

# **Board of Education Regular Meeting of the Pleasantdale 107 Board**

Wednesday, September 20, 2023 6:00 PM

Administration Building, 7450 S Wolf Road, Burr Ridge, IL 60527

## **I. Roll Call / Visitors**

## **II. Pledge of Allegiance**

## **III. Public Hearing - Budget**

**III.A. Declare Budget Hearing Open at \_\_\_\_\_  
p.m.**

**III.B. Presentation/Discussion of 2023-2024  
School District Budget**

**III.C. \* Motion to Adopt the 2023-2024 School  
District Budget as Presented**

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

## **V. \* Consent Agenda**

**V.A. Approve Regular Meeting Minutes of August 16,  
2023**

**V.B. Approve Closed Session Meeting Minutes of  
August 16, 2023**

**V.C. Approve Payment of August Payroll/September  
Warrants**

**V.D. Declassify Closed Session Minutes**

**V.E. Approve September 2023 Personnel Report**

**V.F. Approve Section 5 (Personnel) Board Policies**

**V.G. Approve Service Contract with Midwest  
Mechanical for HVAC Repairs/Install for Summer  
2024**

**V.H. Approve Overnight Field Trips per Board Policy  
6.240**

## **VI. Reports and Discussion Items**

**VI.A. Informational Updates**

**VI.A.1. District Announcement**

**VI.A.2. Facilities Development**

**VI.A.3. Strategic Planning Update**

**VI.A.4. Review Superintendent 2023-24 Goals**

**VI.A.5. Discussion: Board Practice when Meeting  
with Elected Officials**

**VI.B. Administration Reports**

VI.B.1. Curriculum Review Cycle Update

VI.B.2. Class Size Update

VI.B.3. Review Board Policy Section 6 (Curriculum and Instruction)

VII. Items for Next Agenda: Facilities

Update; Approve Superintendent 2023-24 Goals; Approve Curriculum and Instruction (sec. 6) Board Policies; Elementary/Middle School Improvement Plans; and Adopt Proposed Tax Levy; Review Superintendent Evaluation Tool; Review Finances (sec. 4) Board Policies.

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

IX. FOIA

This month, the district received the following Freedom of Information Act (FOIA) requests.

1. Tom Lisowski requested a copy of the district's latest demographic report from demographer John Kasarda
2. Tom Lisowski requested copies of the "past three" demographic reports filed before 2019.

X. Adjournment

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](http://www.d107.org)

To: Dr. Dave Palzet, Superintendent  
From: Griffin L. Sonntag, Business Manager/CSBO  
Date: September 12, 2023  
Re: Final Budget

### **Executive Summary**

At the August 16, 2023, Board of Education meeting, the tentative budget was presented. No changes were made from the tentative budget for the final budget.

Please see the FY24 Final Budget Summary on the following page.

### **Timeline for budget adoption:**

The tentative budget was presented at the August 16, 2023, Board of Education meeting and placed on display for more than 30 days. A budget hearing will be held on Wednesday, September 20, 2023, at 6:00 p.m. in the Pleasantdale School District 107 Administration Building. The FY24 Budget will be formally adopted at the Board of Education meeting following the budget hearing on September 20th.

### **Conclusion:**

A budget is a roadmap and is constructed by taking the best information that we have at the time it is made. I believe this final budget continues to be fiscally responsible for the taxpayers of Pleasantdale School District 107 while offering our students the highest levels of education every single day.

PLEASANTDALE SCHOOL DISTRICT 107

FY24 FINAL BUDGET

September 20, 2023

FUNDS	UNAUDITED	FY24 FINAL BUDGET		FY24 FINAL BUDGET	INTERFUND	PROJECTED
	FUND BALANCE as of July 1, 2023	REVENUES 2024	EXPENDITURES 2024	SURPLUS (DEFICIT)	TRANSFER FY24	FY24 ENDING FUND BALANCE
EDUCATION	10,888,745.19	15,339,546.75	15,182,702.89	156,843.86		11,045,589.05
O&M	2,147,503.56	1,693,000.00	2,058,793.50	(365,793.50)	(600,000.00)	1,181,710.06
TRANSPORTATION	1,250,606.71	829,000.00	790,038.00	38,962.00		1,289,568.71
WORKING CASH	735,788.41	285,000.00	-	285,000.00		1,020,788.41
<b>OPERATING FUNDS</b>	<b>15,022,643.87</b>	<b>18,146,546.75</b>	<b>18,031,534.39</b>	<b>115,012.36</b>	<b>(600,000.00)</b>	<b>14,537,656.23</b>
IMRF & SOCIAL SECURITY	520,121.21	336,500.00	377,370.00	(40,870.00)		479,251.21
TORT	113,474.45	146,000.00	122,405.00	23,595.00		137,069.45
LIFE SAFETY	300,345.45	9,200.00	10,000.00	(800.00)		299,545.45
<b>OTHER FUNDS</b>	<b>933,941.11</b>	<b>491,700.00</b>	<b>509,775.00</b>	<b>(18,075.00)</b>	-	<b>915,866.11</b>
CAPITAL PROJECTS	2,542,965.38	630,000.00	1,992,306.00	(1,362,306.00)	600,000.00	<b>1,780,659.38</b>
BOND & INTEREST	127,536.98	406,900.00	347,263.00	59,637.00		<b>59,637.00</b>
<b>SURPLUS (DEFICIT)</b>	<b>18,627,087.34</b>	<b>19,675,146.75</b>	<b>20,880,878.39</b>	<b>(1,205,731.64)</b>	-	<b>17,293,818.72</b>
						<b>17,293,818.72</b>

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## **Certification of Anticipated Revenues**

**I, the undersigned, do hereby certify that I am the Business Manager/CSBO for Pleasantdale School District Number 107, Cook County, Illinois and as such, I am the Chief Fiscal Officer of the School District.**

**I do further certify that the foregoing Budget Resolution, July 1, 2023 to June 30, 2024 adopted on the 20th day of September, 2023, set forth the estimate of revenues anticipated to be received by the School District, by source, in the 2023-2024 fiscal year.**

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**Mr. Griffin L. Sonntag**

**Business Manager/CSBO**

**RESOLUTION TO ADOPT BUDGET**

WHEREAS, the Board of Education has made the tentative budget for the 2023-2024 school year available for public inspection for at least 30 days prior to adoption; and

WHEREAS, the Board of Education has held a public hearing prior to adoption;

NOW, THEREFORE BE IT RESOLVED by the Board of Education of the Pleasantdale School District No. 107, Cook County, Illinois, as follows:

*Section 1.* The fiscal year for the school district is declared to be July 1, 2023 through June 30, 2024.

*Section 2.* The Board of Education does hereby approve the final budget attached hereto for the 2023-2024 school year.

*Section 3.* This resolution shall be in full force and effect upon its adoption.

Member \_\_\_\_\_ moved and Member \_\_\_\_\_

seconded the motion that this resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Secretary to call the roll for a vote on the motion to adopt the resolution with the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Adopted: September 20, 2023

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

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

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## **Certification of Budget**

**I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education, Pleasantdale School District Number 107, Cook County, Illinois (the “Board”), and as such official I am the keeper of the records and files of the Board.**

**I do further certify that the foregoing constitutes a full, true and complete copy of the Budget Resolution, July 1, 2023 to June 30, 2024, of the Board adopted on the 20th day of September, 2023.**

**I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, that the Board has complied with all of the provisions of said Act and said Code and with all the procedural rules of the Board.**

**IN WITNESS whereof, I hereunto affix my official signature, the 20th day of September, 2023.**

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**Mary Lenzen**  
**Secretary, Board of Education**

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## **Certification of Anticipated Revenues**

**I, the undersigned, do hereby certify that I am the duly qualified and acting Superintendent of Pleasantdale School District Number 107, Cook County, Illinois and as such I am the Chief Fiscal Officer of the School District.**

**I do further certify that the foregoing Budget Resolution, July 1, 2022 to June 30, 2023 adopted on the 21<sup>st</sup> day of September, 2022, set forth the estimate of revenues anticipated to be received by the School District, by source, in the 2022-2023 fiscal year.**

A handwritten signature in black ink, appearing to read 'D. Palzet', written over a horizontal line. The signature is stylized and cursive.

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**Dr. Dave Palzet, Superintendent**

## MINUTES OF THE BOARD OF EDUCATION

Regular Meeting      Administration Building      6:00 – 8:08 p.m.      August 16, 2023

### Members Present:

Arlene Cabana, Presiding Officer

Bill Brockob

Charles Zona

Mary Lenzen

Becky Walters

### Members Absent

Jason Nash

Tarryne Marchione

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### ROLL CALL AND

#### VISITORS

Present with Superintendent Dave Palzet were staff members Jennifer Ban, Griffin Sonntag, Kathleen Tomei, Jeanine Arundel, Maura Raleigh, Tousha Summers and James Mukite. Community member Karyn Lisowski and students Michael Natale, Filip Radecki, Caden Schwartz, and Alex Kobylarczyk and their families were also in attendance.

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by Pleasantdale Middle School Students Michael Natale, Filip Radecki, Caden Schwartz, and Alex Kobylarczyk who were recognized for their contributions to the community in the wake of a F1 tornado hitting the community.

#### OPEN FORUM

No members of the public addressed the Board at this time.

#### ACTION NO. 1

##### *Consent Agenda*

Motion by Lenzen, second by Walters, that the Board of Education approve the consent agenda as presented consisting of meeting minutes of June 21, 2023 Regular Board meeting; payment of June and July payroll/June, July, and August warrants; August 2023 personnel report; Intergovernmental Agreement with Pleasant Dale Park District for Storage Service; Memorandum of Understanding with Teachers Association of Pleasantdale regarding lane advancement of Social Workers and Speech-Language Pathologists. Motion carried by a roll call of 5 ayes (Brockob, Cabana, Zona, Lenzen, Walters - Absent Nash and Marchione).

#### REPORTS AND DISCUSSION ITEMS

##### *Back To School Update*

Dr. Palzet informed the Board that all summer construction projects were completed on time and within budget. Additionally, the district's buildings are ready for students and staff. Dr. Palzet also mentioned that our new teachers completed their new teacher institute days, and the district hosted two district institute days, allowing teachers to engage in professional development and prepare for students' arrival. The

theme for the start of the year is #GiantLeap, focusing on helping students make giant leaps in their learning.

#### Safety/Security Update

Dr. Palzet provided an update on new safety and security measures that the district has implemented. These include the removal of mid-room walls in our first-grade classrooms to improve line-of-sight for teachers, security film on windows to prevent shattering, and safety/security training for district office staff. Over the summer, the administration and a Board representative met with first responders to discuss crisis plans and school safety. Finally, members of our administration will attend the Illinois School Safety Conference in September.

#### Facilities Update

Dr. Palzet reviewed the construction projects that were completed over the summer, including roof replacements and HVAC work. He commended our maintenance teams for their work over the summer. The Board also discussed the upcoming Citizen's Engagement Committee meetings that will help the district determine a path forward regarding large-scale construction projects including the possibility of a new early childhood center.

#### 2024 Summer HVAC Projects

Business Manager Griffin Sonntag presented a plan for the district's summer 2024 maintenance projects. These projects include replacing the Pleasantdale Elementary School's Unit Ventilator system, replacing three end-of-life roof top air conditioning units, and replacing the district's HVAC controls. The proposal is to replace the district's outdated Unit Ventilators with Displacement Induction System, which provides more fresh air intake, is more energy efficient, and has a longer life cycle. The administration will seek approval for these projects at the September Board meeting.

#### Superintendent Advisory Team Member Appointments

Each year, the district hosts several Superintendent Advisory teams to provide feedback to the administration and help lead our district. Our Superintendent Advisory teams can include up to two Board members. Below is a list of the Superintendent Advisory Teams and the Board members who were appointed to these teams.

- Finance Team: Charles Zona and Bill Brockob
- Facilities Team: Mary Lenzen and Arlene Cabana
- Student Services Team: Tarryne Marchione and Becky Walters

#### Summer Academy Update

The Summer Academy administrator, Almir Emso provided the Board with an update on our 2023 Summer Academy. The District's Summer Academy is open to District students in grades Kindergarten through 7th grade. The report focused on the variety of classes offered, the total number of students served, the financial outcomes of the program, and steps to improve the program in the future. This year 175 students participated in over 20 courses.

Tentative Budget

In compliance with state law, the administration presents a tentative budget to the Board of Education each August. This tentative budget reflects our district's priorities as we seek to make responsible financial decisions. District Business Manager Griffin Sonntag presented the tentative budget to the Board. The tentative budget will remain on display for community inspection at the district office (7450 S. Wolf Rd., Burr Ridge IL) for the required 30 days.

Review Board Policy (sec. 5) Personnel

The Board frequently reviews policies to ensure the policies reflect the realities of running a district. At the August 16, 2023 meeting the Board reviewed policies from section 5, Personnel. These policies will be on the September 20, 2023 agenda for approval.

Items for Next Agenda

Facilities Update; Annual Curriculum Cycle Review; Budget Hearing; Adopt Annual Budget; Staff Introductions; Approval Personnel (sec. 5), Review Curriculum (sec.6) Board Policies; Declassify Closed Session Minutes; Class Size Update; Board Discussion on Elected Official Meetings.

OPEN FORUM

No members of the public addressed the Board at this time.

WRITTEN  
REPORTS

The district submitted the Hiring Status report and an Enrollment Report to the Board. Additionally, the Board fulfilled Freedom of Information Act (FOIA) requests from SmartProcure for records related to district purchases and from Vince Espi regarding substitute teacher compensation.

ACTION NO. 2

Closed Session

Motion by Lenzen, seconded by Zona, that the Board of Education go into closed session at 7:37 p.m. to discuss the following items: the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5); Motion carried by a roll call vote of 5 ayes (Cabana, Lenzen, Zona, Walters, Brockob. Absent: Marchione, Nash).

The Board came out of closed session at 8:08 p.m.

ADJOURNMENT

Motion by Lenzen, seconded by Zona, that the regular meeting adjourns at 8:08 p.m. Voice vote. Motion carried.

App. \_\_ President \_\_\_\_\_ Secretary \_\_\_\_\_

## September 2023 Board Report

REVENUES	FY24 Budget	August	YTD	% Realized
Educational	\$15,339,547	\$325,068	\$563,395	3.67%
Operation and Maintenance	\$1,693,000	\$52,798	\$210,794	12.45%
Debt Service	\$406,900	\$3,535	\$3,535	0.87%
Transportation	\$829,000	\$5,659	\$41,292	4.98%
IMRF/Social Security	\$336,500	\$2,097	\$114,097	33.91%
Capital Projects	\$630,000	\$250,000	\$250,000	39.68%
Working Cash	\$285,000	\$2,727	\$2,727	0.96%
Tort	\$146,000	\$1,687	\$1,687	1.16%
Fire Prevention & Life Safety	\$9,200	\$11	\$11	0.12%
<b>Total</b>	<b>\$19,675,147</b>	<b>\$643,581</b>	<b>\$1,187,537</b>	<b>6.04%</b>

EXPENSES	FY24 Budget	August	YTD	% Used
Educational	\$15,182,703	\$828,921	\$1,206,436	7.95%
Operation and Maintenance	\$2,058,794	\$183,380	\$245,314	11.92%
Debt Service	\$347,263	\$0	\$0	0.00%
Transportation	\$790,038	\$6,783	\$20,937	2.65%
IMRF/Social Security	\$377,370	\$21,821	\$32,462	8.60%
Capital Projects	\$1,992,306	\$0	\$578,586	29.04%
Working Cash	\$0	\$0	\$0	-
Tort	\$122,405	\$0	\$122,405	100.00%
Fire Prevention & Life Safety	\$10,000	\$99	\$99	0.99%
<b>Total</b>	<b>\$20,880,879</b>	<b>\$1,041,003</b>	<b>\$2,206,239</b>	<b>10.57%</b>

<b>SURPLUS (DEFICIT)</b>	<b>(\$1,205,732)</b>	<b>(\$397,423)</b>	<b>(\$1,018,702)</b>
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**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1050

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon Capital Services, Inc						
Check Group:						
Ellison sure cut die storage rack		2 0		179F-XF96-DC1K 8/9/2023	10.5.2410.4000.100.0000	\$56.32
Vicnova magnetic pencil holder		1 0		179F-XF96-DC1K 8/9/2023	10.5.2410.4000.100.0000	\$13.89
Fiskars Softgrip Left-Handed Pointed -tip Kids Scissors, Blue		6 0		1FR7-CRF4-7CR V 9/1/2023	10.5.1650.4000.100.0000	\$24.27
Credit memo from invoice 13c9-3316-LR7T		1 0		1WGV-71F4-RXL W 8/17/2023	10.5.1002.4000.200.0000	(\$5.58)
				Check #: 0		
					PO/InvoiceTotal:	\$88.90
Check Group:						
Goldfish crackers 100 pk		1 24111		1NWR-9Y3Q-F4K W 8/4/2023	10.5.2410.4000.100.0000	\$43.53
Swedish Fish candy		1 24111		1NWR-9Y3Q-F4K W 8/4/2023	10.5.2410.4000.100.0000	\$24.99
Shipping and Handling		1 24111		1NWR-9Y3Q-F4K W 8/4/2023	10.5.1001.4000.100.0000	\$6.99
				Check #: 0		
					PO/InvoiceTotal:	\$75.51
Check Group:						
Ryze Tech Propeller Guards		1 24115		16NC-G1DG-LN9 J 8/30/2023	10.5.1002.4000.200.0000	\$6.26
				Check #: 0		
					PO/InvoiceTotal:	\$6.26
Check Group:						

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1050

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Brite Bee Sharpinator Electric Pencil Sharpener		1	24117	167G-GPWT-7V W9 8/9/2023	10.5.1002.4000.200.0000	\$32.97
Check #: 0						
PO/InvoiceTotal:						\$32.97
Check Group:						
Papermate Ink Joy Assorted Color Gel Pens		1	24127	14JH-GJK3-HGD K 8/10/2023	10.5.1002.4000.200.0000	\$19.94
House of Doolittle Doodle Pad White Refill 25 Sheets		1	24127	14JH-GJK3-HGD K 8/10/2023	10.5.1002.4000.200.0000	\$16.71
Check #: 0						
PO/InvoiceTotal:						\$36.65
Check Group:						
Eucalyptus Magnetic Bulletin Board		1	24131	1MXT-GDVJ-W7 GV 8/13/2023	10.5.1002.4000.200.0000	\$31.99
2023-2024 Academic Year Desk Calendar		1	24131	1MXT-GDVJ-W7 GV 8/13/2023	10.5.1002.4000.200.0000	\$24.95
Check #: 0						
PO/InvoiceTotal:						\$56.94
Check Group:						
Assorted Sports Balls Set		1	24132	1NVT-K1V4-NMH F 8/11/2023	10.5.1002.4000.200.0000	\$7.99
Scotch Thermal Laminating Pouches 100 Pack		1	24132	1NVT-K1V4-NMH F 8/11/2023	10.5.1002.4000.200.0000	\$15.98
\$ Piece Small Metal Buckets		1	24132	1NVT-K1V4-NMH F 8/11/2023	10.5.1002.4000.200.0000	\$11.99
Check #: 0						

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1050

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$35.96
Check Group:						
Pop Warm Ups & Work Outs for Choir		1	24133	1FDJ-GWCL-M7C 4 8/11/2023	10.5.1002.4000.200.0000	\$26.69
Rounds Plus: Traditional Rounds with Ostinatos for Changing Voices		1	24133	1FDJ-GWCL-M7C 4 8/11/2023	10.5.1002.4000.200.0000	\$19.99
Music Mosaic: Exploring the Music of America Through Project Based Learning		1	24133	1FDJ-GWCL-M7C 4 8/11/2023	10.5.1002.4000.200.0000	\$34.99
						Check #: 0
						PO/InvoiceTotal: \$81.67
Check Group:						
Auxiliary Extension Cable 3.5		2	24135	1DLP-JRQQ_9M9 { 8/15/2023	10.5.2225.4000.200.0000	\$31.98
Balanced XLR Cable Male to 3.5mm TRS - 50 Feet Black		2	24135	1DLP-JRQQ_9M9 { 8/15/2023	10.5.2225.4000.200.0000	\$91.98
Shipping		1	24135	1DLP-JRQQ_9M9 { 8/15/2023	10.5.2225.4000.200.0000	\$9.34
Discounts		1	24135	1DLP-JRQQ_9M9 { 8/15/2023	10.5.2225.4000.200.0000	(\$10.94)
						Check #: 0
						PO/InvoiceTotal: \$122.36
Check Group:						
Rubbermaid Commercial Products Brute Trash Can Dolly with Wheels, Black, Transports 20, 32, 44 and 55G Brute Containers		1	24136	1LVV-RHFP-XTN P 8/13/2023	20.5.2540.4000.300.0000	\$44.07

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Voucher Batch Number: 1050

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Rubbermaid Commercial Products Brute Twist on/Off Round Dolly, Use with BRUTE Trash Can, Black, Pack of 2		1	24136	1LVV-RHFP-XTN P 8/13/2023	20.5.2540.4000.300.0000	\$86.30
Rubbermaid Commercial Products BRUTE Heavy-Duty Trash/Garbage Can, 55-Gallon, Gray, Wastebasket for Home/Garage/Mall/Office/Stadium/Bathroom, Pack of 3		1	24136	1LVV-RHFP-XTN P 8/13/2023	20.5.2540.4000.300.0000	\$344.32
shipping		1	24136	1LVV-RHFP-XTN P 8/13/2023	20.5.2540.4000.300.0000	\$6.99
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$481.68
Check Group:						
Traffic Safety Cones 36 Inch 6 Pack		2	24140	1PGR-4V7V-RJG X 8/17/2023	20.5.2540.4000.300.0000	\$390.00
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$390.00
Check Group:						
Vevor Commercial Grid Bike Rack		1	24142	1WTY-GGRF-3F QP 8/14/2023	10.5.2410.4000.200.0000	\$169.99
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$169.99
Check Group:						
Carson Dellosa 36 pc name plates for desks		1	24145	V510123 8/23/2023	10.5.1001.4101.100.0000	\$7.05
9 colorful classroom decor signs		1	24145	V510123 8/23/2023	10.5.1001.4101.100.0000	\$19.59
Carson Dellosa Growth mindset bulletin board set		1	24145	V510123 8/23/2023	10.5.1001.4101.100.0000	\$14.34
Reading banner and poster set classroom decorations		1	24145	V510123 8/23/2023	10.5.1001.4101.100.0000	\$9.99

