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**BOARD OF EDUCATION REGULAR MEETING AGENDA
ADMINISTRATION BUILDING
Wednesday, August 12, 2020
7:00 PM**

I. Roll Call / Visitors

II. Pledge of Allegiance

III. Open Forum: Board Policy 2:230 (those wishing to speak will be given time to address the Board regarding agenda or non-agenda items)

IV. Consent Agenda

Recommendation:

That the Board of Education approves the consent agenda as presented.

A. Approve Regular Meeting Minutes of June 17, 2020 3

The minutes are included for Board review.

B. Approve Closed Session Minutes of June 17, 2020

The minutes are on file.

C. Approve Special Meeting Minutes of July 13, 2020 and July 15, 2020 5

The minutes are included for Board review.

D. Approve Special Mtg. Closed Session Minutes of July 13, 2020

The minutes are on file.

E. Approve Payment of June & July Payroll/July & August Warrants 7

The warrant lists are attached for Board review. David Negron and Frank Adams reviewed the bills.

F. Establish Petty Cash Fund

It is being recommended that the District continue maintaining a \$300 Petty Cash Fund to cover small out-of-pocket expenses.

G. Approve Substitute Teaching Rates for 2020-21

The Board reviewed substitute rates at the June meeting. Rates will increase to \$130 a day starting the 2020-21 school year.

H. Approve the August 2020 Personnel Report 74

The August 2020 Personnel Report is attached for review and approval. It includes the resignation of District Maintenance Bob Adamik effective August 28, 2020; instructional aide recall for full time aides Michelle Cuttitta and Joyce Fisher; hiring of Patrick Gallagher, Orchestra (.50 FTE), Stephanie Smith, grade 8 science, Kathryn Williams, grade 8 math (.70 FTE), Carissa Zill, middle school art, Nada Hene, grade 8 math, Kara Mulder, kindergarten, Jessica Wesson, grade 2, and Sabrina Sharelis, elementary clerical aide; administration salary increases and bonus' and confidential employee salary increases.

V. Reports and Discussion Items

A. Administration Reports

1. Back to School Update 76

2. Summer Academy Update 82

3. Review School Board (sec. 2) and Personnel (sec. 5) Board Policies 86

The attached changes are in red. The policies will be on the September Consent Agenda for approval.

4. Tentative Budget

120

Business Manager Frank Adams will be presenting the 2020-21 tentative budget.

5. Board of Education Information Requests

This is a standing Board agenda item that allows the Board to discuss and verify information requests to the Superintendent.

a. ***Approve Board of Education Information Requests**

Recommendation:

That the Board of Education approve the information request consisting of _____.

VI. Items for Next Agenda:

A. Annual Curriculum Cycle Review; Budget Hearing; Curriculum Review; Adopt Annual Budget; Staff Introductions; Declassify Closed Session Minutes; Approve School Board (sec. 2) and Personnel (sec. 5) Board Policies; Review Finance (sec. 4) and Curriculum (sec. 6) Board Policies.

VII. Open Forum: Board Policy 2:230 (those wishing to speak will be given time to address the Board regarding agenda or non-agenda items)

VIII. Closed Session (30 Minutes)

Recommendation:

That the Board of Education moves into closed session at _____ to discuss litigation, when an action against, affecting or on behalf of the particular district has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probably or imminent, in which case the bias for the finding shall be recorded and entered into the closed meeting minutes; collective negotiating matters between the District and its employees or their representatives; and matters relating to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District.

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

B. Collective negotiating matters between the District and its employees or their representatives.

C. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District.

IX. Adjournment

MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Administration Building 7:00 – 9:24 p.m. June 17, 2020

Members Present:
Kristin Violante, Presiding Officer
Jon Buralli
Mary Lenzen – via Zoom
David Negron
Charles Zona
Absent:
Joy Tristano
Mark Mirabile

Due to COVID-19, the Board meeting was held via Zoom. Information to join the meeting was made public for staff and community members to join the meeting.

ROLL CALL AND VISITORS

Present with Superintendent Dave Palzet were staff members Erika Sawosko, Jennifer Ban (zoom), Frank Adams (zoom), Debbie Lubeck (zoom), Kathleen Tomei (zoom), Griffin Sonntag (zoom), and Brianne Malatt (zoom).

BOARD MEMBER RECOGNITION & RESIGNATION

On June 9, 2020, Mark Mirabile informed the Board of his plans to resign his position on the Pleasantdale Board of Education. The Board discussed the process for filling the position which includes public notice of the vacancy, application process, and interviews that would lead to the appointment of a new Board member. The Board also recognized and thanked Mr. Mirabile for his contributions to the District over the past 15 years. The Board vacancy was posted on June 18, 2020. The deadline to submit an application is June 29, 2020. The Board will hold interviews with applicants on July 13, 2020. Vice President Kristin Violante will serve as President of the Board until the Organizational Meeting after the April Election.

ACTION NO. 31 Consent Agenda

Motion by Buralli, seconded by Negron, that the Board of Education approve the consent agenda consisting of: regular meeting minutes of April 15, 2020; payment of May payroll/June Warrants; Paper Bid; Lunch Provider Contract; FY21 Hot Lunch Fees; Amendment to Agreement for Transportation Services FY20; Transportation Contract FY21; Voluntary Student Insurance; Cleaning Service Contract; Consolidated District Plan; Transfer of Interest; Designation of Depositories from School District Funds; Board Resolution for Serious Safety Hazard Approval; Resolution Authorizing Certain Payments; June 2020 Personal Report containing the retirement of Art teacher Dianne Washburn effective the end of the 2019-20 school year; the hiring of Jessica Bocian, 5th g. ELA/SS, Alaine Embury, 8th gr. ELA, Ann Grieve, elementary resource, and Karen Tokarczyk, 4th grade, increase in employment for Jennifer Newberry from .67 FTE to 1.0 FTE as World Language and PE teacher; the employment of Tony Simmons ending June 19, 2020. Motion carried by a roll call vote of 5 ayes (Buralli, Lenzen, Negron, Violante, Zona) absent – Mirabile, Tristano.

REPORTS AND DISCUSSION ITEMS

End of Year Update
Dr. Palzet provided the Board with an update on the end of the school year. In his update, he thanked the administration and the staff for their hard work in ensuring that our eLearning program was implemented with fidelity. Likewise, he discussed some of the successful end of year events including drive-in graduation, parades, and video clap out. While this isn't the school year we were expecting, it is clear that we had a positive impact on students and families.

Back to School Blueprint

Dr. Palzet presented the District’s comprehensive plan to engage students back to in-person learning in the fall. The District’s *Back-to-School Blueprint* assumes that social distancing guidelines will be in effect and that reduced class sizes will be required to meet the guidelines. To that end, the district would employ a split shift schedule (AM shift/PM shift) to ensure students have access to in-person learning on a daily basis. Additionally, significant safety and health structures including but not limited to the wearing of masks, daily temperature checks, and restricted movement throughout the building would be put in place. Dr. Palzet informed the Board that the *Back-to-School Blueprint* is based on current guidance from the Illinois Department of Public Health and may change based on new information. The administration will keep the community updated on our plans to reopen schools in the fall.

Professional Learning/Summer Work Update

Assistant Superintendent Dr. Jennifer Ban updated the Board on the professional development that took place over the course of the year and our plan for summer work and professional development. The focus of the 2019-2020 school year’s professional development was to continue to further staff knowledge in key areas that include: communication, tier 1 behavior systems and strategies, co-teaching, writing and reading workshop, and technology integration. For summer planning and professional development, the focus is on preparing our teachers for instruction to resume in the fall, with both possibilities of in-person learning and eLearning in mind.

NEXT AGENDA

Items submitted for the August agenda include:
Establish Petty Cash Fund; Approve Substitute Pay increase; Summer Academy Update (written); Hiring Status Report (written); Talented and Gifted Update (written); Declassify Executive Session Minutes; Class Size Update; and Review School Board (sec. 2) and Personnel (sec. 5) Board Policies; and Tentative Budget.

ACTION NO. 32

Closed Session

Motion by Negron, seconded by Zona, that the Board of Education go into closed session at 8:10 p.m. to discuss Litigation, when an action against, affecting or on behalf of the particular district has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probably or imminent, in which case the bias for the finding shall be recorded and entered into the closed meeting minutes; Collective negotiation matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District. Motion carried by a roll call vote of 5 ayes (Buralli, Lenzen, Negron, Violante, Zona) absent – Mirabile, Tristano.

The Board came out of closed session at 9:23 p.m.

ADJOURNMENT

Motion by Negron, seconded by Buralli, that the regular meeting adjourns at 9:24 p.m. Voice vote. Motion carried.

App. ___ President _____ Secretary _____

MINUTES OF THE BOARD OF EDUCATION

Special Meeting Administration Building 4:00 p.m.– 7:16 p.m. July 13, 2020

Members Present:

- Kristin Violante, Presiding Officer
- Jon Buralli
- Mary Lenzen
- Joy Tristano
- Charles Zona

Absent:

- David Negron

ROLL CALL AND VISITORS

Present with Superintendent Dave Palzet was staff member Erika Sawosko.

ACTION NO. 1

Closed Session

Motion by Lenzen, seconded by Buralli, that the Board of Education go into closed session at 4:03 p.m. to discuss collective negotiating matters between the District and its employees or their representatives; appointment employment, compensation, discipline, performance, or dismissal of specific employees of the district; for the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. Motion carried by a roll call of 5 ayes (Buralli, Lenzen, Tristano, Violante, Zona) absent – Negron.

The Board came out of closed session at 7:15 p.m.

ACTION NO. 2

Board Appointment

Motion by Lenzen, seconded by Tristano, that the Board of Education appoint Arlene Cabana to fill the vacancy on the Board till the April 2021 election. Motion carried by a roll call of 5 ayes (Buralli, Lenzen, Tristano, Violante, Zona) absent – Negron.

ADJOURNMENT

Motion by Buralli, seconded by Lenzen, that the special meeting adjourns at 7:16 p.m. Voice vote. Motion carried.

App. ___ President _____ Secretary _____

MINUTES OF THE BOARD OF EDUCATION

Special Meeting Administration Building 7:00 p.m.– 7:20 p.m. July 15, 2020

Members Present:

Kristin Violante, Presiding Officer

Jon Buralli

Mary Lenzen

Joy Tristano

Charles Zona

Absent:

David Negron

ROLL CALL AND VISITORS

Present with Superintendent Dave Palzet was staff member Erika Sawosko; parents Taryne Marchione, Nikki Leonard, Elizabeth Webb, Carole Lee, Mandy Johnson, Joanne Niemczyk, Kristin Wojtulewicz, Edyta Smolka, Peter Smolka, Ira Stuszkiena, and Dana Bond.

OATH OF OFFICE

Board President Kristin Violante administered the Oath of Office to newly appointed Board member Arlene Cabana.

REPORTS AND DISCUSSIONS

Back to School Survey Results

Superintendent Dave Palzet shared with the Board the recent results from the Back to School Survey, which had been sent to parents. The survey results will be used to help administration in preparing for the upcoming school year.

ADJOURNMENT

Motion by Lenzen, seconded by Tristano, that the special meeting adjourns at 7:20 p.m. Voice vote. Motion carried.

App. ___ President _____ Secretary _____

July 2020 Revenue and Expenses

REVENUES	Tentative FY21-Budget	July	YTD	% Realized
Education	\$ 12,043,694	\$ 1,243,233	\$ 1,243,233	10.3%
Oper & Maint	\$ 1,063,908	\$ 153,195	\$ 153,195	14.4%
Bond/Int		\$ (2,093)	\$ (2,093)	
Trans	\$ 822,741	\$ 82,724	\$ 82,724	10.1%
IMRF	\$ 369,421	\$ 33,842	\$ 33,842	9.2%
Site/Construction	\$ -	\$ -	\$ -	-
Working Cash	\$ 5,875	\$ -	\$ -	0.0%
Tort	\$ 78,350	\$ 9,689	\$ 9,689	12.4%
Life Safety	\$ 6,071	\$ -	\$ -	0.0%
Total	\$ 14,390,060	\$ 1,520,590	\$ 1,520,590	10.6%

EXPENSES	Tentative FY21-Budget	July	YTD	% Used
Education	\$ 12,963,340	\$ 348,989	\$ 348,989	2.7%
Oper & Maint	\$ 1,523,313	\$ 79,768	\$ 79,768	5.2%
Bond/Int	\$ 800,025	\$ -	\$ -	0.0%
Trans	\$ 322,417	\$ 3,373	\$ 3,373	1.0%
IMRF	\$ 160,132	\$ 10,704	\$ 10,704	6.7%
Site/Construction	\$ -	\$ -	\$ -	-
Working Cash	\$ -	\$ -	\$ -	-
Tort	\$ 101,347	\$ 101,347	\$ 101,347	100.0%
Life Safety	\$ 3,100	\$ 159	\$ 159	5.1%
Total	\$ 15,873,674	\$ 544,339	\$ 544,339	3.4%

June 2020 Revenue and Expenses

REVENUES	FY20-Budget	June	YTD	% Realized
Education	\$ 13,143,427	\$ 290,967	\$ 12,552,822	95.5%
Oper & Maint	\$ 908,041	\$ 11,978	\$ 1,012,131	111.5%
Bond/Int	\$ 1,760,573	\$ 2,083	\$ 1,652,428	93.9%
Trans	\$ 990,972	\$ 42,631	\$ 893,080	90.1%
IMRF	\$ 401,351	\$ 2,257	\$ 385,505	96.1%
Site/Construction	\$ -	\$ 714	\$ 8,361	-
Working Cash	\$ 4,500	\$ 1,237	\$ 5,753	127.8%
Tort	\$ 87,705	\$ 259	\$ 83,159	94.8%
Life Safety	\$ 4,931	\$ 1,273	\$ 5,950	120.7%
Total	\$ 17,301,500	\$ 353,398	\$ 16,599,188	95.9%

EXPENSES	FY20-Budget	June	YTD	% Used
Education	\$ 12,305,493	\$ 1,923,547	\$ 11,711,306	95.2%
Oper & Maint	\$ 1,488,733	\$ 98,605	\$ 1,307,051	87.8%
Bond/Int	\$ 1,534,750	\$ -	\$ 1,532,650	99.9%
Trans	\$ 820,911	\$ 27,203	\$ 558,982	68.1%
IMRF	\$ 377,386	\$ 41,006	\$ 312,851	82.9%
Site/Construction	\$ 1,431,214	\$ 3,969	\$ 1,279,441	89.4%
Working Cash	\$ -	\$ -	\$ -	-
Tort	\$ 76,013	\$ -	\$ 76,013	100.0%
Life Safety	\$ 5,100	\$ -	\$ 3,139	61.5%
Total	\$ 18,039,600	\$ 2,094,330	\$ 16,781,433	93.0%

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1023

08/14/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Bedell, Wendy						
Check Group:						
Reimburse for tuition		1 0		V671428 8/5/2020	10.5.2213.2300.300.0000	\$319.50
					Check #: 0	
					PO/InvoiceTotal:	\$319.50
					Vendor Total:	\$319.50
Deaton, Nancy A						
Check Group:						
Reimburse for tuition		1 0		V499832 8/5/2020	10.5.2213.2300.300.0000	\$900.00
					Check #: 0	
					PO/InvoiceTotal:	\$900.00
					Vendor Total:	\$900.00
Gaughan, Ashley E						
Check Group:						
Reimburse for tuition		1 0		V276580 8/5/2020	10.5.2213.2300.300.0000	\$393.75
					Check #: 0	
					PO/InvoiceTotal:	\$393.75
					Vendor Total:	\$393.75
Szymczak, Annette P						
Check Group:						
Reimburse for tuition		1 0		V641737 8/5/2020	10.5.2213.2300.300.0000	\$1,125.00
					Check #: 0	
					PO/InvoiceTotal:	\$1,125.00
					Vendor Total:	\$1,125.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1023

08/14/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Grand Total: \$2,738.25

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ABM Building Valve						
Check Group:						
July custodial service		1 0		1056855 7/1/2020	20.5.2540.3220.300.0000	\$18,583.63
Aug custodial service		1 0		1061235 8/1/2020	20.5.2540.3220.300.0000	\$18,583.63
					Check #: 0	
						PO/InvoiceTotal: <u>\$37,167.26</u>
						Vendor Total: <u>\$37,167.26</u>
Amazon Capital Services, Inc						
Check Group:						
SP Richards Company Book Ring 1 1/2" 100 per Box		1 21084		1MGN-QHPP-PP FK 7/31/2020	10.5.1002.4002.200.0000	\$26.78
Prismacolor Scholar 6 Packs of 60 Pencils		2 21084		1MGN-QHPP-PP FK 7/31/2020	10.5.1002.4002.200.0000	\$231.80
Sharpie Permanent Markers Ultra Fine Point 24 Count		2 21084		1MGN-QHPP-PP FK 7/31/2020	10.5.1002.4002.200.0000	\$29.72
Sharpie Permanent Markers Fine Point 36 Count		2 21084		1MGN-QHPP-PP FK 7/31/2020	10.5.1002.4002.200.0000	\$34.12
					Check #: 0	
						PO/InvoiceTotal: <u>\$322.42</u>
						Vendor Total: <u>\$322.42</u>
AT&T						
Check Group:						
Jul 25-Aug 24 phone service		1 0		630662013907/20 7/25/2020	20.5.2540.3400.100.0000	\$237.90
Jul 25-Aug 24 phone service		1 0		630662013907/20 7/25/2020	20.5.2540.3400.200.0000	\$216.15

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
July 16-Aug 15 phone service		1	0	630R06123507/20 7/16/2020	20.5.2540.3400.300.0000	\$320.55
July 16-Aug 15 phone service		1	0	630R06123507/20 7/16/2020	20.5.2540.3400.200.0000	\$466.90
Jul 16-Aug 15 phone service		1	0	708R06290007/20 7/16/2020	20.5.2540.3400.100.0000	\$674.22
Check #: 0						
						PO/InvoiceTotal: <u>\$1,915.72</u>
						Vendor Total: <u>\$1,915.72</u>
AT&T Long Distance						
Check Group:						
June long distance chg		1	0	BAN: 857557643-0720 7/6/2020	20.5.2540.3400.100.0000	\$9.11
June long distance chg		1	0	BAN: 857557643-0720 7/6/2020	20.5.2540.3400.200.0000	\$5.37
June long distance chg		1	0	BAN: 857557643-0720 7/6/2020	20.5.2540.3400.300.0000	\$2.69
Check #: 0						
						PO/InvoiceTotal: <u>\$17.17</u>
						Vendor Total: <u>\$17.17</u>
Automated Logic Corporation						
Check Group:						
Building Automation System (BATS)		1	0	Contract Inv292860 7/20/2020	20.5.2540.3202.200.0000	\$1,117.50
Building Automation System (BATS)		1	0	Contract Inv292860 7/20/2020	20.5.2540.3202.100.0000	\$1,117.50
Check #: 0						
						PO/InvoiceTotal: <u>\$2,235.00</u>

