall meet as soon as possible with the parties or their representatives, or both, either jointly or separately.

## **ARTICLE XIX - EFFECT OF AGREEMENT**

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### **19.1 COMPLETE UNDERSTANDING**

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

### **19.2 INDIVIDUAL CONTRACTS**

The terms and conditions of this Agreement shall be reflected in individual contracts, if any.

### **19.3 SAVINGS CLAUSE**

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect.

### **19.4 PRECEDENCE OF AGREEMENT**

If there is any conflict between the written terms of this Agreement and the terms of any individual contract of employment, the written terms of this Agreement shall govern. If there is any conflict between the written terms of this Agreement and written Board policies or written Board rules and regulations which may from time to time be in effect, the written terms of this Agreement shall govern.

### **19.5 TERM OF AGREEMENT**

When signed by both parties, this Agreement shall become effective, July 1, 2025, and shall remain in effect until June 30, 2029.

*Signature page to follow*

APPROVED AND SIGNED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

**Lincolnwood Teachers' Association,  
Local 1274, IFT/AFT, AFL-CIO**

**Board of Education of  
Lincolnwood School District 74,  
Cook County, Illinois**

By: \_\_\_\_\_  
Co-President

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attest**

By: \_\_\_\_\_  
Co-President

By: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX A  
SALARY SCHEDULES**

<i>2025-2026</i>						
	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>	<b>Class VI</b>
	<b>BS</b>	<b>BS + 16</b>	<b>MS</b>	<b>MS+16</b>	<b>MS+32</b>	<b>PhD/EdD</b>
<b>1</b>	56,683	61,683	66,683	71,683	76,683	81,183
<b>2</b>	58,060	63,060	68,060	73,060	78,060	82,560
<b>3</b>	59,498	64,498	69,498	74,498	79,498	83,998
<b>4</b>	60,999	65,999	70,999	75,999	80,999	85,499
<b>5</b>	62,566	67,566	72,566	77,566	82,566	87,066
<b>6</b>	64,170	69,170	74,170	79,170	84,170	88,670
<b>7</b>	65,810	70,810	75,810	80,810	85,810	90,310
<b>8</b>	67,487	72,487	77,487	82,487	87,487	91,987
<b>9</b>	69,204	74,204	79,204	84,204	89,204	93,704
<b>10</b>	70,960	75,960	80,960	85,960	90,960	95,460
<b>11</b>		77,756	82,756	87,756	92,756	97,256
<b>12</b>		79,593	84,593	89,593	94,593	99,093
<b>13</b>		81,473	86,473	91,473	96,473	100,973
<b>14</b>			88,395	93,395	98,395	102,895
<b>15</b>			90,863	95,863	100,863	105,363
<b>16</b>			93,429	98,429	103,429	107,929
<b>17</b>			95,995	100,995	105,995	110,495
<b>18</b>			98,560	103,560	108,560	113,060
<b>19</b>			101,135	106,135	111,135	115,635
<b>20</b>			103,713	108,713	113,713	118,213
<b>21</b>			106,313	111,313	116,313	120,813

The above schedule includes a Board-paid member contribution of 9.0% to the Teachers' Retirement System of the State of Illinois. No teacher will receive any compensation in excess of the specific dollars in the schedule plus any agreed to supplemental pay, less this Board-paid member contribution amount.

<i>2026-2027</i>						
	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>	<b>Class VI</b>
	<b>BS</b>	<b>BS + 16</b>	<b>MS</b>	<b>MS+16</b>	<b>MS+32</b>	<b>PhD/EdD</b>
<b>1</b>	58,786	63,786	68,786	73,786	78,786	83,286
<b>2</b>	60,163	65,163	70,163	75,163	80,163	84,663
<b>3</b>	61,601	66,601	71,601	76,601	81,601	86,101
<b>4</b>	63,102	68,102	73,102	78,102	83,102	87,602
<b>5</b>	64,669	69,669	74,669	79,669	84,669	89,169
<b>6</b>	66,273	71,273	76,273	81,273	86,273	90,773
<b>7</b>	67,913	72,913	77,913	82,913	87,913	92,413
<b>8</b>	69,590	74,590	79,590	84,590	89,590	94,090
<b>9</b>	71,307	76,307	81,307	86,307	91,307	95,807
<b>10</b>	73,063	78,063	83,063	88,063	93,063	97,563
<b>11</b>		79,859	84,859	89,859	94,859	99,359
<b>12</b>		81,696	86,696	91,696	96,696	101,196
<b>13</b>		83,576	88,576	93,576	98,576	103,076
<b>14</b>			90,498	95,498	100,498	104,998
<b>15</b>			92,965	97,965	102,965	107,465
<b>16</b>			95,531	100,531	105,531	110,031
<b>17</b>			98,097	103,097	108,097	112,597
<b>18</b>			100,662	105,662	110,662	115,162
<b>19</b>			103,237	108,237	113,237	117,737
<b>20</b>			105,815	110,815	115,815	120,315
<b>21</b>			108,615	113,615	118,615	123,115

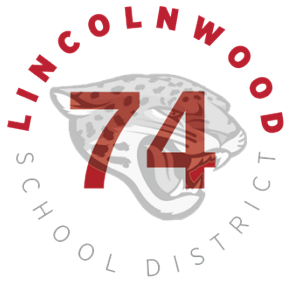
The above schedule includes a Board-paid member contribution of 9.0% to the Teachers' Retirement System of the State of Illinois. No teacher will receive any compensation in excess of the specific dollars in the schedule plus any agreed to supplemental pay, less this Board-paid member contribution amount.

<b>2027-2028</b>						
	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>	<b>Class VI</b>
	<b>BS</b>	<b>BS + 16</b>	<b>MS</b>	<b>MS+16</b>	<b>MS+32</b>	<b>PhD/EdD</b>
<b>1</b>	60,658	65,658	70,658	75,658	80,658	85,158
<b>2</b>	62,035	67,035	72,035	77,035	82,035	86,535
<b>3</b>	63,473	68,473	73,473	78,473	83,473	87,973
<b>4</b>	64,974	69,974	74,974	79,974	84,974	89,474
<b>5</b>	66,541	71,541	76,541	81,541	86,541	91,041
<b>6</b>	68,145	73,145	78,145	83,145	88,145	92,645
<b>7</b>	69,785	74,785	79,785	84,785	89,785	94,285
<b>8</b>	71,462	76,462	81,462	86,462	91,462	95,962
<b>9</b>	73,179	78,179	83,179	88,179	93,179	97,679
<b>10</b>	74,935	79,935	84,935	89,935	94,935	99,435
<b>11</b>		81,731	86,731	91,731	96,731	101,231
<b>12</b>		83,568	88,568	93,568	98,568	103,068
<b>13</b>		85,448	90,448	95,448	100,448	104,948
<b>14</b>			92,373	97,373	102,373	106,873
<b>15</b>			94,843	99,843	104,843	109,343
<b>16</b>			97,409	102,409	107,409	111,909
<b>17</b>			99,975	104,975	109,975	114,475
<b>18</b>			102,540	107,540	112,540	117,040
<b>19</b>			105,115	110,115	115,115	119,615
<b>20</b>			107,693	112,693	117,693	122,193
<b>21</b>			110,493	115,493	120,493	124,993

The above schedule includes a Board-paid member contribution of 9.0% to the Teachers' Retirement System of the State of Illinois. No teacher will receive any compensation in excess of the specific dollars in the schedule plus any agreed to supplemental pay, less this Board-paid member contribution amount.

<i>2028-2029</i>						
	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>	<b>Class V</b>	<b>Class VI</b>
	<b>BS</b>	<b>BS + 16</b>	<b>MS</b>	<b>MS+16</b>	<b>MS+32</b>	<b>PhD/EdD</b>
<b>1</b>	62,198	67,198	72,198	77,198	82,198	86,698
<b>2</b>	63,575	68,575	73,575	78,575	83,575	88,075
<b>3</b>	65,013	70,013	75,013	80,013	85,013	89,513
<b>4</b>	66,514	71,514	76,514	81,514	86,514	91,014
<b>5</b>	68,081	73,081	78,081	83,081	88,081	92,581
<b>6</b>	69,685	74,685	79,685	84,685	89,685	94,185
<b>7</b>	71,325	76,325	81,325	86,325	91,325	95,825
<b>8</b>	73,002	78,002	83,002	88,002	93,002	97,502
<b>9</b>	74,719	79,719	84,719	89,719	94,719	99,219
<b>10</b>	76,475	81,475	86,475	91,475	96,475	100,975
<b>11</b>		83,271	88,271	93,271	98,271	102,771
<b>12</b>		85,108	90,108	95,108	100,108	104,608
<b>13</b>		86,988	91,988	96,988	101,988	106,488
<b>14</b>			93,914	98,914	103,914	108,414
<b>15</b>			96,385	101,385	106,385	110,885
<b>16</b>			98,951	103,951	108,951	113,451
<b>17</b>			101,517	106,517	111,517	116,017
<b>18</b>			104,082	109,082	114,082	118,582
<b>19</b>			106,657	111,657	116,657	121,157
<b>20</b>			109,235	114,235	119,235	123,735
<b>21</b>			112,035	117,035	122,035	126,535

The above schedule includes a Board-paid member contribution of 9.0% to the Teachers' Retirement System of the State of Illinois. No teacher will receive any compensation in excess of the specific dollars in the schedule plus any agreed to supplemental pay, less this Board-paid member contribution amount.



## Executive Summary Board of Education Meeting

DATE: April 3, 2025

TOPIC: Adoption of the Lincolnwood School District 74 Cardiac Emergency Response Plan

PREPARED BY: David Russo

### **Recommended for:**

- Action
- Discussion
- Information

### **Purpose/Background:**

HB 5394 requires a school district to develop a cardiac emergency response plan that addresses the appropriate use of school personnel to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while at a school or at a school-sponsored activity or event.

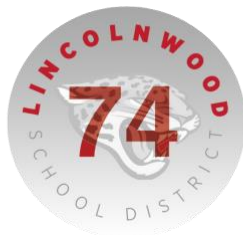
The draft presented in the Board packet has been reviewed by Legal Counsel and found to meet all the requirements of the law. The Response Plan has also been discussed by the School Nurses to ensure accuracy and understanding.

### **Fiscal Impact:**

N/A

### **Recommendation:**

It is the Administration's recommendation that the Board of Education adopt the Lincolnwood School District 74 Cardiac Emergency Response Plan, as presented.



## **Cardiac Emergency Response Plan**

### **Lincolnwood School District 74**

This Cardiac Emergency Response Plan is adopted by **Lincolnwood School District 74** effective April 4, 2025. This plan was reviewed and approved by the Lincolnwood School District 74 Board of Education for **Lincolnwood School District 74** on April 3, 2025.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling, or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

*Note:* Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis.

The Cardiac Emergency Response Plan of **Lincolnwood School District 74** is as follows:

#### **A. Development of a Cardiac Emergency Response Team**

- A. The Cardiac Emergency Response Team shall comprise the school nurse, administration and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
- B. Members of the Cardiac Emergency Response Team are identified in the "Cardiac Emergency Response Team" attachment, to be updated yearly and as needed to remain current. The administrator or office staff is tasked with calling 9-1-1 or coordinating the response so the nurse may focus on medical treatment of the patient.

B. **Activation of Cardiac Emergency Response Team During an Identified Cardiac Emergency**

- A. The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
- B. The Protocol for responding to a cardiac emergency is described below and in the "Protocol for Posting" attachment.

C. **Automated External Defibrillators (AEDs) – Placement and Maintenance**

- A. Minimum recommended number of AEDs for **Lincolnwood School District 74**:
  - *Inside school buildings* – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within two minutes of being notified of a possible cardiac emergency.
  - *Outside the school buildings* on school grounds/athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within two minutes of being notified of a possible cardiac emergency.
  - *Back-up AEDs* – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The backup AED(s) should also be available for use by the school's athletic teams or other groups traveling to off-site locations. Portable back-up AED's are maintained throughout the District at each school.
- B. **Lincolnwood School District 74** will regularly check and maintain each District-owned AED in accordance with the AED's operating manual and maintain a log of the maintenance activity. The District shall designate a person who will be responsible for verifying equipment readiness and for keeping track of maintenance activity.
- C. Additional Resuscitation Equipment:
  - A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, a razor, scissors, towel antiseptic wipes, and a CPR barrier mask.
- D. AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- E. AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage to be easily identified. Locations of the AEDs are to be listed in the "Cardiac Emergency Response Team" attachment and in the "Protocol for Posting" attachment.

**D. Communication of this Plan Throughout the District**

- A. The Cardiac Emergency Response Protocol shall be posted as follows:
- Health Office
  - Adjacent to each AED
  - In the gyms
  - Attached to all portable AEDs
- B. The Cardiac Emergency Response Protocol shall be distributed to:
- All staff and administrators at the start of each school year, with updates distributed as they are made.
  - The school nurse and all other Health Services staff.
  - All athletic directors, coaches, and applicable advisors at the start of each school year and as appropriate at the start of the season for each activity, with updates distributed as they are made.

**E. Training in Cardiopulmonary Resuscitation (CPR) and AED Use**

- A. In addition to the school nurse, a sufficient number of staff members shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable **Lincolnwood School District 74** to carry out this plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.)
- B. Training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for school-based AEDs, if available.
- C. Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
- D. Training may be in a traditional classroom setting, online, or a blended instruction model, but should include cognitive learning, hands-on practice, and testing.

**F. Local Emergency Medical Services (EMS) Integration with the District's Plan**

- A. **Lincolnwood School District 74** shall provide a copy of this plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- B. The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses, and other members of the school and/or community medical team.

- C. **Lincolnwood School District 74** shall work with local emergency response agencies to:
- Coordinate this plan with the local emergency response system
  - Inform the local emergency response system of the number and location of on-site AEDs

G. **Annual Review and Evaluation of the Plan**

- A. **Lincolnwood School District 74** shall conduct an annual internal review of the District's plan. The annual review should focus on ways to improve the school's response process, to include:
- A *post-event review* following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function.
  - A designated person who will be responsible for establishing the documentation process. Post-event documentation and action shall include completion of the District's *Incident Report* document.
  - A determination, at least annually, as to whether or not additions, changes, or modifications to the plan are needed. Reasons for a change in the plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

H. **Protocol for School Cardiac Emergency Responders**

Sudden cardiac arrest events can vary greatly. Faculty, staff, and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial to successfully respond to a cardiac emergency. The District should also identify the closest appropriate medical facility that is equipped with advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

1. **Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:**
  - The person is not moving, is unresponsive, or appears to be unconscious.
  - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
  - Other symptoms may include: chest pain, discomfort, rapid/irregular heartbeat, lightheadedness, or dizziness.

*Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

## 2. Facilitate immediate access to professional medical help:

- Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Immediately contact the members of the Cardiac Emergency Response Team.
  - Give the exact location of the emergency. ("Mr. /Ms. \_\_\_ Classroom, Room # \_\_\_, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
  - Acquire AED supplies such as scissors, a razor, a towel, and consider an extra set of AED pads.
- *Note: Evaluate the patient for breathing (specific to airway) and pulse (along with any of the aforementioned symptoms) before commencing CPR.*

## 3. Start CPR:

- Begin continuous chest compressions and have someone retrieve the AED. Here's how:
  - Press hard and fast in the center of the chest. The goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
  - Use two hands: The heel of one hand and the other hand on top (or one hand for children under eight years old), pushing to a depth of two inches (or 1/3<sup>rd</sup> the depth of the chest for children under eight years old).
  - Shoulders should be directly over hands
    - Sets of 30 chest compressions and 2 breaths (until AED arrives)
      - Open airway and tilt head
      - Pinch nose; make a seal over person and your mouth
      - Give breath

- Follow the 9-1-1 dispatcher's instructions, if provided.

**4. Use the nearest AED:**

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

**5. Transition care to EMS:**

- Transition care to EMS upon arrival so that they can provide advanced life support.

**6. Action to be taken by Office / Administrative Staff:**

- Confirm the exact location and the condition of the patient.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" to direct others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school District administration.

## **Protocol for Posting**

### **Protocol for School Cardiac Emergency Responders**

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      - Pinch nose; make a seal over person and your mouth
      - Give breath
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- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions.
- Designate people to cover the duties of the CPR responders.
- Copy the patient’s emergency information for EMS.
- Notify the patient’s emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school District administration.