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09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
100 ft bulletin board borders rainbow theme		1	24145	V510123 8/23/2023	10.5.1001.4101.100.0000	\$11.90
Carso Dellosa birthday chart		1	24145	V510123 8/23/2023	10.5.1001.4101.100.0000	\$10.07
Chair pockets 6 pk blue/mint		2	24145	V510123 8/23/2023	10.5.1001.4101.100.0000	\$188.92
Youngever 52.5 ft Bulletin board borders		1	24145	V510123 8/23/2023	10.5.1001.4101.100.0000	\$12.97
Teachers tape bulk pack double sided foam tape		1	24145	V510123 8/23/2023	10.5.1001.4101.100.0000	\$39.90
Recollections Cardstock paper Neon 8.5x11		1	24145	V510123 8/23/2023	10.5.1001.4101.100.0000	\$12.00
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$326.73
Check Group:						
50 Two Pocket Folders with Prongs		1	24146	1J6G-9H3G-CLN D 8/15/2023	10.5.1002.4000.200.0000	\$31.99
Amazon Basics Wood Cased #2 Pencils 150 Count		2	24146	1J6G-9H3G-CLN D 8/15/2023	10.5.1002.4000.200.0000	\$29.98
Expo Low Odor Dry Erase Markers 16 Count		3	24146	1J6G-9H3G-CLN D 8/15/2023	10.5.1002.4000.200.0000	\$67.74
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$129.71
Check Group:						
Expo Low Odor Dry Erase Markers 36 Count		1	24147	1KKM-9737-6N34 8/19/2023	10.5.1002.4000.200.0000	\$21.27
Lined Sticky Note 6 Pack		1	24147	1KKM-9737-6N34 8/19/2023	10.5.1002.4000.200.0000	\$8.99

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Desk Calendar 2023.2024 18 Month Desk Calendar		1	24147	1KKM-9737-6N34 8/19/2023	10.5.1002.4000.200.0000	\$9.99
Avery Heavy Duty 3" Ring Binder Light Blue		1	24147	1KKM-9737-6N34 8/19/2023	10.5.1002.4000.200.0000	\$10.24
Amazon Basics Woodcased #2 Pencils 150 Count		1	24147	1KKM-9737-6N34 8/19/2023	10.5.1002.4000.200.0000	\$15.83
Amazon Basics File Folder 50 Pack Assorted Colors		1	24147	1QW9-4X7M-9XR H 8/28/2023	10.5.1002.4000.200.0000	\$18.53
Check #: 0						
						PO/InvoiceTotal: <u>                    </u> \$84.85
Check Group:						
Amazon Basics File Folders Bright Green 36 Pack		1	24149	1MWX_GQLQ-DF 1K 8/15/2023	10.5.1002.4000.200.0000	\$7.97
12456 Piece Star Sticker Set		1	24149	1MWX_GQLQ-DF 1K 8/15/2023	10.5.1002.4000.200.0000	\$8.99
Rainbow Scratch Mini Art Notes 125 Count		1	24149	1MWX_GQLQ-DF 1K 8/15/2023	10.5.1002.4000.200.0000	\$7.64
6 Pack Multi Color Laminated Dry Erase Incentive Chart with 120 Reward Stickers		1	24149	1MWX_GQLQ-DF 1K 8/15/2023	10.5.1002.4000.200.0000	\$11.98
Check #: 0						
						PO/InvoiceTotal: <u>                    </u> \$36.58
Check Group:						
Sawysine 12pc floor cushions /classic color square		1	24151	1XP7-CFJQ_FTV X 8/15/2023	10.5.1001.4101.100.0000	\$85.99
Check #: 0						
						PO/InvoiceTotal: <u>                    </u> \$85.99
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
iPad Document Camera Stand		4	24153	1VRF-VLVD-3YH 7 8/19/2023	10.5.2225.4000.100.0000	\$319.96
Inter-tel Axxess 550.8560 Charcoal Display Phone		2	24153	1VRF-VLVD-3YH 7 8/19/2023	10.5.2225.4000.200.0000	\$105.72
Inter-tel Axxess 550.8560 Charcoal Display Phone		1	24153	1VRF-VLVD-3YH 7 8/19/2023	10.5.2225.4000.100.0000	\$52.86
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$478.54
Check Group:						
Chair Ball with Feet		2	24155	1KKM-9737-6FYK 8/22/2023	10.5.1002.4000.200.0000	\$37.98
Scotch Dry Erase Tape White		1	24155	1KKM-9737-6FYK 8/22/2023	10.5.1002.4000.200.0000	\$8.99
2800 Piece Colored Dot Stickers		1	24155	1KKM-9737-6FYK 8/22/2023	10.5.1002.4000.200.0000	\$8.98
Expandable Breathing Ball		1	24155	1KKM-9737-6FYK 8/22/2023	10.5.1002.4000.200.0000	\$13.71
Gamma Bag of Pressureless Tennis Balls		1	24155	1KKM-9737-6FYK 8/22/2023	10.5.1002.4000.200.0000	\$19.99
Inflated Wobble Cushion		2	24155	1KKM-9737-6FYK 8/22/2023	10.5.1002.4000.200.0000	\$45.98
Giant Coloring Poster		1	24155	1KKM-9737-6FYK 8/22/2023	10.5.1002.4000.200.0000	\$19.99
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$155.62
Check Group:						
Magnetic Dry Wipe Pens Pack of 12 10 Colors		2	24156	17VM-7DXM-9JY N 8/20/2023	10.5.1002.4000.200.0000	\$11.38

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
6 Pack Small White Board		1	24156	17VM-7DXM-9JY N 8/20/2023	10.5.1002.4000.200.0000	\$15.99
6 Piece Bag Clips		1	24156	17VM-7DXM-9JY N 8/20/2023	10.5.1002.4000.200.0000	\$7.98
Sharpie Permanent Markers Assorted Colors 12 count		1	24156	17VM-7DXM-9JY N 8/20/2023	10.5.1002.4000.200.0000	\$9.97
Doodle Teacher Desk Calendar 2023.2024		1	24156	17VM-7DXM-9JY N 8/20/2023	10.5.1002.4000.200.0000	\$24.49
Post It Super Sticky Notes 5 Pad Pack		1	24156	17VM-7DXM-9JY N 8/20/2023	10.5.1002.4000.200.0000	\$8.51
Amazon Basics Felt Tip Marker Pen 12 Pack Assorted Colors		1	24156	17VM-7DXM-9JY N 8/20/2023	10.5.1002.4000.200.0000	\$7.54
Paper Mate Flair Felt Tip Pens 12 Count		1	24156	17VM-7DXM-9JY N 8/20/2023	10.5.1002.4000.200.0000	\$10.47
Check #: 0						
						PO/InvoiceTotal: <u>                    </u> \$96.33
Check Group:						
Gnarly Narwhal Stamp 2000 Plus Self Inking Stamper		1	24157	1X3V-N49M-CGV 9 8/20/2023	10.5.1002.4000.200.0000	\$13.37
Play Doh Modeling Compound 36 Pack Case of Colors		1	24157	1X3V-N49M-CGV 9 8/20/2023	10.5.1002.4000.200.0000	\$28.99
Post It Super Sticky Easel Pads White 2 Pad Pack		1	24157	1X3V-N49M-CGV 9 8/20/2023	10.5.1002.4000.200.0000	\$51.17
Check #: 0						
						PO/InvoiceTotal: <u>                    </u> \$93.53
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
White Mountain Puzzles Mini Cereal Boxes		1	24158	1PXT-44KG-LRR M 8/25/2023	10.5.1002.4000.200.0000	\$16.99
300 Piece Mini Animal Fruit Erasers		1	24158	1XHK-3FYN-KVG 6 8/25/2023	10.5.1002.4000.200.0000	\$6.98
Meme Reward Stickers 200 Piece		1	24158	1XHK-3FYN-KVG 6 8/25/2023	10.5.1002.4000.200.0000	\$11.96
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$35.93
Check Group:						
Swivel Bar Stools Set of 2 Black		1	24159	1DDY-M3V3-JKK Q 8/24/2023	10.5.1002.4000.200.0000	\$102.79
Digital Kitchen Timers		1	24159	1QXJ-Q4LM_LRD C 8/25/2023	10.5.1002.4000.200.0000	\$19.99
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$122.78
Check Group:						
Quartet Combination Magnetic Whiteboard & Corkboard		1	24160	1DCN-RYKP-9JL G 8/20/2023	10.5.1002.4000.200.0000	\$14.59
Expo Low Odor Dry Erase Markers 8 Pack		1	24160	1DCN-RYKP-9JL G 8/20/2023	10.5.1002.4000.200.0000	\$6.60
Post It Super Sticky Notes 5 Pads Pack		1	24160	1DCN-RYKP-9JL G 8/20/2023	10.5.1002.4000.200.0000	\$9.30
Mesh Pen Holder For Desk		1	24160	1DCN-RYKP-9JL G 8/20/2023	10.5.1002.4000.200.0000	\$11.99
Skywin Workout Dice 1 Pack		1	24160	1DCN-RYKP-9JL G 8/20/2023	10.5.1002.4000.200.0000	\$12.99

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
8 Pack Sticky Note Pads		1	24160	1DCN-RYKP-9JL G 8/20/2023	10.5.1002.4000.200.0000	\$9.95
Classroom Decorations		1	24160	1DCN-RYKP-9JL G 8/20/2023	10.5.1002.4000.200.0000	\$14.50
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$79.92
Check Group:						
36 Pack Stress Ball Set		1	24161	1X3V-N49M-9N3 P 8/20/2023	10.5.1002.4000.200.0000	\$35.99
4 Magnetic Cleaning Cloth for White Boards		3	24161	1X3V-N49M-9N3 P 8/20/2023	10.5.1002.4000.200.0000	\$47.01
Mini Magnetic Drawing Board Pack of 12		1	24161	1X3V-N49M-9N3 P 8/20/2023	10.5.1002.4000.200.0000	\$18.49
12 Inch Spinning Prize Wheel		1	24161	1X3V-N49M-9N3 P 8/20/2023	10.5.1002.4000.200.0000	\$36.99
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$138.48
Check Group:						
Herb Garden Hydroponics Growing System		1	24162	1N13-KRXP-CKF F 8/20/2023	10.5.1002.4000.200.0000	\$49.98
Adjustable Height Bar Stool		1	24162	1N13-KRXP-CKF F 8/20/2023	10.5.1002.4000.200.0000	\$79.00
New Star Food Service Green Plastic Food Tray Set of 12		1	24162	1N13-KRXP-CKF F 8/20/2023	10.5.1002.4000.200.0000	\$34.00
Clear Suggestion Box with Lock		1	24162	1N13-KRXP-CKF F 8/20/2023	10.5.1002.4000.200.0000	\$11.99

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Seed Starter Kit w/Grow Light		1	24162	1N13-KRXP-CKF F 8/20/2023	10.5.1002.4000.200.0000	\$35.99
Prize Drop Board		1	24162	1N13-KRXP-CKF F 8/20/2023	10.5.1002.4000.200.0000	\$59.99
Check #: 0						
						PO/InvoiceTotal: <u>\$270.95</u>
Check Group:						
24 dry erase boards 9x12		1	24169	1NNF-1G1C-73JV 8/23/2023	10.5.1001.4101.100.0000	\$39.99
Scotch magic tape 6 rolls		1	24169	1NNF-1G1C-73JV 8/23/2023	10.5.1001.4101.100.0000	\$16.05
Carson Dellosa 30 pc name plates		1	24169	1NNF-1G1C-73JV 8/23/2023	10.5.1001.4101.100.0000	\$12.44
Sweetzer and orange stickers 1008		1	24169	1NNF-1G1C-73JV 8/23/2023	10.5.1001.4101.100.0000	\$8.72
expo dry erase markers 12 ct		1	24169	1NNF-1G1C-73JV 8/23/2023	10.5.1001.4101.100.0000	\$8.97
Magnetic tape 3 rolls 30ft		1	24169	1NNF-1G1C-73JV 8/23/2023	10.5.1001.4101.100.0000	\$15.48
Sharpie chisel tip 8 ct		1	24169	1NNF-1G1C-73JV 8/23/2023	10.5.1001.4101.100.0000	\$6.70
Mr. sketch scented washable markers 36 ct		1	24169	1NNF-1G1C-73JV 8/23/2023	10.5.1001.4101.100.0000	\$22.80
VNOM 10 pockets Standard hanging pocket chart		1	24169	1RNW-77CW-CT 1X 8/20/2023	10.5.1001.4101.100.0000	\$11.99
Pacon sentence strips 2pks of 100		1	24169	1RNW-77CW-CT 1X 8/20/2023	10.5.1001.4101.100.0000	\$16.38

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Brite Bee electric pencil sharpener		1	24169	1RNW-77CW-CT 1X 8/20/2023	10.5.1001.4101.100.0000	\$32.97
Daygos fridge magnets 56 pcs		1	24169	1RNW-77CW-CT 1X 8/20/2023	10.5.1001.4101.100.0000	\$11.59
post it easel pad 30 shts 2 pk		1	24169	1RNW-77CW-CT 1X 8/20/2023	10.5.1001.4101.100.0000	\$51.17
colored sentence strips 100 ct		2	24169	1RNW-77CW-CT 1X 8/20/2023	10.5.1001.4101.100.0000	\$15.98
Canopus double sided foam tape		1	24169	1RNW-77CW-CT 1X 8/20/2023	10.5.1001.4101.100.0000	\$11.75
office scissors 3 pk purple, green, gray		1	24169	1RNW-77CW-CT 1X 8/20/2023	10.5.1001.4101.100.0000	\$11.50

Check #: 0

PO/InvoiceTotal:                      \$294.48

Check Group:

mini dry erase markers 48 pk		1	24170	1VR7-7NHK-NGT W 8/16/2023	10.5.1001.4109.100.0000	\$15.99
expo white board eraser		1	24170	1VR7-7NHK-NGT W 8/16/2023	10.5.1001.4109.100.0000	\$9.65
dry erase markers 16 ct		1	24170	1VR7-7NHK-NGT W 8/16/2023	10.5.1001.4109.100.0000	\$9.97
play dough 36 pk		1	24170	1VR7-7NHK-NGT W 8/16/2023	10.5.1001.4109.100.0000	\$28.99

Check #: 0

PO/InvoiceTotal:                      \$64.60

Check Group:

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Luggage Tags 8pk assorted/bus Tags		20	24171	1CMP-9RHD-PJC C 8/22/2023	10.5.2410.4000.100.0000	\$239.80
Shipping		1	24171	1CMP-9RHD-PJC C 8/22/2023	10.5.2410.4000.100.0000	\$6.99
Check #: 0						
PO/InvoiceTotal:						\$246.79
Check Group:						
TCR Name Plates		1	24172	1XTQ-CDHD-6V4 M 8/23/2023	10.5.1001.4102.100.0000	\$9.56
EZlifego Double sided tape		1	24172	1XTQ-CDHD-6V4 M 8/23/2023	10.5.1001.4102.100.0000	\$11.89
Kindergarten nursery homeschool		1	24172	1XTQ-CDHD-6V4 M 8/23/2023	10.5.1001.4102.100.0000	\$11.99
Command hooks variety pk / 1 kit		1	24172	1XTQ-CDHD-6V4 M 8/23/2023	10.5.1001.4102.100.0000	\$17.93
Sharpie fine point 12 pk		1	24172	1XTQ-CDHD-6V4 M 8/23/2023	10.5.1001.4102.100.0000	\$7.97
Feokely 2 pk Magnetic spice rack		1	24172	1XTQ-CDHD-6V4 M 8/23/2023	10.5.1001.4102.100.0000	\$14.98
Check #: 0						
PO/InvoiceTotal:						\$74.32
Check Group:						
Felt Pin Board with 40 Push Pins 4 Pack		1	24173	1X3V-N49M-MT7 J 8/22/2023	10.5.1002.4000.200.0000	\$15.99
Paper Clips Assorted Colors 120 Pack		1	24173	1X3V-N49M-MT7 J 8/22/2023	10.5.1002.4000.200.0000	\$4.99

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Oh Happy Day Poms and Tassels Garland		1	24173	1X3V-N49M-MT7 J 8/22/2023	10.5.1002.4000.200.0000	\$13.35
Amazon Basics Narrow Ruled Note Pads 6 Count		1	24173	1X3V-N49M-MT7 J 8/22/2023	10.5.1002.4000.200.0000	\$8.09
Ticonderga Wood Cased Pencils 30 Count		1	24173	1X3V-N49M-MT7 J 8/22/2023	10.5.1002.4000.200.0000	\$6.19
Bodyweight & Dumbbell Workout Cards		1	24173	1X3V-N49M-MT7 J 8/22/2023	10.5.1002.4000.200.0000	\$24.95
Amazon Basics Ruled Index Flash Cards 300 Count		1	24173	1X3V-N49M-MT7 J 8/22/2023	10.5.1002.4000.200.0000	\$6.99
New Me Fitness Workout Cards		1	24173	1X3V-N49M-MT7 J 8/22/2023	10.5.1002.4000.200.0000	\$14.96
Check #: 0						
						PO/InvoiceTotal: <u>                    </u> \$95.51
Check Group:						
Epson V13H010L87 Elplp87 Projector Lamp		5	24174	19YN-HW76-QLX 7 8/22/2023	10.5.2225.4000.100.0000	\$378.70
Check #: 0						
						PO/InvoiceTotal: <u>                    </u> \$378.70
Check Group:						
7x9 Clear Plastic Envelopes 20 Pack		1	24175	13R4-4QGK-1MK M 8/27/2023	10.5.1002.4000.200.0000	\$16.59
Paper mate Pink Pearl Eraser Cap 144 Count		1	24175	13R4-4QGK-1MK M 8/27/2023	10.5.1002.4000.200.0000	\$7.18
Amazon Basics Rectangular Erasers 24 count		1	24175	13R4-4QGK-1MK M 8/27/2023	10.5.1002.4000.200.0000	\$9.81

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Expo Low Odor Dry Erase Markers Black 12 Count		1	24175	13R4-4QGK-1MK M 8/27/2023	10.5.1002.4000.200.0000	\$11.74
48 Pack Magnetic Whiteboard Erasers		1	24175	13R4-4QGK-1MK M 8/27/2023	10.5.1002.4000.200.0000	\$15.99
Expo Low Odor Dry Erase Markers Black 36 Count		1	24175	13R4-4QGK-1MK M 8/27/2023	10.5.1002.4000.200.0000	\$13.17
7 Inch uncoated Silent Foam Ball		1	24175	13R4-4QGK-1MK M 8/27/2023	10.5.1002.4000.200.0000	\$11.99
Avery Durable View 3 Ring Binder		2	24175	1WFX-GHGN-DG QM 9/1/2023	10.5.1002.4000.200.0000	\$15.98
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
Check Group:						\$102.45
Regency 72"x24" Adjustable Classroom Table Grey		1	24176	1MHH-Y9QT-PD QN 8/25/2023	10.5.1002.4000.200.0000	\$306.09
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
Check Group:						\$306.09
GS1-AETH1RS Ethernet Thermometer for middle server room		1	24177	17P7-FKJM-XQ9 N 8/22/2023	10.5.2225.4000.200.0000	\$175.39
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
Check Group:						\$175.39
120 Piece Animal Bookmarks		1	24180	1L1X-919T-4JKC 8/27/2023	10.5.1002.4000.200.0000	\$13.99
5 Pack Paper Organizer Bins		1	24180	1L1X-919T-4JKC 8/27/2023	10.5.1002.4000.200.0000	\$31.99

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
Check Group:						\$45.98
Swingline Stapler Royal Blue		1	24181	171X-34FD-L7LG 8/25/2023	10.5.1002.4000.200.0000	\$16.01
24 Piece Sticky Wall Climber Rolling Men		1	24181	171X-34FD-L7LG 8/25/2023	10.5.1002.4000.200.0000	\$6.98
Eco Friendly Wood & Plastic Rainbow #2 Pencils 12 Pack		1	24181	171X-34FD-L7LG 8/25/2023	10.5.1002.4000.200.0000	\$8.99
Paper Clips 40 Pack Mega Large Paper Clips		1	24181	171X-34FD-L7LG 8/25/2023	10.5.1002.4000.200.0000	\$8.95
5 Piece Invisible Ink Pens		1	24181	171X-34FD-L7LG 8/25/2023	10.5.1002.4000.200.0000	\$6.99
30 Piece Magic Worm Party Favor		1	24181	171X-34FD-L7LG 8/25/2023	10.5.1002.4000.200.0000	\$8.99
28 Pack Sticky Notes 3x3		1	24181	171X-34FD-L7LG 8/25/2023	10.5.1002.4000.200.0000	\$15.99
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
Check Group:						\$72.90
Franklin Sports X-26 Indoor Pickleballs 12 Pack		1	24182	1FR7-CRF4-W7Y 3 9/4/2023	10.5.1002.4000.200.0000	\$26.94
Mobile Whiteboard 40x24 Inches		1	24182	1FR7-CRF4-W7Y 3 9/4/2023	10.5.1002.4000.200.0000	\$99.99
Sterlite Laundry White Basket Pack of 6		1	24182	1FR7-CRF4-W7Y 3 9/4/2023	10.5.1002.4000.200.0000	\$47.88
Pickle Ball Paddles		2	24182	1FR7-CRF4-W7Y 3 9/4/2023	10.5.1002.4000.200.0000	\$69.98

