Board of Education Business Meeting

Tuesday, August 12, 2025 6:00 PM
D300 Central Office - Anne B Miller Boardroom, 2550 Harnish Drive, Algonquin, IL 60102

1. **Call to Order**

1.1. Roll Call

2. **Closed Session, 6:00pm**

2.1. Motion to go into closed session for the purpose of discussing: 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body 2(c)(1); 2. Litigation 2(c)(11); 3. Student disciplinary cases 2(c)(9); and 4. Security procedures, school building safety and security, and the use of personnel to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property 2(c)(8).

2.2. Motion to suspend closed session

3. **Reconvene in Open Session (no later than 6:30pm)**

3.1. Roll Call

4. **Pledge of Allegiance**

5. **Approval of the Agenda**

6. **Moment of Silence**

7. **Public Hearing - e-Learning Program Verification Renewal**

8. **Public Participation: Members of the public, especially residents of District 300, are welcome to contribute during public participation. To do so, you must sign up electronically via a computer located in the Central Office lobby between 6:00-6:30pm, or the start of the open meeting; be 18 years old or older or have a parent/legal guardian present with you, give your full name and respectfully state your comments, and you are not permitted to mention the names of specific staff members or students. The Board will not respond in this forum but will thoughtfully consider your statements.**

9. **Superintendent Report**

9.1. Hanover Research Cell Phone Project Update

9.2. Tentative Budget and Education Plan Requests 25-26

10. **Board Discussion**

10.1. Board Committee Reports

10.1.1. Board Operations Committee

10.1.2. Superintendent Evaluation Ad Hoc Committee

10.1.3. Board Policy Ad Hoc Committee

10.1.4. Board Member Handbook Ad Hoc Committee

10.2. Board Discussion

11. **Items for Discussion**

11.1. Board Meeting Minutes

11.2. Disposal Report

11.3. Treasurer's Report

11.4. Donation Report

11.5. Boys & Girls Club of the Northwest Suburbs Learning Center Agreement

11.6. Copier Paper Bid (Extension)

11.7. Musical Instrument Bid

11.8. Snow and Ice Removal Bid (Extension)

11.9. Roofing Consulting Services Contract (Renewal)

11.10. Technology Services Contracts (Renewals)

11.11. Family Service Association of Greater Elgin Area MOU (Renewal)

11.12. Language Services & Supports Opportunity Review

11.13. Freedom of Information Act Report

12. **Consent Items**

12.1. Approval of Bills Payable

12.2. Approval of Human Resources Report

13. **Roll Call Action Items**

13.1. Approval of e-Learning Program Verification Renewal

13.2. Approval to Display the 2025-2026 Tentative Budget and Publish the Public Hearing Notice

13.3. Approval of Boys & Girls Club of the Northwest Suburbs Facility Use Agreement 2025-

2026 (Renewal)

13.4. Approval of Work-Based Learning Program MOU

13.5. Approval of Board Policy Review and Revisions

14. **Closed Session**

14.1. Motion to go into closed session for the purpose of discussing: 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body 2(c)(1); 2. Litigation 2(c)(11); 3. Student disciplinary cases 2(c)(9); and 4. Security procedures, school building safety and security, and the use of personnel to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property 2(c)(8).

14.2. Motion to adjourn closed session and return to open session

15. **Reconvene in Open Session**

15.1. Roll Call

16. **Adjournment**

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: July 22, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Dr. Melanie Gravel
Assistant Superintendent of
Curriculum and Instruction

Presented at the following Board Meetings	Date
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	7/22/2025
BOE 2nd Reading	8/12/2025

SUBJECT: e-Learning Program Verification Renewal

Background

In October 2022, District 300 renewed our e-Learning program verification through the Kane County Regional Office of Education for a term of three years. The current e-Learning program verification for District 300 is approved through October 25, 2025. This provides the option for District 300 to implement an e-Learning day in lieu of an emergency day.

At this time, we are seeking to renew our e-Learning program verification through the Kane County Regional Office of Education for a term of three years that coincides with the school year calendar. Upon renewal, District 300 would continue to have the flexibility to implement e-Learning days as an option to provide instruction on days that would otherwise result in a school closure due to an emergency day that would need to be made up. When implementing an e-Learning day, students do not physically attend school; instead, students, in most cases, will virtually access coursework online through the Schoology platform on their Chromebooks.

Pursuant to the requirements put forth by the Illinois State Board of Education for e-Learning program verification, District 300 will provide notice of its intent to renew its e-Learning program verification through the following:

- Publication in a newspaper of general circulation in the school district at least ten days prior to hearing
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district at least ten days prior to hearing
- Written or electronic notice designed to reach any exclusive bargaining representatives of school district employees and all those employees not in a collective bargaining unit at least ten days prior to hearing
- Public hearing
    - Scheduled to take place on Tuesday, August 12, 2025, at 6:30 p.m.

DISTRICT 300

Recommendation

It is recommended that the Board of Education schedule a public hearing on the District 300 e-Learning program verification on August 12, 2025. Additionally, it is recommended that following the public hearing, during the August 12, 2025 Board of Education meeting, the Board adopt the resolution to approve the renewal of the District 300 e-Learning program for a term of three years that coincides with the school year calendar.

Questions	Response Count	Response Percent
Which of the following best describes your relationship with Community Unit School District 300 (D300)?	n=2333	
Student	2,333	100%
Parent/Guardian of a student	0	0%
Staff member	0	0%
Community member	0	0%
None of the above	0	0%
Which of the following best describes your relationship with Community Unit School District 300 (D300)? If you are both a parent and a staff member, please select your role as a staff member.	n=9284	
Student	6,327	68%
Parent/Guardian of a student	1,926	21%
Staff member	952	10%
Community member	79	1%
None of the above	0	0%
Which of the following best describes your role at D300?	n=952	
School staff (e.g., teacher, paraprofessional, administrator, support staff)	911	96%
District staff (e.g., administrator, district office staff)	41	4%
None of the above	0	0%
Which of the following best describes your role at your school?	n=911	
Instructional staff (e.g., classroom teacher, instructional aide)	758	83%
Other school staff (e.g., facilities, counseling)	101	11%
School administrator (e.g., principal, vice principal)	29	3%
School office staff	23	3%
Which of the following best describes your role in the district?	n=41	
District administrator	19	46%
District office staff	17	41%
Other district staff	5	12%
How many students do you have currently enrolled in a D300 school?	n=1926	
None	0	0%
1 student	779	40%
2 or more students	1,147	60%

Why do [you/your classmates] use their cell phone at school? Pick up to three reasons.	n=2333	
To talk to family or friends	778	33%
For fun, like playing games or using social media	445	19%
To look up things for class	231	10%
To plan school activities	208	9%
To talk to teachers or classmates about homework	194	8%
I do not use a cell phone during school hours	1,295	56%
Please select [your/your student's] grade.	n=10586	
Pre-K	28	0%
TK	2	0%
Kindergarten	51	0%
Grade 1	67	1%
Grade 2	77	1%
Grade 3	90	1%
Grade 4	1,212	11%
Grade 5	1,342	13%
Grade 6	1,308	12%
Grade 7	1,215	11%
Grade 8	1,074	10%
Grade 9	1,269	12%
Grade 10	1,161	11%
Grade 11	889	8%
Grade 12	787	7%
Adult education	14	0%
Tell us if you agree or disagree with these sentences about how cell phones affect students.Cell phones...		
...are bad for students' feelings.	n=2333	
Disagree	925	40%
Neither Agree nor Disagree	553	24%
Agree	303	13%
Unsure/Not Applicable	552	24%
...are used the right way during school.	n=2333	
Disagree	534	23%
Neither Agree nor Disagree	503	22%
Agree	759	33%
Unsure/Not Applicable	537	23%

...help parents get involved with school.	n=2333	
Disagree	573	25%
Neither Agree nor Disagree	432	19%
Agree	769	33%
Unsure/Not Applicable	559	24%
...help students work together.	n=2333	
Disagree	968	41%
Neither Agree nor Disagree	451	19%
Agree	508	22%
Unsure/Not Applicable	406	17%
...help you learn better.	n=2333	
Disagree	984	42%
Neither Agree nor Disagree	605	26%
Agree	396	17%
Unsure/Not Applicable	348	15%
...make it hard to pay attention in class.	n=2333	
Disagree	578	25%
Neither Agree nor Disagree	308	13%
Agree	1,144	49%
Unsure/Not Applicable	303	13%
...make learning harder (like when cheating happens).	n=2333	
Disagree	600	26%
Neither Agree nor Disagree	366	16%
Agree	992	43%
Unsure/Not Applicable	375	16%
...make students feel unsafe (like when cyberbullying happens).	n=2333	
Disagree	714	31%
Neither Agree nor Disagree	439	19%
Agree	682	29%
Unsure/Not Applicable	498	21%
What grade level(s) do you teach/primarily work with? Please select all that apply.	n=758	
Pre-K	10	1%
TK	0	0%
Kindergarten	70	9%
Grade 1	71	9%

Grade 2	78	10%
Grade 3	81	11%
Grade 4	81	11%
Grade 5	88	12%
Grade 6	164	22%
Grade 7	168	22%
Grade 8	178	23%
Grade 9	219	29%
Grade 10	246	32%
Grade 11	246	32%
Grade 12	228	30%
Adult education	9	1%
What good things do cell phones bring to school for you? Pick up to two.	n=2324	
Being ready for emergencies	1,259	54%
Unsure/Not Applicable	572	25%
Getting news and updates quickly	399	17%
Better communication	367	16%
Learning how to use technology responsibly	291	13%
Staying connected with friends	290	12%
More fun and interest in learning (like using apps and digital tools)	230	10%
Easier to find information for school	223	10%
Using more technology	81	3%
What worries you most about using cell phones at school? Pick up to two.	n=2319	
Getting distracted from learning	781	34%
Cheating on homework and tests	666	29%
Unsure/Not Applicable	515	22%
Cyberbullying	510	22%
Privacy worries	429	18%
Safety worries	325	14%
Depending too much on technology	225	10%
Feeling bad or stressed	189	8%
Talking less with friends	136	6%
How well do you know your school's rules about cell phones?	n=2318	
Not at All	152	7%
A Little Bit	328	14%

Okay	539	23%
Very Well	633	27%
Extremely Well	666	29%
Top 2	1,299	56%
How happy or unhappy are you with your school's cell phone rules?	n=2203	
Very Unhappy	160	7%
A Little Unhappy	363	16%
Neutral	1,150	52%
A Little Happy	243	11%
Very Happy	287	13%
Top 2	530	24%
Tell us if you agree or disagree with these rules about using cell phones at school.Cell phones should be allowed...		
...at lunch and in the halls, but not in class.	n=2309	
Disagree	765	33%
Neither Agree nor Disagree	418	18%
Agree	879	38%
Unsure/Not Applicable	247	11%
...before school starts and after it ends.	n=2309	
Disagree	236	10%
Neither Agree nor Disagree	216	9%
Agree	1,670	72%
Unsure/Not Applicable	187	8%
...during breaks and in places like the library or lunchroom.	n=2309	
Disagree	724	31%
Neither Agree nor Disagree	363	16%
Agree	982	43%
Unsure/Not Applicable	240	10%
...in class for learning, if the teacher says it's okay.	n=2309	
Disagree	603	26%
Neither Agree nor Disagree	302	13%
Agree	1,157	50%
Unsure/Not Applicable	247	11%
School location	n=11538	
Jacobs High School	1,708	15%
Dundee-Crown High School	1,521	13%

Hampshire High School	1,263	11%
Westfield Community School	1,084	9%
Carpentersville Middle School	982	9%
Dundee Middle School	820	7%
Hampshire Middle School	768	7%
Algonquin Middle School	415	4%
Wright Elementary	293	3%
Liberty Elementary	257	2%
Gilberts Elementary	211	2%
Hampshire Elementary	203	2%
Sleepy Hollow Elementary	180	2%
Parkview Elementary	179	2%
Lincoln Prairie Elementary	175	2%
Lake in the Hills Elementary	171	1%
Algonquin Lakes Elementary	170	1%
Big Timber Elementary	167	1%
Neubert Elementary	164	1%
Dundee Highlands Elementary	157	1%
Lakewood Elementary	153	1%
Meadowdale Elementary	129	1%
Golfview Elementary	124	1%
Eastview Elementary	108	1%
Perry Elementary	63	1%
Oak Ridge School	28	0%
District office	23	0%
deLacey Family Education Center	22	0%
Tell us if you agree or disagree with these rules about using cell phones at school.Cell phones should not be allowed...		
...at lunch and in the halls, but not in class.	n=2298	
Disagree	952	41%
Neither Agree nor Disagree	350	15%
Agree	706	31%
Unsure/Not Applicable	290	13%
...before school starts and after it ends.	n=2298	
Disagree	1,152	50%
Neither Agree nor Disagree	198	9%

Agree	752	33%
Unsure/Not Applicable	196	9%
...during breaks and in places like the library or lunchroom.	n=2298	
Disagree	999	43%
Neither Agree nor Disagree	295	13%
Agree	758	33%
Unsure/Not Applicable	246	11%
...in class for learning, if the teacher says it's okay.	n=2298	
Disagree	881	38%
Neither Agree nor Disagree	311	14%
Agree	824	36%
Unsure/Not Applicable	282	12%
How fair do you think your school's cell phone rules are?	n=2144	
Not Fair at All	143	7%
A Little Fair	483	23%
Pretty Fair	998	47%
Very Fair	299	14%
Extremely Fair	221	10%
Top 2	520	24%
Tell us if you agree or disagree with these policy ideas for how elementary school students should use cell phones.		
Blocking cell phone signals	n=2282	
Disagree	1,216	53%
Neither Disagree nor Agree	341	15%
Agree	290	13%
Unsure/Not Applicable	435	19%
Cell phones can be used anytime	n=2282	
Disagree	1,448	63%
Neither Disagree nor Agree	365	16%
Agree	275	12%
Unsure/Not Applicable	194	9%
Clear backpacks to store and monitor student cell phones	n=2282	
Disagree	1,277	56%
Neither Disagree nor Agree	269	12%
Agree	269	12%
Unsure/Not Applicable	467	20%

No cell phones allowed at all	n=2282	
Disagree	1,271	56%
Neither Disagree nor Agree	407	18%
Agree	355	16%
Unsure/Not Applicable	249	11%
Use cell phones only in certain places or times, like how it is right now	n=2282	
Disagree	483	21%
Neither Disagree nor Agree	417	18%
Agree	998	44%
Unsure/Not Applicable	384	17%
Use cell phones only when a teacher has given you permission	n=2282	
Disagree	270	12%
Neither Disagree nor Agree	292	13%
Agree	1,511	66%
Unsure/Not Applicable	209	9%
Using a special pouch that locks but can be opened in certain places	n=2282	
Disagree	768	34%
Neither Disagree nor Agree	365	16%
Agree	601	26%
Unsure/Not Applicable	548	24%
[Do you/Does your student] participate in any of the following? Please select all that apply.	n=8253	
Free or Reduced-Price Lunch (FRPL)	1,311	16%
English Language Learner (ELL)	649	8%
Gifted and Talented	397	5%
Special Education	396	5%
None of the above	5,979	72%
How familiar are you with D300 schools?	n=79	
Not at All Familiar	0	0%
Slightly Familiar	8	10%
Moderately Familiar	16	20%
Very Familiar	25	32%
Extremely Familiar	30	38%
Top 2	55	70%
Tell us if you agree or disagree with these policy ideas for how middle school students should use cell phones.		
Blocking cell phone signals	n=2259	

Disagree	1,314	58%
Neither Disagree nor Agree	247	11%
Agree	227	10%
Unsure/Not Applicable	471	21%
Cell phones can be used anytime	n=2259	
Disagree	1,133	50%
Neither Disagree nor Agree	416	18%
Agree	368	16%
Unsure/Not Applicable	342	15%
Clear backpacks to store and monitor student cell phones	n=2259	
Disagree	1,235	55%
Neither Disagree nor Agree	279	12%
Agree	229	10%
Unsure/Not Applicable	516	23%
No cell phones allowed at all	n=2259	
Disagree	1,420	63%
Neither Disagree nor Agree	285	13%
Agree	218	10%
Unsure/Not Applicable	336	15%
Use cell phones only in certain places or times, like how it is right now	n=2259	
Disagree	483	21%
Neither Disagree nor Agree	367	16%
Agree	963	43%
Unsure/Not Applicable	446	20%
Use cell phones only when a teacher has given you permission	n=2259	
Disagree	281	12%
Neither Disagree nor Agree	260	12%
Agree	1,419	63%
Unsure/Not Applicable	299	13%
Using a special pouch that locks but can be opened in certain places	n=2259	
Disagree	801	35%
Neither Disagree nor Agree	340	15%
Agree	556	25%
Unsure/Not Applicable	562	25%
How often [do you/does your student/do students] use [your/their] cell phones during school hours?	n=11617	

Almost Never / Never	1,311	11%
Almost Never/Never	835	7%
Rarely	1,646	14%
Occasionally	2,894	25%
A Moderate Amount	2,175	19%
A Great Deal	1,285	11%
I do not have a cell phone / I don't bring a cell phone to school	1,289	11%
I Don't Know	182	2%
What are the common reasons [you use your cell phone/your student uses their cell phone /students use their cell phones] during school hours? Please select up to three.	n=9284	
Personal communication	6,747	73%
Entertainment (e.g., games, social media.)	5,359	58%
Communicating with classmates about schoolwork	2,954	32%
Accessing educational resources (e.g., research, organizing tasks)	2,808	30%
Organizing school-related activities	1,575	17%
I do not use a cell phone during school hours	437	5%
Other	784	8%
Please say how much you agree or disagree with the following statements about how cell phones impact students. Cell phones...		
... enhance the learning experience.	n=9021	
Completely Disagree	1,567	17%
Somewhat Disagree	1,503	17%
Neither Agree nor Disagree	2,420	27%
Somewhat Agree	2,348	26%
Completely Agree	1,183	13%
Top 2	3,531	39%
...are appropriately used during school hours.	n=8988	
Completely Disagree	1,574	18%
Somewhat Disagree	1,710	19%
Neither Agree nor Disagree	1,740	19%
Somewhat Agree	2,352	26%
Completely Agree	1,612	18%
Top 2	3,964	44%
...distract students from being fully engaged in their classes.	n=9131	
Completely Disagree	939	10%
Somewhat Disagree	1,134	12%

Neither Agree nor Disagree	1,493	16%
Somewhat Agree	2,714	30%
Completely Agree	2,851	31%
Top 2	5,565	61%
...foster collaboration between students.	n=8741	
Completely Disagree	1,068	12%
Somewhat Disagree	992	11%
Neither Agree nor Disagree	1,963	22%
Somewhat Agree	2,677	31%
Completely Agree	2,041	23%
Top 2	4,718	54%
...foster parental engagement with the school.	n=8328	
Completely Disagree	1,240	15%
Somewhat Disagree	959	12%
Neither Agree nor Disagree	2,689	32%
Somewhat Agree	1,980	24%
Completely Agree	1,460	18%
Top 2	3,440	41%
...make students feel unsafe (e.g., cyberbullying).	n=8959	
Completely Disagree	2,295	26%
Somewhat Disagree	1,839	21%
Neither Agree nor Disagree	1,986	22%
Somewhat Agree	1,843	21%
Completely Agree	996	11%
Top 2	2,839	32%
...negatively impact student learning (e.g., cheating).	n=9090	
Completely Disagree	1,256	14%
Somewhat Disagree	1,480	16%
Neither Agree nor Disagree	1,962	22%
Somewhat Agree	2,405	26%
Completely Agree	1,987	22%
Top 2	4,392	48%
...negatively impact students' mental health.	n=9075	
Completely Disagree	1,556	17%
Somewhat Disagree	1,524	17%

Neither Agree nor Disagree	1,974	22%
Somewhat Agree	2,197	24%
Completely Agree	1,824	20%
Top 2	4,021	44%
Which of the following best describes how a cell phone helps [you/students] at school? Please select up to two.	n=9153	
Supports emergency preparedness	4,309	47%
Enhances communication	2,855	31%
Improves access to real-time information and updates	2,520	28%
Enhances social connectivity	1,965	21%
Heightens access to educational resources	1,389	15%
Increases engagement (e.g., apps, digital platforms, educational tools)	1,376	15%
Develops digital responsibility	978	11%
Increases technological integration	591	6%
Unsure/Not Applicable	257	3%
Other	467	5%
Which of the following are your primary concerns for cell phone use at school? Please select up to two.	n=9085	
Distraction from Learning	4,075	45%
Cheating on Assignments and Tests	2,024	22%
Cyberbullying	1,828	20%
Impact on Mental Health	1,735	19%
Reduced Social Interaction	1,327	15%
Inappropriate Content Access	1,265	14%
Privacy Issues	1,218	13%
Overreliance on Technology	1,082	12%
Unsure/Not Applicable	984	11%
Security Concerns	633	7%
Other	129	1%
A recent U.S. Surgeon General's Advisory report, Social Media and Youth Mental Health, highlights concerns around social media use, cyberbullying, etc. Given the access to social media via cell phones, how concerned are you about the following:		
Cyberbullying	n=2715	
Extremely Concerned	1,006	37%
Very Concerned	714	26%
Moderately Concerned	516	19%

Slightly Concerned	299	11%
Not at All Concerned	180	7%
Bottom 2	1,720	63%
Data prrivacy	n=2711	
Extremely Concerned	729	27%
Very Concerned	659	24%
Moderately Concerned	699	26%
Slightly Concerned	421	16%
Not at All Concerned	203	7%
Bottom 2	1,388	51%
Excessive or overuse of social media	n=2721	
Extremely Concerned	1,382	51%
Very Concerned	594	22%
Moderately Concerned	361	13%
Slightly Concerned	224	8%
Not at All Concerned	160	6%
Bottom 2	1,976	73%
Exposure to harmful content	n=2722	
Extremely Concerned	1,042	38%
Very Concerned	668	25%
Moderately Concerned	517	19%
Slightly Concerned	322	12%
Not at All Concerned	173	6%
Bottom 2	1,710	63%
Harassment	n=2706	
Extremely Concerned	927	34%
Very Concerned	667	25%
Moderately Concerned	580	21%
Slightly Concerned	346	13%
Not at All Concerned	186	7%
Bottom 2	1,594	59%
Impact on students' mental health	n=2726	
Extremely Concerned	1,236	45%
Very Concerned	618	23%
Moderately Concerned	409	15%

Slightly Concerned	286	10%
Not at All Concerned	177	6%
Bottom 2	1,854	68%
Long-term impact on students' development	n=2716	
Extremely Concerned	1,218	45%
Very Concerned	608	22%
Moderately Concerned	401	15%
Slightly Concerned	285	10%
Not at All Concerned	204	8%
Bottom 2	1,826	67%
Online safety	n=2719	
Extremely Concerned	912	34%
Very Concerned	719	26%
Moderately Concerned	600	22%
Slightly Concerned	344	13%
Not at All Concerned	144	5%
Bottom 2	1,631	60%
Social relationships	n=2708	
Extremely Concerned	892	33%
Very Concerned	642	24%
Moderately Concerned	578	21%
Slightly Concerned	332	12%
Not at All Concerned	264	10%
Bottom 2	1,534	57%
How familiar are you with [your school's cell phone guidelines/ the cell phone guidelines at your student's school/cell phone guidelines at D300 schools]?	n=9017	
Not at All Familiar	760	8%
Slightly Familiar	1,475	16%
Moderately Familiar	2,755	31%
Very Familiar	2,685	30%
Extremely Familiar	1,342	15%
Top 2	4,027	45%
Currently, how dissatisfied or satisfied are you with [your school's cell phone guidelines/ the cell phone guidelines at your student's school/cell phone guidelines at D300 Schools]?	n=8246	
Completely Dissatisfied	982	12%
Somewhat Dissatisfied	1,591	19%

Neither Satisfied nor Dissatisfied	3,284	40%
Somewhat Satisfied	1,465	18%
Completely Satisfied	924	11%
Top 2	2,389	29%
Please say how much you agree or disagree with the following statements about how cell phones can be used in schools. Cell phone use should be allowed...		
...before and after school.	n=8672	
Completely Disagree	397	5%
Somewhat Disagree	216	2%
Neither Agree nor Disagree	428	5%
Somewhat Agree	875	10%
Completely Agree	6,756	78%
Top 2	7,631	88%
...during breaks and in common areas such as the library or cafeteria.	n=8700	
Completely Disagree	658	8%
Somewhat Disagree	477	5%
Neither Agree nor Disagree	446	5%
Somewhat Agree	1,457	17%
Completely Agree	5,662	65%
Top 2	7,119	82%
...during lunch and in the hallways, but not during class sessions.	n=8747	
Completely Disagree	794	9%
Somewhat Disagree	785	9%
Neither Agree nor Disagree	805	9%
Somewhat Agree	2,346	27%
Completely Agree	4,017	46%
Top 2	6,363	73%
...in class for educational purposes only, under teacher supervision.	n=8745	
Completely Disagree	1,289	15%
Somewhat Disagree	962	11%
Neither Agree nor Disagree	1,115	13%
Somewhat Agree	2,359	27%
Completely Agree	3,020	35%
Top 2	5,379	62%
Please say how much you agree or disagree with the following statements about how cell phones should be limited in schools.Cell phone use should not be allowed...		

...before and after school.	n=8725	
Completely Disagree	6,162	71%
Somewhat Disagree	909	10%
Neither Agree nor Disagree	498	6%
Somewhat Agree	331	4%
Completely Agree	825	9%
Top 2	1,156	13%
...during breaks and in common areas such as the library or cafeteria.	n=8734	
Completely Disagree	5,030	58%
Somewhat Disagree	1,336	15%
Neither Agree nor Disagree	606	7%
Somewhat Agree	729	8%
Completely Agree	1,033	12%
Top 2	1,762	20%
...during lunch and in the hallways, but not during class sessions.	n=8656	
Completely Disagree	4,687	54%
Somewhat Disagree	1,446	17%
Neither Agree nor Disagree	706	8%
Somewhat Agree	784	9%
Completely Agree	1,033	12%
Top 2	1,817	21%
...in class, even under teacher supervision.	n=8695	
Completely Disagree	3,146	36%
Somewhat Disagree	1,784	21%
Neither Agree nor Disagree	1,249	14%
Somewhat Agree	1,001	12%
Completely Agree	1,515	17%
Top 2	2,516	29%
Currently, how fair are [your school's cell phone guidelines/the cell phone guidelines at your student's school/the cell phone guidelines at D300 schools]?	n=8102	
Not at All Fair	497	6%
Slight Fair	1,340	17%
Moderately Fair	3,716	46%
Very Fair	1,945	24%
Extremely Fair	604	7%
Top 2	2,549	31%

Please say how much you disagree or agree with the following potential policies for elementary school students' cell phone usage.		
Allow cell phones to be used under the direct supervision of a teacher	n=8073	
Completely Oppose	1,755	22%
Somewhat Oppose	1,123	14%
Neither Oppose nor Support	1,583	20%
Somewhat Support	2,033	25%
Completely Support	1,579	20%
Top 2	3,612	45%
Cell phones can be used anytime (e.g., open use, no rules)	n=8117	
Completely Oppose	3,606	44%
Somewhat Oppose	1,468	18%
Neither Oppose nor Support	1,296	16%
Somewhat Support	903	11%
Completely Support	844	10%
Top 2	1,747	22%
Clear backpacks to store and allow staff to monitor cell phones	n=8022	
Completely Oppose	3,958	49%
Somewhat Oppose	1,317	16%
Neither Oppose nor Support	1,362	17%
Somewhat Support	755	9%
Completely Support	630	8%
Top 2	1,385	17%
Designated areas/ times	n=8019	
Completely Oppose	1,387	17%
Somewhat Oppose	787	10%
Neither Oppose nor Support	1,556	19%
Somewhat Support	2,280	28%
Completely Support	2,009	25%
Top 2	4,289	53%
No cell phones allowed at all (e.g., total cell phone ban)	n=8123	
Completely Oppose	3,330	41%
Somewhat Oppose	1,245	15%
Neither Oppose nor Support	1,108	14%
Somewhat Support	939	12%
Completely Support	1,501	18%

Top 2	2,440	30%
Signal blocking mechanisms or technology to restrict specific phone features	n=7877	
Completely Oppose	2,725	35%
Somewhat Oppose	1,124	14%
Neither Oppose nor Support	1,633	21%
Somewhat Support	1,200	15%
Completely Support	1,195	15%
Top 2	2,395	30%
Using a special pouch that locks but can be opened in certain places (e.g., Yonder Pouch)	n=7844	
Completely Oppose	2,847	36%
Somewhat Oppose	1,056	13%
Neither Oppose nor Support	1,568	20%
Somewhat Support	1,393	18%
Completely Support	980	12%
Top 2	2,373	30%
Please say how much you disagree or agree with the following potential policies for middle school students' cell phone usage.		
Allow cell phones to be used under the direct supervision of a teacher	n=8057	
Completely Oppose	1,554	19%
Somewhat Oppose	1,133	14%
Neither Oppose nor Support	1,579	20%
Somewhat Support	2,156	27%
Completely Support	1,635	20%
Top 2	3,791	47%
Cell phones can be used anytime (e.g., open use, no rules)	n=8081	
Completely Oppose	2,937	36%
Somewhat Oppose	1,410	17%
Neither Oppose nor Support	1,500	19%
Somewhat Support	1,226	15%
Completely Support	1,008	12%
Top 2	2,234	28%
Clear backpacks to store and allow staff to monitor cell phones	n=7993	
Completely Oppose	4,301	54%
Somewhat Oppose	1,261	16%
Neither Oppose nor Support	1,235	15%
Somewhat Support	684	9%

Completely Support	512	6%
Top 2	1,196	15%
Designated areas/ times	n=8020	
Completely Oppose	1,011	13%
Somewhat Oppose	782	10%
Neither Oppose nor Support	1,465	18%
Somewhat Support	2,382	30%
Completely Support	2,380	30%
Top 2	4,762	59%
No cell phones allowed at all (e.g., total cell phone ban)	n=8103	
Completely Oppose	4,546	56%
Somewhat Oppose	1,117	14%
Neither Oppose nor Support	912	11%
Somewhat Support	580	7%
Completely Support	948	12%
Top 2	1,528	19%
Signal blocking mechanisms or technology to restrict specific phone features	n=7913	
Completely Oppose	3,210	41%
Somewhat Oppose	1,200	15%
Neither Oppose nor Support	1,415	18%
Somewhat Support	1,106	14%
Completely Support	982	12%
Top 2	2,088	26%
Using a special pouch that locks but can be opened in certain places (e.g., Yonder Pouch)	n=7887	
Completely Oppose	3,253	41%
Somewhat Oppose	1,132	14%
Neither Oppose nor Support	1,466	19%
Somewhat Support	1,187	15%
Completely Support	849	11%
Top 2	2,036	26%
Please say how much you disagree or agree with the following potential policies for high school students' cell phone usage.		
Allow cell phones to be used under the direct supervision of a teacher	n=7900	
Completely Oppose	1,765	22%
Somewhat Oppose	1,128	14%
Neither Oppose nor Support	1,469	19%

Somewhat Support	1,863	24%
Completely Support	1,675	21%
Top 2	3,538	45%
Cell phones can be used anytime (e.g., open use, no rules)	n=7913	
Completely Oppose	2,520	32%
Somewhat Oppose	1,116	14%
Neither Oppose nor Support	1,286	16%
Somewhat Support	1,395	18%
Completely Support	1,596	20%
Top 2	2,991	38%
Clear backpacks to store and allow staff to monitor cell phones	n=7875	
Completely Oppose	4,682	59%
Somewhat Oppose	1,021	13%
Neither Oppose nor Support	1,039	13%
Somewhat Support	648	8%
Completely Support	485	6%
Top 2	1,133	14%
Designated areas/ times	n=7877	
Completely Oppose	1,215	15%
Somewhat Oppose	769	10%
Neither Oppose nor Support	1,378	17%
Somewhat Support	2,077	26%
Completely Support	2,438	31%
Top 2	4,515	57%
No cell phones allowed at all (e.g., total cell phone ban)	n=7959	
Completely Oppose	5,099	64%
Somewhat Oppose	907	11%
Neither Oppose nor Support	710	9%
Somewhat Support	529	7%
Completely Support	714	9%
Top 2	1,243	16%
Signal blocking mechanisms or technology to restrict specific phone features	n=7814	
Completely Oppose	3,846	49%
Somewhat Oppose	1,031	13%
Neither Oppose nor Support	1,161	15%

Somewhat Support	918	12%
Completely Support	858	11%
Top 2	1,776	23%
Using a special pouch that locks but can be opened in certain places (e.g., Yonder Pouch)	n=7787	
Completely Oppose	3,986	51%
Somewhat Oppose	919	12%
Neither Oppose nor Support	1,208	16%
Somewhat Support	926	12%
Completely Support	748	10%
Top 2	1,674	21%
For how many years have you worked at D300?	n=896	
Less than 1 year	44	5%
1 to 3 years	123	14%
4 to 6 years	120	13%
7 to 10 years	174	19%
11 to 15 years	147	16%
16 to 20 years	112	13%
More than 20 years	154	17%
Prefer not to respond	22	2%
With which of the following categories [do you/does your student] identify? Please select all that apply.	n=10547	
White	5,293	50%
Hispanic or Latin(o/a/x)	2,729	26%
Black or African American	665	6%
Asian	608	6%
American Indian or Alaska Native	301	3%
Not listed/Prefer to self-describe	294	3%
Middle Eastern or North African	181	2%
Native Hawaiian or Pacific Islander	141	1%
Prefer not to respond	1,979	19%
With which of the following gender identities [do you/does your student] most identify?	n=10530	
Female	5,110	49%
Male	4,332	41%
Non-binary/Gender non-conforming	126	1%
Not listed/Prefer to self-describe	49	0%
Prefer not to respond	913	9%

Would you be interested in participating in a focus group to discuss changes to the cell phone policy in greater depth? If yes, you will be asked to provide your information on the next screen.	n=8210	
Yes	1,277	16%
No	6,933	84%

Community Unit School District 300 Monthly
Fixed Asset Disposals
08/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
7/2/2025	DMS	Roku 2	Roku	4210X2	5F35CW047328	N/A	Obsolete	Tech Recycle
7/2/2025	DMS	Old Chromebook ASUS Charger	ASUS	AD890326	N/A	T88007	Obsolete	Tech Recycle
7/2/2025	LPES	VCR / DVD Player	Sonic blue / go video	DVR4300	2.2443E+11	N/A	Obsolete	Tech Recycle
7/2/2025	LPES	CRT TV	Panasonic	CT-32D12DF	N/A	100475	Obsolete	Tech Recycle
7/23/2025	JHS	Laptop	Lenovo	T480s laptop	PC13S4LR	T89554	Obsolete	Tech Recycle
7/30/2025	WCS	printer	HP	LaserJet 2420	CNGKB25198	T005229	Obsolete	Tech Recycle
7/30/2025	JHS	printer	RICOH	Aficio SP C410DN	Q7088600166	T24073	Obsolete	Tech Recycle
7/30/2025	JHS	printer	HP	Designjet Z3200ps 24in Photo	SG4AG2900H	N/A	Obsolete	Tech Recycle
7/9/2025	DCHS	Cellular Hotspot	Verizon	MIFI8800L	9.90016E+14	T97598	Obsolete	Tech Recycle
7/9/2025	DCHS	Cellular Hotspot	Verizon	MIFI8800L	9.90016E+14	T97508	Obsolete	Tech Recycle
7/9/2025	DCHS	Cellular Hotspot	Verizon	MIFI8800L	9.90016E+14	T97686	Obsolete	Tech Recycle
7/9/2025	DCHS	Cellular Hotspot	Verizon	MIFI8800L	9.90016E+14	T97596	Obsolete	Tech Recycle
7/21/2025	DCHS	Chromebit	ASUS	CS10	K8MACX000851VSN	T60980	Broken	Tech Recycle
7/21/2025	DCHS	Projector Remote Control	NEC	RD-469E	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Projector Remote Control	NEC	RD-469E	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Projector Remote Control	NEC	RD-469E	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Projector Remote Control	NEC	RD-469E	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Projector Remote Control	NEC	RD-469E	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Projector Remote Control	NEC	RD-469E	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Docking Station	Lenovo	ThinkPad Basic Docking Station	5G01X79	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Keyboard	Dell	SK-8115	CN0DJ331716168BA0LOV	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Keyboard	Lenovo	KU-0225	1S54Y94008249690E	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Headphones	PRO-LUXE	KT-323	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	AC Adapter	Lenovo	ADLX90NLC2A	N/A	N/A	Broken	Tech Recycle
7/21/2025	DCHS	Monitor	Lenovo	ThinkVision S24e-20	1S62AEKAR2WWVNA9H5PH	T170397	Broken	Tech Recycle
7/21/2025	DCHS	Monitor	Dell	IN2030Mc	CN0MK7Y4641801610K5S	T29032	Obsolete	Tech Recycle
7/21/2025	DCHS	Monitor	Dell	IN2030Mc	CN05XJ9J72872157KTHS	T29077	Obsolete	Tech Recycle
7/21/2025	DCHS	Monitor	Capture	LPL-17W01	CL900618CBBR	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G00T1L	N/A	Broken	Tech Recycle
7/23/2025	DCHS	AC Adapter	Lenovo	ADLX90NLC2A	11S36200286ZZ400666M7Y	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Laptop	Lenovo	L480	1s20LTS24V00PF1NS6TL	T89004	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM3G012EX	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G00NY1	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G01NEK	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G00T0L	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ADLX90NLC2A	11S36200287ZZ10047A5Z0	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ADLX90NLC2A	11S36200285ZZ70092M4NZ	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ADLX90NLC2A	11S36200286ZZ8008C4VEJ	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ADLX90NLC2A	11S45N0247Z1ZS9B84PDXA	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Lenovo	ADLX90NLC2A	11S36200286ZZ70084PB09	N/A	Broken	Tech Recycle
7/23/2025	DCHS	Docking Station	Dell	0PW395	CN0PW395739019A70587A01	N/A	Broken	Tech Recycle
7/25/2025	AMS	Laptop	Lenovo	L470	1s20J5S1UD00PF1042X1	T63323	Broken	Tech Recycle
7/25/2025	AMS	Projector	Epson	PowerLite 85+	MT5F042288L	22454	Broken	Tech Recycle
7/25/2025	AMS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G00RD2	N/A	Broken	Tech Recycle
7/25/2025	AMS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G01MGC	N/A	Broken	Tech Recycle
7/25/2025	AMS	Docking Station	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G01LDV	N/A	Broken	Tech Recycle
7/25/2025	AMS	Document Camera	IPEVO	CDVW-01IP	131441BG03235	T37885	Broken	Tech Recycle
7/25/2025	AMS	AC Adapter	Lenovo	ADLX90NLC2A	11S45N0247Z1ZS9B529K8U	N/A	Broken	Tech Recycle
7/25/2025	AMS	AC Adapter	Lenovo	ADLX90NLC2A	11S45N0247Z1ZS9B4CNNWE	N/A	Broken	Tech Recycle
7/25/2025	AMS	AC Adapter	Lenovo	ADLX90NLC2A	11S45N0247Z1ZS9B8226J8	N/A	Broken	Tech Recycle
7/25/2025	AMS	Monitor	Dell	E2011Hc	CN02H2VM641801AL0CMS	N/A	Broken	Tech Recycle
7/25/2025	AMS	Monitor	Dell	E2011Hc	CN02H2VM641801CJ29KL	N/A	Broken	Tech Recycle
7/25/2025	AMS	Monitor	Dell	E2011Hc	CN02H2VM6418018M0MEM	T28131	Broken	Tech Recycle
7/25/2025	AMS	Monitor	Dell	E2011Hc	CN02H2VM641801C10L5S	N/A	Broken	Tech Recycle
7/25/2025	AMS	Video Conference Camera	Logitech	BCC950	2025LZ553J58	T103556	Broken	Tech Recycle
7/25/2025	AMS	Video Conference Camera	Logitech	BCC950	2025LZ553KM8	T104846	Broken	Tech Recycle
7/25/2025	AMS	Video Conference Camera	Logitech	BCC950	2026LZ56FT38	T104834	Broken	Tech Recycle
7/2/2025	CO	Thinkpad basic docking station	Lenovo	40AG	M5G00R7L	N/A	Broken	Tech Recycle

7/2/2025	CO	Monitor	Dell	REV A00	CN0DT0PH742612680FNM	N/A	Broken	Tech Recycle
7/2/2025	CO	Monitor	Dell	REV A00	CN0DT0PH742612680G2M	N/A	Broken	Tech Recycle
7/2/2025	CO	Monitor	Dell	N/A	N/A	T25843	Broken	Tech Recycle
7/2/2025	CO	Monitor	Dell	N/A	N/A	T25842	Broken	Tech Recycle
7/14/2025	CO	iPhone	Apple	iPhone 7	F71CW4E2HG6W	N/A	Obsolete	Tech Recycle
7/15/2025	CO	Thinkkpad USB-C Dock Gen 2	Lenovo	40AS	ZKT0C1XF	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkkpad USB-C Dock Gen 2	Lenovo	40AS	ZKT17CFL	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkkpad USB-C Dock Gen 2	Lenovo	40AS	ZKTWCRJM	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad Dock Gen 2	Lenovo	40AN	ZJT0Q6HG	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad USB-C Dock	Lenovo	40AY	ZVT010J6	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad Thunderbolt 3 Dock	Lenovo	40AC	ZBK04S6T	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad Thunderbolt 3 Dock Gen 2	Lenovo	40AN	ZJTQ4WD3	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad Thunderbolt 3 Dock Gen 2	Lenovo	40AN	ZJT0Q21Y	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad Thunderbolt 3 Dock Gen 2	Lenovo	40AN	ZJT0M22G	N/A	Broken	Tech Recycle
7/15/2025	CO	Thinkpad basic docking station	Lenovo	40AG	M5G00RT8	N/A	Broken	Tech Recycle
7/22/2025	GBES	IP phone	Mitel	5340	FSACO3161	N/A	Obsolete	Tech Recycle
7/22/2025	PVES	IP phone	Mitel	5340	AVAEX3876	N/A	Obsolete	Tech Recycle
7/30/2025	JHS	IP phone	Mitel	5340	AVAEG9279	N/A	Broken	Tech Recycle
7/30/2025	JHS	IP phone	Mitel	5340	AVAFR8430	N/A	Broken	Tech Recycle
7/30/2025	BH Trans	IP phone	Mitel	5312	1TKFW17191B4	N/A	Obsolete	Tech Recycle
7/8/2025	LPES	Computer Stand/Mobile Computer Cart	Oklahoma Sound	Model: PRC200	Lot # 99099	T105651	Broken	Metal Recycle
7/8/2025	LPES	Computer Stand/Mobile Computer Cart	Oklahoma Sound	Model: PRC200	Lot # 99099	T105664	Broken	Metal Recycle
7/8/2025	LPES	Computer Stand/Mobile Computer Cart	Oklahoma Sound	Model: PRC200	Lot # 99099	T105661	Broken	Metal Recycle
7/8/2025	LPES	Computer Stand/Mobile Computer Cart	Oklahoma Sound	Model: PRC200	Lot # 99099	T105447	Broken	Metal Recycle
7/8/2025	LPES	Computer Stand/Mobile Computer Cart	Oklahoma Sound	Model: PRC200	Lot # 99099	T105470	Broken	Metal Recycle
7/9/2025	GES	Entryway furniture	School Specialty	N/A	CWGH4W; CWGHMW	106932	Damaged	Refuse
7/9/2025	GES	Entryway furniture	School Specialty	N/A	CWGH4W; CWGHMW	106930	Damaged	Refuse
7/9/2025	GES	Entryway furniture	School Specialty	N/A	CWGH4W; CWGHMW	106903	Damaged	Refuse
7/9/2025	GES	Entryway furniture	School Specialty	N/A	CWGH4W; CWGHMW	106928	Damaged	Refuse
7/9/2025	GES	Entryway furniture	School Specialty	N/A	CWGH4W; CWGHMW	106904	Damaged	Refuse
7/11/2025	DCHS	Stool	N/A	17adjustable stools, black/blue/hard top	N/A	N/A	Obsolete	Metal Recycle
7/11/2025	DCHS	Stool	N/A	30 adjustable stool blue /black/ hard top	N/A	N/A	Obsolete	Metal Recycle
7/11/2025	DCHS	Stool	safco	24 brown four stool with back rest	N/A	N/A	Obsolete	Metal Recycle
7/11/2025	DCHS	Stool	N/A	27 adjustable stool black, blue, hard top, gray stool	N/A	N/A	Obsolete	Metal Recycle
7/11/2025	DCHS	Table	N/A	5 square table 42x42/ round table 42	N/A	N/A	Obsolete	Refuse
7/14/2025	LES	tall metal cabinet	unknown	4 tall metal cabinet	N/A	N/A	Broken	Metal Recycle
7/14/2025	SHES	Credenza	N/A	N/A	N/A	N/A	Broken	Refuse
7/14/2025	SHES	Desk Credenza	N/A	N/A	N/A	N/A	Broken	Refuse
7/15/2025	ORS	Black 2 door tall cabinets	HON	HSC1872.L.P.	8PZSA5	N/A	Broken	Metal Recycle
7/16/2025	DCHS	Wrestling wall mats	N/A	N/A	na	N/A	Obsolete	Refuse
7/16/2025	JHS	Dishwasher	GE	GPT22555L055	HR600165K	N/A	Broken	Metal Recycle
7/17/2025	DCHS	3 section couch	N/A	N/A	n/a	n/a	Obsolete	Refuse
7/23/2025	LES	39 student desks/lift lids	N/A	N/A	NA	N/A	Obsolete	Metal Recycle
7/28/2025	DFEC	7 Office Chairs	The HON Company	Muscatine IA52761	CSTC28	N/A	Broken	Refuse
7/28/2025	LES	2 teacher desks	N/A	N/A	N/A	n/A	Broken	Metal Recycle
7/29/2025	SHES	Khaki Colored Metal Cart #1	N/A	N/A	N/A	N/A	Obsolete	Metal Recycle
7/29/2025	SHES	Khaki Colored Metal Cart # 2	N/A	N/A	N/A	N/A	Obsolete	Metal Recycle
7/29/2025	SHES	Khaki Colored Metal Cart # 3	N/A	N/A	N/A	N/A	Obsolete	Metal Recycle
7/31/2025	LWS	Media Center Furniture	School Specialty	10 wood tables and 30 wooden chairs	N/A	N/A	Damaged	Refuse

*Supporting documentation available in the Purchasing Department.

Diane C. White

Diane C. White, Director of Purchasing

08/01/2025

Date

Your board package includes the June 2025 Unaudited Treasurer and Financial Report. Report highlights are as follows:

Treasurer Report
As of June 30, 2025, the District had $230,367,964.69 of cash on hand. The cash balance by fund was:

Operating Fund	$ 160,167,462.62
Bond & Interest Fund	$ 12,432,370.48
Site & Construction Fund	$ 57,768,131.59
Total	**$230,367,964.69**

Financial Report Analysis-All Funds
Expenditures- If the District were to spend their dollars evenly each month, costs through June should be 100% of total spending. Listed below is a summary of cash expenditures as a percentage of total spending by fund.

Fund	% of Budget	Comment
Education	98.56%	This fund is on trend. Teacher and para salaries start in late August, as the previous year's wages were accrued in June 2024.
Operations & Maintenance	104.36%	This fund is over budget due to Salaries, Purchased Services, Supplies, and Non-Capitalized Equipment being higher than anticipated.
Bond & Interest	91.42%	The bond & interest fund is used to pay our debt payments made in December and June.
Transportation	91.24%	This fund is on trend.
IMRF/Social Security	88.55%	This fund is on trend. Teacher and para salaries start in late August, as the previous year's wages were accrued in June 2024.
Capital Projects	81.53%	This fund is used to pay for our capital projects.
Tort	99.20%	The tort fund is used to pay our insurance premiums. These premiums are paid in July.

Revenues- The district has received 103.37% of its budgeted revenue compared to 102.85% prior YTD.

Financial Reporting Analysis- Operating Funds
Operating Fund Revenue Summary by Source- 104.26% compared to 102.37% prior YTD.
- Local Revenues are on-trend at 105.99%;
- State Revenues are on-trend at 100.99%;
- Federal Revenues are on-trend at 100.61% and are in line with federal grant expenditures.

Operating Fund Expenditure Summary by Object- 98.24% compared to 98.21% prior YTD.
- Salaries are at 101.00%;
- Benefits are at 91.50%;
- Purchase Services are at 102.80%;
- Supplies/Materials are at 99.38%;
- Capital Outlay is at 72.60%;
- Other/Tuition are at 104.81%;
- Non-capitalized equipment is at 64.80%.

Monthly Notes:
- Short-term interest rates have increased slightly from 4.209% in May to 4.221%. Total interest for the year is $10,232,745 or 149.3% of the budget.
- Financials are presented on an unaudited cash basis and do not represent the District's final financial statements.

COMMUNITY UNIT SCHOOL DISTRICT NO 300
UNAUDITED FINANCIAL REPORT NO. 12
June 30, 2025
August 12, 2025

	ED FUND	O&M FUND	B&I FUND	TRANS FUND	IMRF FUND	S&C FUND	WORKING CASH FUND	TORT FUND	TOTAL
CASH BALANCE May 31, 2025	$ 16,503,263	$ 8,112,481	$ 4,537,676	$ 5,306,813	$ 1,409,070	$ 49,415,375	$ 44,557,707	$ 231,184	$ 130,073,570
CASH RECEIPTS	$ 87,814,072	$ 19,116,578	$ 11,593,895	$ 9,113,000	$ 2,940,873	$ 12,167,199	$ 423,646	$ 1,296,400	$ 144,465,664
CASH DISBURSEMENTS	$ (17,462,709)	$ (14,441,494)	$ (3,699,200)	$ (4,304,214)	$ (449,208)	$ (3,814,442)	$ -	$ -	$ (44,171,268)
CASH BALANCE June 30, 2025	$ 86,854,627	$ 12,787,565	$ 12,432,370	$ 10,115,599	$ 3,900,734	$ 57,768,132	$ 44,981,353	$ 1,527,584	$ 230,367,965
INTERFUND TRANSFERS/LOANS*									$ -
ENDING CASH BALANCE June 30, 2025	$ 86,854,626.71	$ 12,787,565.47	$ 12,432,370.48	$ 10,115,598.94	$ 3,900,734.24	$ 57,768,131.59	$ 44,981,353.49	$ 1,527,583.77	$ 230,367,964.69
INVESTMENT INCOME YEAR TO DATE	$ 10,232,745								

TREASURER'S REPORT FOR THE MONTH OF June 2025

INVESTMENTS AT COST:		$230,367,964.69
(See attached schedule for investment detail)		
MONTHLY PAYROLL:		
Educational Fund	$ 26,363,266.05	
O&M Fund	$ 694,791.04	
Transportation Fund	$ 38,421.26	$ 27,096,478.35
PAYROLL RELATED EXPENDITURES:		
(Not reflected in A/P Bill Listing)		
Educational and Transportation Funds;		
Teachers, Retirement System	$ 2,949,345.00	
Total Teachers, Retirement System		$ 2,949,345.00
Illinois Municipal Retirement Fund		
IMRF	$ 139,581.67	
FICA	$ 128,056.60	
Medicare	$ 181,570.20	
Total IMRF/FICA/Medicare Fund		$ 449,208.47
Total Payroll and Related Expenditures		$ 30,495,031.82

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 12
June 30, 2025
By Fund, By Object

All Funds	FY25 Budget	FY25 Actual	% of FY25 Budget
Local	273,356,052	288,936,318	105.70%
State	104,857,430	102,711,488	97.95%
Federal	24,606,150	24,757,164	100.61%
Other Source	-	-	
Total Revenues	402,819,632	416,404,970	103.37%
Salaries	181,062,435	182,870,615	101.00%
Benefits	56,681,513	51,865,484	91.50%
Purchased Services	71,012,828	73,075,797	102.91%
Supplies/Materials	15,744,906	15,646,760	99.38%
Capital Outlay	23,191,373	18,871,467	81.37%
Other	37,988,183	36,312,748	95.59%
Non-Capitalized Equipment	12,660,885	8,204,306	64.80%
Total Expenditures	398,342,123	386,847,177	97.11%
Revenues Over Disbursements	4,477,509	29,557,793	
Other Financing Sources/Uses	(14,493,780)	(14,079,390)	
Fund Balance Transfer	14,493,780	14,079,390	
Net Change to Fund Balance	4,477,509	29,557,793	

Operating Funds	FY25 Budget	FY25 Actual	% of FY25 Budget
Local	243,726,119	258,317,299	105.99%
State	101,405,503	102,411,488	100.99%
Federal	24,606,150	24,757,164	100.61%
Other Sources	-	-	
Total Revenues	369,737,772	385,485,951	104.26%
Salaries	181,062,435	182,870,615	101.00%
Benefits	56,681,513	51,865,484	91.50%
Purchased Services	70,992,828	73,039,639	102.88%
Supplies/Materials	15,744,906	15,646,760	99.38%
Capital Outlay	4,618,502	3,353,051	72.60%
Other/Tuition	11,722,042	12,285,964	104.81%
Non-Capitalized Equipment	12,660,885	8,204,306	64.80%
Total Expenditures	353,483,111	347,265,819	98.24%
Revenues Over Disbursements	16,254,661	38,220,132	
Other Financing Sources/Uses	(14,493,780)	(14,079,390)	
Fund Balance Transfer	-	-	
Net Change to Fund Balance	1,760,881	24,140,742	

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 12
June 30, 2025
By Fund, By Object

	FY25	FY25	% of FY25
Fund 1-Educational	Budget	Actual	Budget
Local	179,305,608	194,642,718	108.55%
State	89,687,970	92,253,314	102.86%
Federal	24,606,150	24,757,164	100.61%
Other Sources	-	-	
Total Revenues	293,599,728	311,653,196	106.15%
Salaries	171,480,736	172,939,223	100.85%
Benefits	47,565,000	43,640,828	91.75%
Purchased Services	42,582,407	42,478,147	99.76%
Supplies/Materials	8,344,180	8,282,438	99.26%
Capital Outlay	168,444	1,830,501	1086.71%
Other/Tuition	11,713,042	12,285,849	104.89%
Non-Capitalized Equipment	11,697,361	7,854,076	67.14%
Total Expenditures	293,551,170	289,311,061	98.56%
Revenues Over Disbursements	48,558	22,342,134	
Other Financing Sources/Uses	-	-	
Fund Balance Transfer	-	-	
Net Change to Fund Balance	48,558	22,342,134	
Fund 2-Operations & Maintenance			
Local	39,483,741	38,624,745	97.82%
State	-	-	
Other Sources	-	-	
Total Revenues	39,483,741	38,624,745	97.82%
Salaries	8,933,120	9,292,307	104.02%
Benefits	1,668,996	1,632,597	97.82%
Purchased Services	5,976,875	7,116,672	119.07%
Supplies/Materials	5,991,558	6,183,547	103.20%
Capital Outlay	1,467,850	1,522,549	103.73%
Other	9,000	-	0.00%
Non-Capitalized Equipment	959,813	348,770	36.34%
Total Expenditures	25,007,212	26,096,443	104.36%
Revenues Over Disbursements	14,476,529	12,528,303	
Other Financing Sources/Uses	(14,493,780)	(14,079,390)	
Net Change to Fund Balance	(17,251)	(1,551,087)	

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 12
June 30, 2025
By Fund, By Object

	FY25	FY25	% of FY25
Fund 3-Bond & Interest	Budget	Actual	Budget
Local	25,983,345	25,316,738	97.43%
Other Sources	-	-	0.00%
Total Revenues	25,983,345	25,316,738	97.43%
Purchased Services	20,000	4,905	24.53%
Other	26,266,141	24,026,784	91.47%
Total Expenditures	26,286,141	24,031,689	91.42%
Revenues Over Disbursements	(302,796)	1,285,049	
Other Financing Sources/Uses	2,493,780	2,079,390	
Net Change to Fund Balance	2,190,984	3,364,439	
Fund 4-Transportation			
Local	13,944,943	13,691,077	98.18%
State	11,717,533	10,158,174	86.69%
Other Sources	-	-	
Total Revenues	25,662,476	23,849,251	92.93%
Salaries	648,579	639,086	98.54%
Benefits	48,517	40,085	82.62%
Purchased Services	20,019,546	21,050,202	105.15%
Supplies/Materials	1,409,168	1,180,774	83.79%
Capital Outlay	2,982,208	-	0.00%
Other	-	115	0.00%
Non-Capitalized Equipment	3,711	1,460	39.34%
Total Expenditures	25,111,729	22,911,722	91.24%
Revenues Over Disbursements	550,747	937,529	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	550,747	937,529	
Fund 5-IMRF/Social Security			
Local	5,982,134	5,871,146	98.14%
Total Revenues	5,982,134	5,871,146	98.14%
Benefits	7,399,000	6,551,975	88.55%
Total Expenditures	7,399,000	6,551,975	88.55%
Revenues Over Disbursements	(1,416,866)	(680,829)	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	(1,416,866)	(680,829)	

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 12
June 30, 2025
By Fund, By Object

	FY25	FY25	% of FY25
Fund 6-Capital Projects	Budget	Actual	Budget
Local	3,646,588	5,302,281	145.40%
State	3,451,927	300,000	8.69%
Federal	-	-	0.00%
Total Revenues	7,098,515	5,602,281	78.92%
Salaries	-	-	
Benefits	-	-	
Purchased Services	500,000	31,253	6.25%
Supplies/Materials	-	-	
Capital Outlay	18,572,871	15,518,416	83.55%
Other	-	-	
Total Expenditures	19,072,871	15,549,668	81.53%
Revenues Over Disbursements	(11,974,356)	(9,947,387)	
Other Financing Sources/Uses	-	-	
Fund Balance Transfer	12,000,000	12,000,000	
Net Change to Fund Balance	25,644	2,052,613	
Fund 7-Working Cash			
Local	2,231,669	2,772,291	124.23%
Total Revenues	2,231,669	2,772,291	124.23%
Total Expenditures	-	-	0.00%
Revenues Over Disbursements	2,231,669	2,772,291	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	2,231,669	2,772,291	
Fund 8-Tort			
Local	2,778,024	2,715,321	97.74%
Total Revenues	2,778,024	2,715,321	97.74%
Purchase Services	2,414,000	2,394,618	99.20%
Total Expenditures	2,414,000	2,394,618	99.20%
Revenues Over Disbursements	364,024	320,703	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	364,024	320,703	