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$2,235.00
B & K Sign Post Company						
Check Group:						
Replace damaged stop sign		1 0		600-1 7/28/2020	20.5.2540.3200.200.0000	\$138.23
						Check #: 0
						PO/InvoiceTotal: \$138.23
						Vendor Total: \$138.23
Baker Tilly Virchow Krause, LLP						
Check Group:						
FY20 audit services		1 0		BT1646456 6/30/2020	10.5.2520.3170.300.0000	\$5,000.00
						Check #: 0
						PO/InvoiceTotal: \$5,000.00
						Vendor Total: \$5,000.00
Bannerville USA Inc						
Check Group:						
Graphic artwork gym entrance and exterior		1 0		29217 7/22/2020	20.5.2540.4000.300.0000	\$1,645.00
						Check #: 0
						PO/InvoiceTotal: \$1,645.00
						Vendor Total: \$1,645.00
Caliburn						
Check Group:						
All conference plaques		1 0		0553 5/22/2020	10.5.1500.4034.200.0000	\$630.00
						Check #: 0
						PO/InvoiceTotal: \$630.00
						Vendor Total: \$630.00
Cengage Learning						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Big Ideas Math: A Bridge to Success Algebra 1 Dynamic Student Resources Online 1 Year Access		49	21039	70977508 7/20/2020	10.5.1002.4014.200.0000	\$1,004.50
Estimated shipping and/or Process fee		1	21039	70977508 7/20/2020	10.5.1002.4014.200.0000	\$50.23
					Check #: 0	
					PO/InvoiceTotal:	\$1,054.73
					Vendor Total:	\$1,054.73
Chicago Metropolitan Fire Prevention Co						
Check Group:						
July-Sep fire alarm monitoring		1	0	IN00337152 7/11/2020	90.5.2530.3200.300.0000	\$99.00
					Check #: 0	
					PO/InvoiceTotal:	\$99.00
					Vendor Total:	\$99.00
Comcast						
Check Group:						
Aug dedicated internet		1	0	105410684 8/1/2020	20.5.2540.3400.100.0000	\$2,722.41
Aug dedicated internet		1	0	105410684 8/1/2020	20.5.2540.3400.200.0000	\$2,722.41
					Check #: 0	
					PO/InvoiceTotal:	\$5,444.82
					Vendor Total:	\$5,444.82
Convergent Technologies Llc						
Check Group:						
Contract service fire alarm testing		1	0	258242 6/9/2020	20.5.2540.3192.300.0000	\$1,648.00
					Check #: 0	

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$1,648.00</u>
						Vendor Total: <u>\$1,648.00</u>
Dearborns Consulting						
Check Group:						
Student reading program		1 0		PSD-04a 4/26/2020	10.5.2220.4400.200.0000	\$299.00
Student reading program		1 0		PSD-04a 4/26/2020	10.5.2220.4400.100.0000	\$99.00
						Check #: 0
						PO/InvoiceTotal: <u>\$398.00</u>
						Vendor Total: <u>\$398.00</u>
Decker Equipment						
Check Group:						
Credit		1 0		342345B 6/23/2020	20.5.2540.4000.300.0000	(\$41.95)
Liftgate chg for PO 21061		1 0		349269B 7/27/2020	20.5.2540.7000.300.0000	\$65.00
						Check #: 0
						PO/InvoiceTotal: <u>\$23.05</u>
Check Group:						
Double Tier Hanging Folding Chair Cart 84 chairs		1	21061	349269A 8/5/2020	20.5.2540.7000.200.0000	\$492.70
						Check #: 0
						PO/InvoiceTotal: <u>\$492.70</u>
						Vendor Total: <u>\$515.75</u>
DEMCO						
Check Group:						
Paperfold Book Jacket Cover 10" x 300' 1.5-Mil		1	21040	6818391 7/17/2020	10.5.2220.4000.200.0000	\$40.71

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Pre-Cut Book Jacket Tape 1/2" x 3" Strips 2400/Roll		1	21040	6818391 7/17/2020	10.5.2220.4000.200.0000	\$29.15
Small All Purpose Easel 4-1/2" x 3-1/2 x 5-3/4" White		25	21040	6818391 7/17/2020	10.5.2220.4000.200.0000	\$39.83
Large All Purpose Easel 6" x 5" x 7-1/2" White		25	21040	6818391 7/17/2020	10.5.2220.4000.200.0000	\$54.06
Check #: 0						
PO/InvoiceTotal:						\$163.75
Vendor Total:						\$163.75
Don Johnston Incorporated						
Check Group:						
Co:Writer 1 year renewal		1	21036	00450988 7/10/2020	10.5.1205.4700.300.0000	\$1,749.60
Check #: 0						
PO/InvoiceTotal:						\$1,749.60
Vendor Total:						\$1,749.60
Emedco Inc						
Check Group:						
Hand sanitizer display stations		1	0	9343813746 7/9/2020	20.5.2540.4000.300.4998	\$469.64
Check #: 0						
PO/InvoiceTotal:						\$469.64
Vendor Total:						\$469.64
Follett School Solutions						
Check Group:						
Animals by the numbers : a book of infographics -- Jenkins, Steve [BKL* BUL* HRG+ HRN+ KIR* SBF+ SLJ* {IL 3-6, 590} -- Houghton Mifflin Harcourt, 2016.		1	21010	718496 7/17/2020	10.5.2220.4300.100.0000	\$16.99
Check #: 0						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$16.99</u>
						Vendor Total: <u>\$16.99</u>
Global Equipment Company, Inc.						
Check Group:						
Water bottle filling kit		1 0		116331848 7/29/2020	20.5.2540.5500.300.4998	\$513.90
						Check #: 0
						PO/InvoiceTotal: <u>\$513.90</u>
						Vendor Total: <u>\$513.90</u>
Grasso Graphics						
Check Group:						
Envelopes		1 0		30870 8/3/2020	10.5.2410.3600.100.0000	\$213.65
Envelopes		1 0		30870 8/3/2020	10.5.2410.3600.200.0000	\$213.65
Calendars		1 0		30893 8/3/2020	10.5.2410.3600.100.0000	\$1,570.14
Calendars		1 0		30893 8/3/2020	10.5.2410.3600.200.0000	\$1,570.15
						Check #: 0
						PO/InvoiceTotal: <u>\$3,567.59</u>
						Vendor Total: <u>\$3,567.59</u>
Groot Industries						
Check Group:						
Aug disposal/recycling		1 0		5873241 8/1/2020	20.5.2540.3210.300.0000	\$1,694.86
						Check #: 0
						PO/InvoiceTotal: <u>\$1,694.86</u>
						Vendor Total: <u>\$1,694.86</u>
Heinemann						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Serravallo/compl comprehension bundle		2	21017	7215631 7/6/2020	10.5.2213.4200.100.0000	\$2,180.84
Calkins/units reading Gr 1 w/trade pk		4	21017	7215631 7/6/2020	10.5.2213.4200.100.0000	\$1,550.00
Calkins /units reading Gr 2 w/trade pk		4	21017	7215631 7/6/2020	10.5.2213.4200.100.0000	\$1,550.00
20% Discount Applied - Calkins/units reading Gr 1 w/trade pk		4	21017	7215631 7/6/2020	10.5.2213.4200.100.0000	(\$310.00)
20% Discount Applied - Calkins /units reading Gr 2 w/trade pk		4	21017	7215631 7/6/2020	10.5.2213.4200.100.0000	(\$310.00)
Check #: 0						
						PO/InvoiceTotal: \$4,660.84
						Vendor Total: \$4,660.84
Hildebrand Sporting Goods						
Check Group:						
Printing perpetual plaque nameplates		1	0	35475 6/2/2020	10.5.1002.4021.200.0000	\$70.00
Check #: 0						
						PO/InvoiceTotal: \$70.00
						Vendor Total: \$70.00
Houghton Mifflin Harcourt Publishing Co						
Check Group:						
9780358462576 Writable Secondary Digital 1YR GR6-12		85	21011	954871057 7/15/2020	10.5.2213.4200.200.0000	\$595.00
9780358462576 Writable Secondary Digital 1YR GR6-12		100	21011	954871057 7/15/2020	10.5.2213.4200.200.0000	\$700.00
9780358462576 Writable Secondary Digital 1YR GR6-12		115	21011	954871057 7/15/2020	10.5.2213.4200.200.0000	\$805.00

Pleasantdale School District 107

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08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$2,100.00
Check Group:						
Writable Elem digital student resources 1 yr GR 3-6		70	21018	954871058 6/29/2020	10.5.2213.4200.100.0000	\$490.00
Check #: 0						
PO/InvoiceTotal:						\$490.00
Vendor Total:						\$2,590.00
IL Office of the State Fire Marshal						
Check Group:						
Boiler inspection		1	0	9630427 7/16/2020	20.5.2540.3192.300.0000	\$210.00
Check #: 0						
PO/InvoiceTotal:						\$210.00
Vendor Total:						\$210.00
Interstate Gas Supply, Inc						
Check Group:						
June gas sales		1	0	330055 7/29/2020	20.5.2540.4650.200.0000	\$184.97
June gas sales		1	0	330055 7/29/2020	20.5.2540.4650.100.0000	\$45.61
Check #: 0						
PO/InvoiceTotal:						\$230.58
Vendor Total:						\$230.58
Just A Dash Catering						
Check Group:						
June breakfast/lunch closure feeding program		1	0	PD 38 6/30/2020	10.5.2560.4040.300.0000	\$1,976.40
Check #: 0						
PO/InvoiceTotal:						\$1,976.40

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$1,976.40
Just Right Landscaping Services						
Check Group:						
June lawn maintenance		1 0		24231 7/1/2020	20.5.2540.3292.100.0000	\$1,025.00
June lawn maintenance		1 0		24231 7/1/2020	20.5.2540.3292.200.0000	\$1,375.00
July lawn maintenance		1 0		24310 7/28/2020	20.5.2540.3292.200.0000	\$1,100.00
July lawn maintenance		1 0		24310 7/28/2020	20.5.2540.3292.100.0000	\$820.00
						Check #: 0
						PO/InvoiceTotal: \$4,320.00
						Vendor Total: \$4,320.00
Konica Minolta Business Solutions						
Check Group:						
July copier usage		1 0		9006920300 7/1/2020	20.5.2540.3290.200.0000	\$167.02
July copier usage		1 0		9006920300 7/1/2020	20.5.2540.3290.300.0000	\$0.18
July copier usage		1 0		9006920300 7/1/2020	20.5.2540.3290.100.0000	\$11.91
						Check #: 0
						PO/InvoiceTotal: \$179.11
						Vendor Total: \$179.11
Kriha Law LLC						
Check Group:						
June labor negotiations		1 0		1110 7/16/2020	10.5.2310.3180.300.0000	\$8,424.00

Pleasantdale School District 107

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
June legal service		1	0	1111 7/16/2020	10.5.2310.3180.300.0000	\$3,366.00
					Check #: 0	
						PO/InvoiceTotal: \$11,790.00
						Vendor Total: \$11,790.00
LaGrange Lock & Safe						
Check Group:						
MS office key		1	0	19696 7/23/2020	20.5.2540.4000.300.0000	\$12.00
					Check #: 0	
						PO/InvoiceTotal: \$12.00
						Vendor Total: \$12.00
Learning Ally						
Check Group:						
Small District-wide Site License Renewal with Access for Eligible Students		1	21092	90673 8/5/2020	10.5.1205.6400.300.0000	\$2,499.00
					Check #: 0	
						PO/InvoiceTotal: \$2,499.00
						Vendor Total: \$2,499.00
Marilyn Friend, Inc.						
Check Group:						
Co-Teach Book		5	21086	5019 8/3/2020	10.5.2213.4000.300.0000	\$223.72
					Check #: 0	
						PO/InvoiceTotal: \$223.72
						Vendor Total: \$223.72
Math Learning Center						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DEMONSTRATION # RACK - 1 EA		1	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$36.00
CLEAR SPINNER OVERLAYS - SET OF 15		1	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$25.00
Number corner 2 Ed GR 1 student book 5/Pkg		16	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$656.59
Gr 1 Student # rack - pk of 10		8	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$80.00
GR 2 bridges 2ED student book 5 pk		21	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$378.00
STEEL BALL BEARINGS- SET OF 20		1	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$7.00
WOODEN BALLS - SET OF 20		1	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$2.50
GLASS MARBLES - SET OF 20		1	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$3.00
STUDENT BEAD STRING KIT		6	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$30.00
STUDENT # RACK - PK OF 10		6	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$60.00
# CORNER 2ED GR 2-1 PK OF DISPLAY CARDS		1	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$165.00
BASE 10 BANK POCKET CHART - 1 POCKET CHART		1	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$25.00
MAGIC WALL - SMALL		1	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$9.00
MAGNETIC TILES -SET OF 60		1	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$6.00
BRIDGES 2ED GR 3 STUDENT BOOK 5 PK		16	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$576.00

Pleasantdale School District 107

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BRIDGES 2ED GR 3 HOME CONNECTIONS BOOK 5 PK		16	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$576.00
# CORNER 2ED GR 3 STUDENT BOOK 5 PK		16	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$288.00
BRIDGES 2ED GR 4 STUDENT BOOK 5 PK		20	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$576.00
BRIDGES 2ED GR 4 HOME CONNECTIONS BOOK 5 PK		19	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$684.00
# CORNER 2ED GR 4 STUDENT BOOK 5 PK		14	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$252.00
GR 2 # CORNER STUDENT BOOK 5 PK		21	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$378.00
GR 2 BRIDGES HOME CONNECTIONS BOOK 5 PK		20	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$720.00
BRIDGES 2ED GR 2-1 PK OF CARD DECKS		1	21029	BA57156-IN 7/27/2020	10.5.1001.4200.100.0000	\$101.00
Check #: 0						
						PO/InvoiceTotal: \$5,634.09
Check Group:						
Bridges 2ED GR 5 Student Book 5/PKG		12	21047	BA56687-IN 7/22/2020	10.5.2213.4200.200.0000	\$432.00
Bridges 2ED GR 5 Home connections Book 5/PKG		12	21047	BA56687-IN 7/22/2020	10.5.2213.4200.200.0000	\$432.00
Bridges 2ED GR 5 Student Book 5/PKG		6	21047	BA56687-IN 7/22/2020	10.5.2213.4200.200.0000	\$216.00
Bridges 2ED GR 5 Home Connections Book 5/PKG		6	21047	BA56687-IN 7/22/2020	10.5.2213.4200.200.0000	\$216.00
Freight		1	21047	BA56687-IN 7/22/2020	10.5.2213.4200.200.0000	\$90.72
Check #: 0						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$1,386.72</u>
						Vendor Total: <u>\$7,020.81</u>
Nelson Fire Protection						
Check Group:						
Annual sprinkler inspection		1 0		22254 7/15/2020	20.5.2540.3192.300.0000	\$235.00
Annual sprinkler inspection-ES		1 0		22255 7/15/2020	20.5.2540.3192.300.0000	\$395.00
						Check #: 0
						PO/InvoiceTotal: <u>\$630.00</u>
						Vendor Total: <u>\$630.00</u>
Nicor Gas						
Check Group:						
June 16-July 17 heating chg		1 0		34-43-97-0000 5-7/20 7/22/2020	20.5.2540.4650.200.0000	\$281.10
June 19-July 19 heating chg		1 0		91-17-97-0000 9-7/20 7/22/2020	20.5.2540.4650.100.0000	\$156.65
						Check #: 0
						PO/InvoiceTotal: <u>\$437.75</u>
						Vendor Total: <u>\$437.75</u>
Northwestern University						
Check Group:						
NUMATS fee		1 0		V6432 5/11/2020	10.5.1002.3160.200.0000	\$3,999.00
						Check #: 0
						PO/InvoiceTotal: <u>\$3,999.00</u>
						Vendor Total: <u>\$3,999.00</u>
NSN Employer Services, Inc						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Unemployment claims administration		1	0	2019-2020 3/5/2019	10.5.2540.3802.300.0000	\$348.89
					Check #: 0	
						PO/InvoiceTotal: \$348.89
						Vendor Total: \$348.89
NWEA						
Check Group:						
MAP Growth K-12		335	21048	36829 7/1/2020	10.5.1001.3160.100.0000	\$4,187.50
MAP Growth K-12		370	21048	36829 7/1/2020	10.5.1002.3160.200.0000	\$4,625.00
					Check #: 0	
						PO/InvoiceTotal: \$8,812.50
						Vendor Total: \$8,812.50
Omni Group						
Check Group:						
July participant fee		1	0	2008-7231 8/1/2020	10.5.2520.3100.300.0000	\$5.00
					Check #: 0	
						PO/InvoiceTotal: \$5.00
						Vendor Total: \$5.00
Quadient Leasing USA, Inc						
Check Group:						
Aug 29-Nov 28 postage machine lease		1	0	N8413194 7/29/2020	20.5.2540.5501.200.0000	\$491.67
					Check #: 0	
						PO/InvoiceTotal: \$491.67
						Vendor Total: \$491.67
Raptor Technologies						
Check Group:						

Pleasantdale School District 107

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vistor Management Fee/annual		1	21023	130493 7/1/2020	20.5.2540.3291.100.0000	\$565.00
Vistor Management Fee/annual		1	21023	130493 7/1/2020	20.5.2540.3291.200.0000	\$565.00
Check #: 0						
PO/InvoiceTotal:						\$1,130.00
Vendor Total:						\$1,130.00
Really Good Stuff, LLC						
Check Group:						
1st GR Welcome bracelets		1	21024	7276057 7/10/2020	10.5.1001.4101.100.0000	\$11.99
100 Grid self adhesive vinyl desktop Helpers		1	21024	7276057 7/10/2020	10.5.1001.4101.100.0000	\$32.99
Read & build sight words sentences		1	21024	7276057 7/10/2020	10.5.1001.4101.100.0000	\$22.99
book shoppin pocket chart cards		1	21024	7276057 7/10/2020	10.5.1001.4101.100.0000	\$11.99
Medium clearview book pouches		5	21024	7276057 7/10/2020	10.5.1001.4101.100.0000	\$118.80
Check #: 0						
PO/InvoiceTotal:						\$198.76
Check Group:						
Monthly calendar pages		1	21031	7294929 7/21/2020	10.5.1001.4103.100.0000	\$15.99
1 set of 8 Mr. Sketch Chart markers		1	21031	7294929 7/21/2020	10.5.1001.4103.100.0000	\$9.55
Confetti Scalloped bulletin board		8	21031	7294929 7/21/2020	10.5.1001.4103.100.0000	\$31.92
Check #: 0						
PO/InvoiceTotal:						\$57.46