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Molten MS240-3 Light Touch Volleyball		6	24182	1FR7-CRF4-W7Y 3 9/4/2023	10.5.1002.4000.200.0000	\$126.60
Pickle Ball Paddles Set of 2		2	24182	1XN4-WNX3-K37 Y 9/2/2023	10.5.1002.4000.200.0000	\$65.96
Check #: 0						
						PO/InvoiceTotal: <u>                    </u> \$437.35
Check Group:						
Molten MS240-3 Light Touch Volleyball		4	24183	1XCR-KRW6-PT9 L 8/26/2023	10.5.1500.4030.200.0000	\$80.88
Adidas Unisex Adult FIFA World Cup Qatar 2022 Al Rihla Club Soccer Ball		1	24183	1XCR-KRW6-PT9 L 8/26/2023	10.5.1500.4030.200.0000	\$29.46
Slowpitch softball Bat 14" Barrel		1	24183	1XCR-KRW6-PT9 L 8/26/2023	10.5.1500.4030.200.0000	\$49.95
Pickleball Balls		1	24183	1XCR-KRW6-PT9 L 8/26/2023	10.5.1500.4030.200.0000	\$30.19
Wilson NcAA Replica Basketballs 29.5 and 28.5		1	24183	1XCR-KRW6-PT9 L 8/26/2023	10.5.1500.4030.200.0000	\$40.95
Worth Debeer Clincher Softballs 14" 12 Count		1	24183	1XCR-KRW6-PT9 L 8/26/2023	10.5.1500.4030.200.0000	\$184.99
Slowpitch Softball Bat Power Loaded 12" Barrel		1	24183	1XCR-KRW6-PT9 L 8/26/2023	10.5.1500.4030.200.0000	\$39.99
Shipping		1	24183	1XCR-KRW6-PT9 L 8/26/2023	10.5.1500.4030.200.0000	\$15.84
Shipping Discount		1	24183	1XCR-KRW6-PT9 L 8/26/2023	10.5.1500.4030.200.0000	(\$10.35)

Check #: 0

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$461.90
Check Group:						
Cardinal Economy 3 Ring Binders Carton of 12		1	24184	1HH4-7RLW-6PY Q 8/28/2023	10.5.1002.4000.200.0000	\$29.09
Amazon Basics Quad Ruled Graph Paper Pad 600 Count 6 Pack		1	24184	1HH4-7RLW-6PY Q 8/28/2023	10.5.1002.4000.200.0000	\$19.25
Ticonderoga Wood Cased Pencils Pastel Colors 150 Count		1	24184	1HH4-7RLW-6PY Q 8/28/2023	10.5.1002.4000.200.0000	\$56.60
						Check #: 0
						PO/InvoiceTotal: \$104.94
Check Group:						
Citylife 3pcs with matching lids		3	24187	11NY-MT1G-W7D V 8/27/2023	10.5.1001.4101.100.0000	\$83.43
						Check #: 0
						PO/InvoiceTotal: \$83.43
Check Group:						
Benchwarmers		4	24188	171X-34FD-KTKX 8/25/2023	10.5.2220.4300.200.0000	\$48.32
						Check #: 0
						PO/InvoiceTotal: \$48.32
Check Group:						
Rubbermaid Commercial FG295673 Blue Medium Deskside Recycling Container with Universal Recycle Symbo		8	24189	1VNM-3CCJ-MVV C 8/25/2023	20.5.2540.4000.300.0000	\$117.63
Stop sign 30X30		1	24189	1VNM-3CCJ-MVV C 8/25/2023	20.5.2540.4000.300.0000	\$60.99
						Check #: 0

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$178.62
Check Group:						
Bostitch Office EZ Squeeze One-Hole Punch, 10 Sheet Capacity, Lightweight, Gray/Blue (2402)		1	24194	1CDN-LYC-34RJ 8/27/2023	10.5.2220.4000.100.0000	\$8.49
Printworks White Cardstock, Standard, 67 lb. Vellum, 92 Bright, 250 sheets, 8.5 x 11, For Office, Home & School Printing, Craft Projects (00564)		1	24194	1CDN-LYC-34RJ 8/27/2023	10.5.2220.4000.100.0000	\$12.40
Swingline Staples, 10 Pack, Standard Staples for Desktop Staplers, 1/4" Length, 210/Strip, 5000/Box (35111)		1	24194	1CDN-LYC-34RJ 8/27/2023	10.5.2220.4000.100.0000	\$14.00
Highland Transparent Tape, 3/4" x 1000", 1" Core, Clear, 12/Pack (5910K12)		1	24194	1CDN-LYC-34RJ 8/27/2023	10.5.2220.4000.100.0000	\$11.95
						PO/InvoiceTotal: \$46.84
Check Group:						
Scotch Heavy Duty Packaging Tape		1	24195	1GPR-4WM6-GR R4 8/29/2023	10.5.1002.4000.200.0000	\$14.99
Scotch Masking Tape		1	24195	1GPR-4WM6-GR R4 8/29/2023	10.5.1002.4000.200.0000	\$3.99
500 Piece Label Protectors		1	24195	1GPR-4WM6-GR R4 8/29/2023	10.5.1002.4000.200.0000	\$10.99
Scotch Blue Original Painters Tape		1	24195	1GPR-4WM6-GR R4 8/29/2023	10.5.1002.4000.200.0000	\$4.49
Goodbye Days Book		1	24195	1GPR-4WM6-GR R4 8/29/2023	10.5.1002.4000.200.0000	\$9.99
Amazon Basics Sheet Protector 100 Pack		1	24195	1GPR-4WM6-GR R4 8/29/2023	10.5.1002.4000.200.0000	\$11.39

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$55.84
Check Group:						
Panasonic HC-WXF1K 4K Ultra HD Cine Camcorder		1	24196	17Q7-6663-DYRJ 8/28/2023	10.5.2225.4000.200.0000	\$849.99
External Microphone Compatible with Panasonic HC-WXF1 UHD 4K Camcorder		1	24196	17Q7-6663-DYRJ 8/28/2023	10.5.2225.4000.200.0000	\$58.41
BM Premium 2-Pack of VW-VBT190 Batteries and Battery Charger		1	24196	17Q7-6663-DYRJ 8/28/2023	10.5.2225.4000.200.0000	\$51.95
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$960.35
Check Group:						
Boogie Board Blackboard Smart Scan Reusable Notebook		3	24197	17Q7_6663_6XD T 8/28/2023	10.5.1205.4000.200.0000	\$74.97
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$74.97
Check Group:						
Expo dry erase markers assorted 16 ct		2	24198	1CKC-FHN6-XKF X 8/27/2023	10.5.1205.4000.100.0000	\$38.76
My first Bananagrams board game		1	24198	1CKC-FHN6-XKF X 8/27/2023	10.5.1205.4000.100.0000	\$13.92
paper mate gel pens 14 ct		1	24198	1CKC-FHN6-XKF X 8/27/2023	10.5.1205.4000.100.0000	\$11.58
expo dry erase markers fine tip		1	24198	1CKC-FHN6-XKF X 8/27/2023	10.5.1205.4000.100.0000	\$22.61
Learning Resource 0-30 number mat		1	24198	1CKC-FHN6-XKF X 8/27/2023	10.5.1205.4000.100.0000	\$22.38

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
dry erase erasers 36 pk		1	24198	1CKC-FHN6-XKF X 8/27/2023	10.5.1205.4000.100.0000	\$13.99
self adhesive dots 1000 pcs		1	24198	1CKC-FHN6-XKF X 8/27/2023	10.5.1205.4000.100.0000	\$9.99
Pngy 25 pcs fidget blocks		1	24198	1CKC-FHN6-XKF X 8/27/2023	10.5.1205.4000.100.0000	\$18.99
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$152.22
Check Group:						
Logitech MK345 Wireless Combo for elem office		2	24201	1PDD-1HTW-QL3 J 8/30/2023	10.5.2225.4000.100.0000	\$79.98
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$79.98
Check Group:						
Mentos Fruit Flavor Bulk Pack		1	24207	199F-FCL6-NDPX 9/3/2023	10.5.1002.4000.200.0000	\$12.48
Trident Sugar Free Variety Pack		1	24207	199F-FCL6-NDPX 9/3/2023	10.5.1002.4000.200.0000	\$21.59
Amazon Basics 100 Pack AA Batteries		1	24207	199F-FCL6-NDPX 9/3/2023	10.5.1002.4000.200.0000	\$25.14
Sharpie King size Marker 4 Pack		1	24207	199F-FCL6-NDPX 9/3/2023	10.5.1002.4000.200.0000	\$6.90
Stainless Steel Super Loud Whistles		3	24207	199F-FCL6-NDPX 9/3/2023	10.5.1002.4000.200.0000	\$20.97
Scotch Transparent Tape 24 Rolls		2	24207	199F-FCL6-NDPX 9/3/2023	10.5.1002.4000.200.0000	\$88.79
Sheet Protectors 500 Pack		0	24207	199F-FCL6-NDPX 9/3/2023	10.5.1002.4000.200.0000	(\$18.81)

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Boho Bulletin Board Borders		1	24207	1FTH-HJHP-VJR6 9/4/2023	10.5.1002.4000.200.0000	\$15.99
25 Piece Clear Plastic Drawer Organizers		1	24207	1FTH-HJHP-VJR6 9/4/2023	10.5.1002.4000.200.0000	\$17.95
Sheet Protectors 500 Pack		1	24207	1FTH-HJHP-VJR6 9/4/2023	10.5.1002.4000.200.0000	\$26.95
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
Check Group:						\$217.95
48 Piece Magnetic Bookmarks		1	24208	1FTH-HJHP-J3H3 9/2/2023	10.5.1002.4000.200.0000	\$10.49
Aluminum Carabiner D Ring 10 Piece		3	24208	1FTH-HJHP-J3H3 9/2/2023	10.5.1002.4000.200.0000	\$38.40
Doorbell Waterproof Wireless Doorbell		1	24208	1FTH-HJHP-J3H3 9/2/2023	10.5.1002.4000.200.0000	\$14.99
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
Check Group:						\$63.88
Scotch thermal Laminating Pouches 200 pk		1	24211	1HHR-613K-6P1C 8/28/2023	10.5.1001.4013.100.0000	\$33.58
Scotch pro laminator		1	24211	1HHR-613K-6P1C 8/28/2023	10.5.1001.4013.100.0000	\$50.15
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
Check Group:						\$83.73
12 Classroom Dry Erase Boards		2	24218	1DNK-LKYG-PR6 M 9/3/2023	10.5.1002.4000.200.0000	\$39.98
Digital LED Wall Clock		2	24218	1DNK-LKYG-PR6 M 9/3/2023	10.5.1002.4000.200.0000	\$171.98

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Amazon Basics Clear Sheet Protectors		1	24218	1DNK-LKYG-PR6 M 9/3/2023	10.5.1002.4000.200.0000	\$8.71
Check #: 0						
						PO/InvoiceTotal: <u>          </u> \$220.67
Check Group:						
Timeline Classic		1	24219	1MC9-DTYL-NVQ C 9/3/2023	10.5.1002.4000.200.0000	\$13.99
The whacky Would You Rather Card Game		1	24219	1MC9-DTYL-NVQ C 9/3/2023	10.5.1002.4000.200.0000	\$12.99
Timeline INventions Card Game		1	24219	1MC9-DTYL-NVQ C 9/3/2023	10.5.1002.4000.200.0000	\$13.99
Check #: 0						
						PO/InvoiceTotal: <u>          </u> \$40.97
Check Group:						
Shipping Discount		1	24220	1CKM-M6MJ-P6J Q 9/3/2023	10.5.1002.4000.200.0000	(\$12.56)
Wisconsin Fast Plants F2 Hairless Non Purple Stem Seed Pack of 250		2	24220	1CKM-M6MJ-P6J Q 9/3/2023	10.5.1002.4000.200.0000	\$85.26
Amazon Basics Stapler w/1000 Staples		2	24220	1CKM-M6MJ-P6J Q 9/3/2023	10.5.1002.4000.200.0000	\$27.32
Bulk Set of 25 Scissors		1	24220	1CKM-M6MJ-P6J Q 9/3/2023	10.5.1002.4000.200.0000	\$24.99
10 Pack Desktop Tape Dispensers		1	24220	1CKM-M6MJ-P6J Q 9/3/2023	10.5.1002.4000.200.0000	\$36.79
Duct Tape Heavy Duty 5 Roll Multi Pack		1	24220	1CKM-M6MJ-P6J Q 9/3/2023	10.5.1002.4000.200.0000	\$24.49

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
12 Rolls Transparent Tape Refills		1	24220	1CKM-M6MJ-P6J Q 9/3/2023	10.5.1002.4000.200.0000	\$9.98
Shipping		1	24220	1CKM-M6MJ-P6J Q 9/3/2023	10.5.1002.4000.200.0000	\$26.51
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$222.78
Check Group:						
Engriy Writing Computer Desk 47		1	24221	1J7M-TM3W-QPL 9 9/4/2023	10.5.2225.4000.200.0000	\$75.89
iPad Pro 12.9 Keyboard Case		1	24221	1J7M-TM3W-QPL 9 9/4/2023	10.5.2225.4000.100.0000	\$139.98
25 Pack - Bright Wide Lanyards		1	24221	1J7M-TM3W-QPL 9 9/4/2023	10.5.2225.4000.200.0000	\$24.89
Clav Horizontal Flexible and Tear Resistant Card Protector		1	24221	1J7M-TM3W-QPL 9 9/4/2023	10.5.2225.4000.200.0000	\$17.98
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$258.74
Check Group:						
Self adhesive dots 1000 pcs		1	24222	1N9C-DL4F-DG3 3 8/28/2023	10.5.1205.4000.100.0000	\$9.99
colored cardstock 200 shts		1	24222	1N9C-DL4F-DG3 3 8/28/2023	10.5.1205.4000.100.0000	\$26.98
scotch thermal Laminator		1	24222	1N9C-DL4F-DG3 3 8/28/2023	10.5.1205.4000.100.0000	\$50.15
novelinks plastic container box multicolored		5	24222	1N9C-DL4F-DG3 3 8/28/2023	10.5.1205.4000.100.0000	\$118.25

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
double sided magnetic dry erase board		1	24222	1N9C-DL4F-DG3 3 8/28/2023	10.5.1205.4000.100.0000	\$19.99
joynote magnetic letters 234 pcs		1	24222	1N9C-DL4F-DG3 3 8/28/2023	10.5.1205.4000.100.0000	\$23.89
teacher tape for wall mounting		2	24222	1N9C-DL4F-DG3 3 8/28/2023	10.5.1205.4000.100.0000	\$79.80
scotch thermal laminating pouches 200 pk		1	24222	1N9C-DL4F-DG3 3 8/28/2023	10.5.1205.4000.100.0000	\$26.59
Check #: 0						
						PO/InvoiceTotal: <u>                    </u> \$355.64
Check Group:						
Luggage Tags 8pk assorted/bus Tags		10	24224	1CDN-L3YC-K7P M 8/29/2023	10.5.1001.4000.100.0000	\$119.90
Gamenote clipboard holder		1	24224	1CDN-L3YC-K7P M 8/29/2023	10.5.1001.4000.100.0000	\$35.99
sheet protectors		1	24224	1CDN-L3YC-K7P M 8/29/2023	10.5.1001.4000.100.0000	\$31.98
gloves-xl		2	24224	1CDN-L3YC-K7P M 8/29/2023	10.5.1001.4000.100.0000	\$17.50
gloves-small		2	24224	1CDN-L3YC-K7P M 8/29/2023	10.5.1001.4000.100.0000	\$15.94
gloves- medium		2	24224	1CDN-L3YC-K7P M 8/29/2023	10.5.1001.4000.100.0000	\$13.98
gloves-large		2	24224	1CDN-L3YC-K7P M 8/29/2023	10.5.1001.4000.100.0000	\$13.98

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whiteboard erasers		1	24224	1CDN-L3YC-K7P M 8/29/2023	10.5.1001.4000.100.0000	\$12.99
Diymag mag hooks pk 20		1	24224	1CDN-L3YC-K7P M 8/29/2023	10.5.1001.4000.100.0000	\$11.99
12 roll tape refill		1	24224	1CDN-L3YC-K7P M 8/29/2023	10.5.1001.4000.100.0000	\$9.98
Check #: 0						
						PO/InvoiceTotal: <u>                    </u> \$284.23
Check Group:						
Crayola Markers 200 ct		1	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$65.99
bright blue construction paper 50		1	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$6.59
Kidmen 2 hole sharpener		1	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$7.99
astrobright mega collection 320 sheets		1	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$18.99
puzzles for kids wooden 30 pcs		1	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$18.90
750 scented stickers		1	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$14.49
expo markers 12 ct		1	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$8.97
bright white card stock 250 sheets		1	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$14.98

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stickers for kids 600 pcs		1	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$12.99
bright white construction paper 100 sheets		1	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$13.20
Candyland games		5	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$62.05
10 assorted colors construction papers		1	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$11.88
expo white board eraser		1	24237	11JD-RY9M-R39 D 8/30/2023	10.5.1650.4000.100.0000	\$8.64

Check #: 0

PO/InvoiceTotal: \$265.66

Vendor Total: \$10,271.05

Ayala, Simoen M

Check Group:

Reimburse for Tuition		1	0	V166179 9/14/2023	10.5.2213.2300.300.0000	\$393.75
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Check #: 0

PO/InvoiceTotal: \$393.75

Vendor Total: \$393.75

Bedell, Wendy

Check Group:

Reimburse for Tuition		1	0	V807673 8/21/2023	10.5.2213.2300.300.0000	\$333.75
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Check #: 0

PO/InvoiceTotal: \$333.75

Vendor Total: \$333.75

Bocian, Jessica A

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Reimburse for Tuition		1	0	V511303 8/23/2023	10.5.2213.2300.300.0000	\$1,057.50
					Check #: 0	
					PO/InvoiceTotal:	\$1,057.50
					Vendor Total:	\$1,057.50
Braband, Stephanie						
Check Group:						
Reimburse for Tuition		1	0	V525448 8/4/2023	10.5.2213.2300.300.0000	\$1,631.25
					Check #: 0	
					PO/InvoiceTotal:	\$1,631.25
					Vendor Total:	\$1,631.25
Crist, Julie						
Check Group:						
Reimburse for Tuition		1	0	V447048 7/10/2023	10.5.2213.2300.300.0000	\$345.00
					Check #: 0	
					PO/InvoiceTotal:	\$345.00
					Vendor Total:	\$345.00
D Kersey Construction Company						
Check Group:						
ES & MS Roofing, HVAC-Interior Improvements		1	0	V6830 8/28/2023	60.5.2530.5210.300.0000	\$185,577.60
					Check #: 0	
					PO/InvoiceTotal:	\$185,577.60
					Vendor Total:	\$185,577.60
DuVall, Amy						
Check Group:						

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Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Reimburse for Tuition		1	0	V603660 7/10/2023	10.5.2213.2300.300.0000	\$690.00
					Check #: 0	
						PO/InvoiceTotal: \$690.00
						Vendor Total: \$690.00
Flo-Tech Mechanical Systems Inc.						
Check Group:						
HVAC work and equipment rental		1	0	V849232 8/16/2023	60.5.2530.5210.300.0000	\$156,000.00
					Check #: 0	
						PO/InvoiceTotal: \$156,000.00
						Vendor Total: \$156,000.00
FSS Technologies LLC.						
Check Group:						
Fire Alarm Batteries		1	0	526248 7/20/2023	20.5.2540.4000.300.0000	\$311.88
					Check #: 0	
						PO/InvoiceTotal: \$311.88
						Vendor Total: \$311.88
Gaughan, Ashley E						
Check Group:						
Reimburse for Tuition		1	0	V327160 9/13/2023	10.5.2213.2300.300.0000	\$1,371.00
					Check #: 0	
						PO/InvoiceTotal: \$1,371.00
						Vendor Total: \$1,371.00
Holtz Education Center						
Check Group:						
A. N.-July Tuition		1	0	033030 8/28/2023	10.5.1912.6700.200.0000	\$6,396.30

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1050

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
G.N July Tuition		1	0	033030 8/28/2023	10.5.1912.6700.200.0000	\$6,396.30
					Check #: 0	
						PO/InvoiceTotal: \$12,792.60
						Vendor Total: \$12,792.60
Interrante, Michelle M						
Check Group:						
Reimbursement for Tuition		1	0	V187265 9/14/2023	10.5.2213.2300.300.0000	\$900.00
					Check #: 0	
						PO/InvoiceTotal: \$900.00
						Vendor Total: \$900.00
Lauermann, Jennifer						
Check Group:						
Reimburse for Tuition		1	0	V380291 8/21/2023	10.5.2213.2300.300.0000	\$1,743.25
					Check #: 0	
						PO/InvoiceTotal: \$1,743.25
						Vendor Total: \$1,743.25
McGuire, Erin						
Check Group:						
Reimburse for Tuition		1	0	V433284 8/10/2023	10.5.2213.2300.300.0000	\$817.50
					Check #: 0	
						PO/InvoiceTotal: \$817.50
						Vendor Total: \$817.50
Midwest Mechanical						
Check Group:						
Replace berings & motor for 7th & 8th Grade Unit		1	0	112142225 8/19/2023	20.5.2540.3200.200.0000	\$3,024.00

**Pleasantdale School District 107**

**Voucher Detail Listing**

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IT Room Ductless System Pmt#2		1	0	C23051-02 7/30/2023	20.5.2540.5501.200.0000	\$9,437.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$12,461.00</u>
						Vendor Total: <u>\$12,461.00</u>
Neuberg, Michelle						
Check Group:						
Reimburse for Tuition		1	0	V829464 9/13/2023	10.5.2213.2300.300.0000	\$1,263.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,263.00</u>
						Vendor Total: <u>\$1,263.00</u>
Ratcliff, Daniel S						
Check Group:						
Reimburse for Tuition		1	0	V630611 9/14/2023	10.5.2213.2300.300.0000	\$2,155.50
					Check #: 0	
						PO/InvoiceTotal: <u>\$2,155.50</u>
						Vendor Total: <u>\$2,155.50</u>
Riordan, Margaret						
Check Group:						
Reimburse for Tuition		1	0	V161220 9/14/2023	10.5.2213.2300.300.0000	\$1,635.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,635.00</u>
						Vendor Total: <u>\$1,635.00</u>
Skyward						
Check Group:						
Fee for non renewal		1	0	0000224860 7/11/2023	10.5.2410.4700.100.0000	\$42.19