COMMUNITY UNIT SCHOOL DISTRICT #300

Summary of Fiscal Year Investment Activity-All Funds

Depository or Instrument	Type	#	Bank Year	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Par/Face	Principal Invested	Earnings to Maturity	Principal Invested @ 06/30/25
OPERTATING FUND INVESTMENTS											
PONCE BANK	SDA				6/30/2025		4.230%	443	443	-	443
NEXBANK, SSB-ICS	SDA				6/30/2025		4.230%	20,688,684	20,688,684	-	20,688,684
Bank of China 1285997-1	SDA				6/30/2025		4.350%	15,101,282	15,101,282	-	15,101,282
Bank of China 1285906-1	SDA				6/30/2025		4.350%	40,646	40,646	-	40,646
Congressional Bank	SDA				6/30/2025		4.230%	522	522	-	522
US TREASURY N/B, 912797LK1	SEC		365	7/16/2024	10/1/2024	77	5.180%	5,053,000	4,999,076	-	0.00
ISDLAF+ Term Series, IL	TS		365	2/2/2024	8/2/2024	182	5.100%	3,086,545	3,010,000	-	0.00
ISDLAF+ Term Series, IL	TS		365	4/8/2024	8/7/2024	121	5.320%	5,596,999	5,500,000	-	0.00
ISDLAF+ Term Series, IL	TS		365	3/21/2024	11/14/2024	238	5.150%	5,167,904	5,000,000	-	0.00
First Internet Bank of Indiana, IN	CD		365	5/17/2023	11/7/2024	540	4.509%	247,652	232,100	-	0.00
Bank Hapoalim B.M., NY	CD		365	5/17/2023	11/7/2024	540	4.643%	249,859	233,800	-	0.00
ServisFirst Bank, FL	CD		365	5/17/2023	11/7/2024	540	5.302%	249,879	231,750	-	0.00
Schertz Bank & Trust, TX	CD		365	5/17/2023	11/7/2024	540	4.643%	249,859	233,800	-	0.00
The First National Bank of McGregor, TX	CD		365	5/17/2023	11/7/2024	540	4.700%	249,683	233,450	-	0.00
TREASURY BILL, 912797LC9	SEC		365	6/21/2024	11/7/2024	139	5.192%	12,237,000	11,999,766	-	0.00
First Western Bank & Tru, 33749VBQ0	DTC		365	5/23/2023	11/22/2024	549	4.762%	248,000	248,316	-	0.00
Morgan Stanley PVT Bank, 61768ETZ6	DTC		365	5/24/2023	11/25/2024	551	5.005%	243,000	243,157	-	0.00
TREASURY BILL, 912797LF2	SEC		365	9/12/2024	12/5/2024	84	4.840%	23,556,000	23,299,550	-	0.00
TREASURY BILL, 912797MW4	SEC		365	9/12/2024	1/7/2025	117	4.750%	9,135,000	8,999,157	-	0.00
TREASURY BILL, 912797LY1	SEC		365	9/12/2024	1/16/2025	126	4.705%	9,043,000	8,899,599	-	0.00
Alliance Bank, MO	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
American Bank and Trust Co., OK	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
First Bank of the Lake, MO	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
First Fed Community Bk of Bucyrus, OH	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
First Northern Bank of Dixon, CA	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
The First National Bank of Bellville, TX	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
West Plains Bank and Trust Company, MO	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
Louisiana National Bank, LA	CDR		365	10/17/2024	1/16/2025	91	4.448%	153,851	152,164	-	0.00
BankVista, MN	CDR		365	10/17/2024	1/16/2025	91	4.448%	122,334	120,992	-	0.00
Farmers and Merchants Union Bank, WI	CDR		365	10/17/2024	1/16/2025	91	4.448%	2,531	2,503	-	0.00
Western Alliance Bank, CA	CD		365	1/26/2024	1/24/2025	364	5.108%	4,203,760	4,000,000	-	0.00
Bank of Camilla, GA	CDR		365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
CS Bank, AR	CDR		365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Commercial Capital Bank, LA	CDR		365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00

Exchange Band and Trust Company, OK	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
First National Bank, TX	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
First Secuirty Band & Trust Company, OK	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
First State Bank, TX	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Fortress Bank, IL	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Frontier Bank, NE	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Great Plains National Bank, OK	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Great Plains State Bank, NE	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Habib American Bank, NY	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Keystone Bank, National Association, TX	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Morgantown Bank & Trust Co, Inc., KY	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Security Bank, OK	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Stearns Bank N.A., MN	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
The Tri-County Bank, NE	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
United Fidelity Bank, fsb, IN	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Waterford Bank, N.A., OH	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
OMB Bank, MO	CDR	365	8/1/2024	1/30/2025	182	5.264%	150,937	147,076	-	0.00
BankVista, MN	CDR	365	8/1/2024	1/30/2025	182	5.264%	124,866	121,672	-	0.00
Farmers & Merchants Bank of Colby, KS	CDR	365	8/1/2024	1/30/2025	182	5.264%	61,575	60,000	-	0.00
Sterling Bank, MO	CDR	365	8/1/2024	1/30/2025	182	5.264%	54,050	52,667	-	0.00
TREASURY BILL, 912797LZ8	SEC	365	9/13/2024	1/30/2025	139	4.698%	8,855,000	8,699,366	-	0.00
TREASURY BILL, 912797LZ8	SEC	365	9/16/2024	1/30/2025	136	4.600%	2,034,000	1,999,722	-	0.00
ISDLAF+ Term Series, IL	TS	365	9/16/2024	2/11/2025	148	4.720%	12,229,664	12,000,000	-	0.00
West Gate Bank, NE	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	-	0.00
Bank of Central Florida, FL	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	-	0.00
Community Bank of Santa Maria, CA	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	-	0.00
Decatur County Bank, TN	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	-	0.00
First Texas National Bank	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	-	0.00
Nebraska Bank of Commerce, NE	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	-	0.00
Oakstar Bank, MO	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	-	0.00
River City Bank, CA	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	-	0.00
RiverBank, WA	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	-	0.00
Royal Business Bnak, CA	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	-	0.00
Today's Bank, AR	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	-	0.00
Blue Sky Bank, OK	CDR	365	8/22/2024	2/20/2025	182	5.251%	181,401	176,772	-	0.00
The Bank of Herrin, IL	CDR	365	8/22/2024	2/20/2025	182	5.251%	152,222	148,338	-	0.00
Western Alliance Bank, CA	CD	365	5/22/2024	3/4/2025	286	5.161%	7,491,165	7,200,000	-	0.00
Alva State Bank & Trust Company, OK	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	-	0.00
Cattlemens Bank, OK	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	-	0.00
Ciera Bank, TX	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	-	0.00
Northern Bank & Trust Company, MA	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	-	0.00
Panhandle First Bank, OK	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	-	0.00

Payne County Bank, OK	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	-	0.00
Summit State Bank, CA	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	-	0.00
Texas Bank and Trust Company, TX	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	-	0.00
Unico Bank, MO	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	-	0.00
United Bank, VA	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	-	0.00
Farmers and Merchants Union Bank, WI	CDR	365	9/12/2024	3/13/2025	182	5.252%	246,968	240,665	-	0.00
Meridian Bank, PA	CDR	365	9/12/2024	3/13/2025	182	5.252%	156,599	152,602	-	0.00
Bank of Belleville, IL	CDR	365	9/12/2024	3/13/2025	182	5.252%	111,455	108,610	-	0.00
Blue Sky Bank, OK	CDR	365	9/12/2024	3/13/2025	182	5.252%	68,138	66,399	-	0.00
American Plus Bank, N.A., CA	CD	365	6/20/2024	3/18/2025	271	5.090%	249,848	240,750	-	0.00
Customers Bank, NY	CD	365	6/20/2024	3/18/2025	271	5.071%	17,640,060	17,000,000	-	0.00
NBT Bank, 628779HG8	DTC	365	6/27/2024	3/27/2025	273	5.170%	239,000	239,310		0.00
MOUNTAINONE BANK, 62452AFW5	DTC	365	6/27/2024	3/27/2025	273	5.170%	239,000	239,310		0.00
ALLY BANK, 02007G2M4	DTC	365	6/27/2024	3/27/2025	273	5.170%	239,000	239,310		0.00
Bank of America NA, 06051XEY4	DTC	365	6/27/2024	3/27/2025	273	5.120%	239,000	239,310		0.00
COGENT BANK, 19240XAU1	DTC	365	6/28/2024	3/28/2025	273	5.220%	239,000	239,310		0.00
PRIMARY BANK, 74166JAL7	DTC	365	6/28/2024	3/28/2025	273	5.068%	248,000	248,330		0.00
US TREASURY N/B, 91282CGU9	SEC	365	10/17/2024	3/31/2025	165	4.289%	1,300,000	1,297,563		0.00
Farmers Bank & Trust, KS	CD	365	10/2/2024	4/1/2025	181	4.180%	249,874	244,800	-	0.00
First Federal Bank & Trust, WY	CD	365	10/2/2024	4/1/2025	181	4.203%	249,902	244,800	-	0.00
The Western State Bank, KS	CD	365	10/2/2024	4/1/2025	181	4.168%	249,860	244,800	-	0.00
Merrick Bank, UT	CD	365	10/2/2024	4/1/2025	181	4.164%	249,854	244,800	-	0.00
First State Bank and Trust Company, Inc., MO	CD	365	10/2/2024	4/1/2025	181	4.293%	249,909	244,700	-	0.00
Gbank, NV	CD	365	10/2/2024	4/1/2025	181	4.193%	249,889	244,800	-	0.00
Centier Bank, IN	CD	365	10/2/2024	4/1/2025	181	4.180%	249,874	244,800	-	0.00
ISDLAF+ TERM SERIES, IL	TS	365	9/18/2024	4/3/2025	197	4.350%	511,739	500,000	-	0.00
Wintrust Bank, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Old Plank Trail Community Bank, National Associat	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Schaumburg Bank & Trust Company	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
CrossFirst Bank, KS	CD	365	6/10/2024	4/15/2025	309	5.091%	249,874	239,550	-	0.00
Beverly Bank & Trust Company, National Associatic	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Hinsdale Bank & Trust Company, National Associat	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Financial Federal Bank, TN	CD	365	6/10/2024	4/15/2025	309	5.100%	249,893	239,550	-	0.00
Lake Forest Bank & Trust Company, National Assoc	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Crystal Lake Bank and Trust Company, National As	CD	365	6/10/2024	4/15/2025	309	5.080%	208,810	200,200	-	0.00
Town Bank, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Northbrook Bank and Trust Company, National Ass	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Wheaton Bank & Trust, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Village Bank and Trust, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
St. Charles Bank & Trust Company, National Assoc	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Libertyville Bank & Trust Company, National Associ	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00
Barrington Bank & Trust Company, National Associa	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	-	0.00

State Bank of the Lakes, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	215,433	206,550	-	0.00
Customers Bank, NY	CD	365	6/20/2024	4/15/2025	299	5.011%	10,254,311	9,850,000	-	0.00
American Bank and Trust Co., OK	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Caldwell Bank & Trust Company, LA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Chemung Canal Trust Company, NY	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Dream First Bank, N.A., KS	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
First Bank of the Lake, MO	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
First Fed Community Bk of Bucyrus, OH	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
First Merchants Bank, IN	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
First National Bank of Omaha, NE	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Flagstar Bank, N.A., NY	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Grand Savings Bank, OK	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Investors Community Bank, MO	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Kanza Bank, KS	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Louisiana National Bank, LA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Mabrey Bank, OK	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Passumpsic Savings Bank, VT	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Penn Communuity Bank, PA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Peoples Bank, OH	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Signature Bank of Arkanas, AR	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
Southwest Heritage Bank, AZ	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
SpiritBank, OK	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
St. Louis Bank, MO	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
The Fahey Banking Company, OH	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
The First Bank and Trust Company, VA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
United Roosevelt Savings Bank, NJ	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
West Alabama Bank & Trust, AL	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
West Bank, IA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	-	0.00
D. L. Evans Bank, ID	CD	365	1/16/2025	4/17/2025	91	4.449%	234,898	232,321	-	0.00
High Plains Bank, CO	CD	365	1/16/2025	4/17/2025	91	4.449%	219,522	217,114	-	0.00
Merchants and Farmers Bank, AR	CD	365	1/16/2025	4/17/2025	91	4.449%	159,974	158,219	-	0.00
BankVista, MN	CD	365	1/16/2025	4/17/2025	91	4.449%	122,337	120,995	-	0.00
Commercial State Bank, NE	CD	365	1/16/2025	4/17/2025	91	4.449%	55,332	54,725	-	0.00
The First National Bank of Granbury, TX	CD	365	1/16/2025	4/17/2025	91	4.449%	55,181	54,576	-	0.00
Security State Bank, KS	CD	365	1/16/2025	4/17/2025	91	4.449%	44,988	44,495	-	0.00
Katahdin Trust Company, ME	CD	365	1/16/2025	4/17/2025	91	4.449%	35,250	34,864	-	0.00
Northwest Bank, ID	CD	365	1/16/2025	4/17/2025	91	4.449%	32,956	32,594	-	0.00
Peoples National Bank N.A., IL	CD	365	1/16/2025	4/17/2025	91	4.449%	29,660	29,334	-	0.00
First National Bank of Oklahoma, OK	CD	365	1/16/2025	4/17/2025	91	4.449%	13,551	13,402	-	0.00
Farmers and Merchants Union Bank, WI	CD	365	1/16/2025	4/17/2025	91	4.449%	2,531	2,503	-	0.00
ISDLAF TERM SERIES	TS	365	2/7/2025	5/8/2025	90	4.170%	3,384,447	3,350,000	-	0.00
BOM Bank, LA	CD	365	8/19/2024	5/13/2025	267	4.821%	249,913	241,400	-	0.00

Third Coast Bank, TX	CD	365	8/19/2024	5/13/2025	267	4.832%	249,933	241,400	-	0.00
ISDLAF+ TERM SERIES, IL	TS	365	9/18/2024	5/16/2025	240	4.250%	12,331,151	12,000,000	-	0.00
Cornerstone Bank, NE	CD	365	5/17/2023	5/16/2025	730	5.060%	249,883	226,500	-	0.00
Baxter Credit Union, IL	CD	365	5/17/2023	5/16/2025	730	4.718%	249,888	228,000	-	0.00
BAC Community Bank, CA	CD	365	5/22/2024	5/22/2025	365	5.058%	249,881	237,850	-	0.00
T Bank, National Association, TX	CD	365	5/22/2024	5/22/2025	365	5.108%	249,893	237,750	-	0.00
Western Alliance Bank, CA	CD	365	5/22/2024	5/22/2025	365	5.212%	249,879	237,500	-	0.00
Wells Fargo Bank NA, 949764CT9	DTC	365	5/23/2023	5/23/2025	731	4.855%	248,000	248,213		0.00
Customers Bank, NY	CD	364	6/20/2024	5/27/2025	341	5.001%	13,083,993	12,500,000		0.00
US TREASURY N/B, 912828ZT0	SEC	365	10/17/2024	5/31/2025	226	4.250%	2,047,000	1,997,424		0.00
Customers Bank, NY	CD	365	2/5/2025	6/24/2025	139	4.150%	5,079,021	5,000,000	-	0.00
WI TREASURY SEC., 912797NP8	SEC	365	12/9/2024	6/5/2025	178	4.210%	4,592,000	4,499,614		0.00
Cendera Bank, National Association, TX	CD	365	1/9/2025	6/10/2025	152	4.092%	249,887	245,700		0.00
First Bank of Ohio, OH	CD	365	1/9/2025	6/10/2025	152	4.092%	249,887	245,700		0.00
ISDLAF TERM SERIES	TS	365	3/31/2025	7/1/2025	92	4.150%	7,073,222	7,000,000		7,000,000.00
US TREASURY N/B, 91282CAB7	SEC	365	7/15/2021	7/31/2025	1477	0.530%	2,020,000	1,997,433		1,997,432.81
Western Alliance Bank, CA	CD	365	3/5/2025	8/5/2025	153	4.120%	5,086,351	5,000,000	86,350.68	5,000,000.00
First National Bank, ME	CD	365	8/19/2024	8/19/2025	365	4.544%	249,859	239,000	10,859.30	239,000.00
Preferred Bank, NY	CD	365	8/19/2024	8/19/2025	365	4.636%	249,871	238,800	11,071.44	238,800.00
TREASURY BILL, 912797QM2	SEC	365	5/29/2025	9/2/2025	96	4.171%	7,582,000	7,499,710		7,499,710.03
OMB Bank, MO	DCD	365	5/27/2025	9/4/2025	100	4.200%	249,943	247,100		247,100.00
ISDLAF TERM SERIES	TS	365	6/20/2025	9/18/2025	90	4.250%	15,864,527	15,700,000		15,700,000.00
ISDLAF TERM SERIES	TS	365	6/20/2025	10/14/2025	116	4.250%	21,888,661	21,600,000		21,600,000.00
Western Alliance Bank, CA	CD	365	12/6/2024	12/5/2025	364	4.282%	1,064,912	1,021,300	43,612.25	1,021,300.00
ServisFirst Bank, FL	CD	365	12/6/2024	12/8/2025	367	4.393%	249,870	239,300	10,570.05	239,300.00
First State Bank of DeQueen, AR	CD	365	12/6/2024	12/8/2025	367	4.345%	249,840	239,400	10,440.14	239,400.00
ISDLAF TERM SERIES	TS	365	6/20/2025	2/17/2026	242	4.100%	14,996,897	14,600,000		14,600,000.00
WASHINGTON FEDERAL, 938828HJ2	DTC	365	6/26/2025	3/26/2026	273	4.119%	242,000	242,318		242,317.76
BANK OF AMERICA NA, 06051XXQ0	DTC	365	6/27/2025	3/27/2026	273	4.169%	242,000	242,318		242,317.60
MERRICK BANK, 59013LBJ2	DTC	365	6/30/2025	3/30/2026	273	4.168%	249,000	249,333		249,333.00
ISDLAF TERM SERIES	TS	365	6/13/2025	4/1/2026	292	4.060%	7,227,360	7,000,000		7,000,000.00
CAPITAL COMMUNITY BANK, 14005LBV0	DTC	365	6/13/2025	4/13/2026	304	4.042%	249,000	249,220		249,219.89
ISDLAF TERM SERIES	TS	365	6/20/2025	4/14/2026	298	4.050%	11,570,336	11,200,000		11,200,000.00
CedarStone Bank, TN	CD	365	6/20/2025	4/15/2026	299	4.163%	249,943	241,700	8,243.21	241,700.00
Customers Bank, NY	CD	365	5/21/2025	4/21/2026	335	4.010%	5,184,019	5,000,000	184,019.00	5,000,000.00
CUMBERLAND FED BANK FSB, 23062KKH4	DTC	365	6/23/2025	4/23/2026	304	4.040%	241,000	241,311		241,310.70
Western Alliance Bank, CA	CD	365	6/9/2025	4/29/2026	324	4.050%	249,871	241,200	8,671.31	241,200.00
Winchester Savings Bank, MA	CD	365	6/9/2025	4/29/2026	324	4.040%	249,850	241,200	8,649.90	241,200.00
Schertz Bank & Trust, TX	CD	365	6/9/2025	4/29/2026	324	4.040%	249,850	241,200	8,649.90	241,200.00
Customers Bank, NY	CD	365	6/9/2025	4/29/2026	324	4.050%	249,871	241,200	8,671.31	241,200.00
Dundee Bank, NE	CD	365	6/9/2025	4/29/2026	324	4.040%	249,850	241,200	8,649.90	241,200.00
FirstBank Puerto Rico, PR	CD	365	5/5/2025	5/5/2026	365	3.870%	249,911	240,600	9,311.22	240,600.00

State Bank of Texas, TX	CD	365	5/5/2025	5/5/2026	365	3.943%	249,774	240,300	9,473.83	240,300.00
Sentry Bank, CO	CD	365	5/5/2025	5/5/2026	365	3.923%	249,830	240,400	9,429.67	240,400.00
Solera National Bank, CO	CD	365	5/5/2025	5/5/2026	365	3.987%	249,777	240,200	9,576.77	240,200.00
Gbank, NV	CD	365	5/5/2025	5/5/2026	365	3.917%	249,816	240,400	9,416.47	240,400.00
Priority Bank, AR	CD	365	5/5/2025	5/5/2026	365	3.865%	249,899	240,600	9,299.19	240,600.00
Premier Bank, IA	CD	365	5/5/2025	5/5/2026	365	3.871%	249,912	240,600	9,312.42	240,600.00
First State Bank and Trust Company, Inc., MO	CD	365	5/5/2025	5/5/2026	365	3.893%	249,758	240,400	9,357.57	240,400.00
KS StateBank, KS	CD	365	5/5/2025	5/5/2026	365	4.000%	249,912	240,300	9,612.00	240,300.00
NorthEast Community Bank, NY	CD	365	5/27/2025	5/27/2026	365	3.969%	249,734	240,200	9,533.54	240,200.00
UNITY BANK, 91330AHR1	DTC	365	6/13/2025	5/13/2026	334	4.040%	240,000	240,339		240,338.86
COMMUNITY STATE BANK, 20405KBB9	DTC	365	6/17/2025	5/15/2026	332	4.040%	249,000	249,244		249,244.21
Consumers Credit Union, IL	CD	365	5/27/2025	5/27/2026	365	4.081%	249,897	240,100	9,797.27	240,100.00
KeySavings Bank, WI	CD	365	5/27/2025	5/27/2026	365	4.038%	249,898	240,200	9,698.47	240,200.00
RiverBank, AR	CD	365	5/27/2025	5/27/2026	365	4.036%	249,894	240,200	9,694.47	240,200.00
First Bank, NJ	CD	365	5/27/2025	5/27/2026	365	4.030%	249,881	240,200	9,680.79	240,200.00
First Federal Savings and Loan Assoc, MS	CD	365	6/9/2025	5/27/2026	352	4.043%	249,876	240,500	9,376.43	240,500.00
NexBank, TX	CD	365	6/9/2025	5/27/2026	352	4.143%	249,796	240,200	9,595.89	240,200.00
The First State Bank of Healy, KS	CD	365	6/9/2025	5/27/2026	352	4.043%	249,772	240,400	9,372.04	240,400.00
Cornerstone Bank, NE	CD	365	6/9/2025	5/27/2026	352	4.041%	249,769	240,400	9,368.57	240,400.00
Home Savings Bank, UT	CD	365	6/9/2025	5/27/2026	352	4.043%	249,876	240,500	9,375.94	240,500.00
Crystal Lake Bank and Trust Company, National As	CD	365	6/17/2025	5/27/2026	344	4.030%	13,234,262	12,750,000	484,262.47	12,750,000.00
Bank Hapoalim B.M., NY	CD	365	12/6/2024	5/29/2026	539	4.160%	249,861	235,400	14,460.91	235,400.00
PCSB Bank, 69324MBG9	DTC	365	12/11/2024	6/11/2026	547	4.154%	249,000	249,166		249,166.14
OPTUM BANK INC, 68405VCT4	DTC	365	12/11/2024	6/11/2026	547	4.120%	244,000	244,281		244,280.89
UNITED REPUBLIC BK OMAHA, 909242BX6	DTC	365	12/13/2024	6/15/2026	549	4.111%	249,000	249,323		249,322.70
First Pryority Bank, OK	CD	365	1/9/2025	7/1/2025	173	4.248%	249,901	235,100	14,800.67	235,100.00
First Internet Bank of Indiana, IN	CD	365	1/9/2025	7/1/2025	173	4.003%	249,907	235,900	14,006.51	235,900.00
First Capital Bank, SC	CD	365	1/9/2025	7/1/2025	173	4.143%	249,879	235,500	14,379.47	235,500.00
US TREASURY N/B, 912828Y95	SEC	365	7/15/2021	7/31/2026	1842	0.700%	1,874,000	1,982,926		1,982,926.25
US TREASURY N/B, 91282CCP4	SEC	365	2/5/2025	7/31/2025	176	4.070%	2,103,000	1,999,739		1,999,739.41
American Commericial Bank & Trust, Nat Assoc	CD	365	3/5/2025	8/27/2025	175	4.093%	249,759	235,500	14,258.72	235,500.00
Affinity Bank, Nat Assoc, GA	CD	365	3/5/2025	8/27/2025	175	3.961%	249,724	235,900	13,824.31	235,900.00
Enterprise Bank, NE	CD	365	3/5/2025	8/27/2025	175	3.853%	249,768	236,300	13,468.13	236,300.00
US TREASURY N/B, 91282CDG3	SEC	365	2/5/2025	10/31/2026	633	4.070%	2,095,000	1,992,951		1,992,950.59
COLUMBIA BK/FAIR LAWN NJ, 19724FAE1	DTC	365	5/30/2025	11/30/2026	549	3.930%	249,000	249,436		249,435.71
FIRST BUSINESS BANK, 31938Q3W3	DTC	365	6/6/2025	12/7/2026	549	3.954%	244,000	244,515		244,515.28
FRONTIER BANK, SD 35909FBA1	DTC	365	6/11/2025	12/11/2026	548	3.903%	249,000	249,532		249,532.08
CIBM Bank, WI	CD	365	5/5/2025	5/5/2027	730	3.681%	249,939	232,800	17,139.07	232,800.00
Cross River Bank, NJ	CD	365	5/5/2025	5/5/2027	730	3.670%	249,888	232,800	17,087.52	232,800.00
Financial Federal Bank, TN	CD	365	5/5/2025	5/5/2027	730	3.670%	249,888	232,800	17,087.52	232,800.00
Truxton Trust Company, TN	CD	365	5/5/2025	5/5/2027	730	3.726%	249,610	232,300	17,310.42	232,300.00
TOYOTA FINANCIAL SGS BK, 89235MRY9	DTC	365	5/8/2025	5/10/2027	732	3.855%	245,000	245,679		245,679.34

GARRETT STATE BANK, 366526BM2	DTC	365	5/8/2025	5/10/2027	732	3.704%	249,000	249,702		249,702.11
BMW BANK NORTH AMERICA, 05612LEU2	DTC	365	5/9/2025	5/10/2027	731	3.805%	245,000	245,679		245,678.85
VERSABANK USA NA, 92512KAF0	DTC	365	5/12/2025	5/12/2027	730	3.755%	245,000	245,678		245,678.10
TAB BANK INC, 89388CKC1	DTC	365	5/12/2025	5/12/2027	730	3.804%	249,000	249,698		249,697.71
CELTIC BANK, 15118RW37	DTC	365	5/20/2025	5/20/2027	730	3.754%	249,000	249,698		249,698.33
Baxter Credit Union, IL	CD	365	5/27/2025	5/27/2027	730	3.844%	249,944	232,100	17,843.90	232,100.00
Luana Savings Bank, IA	CD	365	5/27/2025	5/27/2027	730	3.900%	249,880	231,800	18,080.40	231,800.00
1ST FINANCIAL BANK USA, 32022RZM2	DTC	365	6/6/2025	6/7/2027	731	3.840%	249,000	249,767		249,766.80
STRYV BNK/WICHITA, KS, 86368LAU2	DTC	365	6/20/2025	6/17/2027	727	3.905%	249,000	249,691		249,690.80
PMA/ISDLAF Liquid #10254-101	Short term trust deposit	365		as needed	n/a	4.221%		5,658	-	5,658.43
PMA/ISDLAF Max #10254-101	Short term trust deposit	365		as needed	n/a	4.236%		25,706,938	-	25,706,938.04
PMA/ISDLAF LTD #10254-101	LTD Account	365	1/19/2021	6/30/2025				28,007,500	-	28,007,500.00
PMA/ISDLAF Liquid #10254-104	Short term trust deposit	365		as needed	n/a	4.221%		10,608,960	-	10,608,960.17
PMA/ISDLAF Max #10254-104	Short term trust deposit	365		as needed	n/a	4.236%		-		4.37
Total Operating Investments with PMA										231,952,820
									Outstanding Items	(10,609,219)
									Bond & Interest Fund Transfers	(3,408,006)
									Capital Fund Cash Balance	-
TOTAL OPERATING FUNDS AS OF				30-Jun-25						217,935,594
TOTAL BOND AND INTEREST FUND INVESTMENTS AS OF (see page 5 for details):				30-Jun-25						12,432,370
TOTAL CAPITAL FUND INVESTMENTS AS OF				30-Jun-25						
TOTAL FUNDS INVESTED (Including Bond & Interest Fund)				30-Jun-25					**$**	**230,367,965**

June 30, 2025

COMMUNITY UNIT SCHOOL DISTRICT #300

Summary of Fiscal Year Investment Activity-Bond and Interest Fund

Depository or Instrument	Type	#	Bank Year	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Par/Face	Principal Invested	Earnings to Maturity	Principal Invested @ 06/30/25
BOND AND INTEREST FUND INVESTMENTS											
NEXBANK, SSB-ICS, TX	SDA		365	6/30/2025			4.230%	136,705	136,705	-	136,705
PMA 1994 Escrow Fund; #10254-103-Liquid	Short term trust deposit		365		as needed	n/a	4.221%		0	-	0
PMA 1994 Escrow Fund; #10254-103-Max	Short term trust deposit		365		as needed	n/a	4.236%		8,887,659	-	8,887,659
Total B&I Investments with PMA									9,024,364		9,024,364
TOTAL BOND AND INTEREST FUNDS INVESTMENTS AS OF:					30-Jun-25				9,024,364		9,024,364

Outstanding Items	
Operating Fund Transfers	3,408,006
Cash Balance Per General Ledger	12,432,370

BMO - Mastercard, Statement Period 06/06/2025 to 07/05/2025

Tran Date	Supplier	Amount USD	Purpose
6/4/2025	Menards Carpentersvill	50.93	B&G
6/4/2025	Menards Carpentersvill	7.76	B&G
6/4/2025	Menards Carpentersvill	206.77	B&G
6/4/2025	Menards Carpentersvill	42.43	B&G
6/4/2025	Samsclub.Com	203.28	Staff
6/4/2025	The Home Depot #1940	45.36	B&G
6/4/2025	The Home Depot #1940	142.35	B&G
6/4/2025	The Home Depot #1948	217.34	B&G
6/5/2025	American 0012246397836	456.39	Staff
6/5/2025	Association For Career	575	Staff
6/5/2025	Bsn Sports Llc	380.27	Student
6/5/2025	Exxon Rac Corporation	36.36	Student
6/5/2025	Exxon Rac Corporation	39	Student
6/5/2025	Exxon Rac Corporation	64.03	Student
6/5/2025	Fedex Offic15900015925	41.4	Staff
6/5/2025	Iasb	398	Staff
6/5/2025	Meijer Store #206	32.47	Staff
6/5/2025	Meijer Store #206	47.96	Staff
6/5/2025	Menards Carpentersvill	188.4	B&G
6/5/2025	Steiner Elec Elk Grove	-71.67	B&G
6/5/2025	The Home Depot #1940	379.92	B&G
6/5/2025	The Home Depot #1948	64.76	B&G
6/5/2025	The Home Depot #1948	103.42	B&G
6/5/2025	The Home Depot #1948	56.33	B&G
6/5/2025	The Home Depot #1948	44.82	B&G
6/5/2025	Topaz Labs Software	299	Staff
6/5/2025	Usps Po 1633970140	17.8	Staff
6/5/2025	Visme	222.75	Staff
6/5/2025	Wal-Mart #1531	18.26	Staff
6/5/2025	Wal-Mart #5060	109.76	Staff
6/5/2025	Wal-Mart #5060	159.84	Staff
6/5/2025	Wal-Mart #5060	226.53	Staff
6/5/2025	Wm Supercenter #5060	25.88	Staff
6/5/2025	Wm Supercenter #5060	70.57	Staff
6/5/2025	Ziegler-Carpentersvill	50.53	B&G
6/5/2025	Ziegler-Carpentersvill	7.99	B&G
6/6/2025	Art To Frames	477.52	Student
6/6/2025	Bp#9573387ta Elgin Qps	53	Student
6/6/2025	Bp#9573387ta Elgin Qps	64.16	Student
6/6/2025	Bp#9573387ta Elgin Qps	69.59	Student
6/6/2025	Homedepot.Com	-1,116.00	B&G
6/6/2025	McAlisters 101345	96.59	Staff

6/6/2025	Meijer # 206	307.66	Staff
6/6/2025	Menards Carpentersvill	3.85	B&G
6/6/2025	Sq Bubs Subs	32.8	Staff
6/6/2025	The Home Depot #1940	32.02	B&G
6/6/2025	The Home Depot #1940	142.48	B&G
6/6/2025	The Ups Store 5204	53.13	Staff
6/6/2025	Tst Pickle Haus	936	Staff
6/6/2025	West Side Electric Sup	467.54	B&G
6/6/2025	Wm Supercenter #5060	32.04	Staff
6/6/2025	Ziegler-Carpentersvill	7.18	B&G
6/6/2025	Ziegler-Carpentersvill	17.99	B&G
6/7/2025	The Home Depot #1940	111.94	B&G
6/7/2025	The Home Depot #1948	64.6	B&G
6/8/2025	Amazon Mktpl Nh88m7490	42.51	Staff
6/8/2025	Dicks Clothing&sporti	115.17	Student
6/9/2025	Butcher On The Block	80.78	Staff
6/9/2025	Dicks Clothing&sporti	31.97	Student
6/9/2025	Ezcater Taylor Street	111.14	Staff
6/9/2025	Fedex Offic65900026591	54	Staff
6/9/2025	Jc Licht 1250-Algonqui	245.41	B&G
6/9/2025	Menards Carpentersvill	9.55	B&G
6/9/2025	Openai Chatgpt Subscr	20	Staff
6/9/2025	Pocket Project E. V.	402.57	Staff
6/9/2025	The Cove Of Lake Genev	368	Student
6/9/2025	The Home Depot #1920	204.94	B&G
6/9/2025	The Home Depot #1940	49.33	B&G
6/9/2025	Trane Supply-112420	43.04	B&G
6/9/2025	Tst El Fuego Tacos And	195	Staff
6/9/2025	Wm Supercenter #5060	413.35	Staff
6/9/2025	Wristbandbros.Com	230	Staff
6/10/2025	Adobe Inc	29.99	Staff
6/10/2025	American 00173120312901	826.96	Staff
6/10/2025	American 00173120312912	826.96	Staff
6/10/2025	American Bar Associati	345	Staff
6/10/2025	Customink Llc	71.38	Staff
6/10/2025	Gustave A Larson Compa	208.31	B&G
6/10/2025	Isbe Applications	102.25	Staff
6/10/2025	Jimmy Johns - 0466 - M	54.61	Staff
6/10/2025	Kilwins Lake Geneva	230.24	Student
6/10/2025	McDonalds F13651	14.8	Staff
6/10/2025	McHenry County Bar Ass	250	Staff
6/10/2025	Paypro Neatlab	74.9	Staff
6/10/2025	Red Robin No 343	101.49	Staff
6/10/2025	Target 00018010	65.41	Staff

6/10/2025	Target Plus	71.97	Staff
6/10/2025	Taylor St Pizza Algonq	260.08	Staff
6/10/2025	The Home Depot #1940	68.54	B&G
6/10/2025	The Home Depot #1948	17.4	B&G
6/10/2025	Tobinson Hdwe	56.49	Staff
6/10/2025	Wal-Mart #0910	53.58	Staff
6/10/2025	Wal-Mart #5060	70.06	Staff
6/10/2025	Walmart.Com 8009256278	104.97	Staff
6/11/2025	Buffalo Wild Wngs 0742	226	Staff
6/11/2025	Buona Algonquin #20 M	384.75	Staff
6/11/2025	Fedex37735749	32.46	Staff
6/11/2025	Jewel Osco 1256	4.98	Staff
6/11/2025	Meijer Store #206	32	Staff
6/11/2025	Menards Carpentersvill	80	B&G
6/11/2025	Menards Carpentersvill	99.08	B&G
6/11/2025	Menards Carpentersvill	-203.52	B&G
6/11/2025	Target 00018010	90.93	Staff
6/11/2025	The Cove Of Lake Genev	63.3	Student
6/11/2025	The Home Depot #1940	437.77	B&G
6/11/2025	The Home Depot #1940	121.48	B&G
6/11/2025	The Home Depot #1948	77.88	B&G
6/11/2025	The Home Depot #1948	169.72	B&G
6/11/2025	The Home Depot #1948	36.51	B&G
6/11/2025	The Home Depot #1948	16.48	B&G
6/11/2025	The Home Depot #1948	179.39	B&G
6/11/2025	The Home Depot #1948	171.1	B&G
6/11/2025	Tmobile Postpaid Web	4,237.20	Board Aprroved
6/11/2025	Tmobile Postpaid Web	5,029.46	Board Aprroved
6/11/2025	Tst Fire Bar & Grill	121.21	Staff
6/11/2025	Tst Flat Iron Tap	64.69	Staff
6/11/2025	Tst Lake City Social	77	Student
6/11/2025	Wal-Mart #1531	39.96	Staff
6/11/2025	Wal-Mart #1531	41.03	Staff
6/11/2025	Wal-Mart #4641	27.84	Staff
6/11/2025	Wal-Mart #5060	188.91	Staff
6/11/2025	Wm Supercenter #4641	35.1	Staff
6/12/2025	Best Buy 00003152	866.96	Student
6/12/2025	Comcast Business	7,500.00	Board Aprroved
6/12/2025	Jewel Osco 1256	12.45	Staff
6/12/2025	Meijer # 206	96.48	Staff
6/12/2025	Menards Carpentersvill	15.74	B&G
6/12/2025	Menards Carpentersvill	257.94	B&G
6/12/2025	Michaels Stores 4802	2,101.50	Student
6/12/2025	Openai Chatgpt Subscr	20	Staff

6/12/2025	Parts Town, Llc	178.71	B&G
6/12/2025	Potbelly #174	1,509.17	Staff
6/12/2025	Samsclub.Com	83.84	Staff
6/12/2025	Steiner Elec Rockford	85.99	B&G
6/12/2025	Steiner Elec Rockford	599.29	B&G
6/12/2025	The Home Depot #1940	35.74	B&G
6/12/2025	The Home Depot #1940	45.36	B&G
6/12/2025	The Home Depot #1948	209	B&G
6/12/2025	The Home Depot #1948	323.4	B&G
6/12/2025	Tst Lake City Social	474	Student
6/12/2025	Tst Lou Malnatis - L	60.36	Staff
6/12/2025	Tst Speedos Harbor Sid	125.2	Staff
6/12/2025	Walmart.Com	-21.99	Staff
6/13/2025	Buona Algonquin #20 P	90.15	Staff
6/13/2025	Jimmy Johns - 0500	18.69	Staff
6/13/2025	La Alcancia	30.9	Staff
6/13/2025	Panda Express 1324	60.1	Staff
6/13/2025	Potbelly #174	1,393.08	Staff
6/13/2025	Randall Roadhouse	121.29	Staff
6/13/2025	Sherwin-Williams703040	197.25	B&G
6/13/2025	The Home Depot #1940	48.08	B&G
6/13/2025	The Home Depot #1940	27.8	B&G
6/13/2025	The Home Depot #1940	21.39	B&G
6/13/2025	The Home Depot #1948	74.27	B&G
6/13/2025	Wal-Mart #4641	32.78	Staff
6/14/2025	Menards Carpentersvill	144.33	B&G
6/14/2025	Panera Bread #204098 O	16.55	Staff
6/14/2025	The Home Depot #1940	87.1	B&G
6/14/2025	Ziegler-Carpentersvill	116.53	B&G
6/15/2025	Hertz Car Rental	311.62	Staff
6/15/2025	Humblefax	10	Staff
6/16/2025	Caseys #3066	21.51	Staff
6/16/2025	Ed S Rental And Sales	96.5	Student
6/16/2025	Herb N Kitchen	12.3	Staff
6/16/2025	Hilton 720 South Grill	25.24	Staff
6/16/2025	Jimmy Johns - 0466	117.76	Staff
6/16/2025	Learn Fwd	718	Staff
6/16/2025	Meijer Store #206	25.27	Staff
6/16/2025	Menards Carpentersvill	11.88	B&G
6/16/2025	Menards Carpentersvill	18.75	B&G
6/16/2025	Menards Carpentersvill	44.98	B&G
6/16/2025	Omni Hotels	272.5	Staff
6/16/2025	Other World Computing	393.15	Staff
6/16/2025	Reinke Sply Co - Elg	185	B&G

6/16/2025	Sherwin-Williams703201	209.47	B&G
6/16/2025	Spi Directv Service	157.97	B&G
6/16/2025	The Home Depot #1940	64.91	B&G
6/16/2025	The Home Depot #1940	7.27	B&G
6/16/2025	The Home Depot #1948	16.96	B&G
6/16/2025	The Home Depot #1948	385.95	B&G
6/16/2025	The Home Depot #1948	19.85	B&G
6/16/2025	The Home Depot #1948	22.91	B&G
6/16/2025	The Home Depot #1948	33.9	B&G
6/16/2025	Walmart.Com 8009256278	191.96	Staff
6/17/2025	Ed S Rental And Sales	1,228.20	B&G
6/17/2025	Gustave A Larson Compa	19	B&G
6/17/2025	Gustave A Larson Compa	67.44	B&G
6/17/2025	Homedepot.Com	96.2	B&G
6/17/2025	Homedepot.Com	6	B&G
6/17/2025	Homedepot.Com	47.64	B&G
6/17/2025	Homedepot.Com	83.72	B&G
6/17/2025	Homedepot.Com	93.45	B&G
6/17/2025	Jewel Osco 1256	34.72	Staff
6/17/2025	Jimmy Johns - 0466 - E	75.11	Staff
6/17/2025	Menards Carpentersvill	52.16	B&G
6/17/2025	Papa Saverios - Huntle	87	Staff
6/17/2025	Peets # 28504	13.99	Staff
6/17/2025	Ralph Helm Inc	81.9	B&G
6/17/2025	Ralph Helm Inc	125.48	B&G
6/17/2025	Ralph Helm Inc	6,447.78	B&G
6/17/2025	The Home Depot #1940	66.78	B&G
6/17/2025	The Home Depot #1940	34.55	B&G
6/17/2025	The Home Depot #1948	252.59	B&G
6/17/2025	Tst Georgios Pizza - S	114.9	Staff
6/17/2025	Tst Niu B	21.6	Staff
6/17/2025	Uline Ship Supplies	380.99	Staff
6/17/2025	United 01624965911774	206.96	Staff
6/17/2025	Usps Po 1630600136	225.75	Staff
6/18/2025	Ed S Rental And Sales	74.08	B&G
6/18/2025	Fedex37946610	33.01	Staff
6/18/2025	Fedex37951120	32.39	Staff
6/18/2025	Gaylord Texan Front De	779.07	Staff
6/18/2025	Gaylord Texan Front De	817.34	Staff
6/18/2025	Herb N Kitchen	24.86	Staff
6/18/2025	Hilton Hotels Chicago	598.76	Staff
6/18/2025	Holiday Inn Express Ea	359.62	Staff
6/18/2025	Jc Licht 1250-Algonqui	188.27	B&G
6/18/2025	Menards Carpentersvill	122.74	B&G

6/18/2025	Ralph Helm Inc	703.22	B&G
6/18/2025	Sams Club #6339	49.98	Staff
6/18/2025	Target 00018010	185.86	Staff
6/18/2025	The Home Depot #1940	91.41	B&G
6/18/2025	The Home Depot #1940	22.94	B&G
6/18/2025	The Home Depot #1948	59.82	B&G
6/18/2025	The Home Depot #1948	40.44	B&G
6/18/2025	The Home Depot #1948	369.26	B&G
6/18/2025	Walmart.Com	318.18	Staff
6/19/2025	Buona Algonquin #20 P	130.71	Staff
6/19/2025	Ed S Rental And Sales	346.7	Staff
6/19/2025	Homedepot.Com	4,346.48	B&G
6/19/2025	Julius Ai - Data Ast	150	Staff
6/19/2025	Menards Carpentersvill	17.97	B&G
6/19/2025	Menards Carpentersvill	60.93	B&G
6/19/2025	Radwell International	1,438.90	B&G
6/19/2025	Trane Supply-112420	72.66	B&G
6/19/2025	Uber Trip	10	Staff
6/19/2025	Uber Trip	69.64	Staff
6/20/2025	Adobe	259.67	Staff
6/20/2025	Government Finance Off	885	Staff
6/20/2025	Quality Inn	230.84	Staff
6/20/2025	Quality Inn	251	Staff
6/20/2025	Sherwin-Williams703201	-209.47	B&G
6/20/2025	Sophias Famous Pancake	371.76	Student
6/20/2025	Sq Silver Dipper Ice	129.28	Student
6/20/2025	The Home Depot #1940	115.47	B&G
6/20/2025	The Home Depot #1948	100.18	B&G
6/20/2025	The Home Depot #1948	51.35	B&G
6/20/2025	The Home Depot #1948	19.96	B&G
6/21/2025	Papa Johns #0057	124.1	Staff
6/21/2025	Parts Town, Llc	347.84	B&G
6/22/2025	Shell Oil 57444171607	5	Student
6/22/2025	Shell Oil 57444171607	10	Student
6/22/2025	Speedway 43941	35	Student
6/22/2025	Speedway 43941	40	Student
6/22/2025	Walmart.Com	222.13	Staff
6/23/2025	A-Best Airport Shuttle	102	Staff
6/23/2025	Cafe Descartes T3 Bg O	11.18	Staff
6/23/2025	Ed S Rental And Sales	-333.5	B&G
6/23/2025	Ed S Rental And Sales	333.5	B&G
6/23/2025	Ferguson Ent #1123	251.04	B&G
6/23/2025	Hard Rock Atlanta R	147.3	Staff
6/23/2025	Jersey Mikes Online Uc	80.51	Staff

6/23/2025	Jewel Osco 1306	206.09	Staff
6/23/2025	Jimmy Johns - 0500	79.99	Staff
6/23/2025	Little Green Apple Hlm	100.88	Staff
6/23/2025	Menards Carpentersvill	79.98	B&G
6/23/2025	Panera Bread #203291 P	59.8	Staff
6/23/2025	Rosatis Pizza - Algonq	97.05	Staff
6/23/2025	Target 00018010	249.4	Staff
6/23/2025	The Home Depot #1940	179.6	B&G
6/23/2025	The Home Depot #1948	69.98	B&G
6/23/2025	The Home Depot #1948	86.94	B&G
6/23/2025	Wm Supercenter #5060	79.29	Staff
6/23/2025	Wm Supercenter #5060	35.95	Staff
6/24/2025	Amazon.Com No8fw9wh1	400	Staff
6/24/2025	First Watch - 1060	91.93	Staff
6/24/2025	Jersey Mikes 5147	16.71	Staff
6/24/2025	Jewel Osco 2310	39.24	Staff
6/24/2025	Levy State Farm Arena	74.56	Student
6/24/2025	Menards Carpentersvill	40.96	B&G
6/24/2025	Menards Carpentersvill	76.59	B&G
6/24/2025	Menards Carpentersvill	48.03	B&G
6/24/2025	Nametagcountry.Com	195.55	Staff
6/24/2025	Red Robin No 343	133.2	Staff
6/24/2025	The Home Depot #1940	154.92	B&G
6/24/2025	The Home Depot #1940	49.1	B&G
6/24/2025	The Home Depot #1948	16.96	B&G
6/24/2025	The Home Depot #1948	140.6	B&G
6/24/2025	The Home Depot #1948	49.3	B&G
6/24/2025	The Home Depot #1948	39.94	B&G
6/24/2025	Westin Pch Tree Fb	17.37	Staff
6/25/2025	Countrydonuts	56	Staff
6/25/2025	Farm & Fleet Of Elgin	667.74	B&G
6/25/2025	McAlisters 101345	39.15	Staff
6/25/2025	McDonalds F13651	238.44	Staff
6/25/2025	Meijer Store #206	20	Staff
6/25/2025	Menards Carpentersvill	35	B&G
6/25/2025	Menards Carpentersvill	62.81	B&G
6/25/2025	Menards Carpentersvill	168.21	B&G
6/25/2025	Menards Carpentersvill	459.09	B&G
6/25/2025	Menards Carpentersvill	27.96	B&G
6/25/2025	National Louis Univers	50	Staff
6/25/2025	Openai Chatgpt Subscr	20	Staff
6/25/2025	Panera Bread #203291 O	192.45	Staff
6/25/2025	Samsclub #6339	291.13	Staff
6/25/2025	Sq Prairie View Garde	398.57	Staff

6/25/2025	Tapestry F & B Atlanta	40.67	Staff
6/25/2025	Target 00018010	22.75	Staff
6/25/2025	The Home Depot #1940	141.94	B&G
6/25/2025	Wal-Mart #1531	74.69	Staff
6/25/2025	Wal-Mart #4641	21.64	Staff
6/25/2025	Westin Pch Tree Fb	33.54	Staff
6/25/2025	Ziegler-Carpentersvill	25.97	B&G
6/26/2025	Caseys #6907	38.84	Staff
6/26/2025	Gustave A Larson Compa	113.55	B&G
6/26/2025	Hard Rock Atlanta R	34.3	Staff
6/26/2025	Hard Rock Atlanta R	151.22	Staff
6/26/2025	Jc Licht 1250-Algonqui	56.35	B&G
6/26/2025	Meijer # 206	119.8	Staff
6/26/2025	Menards Carpentersvill	186.96	B&G
6/26/2025	Panera Bread #203291 P	56.65	Staff
6/26/2025	Papa Johns 1237	82.97	Staff
6/26/2025	Sunday Hudson Grille	137.44	Staff
6/26/2025	Taylor Street Pizza Of	112.34	Staff
6/26/2025	The Home Depot #1940	53.63	B&G
6/26/2025	The Home Depot #1940	261	B&G
6/26/2025	The Home Depot #1948	151.78	B&G
6/26/2025	Tractor Supply # 131	16.99	B&G
6/26/2025	Tractor Supply # 131	558.52	B&G
6/26/2025	Tst Algonquin Sub Shop	45	Staff
6/26/2025	Tst Algonquin Sub Shop	1,020.00	Staff
6/26/2025	Wal-Mart #1531	35.92	Staff
6/27/2025	Aldi 40037	17.9	Staff
6/27/2025	American 0010629686781	15.53	Staff
6/27/2025	Caseys #3834	47.62	Staff
6/27/2025	Chick-Fil-A #00238	19.57	Staff
6/27/2025	Circle K Dealer # 0598	3.26	Staff
6/27/2025	Jc Licht 1250-Algonqui	48.75	B&G
6/27/2025	Jersey Mikes 5147	16.71	Staff
6/27/2025	Menards Carpentersvill	75.68	B&G
6/27/2025	Panera Bread #203291 O	76.53	Staff
6/27/2025	Red Wing Shoes #955	35.98	Staff
6/27/2025	Russo Power Equipment	105.92	B&G
6/27/2025	Sq Bubs Subs	9.18	Staff
6/27/2025	The Home Depot #1940	28.62	B&G
6/27/2025	The Home Depot #1940	690.6	B&G
6/27/2025	The Home Depot #1940	27.52	B&G
6/27/2025	The Home Depot #1948	17.98	B&G
6/27/2025	The Home Depot #1948	105.88	B&G
6/27/2025	Uw Madison Fluno Cente	233.1	Staff

6/27/2025	Uw Madison Fluno Cente	233.1	Staff
6/27/2025	Uw Madison Fluno Cente	267.75	Staff
6/27/2025	Uw Madison Fluno Cente	284.4	Staff
6/27/2025	Uw Madison Fluno Cente	284.4	Staff
6/27/2025	Uw Madison Fluno Cente	284.4	Staff
6/27/2025	Ziegler-Carpentersvill	46.17	B&G
6/28/2025	A-Best Airport Shuttle	150	Staff
6/28/2025	Golf Learning Center	22	Inadvertant Charge
6/28/2025	Hertztoll 967298275	87.76	Staff
6/28/2025	Jc Licht 1250-Algonqui	31.03	B&G
6/28/2025	Lyft Ride Sat 2pm	22.75	Staff
6/28/2025	Lyft Ride Sat 7am	90.46	Staff
6/28/2025	Menards Carpentersvill	24.25	B&G
6/28/2025	Menards Carpentersvill	62.34	B&G
6/28/2025	Menards Carpentersvill	131.76	B&G
6/28/2025	Menards Carpentersvill	159.98	B&G
6/28/2025	Starbucks 77702	52.48	Staff
6/29/2025	Openai Chatgpt Subscr	20	Staff
6/29/2025	Samsclub #8297	59.95	Staff
6/29/2025	Sq Iste+ascd	69.28	Staff
6/29/2025	The Home Depot #1940	17.54	B&G
6/29/2025	Tst Ritas On The Riv	23.29	Staff
6/29/2025	Tst Ritas On The Riv	34.61	Staff
6/29/2025	Tst Schilos Deli 2.0	31.42	Staff
6/29/2025	Tst Schilos Deli 2.0	23.08	Staff
6/30/2025	Dd/Br #337637 Q35	29.98	Staff
6/30/2025	Ezcater Buona Catering	285.54	Staff
6/30/2025	Hobby-Lobby #520	71.93	Staff
6/30/2025	Jc Licht 1250-Algonqui	72.07	B&G
6/30/2025	Kostas Gyros Algonqui	18.03	Staff
6/30/2025	Kostas Gyros Algonqui	17.49	Staff
6/30/2025	Kostas Gyros Algonqui	16.36	Staff
6/30/2025	Kostas Gyros Algonqui	118.33	Staff
6/30/2025	Menards Carpentersvill	31.93	B&G
6/30/2025	Menards Carpentersvill	11.96	B&G
6/30/2025	Menards Carpentersvill	23.76	B&G
6/30/2025	Pay Morettis Elgin	250	Staff
6/30/2025	The Home Depot #1940	63.95	B&G
6/30/2025	The Home Depot #1940	-29.96	B&G
6/30/2025	The Home Depot #1940	107.93	B&G
6/30/2025	The Home Depot #1948	49.91	B&G
6/30/2025	The Home Depot #1948	35.84	B&G
6/30/2025	The Home Depot #1948	7.3	B&G
6/30/2025	Tst Hugmans Oasis	68.18	Staff

6/30/2025	Tst The County Line Ri	25.69	Staff
6/30/2025	Tst The County Line Ri	32.45	Staff
6/30/2025	Wm Supercenter #5060	73.77	Staff
7/1/2025	Butcher On The Block	130.63	Staff
7/1/2025	Caseys #3834	47.59	Staff
7/1/2025	Cassidy Tire And Servi	303.85	B&G
7/1/2025	Google Cloud Qzvm4v	39.36	Staff
7/1/2025	Grainger	39.36	B&G
7/1/2025	Jc Licht 1250-Algonqui	55.78	B&G
7/1/2025	Jc Licht 1250-Algonqui	89.35	B&G
7/1/2025	Menards Carpentersvill	72.26	B&G
7/1/2025	Ralph Helm Inc	66.9	B&G
7/1/2025	Ralph Helm Inc	34.82	B&G
7/1/2025	Regional Office Of Edu	10	Staff
7/1/2025	Target 00018010	342.56	Staff
7/1/2025	The Home Depot #1940	211.8	B&G
7/1/2025	The Home Depot #1940	606.3	B&G
7/1/2025	The Home Depot #1948	35.26	B&G
7/1/2025	The Home Depot #1948	81.94	B&G
7/1/2025	Usps Po 1600960102	18.48	Staff
7/1/2025	Walmart.Com	55.38	Staff
7/1/2025	Whataburger 1025	15.03	Staff
7/1/2025	Whataburger 1025	17.2	Staff
7/2/2025	Ferguson Ent #1123	41.13	B&G
7/2/2025	Hotelbooking Servfee	17.99	Staff
7/2/2025	Illinois Association O	340	Staff
7/2/2025	Jewel Osco 1306	46.44	Staff
7/2/2025	Lyft Ride Wed 3am	26.23	Staff
7/2/2025	Lyft Ride Wed 9am	85.01	Staff
7/2/2025	Marriott S Antonio Rvr	2,887.50	Staff
7/2/2025	Marriott S Antonio Rvr	2,887.50	Staff
7/2/2025	Menards Carpentersvill	35.49	B&G
7/2/2025	Panera Bread #203291 O	320.02	Staff
7/2/2025	Parts Town, Llc	99.51	B&G
7/2/2025	The Home Depot #1940	16.96	B&G
7/2/2025	The Home Depot #1948	230.95	B&G
7/2/2025	Tst Algonquin Sub Shop	110	Staff
7/2/2025	Ziegler-Carpentersvill	64.97	B&G
7/3/2025	Einstein Bros-Online C	205.15	Staff
7/3/2025	Fedex38386867	33.01	Staff
7/3/2025	Htl Candlewoodsuit	804.03	Staff
7/3/2025	Lowes #01739	92.39	B&G
7/3/2025	Panera Bread #203291 O	805.77	Staff
7/3/2025	Randall Ro Randall Ro	188.71	Staff

7/3/2025	Remarkable	2.99	Staff
7/3/2025	Walmart.Com	586.51	Staff
7/3/2025	Zieglers Ace Hdwe	2.79	B&G
7/4/2025	American Printing Hous	39	Student
Debit Total		99,550.17	
Credit Total		-1,986.11	
Total		97,564.06	

ACTIVITY ACCOUNT SUMMARY
FOR MONTH OF: June, 2025

	Month to Date			Year To Date			
	Month End Receipts	Month End Disbursements	Month End Activity	July 1, 2024 Beginning Book Balance	Year to Date Receipts	Year to Date Disbursements	Year to Date Book Balance
School							
Algonquin Lakes ES	$ 5,389.64	$ 4,428.46	$ 961.18	$ 12,824	$ 17,148	$ 17,377	$ 12,594
Algonquin M.S.	$ 2,139.79	$ 2,823.09	$ (683.30)	$ 11,485	$ 32,354	$ 27,689	$ 16,150
Big Timber E.S	$ (682.69)	$ 3,430.54	$ (4,113.23)	$ 7,769	$ 23,976	$ 18,080	$ 13,665
Carpentersville M.S.	$ 4,137.87	$ -	$ 4,137.87	$ 28,763	$ 31,834	$ 21,844	$ 38,753
DeLacey	$ 14.40	$ -	$ 14.40	$ 6,273	$ 6,563	$ 8,676	$ 4,160
Dundee-Crown H.S.	$ 98,111.06	$ 17,898.25	$ 80,212.81	$ 161,822	$ 553,209	$ 368,692	$ 346,339
Dundee Highlands	$ 15.21	$ 430.46	$ (415.25)	$ 1,945	$ 4,737	$ 2,488	$ 4,194
Dundee M.S.	$ 43,964.51	$ 4,899.69	$ 39,064.82	$ 139,153	$ 135,884	$ 113,020	$ 162,018
Eastview ES	$ 10.20	$ 362.04	$ (351.84)	$ 1,633	$ 4,565	$ 3,629	$ 2,569
Gary D Wright ES	$ 2,676.09	$ 855.00	$ 1,821.09	$ 7,302	$ 38,701	$ 37,722	$ 8,282
Gilberts ES	$ 31.80	$ 1,692.71	$ (1,660.91)	$ 5,830	$ 19,876	$ 19,735	$ 5,971
Golfview ES	$ 11.70	$ -	$ 11.70	$ 1,632	$ 5,899	$ 4,159	$ 3,372
Hampshire ES	$ 26.36	$ 656.50	$ (630.14)	$ 2,612	$ 31,848	$ 30,926	$ 3,533
Hampshire H.S.	$ 20,890.74	$ 51,845.59	$ (30,954.85)	$ 380,582	$ 422,487	$ 427,026	$ 376,043
Hampshire M.S.	$ 1,121.79	$ 3,629.54	$ (2,507.75)	$ 87,424	$ 73,535	$ 78,288	$ 82,672
H.D. Jacobs H.S.	$ 60,020.49	$ 98,464.23	$ (38,443.74)	$ 251,410	$ 431,775	$ 367,545	$ 315,640
Lake In The Hills ES	$ 28.03	$ 472.40	$ (444.37)	$ 9,583	$ 6,245	$ 8,223	$ 7,605
Lakewood ES	$ 1,126.61	$ -	$ 1,126.61	$ 18,366	$ 19,360	$ 20,528	$ 17,198
Liberty ES	$ 3,271.91	$ 1,104.22	$ 2,167.69	$ 9,407	$ 10,878	$ 11,280	$ 9,004
Lincoln Prairie ES	$ 47.42	$ 2,449.42	$ (2,402.00)	$ 10,479	$ 16,454	$ 15,653	$ 11,280
Meadowdale ES	$ 22.76	$ 4,353.96	$ (4,331.20)	$ 781	$ 18,925	$ 17,675	$ 2,031
Neubert ES	$ 15.00	$ -	$ 15.00	$ 1,766	$ 4,012	$ 1,682	$ 4,096
Parkview ES	$ 29.47	$ -	$ 29.47	$ 6,768	$ 12,222	$ 10,465	$ 8,524
Perry ES	$ 32.43	$ -	$ 32.43	$ 7,535	$ 7,360	$ 5,532	$ 9,362
Sleepy Hollow ES	$ 17.71	$ 1,930.71	$ (1,913.00)	$ 1,319	$ 9,146	$ 6,925	$ 3,540
Westfield ES/MS	$ 537.47	$ 4,326.56	$ (3,789.09)	$ 48,213	$ 91,721	$ 83,360	$ 56,574
Total	$ 243,007.77	$ 206,053.37	$ 36,954.40	$ 1,222,676	$ 2,030,714	$ 1,728,219	$ 1,525,171