Pleasantdale School District 107

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$256.22
Runco Office Supply						
Check Group:						
Remanufactured Q5951A 643A Toner Cyan		2	21075	796287-0 8/5/2020	10.5.2225.4000.200.0000	\$350.36
Remanufactured Q5952A 643A Toner Yellow		1	21075	796287-0 8/5/2020	10.5.2225.4000.200.0000	\$209.99
HP87X CF287XD High Yield Black Toner 2-Pack		1	21075	796287-0 8/5/2020	10.5.2225.4000.200.0000	\$607.81
Remanufactured Q5952A 643A Toner Yellow		1	21075	796287-1 7/30/2020	10.5.2225.4000.200.0000	\$209.99
Remanufactured Q5953A 643A Toner Magenta		2	21075	796287-1 7/30/2020	10.5.2225.4000.200.0000	\$419.98
						Check #: 0
						PO/InvoiceTotal: \$1,798.13
Check Group:						
1/2 inch 3 ring binders		9	21076	796375 7/30/2020	10.5.1001.4000.100.0000	\$18.72
						Check #: 0
						PO/InvoiceTotal: \$18.72
Check Group:						
Alera CC Series Executive High Back Leather Chair		3	21077	786291-0 7/29/2020	10.5.1002.5500.200.0000	\$556.26
Studded Chair Mat For Low Pile Carpet		2	21077	786291-0 7/29/2020	10.5.1002.5500.200.0000	\$116.64
						Check #: 0
						PO/InvoiceTotal: \$672.90
Check Group:						
Versatile PC-Connectable Label Maker		1	21078	796288-0 7/29/2020	10.5.1002.4000.200.0000	\$79.99

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TZe Standard Adhesive Laminated Labeling Tape 0.7"x26.2' Black on White		1	21078	796288-0 7/29/2020	10.5.1002.4000.200.0000	\$19.99
Lorell Steel Monitor Stand		1	21078	796288-0 7/29/2020	10.5.1002.4000.200.0000	\$62.00
TZe Standard Adhesive Laminated Labeling Tape 0.47"x26.2' Black on White		1	21078	796288-0 7/29/2020	10.5.1002.4000.200.0000	\$15.19
Check #: 0						
PO/InvoiceTotal:						\$177.17
Vendor Total:						\$2,666.92
Scholastic Inc						
Check Group:						
Scholastic News 1		80	21028	M6923029. 7/9/2020	10.5.1001.4200.100.0000	\$506.00
Scholastic News 2		80	21028	M6923029. 7/9/2020	10.5.1001.4200.100.0000	\$506.00
Scholastic News 3		80	21028	M6923029. 7/9/2020	10.5.1001.4200.100.0000	\$506.00
Scholastic News 4		100	21028	M6923029. 7/9/2020	10.5.1001.4200.100.0000	\$632.51
Check #: 0						
PO/InvoiceTotal:						\$2,150.51
Check Group:						
My big world w/ Clifford		70	21052	M6923029 7/20/2020	10.5.1125.4000.100.0000	\$423.50
Check #: 0						
PO/InvoiceTotal:						\$423.50
Vendor Total:						\$2,574.01

School District 107 Imprest Fund

Check Group:

Pleasantdale School District 107

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
5944-BOE yearbooks		1	0	V924934 8/6/2020	10.5.2310.4900.300.0000	\$100.00
5945-summer conf-Gaughan		1	0	V924934 8/6/2020	10.5.2213.3320.300.0000	\$99.00
5946-notary renewal		1	0	V924934 8/6/2020	10.5.2320.6400.300.0000	\$10.00
5947-refund prek deposit/Kolman		1	0	V924934 8/6/2020	10.4.1311.0000.000.0003	\$600.00
5948-refund prek deposit/Smith		1	0	V924934 8/6/2020	10.4.1311.0000.000.0003	\$300.00
5949-refund prek deposit/Enright		1	0	V924934 8/6/2020	10.4.1311.0000.000.0003	\$600.00
5950-refund prek deposit/Babovic		1	0	V924934 8/6/2020	10.4.1311.0000.000.0004	\$300.00
5951-refund prek deposit/Cunningham		1	0	V924934 8/6/2020	10.4.1311.0000.000.0004	\$600.00
Check #: 0						
						PO/InvoiceTotal: <u>\$2,609.00</u>
						Vendor Total: <u>\$2,609.00</u>
SDI Innovations						
Check Group:						
Student datebooks		1	0	C20-0179418 7/22/2020	10.4.1811.0000.000.0000	\$2,801.84
Check #: 0						
						PO/InvoiceTotal: <u>\$2,801.84</u>
						Vendor Total: <u>\$2,801.84</u>
Sherwin Williams Co						
Check Group:						
Paint for outdoor playground stencils		1	0	6524-7 7/22/2020	20.5.2540.4000.300.0000	\$210.16

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$210.16
Vendor Total:						\$210.16
Skyward						
Check Group:						
Skylert		1 0		0000206370 7/17/2020	10.5.2410.4700.100.0000	\$1,159.92
Skylert		1 0		0000206370 7/17/2020	10.5.2410.4700.200.0000	\$1,159.93
Check #: 0						
PO/InvoiceTotal:						\$2,319.85
Vendor Total:						\$2,319.85
Smallwood Lock Supply						
Check Group:						
Keyed Combination Locks-Black Dial-Keyed V62 Serial #820001 Comb# 30-00-25; #820002 - 35-25-10; #820003 - #15-05-25; #820004 - #05-35-05 - These serial and combination numbers match existing Blue Dial Locks we previously ordered		4 21044		473014 7/30/2020	10.5.1002.4110.200.0000	\$37.18
Check #: 0						
PO/InvoiceTotal:						\$37.18
Vendor Total:						\$37.18
Sport Decals						
Check Group:						
Sport camp t-shirts		1 0		ARINV-602519 7/20/2020	10.5.1600.4000.300.0000	\$440.37
Check #: 0						
PO/InvoiceTotal:						\$440.37
Vendor Total:						\$440.37
Tumbleweed Press Inc						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Subscription to TumbleBook Library Deluxe		1	21074	99820 7/1/2020	10.5.2220.4400.100.0000	\$599.00
Check #: 0						
PO/InvoiceTotal:						\$599.00
Vendor Total:						\$599.00
Verizon						
Check Group:						
June 24-Jul 23 cell phone chg		1	0	9859316032 7/23/2020	20.5.2540.3400.100.0000	\$213.69
June 24-Jul 23 cell phone chg		1	0	9859316032 7/23/2020	20.5.2540.3400.200.0000	\$186.34
June 24-Jul 23 cell phone chg		1	0	9859316032 7/23/2020	20.5.2540.3400.300.0000	\$178.67
Check #: 0						
PO/InvoiceTotal:						\$578.70
Vendor Total:						\$578.70
Village of Willow Springs						
Check Group:						
July/Aug sewer chg		1	0	V768611 8/31/2020	20.5.2540.3700.100.0000	\$33.80
Check #: 0						
PO/InvoiceTotal:						\$33.80
Vendor Total:						\$33.80
Waukegan Roofing Co., Inc						
Check Group:						
Roof inspection-MS		1	0	1220821 7/30/2020	20.5.2540.3192.300.0000	\$2,600.00
Check #: 0						
PO/InvoiceTotal:						\$2,600.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1022

08/12/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Roof Inspection Elementary		1	21016	1220817 7/29/2020	20.5.2540.3192.300.0000	\$1,800.00
					Check #: 0	
						PO/InvoiceTotal: \$1,800.00
						Vendor Total: \$4,400.00
Wex Bank						
Check Group:						
Gas for truck		1	0	66900533 8/6/2020	20.5.2540.4640.300.0000	\$125.75
					Check #: 0	
						PO/InvoiceTotal: \$125.75
						Vendor Total: \$125.75
Yanling Li Gould						
Check Group:						
Parent survey		1	0	006 8/2/2020	10.5.1205.3100.300.0000	\$100.00
					Check #: 0	
						PO/InvoiceTotal: \$100.00
						Vendor Total: \$100.00
						Grand Total: \$137,797.50

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1302

06/30/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Ban, Jennifer M						
Check Group:						
Workshop-Ban		1 0		V906013 6/24/2020	10.5.2320.3320.300.0000	\$154.50
					Check #: 0	
						PO/InvoiceTotal: <u> \$154.50</u>
						Vendor Total: <u> \$154.50</u>
Makutenas, Teresa L						
Check Group:						
Mileage reimbursement		1 0		V34298 6/24/2020	10.5.2520.3320.300.0000	\$110.90
					Check #: 0	
						PO/InvoiceTotal: <u> \$110.90</u>
						Vendor Total: <u> \$110.90</u>
Sawosko, Erika K						
Check Group:						
Mileage reimbursement		1 0		V641918 6/24/2020	10.5.2320.3320.300.0000	\$174.39
					Check #: 0	
						PO/InvoiceTotal: <u> \$174.39</u>
						Vendor Total: <u> \$174.39</u>
Tantillo, Anastasia Athena						
Check Group:						
Mileage reimbursement		1 0		V802683 6/24/2020	10.5.2410.3320.200.0000	\$86.29
					Check #: 0	
						PO/InvoiceTotal: <u> \$86.29</u>
						Vendor Total: <u> \$86.29</u>
Tomei, Kathleen J						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1302 06/30/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Mileage reimbursement		1	0	V591089 6/24/2020	10.5.2410.3320.100.0000	\$405.63

Check #: 0

PO/InvoiceTotal:	<u>\$405.63</u>
Vendor Total:	<u>\$405.63</u>
Grand Total:	<u>\$931.71</u>

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1315

06/30/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Bannerville USA Inc						
Check Group:						
Record board updates and installl		1 0		29056 6/8/2020	20.5.2540.4000.300.0000	\$200.00
Check #: 0						
PO/InvoiceTotal:						\$200.00
Vendor Total:						\$200.00
Climatemp						
Check Group:						
HVAC maintenance		1 0		8530620 6/1/2020	20.5.2540.3202.100.0000	\$1,198.00
HVAC maintenance		1 0		8530620 6/1/2020	20.5.2540.3202.200.0000	\$1,198.00
Check #: 0						
PO/InvoiceTotal:						\$2,396.00
Vendor Total:						\$2,396.00
Convergint Technologies Llc						
Check Group:						
Service fire alarm panel		1 0		W924232 6/12/2020	20.5.2540.3200.200.0000	\$445.00
Check #: 0						
PO/InvoiceTotal:						\$445.00
Vendor Total:						\$445.00
E2 Services, Inc						
Check Group:						
HPE-Aruba support renewal		1 0		E2SQ6416 5/14/2020	10.5.2225.3100.100.0000	\$41.00
HPE-Aruba support renewal		1 0		E2SQ6416 5/14/2020	10.5.2225.3100.200.0000	\$41.01
Check #: 0						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1315

06/30/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$82.01</u>
						Vendor Total: <u>\$82.01</u>
Grand Prairie Transit						
Check Group:						
June transportation		1 0		RTINV1005259 6/19/2020	40.5.2550.3315.300.0000	\$241.42
						Check #: 0
						PO/InvoiceTotal: <u>\$241.42</u>
						Vendor Total: <u>\$241.42</u>
Junior Library Guild						
Check Group:						
Bridge Home		4	20493	513075 7/1/2020	10.5.2220.4300.200.0000	\$32.00
Stephen Curry Epic Athletes		1	20493	513075 7/1/2020	10.5.2220.4300.200.0000	\$8.00
Polar Bears Survival on Ice		1	20493	513075 7/1/2020	10.5.2220.4300.200.0000	\$8.00
						Check #: 0
						PO/InvoiceTotal: <u>\$48.00</u>
						Vendor Total: <u>\$48.00</u>
Konica Minolta Business Solutions						
Check Group:						
Mar copier usage		1 0		9006667806 4/3/2020	20.5.2540.3290.100.0000	\$16.84
Mar copier usage		1 0		9006667806 4/3/2020	20.5.2540.3290.200.0000	\$25.89
Mar copier usage		1 0		9006667806 4/3/2020	20.5.2540.3290.300.0000	\$8.00
Mar copier usage		1 0		9006667806 4/3/2020	20.5.2540.3290.100.0000	\$297.28

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1315

06/30/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Mar copier usage		1	0	9006667806 4/3/2020	20.5.2540.3290.200.0000	\$247.75
Mar copier usage		1	0	9006667806 4/3/2020	20.5.2540.3290.300.0000	\$81.12
Apr copier usage		1	0	9006746001 5/1/2020	20.5.2540.3290.100.0000	\$61.09
Apr copier usage		1	0	9006746001 5/1/2020	20.5.2540.3290.200.0000	\$78.21
Apr copier usage		1	0	9006746001 5/1/2020	20.5.2540.3290.300.0000	\$3.34
May copier usage		1	0	9006830388 6/1/2020	20.5.2540.3290.100.0000	\$22.57
May copier usage		1	0	9006830388 6/1/2020	20.5.2540.3290.200.0000	\$35.82
May copier usage		1	0	9006830388 6/1/2020	20.5.2540.3290.300.0000	\$7.60
Check #: 0						
						PO/InvoiceTotal: <u>\$885.51</u>
						Vendor Total: <u>\$885.51</u>
LaGrange Area Dept Of Special Education						
Check Group:						
Interpreter evaluation services		1	0	FY20-302-107 6/10/2020	10.5.1205.3100.300.0000	\$245.30
Check #: 0						
						PO/InvoiceTotal: <u>\$245.30</u>
						Vendor Total: <u>\$245.30</u>
Miller Cooper & Co., Ltd						
Check Group:						
Preparation of paperwork for audit successor		1	0	222221 6/25/2020	10.5.2520.3170.300.0000	\$800.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1315

06/30/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$800.00
Vendor Total:						\$800.00
Palos Sports						
Check Group:						
X29095 Mat Cart		1	20506	344784-03 3/27/2020	10.5.1002.4009.200.0000	\$169.99
10% Discount Applied - X29095 Mat Cart		1	20506	344784-03 3/27/2020	10.5.1002.4009.200.0000	(\$17.00)
Check #: 0						
PO/InvoiceTotal:						\$152.99
Vendor Total:						\$152.99
Perfect Show Productions						
Check Group:						
Wireless Earset Microphone w/Omnidirectional Pickup Pattern & TQG Connection for Use w/Shure Bodypack Transmitters - Cocoa-		2	20550	025637 6/29/2020	10.5.1002.5500.200.0000	\$380.00
RG8X/U Coaxial Cable - 25' Extension Cable		2	20550	025637 6/29/2020	10.5.1002.5500.200.0000	\$95.90
Remote Antenna Mounting Bracket Kit For Half-Wave Antenna		2	20550	025637 6/29/2020	10.5.1002.5500.200.0000	\$63.98
Installation Of New Wireless Microphone System in Gym & Cafeteria, Including Wall Mounting Of Antenna For Best Signal; To Receiver, Programming Frequency Coordination, Tuning Of Audio, Training Of Owner On Use Of Equipment		1	20550	025637 6/29/2020	10.5.1002.5500.200.0000	\$175.00
BLX Series Wireless Bodypack Transmitter w/Tactile On/Off Switch, Adjustable Gain Control, and Status Indicator LED		2	20550	025637 6/29/2020	10.5.1002.5500.200.0000	\$258.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1315

06/30/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BLX Series Wireless System w/BLX2/SM58 Handheld Microphone w/Transmitter, BLX4R Rackmountable Receiver		2	20550	025637 6/29/2020	10.5.1002.5500.200.0000	\$700.00
Check #: 0						
PO/InvoiceTotal:						\$1,672.88
Vendor Total:						\$1,672.88
School District 107 Imprest Fund						
Check Group:						
5931-lunch refund		1	0	V574103 6/26/2020	10.5.2560.4040.300.0000	\$19.97
5932-staff appreciation t-shirts		1	0	V574103 6/26/2020	10.5.2310.4900.300.0000	\$854.25
5933-new staff t-shirts		1	0	V574103 6/26/2020	10.5.2310.4900.300.0000	\$80.03
5934-refund summer academy		1	0	V574103 6/26/2020	10.4.1321.0000.000.0000	\$270.00
5935-refund summer academy		1	0	V574103 6/26/2020	10.4.1321.0000.000.0000	\$145.00
5936-retirement glasses		1	0	V574103 6/26/2020	10.5.2310.4900.300.0000	\$48.00
5937-Gaughan reimbursement for PD course		1	0	V574103 6/26/2020	10.5.1002.3320.200.0000	\$99.00
5938-ES yearbooks		1	0	V574103 6/26/2020	10.5.2310.4000.300.0000	\$114.00
5939-retirement balloons		1	0	V574103 6/26/2020	10.5.2310.4900.300.0000	\$17.00
5943-reimburse uniform allowance-Kamphuis		1	0	V574103 6/26/2020	20.5.2540.4000.300.0000	\$48.79
Check #: 0						
PO/InvoiceTotal:						\$1,696.04

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1315

06/30/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: <u>\$1,696.04</u>
Sports Awards Co.						
Check Group:						
Medallion Plaques 5x7 - Medal Color: Bronze, Medal Theme: TBMD-0212 Lamp of Knowledge, Plaque Board Finish: Cherry(to be engraved as indicated) -		14	20546	209634 6/8/2020	10.5.1002.4021.200.0000	\$143.50
Medallion Plaques 5x7 - Medal Color: Bronze, Medal Theme: TBMD-0301 Achievement, Plaque Board Finish: Cherry (to be engraved as indicated)		4	20546	209634 6/8/2020	10.5.1002.4021.200.0000	\$41.00
Freight		1	20546	209634 6/8/2020	10.5.1002.4021.200.0000	\$15.25
						Check #: 0
						PO/InvoiceTotal: <u>\$199.75</u>
						Vendor Total: <u>\$199.75</u>
Thermosystems						
Check Group:						
Materials for univent repair		1	0	0081748 6/23/2020	20.5.2540.4000.300.0000	\$682.80
						Check #: 0
						PO/InvoiceTotal: <u>\$682.80</u>
						Vendor Total: <u>\$682.80</u>
Trane						
Check Group:						
Actuator		1	0	8298916 6/12/2020	20.5.2540.4000.300.0000	\$201.76
Materials for univent repair		1	0	8316152 6/16/2020	20.5.2540.4000.300.0000	\$382.02
Materials for univent repair		1	0	8316919 6/16/2020	20.5.2540.4000.300.0000	\$964.98
						Check #: 0