**Location of AED’s**

Todd Hall

- \*Adjacent to Staff Lounge
- \*Outside Room 313
- \*Outside Gymnasium Entrance
- \*Portable Unit: Gym Office

Rutledge Hall

- \*Main Entrance Vestibule
- \*Outside Gymnasium Entrance
- \*Second Floor Northeast Stairwell
- \*Portable Unit: Gym Office

Lincoln Hall

- \*Across from School Office
- \*First Floor Northwest Stairwell
- \*Adjacent to Gymnasium Entrance (Southside)
- \*Hallway Leading to Auditorium Entrance
- \*Third Floor Northeast Stairwell
- \*Portable Units: Nurse’s Office (2)

Administration Building

- \*Adjacent to Receptionist Desk

Attachment #2

**Cardiac Emergency Response Team**

**Todd Hall**

Principal – x3731  
School Nurse – x3732  
Building Secretary – x3730

**Rutledge Hall**

Principal – x3801  
School Nurse – x3802  
Building Secretary – x3800

**Lincoln Hall**

Principal - x3884  
Assistant Principal – x3880  
School Nurse – x3877  
Building Secretary #1 – x3881  
Building Secretary #2 – x3879

**Administration Building**

Superintendent – x3701  
Assistant Superintendent – x3712  
Business Manager/CSBO – x3705  
Todd Hall Nurse – x3732  
Receptionist – x3900

**Location of AED's**

**Todd Hall**

\*Adjacent to Staff Lounge  
\*Outside Room 313  
\*Outside Gymnasium Entrance  
\*Portable Unit: Gym Office

**Rutledge Hall**

\*Main Entrance Vestibule  
\*Outside Gymnasium Entrance  
\*Second Floor Northeast Stairwell  
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- \*Across from School Office
- \*First Floor Northwest Stairwell
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- \*Hallway Leading to Auditorium Entrance
- \*Third Floor Northeast Stairwell
- \*Portable Units: Nurse's Office (2)

### Administration Building

- \*Adjacent to Receptionist Desk

Lincolnwood School District 74

Fund Balances

Fiscal Year: 2024-2025

Month: January  
 Year: 2025  
 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	\$16,430,579.03	\$12,941,032.66	(\$12,109,509.61)	\$0.00	\$17,262,102.08
20	OPERATIONS & MAINTENANCE	\$2,129,075.85	\$1,165,083.74	(\$1,437,588.23)	\$0.00	\$1,856,571.36
30	DEBT SERVICE	\$820,485.25	\$861,074.88	(\$1,440,350.00)	\$0.00	\$241,210.13
40	TRANSPORTATION	\$1,844,953.06	\$790,353.10	(\$787,053.04)	\$0.00	\$1,848,253.12
50	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
51	IMRF	\$796,532.07	\$72,357.47	(\$118,535.73)	\$0.00	\$750,353.81
52	SOCIAL SECURITY AND MEDICARE	\$388,614.04	\$163,182.67	(\$210,248.88)	\$0.00	\$341,547.83
60	CAPITAL PROJECTS	\$5,878,829.57	\$246,635.09	(\$2,306,233.91)	\$0.00	\$3,819,230.75
70	WORKING CASH	\$604,360.19	\$6,989.42	\$0.00	\$0.00	\$611,349.61
80	TORT IMMUNITY	\$477,855.04	\$110,603.37	\$10,354.00	\$0.00	\$598,812.41
90	FIRE PREVENTION & SAFETY	\$1,813,795.36	\$112,264.07	(\$1,633,190.44)	\$0.00	\$292,868.99
99	LINCOLNWOOD SCHOOLS ACTIVITY FUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$31,185,079.46	\$16,469,576.47	(\$20,032,355.84)	\$0.00	\$27,622,300.09

End of Report

Lincolnwood School District 74

Treasurers Report FUND- All Funds As of 01/31/2025

Fiscal Year: 2024-2025

ASSETS

CASH & INVESTMENTS

Cash in Bank (+)	\$27,068,617.84
Imprest Fund (+)	\$15,219.03
Petty Cash (+)	\$100.00

Sub-total : CASH & INVESTMENTS	\$27,083,936.87
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DUE FROM OTHER GOVERNMENTS

Inter-Governmental Loans (+)	(\$467.03)
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Sub-total : DUE FROM OTHER GOVERNMENTS	(\$467.03)
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Total : ASSETS	\$27,083,469.84
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LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable (+)	\$61,290.18
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Sub-total : ACCOUNTS PAYABLE	\$61,290.18
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OTHER CURRENT LIABILITIES

Other Liabilities (+)	\$38,662.78
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Payroll Liabilities (+)	(\$638,783.21)
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Sub-total : OTHER CURRENT LIABILITIES	(\$600,120.43)
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Total : LIABILITIES	(\$538,830.25)
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FUND BALANCE

Unreserved Fund Balance

Fund Balance (+)	\$31,185,079.46
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Sub-total : Unreserved Fund Balance	\$31,185,079.46
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NET INCREASE (DECREASE)

NET INCREASE (DECREASE) (+)	(\$3,562,779.37)
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Sub-total : NET INCREASE (DECREASE)	(\$3,562,779.37)
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Total : FUND BALANCE	\$27,622,300.09
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Total LIABILITIES + FUND BALANCE	\$27,083,469.84
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End of Report

**Lincolnwood School District 74**

**Treasurers Report FUND- All Funds For the Period 01/01/2025 through 01/31/2025**

Fiscal Year: 2024-2025

	<u>01/01/2025 - 01/31/2025</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>REVENUE</b>					
<b>LOCAL SOURCES</b>					
Property Tax Receipts (+)	\$0.00	\$13,259,500.57	\$28,432,547.00	\$15,173,046.43	46.6%
Payments in Lieu of Taxes (+)	\$124,661.60	\$555,322.44	\$900,000.00	\$344,677.56	61.7%
Tuition Payments Received (+)	\$47,526.40	\$109,185.86	\$219,161.00	\$109,975.14	49.8%
Interest Revenue Received (+)	\$47,333.31	\$362,589.52	\$725,000.00	\$362,410.48	50.0%
Sales to Pupils & Adults (+)	\$442.78	\$119,754.95	\$210,000.00	\$90,245.05	57.0%
Activity Fees Received (+)	\$138.00	\$58,606.49	\$116,200.00	\$57,593.51	50.4%
Other Local Revenue (+)	\$38,288.69	\$291,321.25	\$382,647.00	\$91,325.75	76.1%
Rental Revenue (+)	\$102.00	\$52,099.91	\$103,015.00	\$50,915.09	50.6%
<b>Sub-total : LOCAL SOURCES</b>	<b>\$258,492.78</b>	<b>\$14,808,380.99</b>	<b>\$31,088,570.00</b>	<b>\$16,280,189.01</b>	<b>47.6%</b>
<b>STATE SOURCES</b>					
State Grants & Aid Received (+)	\$285,385.46	\$967,311.45	\$1,841,000.00	\$873,688.55	52.5%
<b>Sub-total : STATE SOURCES</b>	<b>\$285,385.46</b>	<b>\$967,311.45</b>	<b>\$1,841,000.00</b>	<b>\$873,688.55</b>	<b>52.5%</b>
<b>FEDERAL SOURCES</b>					
Federal Grants & Aid Received (+)	\$345,571.54	\$693,884.03	\$865,430.00	\$171,545.97	80.2%
<b>Sub-total : FEDERAL SOURCES</b>	<b>\$345,571.54</b>	<b>\$693,884.03</b>	<b>\$865,430.00</b>	<b>\$171,545.97</b>	<b>80.2%</b>
<b>Total : REVENUE</b>	<b>\$889,449.78</b>	<b>\$16,469,576.47</b>	<b>\$33,795,000.00</b>	<b>\$17,325,423.53</b>	<b>48.7%</b>
<b>EXPENDITURES</b>					
<b>REGULAR K-12 PROGRAMS</b>					
Salaries (-)	\$933,844.36	\$3,642,927.35	\$7,969,771.00	\$4,326,843.65	45.7%
Employee Benefits (-)	\$127,429.83	\$613,394.02	\$1,515,245.00	\$901,850.98	40.5%
Termination Benefits (-)	\$28,627.29	\$142,096.39	\$405,429.00	\$263,332.61	35.0%
Purchased Services (-)	\$13,140.14	\$196,818.67	\$353,380.00	\$156,561.33	55.7%
Supplies & Materials (-)	\$10,127.92	\$238,736.28	\$688,590.00	\$449,853.72	34.7%
Capital Expenditures (-)	\$24,219.41	\$191,614.36	\$265,600.00	\$73,985.64	72.1%
Other Objects (-)	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
Non-Capitalized Equipment (-)	\$24.48	\$2,401.01	\$168,500.00	\$166,098.99	1.4%
<b>Sub-total : REGULAR K-12 PROGRAMS</b>	<b>(\$1,137,413.43)</b>	<b>(\$5,027,988.08)</b>	<b>(\$11,367,265.00)</b>	<b>(\$6,339,276.92)</b>	<b>44.2%</b>
<b>PRE-K PROGRAMS</b>					
Salaries (-)	\$30,447.72	\$121,723.34	\$251,109.00	\$129,385.66	48.5%
Employee Benefits (-)	\$9,788.56	\$40,878.27	\$82,717.00	\$41,838.73	49.4%
Purchased Services (-)	\$0.00	\$2,000.00	\$2,000.00	\$0.00	100.0%
Supplies & Materials (-)	\$301.23	\$963.45	\$5,200.00	\$4,236.55	18.5%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
<b>Sub-total : PRE-K PROGRAMS</b>	<b>(\$40,537.51)</b>	<b>(\$165,565.06)</b>	<b>(\$341,776.00)</b>	<b>(\$176,210.94)</b>	<b>48.4%</b>
<b>SPECIAL ED PROGRAMS K-12</b>					
Salaries (-)	\$189,797.55	\$748,520.03	\$1,572,954.00	\$824,433.97	47.6%
Employee Benefits (-)	\$43,733.07	\$182,289.73	\$377,575.00	\$195,285.27	48.3%
Purchased Services (-)	\$0.00	\$2,380.66	\$2,000.00	(\$380.66)	119.0%
Supplies & Materials (-)	\$14.90	\$2,721.34	\$3,750.00	\$1,028.66	72.6%
Capital Expenditures (-)	\$2,031.73	\$2,613.80	\$4,000.00	\$1,386.20	65.3%
Other Objects (-)	\$0.00	\$625.00	\$0.00	(\$625.00)	0.0%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 01/01/2025 through 01/31/2025

Fiscal Year: 2024-2025

	<u>01/01/2025 - 01/31/2025</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Non-Capital Equipment (-)	\$348.15	\$714.25	\$3,000.00	\$2,285.75	23.8%
Sub-total : SPECIAL ED PROGRAMS K-12	(\$235,925.40)	(\$939,864.81)	(\$1,963,279.00)	(\$1,023,414.19)	47.9%
<b>REMEDIAL &amp; SUPPLEMENTAL K-12</b>					
Salaries (-)	\$72,589.23	\$290,356.98	\$629,107.00	\$338,750.02	46.2%
Employee Benefits (-)	\$9,975.37	\$47,903.45	\$116,539.00	\$68,635.55	41.1%
Purchased Services (-)	\$0.00	\$69,061.40	\$90,000.00	\$20,938.60	76.7%
Supplies & Materials (-)	\$69.21	\$2,098.78	\$46,875.00	\$44,776.22	4.5%
Sub-total : REMEDIAL & SUPPLEMENTAL K-12	(\$82,633.81)	(\$409,420.61)	(\$882,521.00)	(\$473,100.39)	46.4%
<b>INTERSCHOLASTIC PROGRAMS</b>					
Salaries (-)	\$2,439.57	\$41,422.52	\$111,000.00	\$69,577.48	37.3%
Employee Benefits (-)	\$93.84	\$1,883.85	\$6,500.00	\$4,616.15	29.0%
Supplies & Materials (-)	\$56.97	\$2,269.70	\$7,250.00	\$4,980.30	31.3%
Capital Expenditures (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Other Objects (-)	\$0.00	\$5,500.00	\$3,800.00	(\$1,700.00)	144.7%
Sub-total : INTERSCHOLASTIC PROGRAMS	(\$2,590.38)	(\$51,076.07)	(\$130,050.00)	(\$78,973.93)	39.3%
<b>SUMMER SCHOOL PROGRAMS</b>					
Salaries (-)	\$0.00	\$36,169.76	\$73,000.00	\$36,830.24	49.5%
Employee Benefits (-)	\$0.00	\$1,562.25	\$3,720.00	\$2,157.75	42.0%
Supplies & Materials (-)	\$0.00	\$2,311.38	\$3,000.00	\$688.62	77.0%
Sub-total : SUMMER SCHOOL PROGRAMS	\$0.00	(\$40,043.39)	(\$79,720.00)	(\$39,676.61)	50.2%
<b>GIFTED PROGRAMS</b>					
Salaries (-)	\$64,941.24	\$259,764.96	\$563,324.00	\$303,559.04	46.1%
Employee Benefits (-)	\$10,838.18	\$52,249.29	\$124,569.00	\$72,319.71	41.9%
Supplies & Materials (-)	\$820.18	\$4,697.95	\$4,375.00	(\$322.95)	107.4%
Sub-total : GIFTED PROGRAMS	(\$76,599.60)	(\$316,712.20)	(\$692,268.00)	(\$375,555.80)	45.7%
<b>BILINGUAL PROGRAMS</b>					
Salaries (-)	\$85,709.76	\$331,924.83	\$708,394.00	\$376,469.17	46.9%
Employee Benefits (-)	\$9,637.35	\$43,801.60	\$141,805.00	\$98,003.40	30.9%
Purchased Services (-)	\$0.00	\$0.00	\$3,750.00	\$3,750.00	0.0%
Supplies & Materials (-)	\$160.15	\$1,454.36	\$7,925.00	\$6,470.64	18.4%
Sub-total : BILINGUAL PROGRAMS	(\$95,507.26)	(\$377,180.79)	(\$861,874.00)	(\$484,693.21)	43.8%
<b>ATTENDANCE &amp; SOCIAL WORK</b>					
Salaries (-)	\$45,676.40	\$192,735.41	\$424,837.00	\$232,101.59	45.4%
Employee Benefits (-)	\$3,989.68	\$18,880.64	\$45,177.00	\$26,296.36	41.8%
Purchased Services (-)	\$0.00	\$941.00	\$900.00	(\$41.00)	104.6%
Supplies & Materials (-)	\$75.45	\$1,617.35	\$2,785.00	\$1,167.65	58.1%
Sub-total : ATTENDANCE & SOCIAL WORK	(\$49,741.53)	(\$214,174.40)	(\$473,699.00)	(\$259,524.60)	45.2%
<b>HEALTH SERVICES</b>					
Salaries (-)	\$6,593.40	\$45,202.83	\$160,245.00	\$115,042.17	28.2%
Employee Benefits (-)	\$1,065.26	\$8,791.24	\$67,815.00	\$59,023.76	13.0%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 01/01/2025 through 01/31/2025

Fiscal Year: 2024-2025

	<u>01/01/2025 - 01/31/2025</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Purchased Services (-)	\$37,477.50	\$79,290.00	\$121,000.00	\$41,710.00	65.5%
Supplies & Materials (-)	\$243.14	\$2,029.09	\$5,400.00	\$3,370.91	37.6%
Capital Expenditures (-)	\$0.00	\$1,304.23	\$1,300.00	(\$4.23)	100.3%
Other Objects (-)	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
Non-Capital Equipment (-)	\$0.00	\$1,492.00	\$1,500.00	\$8.00	99.5%
<b>Sub-total : HEALTH SERVICES</b>	<b>(\$45,379.30)</b>	<b>(\$138,109.39)</b>	<b>(\$358,010.00)</b>	<b>(\$219,900.61)</b>	<b>38.6%</b>
<b>PSYCHOLOGICAL SERVICES</b>					
Salaries (-)	\$22,132.77	\$88,531.08	\$191,817.00	\$103,285.92	46.2%
Employee Benefits (-)	\$1,644.57	\$7,561.74	\$17,874.00	\$10,312.26	42.3%
Purchased Services (-)	\$537.90	\$4,473.76	\$4,300.00	(\$173.76)	104.0%
Supplies & Materials (-)	\$66.62	\$254.89	\$1,575.00	\$1,320.11	16.2%
<b>Sub-total : PSYCHOLOGICAL SERVICES</b>	<b>(\$24,381.86)</b>	<b>(\$100,821.47)</b>	<b>(\$215,566.00)</b>	<b>(\$114,744.53)</b>	<b>46.8%</b>
<b>SPEECH PATHOLOGY &amp; AUDIOLOGY</b>					
Salaries (-)	\$30,086.76	\$120,347.04	\$260,752.00	\$140,404.96	46.2%
Employee Benefits (-)	\$3,903.65	\$18,625.24	\$44,715.00	\$26,089.76	41.7%
Purchased Services (-)	\$5,380.90	\$33,109.90	\$58,700.00	\$25,590.10	56.4%
Supplies & Materials (-)	\$0.00	\$490.81	\$1,550.00	\$1,059.19	31.7%
<b>Sub-total : SPEECH PATHOLOGY &amp; AUDIOLOGY</b>	<b>(\$39,371.31)</b>	<b>(\$172,572.99)</b>	<b>(\$365,717.00)</b>	<b>(\$193,144.01)</b>	<b>47.2%</b>
<b>OTHER SUPPORT SERVICES - PUPILS</b>					
Salaries (-)	\$11,446.75	\$46,209.14	\$90,000.00	\$43,790.86	51.3%
Employee Benefits (-)	\$751.47	\$3,022.16	\$8,040.00	\$5,017.84	37.6%
<b>Sub-total : OTHER SUPPORT SERVICES - PUPILS</b>	<b>(\$12,198.22)</b>	<b>(\$49,231.30)</b>	<b>(\$98,040.00)</b>	<b>(\$48,808.70)</b>	<b>50.2%</b>
<b>IMPROVEMENT OF INSTRUCTION</b>					
Salaries (-)	\$43,394.20	\$255,514.64	\$405,333.00	\$149,818.36	63.0%
Employee Benefits (-)	\$5,815.74	\$35,427.64	\$60,561.00	\$25,133.36	58.5%
Purchased Services (-)	\$9,486.38	\$30,464.19	\$58,600.00	\$28,135.81	52.0%
Supplies & Materials (-)	\$0.00	\$1,017.18	\$2,000.00	\$982.82	50.9%
Other Objects (-)	\$0.00	\$271.71	\$4,000.00	\$3,728.29	6.8%
<b>Sub-total : IMPROVEMENT OF INSTRUCTION</b>	<b>(\$58,696.32)</b>	<b>(\$322,695.36)</b>	<b>(\$530,494.00)</b>	<b>(\$207,798.64)</b>	<b>60.8%</b>
<b>EDUCATIONAL MEDIA</b>					
Salaries (-)	\$33,966.36	\$135,865.44	\$294,375.00	\$158,509.56	46.2%
Employee Benefits (-)	\$4,153.23	\$20,722.11	\$35,505.00	\$14,782.89	58.4%
Supplies & Materials (-)	\$0.00	\$8,387.24	\$19,900.00	\$11,512.76	42.1%
<b>Sub-total : EDUCATIONAL MEDIA</b>	<b>(\$38,119.59)</b>	<b>(\$164,974.79)</b>	<b>(\$349,780.00)</b>	<b>(\$184,805.21)</b>	<b>47.2%</b>
<b>ASSESSMENT &amp; TESTING</b>					
Supplies & Materials (-)	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
<b>Sub-total : ASSESSMENT &amp; TESTING</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$100.00)</b>	<b>(\$100.00)</b>	<b>0.0%</b>
<b>ADMIN SERVICES - BOARD OF ED</b>					
Employee Benefits (-)	\$0.00	\$5,642.34	\$5,000.00	(\$642.34)	112.8%
Purchased Services (-)	\$11,378.96	\$95,656.05	\$213,000.00	\$117,343.95	44.9%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 01/01/2025 through 01/31/2025