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	11,633.14	5,389.64	4,428.46		12,594.32
Total Cash Accounts	11,633.14	5,389.64	4,428.46	0.00	12,594.32
Other Accounts					
200M-00-00 Special Ed	153.25				153.25
2029-00-00 Class of 2029	39.55				39.55
2030-00-00 Class of 2030	137.56				137.56
2031-00-00 Class of 2031	0.00	801.03	801.03		0.00
2032-00-00 Class of 2032	1,231.15	1,089.68	1,804.91		515.92
2033-00-00 Class of 2033	736.75		655.63		81.12
2034-00-00 Class of 2034	662.45	392.00	319.21		735.24
2035-00-00 Class of 2035	119.05	265.00	331.12		52.93
2036-00-00 Class of 2036	(34.00)	319.00	516.56	232.00	0.44
2090-10-00 Acting Club	51.46				51.46
2410-00-00 Culinary Kids 2/3	80.57				80.57
2415-10-00 Science Club	10.31				10.31
2420-10-00 Board Game Club	464.00				464.00
2590-10-00 Lady Lions Running Club	797.08	2,390.00			3,187.08
2590-20-00 Boys Running Club	1,871.08				1,871.08
4100-10-10 Fitness Club	130.05				130.05
4200-10-00 Birthday Books	515.00	30.00			545.00
4200-20-00 Book Fair	(39.64)				(39.64)
4210-00-00 Holiday Creations	135.85				135.85
4300-00-00 Yearbook	820.61	42.90			863.51
5100-00-00 General Fund	289.70				289.70
5500-10-00 ALES Grant Awards	18.19				18.19
5700-00-00 Social Committee	245.00				245.00
6000-00-00 Interest Income	2,030.43	60.03			2,090.46
6000-30-00 Field Trip Reserve	1,167.69			(232.00)	935.69
Total Other Accounts	11,633.14	5,389.64	4,428.46	0.00	12,594.32

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	16,833.95	2,139.79	2,823.09		16,150.65
Total Cash Accounts	16,833.95	2,139.79	2,823.09	0.00	16,150.65
Other Accounts					
2000-10-00 Student Council	1,708.18				1,708.18
2029-00-00 Class of 2029	107.11	2,078.01	2,185.12		0.00
2030-00-00 Class of 2030	667.58				667.58
2031-00-00 Class of 2031	34.86				34.86
2110-10-00 Band	468.32				468.32
2140-10-00 Chorus	720.03				720.03
2150-30-00 Musical	6,987.26				6,987.26
2151-10-00 Music Club	197.06				197.06
2220-10-00 Art Club	363.89				363.89
2230-10-00 Beta Club	551.76				551.76
2240-00-00 Baking Club	0.16				0.16
2250-00-00 Chess Club	0.10				0.10
2391-10-00 AVID	1,061.59		637.97		423.62
2430-10-00 Special Ed Community Trips	5.50				5.50
2590-40-00 Read-a-Thon	373.79				373.79
3020-00-00 Wrestling	396.89				396.89
3100-20-00 Volleyball	15.15				15.15
3110-10-00 Cross Country	106.25				106.25
3210-00-00 Boys Basketball	154.51				154.51
3210-10-00 Girls Basketball	123.14				123.14
3230-10-00 Track and Field	114.16				114.16
3250-20-10 Poms/Dance	87.48				87.48
3350-20-10 Cheerleading	34.18				34.18
4100-10-00 PBIS	36.96				36.96
4100-30-00 General	17.91				17.91
4300-30-00 Staff Account	19.11				19.11
5110-10-00 D300 Honors Band Concert	102.20				102.20
5110-20-00 MB Jazz Ensembles	814.00				814.00
5200-00-00 Physical Education Fund	477.21				477.21
6000-20-00 Field Trip Reserve	650.00				650.00
6000-30-00 Interest Income	437.61	61.78			499.39
Total Other Accounts	16,833.95	2,139.79	2,823.09	0.00	16,150.65

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 BMOHarris Checking Account	17,778.80	(682.69)	3,430.54		13,665.57
Total Cash Accounts	17,778.80	(682.69)	3,430.54	0.00	13,665.57
Other Accounts					
2031-00-00 Class of 2031	256.65		256.65		0.00
2032-00-00 Class of 2032	562.72		562.72		0.00
2033-00-00 Class of 2033	120.00		120.00		0.00
2034-00-00 Class of 2034	250.82		250.82		0.00
2035-00-00 Class of 2035	455.55		455.55		0.00
2036-00-00 Class of 2036	750.40		437.09		313.31
2037-00-00 Class of 2037	123.50		123.50		0.00
3010-00-00 Yearbook	1,157.00	(740.00)			417.00
3100-20-00 Math and Reading Night	1,236.00				1,236.00
3200-10-00 Running Club	554.05				554.05
4100-30-00 General	203.95		23.91		180.04
4200-10-00 Field Trip Donaton	4,835.49		1,155.97		3,679.52
5100-10-00 PBIS	390.00				390.00
5100-10-10 Staff Sunshine Account	1,317.96		44.33		1,273.63
6000-00-00 Interest Income	707.71	57.31			765.02
6000-30-00 Field Trip Reserve	4,857.00				4,857.00
Total Other Accounts	17,778.80	(682.69)	3,430.54	0.00	13,665.57

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	34,615.41	4,137.87			38,753.28
Total Cash Accounts	34,615.41	4,137.87	0.00	0.00	38,753.28
Other Accounts					
2000-10-00 Student Council	3,028.69				3,028.69
2031-00-00 Class of 2031	112.03	801.03			913.06
2032-00-00 Class of 2032	0.00	1,089.68			1,089.68
2105-00-00 Man in Demand/Dare to be Rare	447.56				447.56
2110-10-00 Music	739.12				739.12
2110-20-00 MB Jazz	420.00				420.00
2120-10-00 Drama	1,992.17				1,992.17
2140-10-00 Chorus	846.04				846.04
2221-10-00 Art Club	10.00				10.00
2230-10-00 Beta Club	522.68				522.68
2235-10-00 Chess Club	72.30				72.30
2481-10-00 Yearbook	195.56	2,140.00			2,335.56
2590-40-00 Relay for Life	2.00				2.00
2670-20-00 Book Fair	13.14				13.14
3250-20-10 Poms	2,868.85				2,868.85
3350-20-10 Cheerleading	3,966.89				3,966.89
4101-30-00 AVID	9,620.47				9,620.47
4210-20-00 General	514.82				514.82
4300-30-00 Sunshine	1,052.14	(20.00)			1,032.14
6000-00-00 Interest	4,690.95	127.16			4,818.11
6000-30-00 Field Trip Reserve	3,500.00				3,500.00
Total Other Accounts	34,615.41	4,137.87	0.00	0.00	38,753.28

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris Cash Account	4,145.67	14.40			4,160.07
Total Cash Accounts	4,145.67	14.40	0.00	0.00	4,160.07
Other Accounts					
4100-00-00 Student Memorial Fundraiser	85.80				85.80
4700-00-00 Pyramid Model Committee	1,616.29				1,616.29
5100-00-00 General Student Activities	109.19				109.19
5200-00-00 PBIS	1,791.25				1,791.25
6000-00-00 Interest Income	543.14	14.40			557.54
Total Other Accounts	4,145.67	14.40	0.00	0.00	4,160.07

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	266,125.99	98,111.06	17,898.25		346,338.80
Total Cash Accounts	266,125.99	98,111.06	17,898.25	0.00	346,338.80
Other Accounts					
1000-10-10 Banking Corrections	(204.00)		300.00		(504.00)
2000-10-00 Student Council	46,043.31	107.11			46,150.42
2095-10-00 Animation Club	98.78				98.78
2110-10-00 Instrumental Music	2,358.01	380.00			2,738.01
2120-10-00 Drama Club	5,450.53				5,450.53
2120-20-00 Musical Account	6,175.18				6,175.18
2120-30-00 Fall Play	12,884.84				12,884.84
2140-10-00 Choral Music	(181.18)				(181.18)
2145-50-00 Orchestra	26,043.24	87,286.00			113,329.24
2223-20-00 Charger Pride-Staff	2,311.81				2,311.81
2230-10-00 Beta Club	2,250.68				2,250.68
2235-10-00 SAFE	2,218.42				2,218.42
2240-10-00 Black Youth Alliance	246.31				246.31
2260-10-00 Industrial Ed Club	353.86				353.86
2263-10-00 Rotary Interact	1,491.14				1,491.14
2280-20-00 Environmental Club	1,751.59				1,751.59
2282-10-00 GirlUp	1,362.34				1,362.34
2310-10-00 World Language (French) Club	3,671.97				3,671.97
2340-10-00 Science Olympiad	(67.79)				(67.79)
2370-10-00 FACS Club	1,157.00				1,157.00
2375-10-00 Literary Arts Magazine	3,989.50				3,989.50
2385-10-00 Poetry Club-Souls Spill Ink	1,088.58				1,088.58
2390-10-00 National Honor Society	2,607.92	1,760.00			4,367.92
2390-20-00 Illinois Music Honors Society	238.63				238.63
2391-10-00 AVID	2,318.60	697.07			3,015.67
2392-00-00 PSI Alpha	301.32				301.32
2408-10-00 GSA/LGBT Support Group	949.70				949.70
2439-10-00 Peer Mentors	298.30				298.30
2450-10-00 Debate Team	212.32				212.32
2480-10-00 Yearbook-INACTIVE	(29.92)				(29.92)
2590-40-00 Relay for Life	688.95				688.95
2591-10-00 Fight the Stigma	756.25				756.25
2592-10-00 Minority Leadership	804.52				804.52
2595-10-00 HOSA	221.22				221.22
2618-10-10 Operation Click	2,530.98				2,530.98
2700-10-20 Work Program/Buttons/Store	950.33				950.33
3100-20-20 Baseball	13,987.38				13,987.38
3150-20-10 Softball	6,710.28				6,710.28
3200-20-10 Girls Basketball	2,550.20		104.00		2,446.20
3200-20-20 Boys Basketball	6,929.51				6,929.51
3210-20-10 Girls Bowling	(233.68)				(233.68)
3250-00-00 Dance Team (Poms)	7,768.72		4,950.00		2,818.72
3300-20-10 Girls Soccer	3,770.66				3,770.66
3300-20-20 Boys Soccer	7,529.33				7,529.33
3350-20-10 Cheerleading	20,005.96	6,272.00	8,411.41		17,866.55
3400-20-10 Girls Tennis	1,404.78				1,404.78
3400-20-20 Boys Tennis	2,280.24				2,280.24
3450-20-10 Girls Swimming	581.91				581.91
3500-20-10 Girls Track	4,320.19	457.00			4,777.19

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
3500-20-20 Boys Track	3,086.25		2,042.84		1,043.41
3600-20-10 Girls Golf	1,450.10				1,450.10
3600-20-20 Boys Golf	3,747.25		40.00		3,707.25
3650-20-10 Boys Lacrosse	4,714.12		2,050.00		2,664.12
3700-20-10 Football	1,395.26	65.23			1,460.49
3750-20-10 Flag Football	1,482.20				1,482.20
3800-20-00 Cross Country	(153.21)				(153.21)
3850-20-00 Wrestling	2,474.17				2,474.17
3900-20-00 Volleyball	2,410.14				2,410.14
4000-10-00 Sr. Class Gift	5,242.96				5,242.96
4100-30-00 General	3,666.44				3,666.44
4300-20-00 Sunshine Club/Staff Pride	1,073.07				1,073.07
4700-30-00 Scholarships	3,685.67				3,685.67
4750-10-00 Testing Prep	1,318.00				1,318.00
6000-00-00 Interest Income	15,999.85	1,086.65			17,086.50
6000-30-00 Field Trip Reserve	3,585.00				3,585.00
Total Other Accounts	266,125.99	98,111.06	17,898.25	0.00	346,338.80

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	4,608.74	15.21	430.46		4,193.49
Total Cash Accounts	4,608.74	15.21	430.46	0.00	4,193.49
Other Accounts					
2031-10-00 Class of 2031 Field Trips	31.97			(31.97)	0.00
2032-10-00 Class of 2032 Field Trips	206.00		165.56	(40.44)	0.00
2033-10-00 Class of 2033 Field Trips	178.31				178.31
2034-10-00 Class of 2034 Field Trips	196.12				196.12
2035-10-00 Class of 2035 Field Trips	127.25				127.25
2036-00-00 Class of 2036	15.80				15.80
2037-10-00 Class of 2037 Field Trips	300.00		264.90		35.10
4100-30-00 General Fund	599.96			72.41	672.37
4200-10-00 Service Club	733.87				733.87
6000-00-00 Interest Income	221.46	15.21			236.67
6000-30-00 Field Trip Reserve	1,998.00				1,998.00
Total Other Accounts	4,608.74	15.21	430.46	0.00	4,193.49

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	122,953.21	43,964.51	4,899.69		162.018.03
Total Cash Accounts	122,953.21	43,964.51	4,899.69	0.00	162,018.03
Other Accounts					
2000-10-00 Cardunal Council (Student)	1,214.42	3,180.00			4,394.42
2027-20-00 Class of 2027-B	114.66				114.66
2029-10-00 Class of 2029-A	(1,020.00)	1,740.00	396.47		323.53
2030-10-00 Class of 2030-A	(490.63)	3,960.00	1,949.67	1,332.00	2,851.70
2030-20-00 Class of 2030-B	(1,117.07)				(1,117.07)
2031-10-00 Class of 2031-A	169.58				169.58
2031-20-00 Class of 2031-B	169.58				169.58
20TG-00-00 Universal Team (PBIS)	2,470.00				2.470.00
20TY-00-00 Secondary Team	363.97				363.97
2110-10-00 Band	6,088.58	7,810.00		420.00	14,318.58
2130-10-00 Music Department	(5,138.27)	12,510.00			7,371.73
2140-10-00 Chorus/Vocal	5,932.48	1,864.00			7.796.48
2150-30-00 Musical/Ensembles	16,776.51	4,678.00	161.37		21.293.14
2155-10-00 Orchestra	16,613.30				16.613.30
2220-10-00 Art Club	5,478.15				5,478.15
2230-10-00 Beta Club	3,392.84				3,392.84
2380-10-00 Targeted Intervention Team	13.53				13.53
2391-10-00 AVID	(1,044.33)	4,075.00		868.00	3.898.67
2425-10-00 Exploratory/Spanish	446.34				446.34
2431-10-00 Life Program (SPED)	47.52				47.52
2432-10-00 Snack (skills) Program	(48.08)				(48.08)
2435-10-00 S.O.A.R.	481.55				481.55
2436-10-00 SWANS	23.22				23.22
2481-10-00 Yearbook Club	1,819.77		1,725.50		94.27
2530-10-00 Chess Club	326.91				326.91
2560-30-00 Book Club	6.15				6.15
2565-00-00 Bracelet Club	370.00				370.00
2566-10-00 Garden Club	226.04				226.04
2570-30-00 IMC	630.17				630.17
2590-10-00 Lions	16.11				16.11
2615-10-00 Midnight Mile	19,193.77				19,193.77
2619-10-00 Cardunal Care	3,301.59				3.301.59
2620-10-00 Scrapbook	102.00				102.00
2625-10-00 Schoolpalooza	358.49	1,020.00	456.58		921.91
2630-10-00 Ski Club	746.35	2,616.00			3,362.35
2631-10-00 Washington D.C. Trip	3.77				3.77
2635-10-00 Snowflake	1,331.31				1,331.31
2655-10-00 Battle of the Books	5.30				5.30
2665-10-00 Spelling Bee	21.34				21.34
2670-10-00 Robotics	1,356.65				1,356.65
2675-00-00 STEM	65.35				65.35
3000-20-00 Athletics (DEL:2yr 15/16)	135.00				135.00
3010-00-00 Ultimate Club	352.24				352.24
3207-20-10 Girls Basketball - 7th	83.51				83.51
3207-20-20 Boys Basketball - 7th	0.62				0.62
3208-20-20 Boy's Basketball - 8th	183.47				183.47
3250-20-10 Poms	0.40				0.40
3253-20-10 Intramural Basketball	82.06				82.06
3254-20-00 Intramural Poms	121.95				121.95
3255-20-10 Intramural Wrestling	48.00				48.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
3350-20-10 Cheerleading	31.80				31.80
3400-10-00 Color Guard	212.49				212.49
3500-20-10 Track Team	96.18				96.18
3600-10-00 Flag Football	542.22				542.22
3800-20-00 Cross Country	215.53				215.53
3800-20-10 Marathon Club - 6th Gr.CC Only	16.00				16.00
3840-10-00 Wiffle Ball	315.54				315.54
3850-20-00 Wrestling	844.08				844.08
3900-20-00 Volleyball	137.55				137.55
4100-30-00 General	1,625.86				1,625.86
4110-10-00 Outdoor Club	1,977.44		112.20		1,865.24
4210-00-00 Fall Play	11,867.39				11,867.39
4220-00-00 Street Ensemble	143.19				143.19
4230-00-00 Buddy Club	114.14				114.14
4300-30-00 Faculty (Social) Fund	136.00				136.00
4400-30-00 Fitness Club (PE)	4,162.76				4,162.76
4500-30-00 Flower Fund	411.18		97.90		313.28
6000-00-00 Interest Income	16,199.69	511.51			16,711.20
6000-30-00 Field Trip Reserve	2,078.00			(2,620.00)	(542.00)
Total Other Accounts	122,953.21	43,964.51	4,899.69	0.00	162,018.03

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	2,920.16	10.20	362.04		2,568.32
Total Cash Accounts	2,920.16	10.20	362.04	0.00	2,568.32
Other Accounts					
2029-00-00 Class of 2029	59.55				59.55
2032-00-00 Class of 2032	64.09				64.09
2034-00-00 Class of 2034	296.00		362.04		(66.04)
2035-00-00 Class of 2035	(506.00)				(506.00)
2036-00-00 Class of 2036	649.31				649.31
2100-10-10 Julie Voss Class-Inactive	0.10				0.10
2100-20-10 LEAP Program	15.00				15.00
4100-30-00 Miscellaneous	555.03				555.03
5010-00-00 Library Books (Birthday Club)	232.59				232.59
6000-00-00 Interest Income	409.49	10.20			419.69
6000-30-00 Field Trip Reserve	1,145.00				1,145.00
Total Other Accounts	2,920.16	10.20	362.04	0.00	2,568.32

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	6,460.66	2,676.09	855.00		8,281.75
Total Cash Accounts	6,460.66	2,676.09	855.00	0.00	8,281.75
Other Accounts					
2032-00-00 Class of 2032	246.69				246.69
2033-00-00 Class of 2033	1,002.53				1,002.53
2034-00-00 Class of 2034	(697.99)	1,700.00		740.00	1,742.01
2035-00-00 Class of 2035	511.88				511.88
2036-00-00 Class of 2036	744.39	78.00			822.39
2037-00-00 Class of 2037	373.34	870.00	855.00		388.34
2140-10-10 Chorus	788.82				788.82
2215-10-10 Yearbook - Elem	726.00				726.00
2499-20-00 Apparel Store	0.11				0.11
2590-30-00 Girls on the Run	5.00				5.00
4100-30-00 General	63.48				63.48
4300-20-00 Staff Wear	75.00				75.00
5010-10-00 PBIS	1,343.65				1,343.65
6000-00-00 Interest Income	119.76	28.09			147.85
6000-30-00 Field Trip Reserve	1,158.00			(740.00)	418.00
Total Other Accounts	6,460.66	2,676.09	855.00	0.00	8,281.75

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	7,632.52	31.80	1,692.71		5,971.61
Total Cash Accounts	7,632.52	31.80	1,692.71	0.00	5,971.61
Other Accounts					
2000-20-00 LIFE Program	2,708.87				2,708.87
2032-00-00 Class of 2032	415.95		794.70		(378.75)
2033-00-00 Class of 2033	(841.95)				(841.95)
2034-00-00 Class of 2034	596.36		633.11		(36.75)
2035-00-00 Class of 2035	(105.07)				(105.07)
2036-00-00 Class of 2036	(118.60)				(118.60)
2037-00-00 Class of 2037	(120.00)		264.90		(384.90)
2276-10-00 Field Trips	27.02				27.02
2277-10-00 Field Days	595.68				595.68
2590-40-00 Relay for Life	700.81				700.81
4100-30-00 General	514.10				514.10
5000-10-00 Staff Social Account	(38.30)				(38.30)
6000-00-00 Interest Income	797.65	31.80			829.45
6000-30-00 Field Trip Reserve	2,500.00				2,500.00
Total Other Accounts	7,632.52	31.80	1,692.71	0.00	5,971.61

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	3,360.29	11.70			3,371.99
Total Cash Accounts	3,360.29	11.70	0.00	0.00	3,371.99
Other Accounts					
2151-10-20 Summer Music Camp	268.29				268.29
2590-40-00 Relay for Life	144.00				144.00
4100-30-00 General	343.49				343.49
4210-00-00 Scholastic Book Fair-Fall	3.59				3.59
4220-00-00 Scholastic Book Fair-Spring	427.62				427.62
4270-00-00 PBIS	202.10				202.10
4600-10-00 Change Drawer	231.00				231.00
5000-10-10 Staff Spirit Wear	154.33				154.33
6000-00-00 Interest Income	247.87	11.70			259.57
6000-30-00 Field Trip Reserve	1,338.00				1,338.00
Total Other Accounts	3,360.29	11.70	0.00	0.00	3,371.99

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris Bank Checking	4,163.53	26.36	656.50		3,533.39
Total Cash Accounts	4,163.53	26.36	656.50	0.00	3,533.39
Other Accounts					
2032-00-00 Class of 2032	33.00		33.00		0.00
2034-00-00 Class of 2034	436.30				436.30
2035-00-00 Class of 2035	87.66				87.66
2036-00-00 Class of 2036	858.00				858.00
2140-20-00 Chorus	47.50				47.50
2270-10-00 Environmental Science	329.61				329.61
4100-30-00 General	117.51				117.51
5100-00-00 Scholastic Book Fair	436.65				436.65
5110-00-00 Yearbook	292.00				292.00
5200-00-00 Sunshine Staff Account	466.53				466.53
6000-00-00 Interest Income	830.77	26.36	623.50		233.63
6000-30-00 Field Trip Reserve	228.00				228.00
Total Other Accounts	4,163.53	26.36	656.50	0.00	3,533.39

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	406,998.21	20,890.74	51,845.59		376.043.36
Total Cash Accounts	406,998.21	20,890.74	51,845.59	0.00	376,043.36
Other Accounts					
2000-10-00 Student Council	2,554.94				2,554.94
2014-10-00 Homecoming	40,501.50				40.501.50
2015-10-10 Class of 2015 Statue Maintenan	69.26				69.26
2025-00-00 Class of 2025	3,350.54				3,350.54
2026-00-00 Class of 2026	6,473.71				6,473.71
2027-00-00 Class of 2027	10,324.47				10,324.47
2028-00-00 Class of 2028	2,025.96				2,025.96
2110-10-00 Band	492.56				492.56
2112-00-00 Tri M (Modern Music Masters)	2,168.37				2,168.37
2140-10-00 Chorus	1,080.15		3.16		1,076.99
2150-30-00 Musical	19,246.61		9,457.92		9,788.69
2151-10-00 Music Student Tour Account	3,019.84				3,019.84
2155-10-00 Orchestra	454.38				454.38
2156-10-00 Prom - Junior Class	28,341.47				28,341.47
2220-10-00 Art Club	1,426.52		183.22		1,243.30
2222-10-00 ABC Business Club	1,475.92				1,475.92
2223-00-00 ASL Club	498.45				498.45
2225-10-00 Black Student Alliance	4,400.45				4,400.45
2225-20-00 Hispanic Youth Alliance	551.06		8.26		542.80
2230-10-00 Debate Team	1,197.06				1,197.06
2240-10-00 Drama Club	716.16	2,064.00	105.99		2,674.17
2250-10-10 GSA Club	96.25				96.25
2260-10-00 Industrial Arts	2,591.92				2,591.92
2265-10-00 Environmental Club/Med Careers	1,529.53		360.71		1,168.82
2276-10-00 Field Trips	52.46				52.46
2280-10-00 Fishing Club	522.19				522.19
2310-10-00 AAPI Club	741.72				741.72
2320-10-00 German Club	206.94				206.94
2330-10-00 Foreign Language	180.71				180.71
2330-20-00 French Club	412.00				412.00
2340-10-00 Spanish Club	240.07				240.07
2350-10-00 Language Arts Field Trips	808.00				808.00
2370-10-00 Peer Mentoring	84.70				84.70
2390-10-00 National Honor Society	7,776.12				7.776.12
2390-20-00 Robotics	100.91				100.91
2391-10-00 AVID	14,484.06				14,484.06
2393-10-00 PBIS	1,487.06				1,487.06
2410-00-00 Math Team	461.00				461.00
2480-10-00 Yearbook	98.16				98.16
2499-30-00 School Store	823.97				823.97
2618-10-10 Operation Click	1,064.80				1,064.80
2620-00-00 Female Empowerment	514.37		59.93		454.44
2644-10-00 Co-Op	5,612.41		702.00		4.910.41
2647-10-00 FACS	294.94				294.94
2655-00-00 Literary Magazine	551.73				551.73
2670-10-00 Scholastic Bowl	234.09				234.09
2671-00-00 Science	1,896.57			(116.19)	1.780.38
2671-10-00 Science-Six Flags GreatAmerica	588.01		704.19	116.19	0.01
2680-10-00 Marketing Class	181.65				181.65
2685-00-00 Target Edu	211.77				211.77

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2686-00-00 Woodshop	140.00				140.00
2690-00-00 WHIPS TV	58.00				58.00
2710-10-00 Activity Directors	601.16		17.94		583.22
3100-10-00 Athletic Development	1,321.54				1,321.54
3100-20-20 Baseball	18,598.34	2,670.00	6,435.71		14,832.63
3150-20-10 Softball	7,044.06		55.00		6.989.06
3200-20-10 Girls Basketball	2,888.24	7,200.00	7,277.84		2,810.40
3200-20-20 Boys Basketball	2,241.50	700.00			2.941.50
3250-20-10 Poms	10,669.20				10.669.20
3300-20-10 Girls Soccer	9,272.99				9,272.99
3300-20-20 Boys Soccer	1,372.25				1,372.25
3350-20-10 Cheerleading	10,204.44	5,832.00	10,335.00		5.701.44
3400-20-10 Girls Tennis	5,488.93		212.60		5.276.33
3400-20-20 Boys Tennis	4,885.87				4.885.87
3500-20-10 Girls Track & Field	8,464.63		449.92		8,014.71
3500-20-20 Boys Track	7,761.95		397.86		7.364.09
3600-20-10 Boys Golf	5,613.85				5.613.85
3600-20-20 Girls Golf	3,670.56				3.670.56
3610-10-00 Boys Lacrosse	3,466.30	585.00	1,258.42		2.792.88
3610-20-00 Girls LaCrosse	3,556.31				3,556.31
3700-20-10 Football	13,993.50		11,275.57		2,717.93
3700-30-10 Powder Puff	3,528.25				3.528.25
3700-40-10 Flag Football	2,278.77		3.87		2.274.90
3800-10-00 Whip Squad	193.00				193.00
3800-20-00 Boys and Girls Cross Country	1,076.51				1,076.51
3850-20-00 Wrestling	6,155.80				6.155.80
3900-20-00 Volleyball	492.41		257.00		235.41
3900-20-10 Volleyball Club	118.00				118.00
3990-10-00 Gatorade Fundraiser	537.87	105.00			642.87
4000-30-00 General	7,584.80	298.00	298.00		7,584.80
4100-00-00 FVC Leadership	981.48				981.48
4150-00-00 Teacher Grants	22.50				22.50
4210-10-00 Rachel's Challenge	20.00				20.00
4220-00-00 D300 Speaks	219.52				219.52
4300-20-00 Sunshine	92.70				92.70
4300-30-00 Spiritwear	3.03				3.03
4300-40-00 PE-Active	1.00				1.00
4700-10-00 2017 Gene Haas Scholarship	531.79				531.79
4700-10-10 2018 Gene Haas Scholarship	1,558.50				1,558.50
4700-10-20 2019 Gene Haas Scholarship	7,021.00				7,021.00
4700-10-30 2020 Gene Haas Scholarship	12,000.00				12,000.00
4700-10-50 2024 GENE HAAS SCHOLARSHIP	20,000.00				20,000.00
4700-30-00 Scholarship & Blood Drive	1,290.00				1,290.00
4700-40-00 Drama Club Scholarship	0.50				0.50
4800-00-00 Guidance	642.52				642.52
6000-00-00 Interest	41,703.15	1,436.74	1,985.48		41,154.41
6000-30-00 Field Trip Reserve	3,414.00				3,414.00
Total Other Accounts	406,998.21	20,890.74	51,845.59	0.00	376,043.36

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	85,179.23	1,121.79	3,629.54		82,671.48
Total Cash Accounts	85,179.23	1,121.79	3,629.54	0.00	82,671.48
Other Accounts					
1000-10-00 Banking Corrections	59.78				59.78
2001-10-00 Student Council - MS	665.53				665.53
2029-00-00 Class of 2029	3,629.54		3,629.54	3,309.55	3,309.55
2030-00-00 Class of 2030	3,309.55			(2,952.27)	357.28
2031-00-00 Class of 2031	357.28	819.37		(357.28)	819.37
2111-00-00 Music Field Trip Account	4,149.17				4,149.17
2114-10-00 Band - MS	1,090.14				1,090.14
2120-10-00 Drama Club	18,117.36				18,117.36
2140-10-00 Chorus	2,911.68				2,911.68
2155-10-00 MS Orchestra	1,140.79				1,140.79
2210-00-00 Cafe 10A	541.78				541.78
2225-10-00 Arts & Craft Club	62.80				62.80
2230-10-00 Beta Club	4,294.55				4,294.55
2391-10-00 AVID	14,610.92				14,610.92
2400-00-00 PBIS	1,771.42				1,771.42
2560-20-00 Book Fair	702.37				702.37
2631-10-29 Washington DC 8th Grade	5,226.87				5,226.87
2631-10-30 Washington DC 7th Grade	397.40				397.40
2667-00-00 MS Sports	1,227.12				1,227.12
2669-00-00 MS Yearbook	1,548.00				1,548.00
4100-30-00 General	6,720.43				6,720.43
4200-10-10 MS PE	255.00				255.00
4250-30-00 Student Activity	1,972.29				1,972.29
6000-00-00 Interest	8,325.46	302.42			8,627.88
6000-30-00 Field Trip Reserve	2,092.00				2,092.00
Total Other Accounts	85,179.23	1,121.79	3,629.54	0.00	82,671.48

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	354,084.55	60,020.49	98,464.23		315.640.81
Total Cash Accounts	354,084.55	60,020.49	98,464.23	0.00	315,640.81
Other Accounts					
1000-10-10 Banking Corrections	(26.50)				(26.50)
2000-10-00 Student Council	37,783.73		9,706.71		28,077.02
2022-00-00 Class of 2022	64.85				64.85
2023-00-00 Class of 2023	8,771.03				8.771.03
2024-00-00 Class of 2024	6,843.48				6,843.48
2025-00-00 Class of 2025	5,491.66	5,593.00	2,886.54		8,198.12
2026-00-00 Class of 2026	5,304.06	87.61			5.391.67
2027-00-00 Class of 2027	1,461.91				1.461.91
2028-00-00 Class of 2028	601.47				601.47
2110-00-10 Prom	39,583.70		7,344.38		32,239.32
2110-10-00 Band	6,106.23		3,925.82		2,180.41
2120-10-00 Drama Club	7,442.30		4,828.05		2,614.25
2140-10-00 Choral	5,990.36		2,428.31		3.562.05
2150-30-00 Musical	8,570.21				8.570.21
2151-10-00 Tri-M	659.00				659.00
2151-10-10 Music Industry Club- MIC	822.65				822.65
2152-10-00 24hr Musical	2,570.12	98.40	434.10		2,234.42
2155-10-00 Orchestra	1,504.27				1.504.27
2210-10-00 Activist Club	85.88				85.88
2220-10-00 Art Club	1,920.22		189.11		1,731.11
2230-00-00 Black Allegiance Club	(22.66)				(22.66)
2245-10-00 Women's Empowerment Club	572.89				572.89
2253-10-00 Conservation	495.04				495.04
2258-10-00 Engineering Club	161.85				161.85
2259-10-00 Film Production	203.00	33.85			236.85
2263-10-00 Interact Club	5,179.24				5,179.24
2276-10-00 Field Trips	534.59				534.59
2281-10-00 Gold Rush	428.48				428.48
2310-10-00 French Club	200.36				200.36
2320-10-00 German Club	282.64				282.64
2330-10-00 Spanish Club	138.05				138.05
2330-20-00 World Language Department	287.37				287.37
2340-10-10 Key Club	3,176.96	250.00	75.73		3,351.23
2370-10-00 FCCLA	79.42				79.42
2390-10-00 National Honor Society	5,788.60	1,720.00	3,000.00		4,508.60
2391-10-00 AVID	6,490.84		649.30		5,841.54
2393-10-00 PBIS	884.95				884.95
2400-10-00 Peer Mediation/SADD	102.95				102.95
2405-10-00 Debate Team	3,320.59	250.00			3.570.59
2406-10-00 DJ (Entertainment) Club	680.05		287.99		392.06
2408-10-00 GSA (Gay Straight Alliannce)	547.86				547.86
2409-10-00 Hispanic Youth Alliance	276.97				276.97
2409-20-00 AAPIA-Asian Amer Pac Islander	43.52				43.52
2409-30-00 South Asian Student Alliance	203.50				203.50
2410-10-00 Knitting Club	20.00				20.00
2415-10-00 Science Club	446.89				446.89
2420-10-00 Science Olympiad	224.78	531.16			755.94
2425-10-00 Girls Into Stem	100.00				100.00
2430-10-00 Academic Challenge	50.00				50.00
2590-40-00 Relay for Life	122.51				122.51

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2618-30-00 Green Eagles	2,916.70				2.916.70
2618-30-10 High School Against Cancer	25.35				25.35
3000-10-00 Special Olympics	4,081.36				4.081.36
3001-00-00 Student Act/Ath Council	55.00				55.00
3100-20-20 Baseball	24,107.46		6,435.36		17,672.10
3150-20-10 Softball	6,222.41		2,318.94		3.903.47
3200-20-10 Girls Basketball	1,645.96		488.67		1,157.29
3200-20-20 Boys Basketball	6,599.18				6.599.18
3210-20-10 Bowling	337.05				337.05
3250-20-10 Dance Team	5,863.49	17,331.00	20,674.93		2,519.56
3275-00-00 Math Team	798.27				798.27
3300-20-10 Girls Soccer	6,461.74	4,418.55	4,572.00		6.308.29
3300-20-20 Boys Soccer	13,616.19		7,235.12		6.381.07
3350-20-10 Cheerleaders	3,664.16	22,466.13	5,438.05		20.692.24
3400-20-10 Girls Tennis	0.81				0.81
3400-20-20 Boys Tennis	5,390.37	207.54	661.83		4.936.08
3450-20-10 Girls Swimming	50.00				50.00
3450-20-20 Boys Swimming	1,244.98				1,244.98
3500-20-10 Girls Track & Field	7,148.41		622.00		6.526.41
3500-20-20 Boys Track	10,702.63		3,532.95		7,169.68
3600-20-10 Girls Golf	1,495.18				1.495.18
3600-20-20 Boys Golf	1,296.78				1.296.78
3650-20-10 Boys Lacrosse	8,780.00		322.19		8.457.81
3700-20-10 Football	12,451.47	4,285.00	3,489.67		13.246.80
3750-20-10 Flag Football	4,737.26				4,737.26
3800-20-00 Cross Country	2,567.69		1,158.96		1.408.73
3850-20-00 Wrestling	8,546.07				8.546.07
3900-20-00 Volleyball	6,848.95	1,485.00	1,786.00		6.547.95
4100-30-00 General	251.18				251.18
4110-10-00 Eagle Minds Matter	1,081.00				1,081.00
4200-10-00 Eagle's Wings Food Pantry	7,264.94				7.264.94
4300-30-10 Eagle Pride Advisory Committee	1,955.32		1,377.08		578.24
6000-00-00 Interest	19,790.32	1,263.25	2,594.44		18.459.13
6000-30-00 Field Trip Reserve	3,515.00				3,515.00
Total Other Accounts	354,084.55	60,020.49	98,464.23	0.00	315,640.81

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	8,049.67	28.03	472.40		7,605.30
Total Cash Accounts	8,049.67	28.03	472.40	0.00	7,605.30
Other Accounts					
2034-00-00 Class of 2034	248.77				248.77
2631-10-00 Field Trip Grant Funds	94.47				94.47
3020-10-00 Leopards Chorus Club	1,897.67				1,897.67
3030-20-00 ILMEA	80.00				80.00
4100-30-00 Principal Discretionary Fund	1,509.14				1,509.14
5010-00-10 Jump Rope for Heart	50.00				50.00
5020-00-00 Ned Show / Yo-yo	1,184.00				1,184.00
5100-00-00 Leopards Holiday Giving	71.36				71.36
5900-00-00 General	1,017.36				1,017.36
6000-00-00 Interest Income	1,289.60	28.03			1,317.63
6000-30-00 Field Trip Reserve	607.30		472.40		134.90
Total Other Accounts	8,049.67	28.03	472.40	0.00	7,605.30

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	16,071.26	1,126.61			17,197.87
Total Cash Accounts	16,071.26	1,126.61	0.00	0.00	17,197.87
Other Accounts					
2001-10-10 PBIS (Student Council)	4,210.81				4,210.81
2033-00-00 Class of 2033	849.76				849.76
2034-00-00 Class of 2034	763.40				763.40
2035-00-00 Class of 2035	811.32				811.32
2036-00-00 Class of 2036	456.98				456.98
2037-00-00 Class of 2037	333.40				333.40
2110-10-00 Band	16.70				16.70
2120-00-00 Book Fair	2,421.76				2,421.76
2151-10-00 Music Club	551.19				551.19
2230-10-00 Beta Club	42.46				42.46
2540-20-00 Cultural Committee	285.60				285.60
2618-30-00 Families in Need	104.41				104.41
2657-00-00 Family Night-Math Night	1,349.95				1,349.95
2657-10-00 Family Night-Reading Night	1,985.96	1.02			1,986.98
4100-30-00 Miscellaneous/General	278.43	1,060.00			1,338.43
4300-30-00 Sunshine Fund	0.66				0.66
6000-00-00 Interest Income	1,233.39	65.59			1,298.98
6000-30-00 Field Trip Reserve	375.08				375.08
Total Other Accounts	16,071.26	1,126.61	0.00	0.00	17,197.87

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	6,836.76	3,271.91	1,104.22		9,004.45
Total Cash Accounts	6,836.76	3,271.91	1,104.22	0.00	9,004.45
Other Accounts					
2030-00-00 Class of 2030	282.29				282.29
2032-00-00 Class of 2032	721.00		721.00		0.00
2033-00-00 Class of 2033	(256.00)			256.00	0.00
2034-00-00 Class of 2034	426.00				426.00
2035-00-00 Class of 2035	(443.00)			443.00	0.00
2036-00-00 Class of 2036	375.00				375.00
2037-00-00 Class of 2037	231.00		383.22	152.22	0.00
2100-10-00 Dual Language Activities	40.00	40.00			80.00
2276-10-00 Field Trips	100.97				100.97
2410-00-00 Bookfair	11.18				11.18
2482-10-00 Yearbook	279.98				279.98
2590-40-00 Relay for Life	65.50				65.50
4100-30-00 General	75.20				75.20
4200-00-00 Liberty Chorus	1,855.70				1,855.70
4300-20-00 Kids Heart Challenge	500.00	700.00			1,200.00
4400-00-00 Reach for the Stars	946.48				946.48
5000-10-00 Student Assistance Account	725.98				725.98
6000-00-00 Interest Income	899.48	31.91			931.39
6000-30-00 Field Trip Reserve	0.00	2,500.00		(851.22)	1,648.78
Total Other Accounts	6,836.76	3,271.91	1,104.22	0.00	9,004.45

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	13,681.66	47.42	2,449.42		11,279.66
Total Cash Accounts	13,681.66	47.42	2,449.42	0.00	11,279.66
Other Accounts					
2032-00-00 Class of 2032	1,342.65		1,342.65		0.00
2033-00-00 Class of 2033	2,332.01				2,332.01
2034-00-00 Class of 2034	570.34				570.34
2035-00-00 Class of 2035	684.36		628.70		55.66
2036-00-00 Class of 2036	67.36				67.36
2037-00-00 Class of 2037	435.50		422.96		12.54
2210-00-00 Animal Shelter Fundraiser	0.50				0.50
2510-00-00 Scholastic Book Fair/Follett	90.02				90.02
3100-00-00 Yearbook	3,789.47		55.11		3,734.36
4100-00-00 Artworks Program	1,262.50				1,262.50
4100-30-00 General	258.78				258.78
4300-10-00 Staff Spiritwear	1,314.71				1,314.71
4300-20-00 Sunshine	286.14				286.14
6000-00-00 Interest Income	1,311.74	47.42			1,359.16
6000-30-00 Field Trip Reserve	(64.42)				(64.42)
Total Other Accounts	13,681.66	47.42	2,449.42	0.00	11,279.66

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	6,362.36	22.76	4,353.96		2,031.16
Total Cash Accounts	6,362.36	22.76	4,353.96	0.00	2,031.16
Other Accounts					
2590-30-00 Girls on the Run	69.01				69.01
4100-30-00 General	97.18				97.18
4250-30-00 Staff Spirit Wear	6.48				6.48
4300-30-00 Social Fund	108.45				108.45
4400-10-00 Scholastic Book Fair	3,960.16		4,353.96	500.00	106.20
5000-10-00 Yearbook	179.47				179.47
6000-00-00 Interest Income	843.61	22.76		(500.00)	366.37
6000-30-00 Field Trip Reserve	1,098.00				1,098.00
Total Other Accounts	6,362.36	22.76	4,353.96	0.00	2,031.16

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	4,080.92	15.00			4,095.92
Total Cash Accounts	4,080.92	15.00	0.00	0.00	4,095.92
Other Accounts					
2032-00-00 Class of 2032	192.00				192.00
2033-00-00 Class of 2033	106.16				106.16
2034-00-00 Class of 2034	165.36				165.36
2035-00-00 Class of 2035	14.19				14.19
4100-30-00 General	1,025.31				1,025.31
6000-00-00 Interest Income	456.40	15.00			471.40
6000-30-00 Field Trip Reserve	2,121.50				2,121.50
Total Other Accounts	4,080.92	15.00	0.00	0.00	4,095.92

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	8,494.96	29.47			8,524.43
Total Cash Accounts	8,494.96	29.47	0.00	0.00	8,524.43
Other Accounts					
2030-00-00 Class of 2030	117.00				117.00
2035-00-00 Class of 2035	16.00				16.00
2590-40-00 Relay for Life	1,248.02				1,248.02
4100-00-00 PBIS	2,068.62				2,068.62
4150-00-00 Math Night	108.00				108.00
4300-00-00 General Fund	2,297.26				2,297.26
5010-00-00 School Fundraisers	1,342.34				1,342.34
5030-10-00 School Store-Inactive	269.06				269.06
5500-00-00 Staff Social Account-Inactive	1.36				1.36
6000-00-00 Interest Income	1,006.30	29.47			1,035.77
6000-30-00 Field Trip Reserve	21.00				21.00
Total Other Accounts	8,494.96	29.47	0.00	0.00	8,524.43

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	9,329.77	32.43			9,362.20
Total Cash Accounts	9,329.77	32.43	0.00	0.00	9,362.20
Other Accounts					
2014-10-00 Kindergarten Grade Level Funds	614.07				614.07
2014-10-01 1st Grade Level Funds	190.01				190.01
2014-10-02 2nd Grade Level Funds	2.32				2.32
2014-10-03 3rd Grade Level Funds	224.36				224.36
2014-10-04 4th Grade Level Funds	764.03				764.03
2014-10-05 5th Grade Level Funds	146.76				146.76
2029-00-00 Class of 2029	0.45				0.45
2030-00-00 Class of 2030	20.00				20.00
2031-00-00 Class of 2031	111.00				111.00
2032-00-00 Class of 2032	88.00				88.00
2035-00-00 Class of 2035	(341.25)				(341.25)
3200-00-00 Media Center	96.42				96.42
3300-10-00 Student Council	568.09				568.09
3300-20-00 Perry Fundraising	3,040.82				3,040.82
3350-00-00 Kane County Cougars Grant	391.87				391.87
4100-30-00 General	381.71				381.71
4200-00-00 Perry Teacher Social Account	226.32				226.32
6000-00-00 Interest Income	1,295.79	32.43			1,328.22
6000-30-00 Field Trip Reserve	1,509.00				1,509.00
Total Other Accounts	9,329.77	32.43	0.00	0.00	9,362.20

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	5,452.67	17.71	1,930.71		3,539.67
Total Cash Accounts	5,452.67	17.71	1,930.71	0.00	3,539.67
Other Accounts					
2031-00-00 Class of 2031	133.81				133.81
2032-00-00 Class of 2032	1,255.00		1,122.32		132.68
2033-00-00 Class of 2033	683.51		301.55		381.96
2034-00-00 Class of 2034	299.91				299.91
2035-00-00 Class of 2035	606.81		506.84		99.97
2560-30-00 Library - Birthday Books	0.08				0.08
4100-30-00 Principal Discretionary	15.97				15.97
6000-00-00 Interest Income	522.58	17.71			540.29
6000-10-00 Bank Corrections	5.00				5.00
6000-30-00 Field Trip Reserve	1,930.00				1,930.00
Total Other Accounts	5,452.67	17.71	1,930.71	0.00	3,539.67

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	60,362.89	537.47	4,326.56		56,573.80
Total Cash Accounts	60,362.89	537.47	4,326.56	0.00	56,573.80
Other Accounts					
2000-10-00 Student Council	1,693.37				1,693.37
2028-00-00 Class of 2028-A	21.23				21.23
2029-00-00 Class of 2029-A	407.87				407.87
2029-10-00 Class of 2029-B	407.88				407.88
2030-00-00 Class of 2030-A	259.19		34.97		224.22
2030-10-00 Class of 2030-B	259.18		34.98		224.20
2031-10-00 Class of 2031-A	563.33				563.33
2031-20-00 Class of 2031-B	563.32				563.32
2032-00-00 Class of 2032	5,135.45		3,709.00		1,426.45
2033-00-00 Class of 2033	342.50		259.16		83.34
2034-00-00 Class of 2034	359.98				359.98
2035-00-00 Class of 2035	43.04				43.04
2112-00-00 Band - Middle School	1,205.26				1,205.26
2115-00-00 Music - Elementary	1,770.07				1,770.07
2150-30-00 Musicals	3,150.21				3,150.21
2151-10-00 Music Dept.	441.70				441.70
2220-10-00 Art Club	85.79				85.79
2230-10-00 Beta Club	5,680.62				5,680.62
2340-10-00 Spelling Bee	46.03				46.03
2391-10-00 AVID	8,295.98		12.93		8,283.05
2392-10-00 HANDS Club	0.06				0.06
2392-20-00 Pawsitivity Pack	722.21				722.21
2393-10-00 PBIS Middle School	84.61				84.61
2393-20-00 PBIS Elementary	810.34				810.34
2395-10-00 Family Engagement Nights	173.00				173.00
2481-10-00 Yearbook - MS	6,800.42				6,800.42
2482-10-00 Yearbook - ELE	1,047.28	320.00			1,367.28
2560-30-00 Birthday Book Club	3.74				3.74
2560-40-00 Library-Book Fair	6,577.09				6,577.09
2590-10-00 Boys Basketball Lions Club	0.66				0.66
2590-20-00 Girls Basketball Lions Club	36.92				36.92
2640-30-00 Science Fair	164.46				164.46
2660-00-00 Math Club	24.86				24.86
2668-00-00 Track	10.68				10.68
3250-20-10 Poms	465.42				465.42
3350-20-10 Cheerleading	960.44				960.44
3830-00-00 Basketball - Girls	0.04				0.04
3840-00-00 Basketball - Boys	0.04				0.04
3850-20-00 Wrestling	142.55				142.55
3860-20-00 Cross Country	78.20				78.20
3900-20-00 Volleyball	0.50				0.50
4100-30-00 General	495.91				495.91
4105-30-00 Student Assistance Account	1,403.37				1,403.37
4400-30-00 PE - MS	74.52				74.52
4401-30-00 PE - Elementary	243.09				243.09
4480-30-00 Barb Dubow Wal-Mart	5.82				5.82
5500-10-00 Bank Correction	150.00				150.00
6000-00-00 Interest Income	7,263.66	217.47	275.52		7,205.61
6000-30-00 Field Trip Reserve	1,891.00				1,891.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 6/1/2025 through 6/30/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Total Other Accounts	60,362.89	537.47	4,326.56	0.00	56,573.80

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: **August 12, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jeffrey Ehardt,
Director of Finance

Presented at the following Board Meetings	Date
Board Operations Committee	8/12/2025
BOE 1st Reading	8/26/2025
BOE 2nd Reading	8/26/2025

SUBJECT: **Donation Report - August 2025**

Background
Per Board Policy 8:80/8:90, the Donation Report is attached for your review and approval.

Donations Received June 2025

- Costco has donated the following items to our District Community Closet:
  - Gift Card - $500.00

Recommendation
The administration recommends approving the donations as presented.

Fiscal Impact
None

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: August 12, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jorge Almodovar,
Assistant Superintendent of Schools

Presented at the following Board Meetings	Date
Board Operations Committee	
BOE 1st Reading	8/12/2025
BOE 2nd Reading	8/26/2025

SUBJECT: **Boys & Girls Clubs of the Northwest Suburbs 21st Century Learning Center Agreement (MOU Renewal)**

Background

District 300 and the BGCNWS have a history of working together to provide additional support for students. The agreement being presented, between the district and the BGCNWS, has been reviewed and approved by the district's legal counsel. The agreement outlines the respective rights and responsibilities of the two parties and covers details such as facility use, data-sharing requirements, and the 21st Century Learning Community program specifics.

Administrative Recommendation

The administration recommends approving the agreement between the district and BGCNWS as presented.

Fiscal Impact

None

BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Algonquin Lakes Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Algonquin Lakes Elementary School ("the School") during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Algonquin Lakes Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Algonquin Lakes Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Algonquin Lakes Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Algonquin Lakes Elementary School; the School District as co-applicant, and the Principal and staff of Algonquin Lakes Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Algonquin Lakes Elementary School, in collaboration with CUSD 300 and Algonquin Lakes Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Algonquin Lakes Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Algonquin Lakes Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Algonquin Lakes Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.

- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.

- Shared use of common areas, including use of the bathrooms and cafeteria

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.

- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.

- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.

- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program

- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Algonquin Lakes Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program;

that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Algonquin Lakes Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the

data gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Algonquin Lakes Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer
Title

Date

Community Unit School District 300

Signature

Superintendent
Title

Date

Algonquin Lakes Elementary School

Signature

Principal
Title

Date

BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Carpentersville Middle School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Carpentersville Middle School ("the School") during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Carpentersville Middle School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Carpentersville Middle School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Carpentersville Middle School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Carpentersville Middle School; the School District as co-applicant, and the Principal and staff of Carpentersville Middle School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

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The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Carpentersville Middle School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Carpentersville Middle School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Carpentersville Middle School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.

- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.

- Shared use of common areas, including use of the bathrooms and cafeteria

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.

- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.

- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.

- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program

- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Carpentersville Middle School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program;

that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Carpentersville Middle School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data

gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Carpentersville Middle School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer
Title

Date

Community Unit School District 300

Signature

Superintendent
Title

Date

Carpentersville Middle School

Signature

Principal
Title

Date

BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Dundee-Crown High School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Dundee-Crown High School ("the School") during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Dundee-Crown High School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Dundee-Crown High School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Dundee-Crown High School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Dundee-Crown High School; the School District as co-applicant, and the Principal and staff of Dundee-Crown High School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Dundee-Crown High School, in collaboration with CUSD 300 and Dundee-Crown High School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Dundee-Crown High School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Dundee-Crown High School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Dundee-Crown High School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.

- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.

- Shared use of common areas, including use of the bathrooms and cafeteria

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.

- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.

- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.

- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program

- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Dundee-Crown High School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing

information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Dundee-Crown High School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection,

starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Dundee-Crown High School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer
Title

Date

Community Unit School District 300

Signature

Superintendent
Title

Date

Dundee-Crown High School

Signature

Principal
Title

Date

BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Dundee Highlands Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Dundee Highlands Elementary School ("the School") during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Dundee Highlands Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Dundee Highlands Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Dundee Highlands Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Dundee Highlands Elementary School; the School District as co-applicant, and the Principal and staff of Dundee Highlands Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Dundee Highlands Elementary School, in collaboration with CUSD 300 and Dundee Highlands Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Dundee Highlands Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Dundee Highlands Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Dundee Highlands Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.

- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.

- Shared use of common areas, including use of the bathrooms and cafeteria

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.

- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.

- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.

- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program

- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Dundee Highlands Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing

information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Dundee Highlands Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data

collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Dundee Highlands Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer
Title

Date

Community Unit School District 300

Signature

Superintendent
Title

Date

Dundee Highlands Elementary School

Signature

Principal
Title

Date

BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Eastview Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Eastview Elementary School ("the School") during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Eastview Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Eastview Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Eastview Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Eastview Elementary School; the School District as co-applicant, and the Principal and staff of Eastview Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Eastview Elementary School, in collaboration with CUSD 300 and Eastview Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Eastview Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Eastview Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Eastview Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.

- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.

- Shared use of common areas, including use of the bathrooms and cafeteria

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.

- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.

- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.
- Shared student academic information including grades, ISAT scores, and other academic

assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.

- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program

- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Eastview Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing information and collaborating on program planning and implementation; will ensure that the School is

sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Eastview Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May

20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Eastview Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer
Title

Date

Community Unit School District 300

Signature

Superintendent
Title

Date

Eastview Elementary School

Signature

Principal
Title

Date

BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
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21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Golfview Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Golfview Elementary School ("the School") during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Golfview Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Golfview Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Golfview Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Golfview Elementary School; the School District as co-applicant, and the Principal and staff of Golfview Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Golfview Elementary School, in collaboration with CUSD 300 and Golfview Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Golfview Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Golfview Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Golfview Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.

- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.

- Shared use of common areas, including use of the bathrooms and cafeteria

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.

- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.

- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.

- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program

- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Golfview Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing

information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Golfview Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with

planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Golfview Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer
Title

Date

Community Unit School District 300

Signature

Superintendent
Title

Date

Golfview Elementary School

Signature

Principal
Title

Date

BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite 201 Carpentersville, IL 60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Lake in the Hills Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Lake in the Hills Elementary School ("the School") during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Lake in the Hills Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Lake in the Hills Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Lake in the Hills Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Lake in the Hills Elementary School; the School District as co-applicant, and the Principal and staff of Lake in the Hills Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets

of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Lake in the Hills Elementary School, in collaboration with CUSD 300 and Lake in the Hills Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Lake in the Hills Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School

District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Lake in the Hills Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Lake in the Hills Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.

- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.

- Shared use of common areas, including use of the bathrooms and cafeteria

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.

- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.

- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.

- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program

- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Lake in the Hills Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing

information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Lake in the Hills Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection,

starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Lake in the Hills Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer
Title

Date

Community Unit School District 300

Signature

Superintendent
Title

Date

Lake in the Hills Elementary School

Signature

Principal
Title

Date

BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Lakewood Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21stCCLC Community Learning Center (21st CCLC) at Lakewood Elementary School ("the School") during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Lakewood Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Lakewood Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Lakewood Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Lakewood Elementary School; the School District as co-applicant, and the Principal and staff of Lakewood Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Lakewood Elementary School, in collaboration with CUSD 300 and Lakewood Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Lakewood Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Lakewood Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Lakewood Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.

- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.

- Shared use of common areas, including use of the bathrooms and cafeteria

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.

- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.

- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.

- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program

- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Lakewood Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing

information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Lakewood Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection,

starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Lakewood Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer
Title

Date

Community Unit School District 300

Signature

Superintendent
Title

Date

Lakewood Elementary School

Signature

Principal
Title

Date

BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

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21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Meadowdale Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Meadowdale Elementary School ("the School") during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Meadowdale Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Meadowdale Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Meadowdale Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Meadowdale Elementary School; the School District as co-applicant, and the Principal and staff of Meadowdale Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Meadowdale Elementary School, in collaboration with CUSD 300 and Meadowdale Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Meadowdale Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Meadowdale Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Meadowdale Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.

- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.

- Shared use of common areas, including use of the bathrooms and cafeteria

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.

- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.

- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow

removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program

- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Meadowdale Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program;

that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Meadowdale Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data

gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Meadowdale Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer
Title

Date

Community Unit School District 300

Signature

Superintendent
Title

Date

Meadowdale Elementary School

Signature

Principal
Title

Date

BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite 201
Carpentersville, IL 60110
847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300 Program at Perry Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Perry Elementary School ("the School") during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Perry Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Perry Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Perry Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Perry Elementary School; the School District as co-applicant, and the Principal and staff of Perry Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors;

the school's history of attaining adequate yearly progress and the specific areas of academic weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Perry Elementary School, in collaboration with CUSD 300 and Perry Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Perry Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Perry Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Perry Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.

- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.

- Shared use of common areas, including use of the bathrooms and cafeteria

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.

- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.

- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.

- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program

- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Perry Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead

staff person (or Principal) is meeting regularly with the Site Director and sharing information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Perry Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which

indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Perry Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer
Title

Date

Community Unit School District 300

Signature

Superintendent
Title

Date

Perry Elementary School

Signature

Principal
Title

Date

BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

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21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Parkview Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Parkview Elementary School ("the School") during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Parkview Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Parkview Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Parkview Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Parkview Elementary School; the School District as co-applicant, and the Principal and staff of Parkview Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Parkview Elementary School, in collaboration with CUSD 300 and Parkview Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Parkview Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Parkview Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Parkview Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.

- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.

- Shared use of common areas, including use of the bathrooms and cafeteria

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.

- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.

- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.

- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program

- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Parkview Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program; that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing

information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Parkview Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection,

starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Parkview Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer
Title

Date

Community Unit School District 300

Signature

Superintendent
Title

Date

Parkview Elementary School

Signature

Principal
Title

Date

BOYS & GIRLS CLUBS
OF THE NORTHWEST SUBURBS

20 S. Grove Street Suite
201 Carpentersville, IL
60110 847.551.4309

21st Century Community Learning Center
Memorandum of Understanding
(Boys & Girls Clubs of the Northwest Suburbs and Community Unit School District 300
Program at Sleepy Hollow Elementary School)

The Boys & Girls Clubs of the Northwest Suburbs (BGCNWS) and Community Unit School District (CUSD) 300 will enter into a future agreement to permit BGCNWS to operate a 21st CCLC Community Learning Center (21st CCLC) at Sleepy Hollow Elementary School ("the School") during the period beginning July 1, 2025, and no later than June 30, 2026, with the possibility of extending the program period an additional two years. BGCNWS, CUSD 300, and Sleepy Hollow Elementary School have designed the program collaboratively, based on students' needs as well as the needs of families and the community. The future agreement will more specifically set forth the terms generally contained in this memorandum of understanding.