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1315

06/30/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$1,548.76</u>
						Vendor Total: <u>\$1,548.76</u>
Twin Supplies, Ltd						
Check Group:						
Parking lot lighting		1 0		19283R 4/1/2020	20.5.2540.5501.200.0000	\$60.00
Parking lot lighting		1 0		19289R 4/6/2020	20.5.2540.5501.100.0000	\$8,657.00
Parking lot lighting		1 0		19290R 4/6/2020	20.5.2540.5501.200.0000	\$6,038.00
Parking lot lighting		1 0		19291R 4/6/2020	20.5.2540.5501.200.0000	\$4,234.90
Parking lot lighting		1 0		19324C 6/5/2020	20.5.2540.5501.100.0000	\$3,010.00
Parking lot lighting		1 0		19504C 4/6/2020	20.5.2540.5501.200.0000	\$420.00
						Check #: 0
						PO/InvoiceTotal: <u>\$22,419.90</u>
						Vendor Total: <u>\$22,419.90</u>
US Games						
Check Group:						
AF Gametime V-Neck Jersey		40	20536	9302320555 6/29/2020	10.5.1500.4033.200.0000	\$1,640.00
AF Men's Gametime Shorts		40	20536	9302320555 6/29/2020	10.5.1500.4033.200.0000	\$1,520.00
Shipping - Uniforms		1	20536	9302320555 6/29/2020	10.5.1500.4033.200.0000	\$221.20
						Check #: 0
						PO/InvoiceTotal: <u>\$3,381.20</u>
						Vendor Total: <u>\$3,381.20</u>

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1315

06/30/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$37,097.56

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1010

07/15/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
All-Types Elevators Inc						
Check Group:						
June elevator maintenance		1	0	9857735 6/30/2020	20.5.2540.3201.200.0000	\$112.00
June elevator maintenance		1	0	9857736 6/30/2020	20.5.2540.3201.100.0000	\$144.00
Check #: 107805004						
PO/InvoiceTotal:						\$256.00
Vendor Total:						\$256.00
Amazon Capital Services, Inc						
Check Group:						
Pacon chart paper 24x16 1 1/2 ruled		4	21027	1G6V-KC3R-4TP 4 7/7/2020	10.5.1001.4101.100.0000	\$36.92
Pendaflex 2 tone color 1/3 cut file folders		1	21027	1G6V-KC3R-4TP 4 7/7/2020	10.5.1001.4101.100.0000	\$7.90
Check #: 107805005						
PO/InvoiceTotal:						\$44.82
Check Group:						
staples		1	21035	1NHD-6QYT-1YH R 7/12/2020	10.5.1001.4103.100.0000	\$15.16
Paper clips jumbo smooth		1	21035	1NHD-6QYT-1YH R 7/12/2020	10.5.1001.4103.100.0000	\$7.48
JR Moon pencil 3rd Graders are # 1		7	21035	1NHD-6QYT-1YH R 7/12/2020	10.5.1001.4103.100.0000	\$18.76
Pilot FriXion clicker erasable, refillave retractabel gel in pens fine pt 10 Pk		3	21035	1NHD-6QYT-1YH R 7/12/2020	10.5.1001.4103.100.0000	\$59.97

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1010

07/15/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
self adhesive businee card pockets w/ top open for loading card holder clear plastic 3.6x4.8 in 30 pk		6	21035	1NHD-6QYT-1YH R 7/12/2020	10.5.1001.4103.100.0000	\$53.64
Check #: 107805005						
PO/InvoiceTotal:						\$155.01
Vendor Total:						\$199.83
Apple Computer, Inc						
Check Group:						
Apple Pencil		2	21002	AC21849350 6/17/2020	10.5.2225.4000.100.0000	\$178.00
Apple Pencil		2	21002	AC21849350 6/17/2020	10.5.2225.4000.200.0000	\$178.00
10.2-inch iPad Wi-Fi 32GB - Space Gray		80	21002	AC22000964 6/18/2020	10.5.2225.5500.200.0000	\$23,520.00
10.2-inch iPad Wi-Fi 32GB - Space Gray		90	21002	AC22038991 6/18/2020	10.5.2225.5500.100.0000	\$26,460.00
Check #: 107805006						
PO/InvoiceTotal:						\$50,336.00
Vendor Total:						\$50,336.00
Apple Inc						
Check Group:						
iPad 32GB-Space Gray teacher		1	0	1 - 7/20 7/1/2020	10.5.2225.5501.100.0000	\$4,410.00
iPad 32GB-Space Gray teacher		1	0	1 - 7/20 7/1/2020	10.5.2225.5501.200.0000	\$4,410.00
MacBook Air 13"-teacher replc		1	0	1 - 7/20 7/1/2020	10.5.2225.5501.200.0000	\$959.00
MacBook Air 13"-10 pack-teacher replc		1	0	1 - 7/20 7/1/2020	10.5.2225.5501.100.0000	\$11,987.50
iPad 32GB-Space Gray teacher		1	0	1 - 7/20 7/1/2020	10.5.2225.5501.200.0000	\$11,987.50

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1010

07/15/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 107805007						
						PO/InvoiceTotal: <u>\$33,754.00</u>
						Vendor Total: <u>\$33,754.00</u>
AT&T						
Check Group:						
Jun 25-Jul 24 phone service		1 0		630662013906/20 6/25/2020	20.5.2540.3400.100.0000	\$232.15
Jun 25-Jul 24 phone service		1 0		630662013906/20 6/25/2020	20.5.2540.3400.200.0000	\$209.28
Jun 16-Jul 15 phone service		1 0		630R06123506/20 6/16/2020	20.5.2540.3400.300.0000	\$313.81
Jun 16-Jul 15 phone service		1 0		630R06123506/20 6/16/2020	20.5.2540.3400.200.0000	\$453.25
Jun 16-Jul 15 phone service		1 0		708R06290006/20 6/16/2020	20.5.2540.3400.100.0000	\$654.14
Check #: 107805008						
						PO/InvoiceTotal: <u>\$1,862.63</u>
						Vendor Total: <u>\$1,862.63</u>
AT&T Long Distance						
Check Group:						
May long distance chg		1 0		BAN:857557643-0 6/20 6/6/2020	20.5.2540.3400.100.0000	\$7.93
May long distance chg		1 0		BAN:857557643-0 6/20 6/6/2020	20.5.2540.3400.200.0000	\$5.48
May long distance chg		1 0		BAN:857557643-0 6/20 6/6/2020	20.5.2540.3400.300.0000	\$2.74
Check #: 107805009						
						PO/InvoiceTotal: <u>\$16.15</u>
						Vendor Total: <u>\$16.15</u>

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1010

07/15/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BramJam Web Services						
Check Group:						
Web services		1 0		1195 6/1/2020	10.5.2225.3401.100.0000	\$765.00
Web services		1 0		1195 6/1/2020	10.5.2225.3401.200.0000	\$765.00
Check #: 107805010						
PO/InvoiceTotal:						\$1,530.00
Vendor Total:						\$1,530.00
Clear Alternative, The						
Check Group:						
Qrt 3 water cooler rental		1 0		47239 7/1/2020	20.5.2540.4000.300.0000	\$110.85
Qrt 3 water cooler rental		1 0		47544 7/1/2020	10.5.2410.4000.100.0000	\$65.85
Check #: 107805011						
PO/InvoiceTotal:						\$176.70
Vendor Total:						\$176.70
CLIC						
Check Group:						
Property/casual/student insurance		1 0		V775215 7/1/2020	80.5.2360.3801.300.0000	\$49,256.00
Worker's comp insurance		1 0		V775215 7/1/2020	80.5.2360.3800.300.0000	\$52,091.00
Check #: 107805012						
PO/InvoiceTotal:						\$101,347.00
Vendor Total:						\$101,347.00
Climatemp						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1010

07/15/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Thermistors		1	0	S18283 6/29/2020	20.5.2540.4000.300.0000	\$473.45
Service chiller		1	0	S18283 6/29/2020	20.5.2540.3200.100.0000	\$698.00
Check #: 107805013						
PO/InvoiceTotal:						\$1,171.45
Vendor Total:						\$1,171.45
Comcast						
Check Group:						
July dedicated internet		1	0	103681628 7/1/2020	20.5.2540.3400.100.0000	\$2,722.33
July dedicated internet		1	0	103681628 7/1/2020	20.5.2540.3400.200.0000	\$2,722.33
Check #: 107805014						
PO/InvoiceTotal:						\$5,444.66
Vendor Total:						\$5,444.66
CrisisGo						
Check Group:						
Aug 1-Jul 31 renewal		0.5	21022	0002250 6/1/2020	20.5.2540.3291.100.0000	\$1,050.00
Aug 1-Jul 31 renewal		0.5	21022	0002250 6/1/2020	20.5.2540.3291.200.0000	\$1,050.00
Check #: 107805015						
PO/InvoiceTotal:						\$2,100.00
Vendor Total:						\$2,100.00
Dude Solutions						
Check Group:						
Maintenance Essentials Pro		0.5	21021	INV-67641 5/1/2020	10.5.2225.4700.100.0000	\$1,536.75

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1010

07/15/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Maintenance Essentials Pro		0.5	21021	INV-67641 5/1/2020	10.5.2225.4700.200.0000	\$1,536.75
Technology Essentials Incident		0.5	21021	INV-67641 5/1/2020	10.5.2225.4700.100.0000	\$531.72
Technology Essentials Incident		0.5	21021	INV-67641 5/1/2020	10.5.2225.4700.200.0000	\$531.72
Check #: 107805016						
						PO/InvoiceTotal: <u>\$4,136.94</u>
						Vendor Total: <u>\$4,136.94</u>
E2 Services, Inc						
Check Group:						
July server managed service		1	0	20879 7/1/2020	10.5.2225.3100.200.0000	\$1,116.37
July server managed service		1	0	20879 7/1/2020	10.5.2225.3100.100.0000	\$1,116.38
Check #: 107805017						
						PO/InvoiceTotal: <u>\$2,232.75</u>
						Vendor Total: <u>\$2,232.75</u>
Emedco Inc						
Check Group:						
Face shields and masks		1	0	9343699671 6/26/2020	20.5.2540.4000.300.4998	\$2,578.71
Hand sanitizer		1	0	9343699672 6/26/2020	20.5.2540.4000.300.4998	\$521.31
Check #: 107805018						
						PO/InvoiceTotal: <u>\$3,100.02</u>
						Vendor Total: <u>\$3,100.02</u>
Forefront Math						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
2020-21 SUBSCRIPTION		440	21026	1244 7/7/2020	10.5.1001.4400.100.0000	\$1,540.00
					Check #: 107805019	
					PO/InvoiceTotal:	\$1,540.00
					Vendor Total:	\$1,540.00
Franczek						
Check Group:						
June legal services-PTAB		1	0	196091 6/25/2020	10.5.2310.3180.300.0000	\$348.00
					Check #: 107805020	
					PO/InvoiceTotal:	\$348.00
					Vendor Total:	\$348.00
Frontline Technologies Group, LLC						
Check Group:						
Absence & Time Solution		0.5	21020	INVUS115889 7/10/2020	10.5.2225.4700.100.0000	\$5,328.93
Absence & Time Solution		0.5	21020	INVUS115889 7/10/2020	10.5.2225.4700.200.0000	\$5,328.93
					Check #: 107805021	
					PO/InvoiceTotal:	\$10,657.86
					Vendor Total:	\$10,657.86
FSS Technologies LLC.						
Check Group:						
Jul-Sep fire alarm monitoring/radio		1	0	390322 6/15/2020	90.5.2530.3200.300.0000	\$159.00
					Check #: 107805022	
					PO/InvoiceTotal:	\$159.00
					Vendor Total:	\$159.00
GC Electrical and Maintenance						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Serviced electrical power to projectors		1 0		PW250GC 7/7/2020	20.5.2540.3200.100.0000	\$850.00
					Check #: 107805023	
						PO/InvoiceTotal: \$850.00
						Vendor Total: \$850.00
Gregory S Paus						
Check Group:						
Pleasantdale SD107 safety loop graphic		1 0		#4 7/1/2020	10.5.2320.4000.300.0000	\$100.00
					Check #: 107805024	
						PO/InvoiceTotal: \$100.00
						Vendor Total: \$100.00
Groot Industries						
Check Group:						
July disposal/recycling		1 0		5692540 7/1/2020	20.5.2540.3210.300.0000	\$1,691.25
					Check #: 107805025	
						PO/InvoiceTotal: \$1,691.25
						Vendor Total: \$1,691.25
Houghton Mifflin Harcourt Publishing Co						
Check Group:						
Shipping on PO 21018 order		1 0		954863442. 7/9/2020	10.5.2213.4200.100.0000	\$55.62
					Check #: 107805026	
						PO/InvoiceTotal: \$55.62
Check Group:						
9780358244936 Collections Ext. Pkg. 1YR Digital GR7		15 21011		954855819 7/1/2020	10.5.2213.4200.200.0000	\$270.00
9780358244943 Collections Ext. Pkg. 1YR GR8		15 21011		954855819 7/1/2020	10.5.2213.4200.200.0000	\$270.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1010

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Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Shipping & Handling		1	21011	954855819 7/1/2020	10.5.2213.4200.200.0000	\$56.70
Check #: 107805026						
PO/InvoiceTotal:						\$596.70
Check Group:						
Journeys student ext pkg 1 yr KDG		80	21018	954856438 7/6/2020	10.5.2213.4200.100.0000	\$1,440.00
Journeys Student Digital Extension pkg 1 yr GR 1		80	21018	954856438 7/6/2020	10.5.2213.4200.100.0000	\$800.00
Journeys student digital ext pkg 1 yr Gr 2		100	21018	954856438 7/6/2020	10.5.2213.4200.100.0000	\$1,000.00
Journeys student digital ext pkg 1 yre Gr 3		70	21018	954856438 7/6/2020	10.5.2213.4200.100.0000	\$700.00
HMH Journeys common core student edition set Gr 2		5	21018	954863442 7/9/2020	10.5.2213.4200.100.0000	\$529.75
Check #: 107805026						
PO/InvoiceTotal:						\$4,469.75
Vendor Total:						\$5,122.07
Hyde Park Day School						
Check Group:						
June tuition		1	0	2020H0626 6/30/2020	10.5.1912.6700.300.0000	\$1,322.40
Check #: 107805027						
PO/InvoiceTotal:						\$1,322.40
Vendor Total:						\$1,322.40
Illinois Assoc of School Boards						
Check Group:						
Policy reference education subscription		1	0	307543 5/1/2020	10.5.2310.4400.300.0000	\$2,980.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1010

07/15/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Annual membership dues		1 0		309917 6/26/2020	10.5.2310.6400.300.0000	\$5,601.00
					Check #: 107805028	
						PO/InvoiceTotal: \$8,581.00
						Vendor Total: \$8,581.00
Interstate Gas Supply, Inc						
Check Group:						
April natural gas sales		1 0		326522 6/4/2020	20.5.2540.4650.200.0000	\$1,567.65
April natural gas sales		1 0		326522 6/4/2020	20.5.2540.4650.100.0000	\$821.71
May gas sales		1 0		328303 7/2/2020	20.5.2540.4650.200.0000	\$1,043.34
May gas sales		1 0		328303 7/2/2020	20.5.2540.4650.100.0000	\$377.22
					Check #: 107805029	
						PO/InvoiceTotal: \$3,809.92
						Vendor Total: \$3,809.92
ITR Systems						
Check Group:						
Intercom system		1 0		100809 7/1/2020	20.5.2540.5501.200.0000	\$15,505.00
					Check #: 107805030	
						PO/InvoiceTotal: \$15,505.00
						Vendor Total: \$15,505.00
McGraw Hill - Education						
Check Group:						
Corrective Reading Decoding Level B1, Teacher Presentation Book		1 21012		113293582001 6/26/2020	10.5.2213.4200.200.0000	\$243.16

Pleasantdale School District 107

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Number Worlds Level E, Intervention Package		1	21012	113293582001 6/26/2020	10.5.2213.4200.200.0000	\$991.14
Number worlds Level B, Intervention Package		1	21012	113293582001 6/26/2020	10.5.2213.4200.200.0000	\$946.07
Number Worlds Level F, Intervention Package		1	21012	113293582001 6/26/2020	10.5.2213.4200.200.0000	\$991.14
Number worlds Level D, Student Workbook Number Sense (5 Pack)		1	21012	113293582001 6/26/2020	10.5.2213.4200.200.0000	\$45.01
Check #: 107805031						
						PO/InvoiceTotal: <u>\$3,216.52</u>
						Vendor Total: <u>\$3,216.52</u>
Mystery Science						
Check Group:						
Annual subscription		1	21001	83197 6/25/2020	10.5.2213.4200.100.0000	\$999.00
Check #: 107805032						
						PO/InvoiceTotal: <u>\$999.00</u>
						Vendor Total: <u>\$999.00</u>
Nextera Energy Services						
Check Group:						
Apr 7-May 6 electric service		1	0	10777021078740 6/20/2020	20.5.2540.4660.200.0000	\$4,691.26
Apr 7-May 6 electric service		1	0	10777021078740 6/20/2020	20.5.2540.4660.100.0000	\$2,764.48
Mar 9-Apr 7 electric chg		1	0	7438941030826 5/20/2020	20.5.2540.4660.200.0000	\$4,920.29
Mar 9-Apr 7 electric chg		1	0	7438941030826 5/20/2020	20.5.2540.4660.100.0000	\$3,065.07
Check #: 107805033						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$15,441.10</u>
						Vendor Total: <u>\$15,441.10</u>
Nicor Gas						
Check Group:						
May 17-Jun 16 heating chg		1 0		34-43-97-0000 5-6/20 6/18/2020	20.5.2540.4650.200.0000	\$315.30
May 19-Jun 18 heating chg		1 0		91-17-97-0000 9-0620 6/24/2020	20.5.2540.4650.100.0000	\$158.00
						Check #: 107805034
						PO/InvoiceTotal: <u>\$473.30</u>
						Vendor Total: <u>\$473.30</u>
Omni Group						
Check Group:						
June participant fee		1 0		2007-7231 7/1/2020	10.5.2520.3100.300.0000	\$17.50
						Check #: 107805035
						PO/InvoiceTotal: <u>\$17.50</u>
						Vendor Total: <u>\$17.50</u>
PickUp Patrol, LLC						
Check Group:						
Annual subscription		1 0		538 6/19/2020	10.5.2410.4700.100.0000	\$752.00
						Check #: 107805036
						PO/InvoiceTotal: <u>\$752.00</u>
						Vendor Total: <u>\$752.00</u>
Pleasantdale Middle School Activity Fund						
Check Group:						
Reimburse for PE uniforms paid by check		1 0		V890195 7/14/2020	10.4.1720.0000.000.0000	\$18.50