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1050

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						<u>\$42.19</u>
Vendor Total:						<u>\$42.19</u>
Sonntag, Griffin L						
Check Group:						
Annual Bus Driver Meeting Sept 2023		1 0		V20031 9/7/2023	10.5.2210.4000.300.0000	\$332.69
Mulch Purchased prep for meet the teacher night		1 0		V991590 8/15/2023	20.5.2540.3292.100.0000	\$39.70
Check #: 0						
PO/InvoiceTotal:						<u>\$372.39</u>
Vendor Total:						<u>\$372.39</u>
Tokarczyk, Karen M						
Check Group:						
Reimburse for Tuition		1 0		V397777 9/14/2023	10.5.2213.2300.300.0000	\$2,100.00
Check #: 0						
PO/InvoiceTotal:						<u>\$2,100.00</u>
Vendor Total:						<u>\$2,100.00</u>
Tomei, Kathleen J						
Check Group:						
Welcome School Sign		1 0		V194627 8/14/2023	10.5.2410.4000.100.0000	\$375.00
Order 2178777 refund		1 0		V194627 8/14/2023	10.5.2410.4000.100.0000	(\$150.00)
Check #: 0						
PO/InvoiceTotal:						<u>\$225.00</u>
Vendor Total:						<u>\$225.00</u>
Triggs, Barbara						
Check Group:						

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1050

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Reimburse for Tuition		1	0	V464396 9/14/2023	10.5.2213.2300.300.0000	\$705.00
					Check #: 0	
						PO/InvoiceTotal: \$705.00
						Vendor Total: \$705.00
Van Houten, Monica B						
Check Group:						
Reimburse for Tuition		1	0	V229213 9/13/2023	10.5.2213.2300.300.0000	\$675.00
					Check #: 0	
						PO/InvoiceTotal: \$675.00
						Vendor Total: \$675.00
						Grand Total: \$395,870.21

End of Report

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>Amalgamated Bank of Chicago</b>						
Check Group:						
Admin Fee 9/1/23-8/31/24		1 0		V394497 9/11/2023	30.5.5400.6400.300.0000	\$775.00
					Check #: 0	
					PO/InvoiceTotal:	\$775.00
					Vendor Total:	\$775.00
<b>American Taxi</b>						
Check Group:						
Pupil Transportation-Taxi 50% reimb		1 0		230303 4/4/2023	40.5.2550.3310.300.0000	\$780.00
Pupil Transport- Taxi 50% reimb		1 0		230403 5/2/2023	40.5.2550.3310.300.0000	\$1,706.25
Pupil Transportation-Taxi 50% reimb		1 0		230503 5/31/2023	40.5.2550.3310.300.0000	\$2,096.25
					Check #: 0	
					PO/InvoiceTotal:	\$4,582.50
					Vendor Total:	\$4,582.50
<b>Apple Computer, Inc</b>						
Check Group:						
Siri Remote		3 24134		MA13138133 8/14/2023	10.5.2225.4000.200.0000	\$177.00
Apple TV 4K Wi-Fi with 64GB storage		3 24134		MA13138133 8/14/2023	10.5.2225.4000.200.0000	\$387.00
					Check #: 0	
					PO/InvoiceTotal:	\$564.00
					Vendor Total:	\$564.00
<b>Association for Middle Level Education</b>						
Check Group:						

**Pleasantdale School District 107**

**Voucher Detail Listing**

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09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMLE Individual Membership		1	24099	310185-B9T0 8/7/2023	10.5.2410.6400.200.0000	\$49.99
				Check #: 0		
					PO/InvoiceTotal:	\$49.99
					Vendor Total:	\$49.99
<b>AT&amp;T</b>						
Check Group:						
July 26-Aug 25, 2023-Phone Service		1	0	63066201393181 0823 8/25/2023	20.5.2540.3400.100.0000	\$298.90
July 26-Aug 25, 2023-Phone Service		1	0	63066201393181 0823 8/25/2023	20.5.2540.3400.200.0000	\$298.00
July 26-Aug 25, 2023-Phone Service		1	0	63066201393181 0823 8/25/2023	20.5.2540.3400.300.0000	\$83.80
				Check #: 0		
					PO/InvoiceTotal:	\$680.70
					Vendor Total:	\$680.70
<b>Bannerville USA Inc</b>						
Check Group:						
Update Record Board 2023		1	0	34766 8/17/2023	20.5.2540.4000.300.0000	\$230.00
				Check #: 0		
					PO/InvoiceTotal:	\$230.00
					Vendor Total:	\$230.00
<b>Blick Art Materials</b>						
Check Group:						
Canson XL Watercolor Pad 18x24 Euro Fold 30 Sheets		5	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$150.00
Chipboard 22x28 x14 Ply		50	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$47.00

**Pleasantdale School District 107**

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Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grafix Chipboard Pack 81/2x11 Assorted Package of 15		14	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$85.68
Pacon Tag Board 18x24x2 Ply White 100 Sheets		1	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$32.46
Pacon Tag Board 9x12x2 Ply White 100 Sheets		1	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$6.99
Zebra Click Art Retractable Markers Set of 36		1	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$45.64
Zebra Click Art Retractable Marker Black		10	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$16.70
Uni-ball Signo UM 153 White Gel Pen		10	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$21.30
Uni Ball Gel Impact Roller Ball Pen Silver		5	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$17.45
Uni Ball Gel Impact Roller Ball Pen Gold		5	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$17.45
Sharpie The Ultimate Collection Markers Set of 45		1	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$30.85
Sharpie The Ultimate Collection Markers Set of 65		1	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$57.22
Sharpie The Ultimate Collection Marker Set of 72		1	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$55.96
Sharpie The Ultimate Collection Set of 115		1	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$84.98
Sharpie Fine Point Permanent Markers Class Pack Set of 36 Black		1	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$36.55
Sharpie Ultra Fine Point Marker Black		24	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$26.88
Legion Stonehenge Drawing Paper Pad 9x12 Multi Color 15 Sheets		2	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$40.10

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Legion Stonehenge Drawing Paper Pad 9x12 White 15 Sheets		2	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$37.38
Legion Stonehenge Drawing Paper Pad 11x14 Multi Color 15 Sheets		2	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$51.56
Legion Stonehenge Drawing Paper Pad 18x24 White 15 Sheets		2	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$98.08
Artpop Premium Watercolor Pensils Set of 24		5	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$59.95
Pacon All Purpose Newsprint Sheets 18x24 White 500 Sheets		2	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$46.60
Pacon All Purpose Newsprint Sheets 12x18 White 500 Sheets		4	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$46.76
Paper Mate Flair Guard Pen Black Medium Tip		24	24148	1285191 8/18/2023	10.5.1002.4000.200.0000	\$27.12

Check #: 0

PO/InvoiceTotal: \$1,140.66

Vendor Total: \$1,140.66

Comcast

Check Group:

Aug Phone Service -ES		1	0	179504921 9/1/2023	20.5.2540.3400.100.0000	\$534.68
Aug Phone Service-MS		1	0	179504921 9/1/2023	20.5.2540.3400.200.0000	\$534.68

Check #: 0

PO/InvoiceTotal: \$1,069.36

Vendor Total: \$1,069.36

DEMCO

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
Kapco Easy Cover II Book Cover 15-Mil 8-1/2"Hx5-3/4"W100 Sets		1	24163	7352366 8/22/2023	10.5.2220.4000.200.0000	\$153.34
Book Lovers Bookmarks, Set 2 2" x 6" 6 Designs 200/Pkg		2	24163	7352366 8/22/2023	10.5.2220.4000.200.0000	\$18.59
Book Lovers Bookmarks 2" x 6" 6 Designs 200/Pkg		2	24163	7352366 8/22/2023	10.5.2220.4000.200.0000	\$18.59
Check it Out Bookmarks 2" x 6" 4 Designs 200/Pkg		1	24163	7352366 8/22/2023	10.5.2220.4000.200.0000	\$9.30
Groovy Patterns Bookmarks 2" x 6" 6 Designs 200/Pkg		2	24163	7352366 8/22/2023	10.5.2220.4000.200.0000	\$18.59
Color Craze Spring/Summer Book mark 2-1/4"x7" 4 Dsgns 200/Pkg		1	24163	7352366 8/22/2023	10.5.2220.4000.200.0000	\$9.30
Superfold Book Jacket Cover 9" x 300' Roll 2-Mil Film		1	24163	7352366 8/22/2023	10.5.2220.4000.200.0000	\$67.32

Check #: 0

PO/InvoiceTotal: \$295.03

Vendor Total: \$295.03

ENGIE Resources LLC

Check Group:

July 6-Aug4,2023 Electricity MS		1	0	7464553 9/5/2023	20.5.2540.4660.200.0000	\$8,547.53
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July 6-Aug 4,2023 Electricity-ES		1	0	7483253 9/6/2023	20.5.2540.4660.100.0000	\$4,021.99
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Check #: 0

PO/InvoiceTotal: \$12,569.52

Vendor Total: \$12,569.52

Flinn Scientific Co

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
Goggle Sanitizer		1	24090	2890594 7/26/2023	20.5.2540.4000.300.0000	\$785.00
Freight		1	24090	2890594 7/26/2023	20.5.2540.4000.300.0000	\$111.97
Check #: 0						
PO/InvoiceTotal:						\$896.97
Vendor Total:						\$896.97
Follett Content Solutions, LLC						
Check Group:						
Dogs : a history of our best friends		1	24070	708436F 8/21/2023	10.5.2220.4300.100.0000	\$18.50
Whooo knew? : the truth about owls		1	24070	708436F 8/21/2023	10.5.2220.4300.100.0000	\$17.48
My fangs are white and sharp		1	24070	708436F 8/21/2023	10.5.2220.4300.100.0000	\$18.94
Under the Arctic Ice		1	24070	708436F 8/21/2023	10.5.2220.4300.100.0000	\$24.63
Who is Simone Biles?		1	24070	708436F 8/21/2023	10.5.2220.4300.100.0000	\$14.16
Cataloging and processing		1	24070	708436F 8/21/2023	10.5.2220.4300.100.0000	\$4.80
Check #: 0						
PO/InvoiceTotal:						\$98.51
Check Group:						
Real to me		1	24071	708437F 8/8/2023	10.5.2220.4300.100.0000	\$21.99
The ice cream vanishes		1	24071	708437F 8/8/2023	10.5.2220.4300.100.0000	\$17.62
Cataloging and processing		0	24071	708437F 8/8/2023	10.5.2220.4300.100.0000	\$1.92

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$41.53
Check Group:						
Cataloging and processing		1	24191	721408F 8/24/2023	10.5.2220.4300.100.0000	\$27.79
Ahmed Aziz's Epic Year		1	24191	721408F 8/24/2023	10.5.2220.4300.100.0000	\$17.51
Ahmed Aziz's Epic Year		2	24191	721408F 8/24/2023	10.5.2220.4300.100.0000	\$19.40
Everything awesome about space and other galactic facts		1	24191	721408F 8/24/2023	10.5.2220.4300.100.0000	\$15.86
Unforgettable Logan Foster		3	24191	721408F 8/24/2023	10.5.2220.4300.100.0000	\$29.10
The unforgettable Logan Foster and the shadow of doubt		1	24191	721408F 8/24/2023	10.5.2220.4300.100.0000	\$15.86
Check #: 0						
PO/InvoiceTotal:						\$125.52
Vendor Total:						\$265.56
Glass Fox						
Check Group:						
Staff Recognitions		1	0	0002540 8/8/2023	10.5.2310.4900.300.0000	\$63.59
Check #: 0						
PO/InvoiceTotal:						\$63.59
Vendor Total:						\$63.59
Grand Prairie Transit						
Check Group:						
July 2023 Esy Transport		1	0	RTINV1006263 7/31/2023	40.5.2550.3315.300.0000	\$2,558.52

**Pleasantdale School District 107**

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
July 2023 ESY Aide Transport		1	0	RTINV1006263 7/31/2023	40.5.2550.3315.300.0000	\$1,825.04
					Check #: 0	
						PO/InvoiceTotal: \$4,383.56
						Vendor Total: \$4,383.56
IASA West Cook Division						
Check Group:						
Dave P-Membership Dues 2023-2024		1	0	V602880 9/1/2023	10.5.2320.6400.300.0000	\$150.00
					Check #: 0	
						PO/InvoiceTotal: \$150.00
						Vendor Total: \$150.00
IGS Energy						
Check Group:						
Natural Gas-July 2023-MS		1	0	406888 8/16/2023	20.5.2540.4650.200.0000	\$963.19
Natural Gas-July 2023-ES		1	0	406888 8/16/2023	20.5.2540.4650.100.0000	\$112.79
					Check #: 0	
						PO/InvoiceTotal: \$1,075.98
						Vendor Total: \$1,075.98
Illinois Assoc of School Administrators						
Check Group:						
Dave P-Annual IASA Conference-9/27-9/27,2023		1	0	AC80 8/28/2023	10.5.2320.3320.300.0000	\$369.00
					Check #: 0	
						PO/InvoiceTotal: \$369.00
						Vendor Total: \$369.00
Imagine Learning, LLC						
Check Group:						

**Pleasantdale School District 107**

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TEXTBOOKSEL Teacher Lessons Modules 3-4 Kit - Grade 5 - CCSS		2	24029	946325 8/30/2023	10.5.2213.4200.200.0000	\$260.00
EL Language Arts Tradebooks - Grade 5		1	24029	946325 8/30/2023	10.5.2213.4200.200.0000	(\$106.98)
Shipping & Hnadling		1	24029	946325 8/30/2023	10.5.2213.4200.200.0000	\$58.83
EL Language Arts Student Single User - Grade 5		105	24029	949428 8/16/2023	10.5.2213.4200.200.0000	\$1,995.00
EL Student Module Lessons Modules 1 - Grade 5		105	24029	949428 8/16/2023	10.5.2213.4200.200.0000	\$656.25
EL Student Module Lessons Modules 3 - Grade 5		105	24029	949428 8/16/2023	10.5.2213.4200.200.0000	\$656.25
EL Student Module Lessons Modules 4 - Grade 5		105	24029	949428 8/16/2023	10.5.2213.4200.200.0000	\$656.25
EL Language Arts Tradebooks - Grade 5		1	24029	949428 8/16/2023	10.5.2213.4200.200.0000	(\$1,175.33)
Shipping & Hnadling		1	24029	949428 8/16/2023	10.5.2213.4200.200.0000	\$235.31

Check #: 0

PO/InvoiceTotal:	<u>\$3,235.58</u>
Vendor Total:	<u>\$3,235.58</u>

Justice-Willow Springs Water Commission

Check Group:

7/20-8/21/23 Water	1	0	V692897 8/31/2023	20.5.2540.3700.100.0000	\$376.29
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Check #: 0

PO/InvoiceTotal:	<u>\$376.29</u>
Vendor Total:	<u>\$376.29</u>

JW Pepper

Check Group:

**Pleasantdale School District 107**

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
The Cucko		1	0	365470073 8/8/2023	10.5.1002.4016.200.0000	\$31.20
The Seal Lullaby		1	0	365470073 8/8/2023	10.5.1002.4016.200.0000	\$22.00
JAMI		1	0	365470073 8/8/2023	10.5.1002.4016.200.0000	\$26.40
An Everlasting Melody		1	0	365470073 8/8/2023	10.5.1002.4016.200.0000	\$18.80
Check #: 0						
PO/InvoiceTotal:						\$98.40
Check Group:						
The Little Creek		50	24150	365495880 8/17/2023	10.5.1002.4016.200.0000	\$130.00
There Has to Be a Song		40	24150	365495880 8/17/2023	10.5.1002.4016.200.0000	\$105.99
Check #: 0						
PO/InvoiceTotal:						\$235.99
Vendor Total:						\$334.39
Kagan Professional Development						
Check Group:						
Cooperative Learning Day 1		1	24086	K131965 8/16/2023	10.5.2213.3100.100.0000	\$3,499.00
Cooperative Learning Day 1		1	24086	K131965 8/16/2023	10.5.2213.3100.200.0000	\$3,799.00
Trainer Travel Fee		1	24086	K131965 8/16/2023	10.5.2213.3100.300.0000	\$750.00
Check #: 0						
PO/InvoiceTotal:						\$8,048.00
Vendor Total:						\$8,048.00

Konica Minolta Business Solutions

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Digital Support		1	0	288861060 8/24/2023	20.5.2540.3290.200.0000	\$80.00
July 2-Aug 1, 2023 Copier Charges ES		1	0	9009467519 8/31/2023	20.5.2540.3290.100.0000	\$86.17
July 2-Aug 1, 2023 Copier Charges MS		1	0	9009467519 8/31/2023	20.5.2540.3290.200.0000	\$131.86
July 2-Aug 1, 2023 Copier Charges DO		1	0	9009467519 8/31/2023	20.5.2540.3290.300.0000	\$174.06
				Check #: 0		
					PO/InvoiceTotal:	<u>\$472.09</u>
					Vendor Total:	<u>\$472.09</u>
LaGrange Lock & Safe						
Check Group:						
Duplicate keys 2x		1	0	24513 8/1/2023	20.5.2540.4000.300.0000	\$28.00
				Check #: 0		
					PO/InvoiceTotal:	<u>\$28.00</u>
					Vendor Total:	<u>\$28.00</u>
Lakeshore Learning Materials						
Check Group:						
FLX-SP ENGAGE MDLR COUCH-3 MB		2	24079	855380080223 8/2/2023	20.5.2540.5500.100.0000	\$2,598.00
FLX-SPC 15.5IN ERGO CHAIR-BU		11	24079	855380080223 8/2/2023	20.5.2540.5500.100.0000	\$1,749.00
FLX-SPC 17.5IN ERGO CHAIR-BU		12	24079	855380080223 8/2/2023	20.5.2540.5500.100.0000	\$1,709.25
				Check #: 0		
					PO/InvoiceTotal:	<u>\$6,056.25</u>
Check Group:						

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Flex-Space Classroom Carpet -30		1	24125	133972081023 8/10/2023	20.5.2540.5500.100.0000	\$521.55
Flex-Space Spot Carpet-30		3	24125	133972081023 8/10/2023	20.5.2540.5500.100.0000	\$1,564.65
Flex-Space Blue 6x9 Rect Carpet		2	24125	133972081023 8/10/2023	20.5.2540.5500.100.0000	\$473.10
Flex-Space Green 6x9 Rect Carpet		2	24125	133972081023 8/10/2023	20.5.2540.5500.100.0000	\$473.10
Flex-Space Engage Mdlr Couch -2MB		2	24125	133972081023 8/10/2023	20.5.2540.5500.100.0000	\$1,708.10
credit balance cert 501767		1	24125	133972081023 8/10/2023	20.5.2540.5500.100.0000	(\$863.89)
credit balance cert 501768		1	24125	133972081023 8/10/2023	20.5.2540.5500.100.0000	(\$767.99)
credit balance cert 501766		1	24125	133972081023 8/10/2023	20.5.2540.5500.100.0000	(\$767.99)
credit balance cert 501765		1	24125	133972081023 8/10/2023	20.5.2540.5500.100.0000	(\$799.94)

Check #: 0

PO/InvoiceTotal: \$1,540.69

Vendor Total: \$7,596.94

Liminex, Inc

Check Group:

Pear Deck Subscription		404	0	INV-109069 9/8/2023	10.5.2225.4700.100.0000	\$1,599.84
Pear Deck Subscription		341	0	INV-109069 9/8/2023	10.5.2225.4700.200.0000	\$1,350.16

Check #: 0

PO/InvoiceTotal: \$2,950.00

Vendor Total: \$2,950.00

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>Literacy Resources, LLC</b>						
Check Group:						
Kindergarten Curriculum 2022		5	24037	281536 8/11/2023	10.5.1001.4200.100.0000	\$445.00
Primary Curriculum		2	24037	281536 8/11/2023	10.5.1001.4200.100.0000	\$227.84
					Check #: 0	
					PO/InvoiceTotal:	<u>\$672.84</u>
					Vendor Total:	<u>\$672.84</u>
<b>MacGill</b>						
Check Group:						
Wrap Ons cold/hot therapy pads		1	24168	IN0845773 9/5/2023	10.5.2130.4000.100.0000	\$118.25
					Check #: 0	
					PO/InvoiceTotal:	<u>\$118.25</u>
					Vendor Total:	<u>\$118.25</u>
<b>Math Learning Center</b>						
Check Group:						
Concept Quest for Bridges Second Edition Gr 2		5	24137	43561 8/15/2023	10.5.1001.4200.100.0000	\$250.00
Concept Quest for Bridges Second Edition Gr 3		5	24137	43561 8/15/2023	10.5.1001.4200.100.0000	\$250.00
Concept Quest for Bridges Second Edition Gr 4		5	24137	43561 8/15/2023	10.5.1001.4200.100.0000	\$250.00
Concept Quest for Bridges Second Edition Gr 5		2	24137	43561 8/15/2023	10.5.1001.4200.100.0000	\$100.00
					Check #: 0	
					PO/InvoiceTotal:	<u>\$850.00</u>
Check Group:						

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Number Corner Grade 4 Student Book 2nd Edition 5 copies		5	24141	44015 8/18/2023	10.5.1001.4200.100.0000	\$100.00
						Check #: 0
						PO/InvoiceTotal: <u>\$100.00</u>
						Vendor Total: <u>\$950.00</u>
<b>Nicor Gas</b>						
Check Group:						
7/18-8/16/23 -Natural Gas -MS		1	0	34-43-97-00005 0823 8/24/2023	20.5.2540.4650.200.0000	\$344.12
7/20-8/18/23 Natural Gas -ES		1	0	91-17-97-00009 0823 8/24/2023	20.5.2540.4650.100.0000	\$206.81
						Check #: 0
						PO/InvoiceTotal: <u>\$550.93</u>
						Vendor Total: <u>\$550.93</u>
<b>NWEA</b>						
Check Group:						
MAP Growth K-12- ES		335	24030	93133 7/1/2023	10.5.1001.3160.100.0000	\$4,857.50
MAP Growth K-12-MS		350	24030	93133 7/1/2023	10.5.1002.3160.200.0000	\$5,075.00
						Check #: 0
						PO/InvoiceTotal: <u>\$9,932.50</u>
						Vendor Total: <u>\$9,932.50</u>
<b>Quadient Finance USA, Inc</b>						
Check Group:						
Postage usage		1	0	V642497 9/6/2023	10.5.2410.3400.100.0000	\$85.31
Postage usage		1	0	V642497 9/6/2023	10.5.2410.3400.200.0000	\$85.31