This document outlines the roles and responsibilities and joint planning determinations of each of the entities, including the Boys & Girls Clubs of the Northwest Suburbs; CUSD 300, and Sleepy Hollow Elementary School.

Grant funds will be received by the fiscal agent for the program, the Boys & Girls Clubs of the Northwest Suburbs, and used by them for operating the site at Sleepy Hollow Elementary School.

The collaborative planning process for the program and its design has included: discussion and information-gathering meetings between the school staff, CUSD 300's Superintendent and other district staff, and the Boys & Girls Clubs of the Northwest Suburbs. Joint planning included discussions of the administration and ongoing oversight of the program by the Boys & Girls Clubs of the Northwest Suburbs as lead applicant and fiscal agent, the Boys & Girls Clubs of the Northwest Suburbs as the entity which will lead program administration at Sleepy Hollow Elementary School; the School District as co-applicant, and the Principal and staff of Sleepy Hollow Elementary School. It is agreed that the program has been planned and will be carried out in collaboration with all parties.

In addition to ongoing meetings among the above entities, information for the program planning process was gathered through school improvement plans, focus groups of teachers, staff meetings, ISBE benchmarks, and more.

The information shared and discussed included: the school population's demographics and risk factors; the school's history of attaining adequate yearly progress and the specific areas of academic

weakness and strength per grade level; teacher's assessments of the needs of youth; other needs of the student population related to mobility, behavioral challenges, achievement gaps between sub-sets of the population, attendance and truancy issues; other risks faced by youth in their families in the community/neighborhoods of the school population; school budget cuts and their impact on achievement and resources available during school-day and after-school hours and the availability of current and new potential contributions from entities partnering with the school and the Boys & Girls Clubs of the Northwest Suburbs. In addition, specific assessments of academic needs were completed by school staff and jointly reviewed, to determine in detail the types of learning remediation and skill-building required for students at each grade level.

The Boys & Girls Clubs of the Northwest Suburbs will oversee the administration of a 21st CCLC Community Learning Center at Sleepy Hollow Elementary School, in collaboration with CUSD 300 and Sleepy Hollow Elementary School, supported by an initial one-year grant from the Illinois State Board of Education.

The program will operate five days per week during the school year, for a total of 37 weeks, for four hours per day, including on specific school holidays and breaks that are mutually agreed upon. In summer, the program will continue at the School for eight weeks, while youth are also able to be served during that time at the Boys & Girls Clubs facilities, particularly during times the school is closed, upon mutual agreement. The program will operate during eight weeks of the summer, for four to five days per week and 10 hours per day on average. Programs for family members of targeted youth will operate two hours per week during the school year, on average, and two hours per week during the summer.

The Boys & Girls Clubs of the Northwest Suburbs and the School will work collaboratively to implement the proposed programs that meet the targeted students' learning goals, with the overall goal of developing a seamless alignment between the school day and the after-school program for achievement of learning goals.

The youth development program model of Boys & Girls Clubs of America will be used as a framework for providing programs to targeted youth to help them achieve youth development as well as academic goals. Boys & Girls Clubs programs which meet the needs of the student population will be coupled with additional academic and other enrichment programs that support the specific academic needs of students, particularly in the areas of reading and math. The program model includes age-specific programs in the following areas from Boys & Girls Clubs of America: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation. The 21st CCLC program will include evidence-based and best-practice programs from the above list, as well as academic programs linked to specific areas of need identified in the targeted population.

The Boys & Girls Clubs of the Northwest Suburbs will be responsible for administrative oversight, ensuring the program achieves its stated goals, in collaboration with School District 300, as co-applicant. Resources and technical assistance services will be provided by the Boys & Girls Clubs of the Northwest Suburbs on a regular basis through trainings, conference calls, email updates, etc. In turn, that knowledge and assistance is provided to Site staff and shared with Sleepy Hollow Elementary School and School District 300 through regular meetings between Site Directors and School Principals, their designated representatives, and the School Superintendent.

The Boys & Girls Clubs of the Northwest Suburbs will provide the following, in collaboration with School District 300:

- Direct program administration and operational oversight
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to criminal background checks satisfactory to CUSD 300.
- On-site program supervision
- Tracking of enrollment, program participation
- Purchasing/managing necessary supplies and materials needed for program operation
- Program recruitment activities and enrollment, in collaboration with the school
- Data-gathering including specific evaluation data-gathering required of the program
- Shared program planning based on the proposed services, in collaboration with CUSD 300 and the School
- Transportation, including daily trips home as needed from the school site
- Use of Boys & Girls Clubs facilities as needed to enhance the program and hold special activities during times school space is not available
- Shared use of BGCNWS equipment and staffing resources
- Oversight of program by BGCNWS Chief Executive Officer
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services
- Training of site leadership and overall training goals
- All required programmatic and fiscal reporting to the IL State Board of Education
- Boys & Girls Clubs of America program curriculums
- Technical assistance in all programmatic and fiscal areas
- Evaluation services and oversight of data-gathering activities
- Compliance responsibilities

The co-applicant, CUSD 300 will provide, in conjunction with Sleepy Hollow Elementary School:

- Dedicated space for the sole use of the 21st CCLC Community Learning Center at Sleepy Hollow Elementary School. Dedicated space shall include a room (or space) for an administrative office. The School's staff will be permitted access to dedicated space at reasonable times.

- Shared use of several classroom(s), which will be dedicated to the program after school dismisses and during the hours of the program.

- Shared use of common areas, including use of the bathrooms and cafeteria

- Use of specific areas of the school based on the program's schedule, at times that have the approval of the School Principal. Those spaces include gym, technology center, art room, science lab, and playgrounds.

- Shared use of the following school equipment and supplies: School-issued iPads or laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.

- Maintenance of the building, including custodial services, utilities, and related costs of operating the program space in the school building such as trash collection costs, snow

removal, etc.

- Shared student academic information including grades, ISAT scores, and other academic assessments, supported by signed parental permission forms allowing this access.

- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the school district and food service partner for students attending the program

- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as 21st CCLC liaison for the School; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc.

- Provision of and/or assistance in recruitment of teachers, as employees of District 300 or contractors to BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. Expenses for the teacher's costs will be reimbursed to District 300 from Boys & Girls Clubs of the Northwest Suburbs on a monthly basis from the proceeds of the 21st CCLC Learning Center grant or provided directly to the teachers as mutually determined between BGCNWS and District 300.

To assure shared program oversight, the 21st CCLC Community Learning Center Director and School Principal will meet at least monthly to discuss program implementation, student progress and challenges. A designated representative of District 300, preferably the School Principal and the Boys & Girls Clubs of the Northwest Suburbs; Chief Operating Officer, will confer at least quarterly to assess progress against program objectives, modify the program plan, if necessary, promote participation of program partners and develop and implement the program's Sustainability Plan.

In addition, the Boys & Girls Clubs of the Northwest Suburbs and Sleepy Hollow Elementary School have worked together to identify the most cost-effective solutions for needed security and student transportation. This would include any potential in-kind opportunities or discounted daily transportation rates.

As an experienced provider of other 21st CCLC sites and similar youth development grant programs, BGCNWS has established systems of reporting and oversight, which includes training and technical assistance; leadership in program planning and training; reporting tools and report analysis (both fiscal and programmatic); feedback and corrective action planning, technical assistance; desk audits, policy and procedure oversight; site visits, evaluation planning, training, assistance and reports and established non-compliance policies and procedures.

As co-applicant, School District 300 will have responsibility for the above bulleted list of tasks/contributions, in conjunction with the School. Also, with regard to management, the School District will ensure that the School Principal is meeting regularly with the Boys & Girls Clubs of the Northwest Suburbs; that the Principal, if desired, assigns a lead staff person as liaison for the program;

that the lead staff person (or Principal) is meeting regularly with the Site Director and sharing information and collaborating on program planning and implementation; will ensure that the School is sharing student information (as allowed by parent permission slips); will ensure that the Site Director is allowed to participate in specific school staff meetings with regard to academic and curriculum issues and school activities; will ensure that the School actively participates in the Advisory committee of the program and is involved in sustainability planning; and will share information with the applicant on the program's operation.

Students will be chosen for the program in the following manner: the school will develop a list of targeted students in the grades the program proposes to serve and will indicate whether each meets both reading and math standards and their free/reduced lunch status, and indicator of poverty. The list will be shown to a team of school staff recommended by the Principal, including the school's parent liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students. This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youth to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc. The 21st CCLC Site Director will work with a designated staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.

The linkage between the school-day and the 21st CCLC program will be led by the 21st CCLC Site Director and the School Principal or their designated lead staff person. Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the Site Director at agreed- upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the Site Director's inclusion in school committees and activities. The Site Director will lead the alignment efforts of the academic portion of the program in consultation with the Principal or their designee. The Site Director will also work closely with teachers and site staff on school learning goals, student achievement and learning tools; create specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the program; create lesson plans and prepare learning tools tied to state learning standards and monitor academic progress. Teachers from the school staff will be recommended for employment in the 21st CCLC program and will implement activities and learning tools consistent with the school's curriculums. Together, teachers and site staff will review student progress, under the leadership of the Site Director. Teachers will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. 21st CCLC and school day staff will hold joint services on homework assistance, skill-building, and positive youth development. School staff will work with parents and Club to recruit students for the 21st CCLC and will invite 21st CCLC staff to participate in parent conferences. The school and Club will collaborate on student transportation plans.

The BGCNWS will manage data-gathering plans as part of its management of the 21st CCLC site. BGCNWS has prior experience successfully implementing these plans in other schools and has customized the plan to fit Sleepy Hollow Elementary School. Data will be gathered daily by BGCNWS, which will track enrollment, demographics, attendance and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District and School. In the spring, site staff, under the leadership of the Site Director will implement the data

gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report card will be collected by BGCNWS administrative staff & District 300 Administrative staff, or their designee, and will be turned into the BGCNWS by June 30th. ISAT scores will be provided in early fall by the School when released, and turned into the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and Boys & Girls Clubs of the Northwest Suburbs Site Director by November 30th.

Each site will form an advisory committee with representation from Sleepy Hollow Elementary School (administration, faculty, and staff), Boys & Girls Clubs of the Northwest Suburbs, parents, and community partners to assure goals are met. This group, meeting at least quarterly, will give direction, incorporate evaluation outcomes for continuous program improvement, help plan family activities, and assist with fundraising and sustainability.

The above entities will also work together to seek funding to sustain the 21st CCLC after the expiration of the grant from a variety of public and private sources. To facilitate that, the above parties will create and operate an Advisory committee, which will work on program improvement, opportunities to enhance the program during its funding cycle, as well as sustain it upon the end of funding.

Boys & Girls Clubs of the Northwest Suburbs

Signature

Chief Executive Officer
Title

Date

Community Unit School District 300

Signature

Superintendent
Title

Date

Sleepy Hollow Elementary School

Signature

Principal
Title

Date

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: **August 12, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Diane White,
Director of Purchasing

Presented at the following Board Meetings	Date
Board Operations Committee	8/12/2025
BOE 1st Reading	8/12/2025
BOE 2nd Reading	8/26/2025

SUBJECT: **Contract Pricing for Copy Paper Second Extension**

Background

Original Bid documents for the district-wide copy paper (virgin and recycled) contract pricing for just-in-time delivery were released on Thursday, January 9, 2025. The bid requested delivered unit pricing for three months with the possibility of three three-month contract extensions. Bids were due on Wednesday, January 29, 2025, at 11:00 am. The solicitation for bids was made via BidNet. Sixteen vendors downloaded bid information. Three vendors provided bids. The initial contract term was from March 1, 2025, through May 31, 2025.

On May 13, 2025, the BOE approved the first contract extension. The term was June 1, 2025, through August 31, 2025.

Administration is recommending the second contract extension for the Contract Pricing for Copy Paper to be awarded to Murnane Paper Company. Vendor performance has been exceptional. The extension will run from September 1, 2025, through November 30, 2025. Pricing will remain at the original rates given.

Administrative Recommendation

Murnane Paper Company – Elmhurst, IL: for multipurpose paper for a three-month contract. The total estimated contract award amount is $43,096.40.

Fiscal Impact

The total estimated award amount is $43,096.40. Building/Department budgets fund Copy Paper.

DISTRICT 300

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

July 29, 2025

Terry Murnane
Murnane Paper
345 W Fischer Farm Rd.
Elmhurst, IL 60126

Via Email: terrym@murnanepaper.com

BID – Contract Pricing for Copy Paper – Second Extension

Dear Mr. Murnane,

On February 18, 2025, the Board of Education originally approved a contract with Murnane Paper for the Contract Pricing for Copy Paper Bid. The contract included the possibility of three, three-month extensions. District 300 would like to exercise the second contract extension based on the January 28, 2028 response submitted by your firm. Original bid prices will be held. The extension will run from September 1, 2025 to November 30, 2025.

If your firm agrees to the pricing as shown in the following first extension and original contract, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, August 12, 2025 and award by the board on Tuesday, August 26, 2025.

The favor of a response is requested by Thursday, July 31, 2025.

Sincerely,

Diane C. White

Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Terry Murnane **2025-07-29**

9901C2D3C8E1B61A9CD9B794A48D5660 contractworks

Service Provider

Terry Murnane

DISTRICT 300

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

March 5, 2024

Mr. Roy Flegel
Garvey's Office Products
7500 N. Caldwell Avenue
Genoa, IL 60135

Bid - Copy Paper - District-Wide - First Extension Award Letter

Dear Mr. Flegel,

Congratulations! District 300 has awarded the contract for the Bid - Copy Paper - District-Wide - First Extension to Garvey's Office Products. The Board of Education approved this contract at the regularly scheduled meeting on February 27, 2024. This will extend the current contract to May 31, 2024.

Please sign this letter via Contract Works by Friday, March 8, 2024. Please submit your Certificate of Insurance naming District 300 as additional insured as soon as possible to bids.purchasing@d300.org.

This Agreement is entered into as of March 11, 2024.

Diane White **2024-03-05**
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks

ADMINISTRATOR *(Signature)*

Diane C. White, Director of Purchasing

Roy Flegel **2024-03-05**
4D3FD3933C0120F35344E1A466AAE7F2 contractworks

CONTRACTOR *(Signature)*

Roy Flegel **Account Executive**

Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White, Director of Purchasing

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 • FAX: 847-551-8463

February 7, 2024

Mr. Roy Flegel
Garvey's Office Products
7500 N. Caldwell Avenue
Niles, IL 60714

Bid – Copy Paper – District-Wide - First Extension

Dear Mr. Flegel,

On November 14, 2023 the Board of Education approved a contract for the Copy Paper - District Wide bid to Garvey's Office Products. The total estimated value of the contract was $53,633.70. The contract was for 3 months; November 15, 2023 to February 29, 2024 with the posssibility of three, three month extensions. District 300 would like to exercise the first extension. This would extend our current contract to May 31.

If your firm agrees to the pricing as shown in the following original contract, the administration will recommend your contract extension to the Board of Education for review by the finance committee on February 13 and award by the board on February 27.

The favor of a reply is requested by February 12th.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.

2024-02-07

OWNER *(Signature)*

Diane White, Director of Purchasing

Roy Flegel
4D3FD3933C0120F35344E1A466AAE7F2 contractworks.

2024-02-07

CONTRACTOR *(Signature)*

Roy Flegel **Account Executive**

(Printed name and title)

Diane C White

Diane White, Director of Purchasing

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 • FAX: 847-551-8463

November 21, 2023

Mr. Roy Flegel
Garvey's Office Products
7500 N. Caldwell Avenue
Niles, IL 60714

Bid – Copy Paper – District-Wide

Dear Mr. Flegel,

Congratulations! District 300 has awarded the Copy Paper – District-Wide bid to Garvey's Office Products! The Board of Education approved a three-month contract at their regular meeting of November 14, 2023. The total estimated contract value over three months is $53,633.70. The contract shall run from November 15, 2023 through February 29, 2024 with the possibility of three three-month extensions.

This signed letter along with the attached documents – original Bid specifications and your final response combined serve as the contract for this project.

Please sign this letter electronically via Contract Works.

A service agreement will be issued in accordance with this contract. Please sign and return your award letter no later than December 5, 2023. Please submit your Certificate of Insurance naming District 300 as additional insured to bids.purchasing@d300.org.

This Agreement is entered into as of November 15, 2023.

Diane White **2023-11-21**
8375D48E716D90C09E2DBCBD5C76FBD7 contractworks
OWNER *(Signature)*

Diane White, Director of Purchasing

Roy Flegel **2023-11-21**
4D3FD3933C0120F35344E1A466AAE7F2 contractworks
CONTRACTOR *(Signature)*

Roy Flegel **Account Executive**
(Printed name and title)

Diane C White
Diane White, Director of Purchasing

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **November 6, 2023**

TO: Dr. Susan Harkin, Superintendent
Board of Education

FROM: Diane White, Director of Purchasing

Presented at the following Board Meetings	
Board Operations Committee	11/6/2023
Policy/Legislative	
School Utilization	
BOE 1st Reading	11/14/2023
BOE 2nd Reading	11/14/2023

SUBJECT: **Contract Pricing for Copier Paper**

Background

Bid documents for the annual district-wide copy paper (virgin and recycled) contract pricing for just-in-time delivery were released on Tuesday, October 3, 2023. The bid requested unit pricing for three months with the possibility of three three-month contract extensions. Bids were due on Wednesday, October 25, 2023 at 10:00 am. Solicitation for bids was made via BidNet. Eleven vendors downloaded bid information. Four vendors provided bids, and there was an additional formal no-bid that was received.

Administrative Recommendation

Garvey Office Products, Niles, IL - for multipurpose paper for a three-month contract with the possibility of three three-month extensions. The total estimated contract award is - $53,633.70.

Fiscal Impact

There is a 26% percent decrease in the cost of paper with this current recommendation versus the previous bid. The reduction is due to the decline in the price of pulp and global demand for paper.

Purchases from this contract will be covered by building and department budgets.

COMMUNITY UNIT SCHOOL DISTRICT 300
COPIER PAPER DISTRICT WIDE - BID
Wednesday, October 25, 2023 10:00AM - Virtual

COMPANY	GRAND TOTAL*	References	Bid Response Form A	Bid Response Form B	Addendum 1	Certifications	Vendor App.	W-9	Comments
Contract Paper Group									
Garvey's Office Products	$53,633.70	Y	Y	Y	Y	Y	Y	Y	
Liberty Paper									
Midland Paper	$53,444.40	Y	Y	Y	Y	Y	N	Y	Disqualified due to required sample not provided
Murnane Paper Company	$53,015.50	Y	Y	Y	Y	Y	Y	Y	Disqualified due to required sample not provided
Paper101									
Quill LLC									
Runco Office Supply									
School Specialty LLC									Formally Declined
School Wholesale Supplies LLC									
Veritiv	$60,193.40/$53,824.40	Y	Y	Y	Y	Y	Y	Y	Virgin and Recycled pricing provided

Administration Recommends

Garvey's Office Products of Niles, IL - for multipurpose paper for a 3 month contract with the possibility of three three-month extensions. Award Total - $53,633.70.

D300 Item Number	D300 Item Description	D300 Item Description	D300 UOM	Estimated **Annual** Purchase Qty	Estimated **Quarterly** Purchase Bid Qty	**Garvey's Office Supply**		**Midland Paper**		**Murnane Paper**		**Veritiv - Virgin Domestic**		**Veritiv - Recycled**	
15-0020	PAPER, XEROGRAPHIC BLUE	PAPER, XEROGRAPHIC BLUE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	92	23	$ 48.90	$ 1,124.70	$ 50.55	$ 1,162.65	$ 48.50	$ 1,115.50	$ 52.75	$ 1,213.25	$ 52.75	$ 1,213.25
15-0025	PAPER, XEROGRAPHIC, CANARY	PAPER, XEROGRAPHIC, CANARY20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	90	23	$ 48.90	$ 1,124.70	$ 50.55	$ 1,162.65	$ 48.50	$ 1,115.50	$ 52.75	$ 1,213.25	$ 52.75	$ 1,213.25
15-0030	PAPER XEROGRAPHIC, GOLDENROD	PAPER XEROGRAPHIC, GOLDENROD20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	65	21	$ 48.90	$ 1,026.90	$ 50.55	$ 1,061.55	$ 48.50	$ 1,018.50	$ 52.75	$ 1,107.75	$ 52.75	$ 1,107.75
15-0035	PAPER XEROGRAPHIC, GREEN	PAPER XEROGRAPHIC, GREEN20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	84	41	$ 48.90	$ 2,004.90	$ 50.55	$ 2,072.55	$ 48.50	$ 1,988.50	$ 52.75	$ 2,162.75	$ 52.75	$ 2,162.75
15-0040	PAPER, XEROGRAPHIC, PINK	PAPER, XEROGRAPHIC, PINK20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	88	22	$ 48.90	$ 1,075.80	$ 50.55	$ 1,112.10	$ 48.50	$ 1,067.00	$ 52.75	$ 1,160.50	$ 52.75	$ 1,160.50
15-0045	PAPER, XEROGRAPHIC, WHITE	PAPER, XEROGRAPHIC, WHITE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	959	240	$ 34.90	$ 8,376.00	$ 34.79	$ 8,349.60	$ 32.40	$ 7,776.00	$ 38.80	$ 9,312.00	$ 34.75	$ 8,340.00
15-0046	PAPER, XERO, WHITE RYCL-30% PCW	PAPER, XERO, WHITE RYCL-30% PCW20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	440	110	$ 39.99	$ 4,398.90	$ 39.90	$ 4,389.00	$ 41.20	$ 4,532.00	$ 47.65	$ 5,241.50	$ 37.75	$ 4,152.50
15-0050	PAPER, XEROGRAPHIC BLUE	PAPER, XEROGRAPHIC BLUE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	$ 79.15	$ 79.15	$ 88.00	$ 88.00	$ 71.90	$ 71.90	$ 86.50	$ 86.50	$ 86.50	$ 86.50
15-0055	PAPER, XEROGRAPHIC, CANARY	PAPER, XEROGRAPHIC, CANARY20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	$ 79.15	$ 79.15	$ 88.00	$ 88.00	$ 71.90	$ 71.90	$ 86.50	$ 86.50	$ 86.50	$ 86.50
15-0060	PAPER, XEROGRAPHIC GOLDENROD	PAPER, XEROGRAPHIC GOLDENROD20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	$ -	$ -	$ 88.00	$ 88.00	$ 71.90	$ 71.90	$ 86.50	$ 86.50	$ 86.50	$ 86.50
15-0065	PAPER, XEROGRAPHIC GREEN	PAPER, XEROGRAPHIC GREEN20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	$ 79.15	$ 79.15	$ 88.00	$ 88.00	$ 71.90	$ 71.90	$ 86.50	$ 86.50	$ 86.50	$ 86.50
15-0070	PAPER, XEROGRAPHIC, PINK	PAPER, XEROGRAPHIC, PINK20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	$ -	$ -	$ 88.00	$ 88.00	$ 71.90	$ 71.90	$ 86.50	$ 86.50	$ 86.50	$ 86.50
15-0075	PAPER, XEROGRAPHIC, WHITE	PAPER, XEROGRAPHIC, WHITE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1	$ 54.60	$ 54.60	$ 59.50	$ 59.50	$ 51.00	$ 51.00	$ 60.90	$ 60.90	$ 60.90	$ 60.90
15-0080	PAPER, XEROGRAPHIC, CANARY	PAPER, XEROGRAPHIC, CANARY20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	$ 62.96	$ 62.96	$ 75.00	$ 75.00	$ 44.00	$ 44.00	$ 68.00	$ 68.00	$ 68.00	$ 68.00
15-0085	PAPER, XEROGRAPHIC, BLUE	PAPER, XEROGRAPHIC, BLUE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	$ 62.96	$ 62.96	$ 75.00	$ 75.00	$ 69.00	$ 69.00	$ 68.00	$ 68.00	$ 68.00	$ 68.00
15-0090	PAPER, XEROGRAPHIC, GOLDENROD	PAPER, XEROGRAPHIC, GOLDENROD20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	$ -	$ -	$ 75.00	$ 75.00	$ 69.00	$ 69.00	$ 68.00	$ 68.00	$ 68.00	$ 68.00
15-0095	PAPER, XEROGRAPHIC GREEN	PAPER, XEROGRAPHIC GREEN20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	$ 62.96	$ 62.96	$ 75.00	$ 75.00	$ 69.00	$ 69.00	$ 68.00	$ 68.00	$ 68.00	$ 68.00
15-0100	PAPER, XEROGRAPHIC, PINK	PAPER, XEROGRAPHIC, PINK20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	$ -	$ -	$ 75.00	$ 75.00	$ 69.00	$ 69.00	$ 68.00	$ 68.00	$ 68.00	$ 68.00
15-0105	PAPER, XEROGRAPHIC, WHITE	PAPER, XEROGRAPHIC, WHITE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 11 X 17, 5 RM/CASE	CASE	5	1	$ 44.05	$ 44.05	$ 38.50	$ 38.50	$ 46.00	$ 46.00	$ 58.40	$ 58.40	$ 58.40	$ 58.40
15-0110	PAPER, XEROGRAPHIC, FIREBALL	PAPER, XEROGRAPHIC, FIREBALL20 LB. 8 1/2 X 14,10 RM/CASEFUSCHIA 8 1/2X11 24 LB 10 RM/C	CASE	5	1	$ 118.20	$ 118.20	$ 116.50	$ 116.50	$ 113.00	$ 113.00	$ 58.40	$ 58.40	$ 58.40	$ 58.40
15-0115	PAPER, XEROGRAPHIC, COSMIC	PAPER, XEROGRAPHIC, COSMIC20 LB. 8 1/2 X 14,10 RM/CASEORANGE 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	$ 118.20	$ 118.20	$ 116.50	$ 116.50	$ 113.00	$ 113.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00
15-0120	PAPER, XEROGRAPHIC, LUMINOUS	PAPER, XEROGRAPHIC, LUMINOUS20 LB. 8 1/2 X 14,10 RM/CASELIME 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	$ -	$ -	$ 116.50	$ 116.50	$ 113.00	$ 113.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00
15-0125	PAPER, XEROGRAPHIC, TERRESTRIAL	PAPER, XEROGRAPHIC, TERRESTRIAL 20 LB. 8 1/2 X 14,10 RM/CASETEAL 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	$ 118.20	$ 118.20	$ 116.50	$ 116.50	$ 113.00	$ 113.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00
15-0130	PAPER, XEROGRAPHIC, PLANETARY	PAPER, XEROGRAPHIC, PLANETARY20 LB. 8 1/2 X 14,10 RM/CASEPURPLE 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	$ 118.20	$ 118.20	$ 116.50	$ 116.50	$ 113.00	$ 113.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00
15-0132	PAPER, XEROGRAPHIC, SOLAR	PAPER, XEROGRAPHIC, SOLAR20 LB. 8 1/2 X 14,10 RM/CASEYELLOW 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	$ 118.20	$ 118.20	$ 116.50	$ 116.50	$ 113.00	$ 113.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00
15-0133	PAPER, XEROGRAPHIC, LUNAR	PAPER, XEROGRAPHIC, LUNAR 20 LB. 8 1/2 X 14,10 RM/CASEBLUE 8 1/2 X 11, 24 LB. 10 RM/CS	CASE	5	1	$ 118.20	$ 118.20	$ 116.50	$ 116.50	$ 113.00	$ 113.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00
15-0134	PAPER, XEROGRAPHIC, GAMMA	PAPER, XEROGRAPHIC, GAMMA 20 LB. 8 1/2 X 14,10 RM/CASEGRN 8 1/2 X11, 24 LB 10 RM/CS	CASE	5	1	$ 118.20	$ 118.20	$ 116.50	$ 116.50	$ 113.00	$ 113.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00
15-0135	PAPER, XEROGRAPHIC, GALAXY	PAPER, XEROGRAPHIC, GALAXY20 LB. 8 1/2 X 14,10 RM/CASEGOLD 8 1/2X11, 24 LB 10 RM/CS	CASE	5	1	$ 118.20	$ 118.20	$ 116.50	$ 116.50	$ 113.00	$ 113.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00
15-0136	PAPER, XEROGRAPHIC, PULSAR	PAPER, XEROGRAPHIC, PULSAR20 LB. 8 1/2 X 14,10 RM/CASEPINK 8 1/2X11 24 LB 10 RM/CS	CASE	5	1	$ 118.20	$ 118.20	$ 116.50	$ 116.50	$ 113.00	$ 113.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00
15-0137	PAPER, XEROGRAPHIC,WHITE 3-HOL	PAPER, XEROGRAPHIC,WHITE 3-HOL20 LB. 8 1/2 X 14,10 RM/CASEPUNCH 8 1/2X11 20 LB 10 RM/CS	CASE	150	38	$ 36.49	$ 1,386.62	$ 42.80	$ 1,626.40	$ 42.00	$ 1,596.00	$ 58.40	$ 2,219.20	$ 58.40	$ 2,219.20
15-0138	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEFUSCHIA 8 1/2X11 20 LB 10 RM/C	CASE	5	1	$ -	$ -	$ 116.50	$ 116.50	$ 98.00	$ 98.00	$ -	$ -	$ -	$ -
15-0139	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEORANGE 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	$ -	$ -	$ 99.00	$ 99.00	$ 98.00	$ 98.00	$ -	$ -	$ -	$ -
15-0145	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASELIME 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	$ -	$ -	$ 99.00	$ 99.00	$ 98.00	$ 98.00	$ -	$ -	$ -	$ -
15-0150	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASETEAL 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	$ -	$ -	$ 99.00	$ 99.00	$ 98.00	$ 98.00	$ -	$ -	$ -	$ -
15-0155	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEPURPLE 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	$ -	$ -	$ 99.00	$ 99.00	$ 98.00	$ 98.00	$ -	$ -	$ -	$ -
15-0160	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEYELLOW 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	$ -	$ -	$ 99.00	$ 99.00	$ 98.00	$ 98.00	$ -	$ -	$ -	$ -
15-0165	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEBLUE 8 1/2 X 11, 20 LB. 10 RM/CS	CASE	5	1	$ -	$ -	$ 99.00	$ 99.00	$ 98.00	$ 98.00	$ -	$ -	$ -	$ -
15-0170	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEGRN 8 1/2 X11, 20 LB 10 RM/CS	CASE	5	1	$ -	$ -	$ 99.00	$ 99.00	$ 98.00	$ 98.00	$ -	$ -	$ -	$ -
15-0175	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEGOLD 8 1/2X11, 20 LB 10 RM/CS	CASE	5	1	$ -	$ -	$ 99.00	$ 99.00	$ 98.00	$ 98.00	$ -	$ -	$ -	$ -
15-0180	PAPER, XEROGRAPHIC, BRITE	PAPER, XEROGRAPHIC, BRITE20 LB. 8 1/2 X 14,10 RM/CASEPINK 8 1/2X11 20 LB 10 RM/CS	CASE	5	1	$ -	$ -	$ 99.00	$ 99.00	$ 98.00	$ 98.00	$ -	$ -	$ -	$ -
15-0185	PAPER, XEROGRAPHIC, WHITE	PAPER, XEROGRAPHIC, WHITE20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 40 CS/PALET	PALL	71	18	$ 1,396.00	$ 25,128.00	$ 1,288.80	$ 23,198.40	$ 1,296.00	$ 23,328.00	$ 1,512.00	$ 27,216.00	$ 1,350.00	$ 24,300.00
15-0190	PAPER, XERO, WHITE RYCL-30% PCW	PAPER, XERO, WHITE RYCL-30% PCW20 LB. 8 1/2 X 14,10 RM/CASE20 LB. 8 1/2 X 11, 40 CS/PALET	PALL	17	4	$ 1,599.60	$ 6,398.40	$ 1,556.00	$ 6,224.00	$ 1,648.00	$ 6,592.00	$ 1,818.00	$ 7,272.00	$ 1,470.00	$ 5,880.00
					GRAND TOTALS		$53,633.70		$53,444.40		$53,015.50		$60,193.40		$53,824.40

D300 Item Number	D300 Item Description	D300 Item Description	D300 UOM	Estimated **Annual** Purchase Qty	Estimated **Quarterly** Purchase Bid Qty	**Garvey's Office Supply - Boise X9 - Multipurpose**		**Midland Paper**		**Murnane Paper**		**Veritiv - Virgin Domestic**		**Veritiv - Recycled**	
15-0185	PAPER, XEROGRAPHIC, WHITE	20 LB. 8 1/2 X 11, 40 CS/PALET	PALL	71	18	$1,396.00	$25,128.00	1288.80	$23,198.40	$1,296	$23,328.00	1512	$27,216.00	1350	$24,300.00
15-0190	PAPER, XERO, WHITE RYCL-30% PCW	20 LB. 8 1/2 X 11, 40 CS/PALET	PALL	17	4	$1,599.60	$6,398.40	1556.00	$6,224.00	$1,648	$6,592.00	1818	$7,272.00	1470	$5,880.00
					GRAND TOTALS		$31,526.40		$29,422.40		$29,920.00		$34,488.00		$30,180.00

Bid - Contract Pricing for Copy Paper			
Timeline - 10/2/23			
ACTION	DATE	TIME	LOCATION
Establish Timeline	Monday, 10/2/23		Purchasing
Specifications Released	Tuesday, 10/3/23	4:00 PM CT	BidNet
Legal Ad	Wednesday, 10/4/23		Daily Herald
Pre-Bid Meeting	Thursday, 10/5/23	10:00 AM CT	Google Meet
Q&A Deadline	Tuesday, 10/17/23	12 Noon CT	BidNet
Bid Opening	Wednesday, 10/24/23	10:00 AM CT	Google Meet
Evaluation Period	Wednesday, 10/24/23 - Friday, 10/27/23		Purchasing
Info to CFO	Friday, 10/27/23		Jennifer Porter
BFC Committee Meeting	Tuesday, 11/14/23		Administration
Workshop and BOE Meeting/Approv	Tuesday, 11/14/23		Administration
Contracts Released to Vendors	Wednesday, 11/15/23		Purchasing

Community Unit School District # 300
Purchasing Department
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 – PHONE

October 3, 2023,

Dear Vendor,

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit a sealed bid for:

Contract Pricing for Copy Paper – District Wide

The enclosed bid form(s) **must** be used in submitting your electronic bid via Bidnet.

Electronic bids will be received until **10:00AM CT, Tuesday, October 24, 2023** at which time they will be publicly opened and read.

The required Contractor's Certification forms must be completed and returned with the bid.

It is the intention of the Board of Education to award the bid at the **November 14, 2023 regular meeting.** The Board of Education may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all bids if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the bids, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the bid, which is in the best interest of the District. Conditional bids will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a bid without any specification of reason for the rejection. Any request for information shall be made to Diane C. White, Director of Purchasing, but the response may not be used as a condition to any bid being submitted.

Diane C White

Sincerely,
Diane C. White
Director of Purchasing / CUSD 300

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting sealed bids for:

Contract Pricing for Copy Paper – District Wide

Sealed bids will be accepted until **10:00AM CT, Tuesday, October 24, 2023** via BidNet.

A public Bid opening will be held virtually, via Google Meet. Meeting information will be supplied to potential suppliers via bid invitation.

Instruction to Bidders

Bids may be submitted via BidNet, District 300's online bid submittal service.

A non-mandatory document review Pre-Bid meeting will be held virtually on **Thursday, October 5, 2023 at 10:00 AM.**

Bid specifications will be available on Tuesday, October 3, 2023, after 4:00 PM.
To obtain bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 BidNet website.

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all proposals or waive any bid irregularities.

Timeline

Bid - Contract Pricing for Copy Paper			
Timeline - 10/2/23			
ACTION	DATE	TIME	LOCATION
Establish Timeline	Monday, 10/2/23		Purchasing
Specifications Finalized	Tuesday, 10/3/23		Shiela C.
Specifications Released	Tuesday, 10/3/23	4:00 PM CT	BidNet
Legal Ad	Wednesday, 10/4/23		Daily Herald
Pre-Bid Meeting	Thursday, 10/5/23	10:00 AM CT	Google Meet
Q&A Deadline	Tuesday, 10/17/23	12 Noon CT	BidNet
Bid Opening	Tuesday, 10/24/23	10:00 AM CT	Google Meet
Evaluation Period	Tuesday, 10/24/23 - Friday, 10/27/23		Purchasing
Info to CFO	Friday, 10/27/23		Jennifer Porter
BFC Committee Meeting	Tuesday, 11/14/23		Administration
Workshop and BOE Meeting/Approval	Tuesday, 11/14/23		Administration
Contracts Released to Vendors	Wednesday, 11/15/23		Purchasing

1. GENERAL

a. Bids shall be signed. Unsigned bids will be rejected.

b. Late bids will not be considered.

c. All bids MUST be completed in the EXCEL spreadsheet provided in the Bid Response Form.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen casts (tarrifs), energy charges and delivery to the locations designated on the bid specification and installation if called for in the bid specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.

h. Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted.

i. Electronic bids may be submitted via BidNet.

j. Community Unit School District 300 is obtaining a three (3) Month agreement, with the possibility of three (3) three-month extensions.

2. ERRORS AND OMISSIONS

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidders find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for bid opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. FIRM BID

All bids will be considered to be firm for a period of sixty (60) days from the date established for the opening of bids.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, or telegram, or fax received by the district or in person prior to the time and date established for the opening of bids.

5. INVESTIGATION OF BIDDERS

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items bid shall be new unless otherwise specified in the requirements.

6. VENDOR APPLICATION AND W-9 FORM

The District requires that a current Vendor Application and W-9 form be included with your sealed bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The bidder shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract, (whether or not federal funds are involved) the bidder agrees as follows:

a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

11. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidders state the delivery time by each respective item. All prices must be quoted FOB. Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. EVALUATIONS

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to a different bidder or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of

existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in its own bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. PERFORMANCE: LABOR AND MATERIAL PAYMENT BONDS IS NOT REQUIRED OF THIS PROJECT

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. Each bond shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto. The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties. The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. BID SECURITY IS NOT REQUIRED OF THIS PROJECT

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No
bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

16. SERVICE POINTS

Building Name	Address	Delivery Hours	Bell Times	Liftgate Required Y/N
Administration Center (847)551-8300	2550 Harnish Dr Algonquin, IL 60102	7:00AM - 3:00PM	N/A	Y
Algonquin Lakes Elementary (847)532-7500	1401 Compton Drive Algonquin, IL 60102	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Algonquin Middle School (847)532-7100	520 Longwood Drive Algonquin, IL 60102	7:00AM - 3:00PM	8:55AM - 3:40PM	Y
Big Timber Elementary School (224)484-5500	1400 Ridgecrest Hampshire, IL 60140	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Carpentersville Middle School (224)484-2100	100 Cleveland Avenue Carpentersville, IL 60110	7:00AM - 3:00PM	8:55AM - 3:40PM	Y
deLacey Family Education Center (224)484-2300	50 Cleveland Avenue Carpentersville, IL 60110	7:00AM - 3:00PM	AM: 8:45 - 11:15 PM: 12:30-3:00	Y
Dundee-Crown High School (224)484-5000	1500 Kings Road Carpentersville, IL 60110	7:00AM - 3:00PM	7:30AM - 2:58PM	N
Dundee Highlands Elementary (224)484-4700	407 South Fifth Street West Dundee, IL 60118	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Dundee Middle School (224)484-4500	4200 W. Main Street West Dundee, IL 60118	7:00AM - 3:00PM	8:55AM - 3:40PM	Y
Eastview Elementary (847)532-7400	540 Longwood Drive Algonquin, IL 60102	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Gilberts Elementary (224)484-5900	729 Paperbark Lane Gilberts, IL 60136	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Golfview Elementary (224)484-2800	124 Golfview Lane Carpentersville, IL 60110	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Hampshire Elementary (847)792-3400	321 Terwilliger Avenue Hampshire, IL 60140	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Hampshire Middle School (847)792-3200	560 South State Street Hampshire, IL 60140	7:00AM - 3:00PM	8:55AM - 3:40PM	Y
Hampshire High School (847)792-3500	1600 E. Big Timber Road Hampshire, IL 60140	7:00AM - 3:00PM	7:30AM - 2:58PM	N
Jacobs High School (847)532-6100	2601 Bunker Hill Drive Algonquin, IL 60102	7:00AM - 3:00PM	7:30AM - 2:58PM	Y
Lake in the Hills Elementary (847)532-6900	519 Willow Street Lake in the Hills, IL 60156	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Lakewood School (224)484-2600	1651 Ravine Lane Carpentersville, IL 60110	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Liberty Elementary (224)484-4800	6500 Miller Road Carpentersville, IL 60110	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Lincoln Prairie Elementary (847)532-6600	500 W. Harvest Gate Lake in the Hills, IL 60156	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Meadowdale Elementary (224)484-2900	14 Ash Street Carpentersville, IL 60110	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Neubert Elementary School (847)532-6800	1100 Huntington Drive Algonquin, IL 60102	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Oak Ridge School (224)484-5800	300 Cleveland Avenue Carpentersville, IL 60110	7:00AM - 3:00PM	7:45 AM - 1:40PM	Y
Parkview Elementary (224)484-2500	122 Carpenter Blvd. Carpentersville, IL 60110	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Perry Elementary (224)484-5600	251 Amarillo Drive Carpentersville, IL 60110	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Sleepy Hollow Elementary (224)484-4900	898 Glen Oak Drive Sleepy Hollow, IL 60118	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Westfield Community School (847)532-7600	2100 Sleepy Hollow Road Algonquin, IL 60102	7:00AM - 3:00PM	8:00AM & 8:55AM 2:15PM & 3:40PM	Y
Wright Elementary (847)683-5700	1500 Ketchum Road Hampshire, IL 60140	7:00AM - 3:00PM	8:00AM - 2:15PM	Y
Bldgs. & Grounds Prof. Develop. Center - Bunker Hill (847)532-6700	2605 Bunker Hill Drive Algonquin, IL 60102	7:00AM - 3:00PM	N/A	Y

17. WARRANTY

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of _1_ years. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

18. INSURANCE (REQUIRED)

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

19. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

20. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

21. DAMAGE TO PROPERTY

In the event the bidder damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

22. LATE BIDS

Bids received after the time specified in the Invitation to Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the Board of Education. The use of Board of Education equipment for transmission of bids is prohibited.

23. RECYCLED PRODUCTS

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

24. PAYMENT

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

25. MANUALS

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

26. CONTRACT DURATION

Contract duration to be November 15, 2023 through February 29, 2024 with the possibility of three (3), three (3) month extensions upon administration approval.

27. PERSONNEL

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

28. SEXUAL HARASSMENT

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the vendor's internal

complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

29. QUALIFICATIONS

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

30. FINANCIAL STABILITY.

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

31. COMPLIANCE WITH LAWS.

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

32. GOVERNING LAW

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

33. BID

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification

requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

34. BIDDER'S AGREEMENT

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

35. CANCELLATION – The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

36. ADDITIONAL INFORMATION

Contact D300 Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@D300.org.

REFERENCES

LIST BELOW THE LAST FOUR (4) SCHOOL DISTRICTS OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE GOODS.

1. **ORGANIZATION:** _____

   ADDRESS: _____

   CITY, STATE, and ZIP CODE:
   _____

   TELEPHONE NUMBER/EMAIL:
   _____

   CONTACT PERSON:
   _____

   DATE OF SERVICES:
   _____

   DOLLAR AMOUNT OF THE JOB:
   _____

2. **ORGANIZATION:**
   _____

   ADDRESS:
   _____

   CITY, STATE, and ZIP CODE:
   _____

   TELEPHONE NUMBER/EMAIL:
   _____

   CONTACT PERSON:
   _____

   DATE OF SERVICES:
   _____

   DOLLAR AMOUNT OF THE JOB:
   _____

REFERENCES (CONT.)

3. **ORGANIZATION:**
_____

ADDRESS:
_____

CITY, STATE, and ZIP CODE:
_____

TELEPHONE NUMBER/EMAIL:
_____

CONTACT PERSON:
_____

DATE OF SERVICES:
_____

DOLLAR AMOUNT OF THE JOB:
_____

4. **ORGANIZATION:**
_____

ADDRESS:
_____

CITY, STATE, and ZIP CODE:
_____

TELEPHONE NUMBER/EMAIL:
_____

CONTACT PERSON:
_____

DATE OF SERVICES:
_____

DOLLAR AMOUNT OF THE JOB:
_____

OFFEROR'S NAME: _____

SIGNATURE: _____

DATE: _____

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Carpentersville, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

_____, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

_____ agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then _____ agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Carpentersville, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____day of _____, 2023.

_____
NOTARY PUBLIC

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: _____

Title: _____

Dated: _____

SUBSCRIBED and SWORN TO before me
This _____ day of _____, 2023.

_____

NOTARY PUBLIC

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

_____

(Printed or Typed Name of Applicant Employee)

_____

Signature of Applicant or Employee

Dated: _____

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	**APPLICATION DATE**
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	**REVISION DATE**

DATE: _____

COMPANY	HOW LONG IN PRESENT BUSINESS?
ADDRESS CITY STATE ZIP	
CONTACT PERSON/REPRESENTATIVE	FAX NUMBER ( ) / PHONE AND EXTENSION ( )
TYPE OF ORGANIZATION (Check Applicable) ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION	IF INCORPORATED INDICATE IN WHICH STATE
YEARS ESTABLISHED:	**DO YOU ACCEPT PURCHASE ORDERS? YES** ☐ **NO** ☐ **DO YOU ACCEPT CREDIT CARDS? YES** ☐ **NO** ☐

CATEGORY **(Check below the category which applies to the applicant)**

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR

☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT (B) VICE PRESIDENT

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

TAXPAYER'S I.D. NO.

FEIN _____

or

S.S. No. _____

INSURANCE INFORMATION (Check Applicable)

LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐

Workers' Compensation : State Minimum ☐ Greater than Minimum ☐

Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

BONDING INFORMATION **(Check each area in which you have been bonded and the latest date of bonding)**

Perf. Bond ____/____ (Mo. Year) ☐ Payment Bond (Labor and Materials) ____/____ (Mo. Year) ☐ Builder's Risk ____/____ (Mo. Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse

MINORITY/WOMEN BUSINESS ENTERPRISE (Check One) See Definitions Below	FOR USE BY CONTRACT COMPLIANCE ONLY:
☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE	BY:_____ DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

	ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.				
2.				
3.				
4.				

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

COMMUNITY UNIT SCHOOL DISTRICT 300
2550 HARNISH DRIVE
ALGONQUIN, IL 60102

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ **If not,** contact us immediately.
- ✓ ***Do not discard -*** your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT — State of Illinois - Department of Revenue — OFFICIAL DOCUMENT

Illinois Sales Tax Exemption Certificate

COMMUNITY UNIT SCHOOL DISTRICT #300

2550 HARNISH DR
ALGONQUIN IL 60102-6870

Sales Tax Exemption Certificate

Issue date:
02/10/2020

Sales Tax Exemption **E99960079**

Expiration date:
03/01/2025

Organization type: **Governmental**

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

Scope of Work

Copier Paper – District Wide

Provide all supplies necessary to perform the packing, transportation and delivery of copier paper for District 300. **Vendor will provide information regarding the origin of harvested and processed recycled paper upon submittal.** It is the intent of District 300 to award this bid to a single vendor. The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

Contract Term

This is a three-month contract, 11/15/2023 – 2/29/2024, with the possibility of three, three-month extensions. Bidders will provide pricing for 3 months.

District 300 intends to award this bid to a single vendor. Bid award will be made in the best interest of District 300.

Additional Information

District 300 is requesting pricing for both white and colored paper.

Vendor unit pricing must include all applicable shipping charges. LTL deliveries must include lift-gate service.

Twenty-four (24) hour notification and inside delivery are required for all paper deliveries.

Purchase orders will be processed by individual sites, on an as needed basis.

All purchase orders will meet a minimum of **$500.00** per order per delivery.

All vendors bidding this project must provide one (1) case of **8 ½ X 11, 20 lb. 92** Bright white copier paper at the vendors expense upon submittal. Sample will not be returned. The bidder's name and address must be clearly identified on the sample.

All invoices **must** be submitted with the same pricing and unit of measure as specified in the bid response form in order to avoid delayed payment.

Estimated Quarterly Purchase Quantity listed on Bid Response Form B represents a purchase estimation based on actuals, not a promise to purchase.

Bid Submission:

Electronic Submission to:

BidNet
please visit –
https://www.d300.org/Purchasing

BID RESPONSE FORM A

Copy Paper – District-Wide

Upload both Bid Response Forms A and B to Bidnet.
Bid Response Form B should be uploaded in Excel format.

Vendor has received Addendum #1 Yes _____ No _____
Addendum #2 Yes _____ No_____

COMMENTS AND ADDITIONAL INFORMATION

_____

_____

_____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx.

_____
Name of Company/Corporation

60 Days
Length of time bid is firm

_____
Street Address

_____
Bid Submitted by:

_____
City, State, Zip Code

_____
Authorized Signature

_____
Telephone Number

_____
Please Type or Print Name

_____
Fax Number

_____
Illinois License Number

Email address - _____

***** Please submit your sealed bid no later than Tuesday, October 24, 2023, 10:00 AM CT. *****

BID RESPONSE FORM B

Copy Paper – District-wide

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District 300. It is understood that:

1. **Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.**
2. **The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**
3. **Separate purchase orders will be issued to the successful bidder for delivery to any of the district sites, located in Algonquin, Carpentersville, West Dundee, Hampshire, Lake in the Hills, Gilberts and Sleepy Hollow.**
4. **Prices quoted shall include all charges for handling, transportation and lift-gate delivery.**
5. **All items bid are F.O.B. destination.**
6. **Community Unit School District #300 is Tax Exempt.**
   Tax Exemption Number - E99960079.

Vendor has received Addendum (IF APPLICABLE)

#1 - _____ #2 - _____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx.

NAME OF COMPANY /CORPORATION

STREET ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

FEIN NUMBER

ILLINOIS LICENSE NUMBER

BID SUBMITTED BY:

SIGNATURE OF AUTHORIZED AGENT

PLEASE TYPE OR PRINT NAME

DATE

***** Please submit your sealed bid no later than Tuesday, October 24, 2023, 10:00 AM CT *****

INSTRUCTIONS: Please fill in columns **C, D, E & M.** Please use column **O** for vendor comments. **SCOPE OF WORK**: **Vendor will provide information regarding the origin of harvested and processed paper upon submittal.** **ALL bidders must provide one (1) case of 8-1/2 x 11, 20 lb. 92 white copier paper at the vendors expense upon submittal. Sample will not be returned. The bidder's name and address must be clearly identified on the sample. Sample is due at the time of bid opening.** ALL bids must be completed in the Excel spreadsheet provided. *Electronic submissions* must include this Excel file. **District 300 intends to award this bid to a single vendor.**		
	Complete Address:	
	Phone:	
	Fax:	
	E-Mail:	
	Contact Person:	

Bid Name	BidDescription	Manufacturer's Name	Manufacturer's Item Number	Vendor Item Number	D300 Item Number			D300 Item Description	D300 UOM	Estimated **Annual** Purchase Qty	Estimated **Quarterly** Purchase Qty	Vendor Unit Price - 3 Months 11/15/23 - 2/29/24	Total Cost	Vendor Comments & Lead times
15-202122	15-202122 COPIER-PRINTER PAPER				15-0020	PAPER, XEROGRAPHIC BLUE	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER, XEROGRAPHIC BLUE 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	92	23		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0025	PAPER, XEROGRAPHIC, CANARY	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER, XEROGRAPHIC, CANARY 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	90	23		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0030	PAPER XEROGRAPHIC, GOLDENROD	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER XEROGRAPHIC, GOLDENROD 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	65	21		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0035	PAPER XEROGRAPHIC, GREEN	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER XEROGRAPHIC, GREEN 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	84	41		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0040	PAPER, XEROGRAPHIC, PINK	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER, XEROGRAPHIC, PINK 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	88	22		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0045	PAPER, XEROGRAPHIC, WHITE	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER, XEROGRAPHIC, WHITE 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	959	240		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0046	PAPER, XERO, WHITE RYCL-30% PCW	20 LB. 8 1/2 X 11, 10 RM/CASE	PAPER, XERO, WHITE RYCL-30% PCW 20 LB. 8 1/2 X 11, 10 RM/CASE	CASE	440	110		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0050	PAPER, XEROGRAPHIC BLUE	20 LB. 8 1/2 X 14,10 RM/CASE	PAPER, XEROGRAPHIC BLUE 20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0055	PAPER, XEROGRAPHIC, CANARY	20 LB. 8 1/2 X 14,10 RM/CASE	PAPER, XEROGRAPHIC, CANARY 20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0060	PAPER, XEROGRAPHIC GOLDENROD	20 LB. 8 1/2 X 14,10 RM/CASE	PAPER, XEROGRAPHIC GOLDENROD 20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0065	PAPER, XEROGRAPHIC GREEN	20 LB. 8 1/2 X 14,10 RM/CASE	PAPER, XEROGRAPHIC GREEN 20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0070	PAPER, XEROGRAPHIC, PINK	20 LB. 8 1/2 X 14,10 RM/CASE	PAPER, XEROGRAPHIC, PINK 20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0075	PAPER, XEROGRAPHIC, WHITE	20 LB. 8 1/2 X 14,10 RM/CASE	PAPER, XEROGRAPHIC, WHITE 20 LB. 8 1/2 X 14,10 RM/CASE	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0080	PAPER, XEROGRAPHIC, CANARY	20 LB. 11 X 17, 5 RM/CASE	PAPER, XEROGRAPHIC, CANARY 20 LB. 11 X 17, 5 RM/CASE	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0085	PAPER, XEROGRAPHIC, BLUE	20 LB. 11 X 17, 5 RM/CASE	PAPER, XEROGRAPHIC, BLUE 20 LB. 11 X 17, 5 RM/CASE	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0090	PAPER, XEROGRAPHIC, GOLDENROD	20 LB. 11 X 17, 5 RM/CASE	PAPER, XEROGRAPHIC, GOLDENROD 20 LB. 11 X 17, 5 RM/CASE	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0095	PAPER, XEROGRAPHIC GREEN	20 LB. 11 X 17, 5 RM/CASE	PAPER, XEROGRAPHIC GREEN 20 LB. 11 X 17, 5 RM/CASE	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0100	PAPER, XEROGRAPHIC, PINK	20 LB. 11 X 17, 5 RM/CASE	PAPER, XEROGRAPHIC, PINK 20 LB. 11 X 17, 5 RM/CASE	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0105	PAPER, XEROGRAPHIC, WHITE	20 LB. 11 X 17, 5 RM/CASE	PAPER, XEROGRAPHIC, WHITE 20 LB. 11 X 17, 5 RM/CASE	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0110	PAPER, XEROGRAPHIC, FIREBALL	FUSCHIA 8 1/2X11 24 LB 10 RM/C	PAPER, XEROGRAPHIC, FIREBALL FUSCHIA 8 1/2X11 24 LB 10 RM/C	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0115	PAPER, XEROGRAPHIC, COSMIC	ORANGE 8 1/2X11 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, COSMIC ORANGE 8 1/2X11 24 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0120	PAPER, XEROGRAPHIC, LUMINOUS	LIME 8 1/2X11 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, LUMINOUS LIME 8 1/2X11 24 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0125	PAPER, XEROGRAPHIC, TERRESTRIAL	TEAL 8 1/2X11 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, TERRESTRIAL TEAL 8 1/2X11 24 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0130	PAPER, XEROGRAPHIC, PLANETARY	PURPLE 8 1/2X11 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, PLANETARY PURPLE 8 1/2X11 24 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0132	PAPER, XEROGRAPHIC, SOLAR	YELLOW 8 1/2X11 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, SOLAR YELLOW 8 1/2X11 24 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0133	PAPER, XEROGRAPHIC, LUNAR	BLUE 8 1/2 X 11, 24 LB. 10 RM/CS	PAPER, XEROGRAPHIC, LUNAR BLUE 8 1/2 X 11, 24 LB. 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0134	PAPER, XEROGRAPHIC, GAMMA	GRN 8 1/2 X11, 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, GAMMA GRN 8 1/2 X11, 24 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0135	PAPER, XEROGRAPHIC, GALAXY	GOLD 8 1/2X11, 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, GALAXY GOLD 8 1/2X11, 24 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0136	PAPER, XEROGRAPHIC, PULSAR	PINK 8 1/2X11 24 LB 10 RM/CS	PAPER, XEROGRAPHIC, PULSAR PINK 8 1/2X11 24 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0137	PAPER, XEROGRAPHIC,WHITE 3-HOL	PUNCH 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC,WHITE 3-HOL PUNCH 8 1/2X11 20 LB 10 RM/CS	CASE	150	38		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0138	PAPER, XEROGRAPHIC, BRITE	FUSCHIA 8 1/2X11 20 LB 10 RM/C	PAPER, XEROGRAPHIC, BRITE FUSCHIA 8 1/2X11 20 LB 10 RM/C	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0139	PAPER, XEROGRAPHIC, BRITE	ORANGE 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE ORANGE 8 1/2X11 20 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0145	PAPER, XEROGRAPHIC, BRITE	LIME 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE LIME 8 1/2X11 20 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0150	PAPER, XEROGRAPHIC, BRITE	TEAL 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE TEAL 8 1/2X11 20 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0155	PAPER, XEROGRAPHIC, BRITE	PURPLE 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE PURPLE 8 1/2X11 20 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0160	PAPER, XEROGRAPHIC, BRITE	YELLOW 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE YELLOW 8 1/2X11 20 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0165	PAPER, XEROGRAPHIC, BRITE	BLUE 8 1/2 X 11, 20 LB. 10 RM/CS	PAPER, XEROGRAPHIC, BRITE BLUE 8 1/2 X 11, 20 LB. 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0170	PAPER, XEROGRAPHIC, BRITE	GRN 8 1/2 X11, 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE GRN 8 1/2 X11, 20 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0175	PAPER, XEROGRAPHIC, BRITE	GOLD 8 1/2X11, 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE GOLD 8 1/2X11, 20 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0180	PAPER, XEROGRAPHIC, BRITE	PINK 8 1/2X11 20 LB 10 RM/CS	PAPER, XEROGRAPHIC, BRITE PINK 8 1/2X11 20 LB 10 RM/CS	CASE	5	1		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0185	PAPER, XEROGRAPHIC, WHITE	20 LB. 8 1/2 X 11, 40 CS/PALET	PAPER, XEROGRAPHIC, WHITE 20 LB. 8 1/2 X 11, 40 CS/PALET	PALL	71	18		$0.00	
15-202122	15-202122 COPIER-PRINTER PAPER				15-0190	PAPER, XERO, WHITE RYCL-30% PCW	20 LB. 8 1/2 X 11, 40 CS/PALET	PAPER, XERO, WHITE RYCL-30% PCW 20 LB. 8 1/2 X 11, 40 CS/PALET	PALL	17	4		$0.00	
												GRAND TOTAL	$0.00	

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

October 19, 2023

Dear Vendor:

ADDENDUM 1

Contract Pricing for Copy Paper

Change

On Page 3 of the Complete Bid Documents

Bid Opening	**Tuesday, 10/24/23**	**10:00 AM CT**	**Google Meet**

The public Bid Opening will be Wednesday, 10/25/23 at 10:00 AM CT via Google Meet.

Join with Google Meet
meet.google.com/jst-yyop-wer
Join by phone
(US) +1 636-486-0457 PIN: 750 495 357#

This Addendum along with any Exhibits and Attachments is to be considered part of the original RFP documents. Please confirm receipt of this email or fax by a telephone call, email, or fax and on Response Forms A & B.

Telephone Number – 847-551-8460.
E-mail - bids.purchasing@d300.org
Fax Number – 847-551-8463

If you have any questions, please feel free to contact the numbers listed above.