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 107805037						
						PO/InvoiceTotal: <u>\$18.50</u>
						Vendor Total: <u>\$18.50</u>
Quadient Leasing USA, Inc						
Check Group:						
Jul 5-Oct 20 postage machine lease		1 0		N8333405 6/4/2020	20.5.2540.5501.100.0000	\$491.67
May 8-Aug 7 postage machine lease		1 0		N8382516 7/7/2020	20.5.2540.5501.200.0000	\$489.03
Check #: 107805038						
						PO/InvoiceTotal: <u>\$980.70</u>
						Vendor Total: <u>\$980.70</u>
School District 107 Imprest Fund						
Check Group:						
5940-refund summer academy		1 0		V154272 7/14/2020	10.4.1321.0000.000.0000	\$175.00
5941-refund iPad		1 0		V154272 7/14/2020	10.4.1811.0000.000.0000	\$40.00
5942-refund br beginnings deposit		1 0		V154272 7/14/2020	10.4.1311.0000.000.0004	\$600.00
Check #: 107805039						
						PO/InvoiceTotal: <u>\$815.00</u>
						Vendor Total: <u>\$815.00</u>
School Nurse Supply Inc						
Check Group:						
Non-Contact Termometers		10 21006		0794391-IN 6/18/2020	20.5.2540.4000.300.4998	\$1,090.00
Non-Contact Termometers		10 21006		0794391-IN 6/18/2020	20.5.2540.4000.300.4998	\$1,090.00
Check #: 107805040						

Pleasantdale School District 107

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$2,180.00</u>
						Vendor Total: <u>\$2,180.00</u>
School Perceptions LLC						
Check Group:						
Reflection survey		1 0		3989 6/29/2020	10.5.2310.3100.300.0000	\$617.00
						Check #: 107805041
						PO/InvoiceTotal: <u>\$617.00</u>
						Vendor Total: <u>\$617.00</u>
Sherwin Williams Co						
Check Group:						
Paint		1 0		2960-3 7/7/2020	20.5.2540.4000.300.0000	\$437.96
						Check #: 107805042
						PO/InvoiceTotal: <u>\$437.96</u>
						Vendor Total: <u>\$437.96</u>
Skyward						
Check Group:						
Annual fee student management system		1 0		0000203036 7/1/2020	10.5.2410.4700.100.0000	\$4,080.50
Annual fee student management system		1 0		0000203036 7/1/2020	10.5.2410.4700.200.0000	\$4,080.50
Crystal reports		1 0		0000205043 7/1/2020	10.5.2410.4700.100.0000	\$59.50
Crystal reports		1 0		0000205043 7/1/2020	10.5.2410.4700.200.0000	\$59.50
						Check #: 107805043
						PO/InvoiceTotal: <u>\$8,280.00</u>
						Vendor Total: <u>\$8,280.00</u>
Smallwood Lock Supply						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Keyed Combination Locks w/Matching Combinations - Blue Dial - Keyed V62		4	21004	472734 7/2/2020	10.5.1002.4110.200.0000	\$28.82
Key V62 for Keyed Combination Locks		10	21004	472734 7/2/2020	10.5.1002.4110.200.0000	\$58.16
Check #: 107805044						
						PO/InvoiceTotal: <u>\$86.98</u>
						Vendor Total: \$86.98
Teachers Discovery						
Check Group:						
Introductory Spanish E Textbook 1-Year Site License		1	21013	156765 6/26/2020	10.5.2213.4200.200.0000	\$499.00
Spanish 1 Novice E Textbook 1-Year Site License Teach		4	21013	156765 6/26/2020	10.5.2213.4200.200.0000	\$400.00
Voces Spanish Novice Student License 1 Year		250	21013	156765 6/26/2020	10.5.2213.4200.200.0000	\$1,250.00
Voces Nuestra Historia 1 Year Teacher Only		3	21013	156765 6/26/2020	10.5.2213.4200.200.0000	\$300.00
Voces Nuestra Historia 1 Student License 1 Year		255	21013	156765 6/26/2020	10.5.2213.4200.200.0000	\$1,275.00
Check #: 107805045						
						PO/InvoiceTotal: <u>\$3,724.00</u>
						Vendor Total: \$3,724.00
Trane						
Check Group:						
Actuator		1	0	8350814 6/22/2020	20.5.2540.4000.300.0000	\$103.88
Damper		1	0	8361764 6/23/2020	20.5.2540.4000.300.0000	\$412.35
Check #: 107805046						

Pleasantdale School District 107

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07/15/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$516.23</u>
						Vendor Total: <u>\$516.23</u>
Verizon						
Check Group:						
May 24-Jun23 cell phone chg		1 0		9857263179 6/23/2020	20.5.2540.3400.100.0000	\$92.16
May 24-Jun23 cell phone chg		1 0		9857263179 6/23/2020	20.5.2540.3400.200.0000	\$269.98
May 24-Jun23 cell phone chg		1 0		9857263179 6/23/2020	20.5.2540.3400.300.0000	\$320.77
						Check #: 107805047
						PO/InvoiceTotal: <u>\$682.91</u>
						Vendor Total: <u>\$682.91</u>
Village Of Burr Ridge						
Check Group:						
Apr 30-Jun 26 water service		1 0		V236335 7/1/2020	20.5.2540.3700.200.0000	\$102.85
Apr 27-Jun 25 water service		1 0		V99777 7/1/2020	20.5.2540.3700.200.0000	\$1,531.20
						Check #: 107805048
						PO/InvoiceTotal: <u>\$1,634.05</u>
						Vendor Total: <u>\$1,634.05</u>
Warehouse Direct, Inc.						
Check Group:						
Storage boxes		1 0		4698206-0 6/23/2020	10.5.1002.4000.200.0000	\$134.39
						Check #: 107805049
						PO/InvoiceTotal: <u>\$134.39</u>
						Vendor Total: <u>\$134.39</u>

Waukegan Roofing Co., Inc

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1010

07/15/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Roof Repairs APR		1	21008	1200975 6/19/2020	20.5.2540.3200.200.0000	\$990.00
Roof Repairs West Wing		1	21008	1200975 6/19/2020	20.5.2540.3200.200.0000	\$2,000.00
Check #: 107805050						
PO/InvoiceTotal:						\$2,990.00
Vendor Total:						\$2,990.00
West 40 ISC #2.						
Check Group:						
Fingerprinting new employees		1	0	20-1323 6/30/2020	10.5.2320.3901.300.0000	\$275.00
Check #: 107805051						
PO/InvoiceTotal:						\$275.00
Vendor Total:						\$275.00
West Suburban Water Commission						
Check Group:						
May 4-June23 water service		1	0	V956203 6/23/2020	20.5.2540.3700.100.0000	\$116.39
Check #: 107805052						
PO/InvoiceTotal:						\$116.39
Vendor Total:						\$116.39
Wex Bank						
Check Group:						
Gas		1	0	66407325 7/6/2020	20.5.2540.4640.300.0000	\$50.00
Check #: 107805053						
PO/InvoiceTotal:						\$50.00
Vendor Total:						\$50.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1010

07/15/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Grand Total: \$301,789.16

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1290

06/04/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Educational Benefit Cooperative						
Check Group:						
June health insurance-er		1 0		V12064 6/4/2020	10.2.0481.0000.000.9944	\$80,544.15
June health insurance-ee		1 0		V12064 6/4/2020	10.2.0481.0000.000.9943	\$17,219.19
June life insurance-er		1 0		V12064 6/4/2020	10.2.0481.0000.000.9942	\$840.10
					Check #: 0	
					PO/InvoiceTotal:	<u>\$98,603.44</u>
					Vendor Total:	<u>\$98,603.44</u>
Guardian - Appleton						
Check Group:						
June dental insurance-er		1 0		V980053 6/1/2020	10.2.0481.0000.000.9946	\$3,839.95
June dental insurance-ee		1 0		V980053 6/1/2020	10.2.0481.0000.000.9945	\$2,555.72
June vision insurance-ee		1 0		V980053 6/1/2020	10.2.0481.0000.000.9947	\$853.85
June vision insurance-er		1 0		V980053 6/1/2020	10.2.0481.0000.000.9948	\$243.25
					Check #: 0	
					PO/InvoiceTotal:	<u>\$7,492.77</u>
					Vendor Total:	<u>\$7,492.77</u>
					Grand Total:	<u>\$106,096.21</u>

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1303

06/25/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Konica Minolta Business Solutions						
Check Group:						
Copier		1 0		264436300 2/25/2020	10.5.2225.5501.200.0000	\$9,347.75
BIZ HUB C360I color copier		1 0		264505006 2/28/2020	10.5.2225.5501.100.0000	\$6,804.50
BIZ HUB 808 monochrome copier		1 0		264505007 2/28/2020	10.5.2225.5501.100.0000	\$9,068.50
BIZHUB C360I color copier		1 0		264505008 2/28/2020	10.5.2225.5501.200.0000	\$5,164.50
BIZHUB C759 copier		1 0		264505009 2/28/2020	10.5.2225.5501.200.0000	\$11,244.50
BIZ HUB 808 monochrome copier		1 0		264505010 2/28/2020	10.5.2225.5501.100.0000	\$9,068.50
BIZ HUB 808 monochrome copier		1 0		264505011 2/28/2020	10.5.2225.5501.200.0000	\$9,068.50
BIZHUB C360I color copier		1 0		264505012 2/28/2020	10.5.2225.5501.200.0000	\$5,164.50
HP Designjet postscript printer		1 0		264505030 2/28/2020	10.5.2225.5501.200.0000	\$3,065.00
Delivery charge		1 0		264962951 3/23/2020	10.5.2225.5501.100.0000	\$60.00
Delivery charge		1 0		264962951 3/23/2020	10.5.2225.5501.200.0000	\$60.00
HP everyday matte polypropylene		1 0		265060595 3/25/2020	10.5.2225.5501.100.0000	\$96.00
HP everyday matte polypropylene		1 0		265060595 3/25/2020	10.5.2225.5501.200.0000	\$96.00

Check #: 0

PO/InvoiceTotal: \$68,308.25

Vendor Total: \$68,308.25

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1303

06/25/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$68,308.25

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1301

06/17/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Village of Willow Springs						
Check Group:						
May/June sewer chg		1 0		V165188 6/30/2020	20.5.2540.3700.100.0000	\$114.92
					Check #: 0	
PO/InvoiceTotal:						\$114.92
Vendor Total:						\$114.92
Grand Total:						\$114.92

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1306

06/26/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Mastercard-Mastercard Corp Client Pa						
Check Group:						
Disputed chg credit		1 0		BA-060520 6/5/2020	20.5.2540.4000.300.0000	(\$220.87)
Disputed chg credit		1 0		BA-060520 6/5/2020	20.5.2540.4000.300.0000	(\$74.70)
Menards-misc supplies		1 0		BA-060520 6/5/2020	20.5.2540.4000.300.0000	\$207.71
Home depot-paint		1 0		BA-060520 6/5/2020	20.5.2540.4000.300.0000	\$114.23
Menards-grass seed, plumbing part, battery charger		1 0		BA-060520 6/5/2020	20.5.2540.4000.300.0000	\$222.29
EJ Welch Co		1 0		BA-060520 6/5/2020	20.5.2540.4000.300.0000	\$10.78
Amazon-file folders		1 0		ES-060520 6/5/2020	10.5.2320.4000.300.0000	\$26.24
Brookes publishing-ASQ-3 starter kit		1 0		ES-060520 6/5/2020	10.5.1205.4000.100.0000	\$333.35
Rackspace monthly BOE email fee		1 0		ES-060520 6/5/2020	10.5.2310.6400.300.0000	\$65.00
Constant contact monthly fee		1 0		ES-060520 6/5/2020	10.5.2320.4400.300.0000	\$45.00
Amazon prime membership		1 0		ES-060520 6/5/2020	10.5.2320.4000.300.0000	\$119.00
Glass fox-retirement clocks		1 0		ES-060520 6/5/2020	10.5.2310.4900.300.0000	\$846.00
Microsoft office monthly fee		1 0		ES-060520 6/5/2020	10.5.2225.6400.200.0000	\$14.34
Amazon-returned ink cartridge		1 0		ES-060520 6/5/2020	10.5.2410.3400.200.0000	(\$89.95)

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1306

06/26/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
USPS-staff mailing		1	0	ES-060520 6/5/2020	10.5.2310.4900.300.0000	\$90.75
Amazon-gifted learners		1	0	ES-060520 6/5/2020	10.5.2213.4000.300.0000	\$17.61
Shell-gas for truck used for retirement party		1	0	ES-060520 6/5/2020	10.5.2310.4900.300.0000	\$38.00
Amazon-ink for postage maching		1	0	ES-060520 6/5/2020	10.5.2410.3400.200.0000	\$89.94
Walgreen's-gift cards student incentive		1	0	ST-060520 6/5/2020	10.5.1002.4018.200.0000	\$60.00
NASN-membership dues for Rende		1	0	ST-060520 6/5/2020	10.5.2130.4000.200.0000	\$146.00
Kagan-cooperative learning PD		1	0	ST-060520 6/5/2020	10.5.1002.3320.200.0000	\$79.00
Kagan-cooperative learning PD		1	0	ST-060520 6/5/2020	10.5.1002.3320.200.0000	\$79.00
Kagan-cooperative learning PD		1	0	ST-060520 6/5/2020	10.5.1002.3320.200.0000	\$1,047.00
Kagan-cooperative learning PD		1	0	ST-060520 6/5/2020	10.5.1002.3320.200.0000	\$79.00
West 40-conf-Driscoll		1	0	ST-060520 6/5/2020	10.5.1002.3320.200.0000	\$106.66
Classkick pro monthly fee		1	0	TM-060520 6/5/2020	10.5.1001.4109.100.0000	\$10.99

Check #: 0

PO/InvoiceTotal:	\$3,462.37
Vendor Total:	\$3,462.37
Grand Total:	\$3,462.37

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1307

06/25/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Crown Trophy						
Check Group:						
Assorted face coverings (50% deposit)		1	0	38702 6/25/2020	20.5.2540.4000.300.0000	\$1,803.75
					Check #: 0	
					PO/InvoiceTotal:	<u>\$1,803.75</u>
					Vendor Total:	<u>\$1,803.75</u>
					Grand Total:	<u>\$1,803.75</u>

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1316 06/30/2020

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Discovery Benefits						
Check Group:						
May FSA monthly fee		1 0		0001168268-IN 5/31/2020	10.5.2520.3100.300.0000	\$112.70

Check #: 0

PO/InvoiceTotal:	\$112.70
Vendor Total:	\$112.70
Grand Total:	\$112.70

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1000 07/01/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Lyons Township School Treasurer						
Check Group:						
Pro-rata billing FY2019		1 0		1-FY19 4/30/2020	10.5.2520.3900.300.0000	\$62,777.94

Check #: 0

PO/InvoiceTotal:	<u>\$62,777.94</u>
Vendor Total:	<u>\$62,777.94</u>
Grand Total:	<u>\$62,777.94</u>

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1001

07/02/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Educational Benefit Cooperative						
Check Group:						
July health insurance-er		1 0		V605722 7/1/2020	10.2.0481.0000.000.9944	\$72,857.55
July health insurance-ee		1 0		V605722 7/1/2020	10.2.0481.0000.000.9943	\$20,848.89
July life insurance-er		1 0		V605722 7/1/2020	10.2.0481.0000.000.9942	\$710.42
					Check #: 107805001	
						PO/InvoiceTotal: <u>\$94,416.86</u>
						Vendor Total: <u>\$94,416.86</u>
Guardian - Appleton						
Check Group:						
July dental insurance-ee		1 0		V80578 6/22/2020	10.2.0481.0000.000.9945	\$2,285.52
July vision insurance-ee		1 0		V80578 6/22/2020	10.2.0481.0000.000.9947	\$772.96
July vision insurance-er		1 0		V80578 6/22/2020	10.2.0481.0000.000.9948	\$216.19
July dental insurance-er		1 0		V80578 6/22/2020	10.2.0481.0000.000.9946	\$3,407.68
					Check #: 107805002	
						PO/InvoiceTotal: <u>\$6,682.35</u>
						Vendor Total: <u>\$6,682.35</u>
						Grand Total: <u>\$101,099.21</u>

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1020

07/24/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Mastercard-Mastercard Corp Client Pa						
Check Group:						
Home Depot-hedge trimmer, rake, paint, plumping supplies		1 0		BA-070520 7/5/2020	20.5.2540.4000.300.0000	\$241.50
Home Depot-paint, closet shelving		1 0		BA-070520 7/5/2020	20.5.2540.4000.300.0000	\$103.71
Home Depot-paint		1 0		BA-070520 7/5/2020	20.5.2540.4000.300.0000	\$55.96
Menard's-ground's maintenance supplies		1 0		BA-070520 7/5/2020	20.5.2540.4000.300.0000	\$30.34
Batteries Plus-batteries for fire alarm panel		1 0		BA-070520 7/5/2020	20.5.2540.4000.300.0000	\$115.90
Menard's-exit sign repair, paint supplies		1 0		BA-070520 7/5/2020	20.5.2540.4000.300.0000	\$142.44
Home Depot-paint		1 0		BA-070520 7/5/2020	20.5.2540.4000.300.0000	\$68.94
Home Depot-paint		1 0		BA-070520 7/5/2020	20.5.2540.4000.300.0000	\$22.98
Rackspace-BOE email monthly fee		1 0		ES-070520 7/5/2020	10.5.2310.6400.300.0000	\$65.00
Glass Fox-retirement clock		1 0		ES-070520 7/5/2020	10.5.2310.4900.300.0000	\$147.00
Constant Contact monthly fee		1 0		ES-070520 7/5/2020	10.5.2320.4400.300.0000	\$45.00
Amazon-report covers		1 0		ES-070520 7/5/2020	10.5.2310.4000.300.0000	\$48.23
Microsoft office suite monthly fee		1 0		ES-070520 7/5/2020	10.5.2225.6400.200.0000	\$14.34
Ace Hardware-flowers for pots		1 0		ST-070520 7/5/2020	10.5.1002.4000.200.0000	\$31.94

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1020

07/24/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Crown Trophy-medals		1	0	ST-070520 7/5/2020	10.5.1002.4018.200.0000	\$98.54
Crown Trophy-medals		1	0	ST-070520 7/5/2020	10.5.1002.4018.200.0000	\$11.37
Crown Trophy-perpetual plague and engraved plates		1	0	ST-070520 7/5/2020	10.5.1002.4021.200.0000	\$143.00
Classkick monthly fee		1	0	TM-070520 7/5/2020	10.5.1001.4109.100.0000	\$10.99

Check #: 0

PO/InvoiceTotal:	\$1,397.18
Vendor Total:	\$1,397.18
Grand Total:	\$1,397.18

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1021 07/30/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Discovery Benefits						
Check Group:						
June FSA monthly fee		1 0		0001181229-IN 6/30/2020	10.5.2520.3100.300.0000	\$112.70

Check #: 0

PO/InvoiceTotal:	<u>\$112.70</u>
Vendor Total:	<u>\$112.70</u>
Grand Total:	<u>\$112.70</u>

End of Report

Personnel Report

August 12, 2020

1. Resignation of Personnel

The Superintendent received a letter of resignation from District Maintenance Bob Adamik effective August 28, 2020.