Fiscal Year: 2024-2025

	<u>01/01/2025 - 01/31/2025</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Supplies & Materials (-)	\$0.00	\$500.89	\$2,500.00	\$1,999.11	20.0%
Other Objects (-)	\$0.00	\$134.00	\$16,000.00	\$15,866.00	0.8%
Sub-total : ADMIN SERVICES - BOARD OF ED	(\$11,378.96)	(\$101,933.28)	(\$236,500.00)	(\$134,566.72)	43.1%
<b>SUPERINTENDENT</b>					
Salaries (-)	\$31,318.68	\$168,021.97	\$282,419.00	\$114,397.03	59.5%
Employee Benefits (-)	\$4,294.57	\$38,292.69	\$57,281.00	\$18,988.31	66.9%
Purchased Services (-)	\$515.00	\$531.34	\$4,000.00	\$3,468.66	13.3%
Supplies & Materials (-)	\$973.31	\$1,943.84	\$2,000.00	\$56.16	97.2%
Other Objects (-)	\$500.00	\$1,032.99	\$3,000.00	\$1,967.01	34.4%
Sub-total : SUPERINTENDENT	(\$37,601.56)	(\$209,822.83)	(\$348,700.00)	(\$138,877.17)	60.2%
<b>ADMIN SERVICES - SPECIAL ED</b>					
Salaries (-)	\$18,218.79	\$97,166.88	\$157,897.00	\$60,730.12	61.5%
Employee Benefits (-)	\$4,305.80	\$28,447.94	\$48,032.00	\$19,584.06	59.2%
Purchased Services (-)	\$0.00	\$109.88	\$1,350.00	\$1,240.12	8.1%
Other Objects (-)	\$0.00	\$0.00	\$300.00	\$300.00	0.0%
Sub-total : ADMIN SERVICES - SPECIAL ED	(\$22,524.59)	(\$125,724.70)	(\$207,579.00)	(\$81,854.30)	60.6%
<b>WORKERS COMPENSATION INSURANCE</b>					
Purchased Services (-)	(\$8,670.00)	(\$10,354.00)	\$72,000.00	\$82,354.00	-14.4%
Sub-total : WORKERS COMPENSATION INSURANCE	\$8,670.00	\$10,354.00	(\$72,000.00)	(\$82,354.00)	14.4%
<b>PROPERTY INSURANCE</b>					
Purchased Services (-)	\$0.00	\$0.00	\$122,000.00	\$122,000.00	0.0%
Sub-total : PROPERTY INSURANCE	\$0.00	\$0.00	(\$122,000.00)	(\$122,000.00)	0.0%
<b>PRINCIPAL</b>					
Salaries (-)	\$85,127.29	\$451,482.49	\$739,568.00	\$288,085.51	61.0%
Employee Benefits (-)	\$18,889.11	\$121,103.94	\$224,022.00	\$102,918.06	54.1%
Purchased Services (-)	\$697.78	\$3,212.96	\$6,000.00	\$2,787.04	53.5%
Supplies & Materials (-)	\$97.19	\$964.08	\$4,000.00	\$3,035.92	24.1%
Capital Expenditures (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Other Objects (-)	\$20.00	\$1,002.00	\$2,400.00	\$1,398.00	41.8%
Sub-total : PRINCIPAL	(\$104,831.37)	(\$577,765.47)	(\$976,990.00)	(\$399,224.53)	59.1%
<b>OTHER SUPPORT SERVICES - SCH ADMIN</b>					
Salaries (-)	\$13,377.00	\$71,344.00	\$115,935.00	\$44,591.00	61.5%
Employee Benefits (-)	\$2,899.19	\$19,424.21	\$33,050.00	\$13,625.79	58.8%
Sub-total : OTHER SUPPORT SERVICES - SCH ADMIN	(\$16,276.19)	(\$90,768.21)	(\$148,985.00)	(\$58,216.79)	60.9%
<b>OPERATION OF BUSINESS SERVICES</b>					
Salaries (-)	\$23,774.31	\$126,796.32	\$206,044.00	\$79,247.68	61.5%
Employee Benefits (-)	\$3,202.54	\$20,879.78	\$35,351.00	\$14,471.22	59.1%
Other Objects (-)	\$0.00	\$2,845.30	\$1,500.00	(\$1,345.30)	189.7%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 01/01/2025 through 01/31/2025

Fiscal Year: 2024-2025

	<u>01/01/2025 - 01/31/2025</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : OPERATION OF BUSINESS SERVICES	(\$26,976.85)	(\$150,521.40)	(\$242,895.00)	(\$92,373.60)	62.0%
<b>FISCAL SERVICES</b>					
Salaries (-)	\$29,131.56	\$155,407.47	\$252,774.00	\$97,366.53	61.5%
Employee Benefits (-)	\$10,199.82	\$63,416.59	\$106,938.00	\$43,521.41	59.3%
Purchased Services (-)	\$254.50	\$1,678.30	\$117,400.00	\$115,721.70	1.4%
Supplies & Materials (-)	\$140.03	\$3,678.19	\$5,500.00	\$1,821.81	66.9%
Other Objects (-)	(\$37.83)	\$11,774.82	\$30,000.00	\$18,225.18	39.2%
Sub-total : FISCAL SERVICES	(\$39,688.08)	(\$235,955.37)	(\$512,612.00)	(\$276,656.63)	46.0%
<b>FACILITY ACQUISITION &amp; CONSTRUCTION</b>					
Purchased Services (-)	\$19,147.85	\$101,556.85	\$358,818.00	\$257,261.15	28.3%
Capital Expenditures (-)	\$6,735.69	\$2,285,243.50	\$2,923,502.00	\$638,258.50	78.2%
Sub-total : FACILITY ACQUISITION & CONSTRUCTION	(\$25,883.54)	(\$2,386,800.35)	(\$3,282,320.00)	(\$895,519.65)	72.7%
<b>OPERATION &amp; MAINTENANCE OF PLANT</b>					
Salaries (-)	\$64,685.52	\$341,344.40	\$573,222.00	\$231,877.60	59.5%
Employee Benefits (-)	\$17,437.49	\$103,754.11	\$179,849.00	\$76,094.89	57.7%
Purchased Services (-)	\$82,307.49	\$650,844.75	\$1,151,700.00	\$500,855.25	56.5%
Supplies & Materials (-)	\$34,365.74	\$340,271.40	\$515,950.00	\$175,678.60	66.0%
Capital Expenditures (-)	\$9,810.26	\$1,603,112.33	\$1,919,270.00	\$316,157.67	83.5%
Other Objects (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Non-Capitalized Equipment (-)	\$0.00	\$2,846.99	\$5,000.00	\$2,153.01	56.9%
Sub-total : OPERATION & MAINTENANCE OF PLANT	(\$208,606.50)	(\$3,042,173.98)	(\$4,345,991.00)	(\$1,303,817.02)	70.0%
<b>PUPIL TRANSPORTATION</b>					
Purchased Services (-)	\$131,212.92	\$787,053.04	\$1,650,000.00	\$862,946.96	47.7%
Sub-total : PUPIL TRANSPORTATION	(\$131,212.92)	(\$787,053.04)	(\$1,650,000.00)	(\$862,946.96)	47.7%
<b>FOOD SERVICES</b>					
Salaries (-)	\$38,229.38	\$173,511.11	\$303,973.00	\$130,461.89	57.1%
Employee Benefits (-)	\$14,235.43	\$66,756.90	\$120,107.00	\$53,350.10	55.6%
Purchased Services (-)	\$144.00	\$2,299.31	\$5,000.00	\$2,700.69	46.0%
Supplies & Materials (-)	\$28,948.52	\$166,470.32	\$282,000.00	\$115,529.68	59.0%
Capital Expenditures (-)	\$1,014.80	\$15,476.54	\$7,000.00	(\$8,476.54)	221.1%
Other Objects (-)	\$99.00	\$1,824.66	\$1,500.00	(\$324.66)	121.6%
Non-Capitalized Equipment (-)	\$0.00	\$268.62	\$4,000.00	\$3,731.38	6.7%
Sub-total : FOOD SERVICES	(\$82,671.13)	(\$426,607.46)	(\$723,580.00)	(\$296,972.54)	59.0%
<b>INTERNAL SERVICES</b>					
Purchased Services (-)	\$1,715.85	\$13,935.00	\$27,000.00	\$13,065.00	51.6%
Supplies & Materials (-)	\$0.00	\$479.02	\$1,500.00	\$1,020.98	31.9%
Sub-total : INTERNAL SERVICES	(\$1,715.85)	(\$14,414.02)	(\$28,500.00)	(\$14,085.98)	50.6%
<b>INFORMATION SERVICES</b>					
Salaries (-)	\$10,269.84	\$62,625.88	\$96,859.00	\$34,233.12	64.7%
Employee Benefits (-)	\$4,658.40	\$31,009.49	\$50,938.00	\$19,928.51	60.9%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 01/01/2025 through 01/31/2025

Fiscal Year: 2024-2025

	<u>01/01/2025 - 01/31/2025</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Purchased Services (-)	\$105.30	\$9,134.09	\$24,500.00	\$15,365.91	37.3%
Supplies & Materials (-)	\$26.49	\$2,208.52	\$6,500.00	\$4,291.48	34.0%
Other Objects (-)	\$250.00	\$1,293.88	\$750.00	(\$543.88)	172.5%
<b>Sub-total : INFORMATION SERVICES</b>	<b>(\$15,310.03)</b>	<b>(\$106,271.86)</b>	<b>(\$179,547.00)</b>	<b>(\$73,275.14)</b>	<b>59.2%</b>
<b>OTHER SUPPORT SERVICES - ADMIN</b>					
Salaries (-)	\$65,675.14	\$341,669.58	\$569,435.00	\$227,765.42	60.0%
Employee Benefits (-)	\$15,482.31	\$93,175.76	\$176,370.00	\$83,194.24	52.8%
Purchased Services (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Capital Expenditures (-)	\$0.00	\$0.00	\$700.00	\$700.00	0.0%
Other Objects (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
<b>Sub-total : OTHER SUPPORT SERVICES - ADMIN</b>	<b>(\$81,157.45)</b>	<b>(\$434,845.34)</b>	<b>(\$748,005.00)</b>	<b>(\$313,159.66)</b>	<b>58.1%</b>
<b>COMMUNITY SERVICES</b>					
Purchased Services (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Supplies & Materials (-)	\$0.00	\$0.00	\$800.00	\$800.00	0.0%
<b>Sub-total : COMMUNITY SERVICES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,800.00)</b>	<b>(\$1,800.00)</b>	<b>0.0%</b>
<b>PAYMENTS TO OTHER LEAs</b>					
Purchased Services (-)	\$0.00	\$81,741.53	\$211,629.00	\$129,887.47	38.6%
Other Objects (-)	\$37,003.09	\$1,339,530.29	\$2,896,708.00	\$1,557,177.71	46.2%
<b>Sub-total : PAYMENTS TO OTHER LEAs</b>	<b>(\$37,003.09)</b>	<b>(\$1,421,271.82)</b>	<b>(\$3,108,337.00)</b>	<b>(\$1,687,065.18)</b>	<b>45.7%</b>
<b>DEBT SERVICE - INTEREST</b>					
Interest on Bonds Outstanding (-)	\$0.00	\$290,350.00	\$565,000.00	\$274,650.00	51.4%
<b>Sub-total : DEBT SERVICE - INTEREST</b>	<b>\$0.00</b>	<b>(\$290,350.00)</b>	<b>(\$565,000.00)</b>	<b>(\$274,650.00)</b>	<b>51.4%</b>
<b>DEBT SERVICE - PRINCIPAL</b>					
Principal Payments on Bonds Outstanding (-)	\$0.00	\$1,150,000.00	\$1,150,000.00	\$0.00	100.0%
<b>Sub-total : DEBT SERVICE - PRINCIPAL</b>	<b>\$0.00</b>	<b>(\$1,150,000.00)</b>	<b>(\$1,150,000.00)</b>	<b>\$0.00</b>	<b>100.0%</b>
<b>DEBT SERVICE - OTHER</b>					
Debt Service Fees (-)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.0%
<b>Sub-total : DEBT SERVICE - OTHER</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,500.00)</b>	<b>(\$2,500.00)</b>	<b>0.0%</b>
<b>Total : EXPENDITURES</b>	<b>(\$2,773,263.63)</b>	<b>(\$20,032,355.84)</b>	<b>(\$37,364,000.00)</b>	<b>(\$17,331,644.16)</b>	<b>53.6%</b>
<b>NET INCREASE (DECREASE)</b>	<b>(\$1,883,813.85)</b>	<b>(\$3,562,779.37)</b>	<b>(\$3,569,000.00)</b>	<b>(\$6,220.63)</b>	<b>99.8%</b>

End of Report

**LINCOLNWOOD SCHOOL DISTRICT 74  
BILLS PAYABLE**

Education Fund	494,049.84
Building Fund	145,910.40
Debt Service	-
Transportation Fund	173,747.35
I.M.R.F./Soc. Sec.	-
Capital Projects	80,439.04
Tort Fund	32,228.55
Life Safety Fund	-
<b>Grand Total</b>	<b>926,375.18</b>

The undersigned hereby certify that the following 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 April 3, 2025, in the amount of 926,375.18

\_\_\_\_\_  
President, Kevin Daly

\_\_\_\_\_  
Secretary, John P. Vranas

Members:

Myra A. Foutris \_\_\_\_\_

Ted Kwon \_\_\_\_\_

Jay Oleniczak \_\_\_\_\_

Rupal Shah Mandal \_\_\_\_\_

Peter D. Theodore \_\_\_\_\_

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 03/01/2025 - 03/31/2025 Sort By: Vendor  
 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2024-2025