Sincerely,

Diane C. White / Director of Purchasing

BID RESPONSE FORM B

Copy Paper – District-wide

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District 300. It is understood that:

1. **Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.**
2. **The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**
3. **Separate purchase orders will be issued to the successful bidder for delivery to any of the district sites, located in Algonquin, Carpentersville, West Dundee, Hampshire, Lake in the Hills, Gilberts and Sleepy Hollow.**
4. **Prices quoted shall include all charges for handling, transportation and lift-gate delivery.**
5. **All items bid are F.O.B. destination.**
6. **Community Unit School District #300 is Tax Exempt.**
   Tax Exemption Number - E99960079.

Vendor has received Addendum (IF APPLICABLE)
#1 - YES__ #2 - ____NA_____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx.

Garvey's Office Products
NAME OF COMPANY /CORPORATION

7500 N. Caldwell Ave.
STREET ADDRESS

Niles
CITY

Illinois
STATE

60714
ZIP

847-588-1690
TELEPHONE NUMBER

847-588-1695
FAX NUMBER

rflegel@getgarveys.com
EMAIL ADDRESS

FEIN NUMBER
36-2530555

ILLINOIS LICENSE NUMBER
0022-0701

BID SUBMITTED BY:

SIGNATURE OF AUTHORIZED AGENT

Kevin Garvey / President
PLEASE TYPE OR PRINT NAME

10/23/2023
DATE

***** Please submit your sealed bid no later than Tuesday, October 24, 2023, 10:00 AM CT *****

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	APPLICATION DATE
	10/23/2023
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	REVISION DATE

DATE: 10/23/2023

COMPANY	HOW LONG IN PRESENT BUSINESS?
Garvey's Office Products	97 Years

ADDRESS	CITY	STATE	ZIP
7500 N Caldwell Ave	Niles	IL	60714

CONTACT PERSON/REPRESENTATIVE	FAX NUMBER	PHONE AND EXTENSION
Roy Flegel	847-588-1695	847-324-1261

TYPE OF ORGANIZATION (Check Applicable)
☐ INDIVIDUAL ☐ PARTNERSHIP ☑ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE: Illinois

YEARS ESTABLISHED: 1926

DO YOU ACCEPT PURCHASE ORDERS? YES ☑ NO ☐

DO YOU ACCEPT CREDIT CARDS? YES ☑ NO ☐

CATEGORY **(Check below the category which applies to the applicant)**

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☑ (E) DISTRIBUTOR
☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT Kevin Garvey (B) VICE PRESIDENT NA

(C) SECRETARY NA (D) TREASURER NA

(E) OWNERS, PARTNERS, OR STOCKHOLDERS NA

TAXPAYER'S I.D. NO.
FEIN 36-2530555
or
S.S. No. _____

INSURANCE INFORMATION **(Check Applicable)**
LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☑ OTHER ☐
Workers' Compensation : State Minimum ☐ Greater than Minimum ☑
Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. NA

BONDING INFORMATION **(Check each area in which you have been bonded and the latest date of bonding)**
Perf. Bond NA / NA (Mo. / Year) ☐ Payment Bond (Labor and Materials) NA / NA (Mo. / Year) ☐ Builder's Risk NA / NA (Mo. / Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY
Kevin Garvey	President
NA	NA
NA	NA
NA	NA

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse
110	45,000,000.00	NA	85,000

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____
DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

NA

NA

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

ORGANIZATION ADDRESS, STATE, ZIP BUYER PHONE NUMBER

1. Naperville School District 203, 203 W Hillside Rd, Naperville IL 60540, Jim Hard, 630-420-6411
2. Community School District 308, 4175 Rt. 71, Oswego, IL 60543, Kaitlyn Earwood, 630-636-3184
3. New Trier High School Dist. 203, 7 Happ Rd., Northfield, IL 60093, Yvonne Blair, 847-784-2333
4. Evanston Skokie School Dist. 65, 1500 McDaniel Ave, Evanston, IL 60201, Isabella Michel, 847-859-8047

Bank References

NAME OF BANK ADDRESS, STATE, ZIP CONTACT PERSON PHONE NUMBER

Northshore Community Bank, 7800 Lincoln Ave., Skokie, IL 60077, Tim Kramer, 312-431-6563

NA

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION

Kevin Garvey / President

NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Garvey's office Products as part of its bid for the Copy Paper work for Community Unit School District #300, Carpentersville, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

Garvey's office Products having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: Garvey's office Products

By: _____
(Signature)

Kevin Garvey / President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of October, 2023.

OFFICIAL SEAL
MEGAN THOMAS
NOTARY PUBLIC, STATE OF ILLINOIS
Commission No. 951440
My Commission Expires April 27, 2026

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

Garvey's office Products does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

Garvey's office Products does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: Garvey's office Products

By: _____
(Signature)

Kevin Garvey / President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of October, 2023.

_____
NOTARY PUBLIC

OFFICIAL SEAL
MEGAN THOMAS
NOTARY PUBLIC, STATE OF ILLINOIS
Commission No. 951440
My Commission Expires April 27, 2026

CERTIFICATE REGARDING
EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

Garvey's office Products agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then Garvey's office Products agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Garvey's office Products, as part of its bid for the Copy Paper work for Community Unit School District #300, Carpentersville, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Garvey's office Products

By: _____
(Signature)

Kevin Garvey / President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of October, 2023.

_____
NOTARY PUBLIC

OFFICIAL SEAL
MEGAN THOMAS
NOTARY PUBLIC, STATE OF ILLINOIS
Commission No. 951440
My Commission Expires April 27, 2026

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

Garvey's office Products, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: Garvey's office Products

By: _____
(Signature)

Kevin Garvey / President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of October, 2023.

_____
NOTARY PUBLIC

OFFICIAL SEAL
MEGAN THOMAS
NOTARY PUBLIC, STATE OF ILLINOIS
Commission No. 951440
My Commission Expires April 27, 2026

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: Kevin Garvey

Title: President

Dated: 10/23/2023

SUBSCRIBED and SWORN TO before me
This 23rd day of October, 2023.

Megan Thomas
NOTARY PUBLIC

OFFICIAL SEAL
MEGAN THOMAS
NOTARY PUBLIC, STATE OF ILLINOIS
Commission No. 951440
My Commission Expires April 27, 2026

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Kevin Garvey
(Printed or Typed Name of Applicant Employee)

Signature of Applicant or Employee

Dated: 10/23/2023

BID RESPONSE FORM A

Copy Paper – District-Wide

Upload both Bid Response Forms A and B to Bidnet.
Bid Response Form B should be uploaded in Excel format.

Vendor has received Addendum #1 Yes X **No**
Addendum #2 Yes ____ **No** X

COMMENTS AND ADDITIONAL INFORMATION

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx.

Garvey's office Products
Name of Company/Corporation

7500 N. Caldwell AVE.
Street Address

Niles, IL 60714
City, State, Zip Code

847-588-1690
Telephone Number

847-588-1695
Fax Number

60 Days
Length of time bid is firm

Kevin Garvey/Garvey's ofc. Prod.
Bid Submitted by:

Authorized Signature

Kevin Garvey
Please Type or Print Name

0022-0701
Illinois License Number

Email address - Kevinq@getgarveys.com

***** Please submit your sealed bid no later than Tuesday, October 24, 2023, 10:00 AM CT. *****

REFERENCES

LIST BELOW THE LAST FOUR (4) SCHOOL DISTRICTS OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE GOODS.

1. **ORGANIZATION:** Naperville Community School District 203
   ADDRESS: 203 W. Hillside Rd.
   CITY, STATE, and ZIP CODE: Naperville, IL 60540
   TELEPHONE NUMBER/EMAIL: 630-420-6411 / jhard@naperville203.org
   CONTACT PERSON: Jim Hard
   DATE OF SERVICES: 2022 to current
   DOLLAR AMOUNT OF THE JOB: 276,000.00

2. **ORGANIZATION:** Community School District 308
   ADDRESS: 4175 Rt. 71
   CITY, STATE, and ZIP CODE: Oswego, IL 60543
   TELEPHONE NUMBER/EMAIL: 630-636-3184 / Kearwood esd308.org
   CONTACT PERSON: Kaitilyn Earwood
   DATE OF SERVICES: 2023 to current
   DOLLAR AMOUNT OF THE JOB: 110,000.00

REFERENCES (CONT.)

3. ORGANIZATION: Evanston Skokie School Dist. 65

ADDRESS: 1500 McDaniel AVE.

CITY, STATE, and ZIP CODE: EVANSTON, IL 60201

TELEPHONE NUMBER/EMAIL: 847-859-8047 / michelie@district65.net

CONTACT PERSON: Isabella Michel

DATE OF SERVICES: 2008 TO Current

DOLLAR AMOUNT OF THE JOB: $36,000.00

4. ORGANIZATION: New Trier High School Dist. 203

ADDRESS: 7 Happ Rd.

CITY, STATE, and ZIP CODE: Northfield, IL 60093

TELEPHONE NUMBER/EMAIL: 847-784-2333 / blairy@NewTrier.K12.IL.US

CONTACT PERSON: Yvonne Blair

DATE OF SERVICES: 2023

DOLLAR AMOUNT OF THE JOB: 80,000.00

OFFEROR'S NAME: Kevin Gragert / President

SIGNATURE:

DATE: 10/23/2023

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: **August 12, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Christopher Columbaro,
Director of Fine and Performing Arts

Presented at the following Board Meetings	Date
Board Operations Committee	8/12/2025
BOE 1st Reading	8/12/2025
BOE 2nd Reading	8/26/2025

SUBJECT: **Contract Pricing Musical Instruments**

Background

The purpose of this Invitation to Bid (ITB) is to establish consistent and competitive pricing agreements with reputable vendors, ensuring equitable and efficient access to high-quality musical instruments for all D300 students participating in our instrumental music programs. From 2019 to 2024, participation in these programs has grown 3% a year across the elementary, middle, and high school levels, from 2446 students in 2019 to 2868 in 2024, necessitating regular investment in new instruments and replacement of aging inventory to sustain program expansion and educational excellence.

This initiative aligns with D300's strategic goals by standardizing purchases across schools, ensuring quality assurance, warranty coverage, and timely delivery that supports instructional needs. Through this approach, the District upholds both programmatic integrity and fiscal responsibility, providing students with the tools required to succeed in a robust music education environment.

On July 3, 2025, D300 published an ITB for Contract Pricing for Musical Instruments via BidNet. Thirteen vendors downloaded the bid documents, and five vendors submitted proposals. A public bid opening was conducted via Google Meet on July 24, 2025. As outlined in the ITB, the pricing secured through this process does not obligate the District to make purchases but establishes guaranteed pricing should the need arise. The contract pricing is valid for one year per instrument, with the option for two one-year extensions.

The administrative recommendation below outlines the total potential expenditure should the District purchase one of each of the awarded instruments at the contracted price.

Administrative Recommendation

Cassandra Strings – Algonquin, IL: award of contract pricing for Musical Instruments for an estimated contract amount of $35,045.00.
Quinlan & Fabish Music Co. - Burr Ridge, IL: award of contract pricing for Musical Instruments for an estimated contract amount of $65,503.80.
Sweetwater Sound, LLC – Fort Wayne, IN: award of contract pricing for Musical Instruments for an estimated contract amount of $71,351.63.

Fiscal Impact

Should the District elect to purchase one of each of the instruments included in the awarded contract pricing, the total estimated amount is $171,900.43. These purchases will be funded through Fund 10, Education Fund.

COMMUNITY UNIT SCHOOL DISTRICT 300
Contract Pricing for Musical Instruments
Thursday ,July 24, 2025 11:00 AM CST

VENDORS	References	Certificates	Vendor App.	W-9	Addendum 1	Signed Bid Response Form A	Signed Bid Response Form B	Comments
Cassandra Strings	X	X	X	X	X	X	X	
DF Interactive NC LLC								
Horn Stash (Fix This! Repair)	N	N	N	N	N	N	N	Disqualified: Bid Response Form B received but not signed; all other required forms were not provided
Lakeshore Learning								
Music & Arts	X	X	N	X	X	X	X	No pricing was provided on Bid Response Form B
Piano Forte Chicago								
Quinlan & Fabish	X	X	X	X	X	X	X	
Shar Products Company								
Sweetwater Music	X	X	X	X	X	X	X	
Taylor Music								
Washington Music Center								
Wenger Corp.								
West Music								

Administration Recommends:

Cassandra Strings - Algonquin, IL
Recommend award of contract pricing for Musical Instruments for an estimated contract amount of **$35,045.00**

Quinlan & Fabish Music Co. - Burr Ridge, IL
Recommend award of contract pricing for Musical Instruments for an estimated contract amount of **$65,503.80**

Sweetwater Sound LLC -Fort Wayne, IN
Recommend award of contract pricing for Musical Instruments for an estimated contract amount of **$71,351.63**

Total Estimated Award Amount: $171,900.43

						Cassandra Strings			Horn Stash			Music & Arts			Q&F			Sweetwater		
Manufacturer's Name	Manufacturer's Item Nbr	Product Description	Product Description 2	NOTES	D300 Item Number	Vendor Item Number	Price level breaks 1-5	Vendor Comments	Vendor Item Number	Price level breaks 1-5	Vendor Comments	Vendor Item Number	Price level breaks 1-5	Vendor Comments	Vendor Item Number	Price level breaks 1-5	Vendor Comments	Vendor Item Number	Price level breaks 1-5	Vendor Comments
RECORDERS																				
Yamaha	YRS-20BB	Recorder	Blue	No Substitutions	50-0206	NO BID			NO BID						YRS20BB	$5.95		YRS20BB	**8.97**	
Yamaha	YRS-20BP	Recorder	Pink	No Substitutions	50-0207	NO BID			NO BID						YRS20BP	$5.95		YRS20BP	**8.97**	
Yamaha	YRS-20BG	Recorder	Green	No Substitutions	50-0208	NO BID			NO BID						YRS20BG	$5.95		YRS20BG	**8.97**	
Yamaha	YRS24B	Recorder	3 Piece Soprano w/ cleaning rod	No Substitutions	50-0001	NO BID			NO BID						YRS24B	$4.95		YRS24B	**7.97**	Does not come with cleaning rod
Yamaha	YRS20	Recorder	3 Piece Soprano, all color options w/ cleaning rod	No Substitutions	TBD	NO BID			NO BID						Unknown Item		Unknown Item	Depends on color	**8.97**	Does not come with cleaning rod
Peripole, Inc.		Recorder	Baroque Peripole - 2 piece, all colors	No Substitutions	50-0002	NO BID			NO BID						No Bid			NO BID		
PIANO/KEYBOARD																				
Roland	RP701	Digital Piano	stand and dolly	No Substitutions	TBD	NO BID			NO BID						No Bid			NO BID		
Yamaha	YPG235	Keyboard, portable	Grand Piano - 76 key	No Substitutions	50-0082	NO BID			NO BID						Discontinued		PSREW310 - School Price: $445.00 Keyboard and Power Supply Only	NO BID		
Yamaha	Arius YDP-V240	Piano, Digital /Clavinova	with bench and dolly	No Substitutions	50-0125	NO BID			NO BID						Discontinued			NO BID		
Yamaha	CVP-701BW	Piano, Digital /Clavinova	with bench and dolly	No Substitutions	50-0126	NO BID			NO BID						No Bid			NO BID		
Yamaha	Arius YDP-184	Piano, Digital /Clavinova	with bench and dolly	No Substitutions	50-0135	NO BID			NO BID						YDP184R/DIGIDOLLY	$2200	Rosewood Color - Includes bench and assembly. Dolly sold separately. (DIGIDOLLY - $445.00 Included in Price)	NO BID		
Yamaha	YDP-184	Piano, Digital /Clavinova	with bench and dolly	No Substitutions	TBD	NO BID			NO BID						YDP184R/DIGIDOLLY	$2200	Rosewood Color - Includes bench and assembly. Dolly sold separately. (DIGIDOLLY - $445.00 Included in Price)	NO BID		
WOODWIND																				
Fox	IV	Bassoon	Model 4 Standard	No Substitutions	50-0008	NO BID			NO BID						FOXIV	$6,975		SPC321641	6473.74	
Jupiter	JCB1000N	Bass Clarinet		No Substitutions	50-0007	NO BID			JBC1000NA	2125					JBC1000NQ	$1,915	A tariff fee of $128.00 may be charged at time of purchase	NO BID		
Yamaha	YCL221	Bass Clarinet		No Substitutions	50-0006	NO BID			NO BID						YCL221II	$2,345		YCL221II	2170.88	
Leblanc	7181	Clarinet	Leblanc Eb Contra Alto Clarinet	No Substitutions	50-0175	NO BID			NO BID		This model is no longer available new				Discontinued		Selmer Paris Contra Alto Model 40 - School Price:	NO BID		
Yamaha	YCL-255	Clarinet	Standard Bb Clarinet	No Substitutions	50-0176	NO BID			NO BID						YCL255	$559		YCL255N	421.62	
Buffer	E12F	Clarinet	Intermediate	No Substitutions	TBD	NO BID			E12F	1450	Is Buffet, not				BCF2512F-2-0	$1,575		NO BID		
Selmer	123FB	Oboe	Step Up 4/4	No Substitutions	50-0200	NO BID			JOB1000	2125	Not a current model, 4/4 is not an oboe size. Full Conservatory? Modified conservatory?				123FB	$2,490		NO BID		
Yamaha	YAB-241	Oboe		No Substitutions	50-0005	NO BID			NO BID						YOB241	$1,855		YOB241	1715.86	
Yamaha	YAS23	Saxophone	Alto	No Substitutions	50-0009	NO BID			NO BID						Discontinued		Yamaha YAS200ADII Alto Sax - School Price: $1395.00	YAS26	1012.81	YAS23 was discontinued
Jupiter	YBS1100	Saxophone	Baritone	No Substitutions	50-0011	NO BID			JBS1000	4050	Model number is JBS1000, not YBS1000				JBS1100	$4,575	A tariff fee of $306.00 may be charged at time of purchase	NO BID		
Yamaha	YBS-52	Saxophone	Bari - Eb	No Substitutions	50-0010	NO BID			NO BID						Discontinued		Yamaha YBS480 Baritone Sax - School Price: $5995	YBS62II	8237.88	YBS-52 was discontinued
Yamaha	YTS-200ADII	Saxophone	Saxophone - Tenor Bb	No Substitutions	50-0012	NO BID			NO BID						YTS200ADII	$1,720		YTS26	1584.24	YTS-200ADII is the same as YTS26 just a different case
Yamaha	YTS480	Saxophone	Tenor, Intermediate	No Substitutions	50-0197	NO BID			NO BID						YTS480	$2,490		YTS480	2315.81	
Yamaha	YCL-681	Eb Clarinet	High school only	No Substitutions	50-0200	NO BID			NO BID						YCL681	$3,995		YCL681	3688.43	
Yamaha	YSS475II	Soprano Sax	High school only	No Substitutions	50-0211	NO BID			NO BID						YSS475II	$2,385		YSS475II	2210.84	
Yamaha	YSS-82Z	Soprano Sax	Soprano Saxophone, advanced level	No Substitutions	50-0177	NO BID			NO BID						YSS82Z	$4,765		YSS82Z	4409.66	
Yamaha	YAS200	Saxophone	Alto	No Substitutions	TBD	NO BID			NO BID						YAS200ADII	$1,365		YAS26	1012.81	YAS200 was discontinued
Yamaha	YAS26	Saxophone	Alto	No Substitutions	TBD	NO BID			NO BID						YAS26	$1,365		YAS26	1012.81	
Yamaha	YAS480	Saxophone	Baritone	No Substitutions	TBD	NO BID			NO BID						YBS480	$5,995	Price is for Yamaha YBS480 Baritone Sax	YAS480	2025.95	
BRASS																				
Conn	6D	French Horn - Double	Yellow Brass, Geyer style	No Substitutions	50-0015	NO BID			6D	4200					6DS	$4,295		Conn6Dv2	3649.73	
Yamaha	YHR567	French Horn - Double	Yellow Brass, Geyer style	No Substitutions	50-0016	NO BID			NO BID						YHR567	$3,025		YHR567	2805.7	
Conn	8D	French Horn - Double	French horn, advanced level	No Substitutions	50-0178	NO BID			8D	5100					8D	$4,795		Conn8Dv2	4438.47	
Suzuki	AM200	Metallophone	Alto Standard	No Substitutions	50-0073	NO BID			NO BID						No Bid			NO BID		
Suzuki	BM200	Metallophone	Deep Bass	No Substitutions	50-0071	NO BID			NO BID						No Bid			NO BID		
Suzuki	SM200	Metallophone	Soprano - Standard	No Substitutions	50-0074	NO BID			NO BID						No Bid			NO BID		
Studio 49	SM1600	Metallophone Soprano Diatonic	1601 Series Elementary Students	No Substitutions	50-0076	NO BID			NO BID						No Bid			NO BID		
Yamaha	YSL-200AD	Trombone	Student	No Substitutions	50-0013	NO BID			NO BID						YSL200AD	$781		YSL354	581.58	YSL-200AD is the same as YSL-354 just a different case
Yamaha	YBL-620G	Bass trombone	High school only	No Substitutions	50-0008	NO BID			NO BID						YBL620G	$4,128.00		YBL620G	$3,820.84	
Yamaha	YBK-830	Trombone	Bass - Xeno Series	No Substitutions	50-0139	NO BID			NO BID						YBL835	$5,045.00	Quote is for Yamaha Xeno YBL835 Bass Trombone	YBL835	$4,664.96	YBK-830 has been updated
Yamaha	YSL-354	Trombone	Step Up	No Substitutions	TBD	NO BID			NO BID						YSL354	$775.00		YSL354	$581.58	
Bach	TR300H2	Trumpet		No Substitutions	50-0019	NO BID			BTR202	460	TR300H2 is no longer a current model				Discontinued		Bach BTR202 - School Price: $475	BTR302	546.46	TR300H2 has been updated to BTR302
Bach	BTR302	Trumpet	For elementary only	No Substitutions	50-0017	NO BID			NO BID						BTR302	$590	This model of Bundy is now labeled Bach	BTR302	546.46	BTR300 has been updated to BTR302
Yamaha	YTR-2330	Trumpet		No Substitutions	50-0018	NO BID			NO BID						YTR2330	$765		YTR2330	572.54	
Geminhardt	2SP	Flute	Student Flute	No Substitutions	50-0133	NO BID			NO BID						No Bid			NO BID		
Yamaha	YFL-222	Flute	Student Flute	No Substitutions	50-0134	NO BID			NO BID						YFL222	$533		YFL222CG	401.52	
Yamaha	YSH-411WC	Sousaphone		No Substitutions	50-0023	NO BID			NO BID						YSH411WC	$7,975		YSH411WC	7515.34	
Yamaha	YEP321S	Euphonium	4-Valve	No Substitutions	50-0020	NO BID			NO BID						YEP321S	$2,675		YEP321S	2481.45	
Yamaha	YEP201	Euphonium		No Substitutions	TBD	NO BID			NO BID						YEP201	$1,855		YEP201	1727.97	
Yamaha	YBH-301M	Baritone	Marching Series - Lacquer - Bb	No Substitutions	TBD	NO BID			NO BID						YBH301M	$2,265		YBH301M	2096.47	
Yamaha	YEP-201	Baritone	3 Valve	No Substitutions	TBD	NO BID			NO BID						YEP201	$1,855		YEP201	1727.97	
Yamaha	YBB-105WC	Tuba	3-Valve 3/4 BBb Tuba	No Substitutions	50-0136	NO BID			NO BID						YBB105WC	$3,783		YBB105WC	3651.34	
Yamaha	YBB321WC	Tuba, Concert	Lacquer/Key of BBb	No Substitutions	50-0014	NO BID			NO BID						YBB321WC	$6,275		YBB321WC	5942.69	
Jupiter	CT300	Tuba 3/4	3/4 tuba	No Substitutions	50-0213	NO BID			JTU705	3260	CT300 is same model as JTU705				CT305	$2,795	A tariff fee of $187.00 may be charged at time of purchase	NO BID		

PERCUSSION																						
Boomwhackers	BWH13	Boomwhackers	13-Note Floor Stand - storage	No Substitutions	50-0030	NO BID			NO BID						No Bid			NO BID		
Boomwhackers	BWCG	Boomwhackers	5-note Chromatics Set	No Substitutions	50-0035	NO BID			NO BID						No Bid			NO BID		
Boomwhackers	BWDG	Boomwhackers	C Major Diatonic Set - 8-note	No Substitutions	50-0029	NO BID			NO BID						No Bid			NO BID		
Boomwhackers	BWJG	Boomwhackers	Bass Diatonic Set 7-note	No Substitutions	50-0033	NO BID			NO BID						No Bid			NO BID		
Boomwhackers	BWEG	Boomwhackers	Treble Extension Set - 7 note	No Substitutions	50-0034	NO BID			NO BID						No Bid			NO BID		
Zildjian	ZBT14C	Cymbal	Crash Cymbals 14"	No Substitutions	50-0026	NO BID			NO BID						Discontinued			NO BID		
Sabian	XSR1623B	Cymbal	XS20 Susbended w/ 16" Stand	No Substitutions	50-0090	NO BID			NO BID						No Bid			NO BID		
Meinl	B20JETR	Cymbal	Extra Thin Ride - Byzance 20" Jazz	No Substitutions	50-0089	NO BID			NO BID						No Bid			NO BID		
Humes & Berg	GL526DIV	Cymbal Bag	Deluxe 22" w/ dividers	No Substitutions	50-0194	NO BID			NO BID						GL526DIV	$125		NO BID		
Yamaha	SBP2F50	Drum Set	w/ 20" Bass Drum 5-Piece Stage Custom Birch Shell Pack	No Substitutions	50-0087	NO BID			NO BID						SBP2F50	$595	Drum shells only. No hardware. Price for standard color.	NO BID		
Yamaha	CTS0234	Drum Set	Concert Toms (8000 series w/ 10,12,13,14")	No Substitutions	50-0196	NO BID			NO BID						CTS0234	$1,275	Includes Stands	NO BID		
& Percussion	HD-8500-06	Drums, Hand Pretuned	Set of 6 w/ synthetic Fiberskyn 3	No Substitutions	50-0078	NO BID			NO BID						No Bid			NO BID		
Yamaha	SK285R	Snare - Kit w/Stand	Student Model	Substitutions Allowed	50-0057	NO BID			AK14D	110					S285R	355	SK285R - Replacement Model - $355	NO BID		
& Percussion	OCSN0614-NBBA	Snare Drum	Maple, Orange County Drum	No Substitutions	50-0058	NO BID			NO BID						No Bid			NO BID		
Pacific	PDDT820X	Drum Throne	PDP 800 Series Tractor Seat	No Substitutions	50-0195	NO BID			NO BID						No Bid			NO BID		
Ludwig	LECB86X8M	Bass Drum	18 x 36 Bass Drum for high school only	No Substitutions	50-0215	NO BID			NO BID						LECB86X8M	$2,295	Includes stand, assembly, and deliverv to school.	NO BID		
Ludwig	LMXYLO	Xylophone	Ludwig Musser 2.5 octave	No Substitutions	50-0024	NO BID			NO BID						LMXYLO2	$695		NO BID		
Majestic	X8535H	Xylophone	w/ height adjustable stand	No Substitutions	50-0198	NO BID			X6535H	3250					X8535H	$3,295	Includes assembly and delivery to school. A tariff fee of $197.00 may be charged at time of purchase.	NO BID		
Suzuki	AX200	Xylophone	Standard - Alto	No Substitutions	50-0062	NO BID			NO BID						No Bid			NO BID		
Sonor	AX-GBF	Xylophone	Beat Alto	No Substitutions	50-0065	NO BID			NO BID						No Bid			NO BID		
Suzuki	SX200	Xylophone	Standard - Soprano	No Substitutions	50-0069	NO BID			NO BID						No Bid			NO BID		
Yamaha	YX-500F	Xylophone		No Substitutions	50-0173	NO BID			NO BID						YX500F	$3,095	Includes assembly and delivery to school.	NO BID		
Majestic	X6535H	Xylophone	w/ height adjustable stand	No Substitutions	50-0198	NO BID			X6535H	3250	Duplicate of line 87?				X6535H	$3,295	Includes assembly and delivery to school. A tariff fee of $197.00 may be charged at time of purchase.	NO BID		
Suzuki	BX200	Xylophone, Bass	Deep Bass	No Substitutions	50-0060	NO BID			NO BID						No Bid			NO BID		
Studio 49	BX1600	Xylophone, Bass		No Substitutions	50-0061	NO BID			NO BID						No Bid			NO BID		
Grove	TR-9	Triangle	Super-Overton 9"	No Substitutions	50-0193	NO BID			NO BID						No Bid			NO BID		
Sonor	KSP60X-F	Bar, Contra Bass	Pao Rosa Primary KSP 60X Bar - F	No Substitutions	50-0202	NO BID			NO BID						No Bid			NO BID		
Sonor	KSP60X-G	Bar, Contra Bass	Pao Rosa Primary KSP 60X, Bar - G	No Substitutions	50-0203	NO BID			NO BID						No Bid			NO BID		
Suzuki	AD250	Glockenspiel	Alto Standard	No Substitutions	50-0080	NO BID			NO BID						No Bid			NO BID		
Suzuki	SD250	Glockenspiel	Soprano - Standard	No Substitutions	50-0081	NO BID			NO BID						No Bid			NO BID		
Remo	TU-1112-PM	Tubano	Kintekloth Fabric -Tubano Drumkey Tuned, 12x27"	Substitutions Allowed	50-0085	NO BID			NO BID						No Bid			NO BID		
Remo	DP-VSTU-CC	Tubano, Set-VERSA	TF-20 Head Orange 9,11,13 in	Substitutions Allowed	50-0084	NO BID			NO BID						No Bid			NO BID		
Pearl	EM1	Medi Keyboard	Mallet Station	No Substitutions	50-0199	NO BID			NO BID						EM1	$795	Mallet station only.	NO BID		
STRINGS																						
Kaces	UKUB-3/4	Bag,Bass 3/4	University Series	No Substitutions	50-0097	NO BID			NO BID						No Bid			NO BID		
Karl Thunemann	KT80B	Bass 1/2	Student Model 80 w/ bag and bow	No Substitutions	50-0105	KT80	2200		NO BID						No Bid			NO BID		
Karl Thunemann	KT80B	Bass 1/4	1/4 Double Bass Outfit	No Substitutions	50-0104	KT80	2200		NO BID						No Bid			NO BID		
Christopher	DB302	Bass, 3/4 Gamba	Gamba model for High School Only	No Substitutions	TBD	NO BID			NO BID						34DB302	$2,905	Instrument Only w/upgraded set up. (Helicore strings, adjustable bridge, etc.) Bag and fiberglass bow $175 additional	NO BID		
Shen	SB80	Bass, String 1/2	w/bag & bow	No Substitutions	50-0119	SB80-12	2200		NO BID						12SB80	$1,465	Includes upgraded set up (Helicore strings, adjustable bridge, etc.), soft case, and fiberglass bow.	NO BID		
Christopher	DB200	Bass, String 1/2	w/bag & bow	No Substitutions	50-0188	NO BID			NO BID						12DB202	$2,145	Instrument Only w/upgraded set up. (Helicore strings, adjustable bridge, etc.) Bag and fiberglass bow $175 additional	NO BID		
Shen	SB80	Bass, String 1/4	Model 168	No Substitutions	50-0118	SB80-14	2200		NO BID						14SB80	$1,465	Includes upgraded set up (Helicore strings, adjustable bridge, etc.), soft case, and fiberglass bow.	NO BID		
Christopher	DB200	Bass, String 1/4	w/bag & bow	No Substitutions	50-0187	NO BID			NO BID						14DB202	$2,145	Instrument Only w/upgraded set up. (Helicore strings, adjustable bridge, etc.) Bag and fiberglass bow $175 additional	NO BID		
Shen	SB80	Bass, String 1/8	w/bag & bow	No Substitutions	50-0167	SB80-18	2200		NO BID						18SB80	$1,465	Includes upgraded set up (Helicore strings, adjustable bridge, etc.), soft case, and fiberglass bow.	NO BID		
Karl Thunemann	Model 80	Bass, String 3/4	3/4 Size String Bass	No Substitutions	50-0106	KT80	2200		NO BID						No Bid			NO BID		
Shen	SB80	Bass, String 3/4	w/bag & bow	No Substitutions	50-0120	SB80-34	2200		NO BID						34SB80	$1,465	Includes upgraded set up (Helicore strings, adjustable bridge, etc.), soft case, and fiberglass bow.	NO BID		
Shen	SB150	Bass, String 3/4	w/bag & bow	No Substitutions	50-0170	SB150-34	3400		NO BID						34SB150	$2,590	Includes upgraded set up (Helicore strings, adjustable bridge, etc.), soft case, and fiberglass bow.	NO BID		
Christopher	DB200	Bass, String 3/4	w/bag & bow	No Substitutions	50-0189	NO BID			NO BID						34DB202	$2,145	Instrument Only w/upgraded set up. (Helicore strings, adjustable bridge, etc.) Bag and fiberglass bow $175 additional	NO BID		
Christopher	DB200	Bass, String 7/8	w/bag & bow	No Substitutions	50-0190	NO BID			NO BID						78DB203	$2,175	Instrument Only w/upgraded set up. (Helicore strings, adjustable bridge, etc.) Bag and fiberglass bow $175 additional	NO BID		
Glasser	G502	Bow - Bass, All Sizes French	All Sizes	No Substitutions	50-0092	NO BID			NO BID						No Bid			NO BID		
Glasser	G502	Bow - Bass, All Sizes German	All Sizes	No Substitutions	50-0091	NO BID			NO BID						No Bid			NO BID		
Glasser	E302	Bow - Viola, All Sizes	All Sizes	No Substitutions	50-0181	NO BID			NO BID						No Bid			NO BID		
Glasser	C202	Bow - Violin, All Sizes	All Sizes	No Substitutions	50-0182	NO BID			NO BID						No Bid			NO BID		
Glasser	F402	Bow, Cello, All Sizes	All Sizes	No Substitutions	50-0180	NO BID			NO BID						No Bid			NO BID		
H Core	CC485-3/4	Case 3/4, Bass	Bass Case ,Nylon w/ Padded Lining	No Substitutions	50-0108	CC485-2	95		NO BID						No Bid			NO BID		
Heritage	HCB32012	Case, Soft, 1/2 Cello	5mm padding	No Substitutions	50-0122	HCB32012	80		NO BID						No Bid			NO BID		
Heritage	HCB32044	Case, Soft, 3/4 Cello	5mm padding	No Substitutions	50-0123	HCB32034	80		NO BID						No Bid			NO BID		
Kaces	all sizes Cello	Case, Soft, Cello	all sizes cello soft case	No Substitutions	50-0183	NO BID			NO BID						No Bid			NO BID		
Karl Thunemann	Model 150	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0100	KT150-12	1700		NO BID						No Bid			NO BID		

Shen	150	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0143	SFSC150-12	1700		NO BID						12SC150	$1,095	Includes upgraded set up (Helicore strings, extended endpin, etc.), soft case, and fiberglass bow.	NO BID			
Karl Thunemann	Model 80	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0148	KT80-12	1200		NO BID						No Bid			NO BID			
Karl Thunemann	Model 150	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0099	KT150-14	1700		NO BID						No Bid			NO BID			
Shen	150	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0142	SFSC150-14	1700		NO BID						14SC150	$1,095	Includes upgraded set up (Helicore strings, extended endpin, etc.), soft case, and fiberglass bow.	NO BID			
Karl Thunemann	Model 80	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0147	KT80-14	1200		NO BID						No Bid			NO BID			
Karl Thunemann	Model 80	Cello 1/8 Size	w/bag & bow	No Substitutions	50-0146	KT80-18	1200		NO BID						No Bid			NO BID			
Karl Thunemann	Model 150	Cello 1/8 Size	w/bag & bow	No Substitutions	50-0151	KT150-18	1700		NO BID						No Bid			NO BID			
Shar Music	PC100	Cello 3/4	3/4 size Cello outfit Franz Hoffman	No Substitutions	50-0110	NO BID			NO BID									NO BID			
Karl Thunemann	Model 150	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0101	KT150-34	1700		NO BID						No Bid			NO BID			
Karl Thunemann	Model 80	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0149	KT80-34	1200		NO BID						No Bid			NO BID			
Shen	150	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0144	SFSC150-34	1700		NO BID						34SC150	$1,095	Includes upgraded set up (Helicore strings, extended endpin, etc.), soft case, and fiberglass bow.	NO BID			
Core	C32	Cello 4/4	Core cello full size	can sub with C34	50-0185	CORE-C32-1ADJ	2000		NO BID						No Bid			NO BID			
StringWorks	Soloist III	Cello 4/4	High school only	No Substitutions	TBD	NO BID			NO BID						No Bid			NO BID			
Karl Thunemann	Model 150	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0096	KT150-44	1700		NO BID						No Bid			NO BID			
Shen	150	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0145	SFSC150-44	1700		NO BID						44SC150	$1,095	Includes upgraded set up (Helicore strings, extended endpin, etc.), soft case, and fiberglass bow.	NO BID			
Karl Thunemann	Model 80	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0150	KT80-44	1200		NO BID						No Bid			NO BID			
Karl Thunemann	K450	Cello 4/4 Size	outfit model	No Substitutions	50-0184	KT450	3100		NO BID						No Bid			NO BID			
Snow	SC200	Cello Step Up 4/4	w/bag & bow	No Substitutions	50-0191	SC200	3400		NO BID						No Bid			NO BID			
StringWorks	Virtuoso	Cello, 4/4	Virtusoso model for High School Only	No Substitutions	TBD	NO BID			NO BID									NO BID			
Yamaha	C-40	Guitar	Cedar Top, Classical	No Substitutions	50-0124	NO BID			NO BID						C40PKG	$175	GigMaker Package - Includes C40II guitar in natural wood and soft case.	NO BID			
Cordoba	C3	Guitar	Classical	No Substitutions	TBD	NO BID			NO BID						No Bid			NO BID			
Kala	MK-SD	Ukulele	Dolphin bridge - Soprano	Substitutions Allowed	50-0109	NO BID			NO BID						MKSDXX	$45	Quote for standard colors. Bag included.	NO BID			
Eastman	VA100SBC	Viola 13"	w/bag & bow	No Substitutions	50-0204	NO BID			NO BID						13VA100SBC	$695	Includes upgraded set up (Aubert bridge, Helicore strings, etc.), case, and fiberglass bow.	NO BID			
Shen	SA100	Viola, 11"	w/bag & bow	No Substitutions	50-0153	SA100-11	860		NO BID						11SA100	$525	Includes upgraded set up (Aubert bridge, Helicore strings, etc.), case, and fiberglass bow.	NO BID			
Shen	SA100	Viola, 12"	w/bag & bow	No Substitutions	50-0154	SA100-12	860		NO BID						12SA100	$525	Includes upgraded set up (Aubert bridge, Helicore strings, etc.), case, and fiberglass bow.	NO BID			
Shen	SA100	Viola, 13"	w/bag & bow	No Substitutions	50-0155	SA100-13	860		NO BID						13SA100	$525	Includes upgraded set up (Aubert bridge, Helicore strings, etc.), case, and fiberglass bow.	NO BID			
Shen	SA300	Viola, 14"	w/bag & bow	No Substitutions	50-0156	SA300-14	1600		NO BID						14SA300	$995	Includes upgraded set up (Aubert bridge, Helicore strings, etc.), case, and fiberglass bow.	NO BID			
Shen	SA300	Viola, 15.5"	w/bag & bow	No Substitutions	50-0157	SA300-15	1600		NO BID						15SSA300	$1,095	Includes upgraded set up (Aubert bridge, Helicore strings, etc.), case, and fiberglass bow.	NO BID			
Karl Thunemann	Student	Viola, 15.5"	w/bag & bow	No Substitutions	50-0160	KT100-155	890		NO BID						No Bid			NO BID			
Karl Thunemann	Student	Viola, 15"	w/bag & bow	No Substitutions	50-0159	KT100-15	890		NO BID						No Bid			NO BID			
Shen	SA300	Viola, 16"	w/bag & bow	No Substitutions	50-0158	SA300-16	1600		NO BID						16SA300	$1,095	Includes upgraded set up (Aubert bridge, Helicore strings, etc.), case, and fiberglass bow.	NO BID			
Karl Thunemann	Student	Viola, 16"	w/bag & bow	No Substitutions	50-0161	KT100-16	890		NO BID						No Bid			NO BID			
Shen	SV100	Violin 1/2	w/bag & bow	No Substitutions	50-0163	SV100-12	810		NO BID						12SV100	$495	Includes upgraded set up (Aubert bridge, Dominant strings, etc.), case, and fiberglass bow.	NO BID			
Shen	SV100	Violin 1/4	w/bag & bow	No Substitutions	50-0162	SV100-14	810		NO BID						14SV100	$495	Includes upgraded set up (Aubert bridge, Dominant strings, etc.), case, and fiberglass bow.	NO BID			
Shen	SV100	Violin 3/4	w/bag & bow	No Substitutions	50-0164	SV100-34	810		NO BID						34SV100	$495	Includes upgraded set up (Aubert bridge, Dominant strings, etc.), case, and fiberglass bow.	NO BID			
Shen	SV300	Violin 3/4	w/Core 200 bow & CC497 Dart Prelude Case	No Substitutions	50-0201	SV300-34	1400		NO BID						No Bid			NO BID			
Eastman	VL100SBC	Violin 3/4	w/bag & bow	No Substitutions	50-0205	NO BID			NO BID						34VL100SBC	$595	Includes upgraded set up (Aubert bridge, Dominant strings, etc.), case, and fiberglass bow.	NO BID			
Shen	SV100	Violin 4/4	w/bag & bow	No Substitutions	50-0165	SV100-44	810		NO BID						44SV100	$495	Includes upgraded set up (Aubert bridge, Dominant strings, etc.), case, and fiberglass bow.	NO BID			
Shen	SV300	Violin 4/4	w/bag & bow	No Substitutions	50-0166	SV300-44	1400		NO BID						44SV300	$945	Includes upgraded set up (Aubert bridge, Dominant strings, etc.), case, and fiberglass bow.	NO BID			
Snow	PerCaso	Violin 4/4	High school only	No Substitutions	TBD	PV900-V	2900		NO BID						No Bid			NO BID			
StringWorks	Soloist III	Violin 4/4	High school only	No Substitutions	TBD	NO BID			NO BID						No Bid			NO BID			
							$ 35,045.00									$ 65,503.80				$ 71,351.63	

Disqualified

*Bid Response Form B was signed but no pricing was provided

Bid - Contract Pricing for Musical Instruments and Equipment			
ACTION	DATE	TIME	LOCATION
Establish Timeline	Monday, 6/23/25		Purchasing
Specifications Finalized	Wednesday, 7/2/25		Chris Columbaro
Specifications Released	Thursday, 7/3/25	4:00 PM CT	BidNet
Legal Ad	Thursday, 7/3/25		Daily Herald
Pre-Bid Meeting	Thursday, 7/10/25	11:00 AM CT	Google Meet
Q&A Deadline	Thursday, 7/17/25	12 Noon CT	BidNet
Bid Opening	Thursday, 7/24/25	11:00 AM CT	Google Meet
Evaluation Period	Thursday, 7/24/25 - Friday, 8/1/25		Purchasing
Recommendation to CFO	Friday, 8/1/25		Frank Williams
BOC Committee Meeting	Tuesday, 8/12/25		Administration
Workshop and BOE Meeting/Approval	Tuesday, 8/26/25		Administration
Contracts Released to Vendors	Wednesday, 8/27/25		Purchasing

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: **August 12, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jonathan Mickle,
Director of Facilities

Presented at the following Board Meetings	Date
Board Operations Committee	8/12/2025
BOE 1st Reading	8/12/2025
BOE 2nd Reading	8/26/2025

SUBJECT: **Snow and Ice Removal Second Extension**

Background

The BOE awarded the original Snow and Ice Removal Bid at the August 24, 2021, meeting. The awarded contract was for three years with the possibility of two, one-year renewals.

On May 28, 2024, the BOE approved the first contract extension. The term was October 15, 2024, through April 30, 2025.

Administration is recommending the second contract extension for Snow and Ice Removal to be awarded to JDK Services Inc. The second extension will run from October 15, 2025, through April 30, 2026. Prices will remain at the original rates provided.

Administrative Recommendation

JDK Services Inc. – West Dundee, IL: for multipurpose paper for a three-month contract. The total estimated contract award amount is $613,183.33.

Fiscal Impact

The total estimated award amount is $613,183.33. Snow and Ice Removal is funded by the Operations and Maintenance Fund (Fund 20).

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

July 29, 2025

Aaron Meyer
JDK Services Inc
4632 West Main Street
West Dundee, Il 60118

Via Email: ameyer@jdkservices.com

BID – Snow and Ice Removal – Second Contract Extension

Dear Mr. Meyer,

On August 24, 2021, The Board of Education originally approved a contract with JDK Services Inc for the Snow and Ice Removal Bid. The contract included the possibility of two one-year extensions. District 300 would like to exercise the first contract extension based on the July 28, 2021 response submitted by your firm. The extension will run from Oct 15, 2025 to April 30, 2026.

If your firm agrees to the pricing as shown in the following original contract, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, August 12, 2025 and award by the board on Tuesday, August 26, 2025.

The favor of a response is requested by Thursday, July 31, 2025.

Sincerely,

Diane C. White

Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Aaron Meyer

AAFF80DC4DE84C0191E93CCA9C4C29AC contractworks

2025-07-29

Service Provider
Aaron Meyer

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 • FAX: 847-551-8463

August 26, 2021

Mr. Aaron Meyer
JDK Services Inc
4632 West Main Street
West Dundee, Il 60118

Bid – Snow and Ice Removal – District Wide

Via Email: ameyer@jdkservices.com

Dear Mr. Meyer,

Congratulations! At the August 24, 2021 regular meeting, the Community Unit School District Board of Education awarded the bid contract for Snow and Ice Removal – District Wide to JDK Services Inc.! The value of this contract is to be estimated at $613,183.33 based on the annual average spend over fiscal years 2019 - 2021. This contract is for a three-year term, October 15, 2021 through April 30, 2024 with the possibility of two one-year extensions.

This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.

Please sign this letter via Contract Works by September 1, 2021.

A service order will be issued in accordance with the terms of this contract. Please submit your performance bond within 10 days of the receipt of this document. Upon receipt, District 300 will return the Bid Bond check enclosed that was enclosed with your bid response.

This Agreement is entered into as of August 24, 2021.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks. **08/27/2021**
OWNER *(Signature)*

Diane C. White, Purchasing Manager

Aaron Meyer
AAFF80DC4DE84C0191E93CCA9C4C29AC contractworks. **08/27/2021**
CONTRACTOR *(Signature)*

Aaron Meyer **Vice President**
(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White
Diane C. White, Director of Purchasing

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **July 30, 2021**

TO: Susan Harkin, Superintendent
Board of Education

FROM: Dan Opels
Executive Director of Buildings

Presented at the following Board Meetings	
Construction/Facility	08/10/2021
Finance	
Policy/Legislative	
School Utilization	
BOE 1st Reading	08/10/2021
BOE 2nd Reading	08/24/2021

SUBJECT: **2021 – 2022 Snow and Ice Removal Services**

Background

Snow and Ice removal is an essential part of the operation of our district. This year, our contract ended and we rebid for these services.

The scope of work was developed and sent out to bid in July, with the bid opening occurring on July 29th, 2021. There were four (4) companies that bid this project. The lowest responsible bidder was JDK Services Inc., located in Huntley, IL.

Recommendation

The administration recommends awarding Snow and Ice Removal contract pricing with an estimated contract amount of $613,183.33 based on the FY19-FY21 three year average spend, to JDK Services Inc., from Huntley, IL. The contract term is for three-years with the possibility of two – one-year extensions This will be paid for out of the Operations and Maintenance Budget (20).

Community Unit School District # 300
Purchasing Department
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 - PHONE

July 15, 2021

Dear Vendor:

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit a sealed bid for:

The enclosed bid form(s) **must** be used in submitting bid. Bid must be addressed as follows:

Community Unit School District No. 300
Purchasing Department – Snow and Ice Removal
2605 Bunker Hill Drive
Algonquin, IL 60102

Sealed bids will be received until **–11:00 AM CT, Thursday, July 29, 2021** at which time they will be publicly opened and read.

The required Contractor's Certification forms must be completed and returned with the bid.

It is the intention of the Board of Education to award the bid at the **Tuesday, August 24, 2021 regular meeting.** The Board of Education may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all bids if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the bids, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the bid, which is in the best interest of the District. Conditional bids will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a bid without any specification of reason for the rejection. Any request for information shall be made to Diane C. White, Director of Purchasing, but the response may not be used as a condition to any bid being submitted.

Diane C White

Sincerely,
Diane C. White
Director of Purchasing

Bid -Snow and Ice Removal			
Timeline 7/14/21			
ACTION	**DATE**	**TIME**	**LOCATION**
Timeline Established	Wednesday, 7/14/2021		Purchasing Office
Specifications Review	Wednesday, 7/14/21-Thursday, 7/15/21		Purchasing Office
Specifications Finalized	Thursday, 7/15/2021		Purchasing Office
Bid Released to Vendors	Thursday, 7/15/2021	5:00 PM	BidNet
Legal Ad Published	Saturday,7/17/2021		Daily Herald
Document Review Pre-Bid Meeting	Tuesday, 7/20/2021	10:00 AM	Virtual on Google meet
Q&A Deadline – via email	Monday, 7/26/21	9:00 AM	bids.purchasing@d300.org
Bid Opening	Thursday, 7/29/21	11:00 AM	Virtual on Google meet
Evaluation Period	Thursday, 7/29/21 - Friday, 7/30/21		Purchasing Office
Info. to COO	Friday, 7/30/2021	EBD	Jennifer Porter
CFOC Meeting	Tuesday, 8/10/21		Admin. Bldg.
BOE Workshop	Tuesday, 8/10/21		Admin. Bldg.
BOE Meeting -Approval	Tuesday, 8/24/21		Admin. Bldg.
Contract Issued	Thursday, 8/26/21		Via Contract Works
COI and Performance Bond Due	Friday, 9/10/21		Purchasing Office

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District 300 is accepting sealed bids for:

Snow and Ice Removal

Sealed bids will be accepted until **11:00 AM, Thursday, July 29, 2021** at:

Community Unit School District 300
Purchasing Office 2605 Bunker Hill Dr.
Algonquin, IL 60102

A public bid opening will be held at the Building and Grounds building located at 2605 Bunker Hill Drive, Algonquin, IL 60102. Bid opening will be conducted, observing CDC guidelines. Potential contractors may also choose to attend the bid opening virtually, via Google Meet. Meeting information will be supplied to potential suppliers via bid invitation.

Instruction to Bidders

Bids may be submitted in person or via BidNet, District 300's online bid submittal service. If submitting in person, bids should be in a sealed envelope with the date and time of the bid opening, and the Contractor's name and address.

If submitting a hard copy, Bids must be submitted **in duplicate** in a sealed envelope, and labeled "Snow and Ice Removal", the date and time of the bid opening, the Contractor's name and address.

A non-mandatory document review pre-bid meeting will be held virtually on Tuesday July 20, 2021 at 10:00 AM.

Bid specifications will be available on Thursday, July 15 2021, after 5:00 PM. To obtain bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 BidNet website.

A Bid Bond or certified check for $**153,295.83** is to accompany the proposal.

The successful bidder must furnish a Performance Bond and Labor and Material Payment Bond and Certificate of Insurance within ten (10) days of the award of the contract.

Questions regarding this bid must be submitted by Monday, July 26, 2021 at 9:00 am to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all proposals or waive any bid irregularities.

Instructions to Bidders

1. GENERAL

a. Bids shall be signed and submitted in an envelope properly marked with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

b. Seal and deliver bid to the purchasing office on or before the time scheduled for the opening. Late bids will not be opened or considered.

c. All bids MUST be completed in the EXCEL spreadsheet provided in the Bid Response Form. All hard copy bids must provide and electronic version of the required Bid Response Form on a flash drive.

d. The district is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen costs (tariffs), energy charges, and delivery to the locations designated on the bid specification and installation if called for in the bid specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.

h. Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted.

i. Electronic bids may be submitted via BidNet.

2. ERRORS AND OMISSIONS

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidders find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for bid opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. FIRM BID

All bids will be considered to be firm for a period of sixty (60) days from the date established for the opening of bids.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, or telegram, or fax received by the district or in person prior to the time and date established for the opening of bids.

5. INVESTIGATION OF BIDDERS

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items bid shall be new unless otherwise specified in the requirements.

6. VENDOR APPLICATION AND W-9 FORM

The District requires that a current Vendor Application and W-9 form be included with your sealed bid. These forms can be found on the District website – www.d300.org. Go to Go to Support Services - Purchasing to download the vendor application and W-9 form.

7. COMPLIANCE WITH THE ILLINOIS PREVAILING WAGE ACT

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The bidder shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5. Contractor/subcontractor has the obligation to check the Illinois Department of Labor website for revisions to Prevailing Wage rates.

8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract (whether or not federal funds are involved) the bidder agrees as follows:

a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

11. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidders state the delivery time by each respective item. All prices must be quoted FOB destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. EVALUATIONS

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to a different bidder or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in its own bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each

bidder shall be held to represent that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. PERFORMANCE: LABOR AND MATERIAL PAYMENT BONDS (IS REQUIRED OF THIS PROJECT)

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the estimated contract per base bid. Each bond shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. BID SECURITY (IS REQUIRED OF THIS PROJECT)

A Bid Bond or certified check made payable to the District per the table below must accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof.

The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

Calculation for the required bid bond is based on the previous contract usage as stated below.

Fiscal Year for Current Contract	**Amount Paid**
FY19	$859,090.00
FY20	$496,350.00
FY21	$484,110.00
3 YR TOTAL	$1,839,550.00
Average	$613,183.33
Required Bid Bond – 25% of Avg	**$ 153,295.83**

The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

16. SERVICE POINT- see Listing of Sites – Estimated Measurements and Building Name and Address List

Project Manager:
Dan Opels
Executive Director of Facilities
Daniel.opels@d300.org
847-551-6701

Field Manager:
Paul Wiloff
Grounds Manager
Paul.wiloff@d300.org
847-551-6707

17. WARRANTY

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of _3_ years. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

18. INSURANCE (REQUIRED)

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against

all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

19. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

20. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

21. DAMAGE TO PROPERTY

In the event the bidder damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District

determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

Contractor is responsible for any damage on District property, caused during snow removal and/or salt spreading. Any damages that have occurred will be evaluated by District#300. District personnel will conduct a physical inspection at the end of every snow plowing and/or salting. Procedures for any damage occurrence are as follows:

- Report damage to the Supervisor of Buildings and Grounds immediately.
- Meet at the site for damage evaluation.
- Agree on method and cost of repair.
- All repairs must meet or exceed existing building codes.
- Final Payout will be made after repairs are done or a credit will be taken on the final invoice for repairs.

22. LATE BIDS

Bids received after the time specified in the Invitation to Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the Board of Education. The use of Board of Education equipment for transmission of bids is prohibited.

23. RECYCLED PRODUCTS

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

24. PAYMENT

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

25. MANUALS

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

26. CONTRACT TERM AND COVERAGE DATES

Contract Term: October 15, 2021 through April 30, 2024.

October 15, 2021 through April 30, 2022.
October 15, 2022 through April 30, 2023.
October 15, 2023 through April 30, 2024.

With favorable evaluation and recommendation from Buildings and Grounds, this contract has the potential of (2), one-year extensions.

27. PERSONNEL

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

28. SEXUAL HARASSMENT

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

29. QUALIFICATIONS

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

30. FINANCIAL STABILITY.

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

31. COMPLIANCE WITH LAWS.

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government

agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

32. GOVERNING LAW

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

33. BID

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

34. BIDDER'S AGREEMENT

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

35. CANCELLATION

The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

36. ADDITIONAL INFORMATION

Contact the Purchasing Department, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org.

REFERENCES

LIST BELOW THE LAST FOUR (4) SCHOOL DISTRICTS OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES.

1. **ORGANIZATION:**
   _____

   ADDRESS:
   _____

   CITY, STATE, and ZIP CODE:
   _____

   TELEPHONE NUMBER:
   _____

   CONTACT PERSON:
   _____

   DATE OF SERVICES:
   _____

   DOLLAR AMOUNT OF THE JOB:
   _____

2. **ORGANIZATION:**
   _____

   ADDRESS:
   _____

   CITY, STATE, and ZIP CODE:
   _____

   TELEPHONE NUMBER:
   _____

   CONTACT PERSON:
   _____

   DATE OF SERVICES:
   _____

   DOLLAR AMOUNT OF THE JOB:
   _____

REFERENCES (CONT.)

3. **ORGANIZATION:**
_____

ADDRESS:
_____

CITY, STATE, and ZIP CODE:
_____

TELEPHONE NUMBER
_____

CONTACT PERSON:
_____

DATE OF SERVICES:
_____

DOLLAR AMOUNT OF THE JOB:
_____

4. **ORGANIZATION:**
_____

ADDRESS:
_____

CITY, STATE, and ZIP CODE:
_____

TELEPHONE NUMBER
_____

CONTACT PERSON:
_____

DATE OF SERVICES:
_____

DOLLAR AMOUNT OF THE JOB:
_____

OFFEROR'S NAME: _____

SIGNATURE: _____

DATE: _____

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Carpentersville, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

_____, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2021.

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2021.

_____
NOTARY PUBLIC

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Carpentersville, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2021.

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation)
4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____day of _____, 2021.

_____
NOTARY PUBLIC

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: _____

Title: _____

Dated: _____

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2021.

_____

NOTARY PUBLIC

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

_____

(Printed or Typed Name of Applicant Employee)

_____

Signature of Applicant or Employee

Dated: _____

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	**APPLICATION DATE**
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	**REVISION DATE**

DATE: _____

COMPANY	HOW LONG IN PRESENT BUSINESS?
ADDRESS CITY STATE ZIP	
CONTACT PERSON/REPRESENTATIVE	FAX NUMBER ( ) / PHONE AND EXTENSION ( )
TYPE OF ORGANIZATION (Check Applicable) ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION	IF INCORPORATED INDICATE IN WHICH STATE
YEARS ESTABLISHED:	**DO YOU ACCEPT PURCHASE ORDERS? YES** ☐ **NO** ☐ **DO YOU ACCEPT CREDIT CARDS? YES** ☐ **NO** ☐

CATEGORY **(Check below the category which applies to the applicant)**

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR

☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT (B) VICE PRESIDENT

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

TAXPAYER'S I.D. NO.

FEIN _____

or

S.S. No. _____

INSURANCE INFORMATION (Check Applicable)

LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐

Workers' Compensation : State Minimum ☐ Greater than Minimum ☐

Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

BONDING INFORMATION **(Check each area in which you have been bonded and the latest date of bonding)**

Perf. Bond ____/____ (Mo. Year) ☐ Payment Bond (Labor and Materials) ____/____ (Mo. Year) ☐ Builder's Risk ____/____ (Mo. Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____

DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

	ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.				
2.				
3.				
4.				