Recommendation:

That the Board of Education approve the resignation of District Maintenance Bob Adamik effective August 28, 2020.

2. Instructional Aide Recall

Positions have opened for ESP paraprofessional positions. Per the School Code, positions becoming available for the 2020-2021 school year must be offered to any aides who were reduced-in-force last spring, 2020, and who are qualified to hold the position. The following aides who was RIF'd are being recalled to fill the vacancy and have indicated their willingness to return to the District: Michelle Cuttitta who will be full time and Joyce Fisher.

Recommendation:

That the Board of Education recall full time instructional aides Michelle Cuttitta and Joyce Fisher for the 2020-21 school year.

3. Employment of Personnel

Administration is recommending to employ the following personnel for the 2020-21 school year.

Recommendation:

That the Board of Education employ the following personnel for the 2020-21 school year:

Name	Position	Salary
Patrick Gallagher	District Orchestra (.50 FTE)	\$ TBD (MA, Step 2)
Stephanie Smith	Grade 8 Science	\$ TBD (MA, Step 1)
Kathryn Williams	Grade 8 Math (.70 FTE)	\$ TBD (MA, Step 7)
Carissa Zill	Middle School Art	\$ TBD (MA, Step 7)
Nada Hene	Grade 8 Math	\$ TBD (MA, Step 7)
Kara Mulder	Kindergarten	\$ TBD (BA, Step 6)
Jessica Wesson	Grade 2	\$TBD (MA, Step 7)

Sabrina Sharelis	Elementary Clerical Aide	\$13.90 per hour
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4. **Administrative and Confidential Employee Salaries**

Salaries for Superintendent, Assistant Superintendent of Teaching & Learning, Business Manager, Director of Special Education, Technology Software Specialist, Elementary Principal, Middle School Principal, Middle School Assistant Principal, District Maintenance, Superintendent's Secretary, and Bookkeeper for the 2020-21 school year are listed below.

Recommendation:

That the Board of Education approves the following salaries increases for the 2020-21 school year:

Employee	Position	Percentage Increase
Dave Palzet	Superintendent	2 % Vacation Buy Back: \$5,006.33
Jennifer Ban	Assistant Supt. of Teaching & Learning	2% Bonus: \$2,110.94
Frank Adams	Business Manager	2% Bonus: \$1,914.38
Debbie Lubeck	Director of Special Education	2% Bonus: \$1,577.07
Kathleen Tomei	Elementary School Principal	2% Bonus: \$1,923.30
Griffin Sonntag	Middle School Principal	2% Bonus: \$1,985.85
Brianne Malatt	Middle School Assistant Principal	2% Bonus: \$1,378.35
John McAtee	Technology Software Specialist	3 %
Bob Adamik	District Maintenance	3%
Erika Sawosko	Superintendent's Secretary Board of Education Secretary	3 % 3 %
Teri Makutenas	Bookkeeper	3 %



Background

In response to the global pandemic, Governor Pritzker exercised his authority through a disaster declaration and closed all schools in Illinois to in-person learning on March 13, 2020. Pleasantdale was one of the few districts in the state to have a Board approved eLearning plan. The district put its plan into action and launched a successful eLearning program. The program underwent structural changes and adjustments in response to the changing conditions and to best meet the needs of our students.

The district convened an eLearning Steering Committee made up of teachers and administrators. This committee met for the first time on April 2, 2020. This committee provided input to the administration as our district crafted a plan. The original Back-to-School Blueprint was drafted before the Governor's *Restore Illinois Plan* and was released just prior to our state moving into phase four. At the time of its release, the original plan called for a half-day hybrid approach to bringing students back to school in-person. This plan called for half of the students attending school in the morning and half attending school in the afternoon. When the state moved into phase four, the administration pivoted the plan based on current guidance from the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH). Our revised plan invited students back to school for full days while maintaining social distancing guidelines, mask-wearing, hand washing, and new cleaning protocols. After extensive conversations with the administration and the district's labor union, it was decided to adjust the plan to a more hybrid approach where students would attend school for half days. In the updated plan, students will attend in-person core classes (ELA, math, science, and social studies) and complete specials classes (art, Spanish, music, STEM, and PE) online in the afternoon. A committee of teachers, administrators, and parents will be convened to evaluate the success of the implementation of our plan, as well as, review local data to determine a date for full-day/in-person learning. Families who choose not to have their child(ren) attend in-person learning have the option to participate in our synchronous learning program from home.

Logistics of the Plan

Guiding Principles/Safety Guidelines

Over the course of the summer, the district completely revamped the educational experience for our students. As we designed our plan, we observed five guiding principles. These principles are:

- Maintain the health and safety of students, staff, and families
- Maximize in-person and on-campus learning
- Any plans are able to be implemented based on the capacity of the staff to complete the plan
- Ensure fiscal responsibility when implementing our plan
- Plans are flexible to allow for changing conditions

The administration prioritized giving students a school experience that most closely mirrors a normal school day.

To ensure the safety of our students and staff, the plan observes several safety considerations and protocols. These considerations and protocols are:

- Schools will require the use of personal protective equipment including face coverings.
- More than 50 individuals in a space will be prohibited.
- Social distancing will be practiced when possible.



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- Parents should monitor students' symptoms and temperature checks will be performed daily.
- Schools will increase schoolwide cleaning and disinfection.

When considering a plan for social distancing, the district observes the recommendations laid out by the American Academy of Pediatrics. The guidance states: *Evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet of space, particularly if students are wearing face coverings and are asymptomatic.*

Personal Protective Equipment

Students and staff will be provided with appropriate personal protective equipment (PPE). Students will each receive two cloth face masks. Additionally, we have ordered 500 youth sized face shields. Teachers will be provided with two cloth face masks and two face shields. Also, each classroom will have extra disposable masks, gloves, hand sanitizer, and soap/towels (where applicable). We have ordered additional PPE including scrubs and disposable gowns for our nurses' offices. Finally, our early childhood teachers will be equipped with gowns and gloves. In addition to wearable protective equipment, the district has installed plexiglass barriers around the secretaries' desks at both schools. Likewise, each classroom has been provided a set of five plexiglass barriers that teachers can use as they see fit.

School Schedules

Students participating in our in-person learning plan will engage in core classes in the morning and will complete specials classes in the afternoon, online. Sample schedules for the two schools can be found below.

Pleasantdale Elementary School

	Kindergarten	1st	2nd	3rd	4th
8:55-9:15	ARRIVAL				
9:15-9:30	SEL				SEL
9:30-9:45					
9:45-10			MATH	MATH	
10-10:15		ELA			
10:15-10:30				SEL	MATH
10:30-10:45	ELA	SEL			
10:45-11			ELA		
11-11:15					
11:15-11:30	MATH	MATH	SEL	ELA	ELA
11:30-11:45	CLASSROOM COMMUNITY BUILDING				
11:45-12	DISMISSAL				
12	LUNCH AND STUDENT TRAVEL HOME				
12:45-1:30	Resource/Related Service Block				

Pleasantdale Elementary School
8100 School Street
La Grange, IL 60525
708.246.4700 Fax: 708.246.4625



Pleasantdale Middle School
7450 S. Wolf Road
Burr Ridge, IL 60527
708.246.3210 Fax: 708.352.0092

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1-3:30	SPECIALS BLOCK
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Pleasantdale Middle School

Middle School Half Day Schedules		
5th/6th Grade Schedule		
8:15-8:30	Arrival	15
8:30-9:07	Period 1	37
9:10-9:48	Period 2	38
9:51-10:29	Period 3	38
10:32-11:10	Period 4	38
11:10-11:25	Dismissal	15

7th/8th Grade Schedule					
8:15-8:30	Arrival	15	8:15-8:30	Arrival	15
8:30-9:21	A-Period 1	53	8:30-9:20	B-Period 1	51
9:24-10:15	A-Period 2	53	9:23-10:13	B-Period 2	51
10:18-11:10	A-Period 3	54	10:16-11:10	B-Period 3	52
11:10-11:25	Dismissal	15	11:10-11:25	Dismissal	15
In 7th/8th Grades, ELA and Math are every day. Science and Social Studies alternate each day.					

Specials Schedule (PM)		
12:30-12:55	Specials, Spanish, Resource/Lab, PE 1	25
1:00-1:25	Specials, Spanish, Resource/Lab, PE 2	25
1:30-1:55	Specials, Spanish, Resource/Lab, PE 3	25
2:00-2:25	Specials, Spanish, Resource/Lab, PE 4	25
2:30-2:55	Specials, Spanish, Resource/Lab, PE 5	25
3:00-3:25	Specials, Spanish, Resource/Lab, PE 6	25
Students will have three of the six periods of Specials, Spanish, Resource/Lab, PE every day.		

Transportation/Start and End of Day

Each morning, parents will be required to use the Pick-up Patrol app to certify that their child(ren) is/are symptom and fever free. This certification will be completed by 8:00 AM each morning. Similarly, staff will self-certify that they are symptom and fever free using a smartphone/iPad app. Students who ride

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708.246.3210 Fax: 708.352.0092

Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2013 | Fax: 708.246.0161 | www.d107.org

the bus will be required to wear masks at the bus stop and while on district buses. Per the ISBE guidelines, students will social distance on buses whenever possible. Bus occupancy will be capped at 49 students. When students arrive at school, they will enter the school through an assigned door where their temperature will be checked. Students with a fever of 100.4 or higher will be routed to the nurse's office for further evaluation. Once in the building, students will go directly to classrooms and will sit in assigned seats. Masks must be worn at all times when in the building. Students will either wash their hands or will use hand sanitizer hourly. Also, students will use hand sanitizer when entering or exiting a classroom. At the elementary school, students will stay in cohort groups and will remain in classrooms throughout the day. However, students may be pulled from class to receive special services. At the middle school, students will change classes on a scheduled basis to relieve congestion in the hallways. Prior to the change of classes, students will wipe down desks with approved and safe disinfectant to ensure they are clean for the next student. At the conclusion of the school day, students will be dismissed on a staggered schedule to ensure minimal congestion in the hallways.

Classroom Configuration

The district maintenance teams have set up classrooms to maximize space for social distancing. This means all ancillary furniture has been removed from classrooms. The removed items include tables, soft seating, bookshelves, and carpeted areas. Desks have been spread out using all floor space within the classrooms. Our classroom set-up allows for a social distance that meets the guidelines set forth by the American Academy of Pediatrics and follows the guidelines provided by the Illinois State Board of Education, Illinois Department of Public Health, and the Illinois Education Association. Additionally, windows will be kept open in classrooms as much as possible. The administration has also identified areas outside that can be utilized as outdoor classrooms.

Synchronous Learning Program

The Synchronous Learning Program will leverage both the technology in our buildings along with our one-to-one program to provide a robust learning experience for students learning from home. Students participating in the Synchronous Learning Program will access live-streamed videos of our staff teaching lessons. Students will then be able to access classwork through our learning management systems (SeeSaw at PES and Schoology at PMS). Once work has been completed it can be turned in via SeeSaw or Schoology.

Synchronous lessons will not be recorded, and the recording of videos by families is strictly prohibited. Students/families will be responsible for attending classes (viewing live stream videos) at the designated time. To ensure student privacy, the in-class camera will be trained on the teacher. Students within the class will not be viewable. Students participating in the Synchronous Learning Program will be graded and assessed the same way as their in-person peers. Teachers will be available to students/families for questions at designated times over the course of the day. The exact times of the teachers' office hours will be communicated directly from the teacher. Families that choose to access the Synchronous Learning Program are committed to the program until the end of the trimester (November 13 and February 26).

Cleaning Protocols

Pleasantdale Elementary School
8100 School Street
La Grange, IL 60525
708.246.4700 Fax: 708.246.4625



Pleasantdale Middle School
7450 S. Wolf Road
Burr Ridge, IL 60527
708.246.3210 Fax: 708.352.0092

Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2013 | Fax: 708.246.0161 | www.d107.org

In an effort to provide the cleanest possible environment for our students and staff, the district has doubled its maintenance staff. At each building, we will employ our building custodian, as well as, a second maintenance employee from our cleaning company, GCA. Throughout the course of the school day our maintenance staff will be responsible for continually wiping down high touch surfaces. High touch surfaces include: doorknobs, light switches, faucets, sinks, and toilet flushers. All cleaning chemicals used in our schools are OSHA approved and meet the standards for safe use in schools. We will be using Virex II disinfectant and cleaner which is approved for use in healthcare and other facilities where cleaning and prevention of cross-contamination are critical. This chemical is bactericidal, virucidal, and fungicidal which kills microorganisms including: HIV-1, VRE, MRSA, GRSA, MRSE, VISA, PRSP, Herpes Simplex Types 1&2, Influenza Type A2, Adenovirus, Rotavirus, and many more. Virex meets bloodborne pathogen standards for decontaminating blood and body fluids. Additionally, our nighttime maintenance team will thoroughly clean the entire building wiping down desks, tables, and other surfaces each night ensuring a sanitized school each morning. Finally, our preschoolers will not be in attendance on Fridays to allow our team to deep clean the preschool rooms. This deep cleaning will consist of a thorough cleaning of all surfaces and objects below a height of six feet. These items will also have the opportunity to sit throughout the weekend which allows time for the virus to die naturally on surfaces.

Positive Case

The safety protocols put in place meet or exceed those developed by the regulatory agencies that oversee schools. However, it is still possible that a student or a staff member will contract the virus. Schools have received little guidance on how to proceed when a positive case is reported. In the absence of this guidance, the district has developed protocols to follow in the event of a positive case. While we believe these protocols will serve our students and staff well, all positive cases will be reported to IDPH and their direction will supersede our district protocols. The district protocols can be found below.

Student case: In the event of a student testing positive for COVID-19, the building will be closed for up to two days for deep cleaning, and the school will shift to eLearning. Families of all students in the school will receive a letter from the administration outlining when the positive case was discovered and what grade the student was in. The district will implement other safety protocols based on recommendations from the IDPH.

Staff member case: In the event of a staff member testing positive for COVID-19, the building will be closed for up to two days for deep cleaning, and the school will shift to eLearning. Families of all students in the school will receive a letter from the administration outlining when the positive case was discovered and what grade/classrooms the staff member teaches/supports. The district will implement other safety protocols based on recommendations from the IDPH.

Exposure to a confirmed case: Close contact is defined as being fewer than six feet from a person not wearing a mask for more than 15 minutes with an individual who tested positive or exhibits symptoms of COVID-19. In the event that a student or a staff member comes in close contact, the individual will quarantine for 14 days or as determined by IDPH. Classrooms and other areas that were used by that

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student or staff member will undergo a deep cleaning. The class of students that the exposed person is in will be closely monitored by District nurses and administration.

eLearning 3.0

Our ability to remain in session for in-person learning is dependent on the conditions within our region, state, community, and school. It is a very real possibility that our schools will have to pivot to eLearning for a period of time during the school year. This pivot may be due to a rise in cases in our region or state or a positive case reported at one or both of our schools. Likewise, the governor can use executive powers to shutter school buildings. In the event of a closure, we have revamped our eLearning program. Assistant Superintendent, Dr. Jennifer Ban has worked with a committee of teachers to make improvements to our eLearning program. These improvements include that students will receive direct instruction in all subjects each day, teachers will take attendance daily, and students will earn grades for the work they complete.

Communication

Our small district has not been immune to the controversy surrounding the opening of schools. Schools across the country are grappling with how to educate students in a way that meets the needs of their community in the safest manner possible. As guidance changes and mandates are implemented, changes to plans need to be made. Additionally, the general look and feel of the school experience will be so different that the district needed a coordinated communication plan. Our plan includes the creation of a *Back-to-School Blueprint* landing page that is linked to the district website (d107.org). On this page, visitors can find our guiding principles, as well as, the foundational safety measures we follow. The page also includes the full district Back-to-School Blueprint, as well as, an “at-a-glance” version. The district also sent a weekly email to families and staff which included regular updates on our plan, changes to the plan, and other need to know items. These emails are archived on the *Back-to-School Blueprint* landing page.

Conclusion

Getting students back to school this fall is the leadership challenge of many educators’ careers. The unknowns as we seek to open school safely are many, and the guidance from regulatory agencies is sparse. The lift it has taken to get to this point has been immense and is only possible through the will to do what is best for our students. Our staff has provided guidance by asking questions and have pushed the administration to modify our plan and make it better. Likewise, our Board of Education has asked all the right questions and has supported our plan and the revisions to the plan. The response to the global pandemic is changing at a rapid pace, and the information about how to best open schools can be likened to “drinking from a firehose.” While our plan is safe and educationally sound, based on new information and conditions in our community, region, and state, we may need to once again pivot to a new model. Regardless of how we respond to the changing conditions, we will always seek to make decisions that are in the best interest of our students, staff, and families.

2020 Summer Academy Jumpstart BOE Update

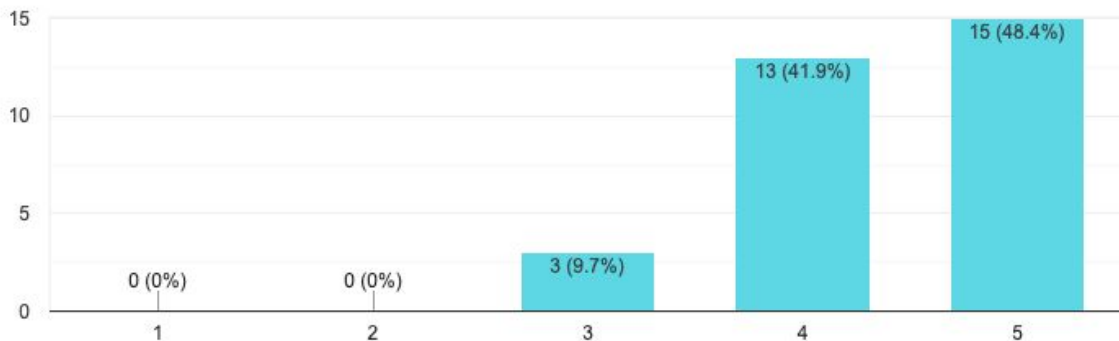
This year Pleasantdale 107's Summer Academy shifted from in-person learning to eLearning. To help with this transition, we held a virtual curriculum night the week before school started. It was attended by almost every family. Since we went to eLearning we were only able to offer a Jumpstart class that focused on reading and math. The Jumpstart class was open to all incoming kindergarten through 8th-grade students and ran Monday through Thursday from June 22 to July 16. We had 85 students enrolled in the program. The teachers alternated days of direct instruction in math and reading, and students were assigned independent work in both reading and math daily. There was one class per grade level for kindergarten through fifth grade. For 6th through 8th grade, one teacher taught math and one taught reading. Additionally, there were three teachers that met the needs of the students with extended resource needs. The teachers delivered direct instruction via zoom as a whole group and small groups. Then, they were assigned independent work in both reading and math using MyON and Freckle. At each grade level, the teachers differentiated the curriculum and instruction based on the needs of the students. The parent and teacher feedback indicated that it was a successful program that met the needs of the children and components of the program could be carried into fall eLearning.