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						
NCB	03/11/2025	1221	48 HOUR PRINT	10.0.2630.400.00.0000.00	RETRACTABLE BANNERS	\$115.50
						Check Total: \$115.50
7400030072	03/06/2025	1220	ACCESS MASTER	20.0.2540.302.00.0000.00	SERVICE ON CAMERA	\$3,364.00
						SYSTEM ISSUES POSSIBLY
7400030072	03/06/2025	1220	ACCESS MASTER	20.0.2540.302.00.0000.00	SERVICE CALL	\$484.12
7400030072	03/06/2025	1220	ACCESS MASTER	20.0.2540.302.00.0000.00	PROVIDED AND INSTALLED	\$4,850.00
						SUPER CAT6 CABLING
7400030072	03/06/2025	1220	ACCESS MASTER	20.0.2540.302.00.0000.00	CAMERA SYSTEM	\$2,405.00
7400030072	03/06/2025	1220	ACCESS MASTER	20.0.2540.302.00.0000.00	ACCESS CONTROL	\$1,858.50
						SYSTEM/RH/APRIL,MAY,JUN
7400030072	03/06/2025	1220	ACCESS MASTER	20.0.2540.302.00.0000.00	SURVEILLANCE SYSTEM	\$913.50
						MONITORING/APRIL/MAY,
7400030072	03/06/2025	1220	ACCESS MASTER	20.0.2540.302.00.0000.00	LINCOLN HALL	\$196.00
						CAMERA/MAIN ENTRY
7400030072	03/06/2025	1220	ACCESS MASTER	20.0.2540.302.00.0000.00	CAMERA SYSTEM	\$2,405.00
						MAINTENANCE/APRIL 2025
						Check Total: \$16,476.12
7400030128	03/19/2025	1235	ACCESS MASTER	20.0.2540.302.00.0000.00	RESOLVED FIBER LINK	\$725.00
						(MISSING) FROM RUTLEDGE
						Check Total: \$725.00
NCB	03/11/2025	1221	ADOBE SYSTEMS INCORPORATED	10.0.1100.470.05.0000.00	ACROBAT PRO	\$239.88
NCB	03/11/2025	1221	ADOBE SYSTEMS INCORPORATED	10.0.1100.470.05.0000.00	ANNUAL RENEWAL/RT	\$239.88
						Check Total: \$479.76
7400030129	03/19/2025	1235	ALLENDALE ASSOCIATION	10.0.4120.670.35.3100.00	SCHOOL DISTRICT TUITION	\$6,205.00
						STEPPING STONE
7400030129	03/19/2025	1235	ALLENDALE ASSOCIATION	10.0.4120.670.35.3100.00	AUG-JAN RATE CHANGE	\$2,120.00
						STEPPING STONE

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 03/01/2025 - 03/31/2025

Sort By: Vendor

Fiscal Year: 2024-2025

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:						\$8,325.00
7400030073	03/06/2025	1220	ALPHA BAKING COMPANY	10.0.2560.410.00.0000.00	PLAIN BAGEL	\$508.76
7400030073	03/06/2025	1220	ALPHA BAKING COMPANY	10.0.2560.410.00.0000.00	EXTRA LONG FRENCH	\$162.26
7400030073	03/06/2025	1220	ALPHA BAKING COMPANY	10.0.2560.410.00.0000.00	HAMS	\$149.66
Check Total:						\$820.68
7400030130	03/19/2025	1235	ALPHA BAKING COMPANY	10.0.2560.410.00.0000.00	EXTRA LONG FRENCH	\$162.26
7400030130	03/19/2025	1235	ALPHA BAKING COMPANY	10.0.2560.410.00.0000.00	EXTRA LONG FRENCH	\$162.26
7400030130	03/19/2025	1235	ALPHA BAKING COMPANY	10.0.2560.410.00.0000.00	PI HOG DOG	\$219.60
7400030130	03/19/2025	1235	ALPHA BAKING COMPANY	10.0.2560.410.00.0000.00	EXTRA LONG FRENCH	\$162.26
7400030130	03/19/2025	1235	ALPHA BAKING COMPANY	10.0.2560.410.00.0000.00	HAMS	\$85.52
Check Total:						\$791.90
7400030074	03/06/2025	1220	AMAZON CAPITAL SERVICES, INC.	10.0.2520.400.00.0000.00	Post-it Super Sticky Notes, 3x3 in, 24 Pads, 2X The	\$31.84
7400030074	03/06/2025	1220	AMAZON CAPITAL SERVICES, INC.	10.0.1200.400.00.0000.00	Ampad Gold Fibre Writing Pads, Legal/Wide Rule,	\$20.96
7400030074	03/06/2025	1220	AMAZON CAPITAL SERVICES, INC.	10.0.1200.400.00.0000.00	Smead File Pocket, Straight-Cut Tab, 5-1/4"	\$59.06
Check Total:						\$111.86
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.26.0000.03	PENCILS	\$35.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.423.36.0000.03	PARTY FAVORS	\$25.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1650.400.00.0000.03	LIQUID SCHOOL GLUE	\$23.98
NCB	03/11/2025	1221	AMAZON.COM	10.0.2410.400.00.0000.03	INFLATED WOBBLE CUSHION WITH HAND PUMP	\$17.90
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.15.0000.02	PAPER HEARTS CUT OUTS	\$34.96
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.11.0000.01	SCRATCH AND SNIFF STICKERS	\$89.94
NCB	03/11/2025	1221	AMAZON.COM	10.0.1800.400.00.4909.00	POPCORN	\$114.48
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.423.36.0000.03	SIGN HOLDER	\$26.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.03	CORRECTION GEL LIGHT FILTER	\$9.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.2130.400.00.0000.03	HOT COLD GEL PACK	\$37.95

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names     
  Exclude Voided Checks     
  Exclude Manual Checks     
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.20.0000.03	DOUBLE SIDED MAGNETIC	\$211.96
NCB	03/11/2025	1221	AMAZON.COM	10.0.1125.450.09.0000.01	SUPER BUILDING TOY SET	\$84.64
NCB	03/11/2025	1221	AMAZON.COM	10.0.2410.400.00.0000.03	KICK BANDS CHAIR BANDS FOR KIDS	\$13.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1650.400.00.0000.03	CONSTRUCTION PAPER	\$2.97
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.423.36.0000.03	MASKING TAPE	\$6.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1125.450.09.0000.01	VALENTINES DAY FOAM STICKERS	\$97.80
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.01	MAGNETIC STRIPS DOOR SECURITY DEVICES	\$15.98
NCB	03/11/2025	1221	AMAZON.COM	10.0.1800.400.00.0000.02	MAGNETIC DRY ERASE MARKERS	\$9.98
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.18.0000.03	CATALOG MAILING	\$37.32
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.01	TRANSPARENT TAPE	\$9.98
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.26.0000.03	DRY ERASE MARKERS	\$23.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.24.0000.03	ANXIEY SENSORY STICKERS	\$9.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.26.0000.02	TENNIS BADMINTON	\$353.92
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.01	80 MORNING MEETING IDEAS FOR GRADES K-2	\$21.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1650.400.00.0000.01	WATER BOTTLE STICKERS FOR KIDS	\$39.87
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.400.16.0000.03	MESH UTILITY CART	\$39.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1650.400.00.0000.03	TISSURE PAPER FOR GIFT BAGS	\$7.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1800.400.00.0000.02	DRY ERASE MARKERS	\$8.00
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.01	FACIAL TISSUE	\$87.98
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.451.00.0000.02	BOOK/TEACH YOUR CHILD TO READ	\$62.64
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.400.14.0000.02	POS-IT NOTES	\$25.97

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names     
  Exclude Voided Checks     
  Exclude Manual Checks     
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.400.16.0000.03	CUBE SENSORY TOY WITH A SUPER SOLID SQUISH	\$24.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.400.16.0000.03	ROLLING CART ORGANIZER	\$56.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.423.36.0000.03	STRESS BALLS FOR KIDS AND ADULTS	\$36.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.400.11.0000.01	WATER BOTTLE STICKERS FOR KIDS	\$75.05
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.22.0000.03	MAGNETIC PORTABLE DRY ERASE BOARD	\$179.98
NCB	03/11/2025	1221	AMAZON.COM	10.0.2410.400.00.0000.03	DIGITAL KITCHEN TIMERS FOR COOKING	\$6.69
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.78.0000.00	DRY ERASE CORK BOARD COMBO	\$27.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.2130.400.00.0000.02	SMALL BANAGES FOR FACE	\$14.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.02	FACIAL TISSUES	\$39.84
NCB	03/11/2025	1221	AMAZON.COM	10.0.2130.400.00.0000.03	GLOVES	\$15.83
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.14.0000.02	HEART SHAPE STRESS BALL	\$153.83
NCB	03/11/2025	1221	AMAZON.COM	10.0.1500.400.00.0000.00	GLITTER PAPER	\$37.98
NCB	03/11/2025	1221	AMAZON.COM	10.0.2130.400.00.0000.03	EYES SALINE SOLUTION	\$5.94
NCB	03/11/2025	1221	AMAZON.COM	10.0.1500.400.00.0000.00	NON-STICK SCISSORS	\$12.21
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.400.14.0000.02	CONSTRUCTION PAPER	\$19.84
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.24.0000.03	CUBE SENSORY TOY	\$30.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1650.400.00.0000.03	CONSTRUCTION PAPER	\$2.59
NCB	03/11/2025	1221	AMAZON.COM	10.0.2570.414.00.0000.02	STANDARD THERMAL ROLL LAMINATING FILM	\$146.06
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.78.0000.00	HEART CLOCK COSTUME PROP/WIZARD OF OZ	\$14.97
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.02	FACIAL TISSUES	\$69.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.12.0000.01	VALENTINE'S DAY TISSUE PAPER	\$53.28

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 03/01/2025 - 03/31/2025

Sort By: Vendor

Fiscal Year: 2024-2025

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	03/11/2025	1221	AMAZON.COM	10.0.1100.410.26.0000.03	PERMANENT MARKERS	\$17.97
NCB	03/11/2025	1221	AMAZON.COM	10.0.1500.400.00.0000.00	LYSOL DISINFECTANT SPRAY	\$11.48
NCB	03/11/2025	1221	AMAZON.COM	10.0.2140.400.00.0000.03	SEAT INFLATED CUSHION	\$25.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1500.400.00.0000.00	CHEERLEADING POM POMS	\$539.80
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.11.0000.01	PINK CARTOON DWARF DART BOARD WITH 12	\$35.97
NCB	03/11/2025	1221	AMAZON.COM	10.0.1200.400.00.0000.02	PENCILS/FLASH CARDS	\$78.90
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.03	INK PEN	\$9.98
NCB	03/11/2025	1221	AMAZON.COM	10.0.2560.400.00.0000.00	SHEET PROTECTORS	\$24.49
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.78.0000.00	WIZARD OF OZ COWARDLY LION-BADGE OF COURAGE	\$10.25
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.78.0000.00	CAKE BOARD ROUNDS	\$16.78
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.01	CUT TAB LETTER SIZE/DUCT TAPE	\$35.67
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.25.0000.01	DUCT TAPE	\$13.68
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.439.00.0000.03	PENCIL SHARPENER	\$24.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.26.0000.03	HUMAN SKELETON MAGNETIC ACCENTS	\$13.47
NCB	03/11/2025	1221	AMAZON.COM	10.0.1200.400.00.0000.02	FLASH CARDS	\$26.88
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.12.0000.01	GIFT PAPER BAGS	\$33.97
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.26.0000.03	MECHANICAL PENCILS WITH ERASER	\$9.88
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.03	GLASS DECODER	\$10.00
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.26.0000.03	SCOTCH TAPE	\$31.58
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.01	FACIAL TISSUE	\$69.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.423.36.0000.03	ANIMAL ERASERS FOR KIDS	\$21.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1650.400.00.0000.03	HEAVYWEIGHT TAGBOARD	\$12.42
NCB	03/11/2025	1221	AMAZON.COM	10.0.1650.400.00.0000.03	GLUE STICKS	\$5.86
NCB	03/11/2025	1221	AMAZON.COM	10.0.2410.400.00.0000.03	LAP BLANKET	\$20.90
NCB	03/11/2025	1221	AMAZON.COM	10.0.2130.400.00.0000.02	THICK MAXI PADS	\$10.84

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.439.00.0000.03	LIQUID GLUE DABBER	\$24.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.13.0000.02	POPCORN	\$51.00
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.14.0000.02	POPCORN	\$51.00
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.15.0000.02	POPCORN	\$51.00
NCB	03/11/2025	1221	AMAZON.COM	10.0.2130.400.00.0000.03	DISPOSABLE FACE MASK	\$48.85
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.01	SCHOTCH MAGIC TAPE	\$17.50
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.01	CRAYOLA CRAYON TUB	\$23.94
NCB	03/11/2025	1221	AMAZON.COM	10.0.2110.400.00.0000.02	ANXIETY WORKBOOK FOR	\$42.04
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.24.0000.03	MINI SNAKE RULER	\$9.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.26.0000.03	KIDS SCISSORS	\$8.28
NCB	03/11/2025	1221	AMAZON.COM	10.0.2140.400.00.0000.03	TOY SOLDIERS	\$15.95
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.01	DRY ERASE MARKER HOLDER	\$5.69
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.65.0000.02	TABLECLOTH PROTECTOR/COOLING	\$31.88
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.02	KLEENEX/DISH SPRAY/	\$60.41
NCB	03/11/2025	1221	AMAZON.COM	10.0.2560.400.00.0000.00	PERMANENT MARKERS	\$17.97
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.400.16.0000.03	STACKABLE PLASTIC BOOK AND ORGANIZER BINS	\$68.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.24.0000.03	CONSTRUCTION PAPER	\$55.20
NCB	03/11/2025	1221	AMAZON.COM	10.0.2130.400.00.0000.03	WATERPROOF BANDAGE	\$10.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.22.0000.01	DECODABLE STORIES TAKE HOME BOOK	\$59.96
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.11.0000.01	VALENTINE BOTTLE RING TOSS GAME/BLOCKS	\$196.83
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.26.0000.03	HAPPY FACE STICKERS	\$5.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1125.450.09.0000.01	SCISSOR SKILLS GAME/CANDY	\$219.41
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.01	BOOKS	\$97.78
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.411.00.0000.01	CONSTRUCTION PAPER	\$173.31
NCB	03/11/2025	1221	AMAZON.COM	10.0.2130.400.00.0000.03	DISINFECTANT SPRAY	\$59.64

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names     
  Exclude Voided Checks     
  Exclude Manual Checks     
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	03/11/2025	1221	AMAZON.COM	10.0.1650.400.00.0000.01	PLASTIC PATTERN BLOCKS	\$29.32
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.12.0000.01	POPCORN	\$149.40
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.12.0000.01	POPCORN	\$59.80
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.78.0000.00	MEAL PREP CAKE BOARDS	\$21.73
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.24.0000.03	SILLY PUTTY BULK VARIETY PACK	\$41.86
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.24.0000.03	SQUISHY TOY FOR KIDS	\$7.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.2410.400.00.0000.02	PETTY PAPER	\$10.06
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.23.0000.02	BOOKS	\$246.90
NCB	03/11/2025	1221	AMAZON.COM	10.0.2410.400.00.0000.02	BREAKAWAY LANYARDS	\$27.98
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.412.05.0000.00	MAGIC MOUSE 2/WIRELESS	\$74.95
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.412.05.0000.00	MONITOR/COMPUTER	\$144.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1200.400.00.0000.00	REMOVABLE ID LABELS	\$16.81
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.13.0000.02	CHESS SET BOARD GAMES FOR ADULTS	\$28.66
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.13.0000.02	TEETH TOYS GAME FOR	\$63.82
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.05.0000.00	ROLLER MAINTENANCE KIT	\$127.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.23.0000.02	PAPERBACK	\$29.92
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.15.0000.02	POSTER PAPER	\$64.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.412.05.0000.00	KIDS CASE FOR NEW IPAD	\$24.96
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.412.05.0000.00	MICROPHONE STANDS	\$97.20
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.412.05.0000.00	COMPUTER MONITOR	\$99.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.451.00.0000.02	BOOKS	\$77.70
NCB	03/11/2025	1221	AMAZON.COM	10.0.2310.340.00.0000.00	E-MAIL GIFT CARD	\$50.00
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.490.00.0000.00	HEART STICKERS/BLANK CARDS	\$31.66
NCB	03/11/2025	1221	AMAZON.COM	10.0.2320.400.00.0000.00	DESK CALENDAR	\$9.99
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.450.16.0000.03	ORIGINAL POPCORN	\$30.60
NCB	03/11/2025	1221	AMAZON.COM	10.0.2520.400.00.0000.00	PAPER PLASTIC ENVELOPES WITH BUTTON & STRING	\$21.55

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names     
  Exclude Voided Checks     
  Exclude Manual Checks     
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	03/11/2025	1221	AMAZON.COM	10.0.2520.400.00.0000.00	CANNED AIR DUSTER	\$54.49
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.22.0000.01	PAPERBACK/WHAT KIND OF ANIMAL IS IT?	\$15.29
NCB	03/11/2025	1221	AMAZON.COM	10.0.2310.340.00.0000.00	E-MAIL GIFT CARD	\$50.00
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.335.00.0000.00	FIDGET TOY	\$9.01
NCB	03/11/2025	1221	AMAZON.COM	10.0.2520.400.00.0000.00	POST-IT ARROW MESSAGE	\$6.84
NCB	03/11/2025	1221	AMAZON.COM	10.0.1100.410.22.0000.01	BOOK	\$6.46
NCB	03/11/2025	1221	AMAZON.COM	10.0.2630.400.00.0000.00	BUMBLEBEE FOIL PARTY BALLOONS	\$19.30
Check Total:						\$6,893.66
7400030075	03/06/2025	1220	AMER PRINTING HOUSE FOR THE BLIND, INC.	10.0.1200.700.00.0000.00	ReadWrite Stand Mini	\$132.26
Check Total:						\$132.26
7400030076	03/06/2025	1220	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.01	RN 1:1 NURSE	\$3,112.50
7400030076	03/06/2025	1220	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.02	RN 1:1 NURSE	\$1,575.00
7400030076	03/06/2025	1220	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.03	RN 1:1 NURSE	\$2,766.75
7400030076	03/06/2025	1220	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.01	RN 1:1 NURSE	\$2,550.00
7400030076	03/06/2025	1220	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.02	RN 1:1 NURSE	\$2,625.00
7400030076	03/06/2025	1220	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.03	RN 1:1 NURSE	\$2,507.25
7400030076	03/06/2025	1220	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.01	RN 1:1 NURSE	\$2,100.00
7400030076	03/06/2025	1220	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.02	RN 1:1 NURSE	\$1,050.00
7400030076	03/06/2025	1220	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.03	RN 1:1 NURSE	\$2,229.75
Check Total:						\$20,516.25
7400030131	03/19/2025	1235	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.01	RN 1:1 NURSE	\$2,737.50
7400030131	03/19/2025	1235	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.02	RN 1:1 NURSE	\$2,625.00