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

Requester's name and address (optional)

COMMUNITY UNIT SCHOOL DISTRICT 300
2550 HARNISH DRIVE
ALGONQUIN, IL 60102

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting,* later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code,* later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships,* earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code,* later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester,* later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/Businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code,* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships,* earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Visit *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ **If not,** contact us immediately.
- ✓ ***Do not discard -*** your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT — State of Illinois - Department of Revenue — OFFICIAL DOCUMENT

Illinois Sales Tax Exemption Certificate

COMMUNITY UNIT SCHOOL DISTRICT #300

2550 HARNISH DR
ALGONQUIN IL 60102-6870

Sales Tax Exemption Certificate

Issue date:
02/10/2020

Sales Tax Exemption **E99960079**

Expiration date:
03/01/2025

Organization type: **Governmental**

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

SCOPE OF WORK/SERVICE

VENDOR QUALIFICATIONS

Vendor certifies that they are qualified to provide and perform services in a professional manner. It also certifies that is has sufficient onsite and back-up equipment and manpower to accomplish snow removal over 6" and up to 9" in less than five hours from notification snow fall in and equipment for proper snow removal for sites they are awarded. Payment of Prevailing Wages is **not required** for this contract. Successful contractor shall be on-call 24/7. Weekends and holidays are treated as regular business days.

The District requires that a potential contractor must bid on all locations. It is the intent of the District to award the entire contract to one contractor.

BID SUBMITTAL CHECKLIST

Items that must be submitted with your sealed bid OR YOUR BID MAY BE REJECTED.

- Bid Bond
- Completed Bid Response Form
- Completed District 300 Equipment Listing Form
- Reference Sheet
- Equipment List Form
- Vendor Application
- Form W-9

  Notarized Vendor Certification Sheets
  1. Certificate of Bidder Eligibility
  2. Illinois Drug-Free Workplace Act
  3. Sexual Harassment Policy
  4. Equal Employment Opportunity
  5. Non-Collusion Affidavit
  6. Vendor/Contractor Conflict of Interest
  7. Criminal Background Investigation Authorization
  8. Criminal Background Investigations
- Signed Bid Response Form

PERFORMANCE BOND AND COI

- Performance Bond - must be received within 10 days of bid award.
- Certificate of Insurance must be provided within 10 days of bid award.

Snow Event - The District will initiate a snow event by contacting the contractor's representative. The response time is 1 hour after the District puts the contractor on notice. The duration of a snow event is 24 hours from the time that a District 300 representative calls the contractor and follows up with an email to confirm request for service and time of request.

Ice Melt Application and/or De-icing Application - District 300 will decide on the method used for ice melt application and/or de-icing application.

Ice Melt Application The contractor shall furnish and apply ice melt compound on all surfaces which are documented as having care here-in in such a fashion and quantity so that snow and/or ice is cleared such that the area is left in a manner safe for vehicular and pedestrian traffic. A salt application is defined as one full round of chemical application district-wide or per site based on the service directed by District 300. Any additional applications must be authorized by a designated District 300 employee. Contractors are not allowed to stockpile ice melt compound on District property.

De-icing - De-icing is defined as removal of existing, snow ice, frost, etc., from a surface. It includes both mechanical (plowing or scraping) or chemical application of salt or blended salt.

Anti-icing - Anti-icing is defined as the pretreatment of a roadway, sidewalk or parking lot with ice melting chemicals before a storm, to prevent or delay the formation of ice, or the adhesion of ice and snow.

Brine or wetted salt is usually applied shortly before a snowstorm arrives or during a post treatment depending on severity of weather conditions. Properly performed, anti-icing can reduce the amount of salt required, and allows easier removal by mechanical methods (snowplows) thus increasing safety and regaining the pavement to pre-storm levels.

When air temperatures are below 18 degrees or directed by a D-300 authorized representative, D-300 requires salt to be applied with a liquid deicing agent. The rate of application shall be 30 gallons per ton of salt applied. When air temperatures are below 0 degrees the rate of application shall be 50 gallons per ton. The liquid shall be comprised of 85% salt brine, 10% CaCL and 5% organic, common market name is “Triplemix” or “BeetHeat”. Any substitute of liquid must be approved by D-300 prior to bid submission. D-300 staff will be performing random samples of liquid to validate product. The random use of a Hydrometer will be utilized to verify the specific gravity to validate quality product applied.

Fire Hydrants

The Contractor and D300 will collaborate to mark all hydrants with a high marker prior to the onset of first snowfall. Contractor shall not bury or block access to any fire hydrants. Contractor shall remove snow around all fire hydrants as a part of work. All fire hydrants and entryways to sidewalks and parking lot crosswalks must be accessible to District 300 vehicles and fire trucks. Do not pile up snow in these area.

Priority: Bus Lots, Parking Spaces, Unloading Areas, and Westfield Food Service (Aramark)

All parking spots must be accessible with high priority on Handicap parking sports and unloading area. Snow must be plowed up and over the curb.

Line of Sight

The Contractor shall not pile snow higher than two feet near line of sight at or near intersections of traffic lanes and/or cross walks.

Relocation of Snow

District 300 Project Manager will be on location to give direction to contractor for relocation. Any questions regarding snow relocation upon award of the contract must be addressed with the Project Manager.

Hauling and hourly rates are not included in the bid award evaluation. However, if the rates provided are higher than the area standard rates, D300 will negotiate after contract award.

Additional Work

Due to drifting conditions, a call back to clear drive ways, and entrances will be charged at a unit price basis with a total cost not to exceed a rate of 15% of flat rate per plowing at the 3"-6" of accumulated snow, per site rate.

In the event that the District requires an additional salting application, the contractor will invoice the District for the application pricing by location. However, for spot salting and and/or thaw refreeze, the contractor will invoice the District at the unit pricing on a per ton basis.

During the term of this contract, the District reserves the right to perform the drift clearing and/or salting with its own personnel equipment.

Authorization Of Work

The Successful Bidder shall be contracted to Community Unit School District 300 and shall be provided with a list of District personnel authorized to direct services. No other authorization shall be honored. Contractor shall notify a District authorized representative upon completion of services for each event.

On Site Storage of Contractors Equipment

Pre-approved contractor equipment may be stored at any of the three high schools. The location shall be at the discretion of, and coordinated with, the District. The Contractor assumes all liability for all equipment stored on- site and agrees to hold District 300 harmless. The Contractor agrees to remove all or any equipment stored on-site within one business day's notification. Equipment left more than 24 hours may, at the Districts sole

discretion, be billed at $30.00 a day per unit and deducted from payments to the contractor. The District further reserves the right to have the equipment removed at the contractors expense should the equipment not be removed within seven (7) calendar days of notification. The contractor is to include as part of his bid a list of equipment that will be used at each site.

Designated Route Manager/Supervisor

Contractor is required to provide a designated supervisor exclusively to District 300.

Follow-Up

Immediately after each of the snow removal events, the Contractor's representative shall be available to tour the activity areas with a designated District representative to review the work.

Bid Evaluation Process

The bids will be analyzed on the basis of lowest calculation of bid prices listed from a responsible bidder. The calculation will be as follows;

Total Bid Evaluation Cost = (10 events x Flat Rate Salt Only applied) + (10 events x Flat Rate with Salt and Liquid) + (4 x 1" to 3" snowfall with ice melt application bid price)+ (1 x greater than 3" up to 6" snowfall with ice melt application bid price)+ (1 x greater than 6" up to 9" snowfall with ice melt application bid price)+ (1 x greater than 9" up to 12" snowfall with ice melt application bid price)

SNOW REMOVAL:

Provide necessary equipment and manpower for proper snow removal, up and over the curb of all designated driveways, parking lots of all and/or specific zones located within CUSD#300. All plow trucks must have a production rate of 40,000 sq. ft. per hour.

All asphalt surfaces must be free clear and wet. All schools must be cleared and ready by 6:00am and Transportation Bus Compounds initially cleared by 5:00am, with a return visit once the buses have gone at no additional charge to District 300, Plowing shall only occur when District personnel notifies the contractor. No snow should be pushed off District #300 property.

In general, plowing by Contractors is confined to parking lots driveways, paved playground areas, as well as the Police access roads and sidewalk that are wider than 6 feet.

If snow removal/hauling from premises is required, vendor will perform removal at predetermined dollar amount, and only when requested and approved by the Supervisor of Buildings and Grounds. If any unauthorized relocating or hauling off premises is performed without prior written approval, no payment will be made to contractor. In the opinion of District personnel, plowing or salting is insufficient or incomplete, the Contractor will make necessary corrections without additional cost. Contractor is expected to communicate

frequently with the assigned.

Plowed snow shall be pushed so as to cause the least amount of interference to parking, ingress, egress and driving. Snow will not be piled around dumpsters, gate openings, gas pumps, loading ramps/docks. In the event the contractor piles snow in such a manner that restricts access to these areas, the contractor shall move the snow/ice at no cost to the owner.

- **CUSD#300 must be the first priority of the successful bidder(s).** All CUSD#300 sites must be plowed even when school is not in session. In case of severe weather, contractor must ensure that all CUSD#300 night personnel are able to leave the building safely.

Definition of Liability

The contractor will exercise the care necessary to maintain the district's facilities in the condition they were found. The contractor will tour the district campuses following award and review existing conditions with the district representative(s) prior to the first snow event. The district and the contractor will conduct a second review not later than the end of the season to note any additional damage. Should the District determine that additional review(s) are required during the term of the contract; the contractor agrees to be present for a joint review. Any damage attributable to the contractor, other than normal wear and tear, including but not limited to: pavement, curbs, signs, doors, turf and plant material, will be the responsibility of the contractor. The Contractor shall arrange repair and/or replacement work at the earliest possible date through a District approved contractor and will coordinate repairs with the District after identification. The district reserves the right to place financial values on all noted damages. The District will provide written notification to the contractor and may withhold payment(s) reasonably covering the damage estimate until compensation to the District has been resolved.

The Contractor shall have mobile phones and provide the district with phone numbers which will be answered at all times. These phones are to be used to provide immediate response to any questions or concerns that may arise. The Contractor shall also supply a list of decision- making personnel at least one of which shall be immediately available during the snow event. The School District prefers that the contractor's decision-making personnel have access to e-mail with attached files containing site inspection plans for quick response to concerns from School District representatives.

Regarding salt service, both labor and material are to be included with each snow removal, as needed and at District direction. The contractor is expected to use sufficient salt to abate the event completely.

Snow removal and salting is to be done in a manner that leaves the area safe for vehicular and pedestrian traffic. The contractor is responsible to clear all overhead or pass doors that adjoin parking areas. The contractor is expected to insure that snow is moved to the designated stacking areas. Relocation of snow placed in other than the designated stacking area will be at the contractor's expense, and must be commenced within 8 hours of notification.

Snow removal shall start with District approval. Contractor is to begin snow removal and salting so as to complete each facility no later than 6:00 AM on school days with the exception of the Transportation Bus Lot and bus employee parking areas which are required to be pre-cleaned by 5:00AM (Pre-cleaned means that the vehicles can safely navigate the open driving areas of the respective parking lots – it does not mean that all snow is removed from the open driving areas). In the event that approval/notification is given after 2 AM on a school day (and as coordinated with the District on other days), completion is expected within four hours of notification for a snow fall of 6 (six) inches or less and the contractor is required to coordinate snow removal priority with the district designated representative.

EQUIPMENT

A list of available equipment that will be used on each site must be submitted with your bid. All plow trucks must have a production rate of 40,000 sq. ft. per hour.
Each bidder must have equipment large enough to properly plow these locations to meet District specifications. Vendor is required to have a 100 to 120 HP loader with a sixteen to twenty-foot containment plow for Jacobs and Dundee Crown High School and two at Hampshire High School campus as part of the snow and ice removal plan. Additionally, contractor needs to provide equipment to the District to fully provide the contracted services for a 1-3" snowfall in a 4-hour cycle time.

CONDITIONS OF PARKING LOTS

It is the contractor's responsibility to be aware of the size and condition of each location prior to submitting a bid.

ADDITIONAL INFORMATION

1. D300 is responsible for the replacement of vegetation due to salt damage.
2. District 300 uses - weatherworksinc.com to verify snow and ice related events.
3. Fire Hydrants will be marked by fence posts by D300 personnel
4. Westfield Dock area on the west side of the building -
   District 300 is responsible for 10 feet in front of the doors
5. In general, plowing by Contractors is confined to parking lots driveways, paved playground areas, as well as the Police access roads and sidewalks that are wider than 6 feet. While school is in session, D300 personnel will maintain sidewalks, crosswalks, crossovers and playgrounds, however if the contractor is called upon for assistance the contractor quoted hourly rate provided in their submitted Bid Response Form will apply.
6. District 300 is responsible for all islands.
7. Blades are alright to be used on sidewalks.

8. Once contract has been awarded, a communication plan will be implemented to fit the needs of District 300 which will include status meetings of contract, after snow event meetings, invoicing, etc.

Arial site maps of all sites are considered part of this bid document and will be covered during the pre-bid meeting.

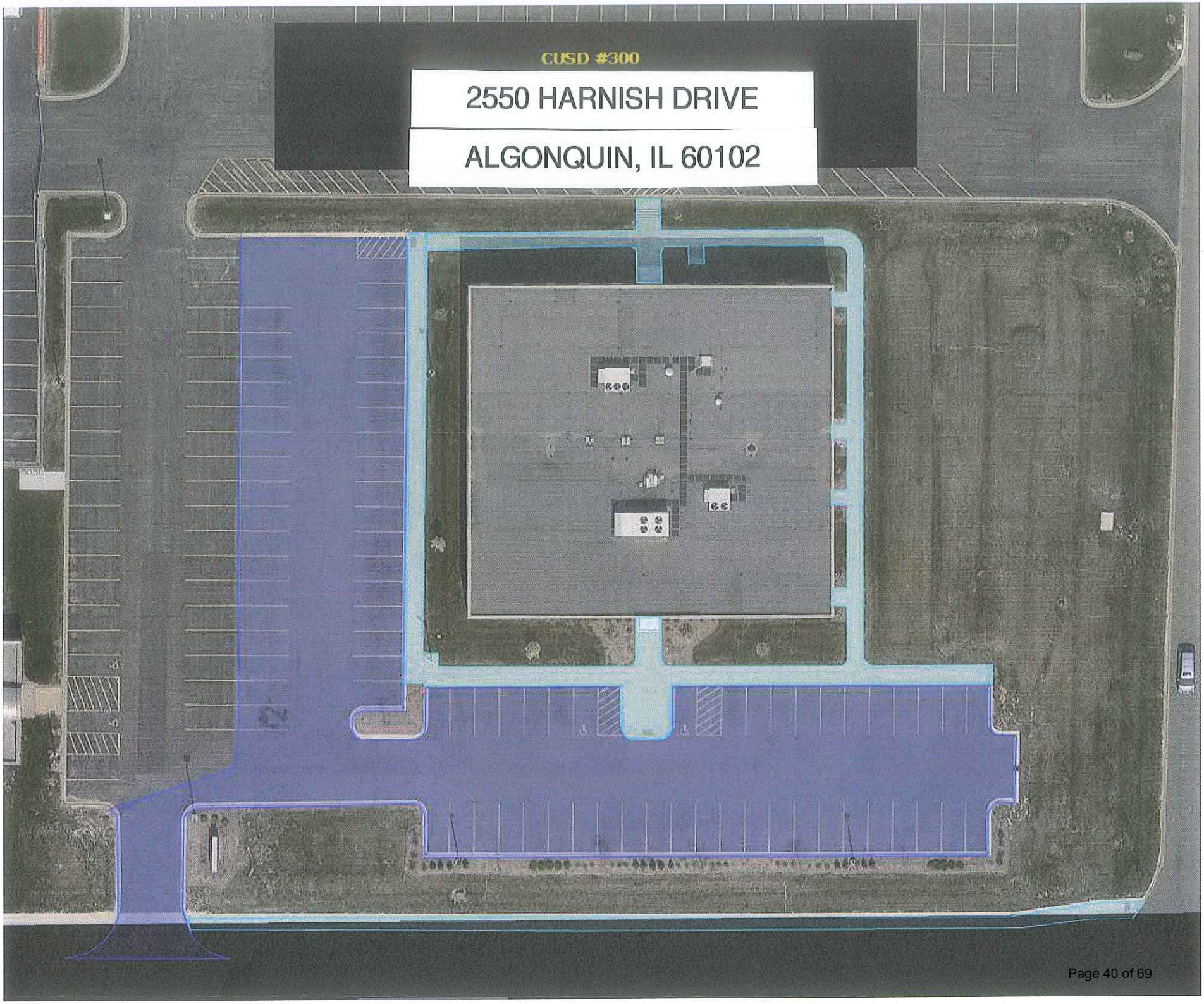
*****SEE MAP PROVIDED FOR LOCATION AND DIRECTIONS*****

ZONES FOR PLOWING AND SALT SPREADING

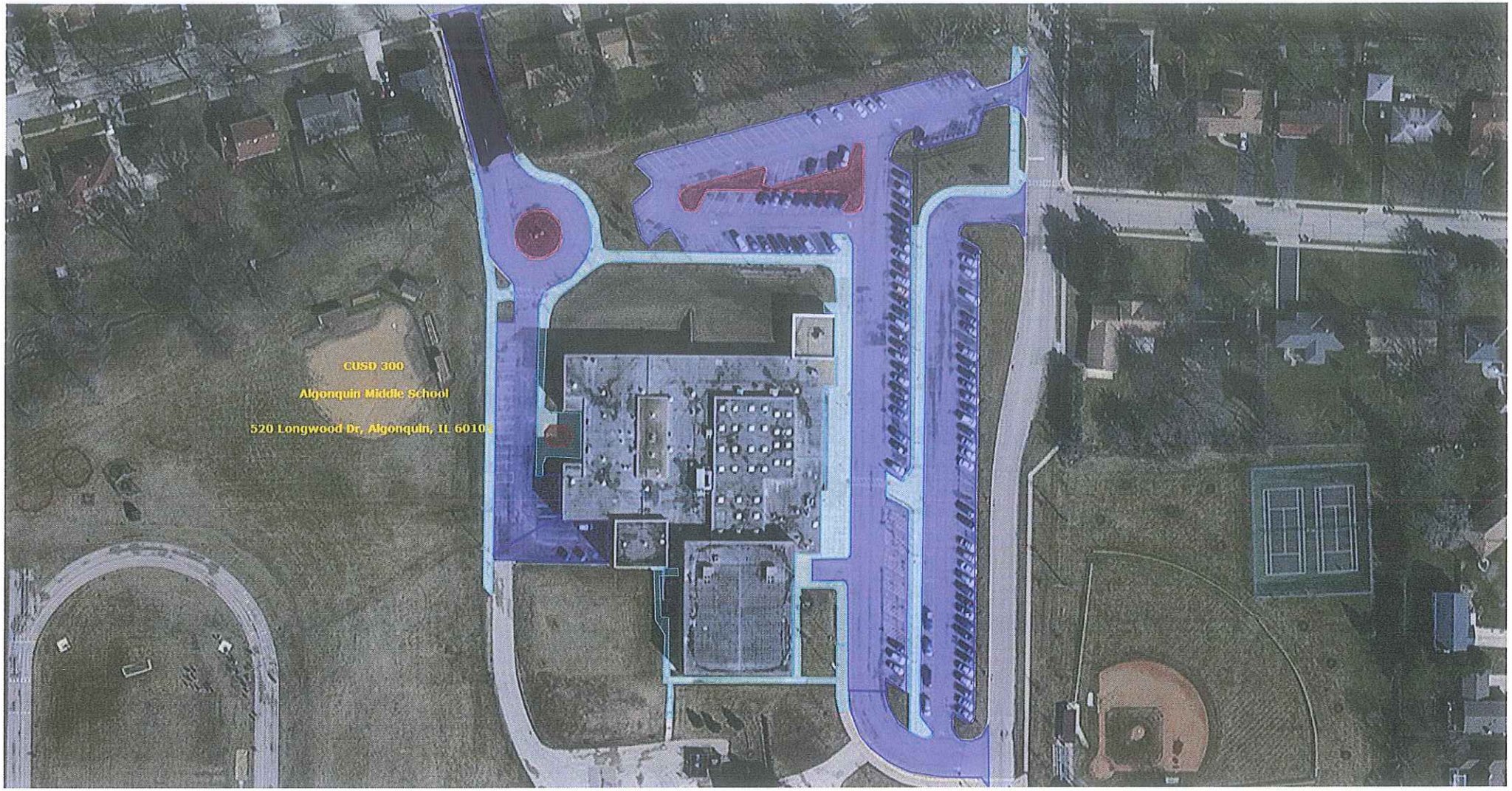
NORTHEAST QUAD	SOUTHEAST QUAD	NORTHWEST QUAD	SOUTHWEST QUAD	FAR WEST QUAD
Algonquin Lakes Elementary School	Carpentersville Middle School	Jacobs High School	Dundee Highlands Elementary School	Hampshire Middle School
Algonquin Middle School	Transportation at CMS	Buildings and Grounds	Dundee Middle School	Hampshire Elementary School
Eastview Elementary School	Lakewood School	Transportation at Bunker Hill	Liberty Elementary School	Hampshire High School Campus which include High School, Wright Elementary and the Service Road
Meadowdale Elementary School	Parkview Elementary	Lake in the Hills Elementary School	Sleepy Hollow Elementary School	
Oakridge School	Golfview Elementary School	Lincoln Prairie Elementary School	Westfield School Compound	
Dundee Crown High School Campus	delacey Family Education Center	Neubert Elementary School	Gilberts Elementary School	New Elementary School
Perry Elementary School				

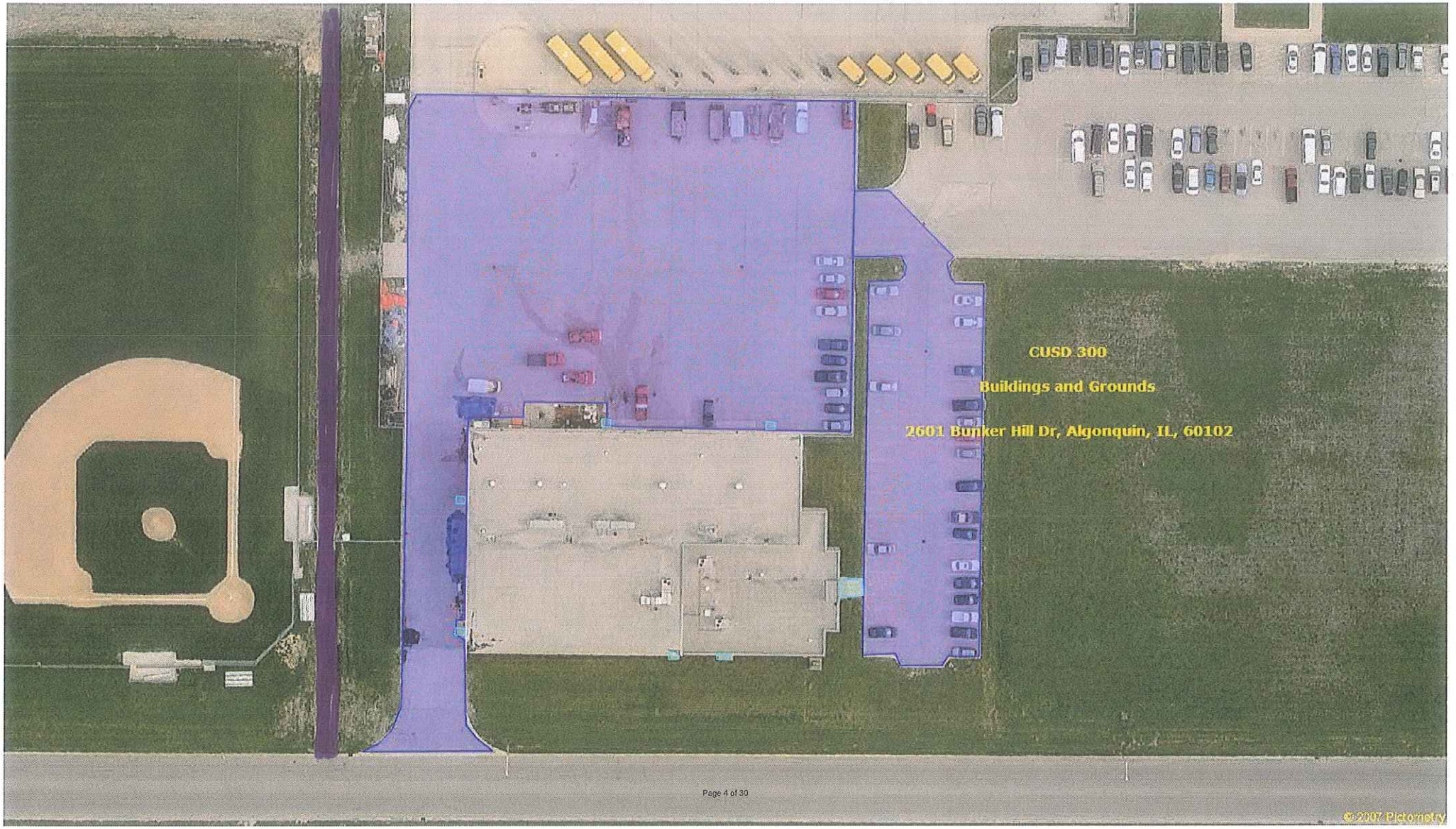
INFORMATION FOR BACK DRAGGING ENTRANCES TO D300 BUILDINGS AND OTHER AREAS ON PROPERTY

LOCATION	ENTRANCE DOORS
Admin	South Entrance
AMS	C-D-J-H-L
deLacey	Drive to garbage dumpsters
Dundee Crown	Loading dock- sports entrance
DMS	All North doors and service door by dumpsters
Golfview	Doors facing South off of cafeteria
Jacobs	18-19- Auto shop- Dumpster area
Lake in the hills	8-10-GYM
Lakewood	Front entrance walks - North entrance on west end, Boiler Room Entrance
Meadowdale	North sidewalk to parking lot- dumpster
Neubert	East entrance walks - ramp to lower level - do not block, ramp to the playground
Oakridge	Entrance to dumpster and front doors
Parkview	Entrance to cafe
Sleepy Hollow	Front entrance - North Entrance by parking lot
Westfield areas	PDC entrance, All front entrances - dumpster
Buildings & Grounds	Front Entrance
Bunker Hill Transportation	Front Entrances
Gilberts	Back drag front entrance
Hampshire Elementary	Vendor to plow South Lot, playground, service drive around building and front drive.
Hampshire Middle	Drive to storage shed by gas pump Entrance to field ending minimum of 40 feet east of west end of bridge, Back drag from door (s) 16 and 17, Vendor to remove snow from entire front of middle school sidewalk and circle around to sign at end of sidewalk
Hampshire High School Campus	All doors to be back dragged
Gary Wright	Front doors (2),Doors on N side of building by dumpsters, Doors on N side of gym, Doors by NE side of building
Service Road - HHS Campus	Vendor to plow entire service road from entrance on Ketchum road to Big Timber road entrance, including road to water tower and all entrances to buildings and all asphalt covered parking lots


CUSD #300
2550 HARNISH DRIVE
ALGONQUIN, IL 60102


CUSD 300
Algonquin Lakes Elementary School
1401 Compton Dr, Algonquin, IL 60102


CUSD 300
Algonquin Middle School
520 Longwood Dr, Algonquin, IL 60102

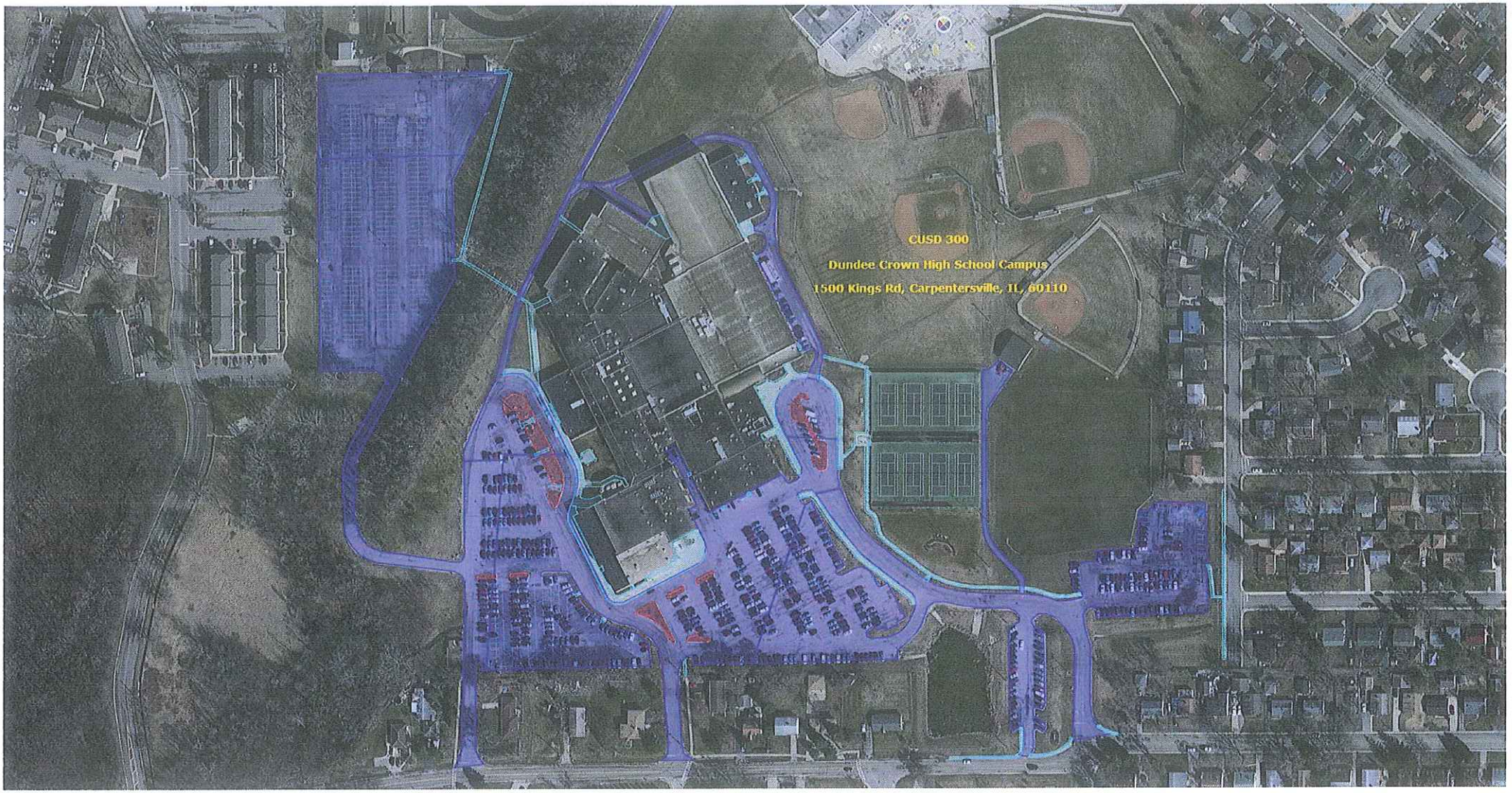

CUSD 300
Buildings and Grounds
2601 Bunker Hill Dr, Algonquin, IL, 60102
Page 4 of 30
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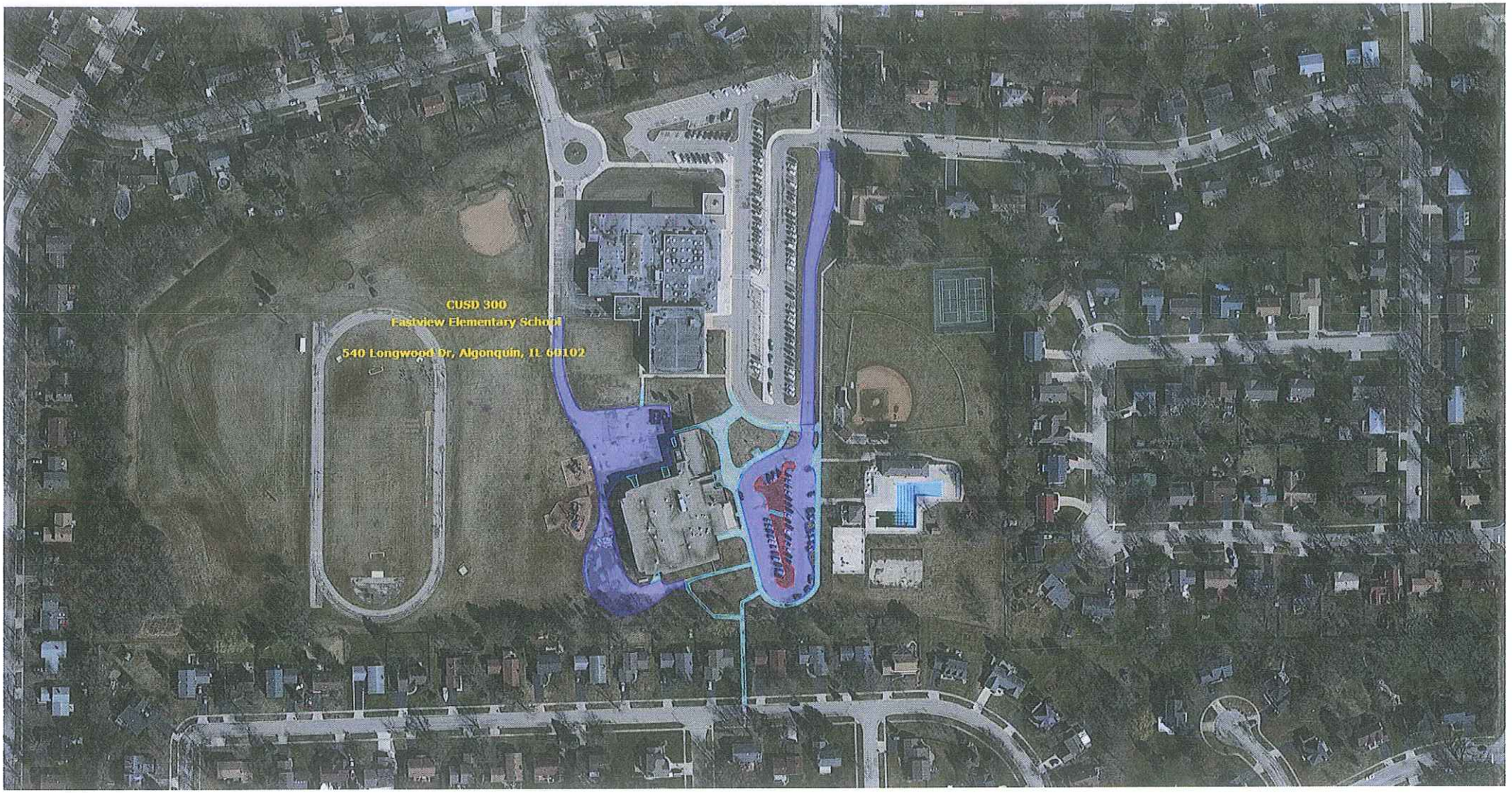

CUSD 300
Carpentersville Middle School
100 Cleveland Ave, Carpentersville, IL, 60110


CUSD 300
DeLacey Family Center
50 Cleveland Ave, Carpentersville, IL, 60110


CUSD 300
Dundee Highlands Elementary School
401 S 5th St, West Dundee, IL, 60118


CUSD 300
Dundee Middle School
4200 W Main St, West Dundee, IL, 60118


CUSD 300
Dundee Crown High School Campus
1500 Kings Rd, Carpentersville, IL, 60110

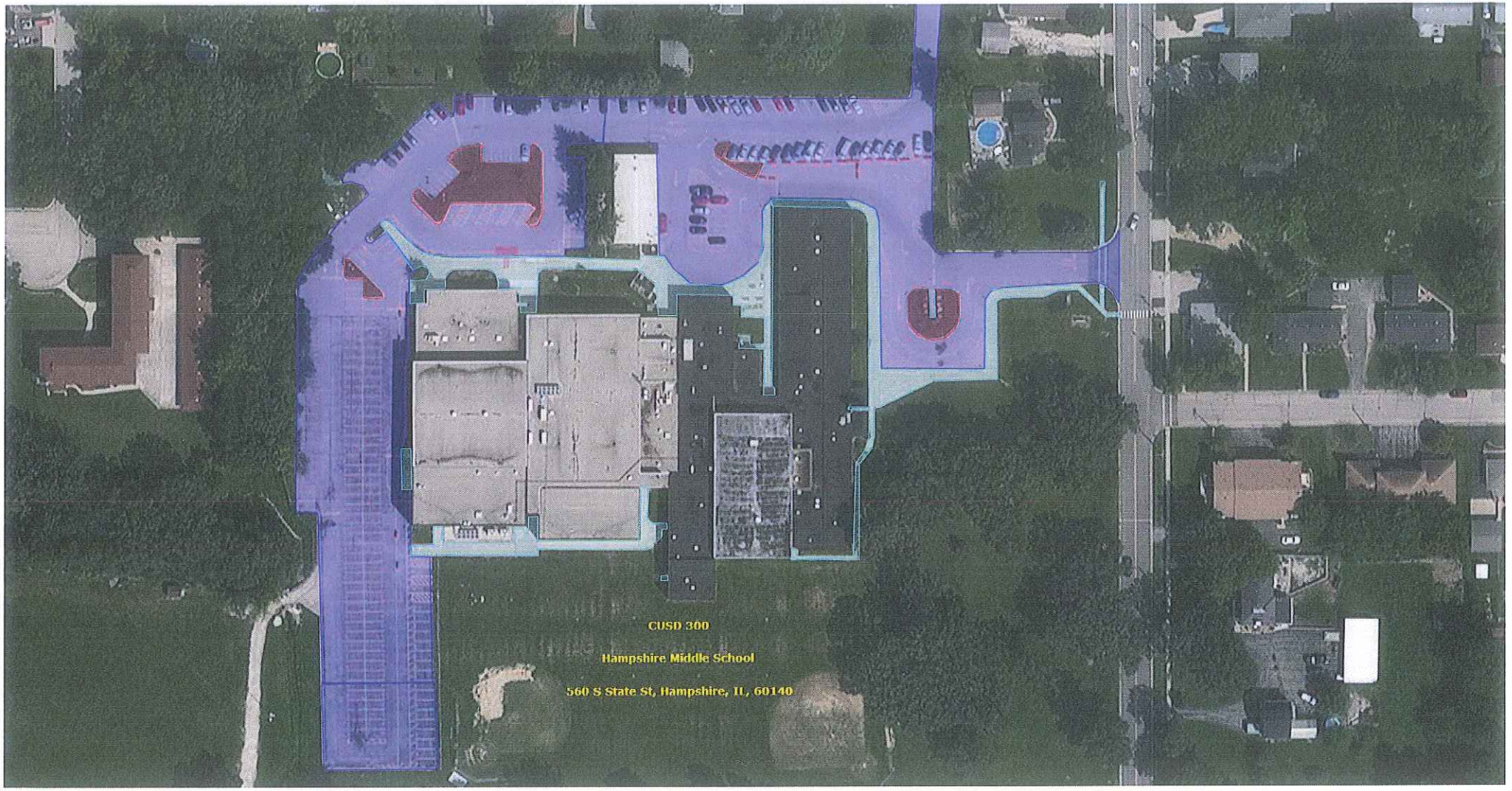

CUSD 300
Eastview Elementary School
540 Longwood Dr, Algonquin, IL 60102


CUSD 300
Gilberts Elementary School
729 Paperbark Ln, Gilbert, IL, 60136


CUSD 300
Golfview Elementary School
124 Golfview Ln, Carpentersville, IL, 60110
Page 13 of 30
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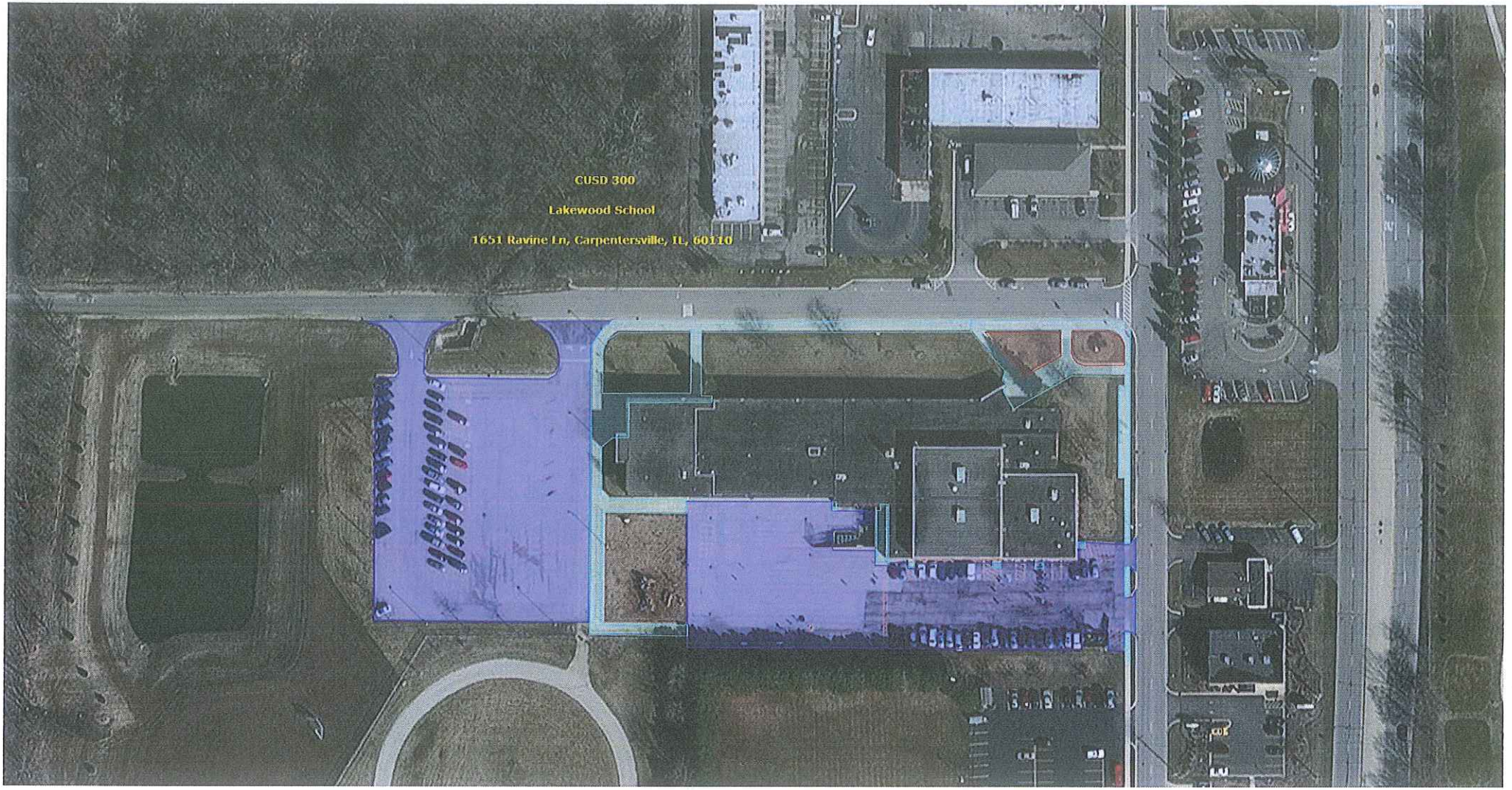

CUSD 300
Hampshire Elementary School
321 Terwilliger Ave, Hampshire, IL, 60140


Hampshire High School High School Campus
Hampshire High School High School, Wright Elementary, and service road
1600 Big Timber Rd, Hampshire, IL, 60140
1500 Ketchum Rd, Hampshire, IL, 60140

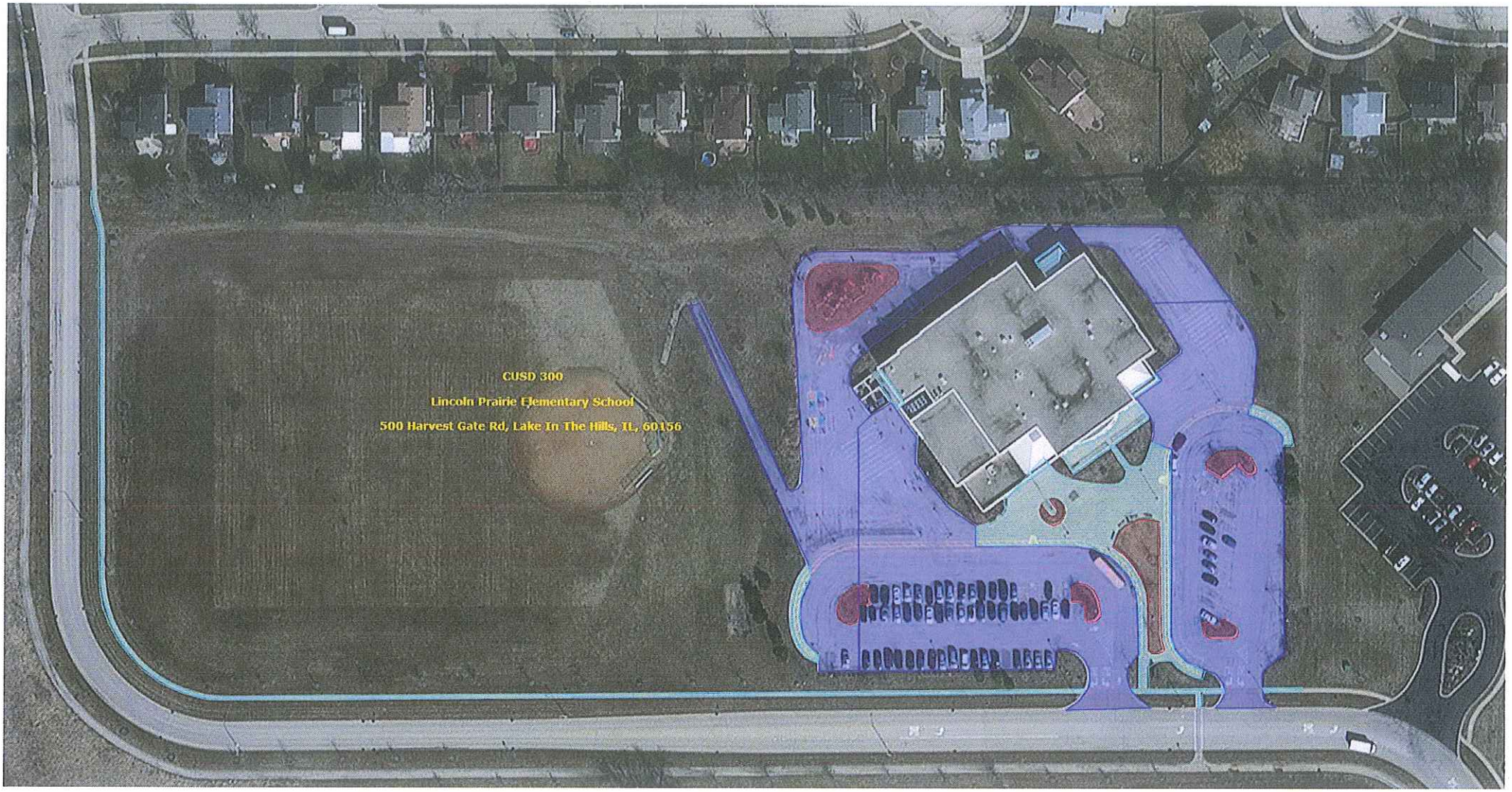

CUSD 300
Hampshire Middle School
560 S State St, Hampshire, IL, 60140


CUSD 300
Jacobs High School
2601 Bunker Hill Dr, Algonquin, IL, 60102
Sidewalk measurement extends to Harnish Dr
Page 1 of 30


CUSD 300
Lake in the Hills Elementary School
519 Willow St, Lake In The Hills, IL, 60156


CUSD 300
Lakewood School
1651 Ravine Ln, Carpentersville, IL, 60110

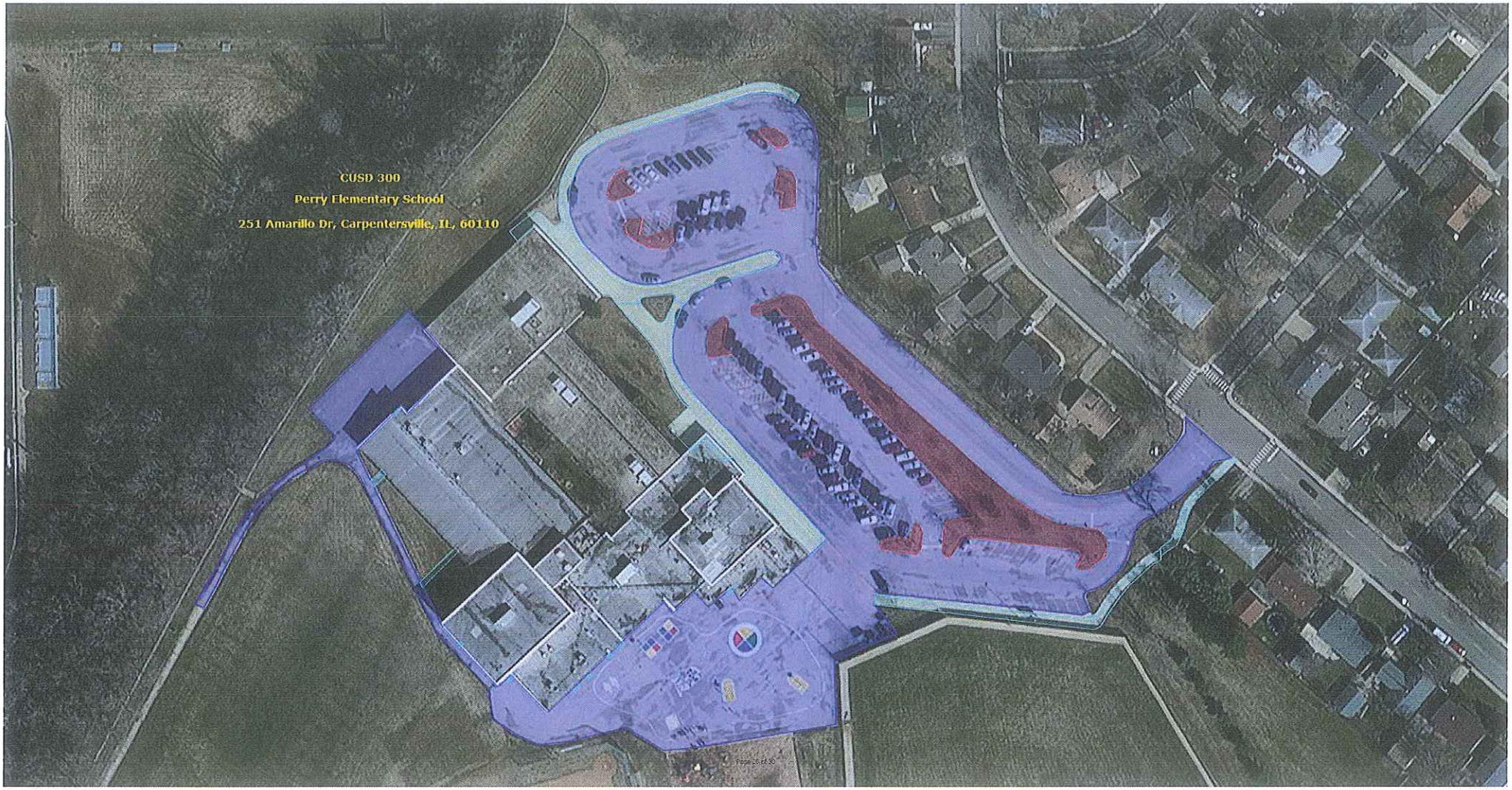

CUSD 300
Liberty Elementary School
6500 Miller Rd, Carpentersville, IL, 60110

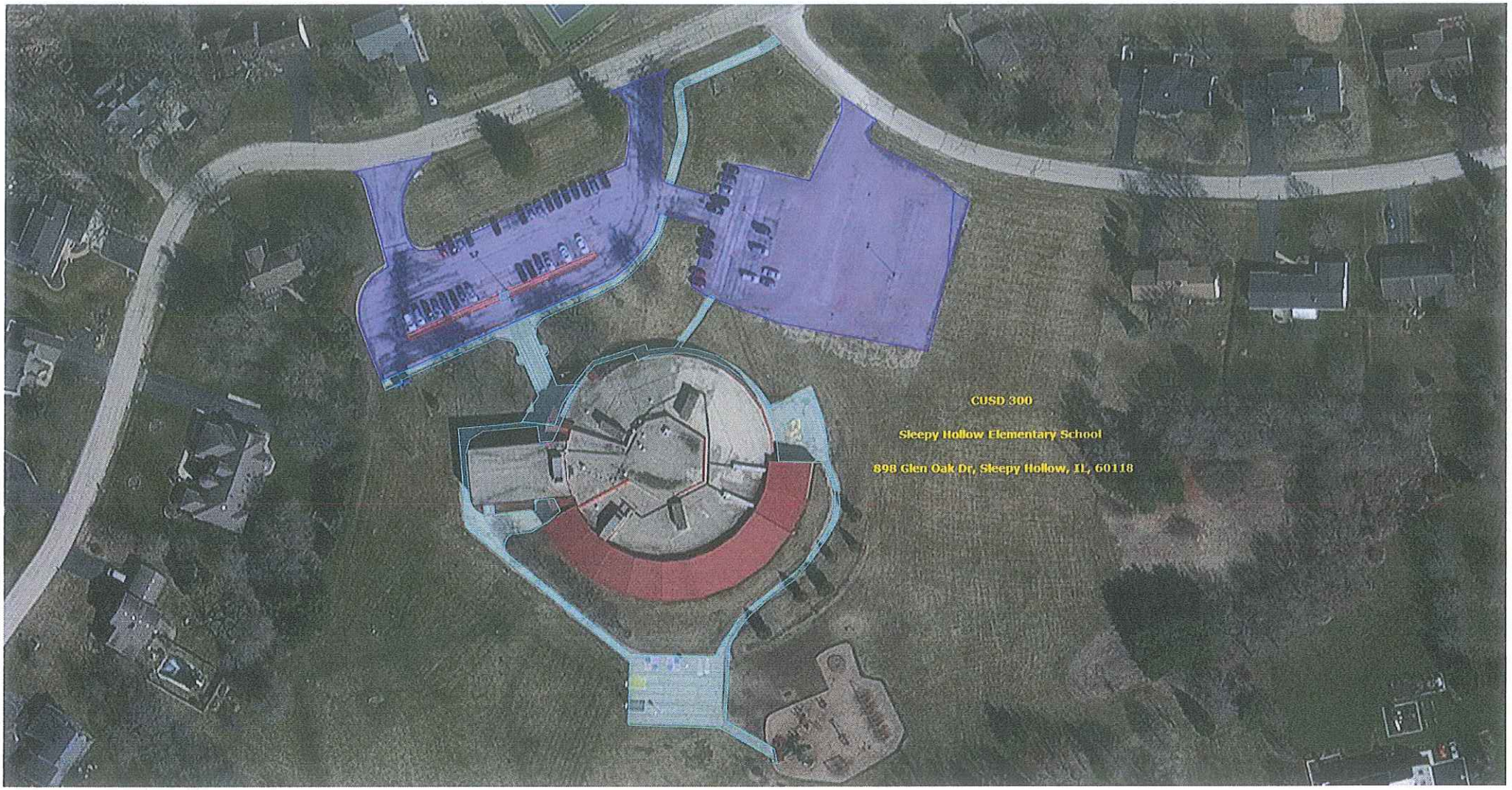

CUSD 300
Lincoln Prairie Elementary School
500 Harvest Gate Rd, Lake In The Hills, IL, 60156


CUSD 300
Meadowdale Elementary School
14 Ash St, Carpentersville, IL, 60110

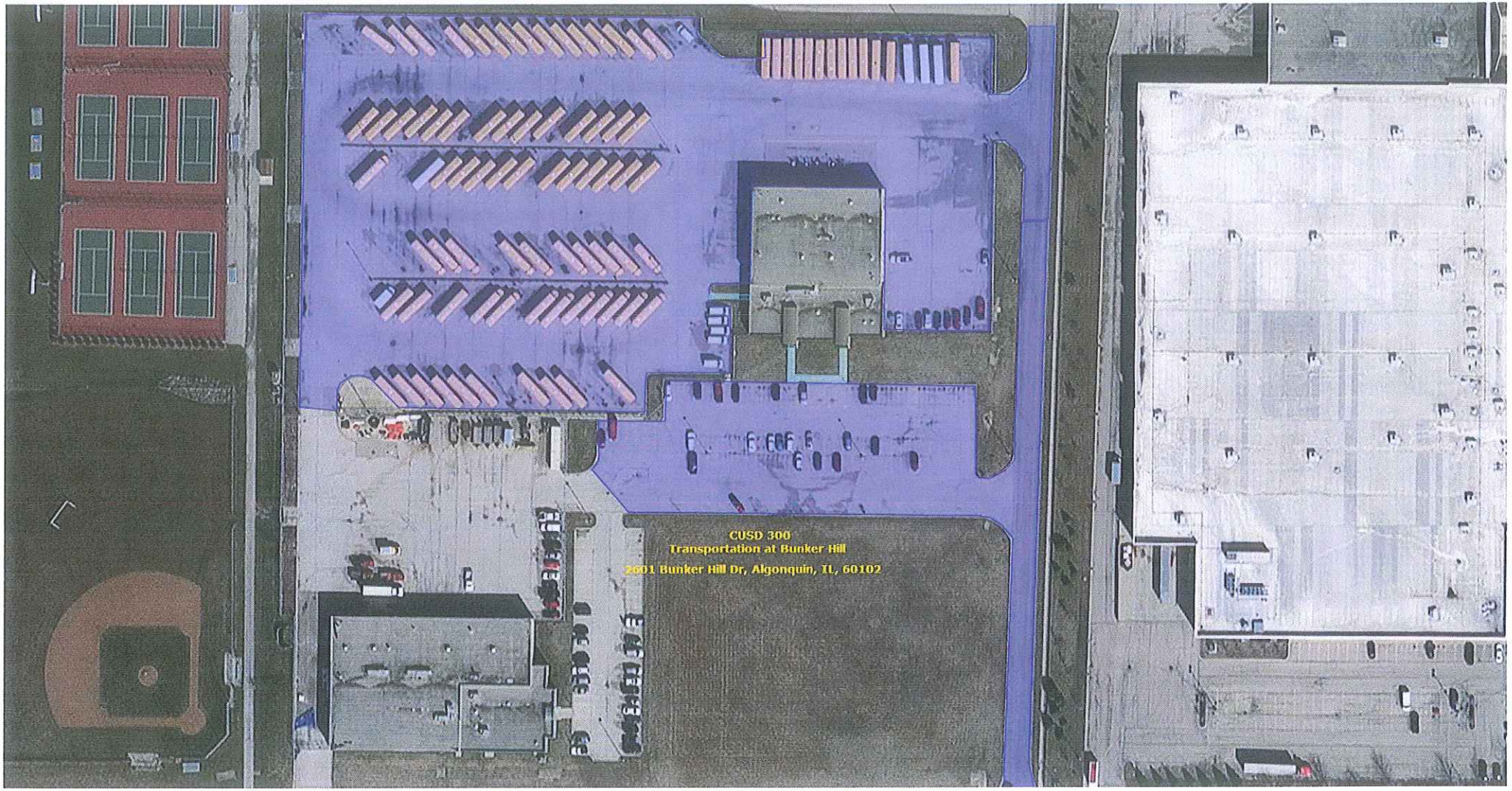

CUSD 300
Neubert Elementary School
1100 Huntington Dr, Algonquin, IL, 60102


CUSD 300
Parkview Elementary School

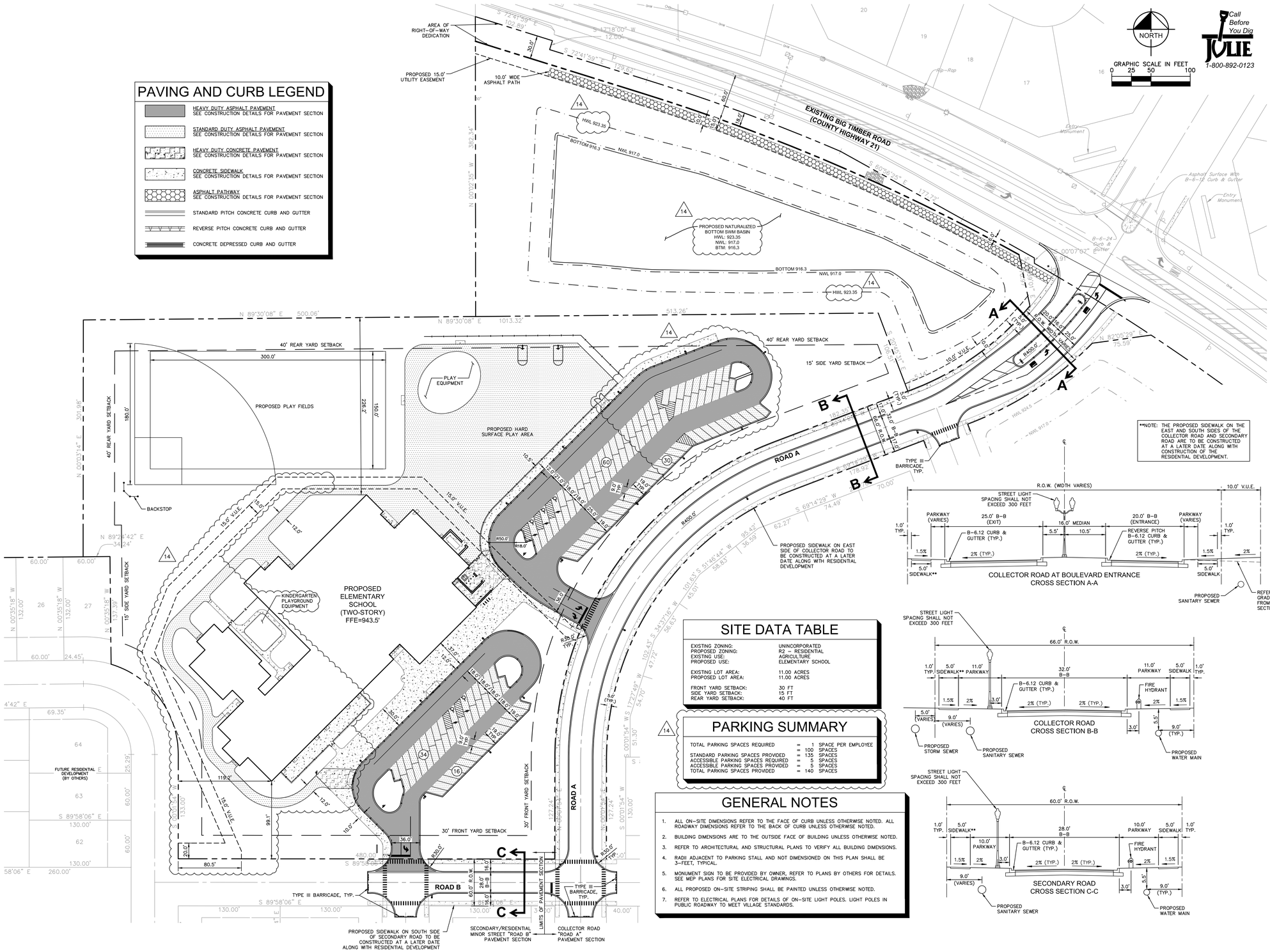

CUSD 300
Perry Elementary School
251 Amarillo Dr, Carpentersville, IL, 60110


CUSD 300
Sleepy Hollow Elementary School
898 Glen Oak Dr, Sleepy Hollow, IL, 60118


CUSD 300
Westfield School Compound
2100 Sleepy Hollow Rd, Algonquin, IL, 60102


CUSD 300
Transportation at Bunker Hill
2601 Bunker Hill Dr, Algonquin, IL, 60102


CUSD 300
Transportation at CMS
100 Cleveland Ave, Carpentersville, IL, 60110



SITE DATA TABLE

EXISTING ZONING:	UNINCORPORATED
PROPOSED ZONING:	R2 – RESIDENTIAL
EXISTING USE:	AGRICULTURE
PROPOSED USE:	ELEMENTARY SCHOOL
EXISTING LOT AREA:	11.00 ACRES
PROPOSED LOT AREA:	11.00 ACRES
FRONT YARD SETBACK:	30 FT
SIDE YARD SETBACK:	15 FT
REAR YARD SETBACK:	40 FT

PARKING SUMMARY

TOTAL PARKING SPACES REQUIRED	= 1	SPACE PER EMPLOYEE
	= 100	SPACES
STANDARD PARKING SPACES PROVIDED	= 135	SPACES
ACCESSIBLE PARKING SPACES REQUIRED	= 5	SPACES
ACCESSIBLE PARKING SPACES PROVIDED	= 5	SPACES
TOTAL PARKING SPACES PROVIDED	= 140	SPACES

GENERAL NOTES

1. ALL ON-SITE DIMENSIONS REFER TO THE FACE OF CURB UNLESS OTHERWISE NOTED. ALL ROADWAY DIMENSIONS REFER TO THE BACK OF CURB UNLESS OTHERWISE NOTED.
2. BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF BUILDING UNLESS OTHERWISE NOTED.
3. REFER TO ARCHITECTURAL AND STRUCTURAL PLANS TO VERIFY ALL BUILDING DIMENSIONS.
4. RADII ADJACENT TO PARKING STALL AND NOT DIMENSIONED ON THIS PLAN SHALL BE 3-FEET, TYPICAL.
5. MONUMENT SIGN TO BE PROVIDED BY OWNER, REFER TO PLANS BY OTHERS FOR DETAILS. SEE MEP PLANS FOR SITE ELECTRICAL DRAWINGS.
6. ALL PROPOSED ON-SITE STRIPING SHALL BE PAINTED UNLESS OTHERWISE NOTED.
7. REFER TO ELECTRICAL PLANS FOR DETAILS OF ON-SITE LIGHT POLES. LIGHT POLES IN PUBLIC ROADWAY TO MEET VILLAGE STANDARDS.