Parent Survey Feedback

1 being Needs Improvement/Very Dissatisfied

Do you feel your child's academic needs were met?

31 responses

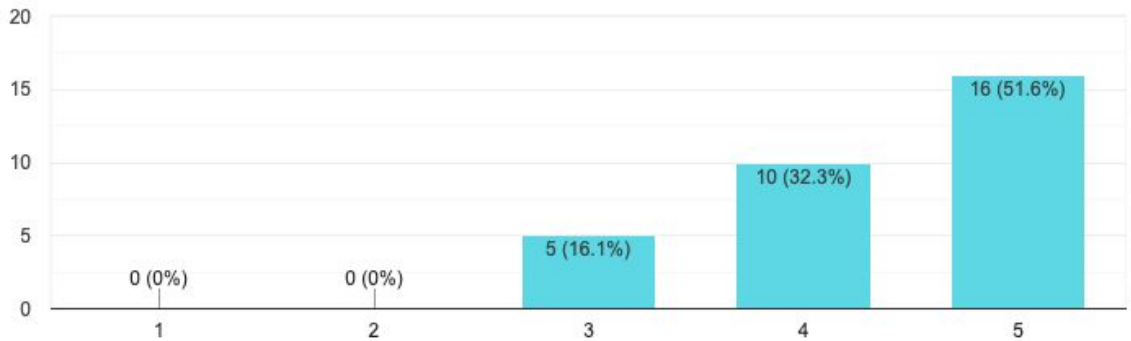


5 being Exceptional/Very Satisfied

How would you rate the virtual Curriculum Night that was held before classes started?



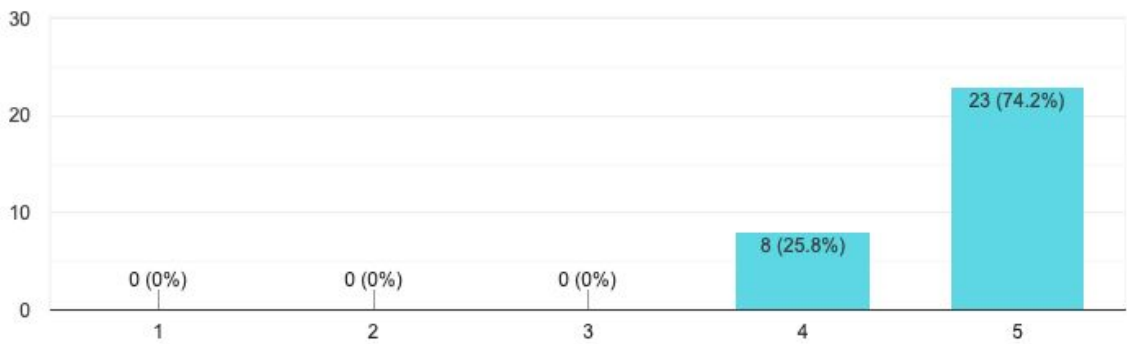
31 responses



How would you rate communication during Summer Jumpstart classes?



31 responses



Teacher Survey Feedback

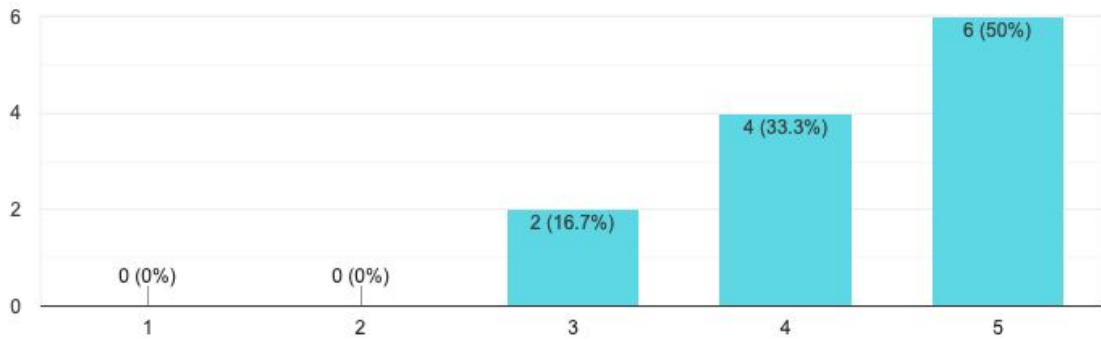
1 being Needs Improvement/Very Dissatisfied

5 being Exceptional/Very Satisfied

How effective was the Virtual Curriculum Night?

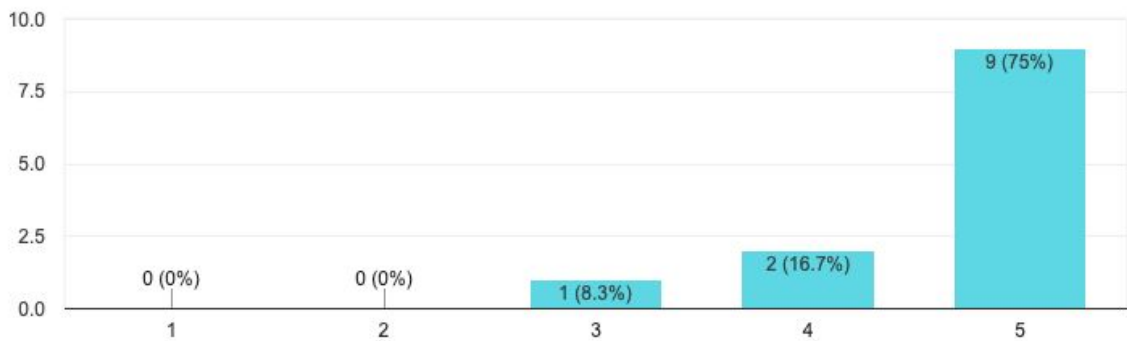


12 responses



How would you rate communication during Summer Jumpstart classes?

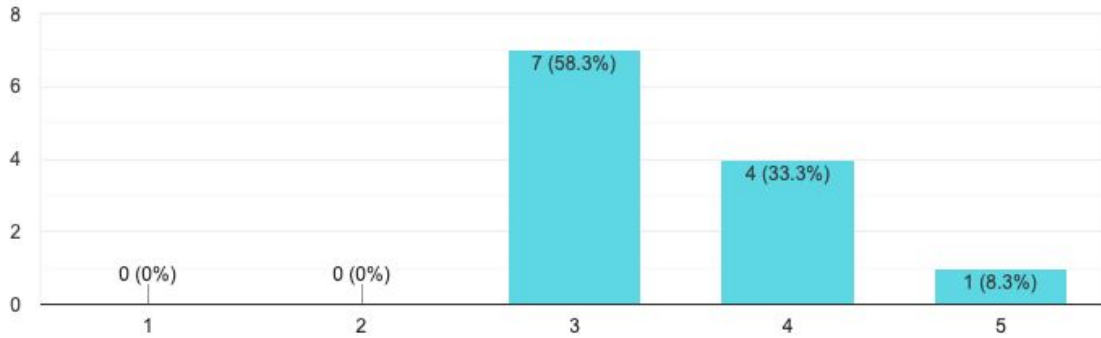
12 responses



How manageable and effective were the learning programs (myON, Freckle)?



12 responses



School Board

Board Member Conflict of Interest

No School Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board members must annually file a “Statement of Economic Interests” as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which the District’s main office is located by May 1.

Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with a Board member that may compromise or impair the Board member’s fairness and impartiality, including a member of the Board member’s immediate family or household;
2. The Board member’s business partner; or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

LEGAL REF.: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, and 420/4A-107.
50 ILCS 105/3.
105 ILCS 5/10-9.

ADOPTED: June 18, 2008

REVISED: June 16, 2010; May 18, 2011; May 17, 2017

School Board

Ethics and Gift Ban

Prohibited Political Activity

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

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

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

Limitations on Receiving Gifts

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

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

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

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

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

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

Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

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

“Political activity” means:

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

11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

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

“Prohibited source” means any person or entity who:

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint,

the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

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

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

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

LEGAL REF.: 5 ILCS 430/1-1 et seq.
10 ILCS 5/9-25.1.

ADOPTED: June 16, 2010

REVISED: May 21, 2014

School Board

Qualifications, Term, and Duties of Board Officers

The School Board officers are: President, Vice President, and Secretary. These officers are elected at the Board's organizational meeting.

President

The Board elects a President from its members for a 2-year term. The duties of the President are:

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

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

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a 2-year term. The Vice President performs the duties of the President if:

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

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

Secretary

The Secretary shall be a member of the Board who serves a 2-year term. The Secretary may receive reasonable compensation, not to exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The Secretary shall perform or delegate the following duties:

1. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;
2. Keep records of the Board's official acts, and sign them, along with the President, before submitting them annually to the Treasurer on the first Monday of April and October and on such other times as the Treasurer requests;

3. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the appropriate Immediate Service Center; and
4. Sign official District documents requiring the Secretary's signature.

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

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary may receive such compensation as shall be fixed by the Board. The Recording Secretary's primary responsibility shall:

1. Keep Board meeting minutes; and keep the verbatim record for all closed Board meetings;
2. Assist the Secretary by taking the minutes for all open Board meetings;
3. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting;
4. Keep records in bound books with numbered pages, of all transactions of the Board in regular and special open meetings;
5. Maintain all closed meeting minutes;
6. Act as the local election authority for all Board elections;
7. Arrange public inspection of the budget before adoption;
8. Publish required notices;
9. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation;
10. Maintain Board policy, financial reports, publicity, and correspondence; and
11. Mail meeting notification and agenda to news media who have officially requested copies.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means, pursuant to policy 2.220.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

ADOPTED: June 18, 2008

REVISED: June 16, 2010; June 20, 2012; May 21, 2014; May 15, 2019

School Board

Board Member Compensation; Expenses

Board Member Compensation Prohibited

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of

actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.

- b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
 4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
 5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

ADOPTED: December 21, 2016

REVISED:

School Board

Communications To and From the Board

Staff members, parents, and community members should submit questions or communications for the School Board's possible consideration to the Superintendent. The Board will have a single and published email address. The Superintendent will disseminate all communication sent to this address to all Board members. The Superintendent shall provide the Board, when appropriate, his or her feedback regarding the matter. If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take private action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members individually, whether sent by letter, email, or other means.

The Superintendent or designee shall:

1. Ensure that the home page of the District's website contains an active electronic link to the email address for the School Board, and

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.

LEGAL REF.: 5 ILCS 120/, [Open Meetings Act](#)
50 ILCS 205/20., [Local Records Act](#)

ADOPTED: June 18, 2008

REVISED: May 18, 2011; June 20, 2012; October 17, 2012; April 15, 2015

School Board

School Board Meeting Procedure

Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board action. Any Board member may request the withdrawal of any item under the consent agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of “abstain” or “present,” or a vote other than “yea” or “nay,” or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of “abstain” or “present,” or a vote other than “yea” or “nay,” or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board’s minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting’s date, time, and place;
2. Board members recorded as either present or absent;

3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted “yea” and “nay”;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and;
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting’s date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meeting must be approved within 30 days after meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 7 days after the Board’s approval; they may be inspected in the District’s main office, in the presence of the Secretary, the Superintendent or designee, or any Board member. Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection. The minutes shall not be removed from the Superintendent’s office except by vote of the Board or by court order.

The Board’s open meeting minutes shall be posted on the District website within 7 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board’s regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (1140th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Requests for special needs, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording equipment must be positioned in the public seating area. Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

Protocols for District Recorded Board Meetings

1. Videotaping of the meetings will terminate:
 - a. During staff and student recognition

- b. During closed session
2. Board meetings will be posted on the District's website within 2 business days.
 3. Board meetings will be posted on the District's website for 12 months and subsequently be deleted.
 4. Board meetings will be posted in MP4 format and will not be downloadable.
 5. Attendees will be informed meetings are recorded.

LEGAL REF.: ~~5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/7.~~
~~105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.~~

~~5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.~~
~~105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.~~
Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982).

ADOPTED: June 18, 2008

REVISED: May 18, 2011; September 19, 2012; November 20, 2013; May 17, 2017

School Board

Vacancies on the School Board - Filling Vacancies

Vacancy

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

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

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within 5 days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within ~~45~~ **60** days after it occurred by a public vote at a meeting of the Board.

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

LEGAL REF.: 105 ILCS 5/10-10 and 5/10-11.

ADOPTED: June 18, 2008

REVISED: May 16, 2018

Personnel

Employee Ethics; Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. ~~Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.~~ **Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.**

Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

School Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. ~~This includes participation in the selection, award or administration of a contract supported by a federal award when the employee has a real or apparent conflict of interest as defined by 2 C.F.R. §200.318(c)(1). Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.~~ **This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:**

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Outside Employment and Conflict of Interest

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

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
5 ILCS 430/, State Officials and Employee Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39 and 5/22-5.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
775 ILCS 5/5A-102, Ill. Human Rights Act.
23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

~~U.S. Constitution, First Amendment.
5 ILCS 420/4A-101 and 430/. 50 ILCS 135/.
105 ILCS 5/22-5 and 5/24-22.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).~~

ADOPTED: September 23, 2009

REVISED: August 18, 2010; September 19, 2012; August 12, 2015; November 15, 2017

Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's **actual or perceived** race, **color**, religion, national origin, **ancestry**, sex, sexual orientation, age, citizenship status, disability, ~~or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*~~. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*. ~~pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.~~

Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

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

Sexual Harassment

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

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

Making a Complaint: Enforcement

~~A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260 *Uniform Grievance Procedure*).~~

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

~~Employees should report claims of harassment to the Complaint Manager(s) per school the Board policy 2:260 *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.~~

Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Making a Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

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

Whom to Contact with a Report or Complaint

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

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

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Dave Palzet, Superintendent
Name
7450 S. Wolf Road
Address
Burr Ridge, IL 60527
708-784-2170
Telephone

Complaint Managers:

Dave Palzet, Superintendent
Name
7450 S. Wolf Road
Address
Burr Ridge, IL 60527
708-784-2170
Telephone

Jennifer Ban, Asst. Supt. Teaching & Learning
Name
7450 S. Wolf Road
Address
Burr Ridge, IL 60527
708-784-2177
Telephone

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

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement

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

Retaliation Prohibited

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

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

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

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

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

LEGAL REF.: [Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.](#)
[Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.](#)
[State Officials and Employees Ethics Act, 5 ILCS 430/70-5\(a\).](#)
[Ill. Human Rights Act, 775 ILCS 5/2-101\(E\) and \(E-1\), 5/2-102\(A\), \(A-10\), \(D-5\), 5/2-102\(E-5\), 5/2-109, 5/5-102, and 5/5-102.2.](#)
[56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.](#)
[Burlington Industries v. Ellerth, 524 U.S. 742 \(1998\).](#)
[Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 \(2009\).](#)
[Faragher v. City of Boca Raton, 524 U.S. 775 \(1998\).](#)
[Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 \(1992\).](#)
[Harris v. Forklift Systems, 510 U.S. 17 \(1993\).](#)
[Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 \(2005\).](#)
[Meritor Savings Bank v. Vinson, 477 U.S. 57 \(1986\).](#)
[Oncale v. Sundowner Offshore Services, 523 U.S. 75 \(1998\).](#)
[Porter v. Erie Foods International, Inc., 576 F.3d 629 \(7th Cir. 2009\).](#)
[Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 \(Ill. 2009\).](#)
[Vance v. Ball State University, 133 S. Ct. 2434 \(2013\).](#)

~~Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.~~
~~Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.~~
~~Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.~~
~~56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.~~
~~Burlington Industries v. Ellerth, 118 S.Ct. 2257 (1998).~~
~~Crawford v. Metro. Gov't of Nashville & Davidson County, 129 S. Ct. 846 (2009).~~
~~Faragher v. City of Boca Raton, 118 S.Ct. 2275 (1998).~~
~~Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).~~
~~Harris v. Forklift Systems, 114 S.Ct. 367 (1993).~~
~~Jackson v. Birmingham Board of Education, 125 S.Ct. 1497 (2005).~~
~~Meritor Savings Bank v. Vinson, 106 S.Ct. 2399 (1986).~~
~~Oncale v. Sundown Offshore Services, 118 S.Ct. 998 (1998).~~
~~Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).~~
~~Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 908 N.E.2d 39 (Ill., 2009).~~
~~Vance v. Ball State University, 133 S. Ct. 2434 (2013).~~

ADOPTED: September 23, 2009

REVISED: August 12, 2015; January 17, 2018; September 19, 2018; September 18, 2019

Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunities and minority recruitment. The Superintendent is responsible for making hiring recommendations to the Board. Hiring recommendations are subject to Board approval. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 of The School Code. No substitute teacher will be employed without first presenting his or her certificate of authorization from the appropriate Intermediate Service Center.

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

Job Descriptions

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict. A written description of each employment position shall be established prior to the approval of the position by the Board of Education and all such descriptions shall be maintained in district files.

Investigations

~~The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. A conviction record will be kept confidential and shared only with the Board President, Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.~~

~~Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.~~

~~The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.~~

~~The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:~~

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

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. All physical fitness examinations must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the Board.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.
20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.
Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill.2d 482(Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

~~105 ILCS 5/10-21.9 and 5/24-5.
Employee Credit Privacy Act, 820 ILCS 70/.
Right to Privacy in the Workplace Act, 820 ILCS 55/.
Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.
820 ILCS 55/ and 70/.
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill., 1987).
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).~~

ADOPTED: September 23, 2009

REVISED: August 18, 2010; August 17, 2011; October 15, 2014; September 19, 2018

Personnel

Drug, Tobacco, and Alcohol-Free Workplace ~~Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition~~

All District workplaces are drug, tobacco and alcohol-free workplaces. All employees shall be prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. ~~Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance.~~ **or use of an illegal or controlled substance.**
2. ~~Distribution, consumption, use, possession, or being under the influence of alcohol.~~ **Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.**
3. ~~Possession or use of medical cannabis.~~ **Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms listed in the Cannabis Regulation and Tax Act (CRTA).**

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises* means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

In order to make employees aware of dangers of drug, tobacco, and alcohol abuse, the District will:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.