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$170.62
Vendor Total:						\$170.62
Quadient Leasing USA, Inc						
Check Group:						
Postage Meter Lease Pmt		1	0	N10097476 9/3/2023	20.5.2540.3400.300.0000	\$480.45
Check #: 0						
PO/InvoiceTotal:						\$480.45
Vendor Total:						\$480.45
Runco Office Supply						
Check Group:						
751000NSH0283 remanufactured Q5950A (643A) Toner		1	24042	908957-1 6/28/2023	10.5.1001.4000.100.0000	\$157.88
Check #: 0						
PO/InvoiceTotal:						\$157.88
Check Group:						
Quiet Sharp Electric Sharpener		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$47.99
Tru-Ray White Construction Paper		2	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$13.98
Pink Construction Paper		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$3.75
Yellow Construction Paper		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$3.99
Green Construction Paper		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$2.29
Composition Book		23	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$44.16

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Staples		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$0.89
Invisible Tape		2	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$4.18
Low-Odor Dry Erase Markers green		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$12.99
Low-Odor Dry Erase Markers black		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$14.99
Page Flags		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$10.48
Pop-up Refill Post-Its		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$16.99
Flair Felt Tip Pen		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$12.99
Washable Markers		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$5.99
Sharpie Permanent Marker		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$4.79
Black Construction Paper		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$6.99
Black Construction Paper		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$3.99
Skip-a-Line Newsprint Paper		1	24047	910417-0 7/12/2023	10.5.1001.4102.100.0000	\$6.39
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$217.82
Check Group:						
Renewable Resource Sugarcane Based Easel Pads (2 pack)		1	24059	913466-0 8/9/2023	10.5.1001.4104.100.0000	\$54.22

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Desktop Tape Dispenser		1	24059	913466-0 8/9/2023	10.5.1001.4104.100.0000	\$4.04
Dry Erase Cloth, 14 x 12, Black		2	24059	913466-0 8/9/2023	10.5.1001.4104.100.0000	\$6.34
Wite-Out EZ Correct Correction Tape,		4	24059	913466-0 8/9/2023	10.5.1001.4104.100.0000	\$11.56
Take Note Dry-Erase Markers, Broad, Chisel Tip, Assorted, 12/Pack		4	24059	913466-1 8/25/2023	10.5.1001.4104.100.0000	\$54.24

Check #: 0

PO/Invoice Total: \$130.40

Vendor Total: \$506.10

School Nurse Supply Inc

Check Group:

Thermakool reusable hot/cold packs		15	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$20.25
Curity flexible bandages 3/4" x 1"		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$55.00
Neosporin 1oz.		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$10.75
Coban self adherent wrap 3" x 5yds		10	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$32.90
Nitrile powder free exam gloves, medium		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$105.00
Case of 5oz. flat bottom cups		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$130.00
Voban		8	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$31.92
Children's dye free Acetaminophen, 4oz.		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$4.59

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Acetaminophen tablets, 100count		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$2.79
Ibuprofen tablets, 100 count		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$3.79
Children's dye free Motrin		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$9.79
Honey lemon cough drops		3	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$4.50
Cherry cough drops		3	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$4.50
Children's dye free Benadryl		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$8.95
Callergy clear lotion		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$4.79
Treasure chest tooth box		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$9.95
Ear Ease		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$17.95
Hydrogen peroxide, 16oz		1	24166	0965940-IN 9/1/2023	10.5.2130.4000.100.0000	\$1.59

Check #: 0

PO/InvoiceTotal:	<u>\$459.01</u>
Vendor Total:	<u>\$459.01</u>

STR Partners, Llc.

Check Group:

Aug 1-Aug 31,2023-ES & MS Renovation		1	0	22068.00-3 9/5/2023	20.5.2530.3100.300.0000	\$19,412.96
Phase 2-Pre-Purchase		1	0	22068.00-3 9/5/2023	20.5.2530.3100.300.0000	\$1,747.20

Check #: 0

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$21,160.16</u>
						Vendor Total: <u>\$21,160.16</u>
TCI						
Check Group:						
SSA! America's Past: Student Journal		100	24130	INV111259 8/17/2023	10.5.2213.4200.200.0000	\$1,800.00
Shipping		1	24130	INV111259 8/17/2023	10.5.2213.4200.200.0000	\$90.00
						Check #: 0
						PO/InvoiceTotal: <u>\$1,890.00</u>
						Vendor Total: <u>\$1,890.00</u>
Thermosystems						
Check Group:						
Shipping for PO 23678		1	0	10108554 6/16/2023	20.5.2540.4000.300.0000	\$114.64
						Check #: 0
						PO/InvoiceTotal: <u>\$114.64</u>
						Vendor Total: <u>\$114.64</u>
Tobii Dynavox						
Check Group:						
Boardmaker Organization Subscription- No students- 1yr		10	24138	INV00416744 9/11/2023	10.5.1205.4700.300.0000	\$1,161.00
						Check #: 0
						PO/InvoiceTotal: <u>\$1,161.00</u>
						Vendor Total: <u>\$1,161.00</u>
Verizon						
Check Group:						
July 24-Aug 23, 2023 Cell Phone Charges-ES		1	0	9942723771 9/15/2023	20.5.2540.3400.100.0000	\$49.26

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
July 24-Aug 23, 2023 Cell Phone Charges-MS		1	0	9942723771 9/15/2023	20.5.2540.3400.200.0000	\$98.52
July 24-Aug 23, 2023 Cell Phone Charges-DO		1	0	9942723771 9/15/2023	20.5.2540.3400.300.0000	\$172.54
Check #: 0						
PO/InvoiceTotal:						\$320.32
Vendor Total:						\$320.32
Vex Robotics, Inc						
Check Group:						
Vex EXP System Bundle		1	24167	676344 8/22/2023	10.5.1002.4000.200.0000	\$599.00
Vex EXP System Bundle		1	24167	676344 8/22/2023	10.5.1002.4000.200.0000	\$599.00
Shipping		1	24167	676344 8/22/2023	10.5.1002.4000.200.0000	\$33.87
Check #: 0						
PO/InvoiceTotal:						\$1,231.87
Vendor Total:						\$1,231.87
Village Of Burr Ridge						
Check Group:						
Cook County Health Inspection		1	0	0000004580 8/16/2023	20.5.2540.3192.300.0000	\$105.00
July 1-July 31, 2023 Water & Sewer		1	0	V549597 8/31/2023	20.5.2540.3700.200.0000	\$70.81
July 1-July 31, 2023 Water & Sewer		1	0	V908859 8/31/2023	20.5.2540.3700.200.0000	\$87.28
Check #: 0						
PO/InvoiceTotal:						\$263.09
Vendor Total:						\$263.09
Village of Willow Springs						

**Pleasantdale School District 107**

**Voucher Detail Listing**

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>Check Group:</b>						
July1-Aug 31, 2023-Sewer-partial credit applied		1 0		V599109 9/20/2023	20.5.2540.3700.100.0000	\$17.07
Sept 1-Sept 30, 2023-Sewer		1 0		V599109 9/20/2023	20.5.2540.3700.100.0000	\$42.25
				Check #: 0		
					PO/InvoiceTotal:	\$59.32
					Vendor Total:	\$59.32
<b>West Sub Chamber of Commerce</b>						
<b>Check Group:</b>						
Fy24 Membership Renewal		1 0		6191 9/5/2023	10.5.2310.6400.300.0000	\$325.00
				Check #: 0		
					PO/InvoiceTotal:	\$325.00
					Vendor Total:	\$325.00
<b>Wex Bank</b>						
<b>Check Group:</b>						
Fuel for Truck		1 0		71701555 9/6/2023	20.5.2540.4640.300.0000	\$237.02
				Check #: 0		
					PO/InvoiceTotal:	\$237.02
					Vendor Total:	\$237.02
<b>William H. Sadlier, Inc</b>						
<b>Check Group:</b>						
FPR print super bundle grade 1		100 24028		176872 7/31/2023	10.5.1001.4200.100.0000	\$2,099.00
				Check #: 0		
					PO/InvoiceTotal:	\$2,099.00
					Vendor Total:	\$2,099.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1049

09/12/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$94,904.83

End of Report

Date: September 20, 2023

To: Pleasantdale Board of Education

From: Mary Lenzen, Board Secretary

Re: Closed Session Minutes Recommended for Declassification

Following a review and in compliance with the Open Meetings Act, the closed session minutes listed below are recommended for declassification:

Date	Summary
<b><u>2018</u></b>	
12/19	Student disciplinary cases  The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.
<b><u>2019</u></b>	
3/20	The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.  Student disciplinary cases  Litigation, when an action against, affecting or on behalf of the district has been filed and is bending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the bias for the funding shall be recorded and entered into the closed meeting minutes
<b><u>2021</u></b>	
9/15	The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.
12/15	The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal

	<p>counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.</p> <p>Student disciplinary cases</p>
<b>2022</b>	
1/19	<p>Collective bargaining matters between the District and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees.</p>
3/16	<p>The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.</p> <p>Student disciplinary cases</p>

# Personnel Report

September 20, 2023

1. Retirement of Personnel:

The Superintendent did not receive any letters of retirement from staff.

2. Resignation of Personnel:

The Superintendent received a letter of resignation from Sean Diller (part-time orchestra teacher at PMS).

**Recommendation: The Board accepts the resignation of Sean Diller (part-time orchestra teacher at PMS).**

3. Employment of Staff

The Superintendent recommends hiring of Julie Siarny as a part-time orchestra teacher at a prorated salary of \$28,435 and Samuel Titzer as a district instructional aide at a rate of \$18.90 per hour.

Name	Position	Salary
Julie Siarny	Part-time orchestra teacher	\$28,435
Samuel Titzer	Instructional Aide	\$18.90/hour

**Recommendation: The Board of Education approves the employment of the above staff members in the positions and at the salaries as presented.**

## Personnel

### Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic violence, sexual violence, or gender violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or Complaint Manager(s) per school Board policy 2:260 *Uniform Grievance Procedure*. **These individuals are listed below.** No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. 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

Pleasantdale School District 107

5:10

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The Superintendent shall use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

### Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.  
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.  
29 U.S.C. §206(d), Equal Pay Act.  
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.  
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.  
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).  
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.  
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29 C.F.R. Part 1601.  
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.  
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.  
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.  
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.  
Ill. Constitution, Art. I, §§17, 18, and 19.  
105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.  
410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.  
410 ILCS 513/25, Genetic Information Protection Act.  
740 ILCS 174/, Ill. Whistleblower Act.  
775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.  
775 ILCS 35/5, Religious Freedom Restoration Act.  
820 ILCS 55/10, Right to Privacy in the Workplace Act.  
820 ILCS 70/, Employee Credit Privacy Act.  
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.  
820 ILCS 112/, Ill. Equal Pay Act of 2003.  
820 ILCS 180/30, Victims' Economic Security and Safety Act.  
820 ILCS 260/, Nursing Mothers in the Workplace Act.

APPROVED: September 23, 2009

REVISED: October 15, 2014; August 12, 2015; September 19, 2018; October 20, 2021,  
September 20, 2023

## **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 **recruiting personnel and** 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. 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*.

#### Sexual Misconduct Related Employment History Review (HER)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an HER is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the HER is initiated before a successful superintendent candidate is offered employment by the Board.

#### 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).

ADOPTED: September 23, 2009

REVISED: August 17, 2011; October 15, 2014; September 19, 2018; September 16, 2020,  
**September 20, 2023**

## General Personnel

### Compliance with the Fair Labor Standards Act

#### Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.” “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

#### Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. “Overtime” is time worked in excess of 40 hours in a single workweek.

#### Overtime

A non-exempt employee shall not work overtime without his or her supervisor’s express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee’s written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis.

#### Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*.

#### Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.: 820 ILCS 105/4a.  
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778,  
and 785.

ADOPTED: March 16, 2005

REVISED: September 23, 2009; September 21, 2011; August 12, 2015

REVIEWED: August 16, 2023

## **Personnel**

### **Court Duty**

The District will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least 5 days' prior notice of pending court duty to the District.

### **Witness Duty**

The District will pay full salary during the time a licensed employee is absent due to a subpoena to serve as a witness in a trial or have a deposition taken in any school-related matter pending in court.

LEGAL REF.: 105 ILCS 5/10-20.7.

ADOPTED: September 23, 2009

REVISED: September 20, 2023

## **Personnel**

### **Recognition for Service**

The School Board will periodically recognize those District employees who contribute significantly to the educational programs and welfare of the students.

ADOPTED: September 23, 2009

REVIEWED: August 16, 2023

## 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, 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.~~

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the district website, if any.

### Professional and Appropriate Conduct

Professional and appropriate employee conduct are important goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
  - a. Transporting a student;
  - b. Taking or possessing a photo or video of a student; and
  - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.

6. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:

1. Violates expectations and guidelines for employee-student boundaries.
2. Sexually harasses a student.
3. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected

Child Reporting Act (325 ILCS 5/), 12 Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).

4. Engages in grooming as defined in 720 ILCS 5/11-25.
5. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
  - i. A sexual or romantic invitation.
  - ii. Dating or soliciting a date.
  - iii. Engaging in sexualized or romantic dialog.
  - iv. Making sexually suggestive comments that are directed toward or with a student.
  - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
  - vi. A sexual, indecent, romantic, or erotic contact with the student.

#### 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 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).

ADOPTED: September 23, 2009

REVISED: August 18, 2010; September 19, 2012; August 12, 2015; November 15, 2017; September 16, 2020, **September 20, 2023**

## **Personnel**

### **Responsibilities Concerning Internal Information**

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.:       20 U.S.C. §1232g.  
                      45 C.F.R. §164.502.  
                      5 ILCS 140/1 et seq.  
                      50 ILCS 205/1 et seq.  
                      105 ILCS 10/1 et seq.  
                      820 ILCS 40/1 et seq.

ADOPTED:         September 23, 2009

REVIEWED:        August 16, 2023

## **Personnel**

### **Solicitations By or From Staff**

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent or designee.

ADOPTED: September 23, 2009

REVIEWED: August 16, 2023

## **Personnel**

### **Copyright**

#### **Works Made for Hire**

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

#### **Copyright Compliance**

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. §101 et seq.  
105 ILCS 5/10-23.10.

ADOPTED: September 23, 2009

REVIEWED: August 16, 2023

## **Personnel**

### **Family and Medical Leave**

Pleasantdale School District 107 is committed to compliance with the Family and Medical Leave Act of 1993 (“FMLA”). The FMLA allows eligible employees to take leaves of absence, generally unpaid, for certain family and medical reasons for up to 12 weeks in a defined 12-month period, with job protection and no loss of service accumulated prior to the commencement of the leave, provided the employee returns to work. The FMLA also allows eligible employees to extend the 12 weeks leave up to a total of 26 work weeks to care for a family member who is a “covered service member” recovering from injury or illness incurred during active duty military service.

#### **I. Eligibility**

To be eligible for leave under the FMLA, an employee must:

- A. have been employed by the District for a total of at least 12 months. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District’s intention to rehire the employee.
- B. have worked at least 1,250 hours during the twelve months immediately before commencement of the leave (hours of work are defined within the meaning of the Fair Labor Standards Act and regulations) or have been a full-time classroom teacher; and
- C. work at a location where there are at least 50 employees employed by the District within 75 miles.

#### **II. Available Family and Medical Leave**

Eligible employees are entitled to take up to 12 unpaid work weeks of leave during a 12 month period for any of the following reasons:

- A. the birth and first-year care of a child of the employee;
- B. the placement of a child with the employee for adoption or foster care, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date;
- C. to care for a spouse, child (who is under 18 years of age or incapable of self-care due to a disability), or parent (not parent-in-law) with a serious health condition;
- D. an employee’s own serious health condition which renders the employee unable to perform the essential functions of his or her job;
- E. to care for a spouse, son, daughter, parent, or next of kin who is a “covered servicemember” (i.e., a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty), while the covered servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list; or
- F. to address “qualifying exigencies” that arise because a spouse, son, daughter, or parent is a covered military member on active duty or called to active duty status in support of a contingency operation. A “covered military member” must be either a member of a Reserve component or a retired member of the regular Armed Forces or Reserve. “Qualifying exigencies” exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation, post-deployment activities, and additional activities as provided in the FMLA regulations.

For the purposes of this policy, the District will use a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

Any leave taken for the birth or care of a child or the placement of a child for adoption or foster care must be completed within one year after the date of birth or placement.

### **III. Serious Health Conditions**

For the purposes of the FMLA, “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

- A. inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, or any period of incapacity or subsequent treatment connected with such inpatient care; or
- B. any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities due to the condition, treatment for the condition, or recovery from treatment) which is:
  - more than three (3) consecutive calendar days and involves
    - one in-person treatment by a health care provider, a nurse under direct supervision of a health care provider, or by a provider of health care services (i.e. a physical therapist) under orders of, or on referral by a health care provider, followed by a second in-person treatment visit that occurs (absent extenuating circumstances) within 30 days of the first day of incapacity; or
    - one in-person treatment by a health care provider, a nurse under direct supervision of a health care provider, or by a provider of health care services (i.e. a physical therapist) under orders of, or on referral by a health care provider, that results in a continuing regimen of continuing treatment under the supervision of a health care provider; or
  - due to pregnancy or for prenatal care; or
  - due to a chronic condition that requires periodic visits for treatment by (or under the supervision of) a health care provider, over an extended period of time and that may cause episodic rather than a continuing period of incapacity (i.e. a “chronic serious health condition” such as asthma, diabetes, or epilepsy); or
  - permanent or long-term due to a condition for which treatment may not be effective, but for which the employee or family member is under the continuing supervision of (but need not be receiving active treatment by) a health care provider (i.e., Alzheimer’s, or terminal stages of a diseases; or
- C. any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three consecutive

full calendar days in the absence of medical intervention or treatment such as cancer (i.e., chemotherapy, radiation, etc.) or kidney diseases (i.e., dialysis).

Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontic problems, periodontal disease, and similar afflictions are not a “serious health condition” and, therefore, do not qualify for FMLA leave.

With regard to substance abuse (including alcohol abuse), FMLA leave may only be taken for treatment of substance abuse by (or on referral from) a health care provider. Absences caused by the employee’s use of the substance, rather than for treatment, do not qualify for FMLA leave.

#### **IV. Duration and Scheduling of Leaves**

- A. Generally, the District will grant up to 12 work weeks of family and medical leave in any 12-month period (using the rolling backwards calculation) in accordance with the FMLA.
- B. Eligible employees are entitled to up to 26 work weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who is a “covered servicemember.” The 12-month period for leave to care for a covered servicemember begins on the first day that an employee takes leave to care for a covered servicemember. During this period, the employee is entitled to a combined total of 26 work weeks of leave for any FMLA-qualifying reason, no more than 12 weeks of which may be for reasons other than to care for a covered servicemember. This leave is applied on a per-covered servicemember, per-injury basis, meaning that an employee is entitled to only one 26-work week allotment of leave per covered servicemember (unless the covered servicemember is later re-injured in the line of active duty).
- C. Leave may be taken:
  - 1. in one 12-week period;
  - 2. in two or more leaves totaling 12 work weeks;
  - 3. intermittently in order to care for a family member, a covered servicemember, or for the employee’s own serious health condition, or when necessary due to a qualifying exigency, when medically necessary, in accordance with the FMLA;
  - 4. as part of a reduced work schedule in order to care for the employee’s or family member’s serious health condition, to care for a covered servicemember, or when necessary due to a qualifying exigency, when medically necessary, in accordance with the FMLA.
- D. Employees requiring intermittent or reduced schedule leave shall be expected to consult with the School District to work out a schedule for such leave that meets the employee’s needs without unduly disrupting the District’s operations, subject to approval by the health care provider. In some circumstances, the District may alter the employee’s existing job (while maintaining existing pay and benefits), or may temporarily transfer the employee to a different position with equivalent pay and benefits, to better accommodate the intermittent or reduced schedule leave.
- E. **Special Rules for Instructional Employees**  
For purposes of FMLA, instructional employees are those employees whose principal function is to teach and instruct students in a class, small group, or an individual setting, including teachers and athletic coaches. It does not include teacher aides who do not actually teach or instruct, social workers, curriculum specialists, or other auxiliary personnel.

1. When an instructional employee requests an intermittent or reduced leave schedule to care for a family member, a covered service member, or for the employee's own serious health condition that amounts to more than 20% of the total number of working days during the period over which the leave extends, the District may require the employee either
  1. to take leave for a particular time period not greater than the duration of the planned treatment; or
  2. to temporarily transfer to an available alternative position with equivalent pay and benefits that better accommodates the recurring periods of leave.
2. When an employee requests a leave near the end of an academic term, the District may require the employee to continue the leave until the term is over if:
  1. the leave begins more than five weeks before the end of the term, will last at least three weeks, and return will occur during the final three weeks of the term; or
  2. the leave, taken for reasons other than the employee's own serious health condition or a qualifying exigency, begins during the last five weeks of the term, will last more than two weeks and return will occur during the final two weeks of the term; or
  3. the leave, taken for reasons other than the employee's own serious health condition or a qualifying exigency, begins during the last three weeks of the term and will last more than five working days.
  4. Any days of leave required by the District beyond the time when an employee is ready and able to return to work will not count against such employee's 12-week allotment, but the employee will have the same rights with respect to benefits and job restoration as if the period were FMLA leave.

#### **V. Where Husband and Wife Are Both District Employees**

If both the husband and wife are employed by the District and eligible for FMLA leave, they are permitted to take only a combined total of 12 weeks of leave during a 12 month period if leave is for the birth and care of a child, the placement of a child for adoption or foster care, or to care for a parent (not a parent-in-law) with a serious health condition. Likewise, if both the husband and spouse are employed by the District and are eligible for FMLA leave to care for a spouse, son, daughter, parent, or next of kin who is a covered servicemember, they are permitted to take only a combined total of 26 weeks of leave during the single 12-month period.

#### **VI. Reduced or Intermittent Leave**

An eligible employee who requests medical leave based upon the serious health condition of the employee or the employee's family member or to care for a covered servicemember, may request that such leave be taken on an intermittent or a reduced leave schedule. "Intermittent leave" is leave of one hour or more that is taken during any nonconsecutive time period (i.e., one week on, one week off). "Reduced leave" is leave that is taken by reducing the employee's usual number of working hours per work week or hours per work day (i.e., from eight hours to four hours per day). A request for either intermittent or reduced leave will be granted only where medically necessary, as established by information requested by the District's FMLA medical certification form.