Dewberry

Dewberry Architects Inc
132 North York Street
Suite 2C
Elmhurst, IL 60126
847-895-5840

IL Design Firm Reg. #184-000358

Kimley»Horn

Kimley-Horn and Associates, Inc.
4201 Winfield Road
Suite 600
Warrenville, IL 60555
630-487-5550

IL Design Firm Reg. #184002012-0006

COMMUNITY UNIT SCHOOL DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT 300 - NEW ELEMENTARY SCHOOL

ISSUED FOR CONSTRUCTION

KEY PLAN

SCALE

As indicated

NO.	DESCRIPTION	DATE
1	DESIGN DEVELOPMENT	09/30/20
2	PRELIM. ENGINEERING	10/16/20
3	FINAL ENGINEERING	11/02/20
4	95% BID SET	12/04/20
5	100% BID SET	12/14/20
6	ADDENDUM #2	01/11/21
7	BID RELEASE II	02/02/21
8	ADDENDUM #5	02/18/21
9	ADDENDUM #7	02/22/21
10	ISSUED FOR CONSTRUCTION	03/12/21
11	RFP #001	03/26/21
12	ASI #002	03/26/21
13	ASI #008	05/11/21
14	RFP #005	06/16/21

REVISIONS

DRAWN BY	AD
APPROVED BY	TE
CHECKED BY	JP
DATE	JUNE 16, 2021

TITLE

OVERALL SITE PLAN

PROJECT NO. 168218001

C2.0

SHEET NO.

BID RESPONSE FORM (PART 2)

Hard copy of Bid Response Form Part 1 must be attached

The following bid is hereby presented to the Board of Education of Community Unit School District 300.
The undersigned, having inspected the site and familiarized ourselves/myself with the local conditions affecting the cost of the work and all the bid documents, hereby propose to perform everything required and to provide all delivery, labor, materials, tools, insurance, expendable equipment, and transportation, all as necessary to perform Snow Removal and/or Salt Spreading, as specified. **Bidders must bid on all zones.**

HOURLY RATE FOR EQUIPMENT AND DRIVER	EQUIPMENT DESCRIPTION

ADDITIONAL COMMENTS –

_____

_____

_____

Vendor has received Addendum #1 Yes _____ No _____
Addendum #2 Yes _____ No_____

The undersigned hereby certifies that he/she has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other document(s) will create a binding contract. Further, he/she agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement or contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "... not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken are included in an Attachment of this bid package.

_____ __60 days_____
Name of Company/Corporation **Length of time bid is firm prior to award**

_____
Street Address **Proposal submitted by:**

_____ _____
City, State, Zip Code **Signature of Authorized Agent**

_____ _____
Telephone Number **Please Type or Print Name**

_____ _____
Fax Number **E-mail Address**

_____ _____
FEIN NUMBER **Illinois License Number**

***** BIDS ARE DUE BY 11:00AM CT, THURSDAY, JULY 29, 2021 *****

BID RESPONSE FORM (PART 2)

Hard copy of Bid Response Form Part 1 must be attached

The following bid is hereby presented to the Board of Education of Community Unit School District 300.
The undersigned, having inspected the site and familiarized ourselves/myself with the local conditions affecting the cost of the work and all the bid documents, hereby propose to perform everything required and to provide all delivery, labor, materials, tools, insurance, expendable equipment, and transportation, all as necessary to perform Snow Removal and/or Salt Spreading, as specified. **Bidders must bid on all zones.**

HOURLY RATE FOR EQUIPMENT AND DRIVER	EQUIPMENT DESCRIPTION

ADDITIONAL COMMENTS –

_____

_____

_____

Vendor has received Addendum #1 Yes _____ No _____
Addendum #2 Yes _____ No_____

The undersigned hereby certifies that he/she has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other document(s) will create a binding contract. Further, he/she agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement or contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "... not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken are included in an Attachment of this bid package.

_____ __60 days_____
Name of Company/Corporation **Length of time bid is firm prior to award**

_____
Street Address **Proposal submitted by:**

_____ _____
City, State, Zip Code **Signature of Authorized Agent**

_____ _____
Telephone Number **Please Type or Print Name**

_____ _____
Fax Number **E-mail Address**

_____ _____
FEIN NUMBER **Illinois License Number**

***** BIDS ARE DUE BY 11:00AM CT, THURSDAY, JULY 29, 2021 *****

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

July 26, 2021

ADDENDUM 1

Bid – Snow and Ice Removal

Questions and Answers

Question: Does District 300 want vendors to propose Snow and Ice Removal for the new elementary school on the bid documents based on the plan or wait until square footage is actually defined?

Answer: Responding contractors should provide an estimated rate per square foot based on the existing plan.

Question: Regarding sidewalks, please clarify what snow and ice removal District 300 expects the contractor to perform.

Answer: Contractors will remove snow and ice on sidewalks that are 6' or wider. District 300 will remove snow and ice from sidewalks that are smaller than 6' wide.

Question: Is pre-treated salt (applied at the factory) required to be used or may the contractor pre-treat the salt as it is being spread?

Answer: District 300 requires that the contractor use pre-treated salt from the manufacturer (ice melt). This product should melt up to 40° below 0.

Question: Is District 300 splitting the zones into sections for a contractor to take or is it going to one bidder?

Answer: The contract will be awarded to a single contractor.

Question: Is the contractor able to use D300's tax exempt ID for material purchase for your properties?

Answer: No, the successful bidder can not use D300's tax exempt number. Contractors need to use their own resale certificate.

Question: We try to use equipment as much as possible, as they are more efficient and do a better job over standard plow trucks. There are 3 schools we would like to place equipment at that are not in close proximity to one of the high schools. I would like to

see if we would have permission to place a skidsteer or mini loader (they take up 2-3 spaces) at - Algonquin Middle School - Transportation at CMS - Hampshire Middle School

Answer: Yes, equipment may be placed at AMS, Transportation at CMS and HMS.

Question: What is needed for the entire bid bond? I see the bid bond is set at $153,295.83, and 100% of the performance bond is needed. In years past, I believe only 10% was needed, is this correct? If so, can you let us know what the bid bond amount needs to be exactly?

Answer: The bid bond amount is $153,295.83.

Changes

Original:

ZONES FOR PLOWING AND SALT SPREADING

NORTHEAST QUAD	SOUTHEAST QUAD	NORTHWEST QUAD	SOUTHWEST QUAD	FAR WEST QUAD
Algonquin Lakes Elementary School	Carpentersville Middle School	Jacobs High School	Dundee Highlands Elementary School	Hampshire Middle School
Algonquin Middle School	Transportation at CMS	Buildings and Grounds	Dundee Middle School	Hampshire Elementary School
Eastview Elementary School	Lakewood School	Transportation at Bunker Hill	Liberty Elementary School	Hampshire High School Campus which include High School, Wright Elementary and the Service Road
Meadowdale Elementary School	Parkview Elementary	Lake in the Hills Elementary School	Sleepy Hollow Elementary School	
Oakridge School	Golfview Elementary School	Lincoln Prairie Elementary School	Westfield School Compound	
Dundee Crown High School Campus	delacey Family Education Center	Neubert Elementary School	Gilberts Elementary School	New Elementary School
Perry Elementary School				

Changed To:

ZONES FOR PLOWING AND SALT SPREADING

NORTHEAST QUAD	SOUTHEAST QUAD	NORTHWEST QUAD	SOUTHWEST QUAD	FAR WEST QUAD
Algonquin Lakes Elementary School	Carpentersville Middle School (with Oak Ridge School)	Jacobs High School	Dundee Highlands Elementary School	Hampshire Middle School
Algonquin Middle School	Transportation at CMS	Buildings and Grounds	Dundee Middle School	Hampshire Elementary School
Eastview Elementary School	Lakewood School	Transportation at Bunker Hill	Liberty Elementary School	Hampshire High School Campus which includes the High School, Wright Elementary School and the Service Road.
Meadowdale Elementary School	Parkview Elementary	Lake in the Hills Elementary School	Sleepy Hollow Elementary School	
Dundee Crown High School Campus	Golfview Elementary School	Lincoln Prairie Elementary School	Westfield School Compound	
Perry Elementary School	delacey Family Education Center	Neubert Elementary School	Gilberts Elementary School	New Elementary School

Bid Response Form Part 1 has been replaced with Bid Response Form Part 1 Revised.

This Addendum and any attachments are to be considered part of the original bid documents.

Please confirm receipt of this email or fax by a telephone call, email, or fax.

Telephone Number – 847-551-8460.

E-mail - diane.white@d300.org

Fax Number – 847-551-8463

If you have any questions, please feel free to contact me at the numbers listed above.

Sincerely,

Diane C. White / Director of Purchasing

Cashier's Check

ALGONQUIN BANK & TRUST®
A branch of Crystal Lake Bank & Trust Company, N.A.
A WINTRUST COMMUNITY BANK

4049 WEST ALGONQUIN ROAD
ALGONQUIN, ILLINOIS 60102
847-669-7500

3008027
70-2578
719

Remitter JDK Services Inc.
2nd Send

Date July 27, 2021

Pay to the Order of *Community Unit School District #300*

$******153,295.83

ONE HUNDRED FIFTY THREE THOUSAND TWO HUNDRED NINETY FIVE DOLLARS AND EIGHTY THREE CENTS

ALGONQUIN BANK & TRUST $153,295dols 83cts

VOID OVER $153,295.83

MP

⑈3008027⑈ ⑆071925787⑆ ⑈0600000052⑈

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

JDK Services, as part of its bid for the Snow / Ice work for Community Unit School District #300, Carpentersville, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

JDK Services, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: JDK Services

By: _____
(Signature)

Aaron Meyer
(Printed Name & Title)
Vice President

SUBSCRIBED and SWORN TO before me

This 28th day of July, 2021.

_____
NOTARY PUBLIC

OFFICIAL SEAL
MARY T FLOWERS
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:03/17/24

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

JDK Services, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

JDK Services, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: JDK Services

By: _____
(Signature)

Aaron Meyer
(Printed Name & Title)
Vice President

SUBSCRIBED and SWORN TO before me

This 28th day of July, 2021.

_____
NOTARY PUBLIC

OFFICIAL SEAL
MARY T FLOWERS
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:03/17/24

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

JJK Services, as part of its bid for the Snow/Ice work for Community Unit School District #300, Carpentersville, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: JJK Services

By: _____
(Signature)

Aaron Meyer
(Printed Name & Title)
Vice President

SUBSCRIBED and SWORN TO before me

This 28th day of July, 2021.

_____
NOTARY PUBLIC

OFFICIAL SEAL
MARY T FLOWERS
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:03/17/24

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

JDK Services, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation)
4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: JDK Services

By: _____
(Signature)

Aaron Meyer
(Printed Name & Title)
Vice President

SUBSCRIBED and SWORN TO before me

This 28th day of July, 2021.

_____
NOTARY PUBLIC

OFFICIAL SEAL
MARY T FLOWERS
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:03/17/24

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: _____

Title: Vice President

Dated: July 28, 2021

SUBSCRIBED and SWORN TO before me

This 28th day of July, 2021.

_____

NOTARY PUBLIC

OFFICIAL SEAL
MARY T FLOWERS
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:03/17/24

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Aaron Meyer
(Printed or Typed Name of Applicant Employee)

Signature of Applicant or Employee

Dated: July 28, 2021

July 28, 2021

OFFICIAL SEAL
MARY T FLOWERS
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:03/17/24

Mary T Flowers

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
JDK Services Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
4632 W Main St

6 City, state, and ZIP code
West Dundee IL 60118

Requester's name and address (optional)
COMMUNITY UNIT SCHOOL DISTRICT 300
2550 HARNISH DRIVE
ALGONQUIN, IL 60102

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
20 - 0367704

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ July 28, 2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	APPLICATION DATE
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	REVISION DATE

DATE: July 28, 2021

COMPANY	HOW LONG IN PRESENT BUSINESS?
JDK Services, Inc.	18 years

ADDRESS	CITY	STATE	ZIP
4632 W Main St.	West Dundee	IL	60118

CONTACT PERSON/REPRESENTATIVE	FAX NUMBER	PHONE AND EXTENSION
Aaron Meyer	847.551.9008	847.551.9000

TYPE OF ORGANIZATION (Check Applicable)
☐ INDIVIDUAL ☐ PARTNERSHIP ☒ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE: Illinois

YEARS ESTABLISHED: 18 yrs

DO YOU ACCEPT PURCHASE ORDERS? YES ☒ NO ☐

DO YOU ACCEPT CREDIT CARDS? YES ☒ NO ☐

CATEGORY (Check below the category which applies to the applicant)

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR
☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☒ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT Gary Meyer (B) VICE PRESIDENT Aaron Meyer

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

TAXPAYER'S I.D. NO.
FEIN 20-0367704
or
S.S. No. _____

INSURANCE INFORMATION (Check Applicable) attached
LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐
Workers' Compensation : State Minimum ☐ Greater than Minimum ☐
Required that CUSD be named as an Additional Insured ☑ INSURANCE CO. Acuity

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding)

Perf. Bond ___/___ (Mo. Year) ☐ Payment Bond (Labor and Materials) ___/___ (Mo. Year) ☐ Builder's Risk ___/___ (Mo. Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY
Gary Meyer	President
Aaron Meyer	Vice President

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet) Manufacturing	Floor Space (Square Feet) Warehouse

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____
DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE")means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

	ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.	Jewel Osco	150 W Pierce Rd Itasca IL 60143	Brian Kropfl	630. 948. 6415
2.				
3.	AT+T	95 W Algonquin Rd Arlington Hts IL 60005	Mike Rodriguez	847. 298. 6912
4.				

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER
Algonquin Bank & Trust	4049 W Algonquin Rd Algonquin IL 60102	Mike Carlson	847. 669. 7648

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION

Aaron Meyer - Vice President

NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER VIP Risk Solutions, Inc. 444 S. Rand Road Suite 310 Lake Zurich IL 60047	CONTACT NAME: Brian Hollamon PHONE (A/C, No, Ext): (847) 796-7475 FAX (A/C, No): (847) 305-2555 E-MAIL ADDRESS: brian.hollamon@viprsi.com
INSURED JDK Services, Inc. 4632 W. Main St. West Dundee IL 60118	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Acuity — 14184 INSURER B: Charter Oak Fire Insurance Co. — 25615 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** CL2141400671 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Pesticide/Herbicide incld X Contractual Liab. Included GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC			CB-ZC8132	4/29/2021	4/29/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			CA-ZC8132	4/29/2021	4/29/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			ZC8132	4/29/2021	4/29/2022	EACH OCCURRENCE AGGREGATE	$ 3,000,000 $ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		CWC-ZC8132	4/29/2021	4/29/2022	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
B	Inland Marine			QT 660-1H430778	4/29/2021	4/29/2022	Scheduled & Leased/Rented	$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Snow Removal and Salt Spreading. As required by written contract, the following are Additional Insured on the GL and Auto policies: 1) Community Unit School District #300; 2) the Board of Education of Community Unit School District #300 and its members individually; and, and the District's employees and agents. Umbrella is Follow-Form over WC-EL, GL and Auto.

CERTIFICATE HOLDER

Community Unit School District #300
Attn: Purchasing Department
2605 Bunker Hill Drive
Algonquin, IL 60102

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Brian Hollamon/AD

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REFERENCES

LIST BELOW THE LAST FOUR (4) SCHOOL DISTRICTS OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES.

1. **ORGANIZATION:** AT&T Property Management
   ADDRESS: 95 W Algonquin Rd - Room 526D
   CITY, STATE, and ZIP CODE: Arlington Heights IL 60005
   TELEPHONE NUMBER: 847. 248. 6912
   CONTACT PERSON: Mike Rodriguez
   DATE OF SERVICES: 1999 - Current
   DOLLAR AMOUNT OF THE JOB: Landscape / snow removal / Ice Control + $1,500,000.00 / year

2. **ORGANIZATION:** Jewel / OSCO
   ADDRESS: 150 E. Pierce Rd # 200
   CITY, STATE, and ZIP CODE: Itasca IL 60143
   TELEPHONE NUMBER: 630.948.6415
   CONTACT PERSON: Clayton Sobol - Brian Kropfl
   DATE OF SERVICES: 2019 - Current
   DOLLAR AMOUNT OF THE JOB: Landscape / snow removal / Ice Control / GC Work + $2,000,000.00 / year

REFERENCES (CONT.)

3. ORGANIZATION: Quorum Property Management

ADDRESS: 8140 Walnut Hill Ln # 420

CITY, STATE, and ZIP CODE: Dallas TX 75231

TELEPHONE NUMBER 855.232.6792

CONTACT PERSON: Ruben Perez

DATE OF SERVICES: 2017 - Present

DOLLAR AMOUNT OF THE JOB: $120,000/year

4. ORGANIZATION: CUSD # 300

ADDRESS: 2605 Bunker Hill

CITY, STATE, and ZIP CODE: Algonquin IL 60102

TELEPHONE NUMBER 847.551.8460

CONTACT PERSON: Diane White

DATE OF SERVICES: 2005 - 2008 + 2016 - Present

DOLLAR AMOUNT OF THE JOB:

OFFEROR'S NAME: Aaron Meyer

SIGNATURE:

DATE: July 28, 2021

LIST AVAILABLE EQUIPMENT – FOR USE IN RELOCATION OF SNOW

Equipment Type	Quantity	Hourly Rate w/ operator
Please see attached		

JDK VEHICLE #	TRUCK LISTING	LEASE/RENT	OWN	DEDICATED	NON-DEDIC	HOURLY RATE FOR MAN EQUIPMENT
	TRUCKS		X			5 TON - $110 HR
2012TRK	VIN # 1GDM7H1CO1J503488		X	X		1 TON - $100 HR
	2001 GMC TRUCK/2012TRK		X			PICKUP - $90 HR
2015TRK	VIN #1GDJ7H1C9WJ519411		X	X		SIDEWALK - $55 HR
	1998 GMC DUMP TRUCK/2015TRK		X			SKID STEER - $100 HR
2027TRK	VIN # 1GDM7H1C42J512339		X		X	1 YARD LOADER - $135 HR
	2002 GMC TRUCK/2027TRK		X			2 YARD LOADER - $175 HR
2052TRK	VIN#1GCHK24U16E130869		X	X		3 YARD LOADER - $225 HR
	2006 CHEVY SILVERADO		X			4 YARD LOADER - $295 HR
2053TRK	VIN#1GCHK24U86E106309		X	X		
	2006 CHEVY SILVERADO		X			
2054TRK	VIN#1GCHK29D77E105937		X	X		
	2007 CHEVY SILVERADO 2500HD		X			
2056TRK	VIN# 1GCHG39U661248925		X		X	
	2006 CHEVY EXPRESS VAN		X			
2057TRK	VIN# 1FDXF47P97EA92094		X	X		
	2007 FORD DUMP TRUCK		X			
2061TRK	VIN# 1GBM7C1C76F428472		X	X		
	2006 CHEVY DUMP		X			
2064TRK	VIN#1GDK7C1367F400002		X	X		
	2007 GMC TOPKICK		X			
2065TRK	VIN#1GCHK34628E163499		X	X		
	2008 WHITE CHEVROLET		X			
2066TRK	VIN#1GCHK24648E145161		X	X		
	2008 BLUE CHEVROLET		X			
2067TRK	VIN# 1FTWF31R38EE22412		X		X	
	2008 FORD F-350 WHITE PICKUP		X			
2068TRK	VIN#J8BC4W16587000433		X		X	
	2008 CHEVY W4500		X			
2069TRK	VIN#1FDXF47R98EE13246		X		X	
	2008 FORD F450 WHITE PICKUP		X			
2070TRK	VIN#3GCEK33249G220071		X		X	

	2009 CHEVROLET PICKUP TRUCK		X			
2071TRK	VIN#1GBJK74699F143680		X		X	
	2009 CHEVY TRUCK 3500		X			
2072TRK	VIN#1GC3KVBG0AF116151		X		X	
	2010 CHEVROLET PK/K2500HD		X			
2073trk	VIN#1GBJK34U05E202364		X		X	
	2005 CHEVY SILVERADO K3500		X			
2074trk	VIN#1FDXW4HR2AEA14134		X	X		
	2010 FORD DUMP EXT. CAB F450		X			
2075trk	VIN#1GCOKVCG6BF135046		X	X		
	2011 CHEVY PU C2500 RED (PETER DRIVES)		X			
2078TRK	VIN# 1FD9X4HTICEB31708		X	X		
	2012 FORD F450		X			
2079TRK	2012 CHEVY SILVERADO DUMP 4/2/2012		X		X	
	VIN# 1GB3KCL0CF169913		X			
2082TRK	2011 CHEVROLET SILVERADO		X	X		
	Vin #1GC2KXCG0BZ116723		X			
2084TRK	VIN# 1GC1KYE87F142779		X	X		
	2014 SILVERADO (PURCHASED FROM GARY LANG 12/20/13)		X			
2087TRK	2014 FORD DUMP (ROD BAKER 3/11/14)		X	X		
	VIN#1FTEX1CM3EKD18048		X			
2088TRK	2014 CHEVY DUMP (PURCHASED FROM BIGGERS CHEVROLET		X		X	
	VIN#1GB3KZC84EF140574		X			
2089TRK	2015 Chevrolet Silverado 35 (Purchased from Biggers Chev		X		X	
	VIN #1GB4KYC89FF161372		X			
2090TRK	2015 Chevrolet Silverado 35 (Purchased from Biggers		X	X		
	VIN #1GB4KYC88FF168751		X			
2091TRK	2014 Chevrolet Silverado (Casey Cartwright)		X	X		
	VIN #1GCVKREC7EZ101224		X			
2092TRK	2015 Chevrolet Silverado (Red)		X		X	
	VIN #1GC3KYE88FZ103367		X			
2093TRK	2015 FORD F-550 SD WHITE		X		X	
	VIN# 1FDUF5HT4FEA48135		X			
2094TRK	2015 Chevy Silverado		X	X		

	VIN# 1GC4K1E88FF549581		X			
2095TRK	2006 FREIGHTLINER		X	X		
	VIN# 1FVACXCS56HV47507		X			
2096TRK	2015 FORD F-550		X		X	
	VIN#1FD4F5HTXFEC09345		X			
2097TRK	2012 FORD F350		X		X	
	VIN#1FT8W3BT4CEB37685		X			
2098TRK	2014 CHEVY EXPRESS VAN		X		X	
	VIN#1680B2CAOE1203889		X			
2099TRK	2015 Chevy Silverado		X		X	
	VIN # 1GB3KYC88FF612707		X			
2100TRK	2015 Chevy Silverado		X		X	
	VIN# 1GB4KYC84FF611963		X			
2101TRK	2016 CHEVY SILVERADO 35		X		X	
	VIN# 1GC4KOC82GF115946		X			
2102TRK	2016 CADILLAC ESCALADE		X		X	
	1GYX4ZKJGR453893		X			
2103TRK	2016 FORD F-750 WHITE		X		X	
	1FDXF7ZX5HDB00723		X			
2104TRK	2016 CHEVY SILVERADO 2500 WHITE		X		X	
	1GCOKUEG1GZ317296		X			
2105TRK	2016 CHEVY SILVERADO 3500 WHITE W/ BOSS PLOW		X		X	
	1G3kycg6GZ398464		X			
2106TRK	2017 CHEVY SILVERADO 3500 WHITE		X		X	
	1GC2KYEG5HZ393105		X			
2107TRK	2018 CHEVY SILVERADO 3500 WHITE HIGH COUNTRY		X	X		
	1GC4K1EY7JF186473		X			
2108TRK	2017 FORD F-350		X		X	
			X			
2109TRK	2017 FORD F-550		X	X		
	1FDUF5HT6HEE43064		X			
2110TRK	2018 CHEVY 3500 DUMP WITH STAINLESS STEEL BODY		X		X	
	1GB3KYCY3JF214183		X			
2111TRK	2018 FORD F-450 DUMP WITH STAINLESS STEEL BODY		X		X	

	1FDTF4HT2JEB99103		X			
2112TRK	2018 FORD F-350 PICKUP		X	X		
	1FTRF3B6XJEC05676		X			
2113TRK	2018 CHEVY 3500 DUMP WITH STIANLESS STEEL BODY WHITE		X		X	
	1GC4KVCG2KF147437		X			
2114TRK	2018 CHEVY 3500 QUAD CAB LONG BED PICKUP WHITE		X		X	
	1GB3KYCY7JF245811		X			
2115TRK	2019 INTERNATIONAL C7500		X	X		
	1HTEUMMN4KH536268		X			
2116	2019 CHEVY 2500 PICKUP		X	X		
	1GC1KREG5KF263724		X			
2118	2020 Freightliner Tandem		X	X		
	1FVHCYFC9HLG8466		X			
2119	2020 GMC 3500 PICKUP		X		X	
	1GT49SE71LF143016		X			
2120	2020 CHEVROLET 3500 PICKUP		X	X		
			X			
2121	2020 CHEVROLET 3500 PICKUP HIGH COUNTRY		X	X		
	1GC4YPEY1LF112292		X			
2122	2020 CHEVROLET 3500 PICKUP		X		X	
	1GC4YREY8LF265523		X			
2123	Ford F350 LARIAT		X		X	
			X			
2124	2020 FORD F450 GAS - STAINLESS STEEL		X		X	
	1FDUF4HN9LDA01549		X			
2125	CHEVROLET 2500 GAS PICKUP		X		X	
			X			
2126	FORD F450 DUMP STAINLESS STEEL		X		X	
			X			
2127	CHEVROLET 4500 DUMP STAINLESS STEEL		X	X		
			X			
JDK VEHICLE #	TRUCK LISTING	LEASE/RENT	OWN	DEDICATED	NON-DEDIC	HOURLY RATE FOR MAN EQUIPMENT
	EQUIPMENT		X			

#1 SKID	JOHN DEERE 325 SKID STEER (1)		X		X	
	VIN# T00325B102628		X			
#2 SKID	JOHN DEERE 328 SKID STEER (2)		X		X	
	VIN # T00328B103879		X			
#3 LOADER	JOHN DEERE 244 J LOADER (1)		X	X		
	L4244JX720845		X			
# 4 LOADER	JOHN DEERE 244 J LOADER (2)		X		X	
	L4244JX623580		X			
# 5 LOADER	JOHN DEERE 244 J LOADER (3)		X		X	
	L4244JX623676		X			
# 6 LOADER	JOHN DEERE 244 J LOADER (4)		X	X		
	IL4244JXHZB025990		X			
# 7 LOADER	CASE 621 C LOADER(LARGE 1)		X	X		
	JEE0122851		X			
# 8 LOADER	CASE 580 SUPER M EXTENDED BACK HOE (1)		X	X		
			X			
# 9 SKID	JOHN DEERE 332 SKID STEER (3)		X		X	
	T00332B178490		X			
# 10 SKID	JOHN DEERE 332 SKID STEER (4)		X		X	
	T00332B171287		X			
# 11 SKID	JOHN DEERE 332 SKID STEER (5)		X		X	
	T00332B134075		X			
#12 SKID	JOHN DEERE 332 SKID STEER (6)		X		X	
	T00332B175740		X			
#13 SKID	JOHN DEERE 322 STEER SKID STEER (7)		X		X	
	T0322TA139509		X			
# 14 SKID	JOHN DEERE 332 D SKID STEER (8)		X		X	
	TO332DB186508		X			
# 15 SKID	JOHN DEERE 332 SKID STEER (9)		X		X	
	T00332B171252		X			
# 16 SKID	JOHN DEERE 326 D SKID STEER (10)		X		X	
	IT0326DBCA0192996		X			
# 17 SKID	JOHN DEERE 326 D SKID STEER (11)		X		X	
	IT0326DBTA0192927		X			

# 18 SKID	JOHN DEERE 326 D SKID STEER (12)		X		X	
	IT0326DBKA0192882		X			
# 19 SKID	JOHN DEERE 326 D SKID STEER (13)		X		X	
	IT0326DBCA0192879		X			
#20 SKID	JOHN DEERE 326 D SKID STEER (14)		X		X	
	IT0326DBKA0193014		X			
# 21 SKID	JOHN DEERE 326 D SKID STEER (15)		X		X	
	T0326DBEA0193086		X			
#22 LOADER	DAEWOO LOADER(LARGE 2)		X	X		
	1009		X			
# 23 LOADER	CASE 621 CXT LOADER(LARGE 3)		X	X		
	JEE0093832		X			
# 24 LOADER	KOMATSU 180 TOOL CARRIER LOADER(LARGE 4)		X		X	
	A88143D		X			
# 25 SKID	JOHN DEERE 333 E WIDE TRACK SKID STEER (16)		X		X	
	IT0333EKKDE241810		X			
# 26 SKID	JOHN DEERE 332 E SKID STEER (17)		X		X	
	IT0332EKHEE273029		X			
# 27 SKID	JOHN DEERE 332 E SKID STEER (18)		X		X	
	IT0332EKAEE273660		X			
# 28 LOADER	JOHN DEERE 304 K LOADER (5)		X		X	
	IL4304KXJZB033644		X			
# 29 SKID	JOHN DEERE 325 SKID STEER (19)		X		X	
	T00325B100420		X			
# 30 LOADER	CASE 821 B LOADER(LARGE 5)		X		X	
	JEE0039705		X			
# 31 LOADER	CASE 621 D LOADER(LARGE 6)		X	X		
	JEE0138213		X			
# 32 LOADER	HYUNDAI HL 770XTD-7(LARGE 7)		X	X		
	LB0110356		X			
# 33 TRACTOR	JOHN DEERE 1026R TRACTOR		X		X	
	ILV1026RACH213119		X			
# 34 TRACTOR	JOHN DEERE 2530 TRACTOR		X		X	
	LV2520H407553		X			

# 35 EXCAV	CATERPILLAR MINI EXCAVATOR 302.5		X		X	
	CAT03025E4AZ06613		X			
# 36 ATV	POLARIS SPORTSMAN 570 ATV		X		X	
	4XAMH57A5EA108435		X			
# 37 LOADER	MICHIGANLARGE (8)		X		X	
			X			
# 38 SKID	2018 CASE SV280 SKID STEER (20)		X	X		
	NHM436291		X			
# 39 SKID	2017 CASE SV280 SKID STEER (21)		X	X		
	NHM435463		X			
# 40 SKID	2017 CASE SV280 SKID STEER (22)		X	X		
	NHM434335		X			
# 41 SKID	2017 CASE SV280 SKID STEER (23)		X	X		
	NHM434982		X			
# 42 SKID	2017 CASE SV280 SKID STEER (24)		X	X		
			X			
# 43 SKID	2017 CASE SV280 SKID STEER (25)		X	X		
	NHM432294		X			
# 44 LOADER	CASE 621 XRLARGE (9)		X		X	
	JEE0125095		X			
# 45 TRACTOR	2002 FORD TRACTOR SMALL		X		X	
			X			
# 46 TRACTOR	2014 JOHN DEERE 5065E TRACTORTRACTOR 1		X		X	
			X			
# 47 SKID	2017 CASE TRACK TR-270 SKID STEER (26)		X		X	
	NHM429965		X			
# 48 SKID	2018 CASE SV280 SKID STEER (27)		X		X	
	NJM443846		X			
# 49 SKID	2018 CASE SV280 SKID STEER (28)		X		X	
	NHM439128		X			
# 50 SKID	2018 CASE SV280 SKID STEER (29)		X		X	
	NJM441686		X			
# 51 SKID	2018 CASE SV280 SKID STEER (30)		X		X	
	NJM443843		X			

# 52 SKID	2018 CASE SV280 SKID STEER (31)		X		X	
	NJM443844		X			
# 53 SKID	2018 CASE SV280 SKID STEER (32)		X		X	
	NJM448828		X			
# 54 SKID	2017 JOHN DEERE 324E SKID STEER (33)		X		X	
	1T0324EBKHJ320352		X			
# 55 LOADER	CASE 521 FLARGE (10)		X		X	
	NGF236214		X			
# 56 LOADER	TAKEUCHI TW80 LOADER (6)		X	X		
			X			
#57 LOADER	2016 821FLARGE (11)		X		X	
			X			
#58 LOADER	2020 CASE 521F(12)		X		X	
			X			
#59 LOADER	2019 CASE 521 GLARGE (13)		X		X	
			X			
#60 LOADER	2011 CASE 521 EXT LARGE (14)		X		X	
			X			
#61 SKID	2021 CASE SV280 SKID STEER (34)		X		X	
			X			
	PUSH BOXES		X			
NUMBER	BOX TYPE AND SIZE		X			
	ARCTIC SECTIONAL SKID STEER PUSH BOXES		X			
# 2	10 LD ARCTIC SECTIONAL		X			
# 3	10 LD ARCTIC SECTIONAL		X			
# 4	10 LD ARCTIC SECTIONAL		X			
# 5	10 LD ARCTIC SECTIONAL		X			
#6	10 LD ARCTIC SECTIONAL		X			
# 29	10 LD ARCTIC SECTIONAL		X			
# 30	10 LD ARCTIC SECTIONAL		X			
#31	10 LD ARCTIC SECTIONAL		X			
# 32	10 LD ARCTIC SECTIONAL		X			
# 33	10.5 LD ARCTIC SECTIONAL		X			
# 34	10.5 LD ARCTIC SECTIONAL		X			

#39	10.5 LD ARCTIC SECTIONAL		X			
#40	10.5 LD ARCTIC SECTIONAL		X			
#41	10.5 LD ARCTIC SECTIONAL		X			
#46	13 LD ARCTIC SECTIONAL		X			
#47	10.5 LD ARCTIC SECTIONAL		X			
#48	10.5 LD ARCTIC SECTIONAL		X			
#49	10.5 LD ARCTIC SECTIONAL ($5671.00)		X			
#50	10.5 LD ARCTIC SECTIONAL ($6607.00 w tax)		X			
#51	10.5 LD ARCTIC SECTIONAL ($6607.00 w tax)		X			
#52	10.5 LD Case ARCTIC SECTIONAL		X			
#53	10.5 LD Case ARCTIC SECTIONAL		X			
#54	10.5 LD Case ARCTIC SECTIONAL		X			
#55	10.5 LD Case ARCTIC SECTIONAL		X			
#58	10.5 LD ARCTIC SECTIONAL		X			
#59	10.5 LD ARCTIC SECTIONAL		X			
#60	10.5 LD Case ARCTIC SECTIONAL		X			
#61	10.5 LD Case ARCTIC SECTIONAL		X			
#62	10.5 LD Case ARCTIC SECTIONAL		X			
#63	10.5 LD Case ARCTIC SECTIONAL		X			
#64	10.5 LD CASE ARCTIC SECTIONAL		X			
#65	10.5 LD Case ARCTIC SECTIONAL		X			
	ARCTIC SECTIONAL LOADER PUSH BOXES		X			
# 35	12 HD ARCTIC SECTIONAL		X			
# ????????	16 HD ARCTIC SECTIONAL		X			
	SKID STEER RUBBER EDGE PUSH BOXES		X			
# 7	SP10S PROTECH		X			
# 8	SP10S PROTECH		X			
# 9	SP12S PROTECH		X			
#11	SP10S PROTECH		X			
#12	SP10S PROTECH		X			
#13	SP10S PROTECH		X			
#14	AVALANCHE 10' PUSH BOX		X			
# 15	SP10S PROTECH		X			
#16	SP10S PROTECH		X			

#26	AVALANCHE 10' PUSH BOX		X			
#36	SP08S PROTECH		X			
# 27	IS10S PROTECH		X			
#17	IS10S PROTECH		X			
	LOADER RUBBER EDGE PUSH BOXES		X			
# 18	12' OFF BRAND - LAF3682-0057		X			
#19	SP12B PROTECH		X			
#20	SP12B PROTECH		X			
#21	SP12B PROTECH		X			
# 22	14' box purchased from Tom Manning 08'		X			
#37	SP14L PROTECH		X			
#38	SP14L PROTECH		X			
# 23	SP14L PROTECH		X			
# 10	SP12B PROTECH		X			
# 42	WL 16' LOW PROFILE BOX		X			
# 43	IS16L PROTECH (STEEL CUTTING EDGE)		X			
# 44	DANIELS 20' BLUE BOX		X			
#56	20' PROTECH PUSHBOX		X			
#57	16' PROTECH PUSHBOX RUBBER EDGE		X			

BID RESPONSE FORM (PART 2)

Hard copy of Bid Response Form Part 1 must be attached

The following bid is hereby presented to the Board of Education of Community Unit School District 300.
The undersigned, having inspected the site and familiarized ourselves/myself with the local conditions affecting the cost of the work and all the bid documents, hereby propose to perform everything required and to provide all delivery, labor, materials, tools, insurance, expendable equipment, and transportation, all as necessary to perform Snow Removal and/or Salt Spreading, as specified. **Bidders must bid on all zones.**

HOURLY RATE FOR EQUIPMENT AND DRIVER	EQUIPMENT DESCRIPTION
$ 110.00 Hour	5 Ton
$ 100.00 Hour	1 Ton
$ 80.00 Hour	Pick Up
$ 100.00 Hour	Skid Steer
$ 135.00 Hour	1 Yard Loader
$ 175.00 Hour	2 Yard Loader
$ 225.00 Hour	3 Yard Loader

ADDITIONAL COMMENTS –

$ 295.00 Hour 4 Yard Loader

Vendor has received Addendum #1 Yes X No ____
Addendum #2 Yes ____ No ____

The undersigned hereby certifies that he/she has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other document(s) will create a binding contract. Further, he/she agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement or contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "... not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken are included in an Attachment of this bid package.

JDK Services Inc
Name of Company/Corporation

X 60 days
Length of time bid is firm prior to award

4632 W Main St
Street Address

Proposal submitted by:

W Dundee IL 60118
City, State, Zip Code

Signature of Authorized Agent

847.551.9000
Telephone Number

Aaron Meyer
Please Type or Print Name

847.551.9018
Fax Number

Ameyer@jdkservices.com
E-mail Address

20-0367704
FEIN NUMBER

4376750
Illinois License Number

*** BIDS ARE DUE BY 11:00AM CT, THURSDAY, JULY 29, 2021 ***

Bid Response Form Part 1 - must be attached to Bid Response Form Part 2

*****Please provide an electronic copy on a flash drive of part 1 in your bid response - *****

Northeast Quadrant

LOCATION	FLAT RATE PER REMOVAL INCLUDING SALT 1"-3" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 3"-6" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 6"-9" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 9"-12" - PER EVENT	FLAT RATE SALT - FURNISHED AND APPLIED	FLAT RATE DE ICING - FURNISHED AND APPLIED LIQUID AND SALT	FLAT RATE DE-ICING - FURNISHED AND APPLIED LIQUID ONLY	HOURLY RATE PER SCRAPING LESS THAN 1" PER EVENT
Algonquin Lakes Elementary School	$705.00	$705.00	$705.00	$1.00	$230.00	$287.50	$287.50	$90.00
Algonquin Middle School	$545.00	$545.00	$475.00	$1.00	$165.00	$206.25	$206.25	$90.00
Eastview Elementary School	$385.00	$385.00	$385.00	$1.00	$125.00	$156.25	$156.25	$90.00
Meadowdale Elementary School	$275.00	$275.00	$275.00	$1.00	$110.00	$137.50	$137.50	$90.00
Dundee Crown High School Campus	$1,305.00	$1,305.00	$1,265.00	$1.00	$740.00	$925.00	$925.00	$90.00
Perry Elementary School	$600.00	$600.00	$570.00	$1.00	$205.00	$256.25	$256.25	$90.00
Northeast Quadrant Total	3,815.00	3,815.00	3,675.00	6.00	1,575.00	1,968.75	1,968.75	

Southeast Quadrant

LOCATION	FLAT RATE PER REMOVAL INCLUDING SALT 1"-3" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 3"-6" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 6"-9" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 9"-12" - PER EVENT	FLAT RATE SALT - FURNISHED AND APPLIED	FLAT RATE DE ICING - FURNISHED AND APPLIED LIQUID AND SALT	FLAT RATE DE-ICING - FURNISHED AND APPLIED LIQUID ONLY	HOURLY RATE PER SCRAPING LESS THAN 1" PER EVENT
Carpentersville Middle School (with Oakridge School)	$1,085.00	$1,085.00	$970.00	$1.00	$460.00	$595.25	$595.25	$90.00
Transportation at CMS	$975.00	$975.00	$860.00	$1.00	$205.00	$266.50	$266.50	$90.00
Lakewood School	$655.00	$655.00	$655.00	$1.00	$140.00	$182.00	$182.00	$90.00
Parkview Elementary School	$600.00	$600.00	$600.00	$1.00	$140.00	$182.00	$182.00	$90.00
deLacey Family Center	$600.00	$600.00	$600.00	$1.00	$140.00	$182.00	$182.00	$90.00
Golfview Elementary School	$435.00	$435.00	$435.00	$1.00	$105.00	$136.50	$136.50	$90.00
Southeast Quadrant Total	$4,350.00	$4,350.00	$4,120.00	$6.00	$1,190.00	$1,544.25	$1,544.25	

Northwest Quadrant

LOCATION	FLAT RATE PER REMOVAL INCLUDING SALT 1"-3" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 3"-6" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 6"-9" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 9"-12" - PER EVENT	FLAT RATE SALT - FURNISHED AND APPLIED	FLAT RATE DE-ICING - FURNISHED AND APPLIED LIQUID AND SALT	FLAT RATE DE-ICING - FURNISHED AND APPLIED LIQUID ONLY	HOURLY RATE PER SCRAPING LESS THAN 1" PER EVENT
Jacobs High School	$1,205.00	$1,205.00	$1,205.00	$1.00	$675.00	$843.75	$843.75	$90.00
Buildings and Grounds	$330.00	$330.00	$330.00	$1.00	$105.00	$131.25	$131.25	$90.00
Transportation at Bunker Hill	$980.00	$980.00	$980.00	$1.00	$275.00	$343.75	$343.75	$90.00
Lake in the Hills Elementary School	$330.00	$330.00	$330.00	$1.00	$135.00	$168.75	$168.75	$90.00
Lincoln Prairie Elementary School	$546.00	$546.00	$546.00	$1.00	$165.00	$206.25	$206.25	$90.00
Neubert Elementary School	$275.00	$275.00	$275.00	$1.00	$105.00	$131.25	$131.25	$90.00
Northwest Quadrant Total	$3,666.00	$3,666.00	$3,666.00	$6.00	$1,460.00	$1,825.00	$1,825.00	

Southwest Quadrant

LOCATION	FLAT RATE PER REMOVAL INCLUDING SALT 1"-3" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 3"-6" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 6"-9" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 9"-12" - PER EVENT	FLAT RATE SALT - FURNISHED AND APPLIED	FLAT RATE DE-ICING - FURNISHED AND APPLIED LIQUID AND SALT	FLAT RATE DE-ICING - FURNISHED AND APPLIED LIQUID ONLY	HOURLY RATE PER SCRAPING LESS THAN 1" PER EVENT
Dundee Highlands Elementary School	$275.00	$275.00	$275.00	$1.00	$104.00	$130.00	$130.00	$90.00
Dundee Middle School	$872.00	$872.00	$872.00	$1.00	$275.00	$343.75	$343.75	$90.00
Liberty Elementary School	$546.00	$546.00	$546.00	$1.00	$208.00	$260.00	$260.00	$90.00
Sleepy Hollow Elementary School	$325.00	$325.00	$325.00	$1.00	$105.00	$131.25	$131.25	$90.00
Gilberts Elementary School	$762.00	$762.00	$762.00	$1.00	$235.00	$293.75	$293.75	$90.00
Westfield School Compound	$1,092.00	$1,092.00	$1,092.00	$1.00	$370.00	$462.50	$462.50	$90.00
Southwest Quadrant Total	$3,872.00	$3,872.00	$3,872.00	$6.00	$1,297.00	$1,621.25	$1,621.25	

Far West Quadrant

Location	FLAT RATE PER REMOVAL INCLUDING SALT 1"-3" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 3"-6" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 6"-9" - PER EVENT	FLAT RATE PER REMOVAL INCLUDING SALT 9"-12" - PER EVENT	FLAT RATE SALT - FURNISHED AND APPLIED	FLAT RATE DE ICING - FURNISHED AND APPLIED LIQUID AND SALT	FLAT RATE DE-ICING - FURNISHED AND APPLIED LIQUID ONLY	HOURLY RATE PER SCRAPING LESS THAN 1" PER EVENT
Hampshire Middle School	$598.00	$598.00	$598.00	$1.00	$205.00	$256.25	$256.25	$90.00
Hampshire Elementary School	$252.00	$252.00	$252.00	$1.00	$105.00	$131.25	$131.25	$90.00
Hampshire High School High School Campus - includes the High School, Wright Elem. and service road between schools.	$2,180.00	$2,180.00	$2,180.00	$1.00	$945.00	$1,181.25	$1,181.25	$90.00
New Elementary School	$546.00	$546.00	$546.00	$1.00	$208.00	$260.00	$260.00	$90.00
Far West Quadrant Total	3,576.00	3,576.00	3,576.00	4.00	1,463.00	1,828.75	1,828.75	

Salt Per ton $162.00

Liquid per Gallon $5.00

What is the anticipated tons of salt that would be used per a district-wide salt application for all sites? 65

What is the anticipated annual tonnage of salt for all District 300 sites? 2300

Aaron Meyer
JDK Services, Inc.

Authorized Signature

Aaron Meyer

Date
7/27/2021

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: **August 12, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jonathan Mickle,
Director of Facilities

Presented at the following Board Meetings	Date
Board Operations Committee	8/12/2025
BOE 1st Reading	8/12/2025
BOE 2nd Reading	8/26/2025

SUBJECT: **Roofing Consultant Services**

Background

As part of District 300's Master Facility Planning process, Interstate Roof Systems Consultants (IRSC) evaluates the condition of our roofs on a rolling five-year schedule. This proactive assessment helps protect and preserve our building roofing systems and ensures that previous work remains intact. It also allows for timely repairs while roofs are still under warranty. The following roof replacements are being recommended for the summer of 2026.

Dundee Middle & Liberty - Bid Package 1

Algonquin Lakes & Lincoln Prairie - Bid Package 2

Lamp, Inc. will be the Project Manager for the roof work. Responsibilities for this project are shared by IRSC and Lamp, as indicated in this proposal.

Administrative Recommendation

The administration recommends awarding Interstate Roof Systems Consultants (IRSC) and their team the contract to perform roofing surveys, evaluations, and moisture scans, provide documentation, and update the 5-year roofing plan. The costs are as follows;

Bid Package 1
Construction Document Phase:
Dundee MS and Liberty ES - $15,000
Bidding Phase:
Dundee MS and Liberty ES - $2,000
Construction Administration Phase (Project Management and QCO):
Dundee MS and Liberty ES - $17,500
Bid Package 1 Total: $34,500

Bid Package 2
Construction Document Phase:
Algonquin Lakes ES and Lincoln Prairie ES - $20,000

Bidding Phase:
Algonquin Lakes ES and Lincoln Prairie ES - $2,000
Construction Administration Phase (Project Management and QCO):
Algonquin Lakes ES and Lincoln Prairie ES - $17,500
Bid Package 1 Total: $39,500

Fiscal Impact
The total cost for all the projects is $74,000, which will be paid for out of the Capital Improvement Fund (60).

July 22, 2025

Mr. Jonathan Mickle
Director of Facilities
Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102

Re: Roof Consulting Services
2026 Roofing Work – Bid Package 1
Dundee Middle School and Liberty Elementary School

Dear Jon,

Thank you for contacting Interstate Roof Systems Consultants, Inc. (IRSC) regarding your roof consulting needs. Please accept this letter as our proposal to provide roof consulting services for the 2026 Roofing Work at Dundee MS and Liberty ES. **IRSC proposes the following services in conjunction with Project Management by Lamp, Inc.:**

I. CONSTRUCTION DOCUMENT PHASE - IRSC

A. Review and verification of existing field conditions

B. Review roof system design options with Owner

C. Design of new roofing system

D. Preparation of a project manual with technical specifications

E. Preparation of construction drawings

II. BIDDING PHASE - Service provided by Lamp, Inc.

A. Assist Owner in the solicitation of bids and create a “Bidders List” - **Lamp**

B. Conduct a pre-bid meeting and walk-through; prepare and distribute meeting minutes - **Lamp and IRSC**

C. Assist with the review of bids - **Lamp and IRSC**

D. Provide recommendation to Owner for award of contract - **Lamp**

III. CONSTRUCTION ADMINISTRATION PHASE (Project Management and QCO)

A. Assist, as needed, in the preparation of the Owner/Contractor Agreement - **Lamp**

B. Assist, as needed, in attaining the required Building Permit from the Regional Office of Education (ROE). **IRSC and D300**

C. Conduct a pre-construction meeting; prepare and distribute meeting minutes - **Lamp with IRSC in attendance**

D. Review of contractor submittals - **Lamp and IRSC**

E. Review of contractor pay requests - **Lamp and IRSC**

F. Provide periodic construction quality compliance observation (QCO) and field reports, documenting the work performed. Two (2) site visits per week, for a total of twenty (20) site visits, will be performed. **IRSC will provide to Lamp**

G. Provide a Substantial Completion inspection and creation of a "Punch List" **IRSC**

H. Provide a final inspection and assist in project close-out - **Lamp and IRSC**

We propose to provide the above roof consulting services for the following lump sum fees:

Construction Document Phase:

Dundee MS and Liberty ES - $15,000

Bidding Phase:

Dundee MS and Liberty ES - $2,000

Construction Administration Phase (Project Management and QCO):

Dundee MS and Liberty ES - $17,500 (estimated budget, see below)

The Construction Administration fees are based on an estimated 10-week construction window for the Bid Package 1 roofing project. Our fees may be adjusted by $1,500 / week, based on the actual construction window. Based on the most current Roofing Capital Improvement Plan, the budgetary construction estimate for the roofing work at Dundee MS and Liberty ES is $1,300,000. The Design and Bidding Phases of the project will be completed in the Fall / Winter of 2025. The Construction Administration Phase will take place in the summer of 2026.

Jon, we look forward to the opportunity of working with you again on these projects. Interstate Roof Systems Consultants, Inc. is ready to be of service. Please feel free to give me a call should you have any questions about our proposed roof consulting services and related fees.

Sincerely,

INTERSTATE ROOF SYSTEMS CONSULTANTS, INC.



Thomas J. Varga, RRC
General Manager / Sr. Project Manager

Accepted By:_____
Date:_____
By:_____
Title:_____

July 22, 2025

Mr. Jonathan Mickle
Director of Facilities
Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102

Re: Roof Consulting Services
2026 Roofing Work – Bid Package 2
Algonquin Lakes Elementary School and Lincoln Prairie Elementary School

Dear Jon,

Thank you for contacting Interstate Roof Systems Consultants, Inc. (IRSC) regarding your roof consulting needs. Please accept this letter as our proposal to provide roof consulting services for the 2026 Roofing Work at Algonquin Lakes ES and Lincoln Prairie ES. **IRSC proposes the following services in conjunction with Project Management by Lamp, Inc.:**

I. CONSTRUCTION DOCUMENT PHASE - IRSC

A. Review and verification of existing field conditions

B. Review roof system design options with Owner

C. Design of new roofing system

D. Preparation of a project manual with technical specifications

E. Preparation of construction drawings

II. BIDDING PHASE - Service provided by Lamp, Inc.

A. Assist Owner in the solicitation of bids and create a "Bidders List" - **Lamp**

B. Conduct a pre-bid meeting and walk-through; prepare and distribute meeting minutes - **Lamp and IRSC**

C. Assist with the review of bids - **Lamp and IRSC**

D. Provide recommendation to Owner for award of contract - **Lamp**

III. CONSTRUCTION ADMINISTRATION PHASE (Project Management and QCO)

A. Assist, as needed, in the preparation of the Owner/Contractor Agreement - **Lamp**

B. Assist, as needed, in attaining the required Building Permit from the Regional Office of Education (ROE). **IRSC and D300**

C. Conduct a pre-construction meeting; prepare and distribute meeting minutes - **Lamp with IRSC in attendance**

D. Review of contractor submittals - **Lamp and IRSC**

E. Review of contractor pay requests - **Lamp and IRSC**

F. Provide periodic construction quality compliance observation (QCO) and field reports, documenting the work performed. Two (2) site visits per week, for a total of twenty (20) site visits, will be performed. **IRSC will provide to Lamp**

G. Provide a Substantial Completion inspection and creation of a "Punch List" **IRSC**

H. Provide a final inspection and assist in project close-out - **Lamp and IRSC**

We propose to provide the above roof consulting services for the following lump sum fees:

Construction Document Phase:

Algonquin Lakes ES and Lincoln Prairie ES - $20,000

Bidding Phase:

Algonquin Lakes ES and Lincoln Prairie ES - $2,000

Construction Administration Phase (Project Management and QCO):

Algonquin Lakes ES and Lincoln Prairie ES - $17,500 (estimated budget, see below)

The Construction Administration fees are based on an estimated 10-week construction window for the Bid Package 2 roofing project. Our fees may be adjusted by $1,500 / week, based on the actual construction window. Based on the most current Roofing Capital Improvement Plan, the budgetary construction estimate for the roofing work at Algonquin Lakes ES and Lincoln Prairie ES is $1,060,000. The Design and Bidding Phases of the project will be completed in the Fall / Winter of 2025. The Construction Administration Phase will take place in the summer of 2026.

Jon, we look forward to the opportunity of working with you again on these projects. Interstate Roof Systems Consultants, Inc. is ready to be of service. Please feel free to give me a call should you have any questions about our proposed roof consulting services and related fees.

Sincerely,

INTERSTATE ROOF SYSTEMS CONSULTANTS, INC.