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030131	03/19/2025	1235	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.03	RN 1:1 NURSE	\$2,793.00
7400030131	03/19/2025	1235	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.01	RN 1:1 NURSE	\$2,100.00
7400030131	03/19/2025	1235	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.02	RN 1:1 NURSE	\$2,100.00
7400030131	03/19/2025	1235	AMERGIS HEALTHCARE STAFFING, INC.	10.0.2130.300.00.0000.03	RN 1:1 NURSE	\$2,219.25
Check Total:						\$14,574.75
NCB	03/14/2025	1232	AMERIPRISE FINANCIAL SERVICES INC.	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$405.72
Check Total:						\$405.72
7400030077	03/06/2025	1220	AMY SENIOR	10.0.2310.300.00.0000.00	BOE/3/6/25 REMOTE	\$90.00
Check Total:						\$90.00
NCB	03/11/2025	1221	ANDERSON LOCK	20.0.2540.400.00.0000.03	KEYS	\$117.14
Check Total:						\$117.14
7400030078	03/06/2025	1220	ANDERSON LOCK	20.0.2540.400.00.0000.03	CONTROL KEY	\$186.90
Check Total:						\$186.90
7400030132	03/19/2025	1235	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$125.64
Check Total:						\$125.64
7400030079	03/06/2025	1220	AT&T MOBILITY	20.0.2540.340.00.0000.00	TELEPHONE	\$179.12
Check Total:						\$179.12
7400030080	03/06/2025	1220	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$517.41
Check Total:						\$517.41
7400030133	03/19/2025	1235	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$1,008.67
7400030133	03/19/2025	1235	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$381.74
7400030133	03/19/2025	1235	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$395.24
Check Total:						\$1,785.65
NCB	03/14/2025	1232	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,050.00
NCB	03/14/2025	1232	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$790.00
NCB	03/14/2025	1232	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$10,112.80

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 03/01/2025 - 03/31/2025

Sort By: Vendor

Fiscal Year: 2024-2025

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	03/11/2025	1221	BEHAVIOR UNIVERSITY	10.0.2410.312.00.0000.01	SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT WITH	\$39.00	
						Check Total:	\$11,991.80
7400030134	03/19/2025	1235	BEYOND THE STARS PERFORMING ARTS ACAD	10.0.1100.410.78.0000.00	THE WIZARD OF OZ COWARDLY LION &	\$80.00	
						Check Total:	\$80.00
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$119.20	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.15	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$74.50	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$89.40	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.15	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$59.60	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.15	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$104.30	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.15	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$59.60	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.15	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$104.30	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.15	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$74.50	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$89.40	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$44.85	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.20	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$59.80	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.20	
7400030081	03/06/2025	1220	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$29.90	
						Check Total:	\$1,022.65
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.20	
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$59.80	
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.20	
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$59.80	

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 03/01/2025 - 03/31/2025 Sort By: Vendor  
 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names  Exclude Voided Checks  Exclude Manual Checks  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$29.90
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$89.70
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.20
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$89.70
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$59.80
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$28.40
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$104.65
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.20
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$59.80
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	LOW FAT	\$14.20
7400030135	03/19/2025	1235	BOB'S DAIRY SERVICE	10.0.2560.415.00.0000.00	SKIM CHOCOLATE	\$74.75
Check Total:						\$727.30
NCB	03/11/2025	1221	BREAKOUT, INC.	10.0.1100.316.05.0000.00	REFUND/TAXES	(\$112.41)
Check Total:						(\$112.41)
7400030082	03/06/2025	1220	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.03	Liner 40x46 0.9mil Blue	\$124.85
Check Total:						\$124.85
7400030083	03/06/2025	1220	CARNEGIE LEARNING	10.0.1100.420.00.0000.02	Teacher Implementation Guide Grade 4	\$212.20
7400030083	03/06/2025	1220	CARNEGIE LEARNING	10.0.1100.420.00.0000.02	Teacher Implementation Guide Grade 5	\$212.20
7400030083	03/06/2025	1220	CARNEGIE LEARNING	10.0.1100.420.00.0000.02	ClearMath Resource Book Grade 3	\$116.70
7400030083	03/06/2025	1220	CARNEGIE LEARNING	10.0.1100.420.00.0000.02	ClearMath Student Practice Book Grade 3	\$117.89
Check Total:						\$658.99
7400030084	03/06/2025	1220	CASSANDRA STRINGS, INC.	10.0.1100.323.31.0000.00	SCHOOL INSTRUMENT REPAIRVIOLIN	\$16.99
7400030084	03/06/2025	1220	CASSANDRA STRINGS, INC.	10.0.1100.323.31.0000.00	D'ADDARIO NATURAL ROSIN/DARK	\$71.88

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030084	03/06/2025	1220	CASSANDRA STRINGS, INC.	10.0.1100.323.31.0000.00	\$-10.78 DISC Applied - D'ADDARIO NATURAL	(\$10.78)
Check Total:						\$78.09
7400030136	03/19/2025	1235	CHANDANI & BURNS, LLC	10.0.2150.300.00.0000.00	SPEECH AND LANGUAGE THERAPY	\$7,140.00
Check Total:						\$7,140.00
NCB	03/11/2025	1221	CITGO	20.0.2540.464.00.0000.00	GAS FOR DISTRICT TRUCK	\$97.86
NCB	03/11/2025	1221	CITGO	20.0.2540.464.00.0000.00	DIESEL DIST TRACTORS	\$68.49
NCB	03/11/2025	1221	CITGO	20.0.2540.464.00.0000.00	GAS DIST TRUCK	\$83.85
NCB	03/14/2025	1230	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$24,672.88
NCB	03/14/2025	1230	COLE TAYLOR BAN_SIT	20.3.0499.300.00.0000.00	STATE TAX	\$919.77
NCB	03/03/2025	1226	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$7,476.42
NCB	03/03/2025	1227	COLE TAYLOR BANK	10.0.1100.801.00.0000.00	THIS Retiree Insurance	\$11,876.19
NCB	03/03/2025	1228	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	(\$0.17)
NCB	03/03/2025	1228	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$51,747.93
NCB	03/06/2025	1234	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$1,299.52
NCB	03/06/2025	1234	COLE TAYLOR BANK	20.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$500.48
NCB	03/06/2025	1234	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$10,011.26
NCB	03/06/2025	1234	COLE TAYLOR BANK	20.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$2,713.71
NCB	03/06/2025	1234	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$1,299.52
NCB	03/06/2025	1234	COLE TAYLOR BANK	20.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$503.80
NCB	03/03/2025	1226	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$1,004.20
NCB	03/06/2025	1234	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	(\$0.01)
NCB	03/06/2025	1234	COLE TAYLOR BANK	10.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$10,034.40
NCB	03/06/2025	1234	COLE TAYLOR BANK	20.3.0499.400.00.0000.00	MUNICIPAL RETIREMENT	\$2,739.23
NCB	03/03/2025	1226	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$0.06
NCB	03/03/2025	1228	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$429.01
NCB	03/14/2025	1229	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	\$10,585.22
NCB	03/14/2025	1229	COLE TAYLOR BANK_FIT	20.3.0499.700.10.0000.00	NON-CAPITAL EQUIPMENT	\$2,628.48
NCB	03/14/2025	1229	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$51,892.87
NCB	03/14/2025	1229	COLE TAYLOR BANK_FIT	20.3.0499.200.00.0000.00	FEDERAL TAX	\$2,048.86

**Lincolnwood School District 74**

**Disbursement Detail Listing**

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount	
NCB	03/14/2025	1229	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$17,151.26	
NCB	03/14/2025	1229	COLE TAYLOR BANK_FIT	20.3.0499.800.20.0000.00	TERMINATION/VACATION PAYMENTS	\$614.70	
						Check Total:	\$212,399.79
7400030137	03/19/2025	1235	COMED	20.0.2540.466.00.0000.00	ELECTRICITY	\$10,667.46	
						Check Total:	\$10,667.46
NCB	03/11/2025	1221	COMPONENT HARDWARE GROUP, INC.	20.0.2540.400.00.0000.03	WHITE LED COOLER LIGHT	\$189.04	
						Check Total:	\$189.04
7400030085	03/06/2025	1220	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	CLEANING OF SIDEWALKS/ICE CONTROL	\$1,215.00	
7400030085	03/06/2025	1220	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	LOT ICE CONTROL/2/12/25	\$1,330.00	
7400030085	03/06/2025	1220	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	LOT ICE CONTROL/2/13/25	\$665.00	
7400030085	03/06/2025	1220	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	LOT ICE CONTROL/2/15/25 & 2/16/25	\$1,330.00	
7400030085	03/06/2025	1220	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	CLEANING OF SIDEWALKS/PER	\$945.00	
						Check Total:	\$5,485.00
NCB	03/11/2025	1221	COZZINI BROS., INC.	10.0.2560.300.00.0000.00	KNIFE SERVICE	\$48.00	
NCB	03/11/2025	1221	COZZINI BROS., INC.	10.0.2560.300.00.0000.00	KNIFE SERVICE	\$48.00	
NCB	03/11/2025	1221	COZZINI BROS., INC.	10.0.2560.300.00.0000.00	KNIFE SERVICE	\$48.00	
						Check Total:	\$144.00
7400030138	03/19/2025	1235	CULLIGAN QUENCH-1	10.0.2410.300.00.0000.01	QUENCH 730-U	\$109.78	
						Check Total:	\$109.78
7400030086	03/06/2025	1220	DAVID MENSCH	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS PARK VIEW/2/20/25	\$61.00	
						Check Total:	\$61.00
7400030087	03/06/2025	1220	DAVID RUSSO	10.0.2320.312.00.0000.00	MILEAGE REIMBURSEMENT/CAREER	\$288.40	
						Check Total:	\$288.40
7400030139	03/19/2025	1235	DEHEN CHEER	10.0.1500.400.00.0000.00	Cheer Package deal uniform to include shell style top	\$2,950.00	

**Lincolnwood School District 74**

**Disbursement Detail Listing**

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount	
						Check Total:	\$2,950.00
7400030088	03/06/2025	1220	DENIS NEMMERS	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS FAIRVIEW/2/25/25	\$61.00	
						Check Total:	\$61.00
7400030124	03/14/2025	1224	DISTRICT 74	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$232.75	
7400030124	03/14/2025	1224	DISTRICT 74	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$9.50	
7400030124	03/14/2025	1224	DISTRICT 74	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$17.10	
7400030124	03/14/2025	1224	DISTRICT 74	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$6.65	
						Check Total:	\$266.00
NCB	03/11/2025	1221	DOLLAR TREE STORES, INC.	10.0.1100.450.12.0000.01	PUZBUG PUZZLE	\$33.75	
NCB	03/11/2025	1221	DOLLAR TREE STORES, INC.	10.0.1100.450.12.0000.01	PUZBUG PUZZLE	\$11.25	
						Check Total:	\$45.00
7400030140	03/19/2025	1235	DONE DEAL PROMOTIONS	10.0.1100.449.00.0000.03	T-SHIRT	\$534.00	
						Check Total:	\$534.00
7400030141	03/19/2025	1235	DUPAGE FEDERATION ON HUMAN SERV REFORM	10.0.1200.300.00.0000.00	TELEPHONIC INTERPRETATION SERVICES	\$77.70	
						Check Total:	\$77.70
NCB	03/11/2025	1221	EASTERN ILLINOIS UNIVERSITY	10.0.2320.640.00.0000.00	REGISTRATION CANCELLED	(\$200.00)	
NCB	03/11/2025	1221	EBAY	10.0.1100.412.05.0000.00	WIRELESS REMOTE CONTROL	\$25.98	
						Check Total:	(\$174.02)
7400030142	03/19/2025	1235	ELIZABETH STERBA	10.0.1100.410.78.0000.00	EXPENSE REIMBURSEMENT/MUSICAL	\$63.00	
						Check Total:	\$63.00
NCB	03/11/2025	1221	ERIE VEHICLE COMPANY	20.0.2540.550.00.0000.00	IPRF GRANT LIFT GATE	\$4,471.60	
						Check Total:	\$4,471.60
7400030089	03/06/2025	1220	ERIN CURRY	10.0.2210.312.00.0000.00	MILEAGE REIMBURSEMENT	\$35.00	
						Check Total:	\$35.00
7400030143	03/19/2025	1235	FEDEX	10.0.1100.741.05.0000.00	DELIVERY CHARGES/CHRISTINE	\$15.83	
						Check Total:	\$15.83
7400030144	03/19/2025	1235	FILTER SERVICES INC.	20.0.2540.400.00.0000.01	MAINTENANCE SUPPLIES - TODD -- FSI PN	\$1,309.45	

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 03/01/2025 - 03/31/2025 Sort By: Vendor  
 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names  Exclude Voided Checks  Exclude Manual Checks  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030144	03/19/2025	1235	FILTER SERVICES INC.	20.0.2540.400.00.0000.03	MAINTENANCE SUPPLIES - LINCOLN --FSI PN	\$1,578.92
7400030144	03/19/2025	1235	FILTER SERVICES INC.	20.0.2540.400.00.0000.02	MAINTENANCE SUPPLIES - RUTLEDGE --FSI PN	\$1,397.98
7400030144	03/19/2025	1235	FILTER SERVICES INC.	20.0.2540.400.00.0000.04	MAINTENANCE SUPPLIES - ADMIN BLDG FSI PN	\$266.14
Check Total:						\$4,552.49
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.331.00.0000.00	HOME TO SCHOOL SD 74 FEB 2025	\$104,332.32
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH BASKETBALL 8TH/7TH TO MCCracken/2/4/2025	\$178.89
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH FIELD TRIP FIELD MUSEUM BUS 1 OF 4	\$314.11
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH FIELD TRIP FIELD MUSEUM BUS 2 OF	\$360.56
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH FIELD TRIP FIELD MUSEUM BUS 3 OF	\$315.49
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH FIELD TRIP FIELD MUSEUM BUS 4 OF	\$317.57
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH FIELD TRIP NILES WEST BUS 1 OF 3 ON 2/6/2025	\$176.81
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH FIELD TRIP NILES WEST BUS 2 OF 3 ON 2/6/2025	\$230.90
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH FIELD TRIP NILES WEST BUS 3 OF 3 ON 2/6/25	\$242.69
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH BOYS BSKETBALL/CHEER/2/7/202	\$105.39
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH BOYS BASKETBALL/CHEER 8TH ON	\$147.69

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH BOYS BASKETBALL 7TH/2/20/2025	\$106.09
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH BOYS BASKETBALL/CHEER 8TH ON	\$143.53
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH BOYS BASKETBALL 6TH/7TH ON 2/25/2025	\$168.49
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH ROBOTICS 2/27/2025	\$175.43
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH BOYS BAKETBALL 7TH ON 2/27/2025	\$232.28
7400030145	03/19/2025	1235	FIRST STUDENT, INC.	40.0.2550.330.00.0000.00	LH BOYS BASKETBALL 8TH ON 2/27/2025	\$233.67
Check Total:						\$107,781.91
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Ricky Ricotta's mighty robot vs. the unpleasant penguins	\$16.24
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Ricky Ricotta's mighty robot vs. the uranium unicorns	\$16.24
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Ricky Ricotta's mighty robot vs. the video vultures from	\$16.24
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Sidney the lonely cloud (#2263RA7)	\$17.75
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Snow day in May (#1736QV3)	\$5.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Book Cataloging and Processing	\$48.09
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	10 spooky pumpkins (#1727TP7)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Biscuit in the garden (#0867LE1)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Crazy mammals (#2311UF4)	\$21.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 03/01/2025 - 03/31/2025

Sort By: Vendor

Fiscal Year: 2024-2025

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
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Diary of a wimpy kid : box of books.1-4 [4-item set]	\$56.78
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Doggo and Pupper search for cozy (#2105TB5)	\$9.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Dragon's fat cat (part of set #A37120X) (#1169MV2)	\$14.18
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Dragon's Halloween (part of set #A37120X) (#1397VZ3)	\$15.02
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	A friend for Dragon (part of set #A37120X) (#1205QUX)	\$14.18
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Endangered mammals around the world	\$23.54
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Gray wolves : howling pack mammals (#0653BS3)	\$20.04
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Grizzly bears : huge hibernating mammals	\$20.04
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	If you take a mouse to the movies : a special Christmas	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Just discovered mammals (#2237TE3)	\$18.80
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	The Library Fish (#1868GV4)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Marya Khan and the incredible henna party (part	\$6.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Missing Violet (#2083DB5)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Principal for a day (#1748WV5)	\$15.02
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Ricky Ricotta's mighty robot (part of set #A235977)	\$16.24