#### **VII. Substitution of Paid Leave**

If the employee has any accrued vacation or sick leave, this paid time must be used during the FMLA absence before the unpaid leave begins, depending upon the reason for the leave. Sick leave may not be used for pay during an FMLA absence if the purpose of the leave does not meet the requirements for sick leave use under the School Code. In addition, if the requested leave is due to the serious health condition of the employee, any salary continuation benefits for which the employee is otherwise eligible pursuant to a disability benefit plan or workers' compensation law, may be used in conjunction with paid vacation, personal, or sick time, provided that total payments do not exceed 100% of normal base pay. All paid leave will run concurrently with the employee's FMLA leave entitlement. The employee must comply with all requirements of the policy or plan providing for paid leave.

### **VIII. Employee Notice of Leave**

An employee requesting an FMLA leave must provide notice to the District as soon as practicable. Where the need for a leave is foreseeable, the employee must provide the required notice of at least 30 calendar days advance notice prior to the expected start of the leave. If 30 days advance notice is not practicable, the employee must provide the District with as much advance notice as possible, ordinarily within one or two business days of when the need for leave becomes known to the employee. Any employee who provides less than 30 days notice of time off will be required to explain why it was not practicable for the employee to provide 30 days notice. If the employee is physically or mentally unable to notify the District, a member of employee's family or other representative must do so on the employee's behalf. If required notice is not provided, the District may delay the start of the leave to the extent of any required notice period.

If leave is due to the serious health condition of the employee or the employee's family member, and is for planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt District's operations.

In addition, if leave is due to the serious health condition of the employee or the employee's family member, the employee is required in all cases to provide a health care provider's certification of the serious health condition on a form that will be provided by the District at the time the request for leave is made. If leave is due to another reason, appropriate certification will be required. It is the employee's obligation to provide a complete and sufficient certification form to the District within 15 calendar days after the District requests it.

If an employee returns a certification form that is incomplete (i.e. one or more items are left blank) or insufficient (i.e. responses are vague, illegible, ambiguous, or non-responsive), the District will notify the employee of the deficiency. The employee will then have 7 calendar days to provide a complete, sufficient certification. If it is not practicable for the employee to provide a complete and sufficient certification form within 15 days despite the employee's diligent, good faith efforts to do so, the employee must contact the School District to explain his or her situation.

The District, after giving the employee an opportunity to cure any deficiencies, may contact the health care provider to authenticate a completed certification form by providing the health care provider a copy of the form and requesting verification that the information contained on the form was written or authorized by the health care provider who signed the document.

Additionally, the District may request clarification of information on the certification form, and may ask the employee to sign, or have his or her family sign, a release form authorizing the health care provider to communicate with the District for the purpose of clarifying the certification. If the certification is unclear and the employee fails to provide a signed authorization or otherwise clarify the certification, the District may deny the employee's request for FMLA leave.

With respect to the medical certification of a serious health condition, the District has the right to require the employee to obtain a second certification at the District's expense from a health care provider designated by the District. In the event of conflicting opinions, the District may require the employee to obtain certification from a third health care provider who is designated or approved jointly by the District and the employee, again at the District's expense. The third opinion will be final and binding.

### **IX. Reporting Requirements During The Leave**

During FMLA leave, the employee is required to maintain contact with the District to verify his or her status and intent to return to work. Where the leave is due to the serious health condition of the employee or the employee's family member, the District may require the employee to submit a complete and sufficient recertification of the serious medical condition on a reasonable basis (generally not more often than every 30 days), and will require recertification if the employee requests a leave extension, if the circumstances described in the original certification change significantly, or if the District receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

The employee is responsible for timely requesting any desired extension of FMLA leave. Extension of a leave should be requested, if circumstances allow, at least two business days prior to the expiration of the initial leave.

#### **X. Requirements Prior To Return From Leave**

Where the leave lasts more than three consecutive work days (or for an absence of a shorter duration that gives rise to a reasonable safety concern regarding the employee's ability to safely perform his or her job) and is based upon the employee's own serious health condition, before returning to work the employee must provide a complete and sufficient medical certification from his or her health care provider that the employee is able to resume work before the employee will be permitted to return to work. This confirmation must specifically confirm that the employee is able to perform the essential functions of his or her position, as set forth in the job description provided to the employee by the District.

#### **XI. Compensation and Benefits**

- A. Family and medical leaves granted under this policy are unpaid, except that the employee is required to substitute accrued paid leave (see Section VII above) before unpaid medical leave is provided. The total of paid and unpaid leave for FMLA leave under this policy may not exceed 12 weeks.
- B. An employee on FMLA leave will continue to be covered under the District's health insurance and dental plans under the same terms as if the employee had been continuously working during the leave period, provided that:
  - 1. coverage shall end when the employee notifies the District of his or her intent not to return to work, fails to return on the scheduled date or exhausts his or her family and medical leave rights under this policy;
  - 2. the employee will be required to pay his or her share of applicable premium payments at the same time as such payments would be made if by payroll deduction. Coverage may lapse if an employee's premium payment is more than 30 days late.
  - 3. the District may recover its premium cost if the employee fails to return to work following an approved, unpaid leave unless the reason for the failure to return is due to the recurrence or onset of an injury or illness of a covered servicemember a serious health condition of the employee, spouse, parent or child or other circumstances beyond the employee's control. In this event, the District may require a certification of the existence of a serious health condition that the employee must provide within 30 days of the request.

#### **XII. Employment Status**

- A. Consistent with District policy for all types of leave, the employee will not accrue seniority or benefits that accrue according to length of service (e.g. paid vacations), during an approved leave:
- B. Upon the conclusion of an approved leave, the employee will generally be restored to his or her former position or to an equivalent position as established by School Board policies and practices and any applicable collective bargaining agreement (with respect to pay, benefits and other terms and conditions of employment) with any general pay increases or benefits enhancements granted during the leave, provided that:
  - 1. an employee returning from leave has no greater rights to a position or benefits than had he or she been continuously working during the leave period (e.g. in the case of lay-off):
  - 2. where the employee seeks an intermittent/reduced schedule medical leave, the District may temporarily transfer the employee to an available alternative position with equivalent pay and benefits for which the employee is qualified if the transfer better accommodates the requested recurring periods of leave:

3. in the case of “key” employees (a salaried FMLA-eligible employee who is among the highest paid 10% of employees), the District may notify the employee (personally or by certified mail) at the time leave is requested that restoration of the employee would cause substantial and grievous economic injury to the District’s operations and may deny reinstatement to that employee unless the employee elects to return to work after receiving such notice (provided the District determines that such injury would result from the employer’s restoration); and
4. an employee on an approved leave may not perform work for another employer during that leave in violation of the District’s policy regarding outside employment.

### **XIII. Prohibitions**

Consistent with the District’s policy regarding all types of leave, the following conduct is strictly prohibited in relation to FMLA leave:

- A. Engaging in fraud, misrepresentation or providing false information to the District or any health care provider.
- B. Having other employment during the leave, without prior written approval from the District.
- C. Failure to comply with the employee’s obligations under this policy.
- D. Failure to timely return from the leave.

Employees who engage in such conduct will be subject to loss of benefits, denial or termination of leave, and discipline, up to and including discharge.

The Superintendent will develop procedures to implement this policy consistent with the federal Family Medical Leave Act, and will ensure that all required notices and responses to leave requests are provided to employees in accordance with the FMLA. The terms used in this policy shall be defined as in the FMLA Regulations, 29 C.F.R. Part 825.

LEGAL REF.: 29 U.S.C., Sections 2601 to 2654  
29 C.F.R. Part 825.

ADOPTED: December 14, 1994

REVISED: September 23, 2009; September 21, 2011

REVIEWED: August 16, 2023

## Personnel

### Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
  - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
  - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
  - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF.: 20 U.S.C. §6319.  
105 ILCS 5/10-20.15, 5/21-1, 5/21-10, 5/21-11.4, and 5/24-23.  
23 Ill.Admin.Code Part 25.

ADOPTED: September 23, 2009

REVISED: October 15, 2014; September 20, 2017; September 18, 2019

REVIEWED: August 16, 2023

## **Personnel**

### **Terms and Conditions of Employment and Dismissal**

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The terms and conditions of employment for all employees are subject to Board of Education approval. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

#### School Year

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days.

#### School Day

Teachers are required to work the school day adopted by the Board.

#### Salary

Teachers shall be paid according to the salaries fixed by the Board, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

#### Assignments and Transfers

The Superintendent or designee is authorized to make assignments and transfers of personnel.

#### Dismissal

The District will follow State law when dismissing a teacher.

#### Evaluation

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law.

LEGAL REF.: 105 ILCS 5/10-19, 5/18-8, 5/24-2, 5/24-8, 5/24-9, 5/24-21, 5/24A-4, and 5/24A-5.  
820 ILCS 260/1 *et seq.*  
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487(1985).

ADOPTED: September 23, 2009

REVISED: August 17, 2011, **September 20, 2023**

## Personnel

### Performance Evaluation

District staff members are a critical force in accomplishing the District's strategic mission and objectives. To support their efforts, all staff members are to have performance evaluations that provide an opportunity for:

- reflection on the effectiveness of current teaching or other work practices, their compliance with Board of Education policy, and their alignment with District, building, and grade-level standards and initiatives
- identifying meaningful ways to impact student achievement in the District, and
- setting individual goals and plans to achieve them.

### Frequency of Evaluation

~~At a minimum, all employees are to be evaluated annually.~~ Teachers will be evaluated based on the frequency laid out in the District's evaluation plan. Occasionally, more frequent informal assessments may be helpful and will be scheduled at the direction of the Superintendent. Relevant information gained from informal evaluations may be included in the permanent personnel record when the provisions found in the District's evaluation plan are met.

### Means of Evaluation

All employees are to be measured against documented ~~position-specific~~ performance objectives using a consistent ~~district-wide~~ rating scale. The District's teacher evaluation system will be conducted under the plan filed with the Illinois State Board of Education. The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in School Board policies as well as in compliance with State law and any applicable collective bargaining agreement.

### Documentation

All annual performance evaluations are to be documented in writing and placed in the staff member's permanent personnel record.

ADOPTED: March 16, 2005

REVISED: September 23, 2009; **September 20, 2023**

## **Personnel**

### **Teacher Resignations**

Tenured teachers may resign at any time with consent of the School Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.

LEGAL REF.: 105 ILCS 5/24-14.  
Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d  
1230 (Ill.App.1, 2006).

ADOPTED: September 23, 2009

REVIEWED: August 16, 2023

## **Personnel**

### **Maintaining Student Discipline**

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that teachers, other certificated employees, and persons providing a student's related service: (1) maintain discipline in the schools as required in The School Code, and (2) follow the School Board policies and administrative procedures on student conduct and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.  
23 Ill.Admin.Code §1.280.

ADOPTED: September 23, 2009

REVISED: September 19, 2012

REVIEWED: August 16, 2023

## Personnel

### Leaves of Absence

Each of the provisions in this policy applies to all personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

#### Sick Leave

Sick leave is defined in State law as personal illness, mental or behavioral health complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith.

#### Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same election day.

#### Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

#### General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

#### Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

#### Leaves for Victims of Domestic or Sexual Violence

Any staff member may take an unpaid leave from work who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act, governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

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

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.  
10 ILCS 5/13-2.5  
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.  
820 ILCS 147/, School Visitation Rights Act.  
820 ILCS 154/, Child Bereavement Leave Act.  
820 ILCS 180/, Victims' Economic Security and Safety Act.

ADOPTED: September 23, 2009

REVISED: August 12, 2015; September 18, 2019, **September 20, 2023**

## Personnel

### Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or participate in any field experience in the District, the Superintendent or designee shall ensure that:

1. The District performed a *complete criminal history records check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, amended by 97-154).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/21.9(g) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. The Superintendent or designee will provide each student teacher with a copy of his or her report.

### Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

LEGAL REF.: 105 ILCS 5/10-22.34.  
105 ILCS 5/21-14(e)(3)(E)(viii).  
23 Ill.Admin.Code § 25.875.

ADOPTED: September 23, 2009

REVISED: August 17, 2011; September 19, 2012; August 14, 2013; August 12, 2015;  
September 20, 2017

REVIEWED: August 16, 2023

## **Educational Support Personnel**

### **Employment At-Will, Compensation, and Assignment**

#### Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

#### Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

#### Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.

ADOPTED: September 21, 2016

REVIEWED: August 16, 2023

## Personnel

### Educational Support Personnel Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to School Board policies as they may be changed from time-to-time at the Board's sole discretion.

#### Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals or teacher aides and the requirements in this section do not apply. In addition, individuals who are completing their clinical experiences and/or student teaching do not need to comply with this section, provided they otherwise qualify for instructional duties under ISBE rules.

#### Noncertificated Personnel Working with Students Performing Non-Instructional Duties

Noncertificated personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or **for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rules; or**
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

#### Coaches

Athletic coaches shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health.

LEGAL REF.: No Child Left Behind Act of 2001, 20 U.S.C. §6319(c).  
34 C.F.R. §§200.58 and 200.59.  
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
625 ILCS 5/6-104 and 5/6-106.1.  
23 Ill.Admin.Code §§25.510, 25.520.

ADOPTED: September 23, 2009

REVISED: August 18, 2010; September 19, 2012; August 12, 2015, **September 20, 2023**

**MidwestMechanical**  
Building Efficiency and Sustainability



A Service Logic Company

**Proposal for:**

**Pleasantdale School  
District 107**

**Indoor Air Quality Improvements at  
Middle School and Elementary School**

**This project adheres to the terms and conditions of NCPA co-op contract 02-91**

## INSTALLATION PROPOSAL

### By and Between:

#### Contractor Performing Work:

Midwest Mechanical Group, Inc.  
801 Parkview Boulevard  
Lombard, IL 60148

#### Customer:

Pleasantdale School District 107  
7450 S. Wolf Rd.  
Burr Ridge, IL 60527

#### PROJECT LOCATION:

Pleasantdale Middle School  
7450 S. Wolf Rd.  
Burr Ridge, IL 60527

Pleasantdale Elementary School  
8100 School St.  
LaGrange, IL 60525

**PROJECT DESCRIPTION: Indoor Air Quality Improvements at Elementary and Middle School**  
**RQN number: 2023-1813589852**

**Date: 6/1/23**

We are pleased to offer our proposal to furnish, supply and install the specified scope of work for Pleasantdale Elementary and Pleasantdale Middle Schools as outlined below:

#### **OUR PROPOSAL INCLUDES THE FOLLOWING SCOPE OF WORK:**

Midwest Mechanical proposes to upgrade mechanical and control systems at Pleasantdale Elementary School and Pleasantdale Middle School. *This work will be implemented during the District's summer break after the 2023-2024 school year.* The proposed scope of work includes the following:

#### **General**

- Provide all necessary stamped engineering drawings for HVAC and controls work. Structural design drawings by a 3<sup>rd</sup> party licensed structural engineer are included.
- Secure all necessary permits required by the local Regional Office of Education.
- Provide all necessary Project and Construction Management and coordinate all site activities associated with the project.
- Provide off site storage of equipment with a *maximum storage time of six months.*

- Provide floor protection of staging and hallway work areas. Areas used for staging to store and prep new equipment prior to installation will be coordinated with the District prior to the start of construction.
- Provide off-site disposal for demolished HVAC equipment.
- Fill and vent new sections of hydronic systems. Whole draining and fill of system is not included.
- Provide air side and hydronic balancing of new HVAC systems as described below.
- Provide necessary technical check-out, start-up, commissioning and testing of new equipment to ensure proper operation.
- Provide support to the District in obtaining applicable utility incentives based on the HVAC energy efficiency.
- Provide project close-out paperwork including warranty letters, as-built drawings and Operations and Maintenance manuals on all new equipment.
- Provide removal and reinstallation of ceilings as required for associated piping, sheet metal and electrical work. Ceiling tile damaged during construction will be replaced. New ceiling tile will conform to the District standard.
- Major equipment and material such as air handling units, rooftop units, pumps, and controls will conform to District standards. Equipment selections to be submitted to the District prior to equipment and material order.
- Existing HVAC equipment not listed below will remain and be reused.
- Existing fire alarm, life safety, AV, IT, and sprinkler systems will remain. Modifications, upgrades, or replacement of existing fire alarm, life safety, AV, IT, and sprinkler systems is not included in scope.
- Moving, off-site storage, protection, security, and cleaning of existing building furnishings, equipment, computer systems and educational materials will be the responsibility of the District.
- Provide the District with three copies each of Mechanical Drawings, Control/BAS drawings, balancing and commissioning reports, and product manuals.

### **Pleasantdale Elementary School – HVAC**

#### **Install New Dedicated Outdoor Air Systems (DOAS) for Classroom Areas**

Design, furnish and install new dedicated outdoor air system (DOAS) rooftop unit to provide ventilation to the classroom areas of the building as described below:

- Install four (4) new package rooftop air handling units with DX cooling and gas heat. New units to be located on the roof above the associated classroom sections being served.

<b>DOAS</b>	<b>Area Served</b>
DOAS-1	West classroom area, first and second floors, (7) rooms
DOAS-2	North classroom area, first and second floors, (11) rooms
DOAS-3	South classroom area, first and second floors, (12) rooms
DOAS-4	Central classroom area, first floor, (4) rooms

- Provide new roof curb and tie into existing roofing system as required. Provide structural analysis and supporting system as required.

- Provide new supply and return ductwork. Ductwork mains and branch ducts will be above drop ceilings and distributed to the new induction units. Provide new supply and return outlets and transfers as required.
- Drywall soffits will be installed to accommodate vertical drops and ductwork in areas where there is no ceiling space.
- Provide six (6) fire dampers at the mechanical shaft penetrations with duct access doors.
- Provide thirty four (34) cooling only VAV boxes for the classroom areas. Boxes will be supplied with factory mounted controls with BACnet interface.
- Provide gas supply to new roof top unit.
- Provide coring, cutting, and patching as required.
- Provide crane, rigging, and scaffolding as required.
- Provide tie into digital control system.
- Provide electrical work as detailed below:
  - Provide power feed to new rooftop unit. Provide circuit breakers and local disconnects as required. Provide new subpanel. Subpanel location to be determined in the field.
- Provide balancing as described below:
  - Provide air balancing to new rooftop units.
  - Provide air readings at each new VAV box

**Install New Induction Units in classrooms (see attached drawing)**

Design, furnish and install new induction units to provide heating, cooling and ventilation to the new District Office and Academic areas of the building as described below:

- Remove thirty four (34) existing unit ventilators serving the classrooms in the academic areas being served by new DOAS units.
- Provide sixty three (63) new induction units with two-pipe hot-chilled water coil. Units will be supplied with factory enclosures, cabinets, and vertical duct chases. Controls valves will be added to existing hydronic piping. Units will be located on the outside wall.
- Infill with insulation and cover existing outside air openings. Existing outside louvers will be abandoned in place.
- Modify flooring as required in areas where the unit ventilator is removed to accommodate new induction units. Flooring work will be reviewed with District prior to installation.
- Provide new sheet metal supply ductwork to serve induction units.
- Provide two-pipe distribution piping and connect to new induction units. Existing piping will be reused when possible.
- *Existing heating plant system (boilers, pumps, specialties) and chilled water system (chiller, specialties) will be reused.*
- Provide new supply and return outlets and transfers as required.
- Provide coring, cutting, and patching as required.
- Provide rigging, and scaffolding as required.
- Provide electrical work as detailed below:
  - Disconnect power feed to existing unit ventilators
  -
- Provide balancing as described below:
  - Provide hydronic balancing to new induction units.

**Replace Rooftop Air Handling Unit serving the Main Office**

Design, furnish and install new single zone rooftop air handling systems to serve the Main Office as

described below:

- Remove one (1) existing rooftop air handling unit located on the roof above the Main Office. Refrigerant will be captured and properly disposed.
- Provide one (1) new package rooftop air handling units with DX cooling and gas heat. New unit to be located on existing curb. New unit will contain DX cooling, gas heat, supply and return fans, economizer section and CO2 demand control ventilation capability. Unit will be supplied with factory mounted controls with BACnet interface.
- Provide crane rigging to remove existing and set new rooftop air handling unit.
- Provide new roof curb adaptor and tie into existing roofing system as required.
- Unit will be reconnected to existing sheet metal supply and return ductwork transitions serving the main office area.
- Provide digital controls to air handling unit and tie into digital control system.
- Provide electrical work as detailed below:
  - Disconnect power feed to one (1) existing air handling units.
  - Reconnect power feed to new rooftop air handling unit.
- Provide air balancing for air handling unit. Balancing will take place at the unit.

#### **Install new Principal's Office mini-split system**

Design, furnish and install new mini-split heating-cooling system to serve the principal office areas as described below:

- Remove existing unit ventilator serving the principal's office. Disconnect and cap piping serving the unit ventilator. Infill with insulation and cover existing outside air opening. Existing outside louver will be abandoned in place.
- Provide new mini-split unit and energy recovery ventilator (ERV). Unit will be provided with DX cooling and heat pump capabilities and integral condensate pump. Evaporator unit will be ceiling or wall mount. New condensing unit will be located on roof above the evaporator unit. ERV units will be ceiling mount.
- Provide insulated refrigerant line sets for new units.
- Provide fresh air ductwork for ERV and ventilation ductwork between ERV and evaporator units.
- Provide cutting, coring, patching as required
- Provide roof rails or curbs for new condensing unit as required. Provide roof tie-in, flashing, and patching as required and associated line sets, ductwork, and conduit runs.
- Provide new local thermostat for new unit. *Unit will have standalone control and not connect to existing BAS.*
- Provide electrical work as detailed below:
  - Provide power feed to new mini-split unit and ERV.
  - Provide circuit breakers and local disconnects as required.

#### **Replace existing Rooftop Air Handling serving the Gymnasium**

Design, furnish and install new rooftop air handling system to serve the Gymnasium as described below:

- Remove one (1) existing rooftop air handling unit located on the roof adjacent to the Gymnasium. Refrigerant will be captured and properly disposed.
- Provide one (1) new package rooftop air handling units with DX cooling and gas heat. New unit to be located on existing curb. New unit will contain DX cooling, gas heat, side discharge, supply fan, economizer section and CO2 demand control ventilation capability. Unit will be supplied

with factory mounted controls with BACnet interface. Existing hot water coil pump will be removed and piping capped.