Tobacco Prohibition

~~All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in section 10-20.5b of the School Code.~~

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco shall have the meaning provided in 105 ILCS 5/10-20.5b.

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

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and
Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
21 C.F.R. Parts 1100, 1140, and 1143.
23 Ill.Admin.Code §22.20.

~~Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/1 et seq.
Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/
105 ILCS 5/10-20.5b.~~

ADOPTED: September 23, 2009

REVISED: August 14, 2013, August 12, 2015; September 19, 2018

Personnel

Abused and Neglected Child Reporting

~~Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, an abused or neglected individual with a disability, shall (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.~~

~~Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.~~

~~Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.~~

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

~~The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.~~

~~All District employees shall:~~

- ~~1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.~~
- ~~2. Complete mandated reporter training as required by law within one year of initial employment and at least every 5 years after that date.~~

~~The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.~~

~~The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.~~

~~The Superintendent shall notify the State Superintendent and the regional superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned~~

~~from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.~~

~~The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.~~

~~Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.~~

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at www.report.cybertip.org or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children’s Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA’s requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

LEGAL REF.: 105 ILCS 5/10-21.9.
20 ILCS 1305/1-1 *et seq.*, Department of Human Services Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/12C-50.1, Criminal Code of 2012.

LEGAL REF.: ~~105 ILCS 5/10-21.9.~~

~~20 ILCS 1305/1-1 et seq.~~
~~325 ILCS 5/.~~
~~720 ILCS 5/12C-50.1.~~

ADOPTED: September 23, 2009

REVISED: August 18, 2010; August 17, 2011; October 15, 2014; September 20, 2017



EXECUTIVE SUMMARY:

Annually, the Board of Education is required by Illinois School Code to adopt a budget by the end of the first quarter of the fiscal year (September 30). In order to prepare a budget, assumptions are developed in an effort to create a financial plan within which to operate. Based on those assumptions, a tentative budget is presented to the Board for approval (August 12, 2020) and made available for public review. An official budget will then be presented to the Board for approval after a public hearing (September 16, 2020).

When the Board adopts its official budget, it will likely include changes from the tentative budget as administration attempts to present the most current information for official budget approval.

BACKGROUND AND RATIONALE:

Each fiscal year, the Board of Education is required to pass a tentative budget which must then be placed on public display for at least thirty days prior to the adoption of an official budget. The following reports have been included to assist the Board of Education with understanding the tentative budget:

- FY20 Actual Revenues & Expenses (Exhibit A) – Comparison of the unaudited June 30, 2020 actual revenues received and actual expenditures realized.
- FY21 Tentative Revenues and Expenses (Exhibit B) – Comparison of the tentative budgeted revenues and expenses for fiscal year ending June 30, 2021
- Tentative Budget Projected Fund Balance Summary for year ending June 30, 2021 (Exhibit C) - Highlights the unaudited June 30, 2020 fund balances and projected June 30, 2021 fund balances based on tentative fiscal year 2021 revenues, expenditure, and transfers.
- FY20 Actual Revenue Compared to FY21 Tentative Revenue (Exhibit D) - Comparison of the fiscal year 2020 budget unaudited actuals and the tentative fiscal year 2021 budgeted revenues.
- FY20 Actual Expenditures Compared to FY21 Tentative Expenditures (Exhibit E) - Comparison of the fiscal year 2020 budget unaudited actuals and the tentative fiscal year 2021 budgeted expenses.
- Legal Notice (Exhibit F) – Per Illinois Statue (105 ILCS 5/17-1) public notice of the tentative budget’s availability for public inspection and the date and time of the budget Public Hearing must be published in a newspaper distributed in the district.

It should be noted that the prior year revenues and expenditures of the aforementioned reports are on a cash basis. Through a series of audit adjustments, amounts will be revised to reflect a modified accrual basis of accounting which recognizes revenues and expenditures when incurred rather than received or disbursed. A true comparison of budget to actual amounts will not be available until the final audit has been completed in the fall.



Listed below are key budget factors used in preparing the fiscal year 2021 budget. Again, it should be noted that changes will occur prior to the official budget as administration attempts to deliver the most current information possible.

Revenues

From a revenue perspective, the following items are of significant impact.

LOCAL SOURCES

- The Consumer Price Index (CPI) that corresponds to the 2019 levy and the fiscal year 2021 tax receipts is 1.9 percent. The extension for tax capped funds are anticipated to increase approximately 2.7 percent over the prior fiscal year. This is based on CPI and the addition of new construction (new growth) of equalized assessed valuation (EAV) to the tax base. Cook County will alter districts' tax distributions with prior year(s) tax refunds, objections, and adjustments. For tax year 2018, tax receipts were reduced by more than \$100,727 for refunds, objections, and adjustments. Overall, revenues to be realized by local tax revenues are estimated at \$12,068,033. This includes the remainder of the 2019 levy and 55% of the 2020 levy. We are projecting a 95% collection rate, taking into account FY20 refunds, objections and adjustments as well as property owners not being able to pay their tax bills due to COVID-19 hardship. Our historical collection rate is around 98% to 99%. This will have a considerable negative affect to our revenues. The total current year tax collections have decreased by 5.55% from this point last year. In addition, we receive our first installment of property tax revenue based on 55% of the previous year's extension. Since this year's levy is \$1.5M less due to not having to levy for bond payments, the first installment, which was realized in FY20 budget, was heavy and therefore we will receive less in the second installment for the FY21 budget.
- Corporate Personal Property Replacement Taxes (CPPRT) is a state imposed tax on a district's local corporations, partnerships, and other business entities to replace taxes lost by local governments when powers to impose personal property taxes were abolished in the 1970 Constitution. A major portion of CPPRT revenue is derived from corporate income tax which has a direct correlation to the strength of the local economy. With the COVID-19 pandemic and the executive order to shut down non-essential businesses, we are assuming for the 2021 tentative budget projections, a decrease in CPPRT taxes from the fiscal year 2020 budget. An amount of \$88,000 is to be credited to the Retirement (i.e., IMRF) and Social Security Fund, while the remaining approximately \$312,000 will be budgeted in the Education Fund.
- Overall, interest earnings in fiscal year 2021 are budgeted less than last year's numbers due to the economic outlook resulting from the COVID-19 pandemic. Interest earnings for fiscal year 2021 are conservatively budgeted at a .5% interest rate. This is based on the what the forecasts of the Lyons Township Treasurer's Office's portfolio advisors and banking partner's. Also, the Cook County treasurer has eliminated issuing late fees on property taxes for 60 days. That gives property owners until October to make payments instead of August. This delay in property tax collection will have a negative impact on short-term interest earnings. For the Fiscal year 2021 tentative budget we are projecting to



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collect \$310,390 compared to \$319,717 realized last year. Also, the Cook County treasurer has eliminated issuing late fees on property taxes for 60 days. That gives property owners until October to make payments instead of August. This delay in property tax collection will have a negative impact on short-term interest earnings.

- Other local revenues (i.e., Bright Beginnings, registration, summer school, etc.) realized in fee payments are usually estimated based on the prior year's collections. This year we are already issuing refunds to families that are not comfortable sending their children to in person learning. Therefore, we are estimating significantly lower revenues from Bright Beginnings tuitions.

STATE SOURCES

- Most of the district's funding from the state for fiscal year 2021 will be based on an evidence-based funding (EBF) formula which incorporates general state aid, special education-personnel, special education-funding for children requiring special education services, special education-summer school, and English learner education grants into one. The State has said the grant will remain flat and be fully funded. The fiscal year 2021 tentative budget anticipates \$531,790 from this grant, the same amount received in fiscal year 2020.
- Transportation reimbursements are based on the prior year's data. The fiscal year 2021 budget estimates transportation reimbursements from the state to be significantly lower due to the schools going to eLearning and students not requiring transportation from mid-March to the end of the school year; however, will be updated after completion of the 2018-19 pupil transportation reimbursement claim in mid-August. The final number will not be known until October 2020.

FEDERAL SOURCES

- Title I-Low Income provides the programs and resources for disadvantaged students to meet state academic achievement standards. The fiscal year 2021 amount is based a preliminary allotment of \$42,065.
- Title II-Teacher Quality provides resources for hiring, retaining, recruiting, and training highly qualified teachers. The fiscal year 2021 amount is based a preliminary allotment of \$21,636.
- The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to students with disabilities throughout the nation. Unlike past years, federal allocations for IDEA are required to be collected by the district. Based on the budget of LaGrange Area Department of Special Education (LADSE), the district will realize approximately \$172,462 (includes \$7446 for preschool) of IDEA funding for fiscal year 2021.
- As a result of COVID-19 The Elementary and Secondary School Emergency Relief Grant was established for the purpose of providing local educational agencies, including charter schools that are LEAs, with emergency relief funds to address the impact that Novel



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Coronavirus Disease 2019 has had on schools across the nation. The amount available to District 107 is \$41,245 of which \$3,928 is Trinity Lutheran School's proportionate share.

Expenditures

The following are items which have a more significant impact on the fiscal year 2021 expenditure budget:

- A school district budget is largely driven by its personnel (staffing and benefits). Annually, the Board approves a staffing plan that is transformed into a personnel budget. The final budget will reflect all known adjustments to the staffing plan and related benefits as the school year begins.
- Salary increases for the education association staff are based on the contractual agreement currently in negotiation. For the fiscal year 2021 tentative budget Salaries have been budgeted at a 4% increase reflecting last year's increase. We will hopefully have more accurate numbers for the final budget in September.
- The annual employer pension contribution rates for the Teachers' Retirement System (TRS) and Illinois Municipal Retirement Fund (IMRF) are subject to change. This year the employer TRS retirement contribution is set at 0.58 percent and the Teachers' Health Insurance Security (THIS) payments at 0.92 percent. IMRF has set its employer contribution rate at 10.89 percent for calendar year 2020 and preliminarily at 10.28 percent for calendar year 2021.
- The district's cost for its various insurance programs for fiscal year 2021 are assumed based on the following comparison to fiscal year 2020 budgets:
 - Medical insurance – 4.7% increase for PPO plan and 5.3% increase for its HMO plan
 - Life/Disability insurance – decreased 10%
 - Workers' compensation insurance – \$52,091
 - Property and liability insurance – \$49,256
- Special education costs include payments to special education cooperatives and other private facilities. Primarily this involves payments to LADSE for purchased service costs which are estimated based on known enrollments and is currently budgeted at \$544,788. The budget also will reflect tuition costs of \$725,850 to be paid to other private facilities. Because of changing needs of students and the chance of new students moving into the district, there is a reasonable possibility that tuition/services may exceed the proposed budget by year-end, as contingencies will not be budgeted.
- The Operations & Maintenance (O&M) Fund budget is for costs of maintaining, improving, or repairing school buildings and property. Expenditures to cover service agreements include, but are not limited to, landscaping, snowplowing, HVAC (heating, ventilation, and air conditioning), architectural services, and sewer/water services.

Additional expenditures in the O&M Fund include, but are not limited to, summer projects such as roof repairs, replacing the intercom system at the middle school, concrete and asphalt repair, RTU replacements, tile repair, tree trimming, painting, and miscellaneous repairs. Supply expenditures include, but are not limited to, electricity, natural gas, and custodial supplies.

- In addition to day custodians at each school, the district contracts custodial services through GCA Services Group an ABM Company. The cost associated with this contract has been set at \$223,003 for fiscal year 2021. In addition, we want, and need, to keep our students and staff safe. Therefore, we are budgeting \$150,000 for extra cleaning and sanitizing due to the COVID-19 pandemic and the CDC guidelines. We are also contracting with GCA for two day porters to assist in the sanitization and cleaning of high touch areas throughout the day. This comes at a cost of \$78,684 (included in the \$150,000).
- Assuming similar 2019-20 ridership, and students attending in person the entire year, the budget is approximately \$663,000 to cover costs for daily transportation routes and charters (i.e., athletics, field trips, safety drills, etc.). Due to the COVID-19 pandemic there will be an extra cost for sanitizing buses on a daily basis. We don't have the exact cost yet, but should know for the final budget in September. An additional \$88,400 is estimated for the individual transportation requirements of students with special needs.
- Individual funding for schools has been allocated on a zero based budget strategy working off historical numbers, with the majority used to cover educational supplies and materials costs.
- COVID-19 has had a significant impact on the FY21 tentative budget. We have purchased, and continue to purchase, cleaning supplies, Personal Protective Equipment (masks, gloves, gowns, face shields, etc.), plexiglass barriers, water bottle filling stations, hand sanitizer stations, tables for lunch rooms, outdoor classrooms, etc. The tentative budget reflects approximately \$300,000 to cover these expenses. We are also budgeting for extra lunch monitors and aides as well as contracted day porters to sanitize buildings at a cost of approximately \$173,000. It is difficult to predict what will happen moving forward with how the pandemic affects schools and therefore it's difficult to project the costs associated with it.

A Board approved tentative budget is only the first step in our cycle. At the September Board of Education meeting, the administration will present a finalized budget that reflects Board and community feedback. Pleasantdale School District remains in good financial standing and will continue to operate in a manner that maximizes programming with the lowest possible operating costs.

RECOMMENDATION:

That the Board of Education approve the fiscal year 2021 tentative budget for public display and set a public hearing for September 16, 2020.

EXHIBIT A

FY20 Actual Revenue & Expenses (unaudited)

Fund	FY20 Revenues	FY20 Expenses	Difference
Education	\$ 12,552,822.42	\$ 11,711,305.57	\$ 841,516.85
Operation & Maintenance	\$ 1,012,130.79	\$ 1,307,050.93	\$ (294,920.14)
Debt	\$ 1,652,427.89	\$ 1,532,650.00	\$ 119,777.89
Trans	\$ 893,079.71	\$ 558,981.87	\$ 334,097.84
IMRF/SS	\$ 385,504.72	\$ 312,850.92	\$ 72,653.80
Capital Outlay	\$ 8,360.93	\$ 1,279,441.36	\$ (1,271,080.43)
Working Cash	\$ 5,753.17	\$ -	\$ 5,753.17
Tort	\$ 83,158.92	\$ 76,013.00	\$ 7,145.92
Fire and Safety	\$ 5,949.74	\$ 3,139.00	\$ 2,810.74
Total	\$ 16,599,188	\$ 16,781,433	\$ (182,244)
Compared to Budget	-4%*	-6.9%**	

* Actual Revenues received were 4% less than anticipated.

** Actual expenditures were 6.9% under budget.

EXHIBIT B

FY21 Tentative Revenues & Expenses

Fund	FY21 Revenues	FY21 Expenses	Difference
Education	\$ 12,043,694	\$ 12,963,340	\$ (919,646)
Oper & Maint	\$ 1,063,908	\$ 1,523,314	\$ (459,406)
Debt Service	\$ -	\$ -	\$ -
Trans	\$ 822,741	\$ 800,025	\$ 22,716
IMRF/SS	\$ 369,421	\$ 322,417	\$ 47,004
Capital Projects	\$ -	\$ 160,132	\$ (160,132)
Working Cash	\$ 5,875	\$ -	\$ 5,875
Tort	\$ 78,350	\$ 101,347	\$ (22,997)
Life Safety	\$ 6,071	\$ 3,100	\$ 2,971
TOTAL	\$ 14,390,060	\$ 15,873,674	\$ (1,483,614)

EXHIBIT C

Projected Fund Balances June 30, 2021

unaudited

Fund	June 30, 2020 Fund Balances	FY21 Projected Budget Difference	June 30, 2021 Projected Balances
Education	\$ 8,310,453	\$ (919,646)	\$ 7,390,807
Oper & Maint	\$ 2,618,033	\$ (459,406)	\$ 2,158,628
Debt Service	\$ 488,271	\$ -	\$ 488,271
Trans	\$ 1,119,623	\$ 22,716	\$ 1,142,339
IMRF/SS	\$ 463,500	\$ 47,004	\$ 510,504
Capital Projects	\$ 160,132	\$ (160,132)	\$ -
Working Cash	\$ 284,444	\$ 5,875	\$ 290,319
Tort	\$ 59,849	\$ (22,997)	\$ 36,852
Life Safety	\$ 292,681	\$ 2,971	\$ 295,652
	\$ 13,796,986	\$ (1,483,614)	\$ 12,313,372

EXHIBIT D

FY20 Tentative Revenue

unaudited

REVENUES	Actual Revenue FY20	Tentative Revenue FY21	% Change Budget to Prior Year's Actual
Education	\$ 12,552,822	\$ 12,043,694	-4%
Operation & Maintenance	\$ 1,012,131	\$ 1,063,908	5%
Debt	\$ 1,652,428	\$ -	-100%
Trans	\$ 893,080	\$ 822,741	-8%
IMRF/SS	\$ 385,505	\$ 369,421	-4%
Capital Outlay	\$ 8,361	\$ -	0%
Working Cash	\$ 5,753	\$ 5,875	2%
Tort	\$ 83,159	\$ 78,350	-6%
Fire and Safety	\$ 5,950	\$ 6,071	2%
Total	\$ 16,599,188	\$ 14,390,060	-13%

EXHIBIT E

FY20 Tentative Expenses

unaudited

EXPENSES	Actual Expenses FY19	Tentative Expenses FY20	% Change Budget to Prior Year's Actual
Education	\$ 11,711,306	\$ 12,963,340	11%
Operation & Maintenance	\$ 1,307,051	\$ 1,523,314	17%
Debt	\$ 1,532,650	\$ -	-100%
Trans	\$ 558,982	\$ 800,025	43%
IMRF/SS	\$ 312,851	\$ 322,417	3%
Capital Outlay	\$ 1,279,441	\$ 160,132	-87%
Working Cash	\$ -	\$ -	0%
Tort	\$ 76,013	\$ 101,347	33%
Fire and Safety	\$ 3,139	\$ 3,100	-1%
Total	\$ 16,781,433	\$ 15,873,674	-5%

EXHIBIT F

Pleasantdale Elementary School
8100 School Street
La Grange, IL 60525
708.246.4700 Fax: 708.246.4625



Pleasantdale Middle School
7450 S. Wolf Road
Burr Ridge, IL 60527
708.246.3210 Fax: 708.352.0092

Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2013 | Fax: 708.246.0161 | www.d107.org

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN by the Board of Education of School District No. 107, County of Cook, State of Illinois, that tentative budget for said school district for the fiscal year beginning July 1, 2020 will be on file and conveniently available to public inspection at 7450 S. Wolf Road, Burr Ridge, Illinois in the Administration Building as of August 18, 2019 through September 16th, 2019, from and after 8:00 A.M. until 3:00 P.M. Notice is further hereby given that a public hearing on said budget will be held at 7:00 P.M. on the 16th day of September 2020 at 7450 S. Wolf Road, Burr Ridge, Illinois, in this School District No. 107.

Dated this 13th Day of August 2020

Mary Lenzen
Secretary of the Board of Education
School District No. 107