**Lincolnwood School District 74**

**Disbursement Detail Listing**

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 03/01/2025 - 03/31/2025

Sort By: Vendor

Fiscal Year: 2024-2025

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
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Ricky Ricotta's mighty robot vs. the Jurassic jackrabbits	\$15.35
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Ricky Ricotta's mighty robot vs. the mecha-monkeys	\$16.24
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Ricky Ricotta's mighty robot vs. the mutant mosquitoes	\$16.24
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Ricky Ricotta's mighty robot vs. the naughty	\$16.24
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Ricky Ricotta's mighty robot vs. the stupid stinkbugs	\$16.24
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	100 mighty dragons all named Broccoli (#2580KA1)	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Acorn was a little wild (#1868SV1)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Apple pie tired (#2733FE9)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Biscuit feeds the pets (#1023JF5)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	A bold pumpkin plan (#2749JE1)	\$14.29
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Bonaparte falls apart (#1210DH2)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	The curious why (#2896JD6)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Diary of a wimpy kid : box of books.5-8 [4-item set]	\$56.78
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Gustavo, the shy ghost (#1398JY4)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	I am thankful : a story about gratitude and family	\$12.99

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 03/01/2025 - 03/31/2025

Sort By: Vendor

Fiscal Year: 2024-2025

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
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	If you take a mouse to the movies (#38397B2)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	It's winter! (#2617AE2)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Jump for Joy (#2080UD6)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Just one flake (#2218SC5)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Love, the Earth (#2344UD3)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Marya Khan and the awesome adventure park	\$6.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Marya Khan and the fabulous jasmine garden	\$6.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Marya Khan and the spectacular fall festival (part	\$6.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Moon River (#1447SP7)	\$24.25
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Pick a pine tree (#1718CBX)	\$12.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Piper Chen sings (#2148GD8)	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Poultrygeist (#1769BR7)	\$16.81
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Singing in the rain (#1523QH5)	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Spooky, scary skeletons (#2471SF7)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	A Stickler Christmas (#2472DF4)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Taylor Swift : iconic music industry trailblazer	\$24.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

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Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Ten apples up on top! (#24431B4)	\$9.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	There was an old lady who swallowed a bell!	\$6.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Trick or treat, Crankenstein (#1921ZN5)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	A very brave witch (#00085C6)	\$9.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.01	Book Cataloging and Processing	\$54.72
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Scaredy-cat, Splat! (#0552RY8)	\$12.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Second to none (#2058ZG1)	\$17.14
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Sometimes we fall (#2259VE1)	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Spy school at sea (#1909EY2)	\$17.53
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Spy school goes wild (#2181PF7)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Animal jokes (#2034JC6)	\$23.00
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The attacks of September 11, 2001 (#0131HZ8)	\$30.70
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The Baby-sitters Club. 16,Kristy and the walking	\$72.75
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Baby-sitters little sister. 9,Karen's grandmothers	\$72.75
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The Bad Guys in The serpent and the beast	\$31.72

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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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
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	A bite above the rest (#2219CE1)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Bonaparte falls apart (#1210DH2)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The boy who tried to shrink his name (#1624DZ9)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Cat Ninja. 4,Welcome to the burbs (part of set	\$21.46
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Contenders : two Native baseball players, one World	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The crayons trick or treat (#2818CAX)	\$9.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Diary of a wimpy kid : Greg Heffley's journal	\$29.90
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Dog days (#1443UV5)	\$29.90
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Fairy Tale Fan Club : legendary letters collected	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Ferris (#2346LD0)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The Flicker (#2210JE5)	\$18.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	A flicker of hope (#2933FC1)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Fright School (#1093YQ2)	\$16.81
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The ghost who was afraid of everything (#2293YE7)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The gilded girl (#1647KU9)	\$18.37
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Give me something good to eat (#2260PE6)	\$17.74

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Goosebumps, the graphic novel. The haunted mask	\$24.25
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Greeking out. Heroes and Olympians (#2334WF9)	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Henry, like always (#2886AA0)	\$14.95
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Spy school project X (#2687GC8)	\$17.53
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Spy School secret service (#1131JR0)	\$17.53
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Sunny makes her case (#2850RC6)	\$24.25
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Super snacks in 15 minutes or less (#2634SC9)	\$25.54
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Sweet treats in 15 minutes or less (#2634RC1)	\$25.54
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Tales of brave and brilliant girls from the Greek myths	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	There's a ghost in this house (#1729UU8)	\$27.96
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	This book is definitely not cursed (#2219KEX)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	This is not a valentine (#1591LG6)	\$14.95
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Trick or treat from the Black Lagoon (#1047SE9)	\$24.00
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Trick or treat on Monster Street (#19233X7)	\$16.78
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Trick or treat on Scary Street (#2780KF1)	\$18.67

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
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The ugly truth (#1443VV2)	\$29.90
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Wagnificent. 1,The adventures of Thunder and	\$21.46
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	What happened to you? (part of set #A668156)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	You're so amazing! (part of set #A668156) (#2055TD4)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	What is the story of Godzilla? (#2738WE4)	\$16.69
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Wings of fire. The graphic novel.Book three,The	\$43.22
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The witches : the graphic novel (#1889AB4)	\$48.50
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The wolf, the duck, & the mouse (#1155VG4)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The worry (less) book : feel strong, find calm, and tame	\$15.88
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Book Cataloging and Processing	(\$4.06)
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Hilo. Book 10,Rise of the cat (#2138SDX)	\$14.95
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Hot mess (#2422HE8)	\$44.85
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	How I spent my summer vacation (#38102X8)	\$16.69
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	How to build a haunted house (#1468EZ4)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	How to catch a groundhog (#2700SE8)	\$12.99

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	How to make friends with a ghost (#1627AXX)	\$17.53
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	I am money : and I don't grow on trees (#2024ED2)	\$14.95
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	I survived the attacks of September 11, 2001	\$24.25
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	I survived the battle of D-Day, 1944 (#2870ZC5)	\$43.22
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	I survived the Black death, 1348 (#2013SF9)	\$32.48
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	I survived the destruction of Pompeii, AD 79 (#2804GD2)	\$43.22
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Joao by a thread (#1733JZ6)	\$18.64
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Just keep walking (#2871DC1)	\$17.14
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Katie the catsitter. #4,The purrfect plan (#2485BF4)	\$43.44
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The kindness book (#1148DW8)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The legend of the last library (#2095MD5)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The legendary Mo Seto (#2218ZE2)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The lightning thief (#1241GZ4)	\$18.37
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Lila and the jack-o'-lantern : Halloween comes to	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Little Ghost makes a friend (#2223UEX)	\$18.67

Lincolnwood School District 74

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Magic : once upon a faraway land (#1623HZ1)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Magnolia Wu unfolds it all (#2508PE8)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Mauntie and me (#2951QE6)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Milo's monster (#2106AB3)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The missing pieces of me (#1391SD3)	\$17.06
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The museum on the moon : the curious objects on the	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Nana, Nenek & Nina (#1636EX8)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Pig the monster (#1727VP1)	\$14.95
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The cure (part of set #A684321) (#2024YB1)	\$16.69
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Hunt : an original novel (part of set #A684321)	\$16.69
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Infected (part of set #A684321) (#2391CA6)	\$16.69
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Ravi's roar (#1386JX8)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The rock in my throat (#2362BE1)	\$14.29
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	A royal conundrum (#2140PD2)	\$14.95
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Amma's sari (#2833HDX)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Carter Avery's tricky fourth-grade year	\$17.74

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Cat problems (#1983DP7)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Climbing the volcano : a journey in haiku	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	A dupatta is... (#2106MB0)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Flubby does not like Valentine's Day (#2549PCX)	\$9.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Frankenslime (#1943JN2)	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Guts for glory : the story of Civil War soldier Rosetta	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Hilo. Book 9,Gina and the last city on Earth	\$14.95
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Hip-hop : the beat of America (#2156YEX)	\$21.46
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	I quit (#2398NE3)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The Keeper (#1700ZU6)	\$16.81
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Knots (#2543GF0)	\$24.25
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The last comics on Earth. #2,Too many villains!	\$14.95
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The lonely below (#2798TD7)	\$14.95
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	A love letter to my library (#2024FDX)	\$14.95
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Lunar New Year : a celebration of family and	\$10.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Meesha makes friends (#1825MC1)	\$18.67

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 03/01/2025 - 03/31/2025

Sort By: Vendor

Fiscal Year: 2024-2025

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
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The national parks : preserving America's wild	\$21.46
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Next stop (#2171VD9)	\$21.72
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Nothing's wrong! : a hare, a bear, and some pie to share	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The old Willis place : a ghost story graphic novel	\$48.50
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The one and only family (#2559AD4)	\$39.20
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Perfectly Norman (#1425TL8)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	A polar bear in the snow (#1715GBX)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Read at your own risk (#2174ZE5)	\$27.98
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Rosa Parks & Claudette Colvin : civil rights heroes	\$21.46
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Ruby finds a Worry (#1563UU2)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Ryan Heshka's Abc Spookshow (#1847VTX)	\$14.92
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The secret language of birds (#2261JE9)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Telephone of the tree (#2509LE5)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	We found a hat (#1061AB6)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	When you love a book (#2512DE8)	\$18.67

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names     
  Exclude Voided Checks     
  Exclude Manual Checks     
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Where's Waldo? (#0492NR9)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The yellow bus (#2171LE4)	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Book Cataloging and Processing	(\$0.21)
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Amy Wu and the Lantern Festival (#2185BF0)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Animal Rescue Friends (#1839GQ3)	\$20.87
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	An Asian American A to Z : a children's guide to our	\$18.64
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The Baby-Sitters Club 17 --Mallory and the Trouble	\$72.75
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The Bad Guys in One last thing (#2012UF7)	\$31.72
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The big book of baking for kids : favorite recipes to	\$22.39
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The boldest white : a story of hijab and community	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Cactus Queen : Minerva Hoyt establishes Joshua	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Catninja. 1 (part of set #A547987) (#1852PA4)	\$13.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Curveball (#2302HD4)	\$22.56
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Dog Man. Big Jim begins (#2997HE0)	\$44.85
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Dog Man. For whom the ball rolls (#1039WV4)	\$12.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Doodleville (#1682MB8)	\$20.53

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Doodleville. Art attacks! (#1709HZ3)	\$20.53
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Monster hands (#2510TE1)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Mt. Vesuvius erupts! : Pompeii, 79 CE (#1694ZZ7)	\$23.12
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The mystery of locked rooms (#2997QF4)	\$17.53
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Narwhal : unicorn of the Arctic (#2471PF5)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The Night Librarian (#2508SEX)	\$23.32
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	No such thing (#1889LY2)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	No trick-or-treating! : superscary superspecial	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Not the worst friend in the world (#2077CD4)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The ofrenda that we built (#2504DF3)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The entity (part of set #A684321) (#2805AD5)	\$16.69
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Piggy --Traitor (part of set #A684321) (#2142MG8)	\$17.14
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The Racc Pack. Volume 1 (#2273ZD5)	\$13.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The reptile room (#23682U5)	\$31.76
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The ribbon skirt (#2012SF2)	\$21.61

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 03/01/2025 - 03/31/2025

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Fiscal Year: 2024-2025

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

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Exclude Manual Checks

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Shadow fox (#2950PE2)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Sidekicks. Book 1 (#2997BE7)	\$24.25
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Sister friend (#2833UD4)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The snow thief (#2705CE3)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Spark (#1919BN6)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Spider in the well (#2424CD6)	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Summer vamp (#2261HE4)	\$21.46
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Tales from a not-so-bratty little sister (#2651QF0)	\$29.90
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	That's life! (#1281UZ8)	\$17.64
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Timid (#2852MC2)	\$24.25
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The transcontinental railroad : crossing the divide	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Tricky chopsticks (#2278JD0)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Tryouts (#2251CE2)	\$21.46
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Unhappy camper	\$24.25
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Vampenguin (#1804GQ5)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	A very brave witch (#00085C6)	\$9.99
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Whale fall : exploring an ocean-floor ecosystem	\$18.67

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names     
  Exclude Voided Checks     
  Exclude Manual Checks     
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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Whatever after, the graphic novel. 1,Fairest of all	\$24.25
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Wings of fire. The graphic novel.Book eight,Escaping	\$64.83
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The Witching Wind (#2995ZE9)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	World War II : fight on the home front (#2704QC2)	\$21.46
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	You're going to love this book! (#2815MD8)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Book Cataloging and Processing	(\$5.48)
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Faker (#2798SDX)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The first cat in space and the wrath of the paperclip	\$33.62
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The first week of school (#2220GE9)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Freedom on the sea : the true story of the Civil War	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	A friend for Ghost (#1774ZZ0)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Fright Club (#0559SU7)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The frindle files (#2472QF9)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Garlic & the witch (#1747EZ0)	\$44.78
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Good different (#2381VA9)	\$18.67

**Lincolnwood School District 74**

**Disbursement Detail Listing**

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 03/01/2025 - 03/31/2025

Sort By: Vendor

Fiscal Year: 2024-2025

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
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The great Zoodini (#2652HE3)	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Hardly haunted (#1808CQ1)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Hazel and the spooky season (#2612WC4)	\$17.71
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Hidden hope : how a toy and a hero saved lives	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Hilo Book 11 The Great Space Iguana (#2233QG2)	\$14.95
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Hummingbird season (#2158VE0)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	I am we : a book of community (#2072GF8)	\$15.88
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	In the dark (#2495VC0)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	The last apple tree (#2510CE8)	\$17.74
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Let it glow (#2398FE5)	\$19.60
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Let's go, Coco! (#2652YE7)	\$24.25
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Library girl (#2605LF2)	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Life after whale : the amazing ecosystem of a	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Lights out : a movement to save migrating birds	\$18.67
7400030090	03/06/2025	1220	FOLLETT CONTENT SOLUTIONS, LLC	10.0.2220.400.00.0000.02	Lucky scramble (#2931EC1)	\$20.53
Check Total:						\$5,297.41

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 03/01/2025 - 03/31/2025 Sort By: Vendor  
 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names  Exclude Voided Checks  Exclude Manual Checks  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount	
NCB	03/11/2025	1221	GIMKIT	10.0.1100.316.05.0000.00	GIMKIT PRO/FEB 12, 2025-FEB 12, 2026	\$59.88	
						Check Total:	\$59.88
7400030091	03/06/2025	1220	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	SOUFF CUP PRNTN	\$26.44	
7400030091	03/06/2025	1220	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	APPLE/CHEESE/LETTUCE/BA GEL	\$2,024.79	
7400030091	03/06/2025	1220	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	CUTLERY WPD FORK/PLAS CONT	\$235.00	
7400030091	03/06/2025	1220	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	APPLE/BUTTER/EGG/BREAD	\$1,975.99	
7400030091	03/06/2025	1220	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	PRNTN LID/NAPKIN	\$124.42	
7400030091	03/06/2025	1220	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	APPLE/BUTTER/BAGEL/JELLY	\$1,407.55	
7400030091	03/06/2025	1220	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	APPLE/EGG/SOUR CREAM	\$1,224.87	
						Check Total:	\$7,019.06
7400030146	03/19/2025	1235	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CREDIT/SYRUP PANCK MAPL	(\$139.74)	
7400030146	03/19/2025	1235	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	TRAY	\$60.92	
7400030146	03/19/2025	1235	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CELERY/CREAM	\$1,302.80	
7400030146	03/19/2025	1235	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	DETRGNT	\$53.08	
7400030146	03/19/2025	1235	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	AMER CHEESE/APPLE/BAGEL	\$1,514.06	
7400030146	03/19/2025	1235	GORDON FOOD SERVICE	10.0.2560.400.00.0000.00	KNIFE PLAS/TRAY	\$388.23	
7400030146	03/19/2025	1235	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	CHEESE/PICKLE SPEAR/SOUR CREAM	\$1,615.65	
						Check Total:	\$4,795.00
NCB	03/11/2025	1221	GRAINGER	20.0.2540.400.00.0000.01	MAINTENANCE SUPPLIES	\$21.78	
						Check Total:	\$21.78
7400030092	03/06/2025	1220	GRAINGER	20.0.2540.400.00.0000.01	PRESSURE WASHER HOSE/QUICK COUPLING	\$264.70	
						Check Total:	\$264.70
NCB	03/11/2025	1221	GREATWORKS THEATRE	10.0.1100.314.04.0000.01	TOURING SHOWS/FRACTURED FAIRY	\$795.00	
						Check Total:	\$795.00