- Provide crane rigging to remove existing and set new rooftop air handling unit.
- Provide new roof curb adaptor and tie into existing roofing system as required.
- Provide new side discharge insulated sheet metal supply and return ductwork transitions as required. Existing ductwork outside and in the gymnasium will remain and be reused.
- Provide digital controls to air handling unit and tie into digital control system.
- Provide electrical work as detailed below:
  - Disconnect power feed to one (1) existing air handling units and hot water coil pump.
  - Reconnect power feed to new air handling unit.
- Provide air balancing for air handling unit. Balancing will take place at the unit.

### **Install new VRF / ERV systems for Art/Music area**

Design, furnish and install new split system VRF heating-cooling system to serve the Art Music classroom areas as described below:

- Remove six (6) existing unit ventilators serving the classrooms and small offices on the northeast section of the school. Disconnect and cap piping serving the unit ventilators. Infill with insulation and cover existing outside air openings. Existing outside louvers will be abandoned in place.
- Provide six (6) new cassette units and one (1) condensing unit. Units will be provided with DX cooling and heat pump capabilities and integral condensate pump. Evaporator units will be ceiling or wall mount. New condensing unit will be located on roof above the evaporator unit. Provide one (1) new ERV unit to provide ventilation to the areas serviced by the VRF system. ERV will be ceiling mount.
- Provide insulated refrigerant line sets for new units.
- Provide fresh air ductwork for ERV and ventilation ductwork between ERV and evaporator units.
- Provide cutting, coring, patching as required
- Provide roof rails or curbs for new condensing unit. Provide roof tie-in, flashing, and patching as required and associated line sets, ductwork, and conduit runs.
- Provide new local thermostat for new units. Provide digital controls and tie into digital control system.
- Provide electrical work as detailed below:
  - Provide power feed to new VRF system and ERV.
  - Provide circuit breakers and local disconnects as required.

## **Pleasantdale Elementary School – Building Automation System**

### **Install New Building Automation System**

Upgrade existing building automation System at Pleasantdale Elementary School as described below:

#### **Front End**

- Install a JACE for access to the new BACnet network.
- Network cable, IP and email settings will be provided by others.
- Create graphics to match the equipment being controlled.
- Provide customer training on the new system.

#### Gym Unit

- Install new Johnson Controls BACnet controller.
- Install new temperature sensors, status devices and relays.
- Reuse existing damper and control valve actuators.
- Reuse existing control wiring.
- Run new BACnet communication to nearest BACnet device. Wiring will follow existing LON communication wiring.
- Program and commission operation.

#### RTUs (Library/Principal/Multipurpose)

- Install new Johnson Control BACnet thermostat.
- Install a discharge air sensor and fan status.
- Run new BACnet communication to nearest BACnet device. Wiring will follow existing LON communication wiring.
- Program and commission operation.

#### VRF and ERV (Typical of 6)

- Integrate the new VRF / ERV systems via factory installed BACnet card.
- Install new wall mount space temperature sensors and pull new wiring.
- Run new BACnet communication to nearest BACnet device. Wiring will follow existing LON communication wiring.
- Program and commission operation.

#### Boiler Plant

- Install a Johnson Control BACnet controller.
- Install new temperature sensors, status devices, and relays.
- Reuse existing control wiring and actuators.
- Run new BACnet communication to nearest BACnet device. Wiring will follow existing LON communication wiring.
- Program and commission operation.

#### Chiller Plant

- Install a Johnson Control BACnet controller.
- Install new temperature sensors, status devices, and relays.
- Reuse existing control wiring and actuators.
- Run new BACnet communication to nearest BACnet device. Wiring will follow existing LON communication wiring.
- Program and commission operation.

#### DOAS Units (Typical of 4)

- Integrate the new unit via factory installed BACnet card.
- Run new BACnet communication wiring to the nearest BACnet device.
- Program and commission AHU operation.

#### Classroom VAV Controller and Induction Units (Typical of 34 spaces)

- Install a Johnson Control BACnet controller to monitor the room airflow.

- Install new space temperature sensors and control valve.
- Program and commission new controller for proper operation.
- Run control power from nearest source.
- Run new BACnet communication wiring to nearest BACnet device. Wiring will be run free air in the ceiling using bridal rings.

#### General

- All communication wiring will be reused. Any wiring issues will be addressed separately from this scope of work.
- Network IT connections and access to be provided by the District.
- HVAC equipment purchased with BACnet cards, will be integrated into the control/BAS system
- All Control Panels will be labeled and will contain control diagrams with an index.

### **Pleasantdale Middle School – HVAC**

#### **Replace Air Handling Unit serving the Main Office**

Design, furnish and install new single zone air handling system to serve the Main Office as described below:

- Remove one (1) existing air handling unit located in the mechanical room near the main office and associated condensing unit on the roof above the Main Office. Refrigerant will be captured and properly disposed.
- Provide one (1) new air handling units with DX cooling and hot water heat. New unit to be located on existing pads. New unit will contain DX cooling, hot water heat, supply fan, and damper sections.
- Air Handling Unit will be reconnected to existing sheet metal supply and return ductwork transitions with in the mechanical room.
- Provide new DX condensing unit. New unit will be location on existing roof rails.
- Provide crane rigging to remove existing and set new rooftop condensing unit.
- Provide insulated refrigerant line sets for new units.
- Provide digital controls to air handling unit and tie into digital control system.
- Provide electrical work as detailed below:
  - Disconnect power feed to existing air handling unit and condensing unit.
  - Reconnect power feed to new air handling unit and condensing unit.
- Provide air balancing for air handling unit. Balancing will take place at the unit.

### **Pleasantdale Middle School and Administration Building – Building Automation System**

#### **Install New Building Automation System**

Upgrade existing building automation System at Pleasantdale Middle School and Administration Building as described below:

#### Front End

- Install a JACE for access to the new BACnet network.
- Network cable, IP and email settings will be provided by others.
- Create graphics to match the equipment being controlled.

- Provide customer training on the new system.

#### AHUs (typical for 8)

- Install new Johnson Controls BACnet controller.
- Install new temperature sensors, status devices and relays.
- Reuse existing damper and control valve actuators.
- Reuse existing control wiring.
- Program and commission operation.

#### Miscellaneous Library Points

- Install new Johnson Controls BACnet controller.
- Install new temperature sensors and relays.
- Reuse all control and power wiring.
- Program and commission operation.

#### Lighting

- Install new Johnson Controls BACnet controller.
- Install new tempera relays.
- Reuse all control and power wiring.
- Program and commission operation.

#### Boiler Plant

- Install a Johnson Control BACnet controller.
- Install new temperature sensors, status devices, and relays.
- Reuse existing control wiring and actuators.
- Program and commission operation.

#### Chiller Plant

- Install a Johnson Control BACnet controller.
- Install new temperature sensors, status devices, and relays.
- Reuse existing control and power wiring.
- Program and commission operation.

#### Blue Room RTU

- Install a Johnson Controls BACnet thermostat.
- Install a discharge air sensor and fan status current sensor.
- Program and commission operation.

#### RTU-1

- Integrate existing RTU via internal BACnet card.
- Reuse existing control wiring and power wiring.
- Program and commission operation.

#### VAV Controllers (Typical of 41)

- Install a Johnson Control BACnet VAV controller.

- Install new space temperature and discharge temperature sensors.
- Install control valve for perimeter heat control.
- Reuse existing control and power wiring.
- Program and commission new controller for proper operation.

#### Tech Room Univent

- Install a Johnson Control BACnet controller.
- Install new temperature sensors, status devices and relays.
- Reuse existing control and power wiring.
- Program and commission new controller for proper operation.

#### Miscellaneous Exhaust Fans

- Install new Johnson Controls BACnet controller.
- Install new status devices and relays.
- Reuse all control and power wiring.
- Program and commission operation.

#### HV-1, HV-3

- Install a Johnson Control BACnet controller.
- Install new temperature sensors, status devices and relays.
- Reuse existing actuators, control, and power wiring.
- Program and commission new controller for proper operation.

#### CUHs (typical for 2)

- Install a Johnson Control BACnet controller.
- Install new temperature sensors, status devices and relays.
- Reuse existing control and power wiring.
- Program and commission new controller for proper operation.

#### RTU-6

- Install a Johnson Control BACnet controller.
- Install new temperature sensors, status devices and relays.
- Reuse existing control and power wiring.
- Program and commission new controller for proper operation.

#### Baseboard heaters (typical for 32)

- Install a Johnson Control BACnet controller.
- Install new temperature sensors, status devices and relays.
- Reuse existing control valve and power wiring.
- Program and commission new controller for proper operation.

#### General

- All communication wiring will be reused. Any wiring issues will be addressed separately from this scope of work.
- Network IT connections and access to be provided by the District.

**Exclusions and Clarifications**

1. *No asbestos abatement work*
2. *No HVAC modification or work on systems or equipment outside the area listed above.*
3. *Project includes payment and performance bond*
4. *No fire alarm, sprinkler, or life safety work*
5. *No general contracting work such as painting, flooring, millwork, or floor tiling unless specified above.*
6. *No hydronic balancing of systems unless specified above.*
7. *No cleaning services.*
8. *In observance of current factory production and material distribution volatilities, Midwest Mechanical can only guarantee the firm pricing and/or lead time estimations (as stated within) for a period of 20 business days from the date of this proposal. As such, any authorizations to proceed which are received beyond this time period may be subject to a revised final contract pricing and/or lead time projection to reflect market conditions at the time of The Customer's acceptance.*

**PRICING SUMMARY:**

**The price for above scope of work and materials is..... \$3,487,864.00**

**Terms of Payment:**

The terms of payment for this project 25% upon approval, remaining amount will be billed based on progress. Midwest Mechanical looks forward to exceeding your expectations during and after the project. Please feel free to contact me at (630)-487-8961 with any questions or concerns.

Best Regards,

*Dan Brandolino*

Daniel T. Brandolino  
Vice President- Public Sector

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

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

## CONTRACT AGREEMENT - TERMS AND CONDITIONS

1. Applicability. These terms and conditions (these “**Terms**”) are the only terms which govern the sale of the goods (“**Goods**”) and services (“**Services**”) by MIDWEST MECHANICAL (“**Seller**”) to Helping Hand Center (“**Buyer**”). The accompanying [quotation/confirmation of sale/invoice] (the “**Sales Confirmation**”) and these Terms (collectively, this “**Agreement**”) comprise the entire agreement between the parties, and supersede all prior or contemporaneous understandings. These Terms prevail over any of Buyer’s general terms and conditions of purchase regardless whether or when Buyer has submitted its purchase order or such terms. Fulfillment of Buyer’s order does not constitute acceptance of any of Buyer’s terms and conditions and does not serve to modify or amend these Terms. In the event of a conflict between the risk-shifting terms contained in these general terms and conditions and in the Sales Confirmation, the terms contained in these general terms and conditions shall control and prevail.

2. Delivery of Goods and Performance of Services. The Goods will be delivered within a reasonable time after the receipt of Buyer’s purchase order, subject to availability of finished Goods. Seller shall not be liable for any delays, loss, or damage in transit. Unless otherwise agreed in writing by the parties, Seller shall deliver the Goods to the location described in the Sales Confirmation (the “**Delivery Point**”) using Seller’s standard methods for packaging and shipping such Goods. Seller shall use reasonable efforts to meet any performance dates to render the Services specified in the Sales Confirmation, and any such dates shall be estimates only. With respect to the Services, Buyer shall (i) cooperate with Seller in all matters relating to the Services and provide such access to Buyer’s premises, and such office accommodation and other facilities as may reasonably be requested by Seller, for the purposes of performing the Services; (ii) respond promptly to any Seller request to provide direction, information, approvals, authorizations, or decisions that are reasonably necessary for Seller to perform Services in accordance with the requirements of this Agreement; and (iii) obtain and maintain all necessary licenses and consents and comply with all applicable laws in relation to the Services before the date on which the Services are to start.

3. Shipping Terms. Delivery of the Goods shall be made FOB as set forth in the Sales Confirmation.

4. Title and Risk of Loss. Risk of loss passes to Buyer upon delivery of the Goods at the Delivery Point. Title passes to Buyer only upon payment for the Goods in full.

5. Buyer’s Acts or Omissions. If Seller’s performance of its obligations under this Agreement is prevented or delayed by any act or omission of Buyer or its agents, subcontractors, consultants, representatives, or employees, Seller shall not be deemed in breach of its obligations under this Agreement or otherwise liable for any costs, charges, or losses sustained or incurred by Buyer, in each case, to the extent arising directly or indirectly from such prevention or delay.

6. Nonconforming Goods. Buyer shall inspect the Goods immediately upon receipt. Buyer will be deemed to have accepted the Goods unless it notifies Seller in writing of any Nonconforming Goods within 1 day after the Inspection Period and furnishes such written evidence or other documentation as required by Seller.

7. Price. Buyer shall purchase the Goods and Services from Seller at the prices (the “**Price[s]**”) set forth in Seller’s published price list in force as of the date of the Sales Confirmation. All Prices are exclusive of all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any government.

8. Payment Terms. Buyer shall pay all invoiced amounts due to Seller within 10 days from the date of Seller’s invoice. Buyer shall pay interest on all late payments at the lesser of the rate of 1.5% per month, calculated daily and compounded monthly. Buyer shall reimburse Seller for all costs incurred in collecting any late payments, including, without limitation, attorneys’ fees. Buyer shall not withhold payment of any amounts due and payable by reason of any set-off of any claim or dispute with Seller, whether relating to Seller’s breach, bankruptcy or otherwise. Buyer shall not leave any of the Goods or Services furnished or installed by Seller in operation until the customer has approved and accepted same and paid Seller the billed Price for such Goods and Services in full.

9. Limited Warranty. Seller warrants to Buyer that for a period of one (1) year from the date of shipment of the Goods (“**Warranty Period**”), that such Goods will materially conform to the specifications set forth in Seller’s published specifications in effect as of the date of manufacture. Seller warrants to Buyer that it shall perform the Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and shall devote adequate resources to meet its obligations under this Agreement. This workmanship warranty will terminate one (1) year from the date Services were performed. **EXCEPT FOR THE WARRANTIES SET FORTH IN THIS SECTION, SELLER MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE GOODS OR SERVICES, INCLUDING ANY (a) WARRANTY OF MERCHANTABILITY; OR (b) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; OR (c) WARRANTY OF TITLE; OR (d) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE.** Products manufactured by a third party (“**Third Party Product**”) may constitute, contain, be contained in, incorporated into, attached to or packaged together with, the Goods. Third Party Products are not covered by the warranty in Section 119. For the avoidance of doubt, **SELLER MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO ANY THIRD-PARTY PRODUCT, INCLUDING ANY (a) WARRANTY OF MERCHANTABILITY; (b) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; (c) WARRANTY OF TITLE; OR (d) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; IN EACH CASE, REGARDLESS OF WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE. SELLER SHALL HAVE NO LIABILITY TO BUYER (AND BUYER HEREBY WAIVES ALL RIGHTS TO RECOVER FROM SELLER) FOR ANY LOSS OR DAMAGE ARISING FROM OR RELATED TO A THIRD PARTY PRODUCT.** Seller shall not be liable for a breach of the warranties set forth herein unless Buyer gives written notice of the defective Goods or Services to Seller within thirty (30) days of the time when Buyer discovers or ought to have discovered the defect. Seller shall not be liable for a breach of the warranty set forth herein if: (i) Buyer makes any further use of such Goods after giving such notice; (ii) the defect arises because Buyer failed to follow Seller’s instructions; or (iii) Buyer alters or repairs such Goods without the prior written consent of Seller. Subject to the limitations herein, with respect to any such Goods during the warranty period, Seller shall, in its sole discretion, either: (i) repair or replace such Goods (or the defective part) or (ii) credit or refund the price of such Goods at the pro rata contract rate provided that, if Seller so requests, Buyer shall, at

Seller's expense, return such Goods to Seller. Subject to the limitations herein above, with respect to any Services subject to a claim under the warranty set forth herein, Seller shall, in its sole discretion, (i) repair or re-perform the applicable Services or (ii) credit or refund the price of such Services at the pro rata contract rate. **THE REMEDIES SET FORTH IN THIS SECTION SHALL BE THE BUYER'S SOLE AND EXCLUSIVE REMEDY AND SELLER'S ENTIRE LIABILITY FOR ANY BREACH OF THE LIMITED WARRANTIES SET FORTH IN THIS SECTION.**

10. Limitation of Liability. **IN NO EVENT SHALL SELLER BE LIABLE TO BUYER OR ANY THIRD PARTY FOR ANY LOSS OF USE, MAINTENANCE EXPENSE, CLAIMS OF CUSTOMERS, CLAIMS OF TENANTS, OR CLAIMS OF CLIENTS, LOSS OF REVENUE OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. IN NO EVENT SHALL SELLER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE TOTAL OF THE AMOUNTS PAID TO SELLER FOR THE GOODS AND SERVICES SOLD HEREUNDER IN THE IMMEDIATELY PRECEDING ONE (1) YEAR PERIOD.**

11. Insurance. During the term of this Agreement, each party shall, at its own expense, maintain and carry insurance in which includes, but is not limited to, commercial general liability (including product liability and liability covering independent contractors) in reasonable amounts. Buyer shall carry all risk property insurance to the full value of the materials and equipment and name Seller as an additional insured.

12. Indemnification. To the fullest extent permitted by law, Buyer shall indemnify, defend, release, and hold harmless Seller, its affiliates, and its and their respective agents, representatives, contractors and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of Services or deliver of Goods hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Buyer, anyone directly or indirectly employed by Buyer, or anyone for whose acts Buyer may be liable, regardless of whether it is caused in part by the negligence of Seller.

13. Termination. In addition to any remedies herein, Seller may terminate this Agreement with immediate effect upon written notice to Buyer, if Buyer: (a) fails to pay any amount when due; (b) has not otherwise performed or complied with any of these Terms; or (c) becomes insolvent. In addition, if the project to which the Goods and Services relate is paused for a period of thirty (30) days through no act or fault of Seller, Seller may terminate this Agreement and immediately recover from Buyer payment for all work to date and for any proven loss, including reasonable profit and damages.

14. Confidential Information. All information of Seller disclosed by Seller to Buyer in connection with this Agreement is confidential, solely for the use of performing this Agreement and may not be disclosed or copied unless authorized in advance by Seller in writing. Upon Seller's request, Buyer shall promptly return all documents and other materials received from Seller. This Section does not apply to information that is: (a) in the public domain; (b) known to Buyer at the time of disclosure; or (c) rightfully obtained by Buyer on a non-confidential basis from a third party.

15. Force Majeure. Seller shall not be liable or responsible to Buyer for any failure or delay in fulfilling or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts or circumstances beyond the reasonable control of Seller including, without limitation, acts of God, flood, fire, earthquake, explosion, governmental actions, war, invasion, or hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest, national emergency, revolution, insurrection, epidemic, pandemic, lockouts, strikes or other labor disputes (whether or not relating to either party's workforce), or restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable materials, materials or telecommunication breakdown or power outage.

16. Miscellaneous. This Agreement is governed by laws of the State in which the Goods are delivered and/or the Services are performed. Provisions of these Terms which by their nature should apply beyond their terms will remain in force after any termination of this Agreement. These Terms may only be amended or modified in a writing stating specifically that it amends these terms and is signed by an authorized representative of each party.

By signing the below line, you are confirming that you have read and understand this paragraph and that you agree to the Terms and Conditions listed above.

Signature:

Date:

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## Superintendent Goals (2023-24)

The Superintendent's goals are typically connected to the District's Strategic Plan. This year, however, the District is taking on the strategic planning process and is in the process of developing a new plan. In the absence of a District strategic plan, the following goals will be submitted by the superintendent for Board approval.

**Goal 1 - Implementing A New Vision for School in Pleasantdale:** The Board of Education, along with the administration, have identified a new vision for how students are educated in Pleasantdale. This vision includes the implementation of free Universal PreK to all District residents.

- The Superintendent will engage a cross-section of stakeholders who will provide feedback on the District's vision and help set our direction to accomplish this goal.
- The Superintendent will develop and execute a plan to get feedback from the wider Pleasantdale community on the District's vision.
- The Superintendent will make a recommendation to the Board of Education as to how to accomplish the District's vision.
- If the vision is to be pursued, the Superintendent will support the vision by providing facts through presentations to the community to enlist community support.

**Goal 2 - Strategic Planning:** The Superintendent will develop a strategic plan. As stated above, the District's Strategic Blueprint sunset at the end of the 2022-23 school year. A strategic plan serves as a roadmap as the District makes improvements.

- Engage all stakeholders (students, parents, staff, community) in the strategic planning process.
- Keep the Board of Education updated on the progress of the strategic plan and the steps taken to develop the plan
- Present a completed plan to the Board of Education during the 2023-24 school year.
- Implement year 1 of the long-term strategic plan by the start of the 2024-25 school year

**Goal 3 - Safety and Security:** The safety and security of students, staff, and visitors is the administration's top priority. The Superintendent will work to provide a school environment for staff, teachers, students, and families that is inviting, accessible, safe, and secure.

**Goal 4 - Student Outcomes:** The Superintendent will develop and implement systems and structures to improve student outcomes and the student experience.

- Continue to refine student support systems through MTSS, Special Education supports, and other interventions to enhance student learning.
- Students at each grade level will meet or exceed their target growth score as measured by NWEA MAP. (Grades 2-7)
- Develop extracurricular activities based on student preferences and work to ensure all students can connect to their school through activities outside the classroom.
- On the middle school connections survey, we will see an increase in students who report a connection with a staff member from fall to spring.

- Oversee the implementation of a new literacy program at the elementary school and grade 5.
- Pilot a new science resource at the middle school.

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Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2013 | Fax: 708.246.0161 | [www.d107.org](http://www.d107.org)

We are now in the sixth year of the Pleasantdale School District 107 Curriculum Review Process during the 2023-2024 school year. This report is the annual update to the Board of Education on where each curricular area is in the process.

Each curricular area is led by the subject area coordinators at the middle school and the grade level coordinators at the elementary school. At the middle school, the subject area coordinators meet monthly with Dr. Ban to plan and design the work to be done in each phase and monitor progress towards the goals of each phase. Likewise, the five grade-level coordinators meet monthly with Dr. Ban to do the same planning, designing, and monitoring for the curricular area of focus. The full Curriculum Council typically meets once per trimester to report on progress made in each curricular area, discuss overall curriculum needs of the district, and ensure vertical alignment for each curricular area. Their work covers three key areas: instruction, professional learning, and assessment. This year the full team will meet four times, in September, December, February, and April.

The curriculum review process is designed to be flexible, allowing for time to review, create, revise, and implement with consistency, but at the same time providing the opportunity for each subject area to move at a pace that best fits the needs and resources available. Each subject area team creates the timeline for work to be completed based on the needs of their particular area under review, and there are no time limits for each phase of the process. Because the process is managed by members of the Curriculum Council, the process also allows for continuous review so that teams can respond to any immediate needs for students and teachers, commitment to local school and district improvement goals, as well as any policy changes at the local, state, and national levels.

This is a comprehensive summary of where each area is in the process at the start of the 2023-2024 school year:

#### **Phase 1: Convene and Train a Subject Area Team**

- K-8 Art, Music: Working on scope and sequence.
- K-4 PE: Working on scope and sequence.

#### **Phase 2: Identify Needs and Create a Timeline**

- 5-8 STEM: Redesigning the STEM program - areas of need and resources identified.

#### **Phase 3: Evaluate and Select Resources and Professional Development**

- K-4 Science and Social Studies: Now that the elementary has adopted a knowledge-building literacy curriculum (Amplify CKLA) that focuses on science and

social studies topics, we plan to spend the year reviewing the topics covered in each unit and see where we need to supplement or enhance with additional science and social studies resources.

- **5-8 Science:** McGraw Hill Inspire Science has been implemented in 5th grade; 6-8 to pilot OpenSciEd. Recommendation to the board for 6-8 in the spring of 2024.

**Phase 4: Implement Resources/Curricula and Train Staff**

- **K-3 Phonics:** Continuing to implement Wiley Blevins' *From Phonics to Reading* resource in grades K-2 and Heggerty Phonemic Awareness in kindergarten. PD is focused on Science of Reading research for teachers.
- **K-5 Literacy:** First year of implementation for Amplify CKLA for K-4 and EL Education for 5th.
- **K-8 Advanced Learning and Talent Development:** Final programming piece - Course and Learner characteristics for advanced learning courses in ELA and Math, grades 4-8.
- **K-8 Technology:** Year 2 of the scope and sequence implementation.

**Phase 5: Reflect and Monitor Progress**

- **6-8 Health:** Remain in Phase 5.
- **1-8 World Language:** Phasing out the online world language program due to low enrollment. Phased out Spanish for kindergarten.
- **5-8 PE:** Remain in Phase 5.
- **K-8 Math:** Remain in Phase 5. Will implement Bridges/Number Corner 3rd edition in 2024-2025.
- **5-8 Social Studies:** Continue to review and revise units to include all Illinois mandated topics of study (more keep getting added each year), updated assessments.
- **6-8 Literacy:** Remain in Phase 5, focus on science of reading research.

Phase 1 Convene and Train	Phase 2 Identify Needs and Timeline	Phase 3 Evaluate and Select Resources	Phase 4 Implement and Train	Phase 5 Reflect and Monitor
K-4 PE				
PES →		K-4 Science/Social Studies	K-5 Literacy	1-8 World Language
K-8 Art, Music			K-3 Phonics	K-8 Math
PMS →			K-8 Technology	5-8 PE
	5-8 STEM	5-8 Science	K-8 Advanced Learning/TD	5-8 Social Studies
				6-8 ELA
				6-8 Health

To: Dr. Dave Palzet  
From: Kathleen Tomei  
Re: September PES Enrollment Report  
Date: September 12, 2023

Careful consideration is used when creating class lists at the elementary school. Teachers and administration review student records and work collaboratively to create balanced classes that provide for students' individual needs. As new students enroll in the school, a review of available records is completed as part of the placement process.

While we will continue to have new students enroll, class sizes at Pleasantdale Elementary School, as of today, are as follows:

- Preschool- 52
- Kindergarten-68
- 1st Grade- 95
- 2nd Grade-81
- 3rd Grade-93
- 4th Grade-81

Notes:

- All sections of Kindergarten are within Board guidelines. We currently have no students who are enrolled 1/2 day.
- All sections of Preschool, Kindergarten, 1st, 2nd, 3rd and 4th grades are within Board guidelines.

Specific Teacher Class Report:

Preschool a.m. (25)

- Kavanaugh (13)
- Neuberg (12)

Preschool p.m. (27)

- Kavanaugh (14)
- Neuberg (13)

Kindergarten (68)

- Jarosik (17)
- Jarosz (17)
- Mulder/Patrick (17)
- Oskroba (17)

1<sup>st</sup> grade (95)

- Arroyo (20)
- Dittrich/Poplawski (19)
- Holubecki (18)
- Vidakovich (18)
- Zielke (20)

2<sup>nd</sup> grade (81)

- Brade (20)
- Halusek /Grieve (20)
- Sheridan (21)
- Williams (20)

3<sup>rd</sup> grade (93)

- Braband (24)
- Crist/Spiegel (24)
- Pelletiere (23)
- Pinta (22)

4<sup>th</sup> grade (81)

- DuVall (20)
- Pretzie (20)
- Tokarczyk (20)
- VanZandbergen/Zuppa (21)

**To: Dr. Dave Palzet, Superintendent**  
**From: Jeanine Arundel, Principal of Pleasantdale Middle School**  
**RE: 2022 - 2023 Class Size Enrollment Update**  
**Date: September 20, 2023**

Below are the current class enrollments for the 2023-2024 school year as of September 20, 2023.

Administration and staff work collaboratively to create sections that meet the scheduling needs of our students. As new students enroll, records are reviewed to help place students in the appropriate classes.

Notes

5th grade

- 1 core section (Math/Science) is above the Board guidelines of 25 students, an instructional assistant has been assigned to that section. The identified section has 26 students.

6th grade

- Two core sections (Extended ELA, Accelerated Math) are above the Board guidelines of 26 students, the Enrichment Specialist has been assigned the Extended ELA classroom. The identified sections have 29 and 27 students.

7th grade

- Two core sections (1 Science, 1 Social Studies) are above the Board guidelines of 26 students. The identified sections each have 27 students.

8th grade

- Two core sections (1 Science, 1 Social Studies) are above the Board guidelines of 26 students, and an instructional assistant has been assigned to those sections. The identified sections have 28 and 29 students.

**Grade 5 - 91 Students**

<b>Subject</b>	<b>Section 1</b>	<b>Section 2</b>	<b>Section 3</b>	<b>Section 4</b>
<b>Extended ELA</b>	<b>23</b>			
<b>ELA</b>	<b>24</b>	<b>23</b>	<b>19</b>	
<b>Accelerated Math</b>	<b>16</b>	<b>22</b>		
<b>Math</b>	<b>26*</b>	<b>25</b>		
<b>Science</b>	<b>26</b>	<b>16</b>	<b>25</b>	<b>24</b>
<b>Spanish</b>	<b>27</b>	<b>23</b>	<b>26</b>	
<b>Social Studies</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>19</b>
<b>Physical Education</b>	<b>14</b>	<b>17</b>	<b>29</b>	<b>31*</b>

<b>STEM</b>	<b>12</b>	<b>11</b>		
<b>Music</b>	<b>25</b>	<b>16</b>		
<b>Art</b>	<b>15</b>	<b>12</b>		

**\*Assistant Support**

**Grade 6 - 78 Students**

<b>Subject</b>	<b>Section 1</b>	<b>Section 2</b>	<b>Section 3</b>	<b>Section 4</b>
<b>Extended ELA</b>	<b>29**</b>			
<b>ELA</b>	<b>14</b>	<b>16</b>	<b>18</b>	
<b>Accelerated Math</b>	<b>27</b>	<b>17</b>		
<b>Math</b>	<b>13</b>	<b>20</b>		
<b>Science</b>	<b>20</b>	<b>26</b>	<b>16</b>	<b>16</b>
<b>Spanish</b>	<b>27</b>	<b>21</b>	<b>21</b>	
<b>Social Studies</b>	<b>15</b>	<b>16</b>	<b>29</b>	<b>18</b>
<b>Physical Education</b>	<b>31</b>	<b>18</b>	<b>16</b>	<b>13</b>
<b>STEM</b>	<b>20</b>	<b>16</b>	<b>8</b>	
<b>Music</b>	<b>15</b>			
<b>Health</b>	<b>19</b>			

**\*\*Specialist Support**

**Grade 7 - 94 Students**

<b>Subject</b>	<b>Section 1</b>	<b>Section 2</b>	<b>Section 3</b>	<b>Section 4</b>
<b>Extended ELA</b>	<b>14</b>	<b>22</b>		
<b>ELA</b>	<b>23</b>	<b>17</b>	<b>17</b>	
<b>Accelerated Math</b>	<b>16</b>			
<b>Algebra</b>	<b>24</b>			

<b>Math</b>	24	26		
<b>Science</b>	27	26	19	21
<b>Spanish</b>	26	18	25	
<b>Social Studies</b>	27	19	20	25
<b>Physical Education</b>	31*	17	24	22
<b>Music</b>	12			
<b>Art</b>	17	14	13	
<b>Health</b>	26	12		

**\*Assistant Support**

### **Grade 8 - 87 Students**

<b>Subject</b>	<b>Section 1</b>	<b>Section 2</b>	<b>Section 3</b>	<b>Section 4</b>
<b>Extended ELA</b>	23			
<b>ELA</b>	19	22	20	
<b>Geometry (at LT)</b>	5			
<b>Algebra</b>	15	20		
<b>Math</b>	23	21		
<b>Science</b>	28*	20	16	21
<b>Spanish</b>	25	16	24	
<b>Social Studies</b>	21	29*	24	13
<b>Physical Education</b>	22	13	32*	20
<b>STEM</b>	21			
<b>Art</b>	20			
<b>Health</b>	26	20		

**\*Assistant Support**

## **Instruction**

### **Educational Philosophy and Objectives**

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

ADOPTED: October 18, 2017

REVIEWED: September 20, 2023

## **Instruction**

### **School Year Calendar and Day**

#### School Calendar

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

#### Commemorative Holidays

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

#### School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-24.46, 5/18-8.05, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.  
10 ILCS 5/11-4.1.  
23 Ill.Admin.Code §1.420(f).  
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill., 1994), *aff'd by* 57 F.3d 618 (7th Cir., 1995).

ADOPTED: October 21, 2009

REVISED: September 16, 2015

REVIEWED: **September 20, 2023**

## Instruction

### School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

#### Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum.

#### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE).

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

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

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

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

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

#### Exempted Fundraising Day (EFD) Requests

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

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

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

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

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

Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.  
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
National School Lunch Act, 42 U.S.C. §1751. et seq.  
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296  
42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11.  
105 ILCS 5/2-3.139  
23 Ill.Admin.Code Part 305, Food Program.  
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

ADOPTED: October 21, 2009

REVISED: September 22, 2010; October 18, 2017; October 17, 2018

REVIEWED: **January 18, 2023**

## Instruction

### Student Social and Emotional Development

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

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

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

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

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

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/.

APPROVED: September 18, 2013

REVISED: September 16, 2015

REVIEWED: September 20, 2023

## **Instruction**

### **Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program**

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.66, 5/10-20.9a, 5/13B, 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.

ADOPTED: November 19, 2014

REVIEWED: September 20, 2023

## Instruction

### Education of Children with Disabilities

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

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

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

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

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.: 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.  
 29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.  
 42 U.S.C. §12101 et seq., Americans With Disabilities Act.  
 34 C.F.R. §300.  
 105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.  
 23 Ill.Admin.Code Part 226.

ADOPTED: October 21, 2009

REVISED: October 17, 2018

REVIEWED: **September 20, 2023**

## **Instruction**

### **Accelerated Placement**

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

The Superintendent or designee shall implement accelerated placements that include:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in an accelerated placement; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall notify the community, parent(s)/guardian(s), students, and school personnel about accelerated placements, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: 105 ILCS 5/14A.

ADOPTED: October 17, 2018

REVIEWED: September 20, 2023

## **Instruction**

### **Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A McKinney-Vento student may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 45/1-1 et seq.

ADOPTED: October 21, 2009

REVISED: September 16, 2015

REVIEWED: **September 20, 2023**

## **Instruction**

### **Title I Programs**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

### **Title I Parent and Family Engagement**

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

#### ***District-Level Parent and Family Engagement Compact***

The Superintendent or designee shall develop a *District-Level Parent and Family Engagement Compact* according to Title I requirements. The *District-Level Parent and Family Engagement Compact* shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

#### ***School-Level Parent and Family Engagement Compact***

Each Building Principal or designee shall develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. This *School-Level Parent and Family Engagement Compact* shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

ADOPTED: October 21, 2009

REVISED: September 16, 2015; October 18, 2017

REVIEWED: September 20, 2023

## Instruction

### Extended Instructional Programs

~~Upon Board of Education approval, the District may offer extended instructional programs not required by Illinois School Code. These programs may include, but are not limited to:~~ The District may offer the following programs in accordance with State law and the District's educational philosophy:

- ~~• Summer school~~ 1. Preschool for children between the ages of 2 and 4 years.
- ~~• Preschool for children aged 3 and 4~~ 2. Before-and after-school programs for students.
- ~~• Extended day kindergarten~~ 3. Child care and training center for pre-school children and for students whose parents work.
- ~~• Outdoor Education Program~~ 4. Model day care services program in cooperation with the State Board of Education.
- 5. Tutorial program
- 6. Adult education program
- 7. Outdoor education program
- 8. Summer school, whether for credit or not.
- 9. Independent study, whether for credit or not.
- 10. Support services and instruction for students who are or whose parent/guardians are, chemically dependent.
- 11. Anti-bias education and activates to address intergroup conflict resolution.
- 12. Volunteer service credit program.
- 13. Vocational academy.
- 14. Advanced vocational training and/or career education program.

The District retains the right to charge fees to participants that cover both direct and indirect costs of the programs. The District also reserves the right to waive fees or to seek scholarship funding for economically disadvantaged families.

~~The Board of Education evaluates continuation of extended instructional programs based on information gained from an annual review that addresses:~~

- ~~• The degree to which they contribute to the District mission and strategic objectives~~

- ~~Whether enrollments are adequate to sustain the program~~
- ~~Whether adequate space exists to accommodate the program~~
- ~~Fee structure~~

ADOPTED: October 21, 2009

REVISED: October 19, 2016; **October 18, 2023**

## **Instruction**

### **Extracurricular and Co-Curricular Activities**

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Non-school sponsored student groups are governed by School Board policy, 7:330, *Student Use of Buildings - Equal Access*.

### **Academic Criteria for Participation**

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

LEGAL REF.: 105 ILCS 5/10-20.30 and 5/24-24.

ADOPTED: October 19, 2016

REVIEWED: September 20, 20023

## Instruction

### Instructional Resources

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the School Board. Anyone may inspect any textbook or instructional material.

### Inappropriate Content

Teachers are encouraged to use supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught and to ensure it is age-appropriate. Graphic or otherwise inappropriate portrayal of excessive violence, illegal substance use, offensive language, or sexual activity in any instructional material is prohibited. Specifically with regard to movies, only films rated G, PG, and PG-13 (7<sup>th</sup> and 8<sup>th</sup> grade only) are permitted. The Superintendent is charged with making a determination regarding the appropriateness of other types of questionable material.

### Instructional Materials Selection and Adoption

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.: 105 ILCS 5/10-20.8, 5/10-20.9, and 5/28-19.1

ADOPTED: May 19, 2004

REVISED: October 21, 2009; September 16, 2015; October 17, 2018

REVIEWED: September 20, 2023

## Instruction

### Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Illinois State Board of Education rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.
7. *The program is guided by the principles of the American Library Association's *Library Bill of Rights* and its interpretation for school libraries.*

*The Superintendent or designee shall establish criteria consistent with this policy for the review of objections. Parents/guardians, employees, and community members with suggestions or complaints about library media program resources may complete a *Library Media Resource Review Form*. The Superintendent or designee shall inform the parent/guardian, employee, or community member as applicable, of the District's decision.*

LEGAL REF.: 23 Ill.Admin.Code §1.420(o).

ADOPTED: September 16, 2015

REVISED: October 18, 2023

## **Instruction**

### **Field Trips**

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.: 105 ILCS 5/29-3.1.

ADOPTED: September 16, 2015

REVIEWED: September 20, 2023

## Instruction

### Community Resource Persons and Volunteers

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

Resource persons and volunteers may be used:

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

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

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
 720 ILCS 5/12C-50.1, Failure to Report Hazing.  
 730 ILCS 150/1 et seq., Sex Offender Registration Act.  
 730 ILCS 152/101 et seq., Sex Offender Community Notification Law.  
 730 ILCS 154/75 et seq., Murderer and Violent Offender Against Youth Community Notification Law.  
 730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

ADOPTED: October 21, 2009

REVISED: September 16, 2015; October 17, 2018; **October 18, 2023**

## **Instruction**

### **Assemblies and Ceremonies**

Assemblies must be approved by the Superintendent or designee and be consistent with the District's ~~mission~~ **educational objectives**.

**While** ~~the~~ District **respects an individual's brief, quiet, personal religious observance(s), it** shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

LEGAL REF.: Lee v. Weisman, 112 S.Ct. 2649 (1992).  
Santa Fe Independent School District v. Doe, 120 S.Ct. 2266 (2000).  
Jones v. Clear Creek Independent School District, 977 F.2d 963 (5th Cir., 1992),  
*reh'g denied*, 983 F.2d 234 (5th Cir., 1992) and *cert. denied*, 113 S.Ct. 2950  
(1993).

ADOPTED: October 21, 2009

REVISED: September 21, 2011; **October 18, 2023**

## **Instruction**

### **Guidance and Counseling Program**

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member.

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.  
23 Ill.Admin.Code §§1.420(q).

ADOPTED: September 16, 2015

REVIEWED: **September 20, 2023**

## **Instruction**

### **Grading and Promotion**

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. **The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments.** A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- \* A miscalculation of test scores,
- \* A technical error in assigning a particular grade or score,
- \* The teacher agrees to allow the student to do extra work that may impact the grade,
- \* An inappropriate grading system used to determine the grade, or
- \* An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

ADOPTED: October 18, 2017

**REVISED: October 18, 2023**

## **Instruction**

### **High School Credit for Students in Grade 7 or 8**

The Superintendent or designee may investigate, coordinate, and implement a program for students in grades 7 and 8 to enroll in a course required for a high school diploma.

If a program is available, students in grades 7 and 8 may enroll in a course required for a high school diploma. Students in grades 7 and 8 who successfully complete a course required for a high school diploma will receive academic credit if permitted by, and in accordance with, the policy of the district where the elementary student will attend high school.

LEGAL REF.: 105 ILCS 5/10-22.43 and 5/27-22.10.  
23 Ill.Admin.Code §1.460.

ADOPTED: October 19, 2016

REVIEWED: September 20, 2023

## **Instruction**

### **Student Testing and Assessment**

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system, known as the *Illinois Assessment of Readiness* (IAR), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30<sup>th</sup> day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.  
105 ILCS 10/, Illinois School Student Records Act.  
105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

ADOPTED: December 14, 1994

REVISED: May 19, 2004, October 21, 2009; September 16, 2015; October 16, 2019

REVIEWED: September 20, 2023

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

This email is in response to your e-mailed request under the Freedom of Information Act ("FOIA"), 5 ILSC 140/I et seq., dated August 15, 2023. You have requested that Pleasantdale School District 107 produce the following public records:

**Requested by:** Tom Lisowski

Request Dated: August 15, 2023	Good Morning FOIA Officer.  This is a request under the Freedom of Information Act. I am an individual seeking information for personal use and not for commercial use.  I request that a copy of the following document(s) be provided to me:  <b>The most current Kasarda Report that includes demographic trends and enrollment projections for Pleasantdale School District 107. I am specifically interested in the enrollment projections for the years 2020-2025.</b>  I am willing to pay fees for this request up to a maximum of \$50. If you estimate that the fees will exceed this limit, please inform me first. We would prefer unedited digital copies.  Thank you for your consideration of this request. Tom Lisowski
Response Dated: August 21, 2023	Attached find the latest Kasarda Report.

As the FOIA Officer of the District, Mr. Sonntag is responsible for granting and denying requests for records under the Freedom of Information Act. The District's responses attached to this email intend to be fully responsive to your specific request. If we have misinterpreted your request, please clarify your request to him in writing.

You have a right to appeal a denial of records to the President of the Board of Education by written request directed to the President at the District office 7450 S. Wolf Road, Burr Ridge, IL 60527 within fourteen (14) working days of your receipt of this email.

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

This email is in response to your e-mailed request under the Freedom of Information Act ("FOIA"), 5 ILSC 140/I et seq., dated August 22, 2023. You have requested that Pleasantdale School District 107 produce the following public records:

**Requested by:** Tom Lisowski

<p>Request Dated: August 22, 2023</p>	<p>Good Morning FOIA Officer.</p> <p>This is a request under the Freedom of Information Act. I am an individual seeking information for personal use and not for commercial use.</p> <p>I request that a copy of the following document(s) be provided to me:</p> <p><b>The past three Kasarda Reports prior to 2019. As well as any reports newer than 2019 when they become available.</b></p> <p>I am willing to pay fees for this request up to a maximum of \$50. If you estimate that the fees will exceed this limit, please inform me first. We would prefer unedited digital copies.</p> <p>Thank you for your consideration of this request. Tom Lisowski</p>
<p>Response Dated: August 28, 2023</p>	<p>The pertinent records that could be located are attached per your request. These records include: 1) a 2003 Kasarda Report; and 2) a 2010 Kasarda Report.</p>

	<p>I, the FOIA officer, after an exhaustive search of the district's records, could not locate a third previous report as indicated in the request.</p> <p>In addition, the FOIA officer cannot produce future records that haven't been created as of the date of this request. If and when these new records are created, a new Freedom of Information Act request can be made to secure these records.</p>
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