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030093	03/06/2025	1220	GSF USA, INC.	10.0.1100.319.00.0000.00	CROSSING GUARD/2/03/25-2/28/25	\$1,066.34
7400030093	03/06/2025	1220	GSF USA, INC.	20.0.2540.322.00.0000.00	JANITORIAL SERVICES/3/1/2025 TO	\$42,203.83
						Check Total: \$43,270.17
7400030147	03/19/2025	1235	HAYLEY REYNOLDS	10.0.1100.410.78.0000.00	EXPENSE REIMBURSEMENT/THE	\$341.38
						Check Total: \$341.38
7400030094	03/06/2025	1220	HEARTLAND	10.0.2560.470.00.0000.00	FOOD SERVICES SOFTWARE/3/01/25-2/28/	\$4,246.00
						Check Total: \$4,246.00
7400030148	03/19/2025	1235	HILLARY SCHROER	10.0.2520.300.00.0000.00	MILEAGE REIMBURSEMENT/JURY DUTY	\$203.69
						Check Total: \$203.69
7400030095	03/06/2025	1220	IGS ENERGY	20.0.2540.465.00.0000.00	NATURAL GAS	\$13,678.35
						Check Total: \$13,678.35
7400030096	03/06/2025	1220	IGS ENERGY-1	20.0.2540.466.00.0000.00	ELECTRICITY	\$11,007.98
						Check Total: \$11,007.98
NCB	03/11/2025	1221	ILLINOIS ASBO	20.0.2540.312.00.0000.00	2025 FPC SCHOOL DISTRICT REGISTRATION	\$205.00
NCB	03/11/2025	1221	ILLINOIS ASSOCIATION OF SCHOOL BOARDS	10.0.2310.312.00.0000.00	JV/DR SPRING DINNER MTG	\$136.00
NCB	03/11/2025	1221	ILLINOIS HOLOCAUST MUSEUM & EDUC CTR	10.0.1100.314.04.0000.03	FIELD TRIP	\$10.00
						Check Total: \$351.00
7400030097	03/06/2025	1220	IMAGETEC	10.0.2570.323.00.0000.00	BLACK TONER	\$102.99
						Check Total: \$102.99
7400030149	03/19/2025	1235	IMAGETEC	10.0.2570.323.00.0000.00	COPIER MAINTENANCE	\$2,258.83
						Check Total: \$2,258.83
7400030150	03/19/2025	1235	ISABELLA MULLANE	10.0.1100.230.00.0000.00	TUITION REIMBURSEMENT	\$1,017.01
						Check Total: \$1,017.01
NCB	03/11/2025	1221	JEWEL-OSCO	10.0.1500.400.21.0000.03	GUMMIE BEARS/BALLOONS	\$177.52
NCB	03/11/2025	1221	JEWEL-OSCO	10.0.1500.400.21.0000.03	EGGS/BUTTERS	\$47.95

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount	
NCB	03/11/2025	1221	JEWEL-OSCO	10.0.1500.400.21.0000.03	SNYDR PRTZLS	\$9.99	
NCB	03/11/2025	1221	JEWEL-OSCO	10.0.1100.450.57.0000.03	TOSITOS/CREAMR HLF HLF	\$49.67	
						Check Total:	\$285.13
7400030151	03/19/2025	1235	JOHN H. FIX	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS PARKVIEW/12/4/2024	\$92.00	
						Check Total:	\$92.00
7400030098	03/06/2025	1220	KEVIN PLACH	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS OL ORCHARD/2/18/25	\$61.00	
						Check Total:	\$61.00
7400030099	03/06/2025	1220	KINGS 111 OF AMERICA, LLC	20.0.2540.340.00.0000.00	ELEVATOR PHONE/3/1/2025-3/31/20	\$24.17	
7400030099	03/06/2025	1220	KINGS 111 OF AMERICA, LLC	20.0.2540.340.00.0000.00	GSA OPEN MARKET ITEM/3/1/2025-3/31/2025	\$15.00	
7400030099	03/06/2025	1220	KINGS 111 OF AMERICA, LLC	20.0.2540.340.00.0000.00	ELEVATOR PHONE/3/1/2025-3/31/20	\$24.17	
7400030099	03/06/2025	1220	KINGS 111 OF AMERICA, LLC	20.0.2540.340.00.0000.00	GSA OPEN MARKET ITEM/3/1/2025-3/31/2025	\$15.00	
						Check Total:	\$78.34
NCB	03/11/2025	1221	LEARNING A-Z	10.0.1250.300.00.4300.00	RP-SCHOOL	\$868.00	
NCB	03/14/2025	1232	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$425.00	
NCB	03/14/2025	1232	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$150.00	
NCB	03/14/2025	1232	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$4,166.66	
NCB	03/14/2025	1232	LINCOLN INVESTMENT PLANNING	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$350.00	
NCB	03/11/2025	1221	LOWE'S HOME CENTERS, INC.	10.0.1100.410.78.0000.00	5 GAL KILZ	\$99.28	
NCB	03/11/2025	1221	LOWE'S HOME CENTERS, INC.	10.0.1100.410.78.0000.00	CREDIT TAXES	(\$0.28)	
NCB	03/11/2025	1221	LOWE'S HOME CENTERS, INC.	10.0.1100.410.78.0000.00	MUSICAL SUPPLIES	\$262.08	
NCB	03/11/2025	1221	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.04	ADMIN PLUMBING REPAIR	\$159.55	
NCB	03/11/2025	1221	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	MAINTENANCE SUPPLIES	\$41.81	
NCB	03/11/2025	1221	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	MAINTENANCE RETURN	(\$41.81)	

**Lincolnwood School District 74**

**Disbursement Detail Listing**

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	03/11/2025	1221	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	MAINTENANCE SUPPLIES	\$37.92
NCB	03/11/2025	1221	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.02	GORILLA WOOD GLUE/GORILLA SPRAY FOAM	\$71.24
NCB	03/11/2025	1221	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	MAINTENANCE SUPPLIES	\$44.34
NCB	03/11/2025	1221	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	MAINTENANCE SUPPLIES RETURNED	(\$44.34)
NCB	03/11/2025	1221	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	MAINTENANCE SUPPLIES	\$48.70
NCB	03/11/2025	1221	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	MAINTENANCE SUPPLIES	\$24.90
NCB	03/11/2025	1221	MARITZA'S FLOWERS	10.0.2310.340.00.0000.00	LACE BASKET	\$95.00
NCB	03/11/2025	1221	MARITZA'S FLOWERS	10.0.2310.340.00.0000.00	LACE BASKET	\$95.00
NCB	03/14/2025	1233	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$2,124.95
NCB	03/14/2025	1233	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$332.85
NCB	03/14/2025	1233	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$3,325.80
NCB	03/14/2025	1233	MB FINANCIAL BANK_SD74 FLEX	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$41.66
NCB	03/11/2025	1221	MCGRAW- HILL LLC	10.0.1100.420.00.0000.02	ENGELMANN ET AL./CORRECTIVE READING	\$1,617.66
NCB	03/11/2025	1221	MCGRAW- HILL LLC	10.0.1100.420.00.0000.02	VOCABULARY CARDS	\$214.51
Check Total:						\$14,510.48
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS - WORKBOOK PACKAGE	\$198.30
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS - WORKBOOK PACKAGE	\$198.30
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 1 LEVEL E	\$9.97
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 2 LEVEL E	\$9.97
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 3 LEVEL E	\$19.94
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 4 LEVEL E	\$9.97

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names     
  Exclude Voided Checks     
  Exclude Manual Checks     
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 1 LEVEL F	\$9.97
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 2 LEVEL F	\$9.97
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 3 LEVEL F	\$9.97
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 4 LEVEL F	\$9.97
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 5 LEVEL F	\$9.97
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 1 LEVEL G	\$19.94
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 2 LEVEL G	\$9.97
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 3 LEVEL G	\$9.97
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS STUDENT WORKBOOK UNIT 4 LEVEL G	\$9.97
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS LEVEL F WORKBOOK PACKAGE 25	\$539.51
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS LEVEL H WORKBOOK PACKAGE 25	\$539.51
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	NUMBER WORLDS LEVEL G WORKBOOK PACKAGE 25	\$539.51
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	CONNECTING MATH CONCEPTS A,B,C - TEACHER	\$574.56
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	READING MASTERY TRANSFORMATIONS (10)	\$2,584.46
7400030100	03/06/2025	1220	MCGRAW- HILL LLC	10.0.1100.420.00.0000.00	READING MASTERY TRANSFORMATIONS	\$150.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 03/01/2025 - 03/31/2025 Sort By: Vendor  
 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names  Exclude Voided Checks  Exclude Manual Checks  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
						Check Total: \$5,473.70
NCB	03/11/2025	1221	MENARDS	20.0.2540.700.00.0000.02	STORAGE BOXES	\$172.81
NCB	03/11/2025	1221	MENARDS	20.0.2540.400.00.0000.03	CASTERS KITCHEN CART	\$157.39
						Check Total: \$330.20
7400030101	03/06/2025	1220	MICHAEL J. BRYANT	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS EAST PRAIRIE/2/19/25	\$61.00
						Check Total: \$61.00
NCB	03/11/2025	1221	MICHAELS	10.0.1500.400.21.0000.03	CRAY MODEL MAGIC	\$22.44
NCB	03/11/2025	1221	MICHAELS	10.0.1500.400.21.0000.03	CRAY CONSTRUCTION/BAMEOO	\$11.48
						Check Total: \$33.92
7400030102	03/06/2025	1220	MONARCH ELECTRIC CONSTRUCTION CO.	20.0.2540.320.00.0000.02	MATERIALS/LABOR	\$2,957.00
						Check Total: \$2,957.00
7400030103	03/06/2025	1220	MORTON GROVE SCHOOL DISTRICT 70	10.0.1100.300.00.0000.00	HALF OF THE JUDGES FEES	\$675.00
						Check Total: \$675.00
7400030152	03/19/2025	1235	MUTUAL OF OMAHA	10.3.0499.603.00.0000.00	LTD	\$3,574.92
						Check Total: \$3,574.92
7400030153	03/19/2025	1235	NICOR GAS	20.0.2540.465.00.0000.00	NATURAL GAS	\$431.79
7400030153	03/19/2025	1235	NICOR GAS	20.0.2540.465.00.0000.00	NATURAL GAS	\$476.00
7400030153	03/19/2025	1235	NICOR GAS	20.0.2540.465.00.0000.00	NATURAL GAS	\$2,862.34
7400030153	03/19/2025	1235	NICOR GAS	20.0.2540.465.00.0000.00	NATURAL GAS	\$340.52
7400030153	03/19/2025	1235	NICOR GAS	20.0.2540.465.00.0000.00	NATURAL GAS	\$402.68
						Check Total: \$4,513.33
7400030104	03/06/2025	1220	NILES TOWNSHIP DIST FOR SPECIAL EDUC 807	10.0.4120.674.35.0000.00	ESY FEES 2024/JUNE 12-JULY 3, 2024	\$78,593.72
						Check Total: \$78,593.72
7400030105	03/06/2025	1220	NORTH SHORE TRANSIT	40.0.2550.331.35.0000.00	MONTHLY ROUTE COST/JANUARY 2025	\$65,965.44
						Check Total: \$65,965.44
7400030125	03/14/2025	1224	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$996.05

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 03/01/2025 - 03/31/2025 Sort By: Vendor  
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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
7400030125	03/14/2025	1224	NORTH SUBURBAN TEACHERS' UNION	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$257.05
7400030125	03/14/2025	1224	NORTH SUBURBAN TEACHERS' UNION	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$6,184.70
Check Total:						\$7,437.80
7400030154	03/19/2025	1235	NSN EMPLOYER SERVICES, INC.	10.0.1100.381.00.0000.00	FULL UNEMPLOYMENTCLAIMS	\$810.00
Check Total:						\$810.00
7400030155	03/19/2025	1235	O'HARE MECHANICAL CONTRACTORS INC.	20.0.2540.320.00.0000.02	WORK PERFORMED	\$831.00
Check Total:						\$831.00
7400030106	03/06/2025	1220	OCONOMOWOC DEVELOPMENTAL TRAINING	10.0.4120.670.35.3100.00	TUITION-REGULAR/2/1-2/2	\$7,578.34
7400030106	03/06/2025	1220	OCONOMOWOC DEVELOPMENTAL TRAINING	10.0.4120.670.35.4625.00	RESIDENTIAL/2/1-2/28	\$16,196.32
Check Total:						\$23,774.66
NCB	03/11/2025	1221	ONE HOUR TEES	10.0.2630.300.00.0000.00	BUSY BEES T-SHIRTS	\$214.79
NCB	03/11/2025	1221	OPENAI	10.0.2410.640.00.0000.03	CHATGPT PLUS	\$20.00
NCB	03/11/2025	1221	PET SUPPLIES PLUS	10.0.1500.400.21.0000.03	CORN FLAKES/WHISPER READY TO USE	\$64.94
Check Total:						\$299.73
7400030156	03/19/2025	1235	PETRARCA,GLEASON,BOYLE & IZZO, LLC	10.0.2310.318.00.0000.00	SCHOOL LAW/FOR PROFESSIONAL SERVICES	\$6,850.00
7400030156	03/19/2025	1235	PETRARCA,GLEASON,BOYLE & IZZO, LLC	10.0.2310.318.00.0000.00	PROPERTY TAXES	\$525.00
Check Total:						\$7,375.00
7400030157	03/19/2025	1235	PITNEY BOWES GLOBAL FINANCIAL SERV LLC	10.0.1100.325.00.0000.00	EQUIPMENT RENTAL/APR 07 2025- JUL 06,2025	\$491.07
Check Total:						\$491.07
NCB	03/14/2025	1232	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$200.00
NCB	03/14/2025	1232	PLANMEMBER	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$600.00
NCB	03/14/2025	1232	PLANMEMBER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$175.00
Check Total:						\$975.00
7400030158	03/19/2025	1235	POPP BINDING AND LAMINATING	10.0.2570.414.00.0000.01	LAMINATION FILM	\$519.63

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE Date Range: 03/01/2025 - 03/31/2025 Sort By: Vendor  
 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names  Exclude Voided Checks  Exclude Manual Checks  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount	
7400030158	03/19/2025	1235	POPP BINDING AND LAMINATING	10.0.2570.414.00.0000.01	\$-15 SAVE 15.00 ON 150.00 Applied -	(\$15.00)	
7400030158	03/19/2025	1235	POPP BINDING AND LAMINATING	10.0.2570.414.00.0000.03	25" x 500' x 1.5mil 1" core general purpose roll of film	\$447.84	
						Check Total:	\$952.47
7400030107	03/06/2025	1220	PURCHASE POWER	10.0.2570.340.00.0000.00	POSTAGE	\$1,009.75	
						Check Total:	\$1,009.75
NCB	03/11/2025	1221	RESTAURANT DEPOT	10.0.2560.400.00.0000.00	PLATE	\$12.08	
NCB	03/11/2025	1221	RESTAURANT DEPOT	10.0.2560.410.00.0000.00	MINOR BEEF	\$92.62	
NCB	03/11/2025	1221	RESTAURANT DEPOT	10.0.2560.410.00.0000.00	HOT DOGS/MAYO/HOT	\$75.07	
NCB	03/11/2025	1221	RESTAURANT DEPOT	10.0.2560.410.00.0000.00	OLIVE OIL	\$428.19	
NCB	03/11/2025	1221	RESTAURANT DEPOT	10.0.1100.449.00.0000.03	WHIP CLASSIC	\$38.88	
NCB	03/11/2025	1221	RESTAURANT DEPOT	10.0.2560.400.00.0000.00	CUPS	\$63.43	
NCB	03/11/2025	1221	RESTAURANT DEPOT	10.0.2560.410.00.0000.00	LEMON JUICE/SAUCE	\$770.26	
						Check Total:	\$1,480.53
7400030159	03/19/2025	1235	RHL ENTERPRISES LLC	20.0.2540.320.00.0000.03	MAINTENANCE SERVICES - LINCOLN - Furnish	\$277.45	
						Check Total:	\$277.45
7400030160	03/19/2025	1235	RITE LOCK & SAFE	20.0.2540.320.00.0000.03	SUPPLY & INSTALL	\$192.00	
						Check Total:	\$192.00
7400030108	03/06/2025	1220	ROBERT DELEONARDIS	10.0.1100.338.42.0000.03	BASKETBALL OFFICIALS/LH VS FAIRVIEW/2/25/25	\$61.00	
						Check Total:	\$61.00
7400030109	03/06/2025	1220	ROBERT ROTHSTEIN	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS OLD	\$61.00	
7400030109	03/06/2025	1220	ROBERT ROTHSTEIN	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS EAST PRAIRIE/2/19/25	\$61.00	
						Check Total:	\$122.00
NCB	03/11/2025	1221	SAM'S CLUB	10.0.1100.411.00.0000.02	LEMONADE MIX/POPCORN/HOT COCOA	\$29.96	

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names     
  Exclude Voided Checks     
  Exclude Manual Checks     
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	03/11/2025	1221	SAM'S CLUB	10.0.1100.450.13.0000.02	LEMONADE	\$39.80
					MIX/POPCORN/HOT COCOA	
NCB	03/11/2025	1221	SAM'S CLUB	10.0.1100.450.14.0000.02	LEMONADE	\$39.79
					MIX/POPCORN/HOT COCOA	
NCB	03/11/2025	1221	SAM'S CLUB	10.0.1100.450.15.0000.02	LEMONADE	\$164.97
					MIX/POPCORN/HOT COCOA	
NCB	03/11/2025	1221	SAM'S CLUB	10.0.1800.400.00.4909.00	LEMONADE	\$57.12
					MIX/POPCORN/HOT COCOA	
NCB	03/11/2025	1221	SAM'S CLUB	10.0.2520.400.00.0000.00	ADMIN SUPPLIES	\$21.98
NCB	03/11/2025	1221	SAM'S CLUB	10.0.2520.400.00.0000.00	COFFEE/RICE KRISP	\$214.39
NCB	03/11/2025	1221	SAM'S CLUB	10.0.2560.410.00.0000.00	PLAIN BAGELS	\$79.60
					Check Total:	\$647.61
7400030110	03/06/2025	1220	SCHOOL DISTRICT #74	10.2.0111.000.00.0000.00	REIMB/NORTH SUBURBAN	\$75.00
					REGION IJAS	
					Check Total:	\$75.00
7400030161	03/19/2025	1235	SCHOOL DISTRICT #74	10.2.0111.000.00.0000.00	REIMB/THE WIZARD OF OZ	\$80.00
					COWARDLY LION AND	
7400030161	03/19/2025	1235	SCHOOL DISTRICT #74	10.2.0111.000.00.0000.00	REIMB/THE ROPE WARRIOR	\$1,500.00
					ING	
					Check Total:	\$1,580.00
7400030111	03/06/2025	1220	SCHOOL HEALTH CORPORATION-1	10.0.2130.400.00.0000.03	ZOLL Pedi-Padz II	\$1,500.00
					Check Total:	\$1,500.00
7400030112	03/06/2025	1220	SCHOOL HEALTH CORPORTION	10.0.2130.400.00.0000.01	Replacement CPR-D Padz	\$782.97
7400030112	03/06/2025	1220	SCHOOL HEALTH CORPORTION	10.0.2130.400.00.0000.01	7.25' Heavy Duty Utility Scissors	\$44.95
					Check Total:	\$827.92
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Prang Non-Toxic Semi-Moist Watercolor Paint	\$12.82
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Prang Non-Toxic Semi-Moist Watercolor Paint	\$25.64

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Prang Non-Toxic Semi-Moist Watercolor Paint	\$12.82
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Prang Semi-Moist Watercolor Paint Refill, Oval	\$15.30
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Prang Semi-Moist Watercolor Paint Refill, Oval	\$15.30
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Prang Semi-Moist Watercolor Paint Refill, Oval	\$15.30
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Prang Semi-Moist Watercolor Paint Refill, Oval	\$15.30
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Prang Semi-Moist Watercolor Paint Refill, Oval	\$15.30
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Prang Non-Toxic Semi-Moist Watercolor Paint	\$44.80
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.02	Sandstastik Rappit Plaster Cloth, 4 Inch x 325 Feet	\$339.28
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	3M 201+ General Use Masking Tape, 0.5 Inch x 60	\$57.80
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax Gloss Glaze, New Leaf, 1 Gallon	\$152.20
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Sax Gloss Glaze, Snow White, 1 Gallon	\$228.30
7400030113	03/06/2025	1220	SCHOOL SPECIALTY	10.0.1100.410.24.0000.03	Canson XL Heavy Weight Watercolor Pad, 140 lb, 18 x	\$140.40
					Check Total:	\$1,090.56
7400030114	03/06/2025	1220	SCHOOLWIDE, INC	10.0.2210.312.00.4300.00	Pat Pollack	\$2,850.00
					Check Total:	\$2,850.00
7400030162	03/19/2025	1235	SECURITY UNLIMITED, INC.	60.0.2530.500.00.0000.02	INSTALLATION/FURNISH ALL NEW WIRING,CONTROL	\$23,593.00
					Check Total:	\$23,593.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 03/01/2025 - 03/31/2025

Sort By: Vendor

Fiscal Year: 2024-2025

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	03/11/2025	1221	SHOPLINCOLNWOOD.COM	10.0.2630.300.00.0000.00	T-SHIRT	\$20.76	
						Check Total:	\$20.76
7400030115	03/06/2025	1220	SMITHEREEN COMPANY	20.0.2540.320.00.0000.04	TARGET PESTS/ADMIN BUILING	\$45.00	
7400030115	03/06/2025	1220	SMITHEREEN COMPANY	20.0.2540.320.00.0000.02	REGULARLY SCHEDULED PC SERVICE/RH	\$71.00	
7400030115	03/06/2025	1220	SMITHEREEN COMPANY	20.0.2540.320.00.0000.03	REGULARLY SCHEDULED PC SERVICE/LH	\$78.00	
7400030115	03/06/2025	1220	SMITHEREEN COMPANY	20.0.2540.320.00.0000.01	TARGET PESTS/TH	\$61.00	
						Check Total:	\$255.00
7400030126	03/14/2025	1224	STATE DISBURSEMENT UNIT	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$395.00	
						Check Total:	\$395.00
7400030116	03/06/2025	1220	STUDIO GC	60.0.2530.319.00.0000.00	LH GENERAL TRADES	\$8,173.45	
7400030116	03/06/2025	1220	STUDIO GC	60.0.2530.319.00.0000.00	RH/LH GENERAL TRADES	\$10,694.27	
7400030116	03/06/2025	1220	STUDIO GC	90.0.2530.319.00.0000.00	TH TUNNEL PIPING REPLACEMENT	\$10,273.35	
7400030116	03/06/2025	1220	STUDIO GC	90.0.2530.319.00.0000.00	TH TUNNEL PIPING REPLACEMENT	\$21,955.20	
7400030116	03/06/2025	1220	STUDIO GC	60.0.2530.319.00.0000.00	RH/LH CONCRETE PAVING REPLACEMENT	\$24,180.90	
7400030116	03/06/2025	1220	STUDIO GC	60.0.2530.319.00.0000.00	RH CORRIDOR FLOORING	\$10,277.42	
7400030116	03/06/2025	1220	STUDIO GC	60.0.2530.319.00.0000.00	TH 1ST GRADE FURNITURE	\$3,520.00	
						Check Total:	\$89,074.59
NCB	03/11/2025	1221	SUBPLOT STUDIO	10.0.1100.300.78.0000.00	CUSTOMIZABLE POSTER/LOGO PACK	\$175.00	
						Check Total:	\$175.00
7400030117	03/06/2025	1220	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	CREAM CHEESE	\$199.86	
7400030117	03/06/2025	1220	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.400.00.0000.00	PAPER & DISPOSABLE/PLAS CONTAINER	\$145.54	
7400030117	03/06/2025	1220	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	CHEESE/KETCHUP/PASTA	\$1,050.31	

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
Check Total:						\$1,395.71
7400030163	03/19/2025	1235	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	REBATE POINTS	(\$90.00)
7400030163	03/19/2025	1235	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	CREDIT/CREAM CHEESE	(\$197.92)
7400030163	03/19/2025	1235	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.400.00.0000.00	PLAS CONTAINER/SPOON	\$122.68
7400030163	03/19/2025	1235	SYSCO FOOD SERVICES-CHICAGO	10.0.2560.410.00.0000.00	CREAM	\$1,100.02
Check Total:						\$934.78
NCB	03/11/2025	1221	TARGET	10.0.1100.450.15.0000.02	PLAY MONSTER	\$9.99
NCB	03/03/2025	1225	TEACHERS RETIREMENT SYSTEM	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$671.24
NCB	03/03/2025	1225	TEACHERS RETIREMENT SYSTEM	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$300.00
Check Total:						\$981.23
7400030164	03/19/2025	1235	TENNANT SALES AND SERVICE COMPANY	20.0.2540.700.00.0000.03	BLADE KIT/PUMP ASSY DISPENSER	\$885.89
7400030164	03/19/2025	1235	TENNANT SALES AND SERVICE COMPANY	20.0.2540.700.00.0000.02	SHOP SUPPLIES/LABOR	\$276.32
7400030164	03/19/2025	1235	TENNANT SALES AND SERVICE COMPANY	20.0.2540.700.00.0000.01	SHOP SUPPLIES/LABOR	\$140.32
Check Total:						\$1,302.53
7400030118	03/06/2025	1220	TESTA PRODUCE	10.0.1100.449.00.0000.03	JUICE/POTATOES/BEETS/BR OCCOLI	\$152.90
7400030118	03/06/2025	1220	TESTA PRODUCE	10.0.2560.410.00.0000.00	GRAPES/PEPPERS/LETTUCE	\$1,020.00
7400030118	03/06/2025	1220	TESTA PRODUCE	10.0.2560.410.00.0000.00	SALT/PEPPER	\$41.95
7400030118	03/06/2025	1220	TESTA PRODUCE	10.0.2560.410.00.0000.00	JUICE/GRAPES/LETTUCE	\$676.45
Check Total:						\$1,891.30
7400030165	03/19/2025	1235	TESTA PRODUCE	10.0.2560.410.00.0000.00	BANANAS/ONIONS/BROCCO	\$897.55
7400030165	03/19/2025	1235	TESTA PRODUCE	10.0.2560.410.00.0000.00	RADISHES/PEPPERS/BROCCO	\$815.65
Check Total:						\$1,713.20
7400030166	03/19/2025	1235	THE COVE SCHOOL	10.0.4120.670.35.3100.00	TUITION	\$11,705.90
Check Total:						\$11,705.90

**Lincolnwood School District 74**

**Disbursement Detail Listing**

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030119	03/06/2025	1220	THE GREAT ESCAPE	20.0.2540.520.00.0000.03	GOALRILLA FIXED HEIGHT 72" W/ GLASS BACKBOARD	\$2,999.95
7400030119	03/06/2025	1220	THE GREAT ESCAPE	20.0.2540.520.00.0000.03	INSTALLATION OF HOOP SYSTEM *EAST HOOP*	\$550.00
7400030119	03/06/2025	1220	THE GREAT ESCAPE	20.0.2540.520.00.0000.04	TAKE DOWN & HAUL AWAY OLD HOOP	\$550.00
Check Total:						\$4,099.95
7400030120	03/06/2025	1220	TOM RUEVE	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS LINCOLN/2/13/25	\$61.00
7400030120	03/06/2025	1220	TOM RUEVE	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS PARK VIEW/2/20/25	\$61.00
Check Total:						\$122.00
7400030167	03/19/2025	1235	TOM URE	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS LINCOLN JURIOR	\$122.00
7400030167	03/19/2025	1235	TOM URE	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS LINCOLN/2/13/25	\$61.00
7400030167	03/19/2025	1235	TOM URE	10.0.1100.338.42.0000.03	BASKETBALL OFFICIAL/LH VS EAST PRAIRIE/2/6/25	\$122.00
Check Total:						\$305.00
7400030168	03/19/2025	1235	TOMASZ BUJNOWSKI	20.0.2540.400.00.0000.01	EXPENSE REIMBURSEMENT/PLUMBING	\$159.58
Check Total:						\$159.58
NCB	03/11/2025	1221	TRACERS	10.0.2310.300.00.0000.00	RESIDENCY	\$39.00
NCB	03/11/2025	1221	ULTIMATESLP.COM	10.0.2150.300.00.0000.00	GROUP MEMBERSHIP FOR 2 USERS/JAN 30-FEB 28, 2025	\$25.90
NCB	03/11/2025	1221	UNIVERSITY OF ILLINOIS	10.0.2320.640.00.0000.00	REGISTRATION/CAREER FAIR	\$250.00
NCB	03/14/2025	1232	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$958.00
NCB	03/14/2025	1232	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,008.00
NCB	03/14/2025	1232	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	03/14/2025	1232	VALIC	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
Check Total:						\$2,380.90

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names       Exclude Voided Checks       Exclude Manual Checks       Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
7400030121	03/06/2025	1220	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.02	PAPER SUPPLIES - RUTLEDGE	\$1,904.00
7400030121	03/06/2025	1220	VERITIV OPERATING COMPANY-1	10.0.1100.404.00.0000.02	PAPER SUPPLIES - RUTLEDGE	\$60.58
Check Total:						\$1,964.58
7400030169	03/19/2025	1235	VILLAGE OF LINCOLNWOOD	20.0.2540.370.00.0000.00	WATER	\$93.65
7400030169	03/19/2025	1235	VILLAGE OF LINCOLNWOOD	20.0.2540.370.00.0000.00	WATER	\$482.61
7400030169	03/19/2025	1235	VILLAGE OF LINCOLNWOOD	20.0.2540.370.00.0000.00	WATER	\$402.53
7400030169	03/19/2025	1235	VILLAGE OF LINCOLNWOOD	20.0.2540.370.00.0000.00	WATER	\$13.57
7400030169	03/19/2025	1235	VILLAGE OF LINCOLNWOOD	20.0.2540.370.00.0000.00	WATER	\$459.73
Check Total:						\$1,452.09
7400030127	03/14/2025	1224	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$280.80
7400030127	03/14/2025	1224	VISION SERVICE PLAN	20.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$23.40
7400030127	03/14/2025	1224	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$280.80
7400030127	03/14/2025	1224	VISION SERVICE PLAN	20.3.0499.604.00.0000.00	EMPLOYEE BENEFIT- VISION	\$23.40
Check Total:						\$608.40
7400030122	03/06/2025	1220	VISO GRAPHIC	10.0.2630.300.00.0000.00	SCHOOL REGISTRATION FEES FORM	\$412.08
Check Total:						\$412.08
NCB	03/11/2025	1221	WALMART	10.0.1125.493.09.0000.01	TEDDY GRAHAM CHOCOLATE BREAKFAST	\$217.32
NCB	03/11/2025	1221	WALMART	10.0.1100.490.00.0000.00	WATERMELON/KIWI/PLATES	\$99.50
NCB	03/11/2025	1221	WALMART	10.0.2410.400.00.0000.03	UNKNOWN CHARGES	\$106.78
NCB	03/11/2025	1221	WALMART	10.0.1100.450.57.0000.03	FRENCH BREAD/RICE CHEX	\$95.11
NCB	03/11/2025	1221	WALMART	10.0.1100.423.36.0000.03	FRENCH BREAD	\$5.48
NCB	03/11/2025	1221	WALMART	10.0.1100.423.36.0000.03	CARROTS/ONIONS	\$6.64
NCB	03/11/2025	1221	WALMART	10.0.1100.400.16.0000.03	DVLS CAKE/GV PWD	\$36.74
Check Total:						\$567.57
7400030170	03/19/2025	1235	WAREHOUSE DIRECT	20.0.2540.416.00.0000.03	Center Pull Paper Towel	\$1,081.60
7400030170	03/19/2025	1235	WAREHOUSE DIRECT	20.0.2540.416.00.0000.03	Small Bath Tissue	\$778.72
Check Total:						\$1,860.32
NCB	03/11/2025	1221	WEBSTAUANTSTORE	10.0.2560.400.00.0000.00	HINGED DELI CONTAINER	\$46.88

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE      Date Range: 03/01/2025 - 03/31/2025      Sort By: Vendor  
 Voucher Range: -      Dollar Limit: \$0.00

Fiscal Year: 2024-2025

Print Employee Vendor Names     
  Exclude Voided Checks     
  Exclude Manual Checks     
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount	
NCB	03/11/2025	1221	WEBSTAURANTSTORE	10.0.2560.410.00.0000.00	OREGANO	\$14.77	
NCB	03/11/2025	1221	WEBSTAURANTSTORE	10.0.2560.400.00.0000.00	GREEN JUMBO COMPOSTABLE WRAPPED	\$88.68	
NCB	03/11/2025	1221	WEBSTAURANTSTORE	10.0.2560.640.00.0000.00	WEBSTAURANT PLUS MEMBERSHIP	\$99.00	
NCB	03/11/2025	1221	WEBSTAURANTSTORE	10.0.2560.400.00.0000.00	HINGED DELI CONTAINER/LATEX GLOVES	\$396.54	
NCB	03/11/2025	1221	WEBSTAURANTSTORE	10.0.2560.410.00.0000.00	GARLIC/GROUN CUMIN	\$91.97	
						Check Total:	\$737.84
7400030123	03/06/2025	1220	WELLS FARGO VENDOR FINANCIAL SERV.,LLC	10.0.1100.325.00.0000.00	EQUIPMENT RENTAL	\$2,048.72	
						Check Total:	\$2,048.72
NCB	03/11/2025	1221	WILLS PLACE	10.0.2310.315.00.0000.00	CHOCOLATE CHIP COOKIES/BOE MEETING	\$30.00	
						Check Total:	\$30.00
7400030171	03/19/2025	1235	ZABIHA HALAL MEAT PROCESSORS	10.0.2560.410.00.0000.00	ALL BEEF	\$1,777.00	
7400030171	03/19/2025	1235	ZABIHA HALAL MEAT PROCESSORS	10.0.2560.410.00.0000.00	GROUND BEEF/CHICKEN BREADED TENDERS	\$2,709.62	
						Check Total:	\$4,486.62
						Bank Total:	\$926,375.18

## Lincolnwood School District 74

### Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 03/01/2025 - 03/31/2025

Sort By: Vendor

Fiscal Year: 2024-2025

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
			<u>Fund</u>			<u>Amount</u>
			10			\$494,049.84
			20			\$145,910.40
			40			\$173,747.35
			60			\$80,439.04
			90			\$32,228.55
			<b>Fund Totals:</b>			<b>\$926,375.18</b>

End of Report

Disbursements Grand Total: \$926,375.18