Thomas J. Varga, RRC
General Manager / Sr. Project Manager

Accepted By:_____
Date:_____
By:_____
Title:_____

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: **August 12, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: John Hummel, Chief Technology Officer

Presented at the following Board Meetings	
Board Operations Committee	8/12/2025
BOE 1st Reading	8/12/2025
BOE 2nd Reading	8/26/2025

SUBJECT: **Technology Renewals**

Background

Follett Software- Destiny

This software manages our Library with access to print and digital resources, including books, eBooks, Audiobooks, and interactive books. This software also keeps track of all of our technology assets. A one-year renewal of this software is $64,754.24.

MHC

This software is a document management and workflow solution designed to streamline the handling and processing of documents within D300. It enables efficient organization, storage, and retrieval of various documents, including student records and administrative paperwork, while automating workflows to reduce manual tasks. The system ensures access to sensitive information and integrates seamlessly with existing school management systems, offering a user-friendly interface for staff.
A one-year renewal of this software is $48,398.40.

Administrative Recommendation

The Administration recommends the approval of the instructional software electronic subscriptions contract as presented.

Fiscal Impact

Total renewal costs for Follett and MHC are $113,152.64, which the Technology budget will cover.

RENEWAL QUOTE

Page	1
Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

CMTY UNIT SCH DIST 300
2550 HARNISH DR
ALGONQUIN IL 60102

Quote Summary	Payable in USD
Quote Total	**$64,754.24**

Applicable taxes are NOT included
Service Expiration Dates are displayed at each line item below

Order Instructions:

Please email Purchase order, referencing Quote number, to FSSOrders@follettsoftware.com, fax to 800.365.5399 or mail Purchase Order to:

Follett Software, LLC.
1340 Ridgeview Drive
McHenry, IL 60050 USA

An invoice will be generated upon receipt of the Purchase Order. If you have any questions, contact Customer Service – 800.323.3397, Option 1 or email softwarecs@follettsoftware.com.

Quote Details

Item Number / Description		Renewal Months	Current Expiration Date	New Expiration Date	Amount
ALGONQUIN LKS ELEM SCH - 1206708					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
ALGONQUIN MDL SCH - 1200430					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
BIG TIMBER ELEM SCH - 1212472					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$999.00
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$1,079.04
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$419.42
				Site Total	**$2,680.34**
CARPENTERSVILLE MDL SCH - 1209622					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60

If you have questions, please contact our Customer Service Team at 800.323.3397, Options 1 or email softwarecs@follettsoftware.com.

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RENEWAL QUOTE

Page	2
Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

Quote Details

Item Number / Description		Renewal Months	Current Expiration Date	New Expiration Date	Amount
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
DE LACEY FAM EDUC CTR - 1254871					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
DIST ADMIN BLDG - 1211796					
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
				Site Total	**$828.60**
DIST TECHNOLOGY WHSE - 1211794					
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
				Site Total	**$828.60**
DIST WAREHOUSE - 1207466					
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
				Site Total	**$828.60**
DUNDEE HIGHLNDS ELEM SCH - 1246380					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
DUNDEE MDL SCH - 1246385					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
DUNDEE-CROWN HIGH SCH - 1209665					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60

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RENEWAL QUOTE

Page	3
Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

Quote Details

Item Number / Description		Renewal Months	Current Expiration Date	New Expiration Date	Amount
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
EASTVIEW ELEM SCH - 1200477					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
GARY D WRIGHT ELEM - 1207464					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
GILBERTS ELEM - 1207462					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
GOLFVIEW ELEM SCH - 1209670					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
HAMPSHIRE ELEM SCH - 1255675					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50

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RENEWAL QUOTE

Page	4
Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

Quote Details

Item Number / Description		Renewal Months	Current Expiration Date	New Expiration Date	Amount
				Site Total	**$2,209.58**
HAMPSHIRE HIGH SCH - 1207968					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
HAMPSHIRE MDL SCH - 1202244					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
HARRY D JACOBS HIGH SCH - 1203976					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
JOSEPHINE PERRY ELEM SCH - 1209715					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
KENNETH E NEUBERT ELEM SCH - 1200481					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
LAKE IN THE HILLS SCH - 1200480					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60

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RENEWAL QUOTE

Page	5
Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

Quote Details

Item Number	Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
LAKEWOOD CMTY SCH - 1209680					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
LIBERTY ELEM SCH - 1206648					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
LINCOLN PRAIRIE ELEM SCH - 1206709					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
MEADOWDALE ELEM SCH - 1209699					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
OAK RIDGE SCH - 1206378					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$944.04
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,205.02**
PARKVIEW ELEM SCH - 1209710					

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RENEWAL QUOTE

Page	6
Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

Quote Details

Item Number	Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
SLEEPY HOLLOW ELEM SCH - 1246420					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**
WESTFIELD ELEM SCH - 1212421					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$944.04
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$767.16
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,143.58**
WESTFIELD MDL SCH - 1206062					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	12	08/31/2025	08/31/2026	$948.60
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	12	08/31/2025	08/31/2026	$828.60
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	08/31/2025	08/31/2026	$182.88
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	12	08/31/2025	08/31/2026	$249.50
				Site Total	**$2,209.58**

End of Quote

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RENEWAL QUOTE

Page	7
Quote#	7887785
Issue Date	07/09/2025
Expiration Date	08/31/2025
Customer#	1246340
Customer	CMTY UNIT SCH DIST 300

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MHC Software
12000 Portland Ave S, Suite 230
Burnsville MN 55337
Tel: (800) 588-3676
Tax ID: 84-2954086

Invoice #: INVMH8771
Invoice Date: 7/11/2025

Bill To

CUS610 Community Unit School District #300
300 Cleveland Avenue| |
Carpentersville IL 60110
United States
Email:

Ship To

300 Cleveland Avenue| |
Carpentersville IL 60110
United States
Ship Date: 7/11/2025
Ship Method :

TOTAL in US Dollars

$48,398.40

Terms	Due Date	PO #	Sales Rep	MHC Order #
Net 60	9/9/2025			00012694

Item	Term Start/End Date	Taxable	Amount
RNL-MHC-IXRQCINTEG RQC Integration - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSEMPLOYE DSS PR/ED Add-on: Payroll/Employee/Member Docs Web Delivery User Options - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSEMPLOYE DSS PR/ED Add-on: Payroll/Employee/Member Docs Web Delivery User Options - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-IXEFORMC eForms Express Custom - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEAUTOFAX Auto Fax - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEAPACH AP ACH Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DETXINTFCE Tax Interface (Import Routine) - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DETXINTFCE Tax Interface (Import Routine) - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-IXIMAGEEXP MHC Image Express - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEPR DE Payroll Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEFORMS DE Forms Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEW2MODULE DE W-2 Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSEMPLOYE DSS PR/ED Add-on: Payroll/Employee/Member Docs Web Delivery User Options - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEEREMIT e-Remit Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included

Check Payments:
MHC Software Holdings & Subsidiaries
P.O. Box 772854
Detroit, MI 48277-2854

Credit Card Payments:

US ACH Payments:
JP Morgan Chase
In Favor of MHC Software, Inc.
ABA# 124001545
Account# 779970265

Wire Payments:
NOTE: Should be submitted in USD
JP Morgan Chase
ABA# 021000021
Swift Code: CHASUS33
Beneficiary: MHC Software
Beneficiary Account #779970265

Please send remittances for Wire and ACH payments to accounting@mhcautomation.com

MHC Software
12000 Portland Ave S, Suite 230
Burnsville MN 55337
Tel: (800) 588-3676
Tax ID: 84-2954086

Invoice #: INVMH8771
Invoice Date: 7/11/2025

Item	Term Start/End Date	Taxable	Amount
RNL-MHC-DSSEMPLOYE DSS PR/ED Add-on: Payroll/Employee/Member Docs Web Delivery User Options - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSE1095C Document Self-Service Electronic 1095-C Web Delivery with User Options - Standalone - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEFORMSPCH Document Express Forms Module Add-on for Punchout Integration - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DE1099 1099 Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DE1099NEC Document Express 1099-NEC Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSEW22K Document Self-Service Electronic W-2 Web Delivery with User Options - 2,000 Employees - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSEW22K Document Self-Service Electronic W-2 Web Delivery with User Options - 2,000 Employees - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DSSSELFDIS DSS PR/ED Add-on: Disclosures - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-IXEDIINVOI Image Express EDI Invoice Imaging Component - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEAP DE Accounts Payable Module - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-IXDYNAMIC Additional Dynamic Image Drill Form(s) - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-DEAPPOSPTN AP Positive Pay Module with Transmission - Renewal Mnt	9/30/2025-9/30/2026	T	Included
RNL-MHC-IXEDIPO Image Express EDI PO Imaging Component - Renewal Mnt	9/30/2025-9/30/2026	T	Included

FINANCE CHARGES WILL ACCRUE ON ACCOUNTS OVER 60 DAYS

Check Payments:
MHC Software Holdings & Subsidiaries
P.O. Box 772854
Detroit, MI 48277-2854

Credit Card Payments:

US ACH Payments:
JP Morgan Chase
In Favor of MHC Software, Inc.
ABA# 124001545
Account# 779970265

Wire Payments:
NOTE: Should be submitted in USD
JP Morgan Chase
ABA# 021000021
Swift Code: CHASUS33
Beneficiary: MHC Software
Beneficiary Account #779970265

Please send remittances for Wire and ACH payments to accounting@mhcautomation.com

MHC Software
12000 Portland Ave S, Suite 230
Burnsville MN 55337
Tel: (800) 588-3676
Tax ID: 84-2954086

Invoice #: INVMH8771
Invoice Date: 7/11/2025

Subtotal	$48,398.40
Shipping Cost	0.00
Tax Total (%)	$0.00
Total	$48,398.40

Check Payments:
MHC Software Holdings & Subsidiaries
P.O. Box 772854
Detroit, MI 48277-2854

Credit Card Payments:

US ACH Payments:
JP Morgan Chase
In Favor of MHC Software, Inc.
ABA# 124001545
Account# 779970265

Wire Payments:
NOTE: Should be submitted in USD
JP Morgan Chase
ABA# 021000021
Swift Code: CHASUS33
Beneficiary: MHC Software
Beneficiary Account #779970265

Please send remittances for Wire and ACH payments to accounting@mhcautomation.com

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: August 12, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Shelley Nacke, Assistant
Superintendent of Education Services

Presented at the following Board Meeting(s)	Date
Board Operations Committee	
BOE 1st Reading	8/12/2025
BOE 2nd Reading	8/26/2025

SUBJECT: Family Services Association of Greater Elgin MOU

Background

D300 and Family Service Association of Greater Elgin Area agree to work collaboratively on behalf of students and their families. Schools served under this have been: Dundee Crown High School, Jacobs High School, Dundee Middle School, and Carpentersville Middle School. For the 2025-2026 school year, we have added Oak Ridge School. CUSD 300 has had a partnership with Greater Elgin for over 16 years to support students' needs with mental health and truancy. As part of this agreement, the Family Service Association of Greater Elgin area will assure the provision of consultation, education, screening, assessing, referring, treatment and coordination of services for D300 youth in need of mental health services (on-site and off-site) for post-hospitalization, emergency situations, and truancy prevention and support. Historically, this program has been provided at no cost to the district due to a grant through Family Service Association of Greater Elgin Area; however, the grant came to an end in 2024. Due to the grant ending, if services are to continue a charge will be given again for the 2025-2026 school year.

Administrative Recommendation

The Administration recommends approval of this agreement as presented for continued support of students.

Fiscal Impact

Per the MOU with Greater Elgin Association, the schools agree that FSA shall be responsible for billing Medicaid and other third-party payers for FSA's services rendered hereunder. FSA reserves the right to keep any such payment collected. After utilizing Grants, Medicaid Fees and MCO billing, the remaining costs will be funded by the district.

District costs would be funded through the Social Work and Local Funds.
Costs for School-Based Mental Health (SBMH) with Truancy and Crisis Positions = $396,300.00
Reimbursable amounts = $226,800.00
Cost to District = $169,500.00

PARTNERSHIP BETWEEN
COMMUNITY UNIT SCHOOL DISTRICT 300 and
FAMILY SERVICE ASSOCIATION of GREATER ELGIN AREA

1. MISSION

The mission of this School-Community Partnership is to create, integrate and leverage existing and new school/community partnerships to develop a full continuum of systematic interventions based on data. The mission of the partnership supports the mission of the schools: academic success for all.

2. STATEMENT OF NEED/PURPOSE OF AGREEMENT

In response to the growing mental health and social/emotional needs of students, Community Unit School District 300 with the help of its community partners agree to work collaboratively on behalf of students and their families.

The services or programs encompass systems for providing intensive mental health care.

3. RELATIONSHIP BETWEEN PARTIES

THIS AGREEMENT is made as of the effective date as set forth in Section 25 below ("Effective Date"), by and between the Board of Education of Community Unit School District 300, hereinafter referred to as the "District," and Family Service Association, hereinafter referred to as "FSA." The term of the contract will be effective August 1, 2025 through July 31, 2026 The Parties shall have the option to renew this Agreement at the end of the term by mutual, written agreement. At any time, the District or FSA may terminate this contract by giving 30 days prior written notice to the other party, without incurring any liability.

4. INDEPENDENT CONTRACTOR

It is understood and agreed that the relationship of Family Service Association to the District is and shall continue to be that of an independent contractor and neither FSA nor any of Partner's staff, agents, employees or subcontractors shall be entitled to receive District employee benefits. It is further understood and agreed that the District shall not be responsible for, nor incur any liability for, any State or Federal withholding or other taxes or for FICA or State unemployment insurance for the Family Service Association, its agents, employees or subcontractors, and the payment of any such taxes incurred or due by the Partner shall be the sole responsibility of the Family Service Association. The Family Service Association agrees that neither FSA nor its staff or subcontractors shall represent themselves as employees or agents of the District.

If fees are to be paid, FSA shall provide the District with a valid taxpayer identification number as defined by the United States Internal Revenue Code including, but not limited to, a social security number or a federal employer identification number.

5. CONTACT INFORMATION OF BOTH PARTIES

All written notices and communications required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt.

Notices and communications to FSA shall be addressed to, and delivered at, the following address:

Janeth Barba, Chief Executive Officer, 1752 Capital St #100, Elgin, IL 60124

All written notices and communications concerning this Agreement shall be sent by FSA to the District and shall be addressed to:

Shelley Nacke, Assistant Superintendent of Education Services, 2550 Harnish Drive, Algonquin, IL 60102

6. EXPECTATIONS OF BOTH PARTIES

Description of Services

The District will:

a. Provide FSA a copy of the District Parent/Guardian Handbook as a reference for school district policies and procedures.
b. Provide facility space, in the sole discretion of the District, for FSA that is appropriate for confidentiality for the delivery of program services and activities.
c. Maintain ongoing, consistent communication with FSA School Based Mental Health (SBMH) team through quarterly meetings with each school with district level administration participation to assess successes and challenges or more frequently as needed
d. Provide data necessary for evaluation of this service to the local evaluator(s).
e. Follow established protocols that specify procedures for: a) Who refers, b) How and to whom to refer (phone/written), c) When to refer, for what reasons, d) What action is taken with the referral, e) How communications and feedback are handled regarding referral.
f. Referrals shall be submitted by the school social worker directly to the FSA Intake Department, including a parent-signed Release of Information form, reason for referral, and Illinois Medicaid insurance policy number. FSA will process the referral and initiate comprehensive mental health assessments to begin services.
g. Any concerns related to FSA programming or staff will be brought directly to FSA's SBMH Manager and/or Program Director
h. Provide information and training to mental health clinicians on emergency protocols and will include clinicians in relevant school communications and alerts.
i. Provide mental health clinicians with a District-issued ID badge to ensure safety, security, and easy identification within school buildings.
j. Provide advance notice of problem-solving meetings to which mental health clinicians are invited to attend and participate.
k. Provide mental health clinicians with student data related to school attendance, grades, schedules, 504 plans, IEPs, and contact information, pending a signed D300 records release form by the parent/guardian.

Family Service Association will:

a. Abide by the NASW Code of Ethics; function solely in the role of a clinical treatment provider and not as an evaluator; and adhere to the policies, procedures, and operational requirements of each setting in which services are delivered.
b. Assure the provision of consultation, education, screening, assessing, referring, treatment and coordination of services for youth in need of mental health services (on-site and off-site).
c. Services will be provided during non-core academic periods (e.g., lunch or flexible periods) whenever possible. Services may also take place before or after school if space and transportation allow.
d. Collaborate with the District and other project partners to ensure the linkage and delivery of services that respond to the family's needs, with appropriate client consent. (Includes, but is not limited to: mental health assessment and mental health services).
e. Comply with State and Federal law concerning confidentiality of mental health records, including but

not limited to, the Illinois School Student Records Act (ISSRA), Family Educational Rights and Privacy Act (FERPA), Mental Health and Developmental Disabilities Confidentiality Act, and HIPAA, and their implementing regulations which are further discussed in Section 7 below.

f. Provide a consistent schedule for school-based clinicians to the schools they serve.
g. Attend school problem-solving meetings when advance notice is provided by the District.
h. Assist with family engagement for students experiencing chronic absences and/or complex trauma.
i. Coordinate service delivery with the designated school social worker. If the social worker is unavailable, coordination may occur with the principal or principal designee.
j. Follow established protocols that specify procedures for: a) Who refers, b) How and to whom to refer (phone/written), c) When to refer, for what reasons, d) What action is taken with the referral, e) How communications and feedback are handled regarding referral.
k. Provide the District with monthly progress updates that include: number of students served, types of services provided, hours in school, and any additional mutually agreed-upon metrics.
l. Schedule and facilitate quarterly meetings with each school with district level administration participation to review program successes and challenges. The frequency of meetings can be adjusted based on the needs of each school site.

7. CONFIDENTIALITY

Confidential Information. The term "Confidential Information" shall mean information in the possession or under the control of the District relating to the educational, employee, student record, technical, business, or corporate affairs of the District; the District's students, the District's property; user information, including, without limitation, any information pertaining to usage of the District's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. FSA agrees not to use or disclose any Confidential Information or any information, records, reports, deliverables or documents collected, prepared or generated as a result of this Agreement ("Work Product") without the express prior written consent of the District and/or the student's parent, as required by law. FSA further agrees to (a) receive and hold in confidence all Confidential Information and Work Product, and (b) use such Confidential Information and Work Product solely for purposes of performing Services hereunder, and (c) protect and safeguard all Confidential Information and Work Product from unauthorized disclosure.

Dissemination of Information. In the event that FSA is presented with a request for documents by any administrative agency or with a *court order* regarding any records, data, or Work Product which may be in Family Services Association possession as a result of Services under this Agreement, FSA shall immediately give notice to the District and its General Counsel with the understanding that the District shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. FSA will not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production, subpoena or court order is quashed or withdrawn, or the time to produce is otherwise extended. FSA agrees to cause its personnel, staff and/or subcontractors, if any, to undertake the same obligations of confidentiality agreed to by FSA under this Agreement.

a. *Student Records.* FSA shall comply with the relevant requirements of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 et seq.), regarding the confidentiality of student "education records" as defined in FERPA and "school student records" as defined in ISSRA. Any use of information contained in student education records to be released must be approved by the District. FSA acknowledges that school student records as defined by ISSRA, and education records as defined by FERPA are confidential. FSA agrees to protect this information and to ensure the confidentiality of any and all information in its possession regarding participating District students. FSA shall not disclose to the public or any third party the

identity of any student eligible for or receiving services without the written permission of the student (if 18 years old) or the student's parent/guardian. To protect the confidentiality of student education records, FSA will limit access to those employees who reasonably need access to them in order to perform their responsibilities under this Agreement.

b. *Return of Confidential Information and District Property.* Upon the termination of this Agreement, FSA shall return all Confidential Information and other property, documentation, or records belonging to the District to the Superintendent.

c. *Survival.* The provisions of this Section shall survive the termination or expiration of this Agreement.

d. *Breach of Confidentiality.* In the event that FSA is in breach of any provision(s) of this Article, it shall immediately advise the District and take steps to remedy such breach, including, but not limited to protecting against the consequences of any disclosure or use of Confidential Information in violation of this Agreement. Both parties acknowledge that use or disclosure of the confidential information, in any manner inconsistent with this Agreement or law, may result in irreparable and continuing damage and that the party damaged by the disclosure shall have the right to seek legal and equitable relief, including injunctive relief, without the necessity of posting bond or other security necessary to protect against any such breach or threatened breach, including, without limitation, injunctive relief.

e. *FOIA.* Records in the possession of FSA related to this Agreement may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/7(2). FSA, at FSA's cost, shall immediately provide the District with any such records requested by the District to timely respond to any FOIA request received by the District. The District will review all such records to determine whether FOIA exemptions apply before disclosing the records, such that information properly exempt as proprietary or prohibited from release by other laws or exempt for other reasons will not be released. If FSA refuses to provide a record that is the subject of a FOIA request to the District and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes the District in any way, FSA shall reimburse the District for all costs, including attorneys' fees, incurred by the District related to the FOIA request and records at issue. FSA shall only disclose its own clinical records in accordance with MHDDCA and HIPAA. This does not apply to mental health records protected under MHDDCA or HIPAA, to the extent they are exempt from FOIA. No District approval is required for such disclosures; however, a valid client/guardian consent shall be obtained as required by law.

f. *Clinical Records.* All mental health treatment records created and maintained by FSA in the course of delivering services under this Agreement shall remain the sole property of FSA and shall be protected under the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA) and HIPAA.

8. MONITORING AND EVALUATION

The Parties will evaluate the implementation of the Agreement annually. The Parties will develop criteria based on expected outcomes to evaluate the implementation of the Agreement using existing review data and monitoring procedures of each school community partnership.

Activities may include services or programs encompass systems for providing intensive care.

9. TARGET POPULATION

The program will target school-age children who attend the District with a mental health crisis and/or history of mental illness who require mental health services. For the 2025-2026 school year, this includes students at Dundee-Crown High School, Jacobs High School, Dundee Middle School, Carpentersville Middle School, and Oak Ridge School.

10. CONDITIONS OF USE OFDISTRICT FACILITIES AND RIGHT OF ACCESS

If FSA is to use District facilities in connection with the Services, said use shall be in accordance with the following terms and conditions:

a. *Facilities and Equipment Usage.* FSA, its employees and agents performing services, shall be permitted

to enter upon and utilize District facilities in connection with the performance of its services hereunder, subject to the terms and conditions contained herein and those rules established by the District and the school. FSA shall provide advance notice to the school Principal, or his/her designee, for any such intended use of school property to furnish Services hereunder. In those instances where Family Service Association is authorized to utilize a District facility and related equipment to provide Services, Family Service Association shall establish a usage schedule.

b. *Conditions of Use.* FSA accepts the school premises and equipment in as-is condition and FSA is solely responsible for determining that such premises and equipment are suitable for its program use. Consent to enter upon and use District property given by the Principal shall not create, nor be deemed to imply, the creation of any additional responsibilities on the part of the District. The Principal or designee shall have the authority to the maximum extent possible to direct and condition FSA use of a school in performing the Program set forth herein. FSA shall not conduct any other business or commercial activity on District property other than the Program set forth herein without the prior approval of the District. FSA shall use, and shall cause each of its employees and agents to use, the highest degree of care when entering upon and utilizing any property owned by the District in connection with the Services.

c. *Damage to Property.* At the close of each instance of use, FSA shall leave the District facilities in substantially the same condition as at the outset of each instance of use, ordinary wear, and tear excepted, and shall remove all FSA's personal property. In the event the District's property is damaged by FSA, FSA shall, at FSA's sole cost, restore the property or any surrounding area. The restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If FSA does not repair the damage within 14 days after receiving written notice from the District, or a lesser time if the District determines the damage creates an emergency, the District may repair the damage and FSA shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to FSA. FSA shall comply and shall cause each of its employees and agents, to comply with any and all instructions, requirements and licenses for the use of such property. Any and all third-party claims, suits or judgments, costs or expenses, including attorney's fees arising from, by reason of, or in connection with any such entries shall be treated in accordance with the insurance and indemnification provisions contained in this Agreement.

d. *Waiver of Claims.* Except to the extent prohibited by law and for any claim arising out of, relating to, or connected with any breach of this Agreement, neither party shall be liable for damages to person or property sustained by FSA resulting from its use of District facilities, or any equipment, furniture, fixtures, or appurtenances thereto becoming out of repair, resulting from any accident in or about the District facilities or common areas, or resulting directly or indirectly from any act or neglect of any person on the District facilities or common areas. This Section shall apply especially, but not exclusively, to damage caused by water, snow, frost, steam, excessive heat or cold, sewage, gas, odors, or noise or the bursting or leaking of pipes or plumbing fixtures and shall apply if any such damage results from the act or neglect of other occupants, or an employee or employees of the District. All personal property belonging to FSA shall be there at the risk of FSA. The District shall not be liable for any damage thereto or the theft or misappropriation thereof. FSA shall be limited to its own insurance coverages to pay for damage to its property or fixtures and hereby holds harmless and releases the District from any damage or claim of damage to FSA's property or fixtures.

11. RECORD KEEPING/DOCUMENTATION RETENTION

Records. FSA will keep working files for each student in their electronic health record system. Policies regarding access and maintenance of records, including electronic records, will be provided to the District upon request. All of the school student records maintained by the District that are used by FSA or its Personnel in connection with the provision of services under this Agreement shall be and remain the property of the District. FSA and its Personnel shall have the right to use school student records as may be permitted by law and by the District, and otherwise in accordance with this Agreement

12. ROLES AND QUALIFICATIONS OF STAFF

Professional Licensure and Certification. In the event that the services to be provided by FSA must by law be provided by individuals who are licensed and/or certified, FSA shall only assign individuals to provide services under this Agreement who are licensed, certified, and/or credentialed in accordance with the law. All such individuals assigned by FSA to provide services shall maintain their license and/or certification in good standing during the term of this Agreement. FSA shall, prior to providing services, submit documentation that the individuals assigned to provide services are properly credentialed and are licensed and/or certified to the District, upon request.

13. BACKGROUND CHECKS, FAITH'S LAW & HEALTH SCREENINGS

FSA represents and warrants that it shall make any employee, agent, and/or subcontractor providing services under this Agreement available to the District for the purpose of submitting to an Illinois and national fingerprint-based criminal history records check and checks of the Statewide Sex Offender Database and the Statewide Child Murderer and Violent Offender Against Youth Database ("Records Check") in accordance with the Illinois School Code (105 ILCS 5/10-21.9). FSA understands and agrees that it shall not allow any non-District employees, agents and subcontractors providing services under this Agreement to have direct regular contact with a student until a Records Check has been conducted by the District for such person and the results of the Records Check satisfies the requirements of 105 ILCS 5/10-21.9. FSA shall make its employees and agents that will interact with student available to the District for the District to conduct the background check. FSA shall not send to any District building or property any employee, agent, or subcontractor who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9; who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry; or who has been found to be a 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. The District must provide a copy of the report to the individual employee, agent, or subcontractor, but is not authorized to release it to FSA. FSA shall reimburse the District for the cost of the criminal history records check.

FSA certifies that prior to sending any employee or contractor/subcontractor to the premises, FSA has complied with all employment history review and other obligations of 105 ILCS 5/22-94. Upon request of the District, FSA agrees to promptly disclose all records, information and determinations related to Section 22-94 employment history review for each of its employees or independent contractors.

In addition, in accordance with 105 ILCS 5/24-5, FSA shall ensure, at its own expense, that all employees, agents and subcontractors providing services under this Agreement are in good health and free from communicable disease which shall include, but not be limited to, tuberculosis.

14. INSURANCE

FSA, at its own expense and for the benefit of the District, shall procure and maintain insurance for all operations under the Agreement, whether performed by FSA or by subcontractors. All insurers shall be licensed by the State of Illinois and rated A-VII or better by A.M. Best or a comparable rating service. FSA shall submit to the District satisfactory evidence of the following insurance coverage as applicable:

a. *Workers' Compensation and Employers' Liability Insurance.* Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for FSA's respective employees and if FSA will be on the District's premises, the Workers' Compensation Insurance must provide an alternative employer endorsement.

b. *Commercial General Liability Insurance.* Commercial General Liability Insurance or equivalent with limits of not less than One Million and 00/100 Dollars ($1,000,000.00) per occurrence and Two Million

and 00/100 Dollars ($2,000,000.00) in the aggregate for bodily injury, personal injury, and property damage liability. Coverage shall include, but not be limited to: all operations, contractual liability, independent contractors, products/completed operations (for a minimum of two (2) years following completion) and defense. The insurance shall include sexual abuse and molestation coverage if FSA will be on District premises.

c. *Professional Liability/Errors & Omissions Insurance.* Professional Liability/Errors & Omissions Insurance covering acts, errors or omissions with limits of not less than One Million and 00/100 Dollars ($1,000,000.00) per claim and the annual aggregate of not less than Three Million and 00/100 Dollars ($3,000,000). Coverage extensions shall include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or proceed, start of work on the Agreement. A claims-made policy which is not renewed or replaced must provide for an extended reporting period of not less than two (2) years.

d. *Automobile Insurance.* Automobile liability insurance with a combined single limit of One Million and 00/100 Dollars ($1,000,000). Sexual abuse and molestation insurance with a combined single limit of One Million dollars ($1,000,000).

e. Sexual Abuse and Molestation Insurance. Sexual abuse and molestation insurance with a combined single limit of One Million dollars ($1,000,000);

f. *Cyber Liability/Identity Theft Insurance*. Cyber liability/identity theft insurance with a combined limit of Two Million Dollars ($2,000,000) per claim and Two Million Dollars ($2,000,000) general aggregate;

g. *Umbrella Insurance.* Umbrella liability insurance with a minimum combined single limit of One Million and 00/100 Dollars ($1,000,000) per occurrence and One Million and 00/100 Dollars ($1,000,000) general aggregate.

h. *Additional Insured.* FSA shall have its General, Sexual Abuse and Molestation, Umbrella, Cyber liability/identity theft, and Automobile Liability Insurance policies endorsed to provide that District's Board of Education, and its members, employees and agents, and any other entity as may be designated by the District are named as additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the District (the waiver of subrogation shall also apply to the workers' compensation insurance).

i. *Insurance Certificate.* The insurance company or its representative shall submit an insurance certificate evidencing all coverage as required hereunder and indicating the Additional Insured status as required above. The Certificate must provide sixty (60) days prior written notice of material change, cancellation or renewal be given to:

Community Unit School District 300
2550 Harnish Drive
Algonquin, Illinois 60102
Attn: Dr. Frank Williams, Chief Financial Officer

h. *General.* Any failure of the District to demand or receive proof of insurance coverage shall not constitute a waiver of FSA obligation to obtain the required insurance. The receipt of any certificate does not constitute an agreement by the District that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of this Agreement. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the Client by certified mail, return receipt requested.

FSA's failure to carry or document required insurance shall constitute a breach of the FSA agreement with the District. Non-fulfillment of the insurance conditions shall be deemed a breach of the Agreement, entitling the District to terminate the Agreement immediately.

Any deductibles or self-insured retentions on referenced insurance coverage must be borne by Family Service Association. Any insurance or self-insurance programs maintained by the District do not contribute with insurance provided by the FSA under this Agreement.

All subcontractors are subject to the same insurance requirements of FSA unless otherwise specified in this Agreement. FSA shall require any subcontractors under this Agreement to maintain comparable insurance naming FSA, the District inclusive of its members, employees and agents, and any other entity designated by the District, as Additional Insureds. Family Service Association will maintain a file of subcontractor's insurance certificates evidencing compliance with these requirements.

The coverages and limits furnished by FSA in no way limit the Family Service Association liabilities and responsibilities specified within the Agreement or by law. The required insurance is not limited by any limitations expressed in the indemnification language, in this Agreement, if any, or any limitation that might be placed on the indemnity in this Agreement given as a matter of law.

FSA agrees and warrants that insurers waive their rights of subrogation against the District.

Upon District request, FSA and/or its subcontractors shall promptly provide a certified copy of any applicable policy of insurance. The District reserves the right to modify, delete, alter or change insurance requirements at any time.

15. PAYMENT, COSTS AND BILLING MECHANISMS

Billing Medicaid. The School agrees that FSA shall be responsible for billing Medicaid and other third-party payers for FSA's services rendered hereunder. FSA reserves right to keep any such payment collected. After utilizing Grants, Medicaid Fees, and MCO billing, the remaining costs will be funded by the district.

16. NONDISCRIMINATION

It shall be an unlawful employment practice for FSA or its subcontractors to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, or other terms, conditions, or privileges of employment, because of such individual's race, color, ancestry, religion, sex, sexual orientation, age, disability, marital status, parental status, military discharge status or national origin; or to limit, segregate, or classify employees or applicants for employment from equal employment opportunities or otherwise adversely affect an individual's status as an employee because of such individual's race, color, ancestry, religion, sex, sexual orientation, age, disability, marital status, parental status, military discharge status or national origin. FSA shall comply with the Civil Rights Act of 1964, 42 U.S.C. §2000, as amended; the Age Discrimination in Employment Act, 29 U.S.C. §621, et seq.; the Rehabilitation Act of 1973, 29 U.S.C. §701, as amended; the Americans with Disabilities Act, 42 U.S.C. §12101, et seq.; the Illinois Human Rights Act, 775 ILCS 5/1-10 as amended.

17. ASSIGNMENT AND SUBCONTRACTS

This Agreement shall be binding on the parties and their respective successors and assigns; provided, however, FSA may not assign or subcontract this Agreement without the prior written consent of the District, which consent shall be in the sole and absolute discretion of the District.

18. ENTIRE AGREEMENT; AMENDMENTS

This Agreement, including all exhibits and referenced documents, constitutes the entire agreement of the parties with respect to the matter; contained therein. To the extent that any conflict or incompatibility exists between Family Service Association Application and the terms of this Agreement, the terms of this Agreement shall control. No modification of or amendment to this Agreement shall be effective unless such modification or amendment is in writing and signed by both parties hereto. All referenced exhibits attached

hereto are hereby incorporated into and made a part of this Agreement.

19. CONTINUING OBLIGATION TO PERFORM

In the event of any dispute between FSA and the District, FSA shall expeditiously and diligently proceed with the performance of all of its obligations under this Agreement with a reservation of all rights and remedies it may have under or pursuant to this Agreement at law or in equity.

20. SURVIVAL/SEVERABILITY

All express representations, warranties or indemnifications made or given in this Agreement shall survive the completion of Services by FSA or the termination of this Agreement for any reason. If any provision or part of this Agreement is held to be unenforceable, this Agreement shall be considered divisible and such provision shall be deemed inoperative to the extent it is deemed unenforceable, and in all other respects this Agreement shall remain in full force and effect; provided, however, that if any such provision may be made enforceable by limitation thereof, then such provision shall be deemed to be so limited and shall be enforceable to the maximum extent permitted by applicable law.

21. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to any conflict of law or choice of law principles. Jurisdiction and venue for all disputes shall be the Circuit Court located in Kane County, Illinois, or the federal district court for the Northern District of Illinois.

22. WAIVER

No delay or omission, or series of delays or omissions, by either party to exercise any right hereunder shall be construed as any type of waiver of any such right, and the District reserves the right to exercise any such right from time to time as often as may be deemed expedient.

23. JOINT AND SEVERAL LIABILITY

In the event that FSA, or its successors or assigns, is composed of more than one individual or legal entity (or any combination thereof), then each and every obligation or undertaking herein required to be fulfilled or performed by FSA shall be the joint and several obligation or undertaking of each such individual or legal entity.

24. INDEMNIFICATION

To the fullest extent allowed by law, FSA agrees to defend, indemnify and hold harmless the District, and its respective Board members, employees, agents, officers and officials from and against liabilities, losses, penalties, damages and expenses, including costs and attorney fees, arising out of all claims, liens, damages, obligations, actions, suits, judgments, settlements, or causes of action, of every kind, nature and character arising or alleged to arise out of (1) the negligent acts or omissions of FSA, its officials, agents, employees and subcontractors in the performance of this Agreement, (2) FSA's breach of the Agreement, or (3) FSA's violation of law. In any suit filed or claim or demand made, FSA shall, at its own cost and expense pay all attorney's fees and other costs and expenses, including those incurred by or on behalf of the District and shall pay all attorney's fees, costs and expenses the District incurs in enforcing any rights provided under this Agreement including, but not limited to, this Indemnification section and the Insurance section. In addition, if any judgment shall be rendered against the District in any such action, the Family Service Association shall, at its own expense, satisfy and discharge such obligation of the District. The District shall have the right, at its own expense, to participate in the defense of any suit, without relieving FSA of any of its obligations hereunder. The District retains final approval of any and all settlements or legal strategies, which involve the interest of the District. FSA expressly understands and agrees that the indemnity obligations set forth herein are separate from and not limited by FSA obligation to maintain insurance

pursuant to this Agreement, nor by a limitation on amount or type of damages, compensation or benefits payable under workers' compensation acts, disability benefit acts, or other employee benefit acts. The indemnities set forth herein shall survive the expiration or termination of this Agreement.

25. EFFECTIVE DATE

This Agreement shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

26. SIGNATURE OF BOTH PARTIES

_____	_____
Agency Signature	**Date**
Printed Name: Janeth Barba	**Title: Chief Executive Officer**
_____	_____
District Signature	**Date**
Printed Name: Dr. Frank Williams	**Title: Chief Financial Officer**

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: August 12, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Mr. Jorge Almodovar, Assistant Superintendent of Title I Schools

Mrs. Patty Schmidt,
Executive Director of School Improvement and Accountability

Presented at the following Board Meetings	Date
Board Operations Committee	
BOE 1st Reading	8/12/2025
BOE 2nd Reading	8/26/2025

SUBJECT: Language Services & Supports Comprehensive Review Agreement

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Background

Over the past decade, District 300 has experienced a notable increase in its English Learner (EL) student population. As of 2025, approximately 25% of the district's students are identified as ELs. This significant demographic shift highlights the growing need for enhanced language services and targeted supports to ensure academic success for all learners. Despite the dedication of educators and specialized staff, the district continues to face challenges in closing the achievement gap between EL students and their non-EL peers. The persistence of this disparity signals the need for a comprehensive evaluation of current practices and the implementation of strategies specifically designed to support EL students more effectively.

In recent bargaining sessions with LEAD, several concerns related to EL instruction and programming were brought forward. These concerns include disparities in classroom experiences for ESL students, large class sizes within Dual Language programs, increased workload demands for Dual Language teachers, and limited instructional support for newcomer students.

To address these ongoing challenges, we are seeking the Board's support in continuing our partnership with the District Management Group (DMGroup). We propose an opportunity review to assess District 300's current language services, including both Dual Language and English Learner programming. The goal is to develop actionable pathways that not only improve educational outcomes for EL students but also enhance staff well-being and manage costs efficiently. By undertaking this work, we aim to foster an equitable learning environment where all students, regardless of language background, have the opportunity to succeed.

The comprehensive review of District 300 Language Services and Supports will focus on the following:

- comprehensive analysis of existing practices,
- benchmarking against best practices and similar districts, and
- identifying high-impact opportunities aimed at improving outcomes for EL students.

Through this comprehensive review, the DMGroup will support District 300 by sharing recommendations, drawing insights, and making an action plan for our Dual Language and English Learner programming.

Recommendation

The Administration recommends the Board approve the request to enter into an agreement with the District Management Group (DMGroup) for the purpose of obtaining their consulting services for a comprehensive review of District 300 Language Services and Supports.

Fiscal Impact

The cost for the services is $175,000, and these services will be paid out of the Title IV Federal grant and from local funding sources.

District Management Group

Helping Schools and Students Thrive

133 Federal Street, Boston, MA 02110
877-362-3500
www.dmgroupK12.com

June 25, 2025

Dr. Martina Smith
Superintendent
Jorge Almodovar
Chief of Schools
Community Unit School District 300
2550 Harnish Drive
Algonquin, IL 60102

Dear Martina and Jorge,

The District Management Group (DMGroup) is pleased to present Community Unit School District 300 (CUSD300) with an Language Services and Supports Opportunity Review proposal. Improving outcomes for English Learner (EL) students is an imperative upon which virtually all superintendents, families, school boards, and teachers strongly agree. Yet, despite the hard work of so many people and the rising share EL students, the achievement of EL students remain a source of frustration and disappointment for many districts nationwide.

This story remains true in CUSD300 - over the last decade, CUSD300's English Learner (EL) population has grown significantly, and in 2024 about one of every four of CUSD300's students are English Learners who benefit from the supports, staff, and services of their Language Services Department. Despite the dedicated efforts of leaders, teachers, and specialized staff, CUSD300 continues to see a gap in achievement between their EL population and non English Learners.

With our Opportunity Review, DMGroup will take a close look at CUSD300's current practices. DMGroup will then compare CUSD300's practices to best practices and those of like districts. The Opportunity Review will culminate in identifying high-impact opportunities to raise achievement of EL students, improve CUSD300 staff quality of life, and manage costs… all at the same time. Once the analysis has been completed and opportunities identified, DMGroup will facilitate a Prioritization and Planning Workshop with CUSD300 leadership to create a plan for moving forward and increasing student achievement despite tight budgets. Our goal is not just to deliver a report, but to provide the district with actionable pathways to effect meaningful, real improvement for students.

DMGroup is strongly committed to creating an inclusive process. Our Opportunity Review therefore includes establishing a "Guiding Coalition" that includes CUSD300 district and school leaders and others as determined by the district. This important group will ensure that the values and priorities of the district are at the core of the work, and the coalition will serve as a sounding board for the initial recommendations and provide two-way communication with key stakeholders.

We look forward to working with you.

Sincerely,

John J-H Kim
Chief Executive Officer

Simone Carpenter
Director DMConsulting



Language Services and Supports Opportunity Review

Proposal for

Community Unit School District 300

June 25, 2025

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DMGroup's Opportunity Review Process

DMGroup has developed a comprehensive approach for identifying high-impact opportunities to improve services and equity for students with diverse needs and will apply this process to review supports for English Language Learner (EL) and Dual Language (DL) students in CUSD300.



Step 1: Create Momentum for Change

Create a Guiding Coalition to Foster an Inclusive Process, Build Shared Understanding, and Facilitate Effective Communication

DMGroup believes an inclusive process is essential to making decisions about how best to serve students. Because we know that CUSD300 staff are busy, we have structured the Opportunity Review to minimize the impact on staff time and schedules while engaging them in the discovery process. It begins with establishing a "guiding coalition" that includes CUSD300 district and school leaders determined by the district. This important group will ensure that the

values and priorities of CUSD300 are at the core of the Opportunity Review and to determining the path forward. The coalition will serve as a sounding board for initial recommendations, will aid CUSD300 leadership team in planning for implementation, and most importantly, will provide invaluable two-way communication with key CUSD300 stakeholders once the district begins to implement any new approaches.

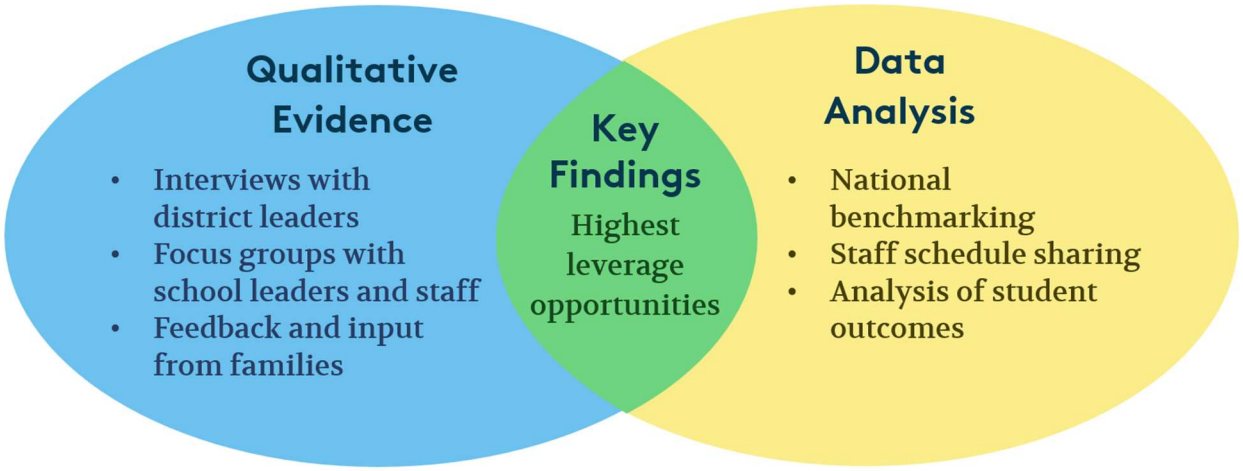
Step 2: Analysis of Current Practices

Comprehensive initial review of services currently provided to English Learner students

DMGroup will conduct a deep, fine-grained analysis of current CUSD300 practices. This begins with a systematic review of the CUSD300's services, programs, procedures, and staffing as relates to English language learning, including the Dual Language (DL) program. This will be achieved through analysis and synthesis of existing CUSD300 documentation and data; in addition, using DMGroup's web-based software, there will be analysis of how EL staff spend their time and deliver services.

But all this hard data tells only half the story. DMGroup firmly believes that a deep understanding of current practices must include interviews and focus groups. We typically conduct small group interviews and focus groups with approximately 100 people representing a wide range of roles and responsibilities. CUSD300 will help determine the interviewees to aid in the creation of a full and rich picture of CUSD300's English Learner and Dual Language programs and supports.

DMGroup's Opportunity Review includes detailed data as well as input from CUSD300 staff and other stakeholders:



Step 2a – Mapping of Current Practices

The first step is to gain a deep understanding of the current status of English Learner supports in CUSD300. Major focus areas include:

- Academic performance of CUSD300 EL students and DL students
- Academic programming for CUSD300 EL students and DL students
- Attendance and discipline trends

- Staffing levels, by type of staff and service, including Central Office and school staff
- Staff perspectives on program effectiveness, organizational structure, professional development, and district support
- Numbers of CUSD300 students identified for EL services, by ACCESS level
- The prevalence and effectiveness of serving EL students in various settings

An innovative component of this phase of our research includes gaining a deep understanding of how EL staff allocate their time. Through an update of DMGroup's web-based software, CUSD300 staff will share a typical week's schedule via an online calendar. This will provides unprecedented insight into how staff serve students and allocate their time. DMGroup will set up access to the online tool which then allows teachers, paraprofessionals, and others to share detailed information about their activities over a typical week. This will build upon the schedule sharing information collected during the 2023-24 school year.

This data will help answer key questions, such as:

- What service delivery models are used, and are they consistent across the district?
- How do services vary across different programs, schools, or grade levels?
- How do current services and models compare to best practices?
- How much time is spent directly with CUSD300 students each week?
- How much time is spent on other activities for EL staff and DL staff?
- Can time be utilized differently or more efficiently and effectively such that CUSD300 staff spend more of their time providing services to students?
- How much service is one-on-one, small group, or whole class?
- What role do paraprofessionals play EL and DL programming?
- How is current staff time allocated similarly or differently than during the 2023-24 school year when schedule sharing for was deployed during the Special Education Opportunity Review?

The first two phases of research are conducted through a variety of means. We balance data-driven analysis with extensive interviews. Electronic spreadsheets are provided to assist CUSD300 in collecting the needed data. Detailed student, staffing, and program information is collected and analyzed. But the hard data tells only half the story. Small group, interviews with a wide range of CUSD300 stakeholders, general education, DL, and EL, both school and district based, both certified and classified representing a wide range of roles and responsibilities will be conducted. These interviews and focus groups will uncover strengths and challenges in EL and DL programs and in supports from the organization overall.

During this research phase, CUSD300 leadership is an active thought partner. CUSD300 will help determine which roles should be studied, help create the lists of questions to be answered, and manage when staff share their schedules.

Step 2b – Analysis of Internal District Systems and Processes

The second step is to research and analyze the systems used within CUSD300. Major focus areas include:

- EL and DL placements and programming
- Integration of EL services with other supports
- Organizational structures and supports for EL and DL programs
- Communication strategy and effectiveness of district communications

Step 3: Benchmark to Best Practices

Comparing District Practices to Nationwide Best Practices

Once a clear picture of current practices has been established, DMGroup will compare CUSD300's current practices to research-backed best practices, and where possible, DMGroup will benchmark CUSD300 staffing to other like districts. District results will be benchmarked to the following:

- State and national databases of EL performance and programming.
- Recommendations of the What Works Clearing House, a leading source for field-proven best practices and other published studies.
- State and federal resources on effective practices for English Learners.

Step 4: Recommendations of Best Practices

DMGroup Opportunity Review Findings Report - More than just a report, but the start of meaningful, measurable change

Too often, districts dedicated to doing better for their students wind up with lengthy plans that prove too unwieldy to put into action. DMGroup firmly believes that great power lies in having a plan tightly focused on a very small set of the most important levers for improving performance – this is the aim of our Opportunity Review Findings Report. A short list is better than a long list.

DMGroup's Opportunity Review Findings Report includes:

- A short list of the highest impact opportunities that can help raise student achievement in CUSD300 and improve organizational supports for programs
- Extensive analysis about the district's current approach, services, and staffing
- Benchmarking of CUSD300's current approach to best practices and practices of like districts

In sum, this process will provide a deep understanding of English Language Learner and Dual Language services and practices in CUSD300 and will help to inform a targeted, practical road map for increasing student achievement. But the DMGroup Opportunity Review is more than just a report.

Some consulting firms believe that the success of an engagement is measured by the quality of what's between the covers of the final report. We believe there is more to a successful working relationship with a school district, and this includes:

- Relevant, focused and unbiased insights. At the end of the review CUSD300 will have a list of commendations for all that is being done well; CUSD 300 will also receive a short, focused list of opportunities to drive continuous improvement.
- Sharing best practices for raising student achievement from around the country. This can be done as formal professional development or informally as part of the planning process.
- Building momentum for change. The study will create positive energy, buy-in, and a desire to implement. Our research methodology is specifically designed to support your change management needs. This includes our inclusive process and a focus on just a few, high-impact opportunities.
- We can, on request, provide ongoing implementation support, project management, and accountability for implementing the opportunities discovered.

Step 5: Planning Workshop to Craft Action Plans

Planning and Prioritization Workshop to help align on the 1 or 2 opportunities that the district will first pursue moving forward

After sharing our Opportunity Review findings, we help CUSD300 begin its prioritization and planning process. Our goal is not to simply produce a report, but to help CUSD300 begin the process of producing real improvements for students despite tight budgets.

Our well-developed approach to the change management process dramatically increases the chances of a successful implementation in the years to come. We view this phase of our work as a joint effort and respect the expertise that resides in CUSD300. The report isn't just handed to you at the end; CUSD300 leaders contribute to it. Frequent sharing of initial findings allows us to confirm our thinking, identify areas of disagreement, and direct further research. Our objective for the workshop is two-fold:

- The half-day planning workshop allows the CUSD300 leadership team to prioritize those opportunities that are the most feasible and impactful to improving services and student performance.
- In parallel, the CUSD300 team will begin to plan and craft action steps that are tightly tailored to the culture of the district and can help to bring about new ways to serve students in the district moving forward. This ensures the plan is home grown, relevant, and realistic, because CUSD300 leaders and staff created it.

In sum, this process will provide a deep understanding of English Language Learner practices in CUSD300 and will help leaders to create a targeted, practical road map for increasing student achievement.

Implementation Support (Add-On Option)

Partnering with DMGroup to Develop and Execute the Implementation Roadmap

The quality of a plan is rarely defined by the plan itself, but by the success and fidelity with which it is implemented. Effective implementation requires careful analysis, detailed planning and communication, analytics to track progress, and cultivation of leadership capacity at various levels of the organization. CUSD300's strengths and weaknesses as well as the funding available must also be considered to develop a successful implement.

Following the Planning and Prioritization Workshop, DMGroup can, on request, provide ongoing implementation support, project management, and accountability for implementing the opportunities identified.

DMGroup has developed a variety of services and supports to help districts in this critical implementation phase. The guiding coalition, which remains a key component during implementation planning, can be augmented to include more staff members who have "in the weeds" knowledge for developing action plans. Because implementation needs vary so much by district, the implementation phase must be carefully tailored for each district opportunity identification.

The following is a listing of some of the supports that DMGroup had developed to help districts in the implementation phase:

- **Create Detailed Action Plans for Implementation**

  After the opportunities are identified, this step will involve creation of detailed action plans to guide implementation of various initiatives. The action plans will include detailed roles and responsibilities of various school and central office personnel as well as key milestones to achieve as part of the implementation process. DMGroup will assist district leaders in defining these action plans by providing standardized templates and other best practice approaches that we have seen work well in other districts.

- **Manage Ongoing Communication with Stakeholders During Implementation**

  DMGroup will continue to work with the leadership team and the guiding coalition to help the district manage communications with the various stakeholder groups who may be impacted during implementation. DMGroup can provide recommendations and assistance to the district on development of communication materials, e.g. email notifications, FAQs, standardized messaging templates. These communication documents will be tremendously beneficial for stakeholders to understand the districts efforts with implementing changes to current approach.

- **Track & Monitor Progress of the Implementation Effort**

  DMGroup will work with the district to set up systems and processes to measure implementation progress, and to document and track where the district stands vis-à-vis the defined targets and action plans. DMGroup will specify the desired level of performance, the timeframe, and the people with primary responsibility for achieving success. DMGroup will assist with setting up a cadence of regular meetings

with the leadership team to review progress, communicate early warning signs, and brainstorm steps for remediating situations where adequate progress has not occurred.

- **DMG's Breakthrough Results Program: Realize Results and Build Capacity**

  DMGroup's Breakthrough Results Program is a structured process that achieves outstanding measurable performance gains supported by dedicated coaching and real-time, integrated professional development to enable schools to realize meaningful performance goals. This rapid cycle of teaching, prototyping, and implementation, driven by a focus on performance results, would create a sense of energy and urgency to generate positive results for academic achievement for CUSD300's EL students.

  The BTR Program encompasses performance coaching for participating teachers and staff members of the school that work most closely with EL students to maximize results. DMGroup would design and implement the BTR Program based on the findings of the Opportunity Review and enable CUSD300 to see tangible results, academic improvement in the EL student population, and increased staff capacity and skill by the end of SY2025-26.

The cost and scope of implementation support can be customized to CUSD300's needs and corresponding opportunities selected. This add-on option for implementation support will be priced separately.

Project Summary

Step	Task	DMGroup	District
Step 1: Create Momentum	1. Introduce the process and goals to senior staff	√	√
	2. Work with Superintendent and key leaders to Identify and Form the Guiding Coalition as well as identify staff to be interviewed or in focus groups. This includes central office, English Learner and Dual Language department leadership, principals, front line English Learner and Dual Language teachers, etc.	√	√
	3. Assemble Guiding Coalition to provide overview of Opportunity Review Process and begin to unpack the challenges for serving English Learners in D300	√	√
Step 2: Current Practices Analysis	4. District collects staff and student data. Electronic templates are provided by DMGroup, and all requests are for data that is typically readily available. We will work around any hard-to-gather information		√
	5. DMGroup conducts interviews and focus groups with those identified in Step 1	√	
	6. Staff share typical schedule over a period of one week via DMGroup's web-based software		√
Step 3: Benchmark to Best Practices	7. DMGroup analyzes data for trends and opportunities	√	
	8. DMGroup benchmarks the district's staffing to similar districts and services to best practices	√	
Step 4: Recommen-dations	9. DMGroup creates draft report summarizing findings and identifying the three to five highest leverage opportunities	√	
	10. Share draft findings in small groups with district leaders	√	√
	11. Update findings based on key leadership input	√	
	12. Share findings with guiding coalition	√	√
Step 5: Planning Workshop	13. Host a planning workshop to prioritize which opportunities to pursue	√	√
	14. District team will begin to plan and craft action steps to turn opportunity into reality.	√	√

Complimentary DMCouncil Membership

Included in this offer is a complimentary, one-year membership to District Management Council (a $4,500 value).

DMCouncil membership is for the entire district and includes four (4) conference passes to the annual DMG Summit (1 superintendent, 1 board member, and up to 2 district leaders), bi-annual advisory calls with the superintendent and/or district leadership, price reductions on DMG's Institutes, and a print subscription of the *The District Management Journal* for district leadership. While only district leadership folks are automatically enrolled onto our newsletter email list and *DMJ* mailing list, additional newsletter recipients and copies of the journal can be mailed upon request.

You will join a community of forward-thinking education leaders from across the country committed to driving sustainable, measurable improvements to help schools and students thrive. As a member, you will have access to District Management Group's national conferences, our additional convenings such as our virtual roundtable discussions, professional development opportunities, our research, and our expert advice.

Your one-year membership will begin on the first of the month following the contract award. If you are not already familiar with the benefits of DMCouncil membership, we look forward to scheduling a membership onboarding call to introduce you to all the benefits of membership and to help us understand your most pressing needs so we can guide you to the District Management Group resources that can be most helpful to you.

BENEFITS

- Connect, share ideas, and collaborate with a **community of forward-thinking leaders** from across the country
- Deepen your knowledge and stay at the forefront of the **latest research** on management and education best practices
- Strengthen management capacity through an array of **professional development** opportunities:
  - ✓ **DMG Summit:** The DMG Summit is DMGroup's premier annual conference that brings together forward-thinking member superintendents and district leaders nationwide for an immersive professional development experience with leading experts on key strategic topics. Membership includes conference materials, hotels, and meals.
  - ✓ **Member Discounts to DMInstitutes:** DMCouncil members receive discounts to our structured professional development programs for district teams. DMInstitute's cohort-based coursework and coaching delivered over a period of multiple months builds skills that last. Past topics include Accelerating Learning, Academic Return on Investment, and Secondary Scheduling.
  - ✓ **Virtual roundtables:** Monthly member-only virtual roundtables provide opportunities for superintendents and district staff to stay abreast of management and educational best practices and to share ideas with their peers.
- Stay abreast of what works with ***District Management Journal*:** Receive ten subscriptions for your district leaders to our signature publication that includes research, toolkits, and case studies
- Access **expert advice:** consult with our experts to discuss your district's specific challenges

DMCouncil

- Established 2004 -

JOIN A NATIONAL NETWORK OF OVER 1,400 DISTRICT LEADERS

Hundreds of districts
35 states
Thousands of district leaders
Millions of students supported



Pricing Proposal

Language Service and Supports Opportunity Review

Deliverables

As a result of this partnership, D300 will receive two main deliverables:

1. A report shared with and presented to district leaders highlighting both the strengths of Language Services and Supports and areas for opportunities for improvement, which will be provided in a PowerPoint format.
2. Additionally, DMG will host a planning workshop with D300 leaders to craft an action plan for implementing improvements to their Language Services and Support.

Pricing and Terms

The total cost of all services outlined, including a deep study of supports for English Learner and Dual Language students, access to DMGroup's proprietary benchmarking databases, and an Opportunity Review Findings Report, is $185,000.00. Due to our longstanding partnership and CUSD300's DMCouncil membership, DMGroup will provide a $10,000 fee reduction for a total cost of **$175,000**. This price includes all additional expenses such as travel time, hotel, printing, and materials.

Travel Expenses

As noted in Pricing and Terms, District Management Group (DMG) has developed a transparent, comprehensive, all-inclusive, and "no-surprises" approach to pricing. The fee of $175,000 listed in the proposal includes all costs including professional, administrative, technology, printing, training, and travel costs. Typically, our Opportunity Review engagements include two (2) onsite visits for which DMG will assume all of the associated costs. If it is mutually agreed that a third onsite visit is necessary to satisfactorily complete the services and deliverables outlined in the scope of work, DMG will assume responsibility for the associated costs.

Implementation Support Add-on Option

Implementation support is available as an add-on option but not included as part of the above fees. As the engagement nears completion, the level of implementation support can be discussed, customized to the district's needs, and priced accordingly.

Accepted by:	**Accepted by:**
District _____	**District Management Group** _____
Name _____	**Name** _____
Signature _____	**Signature** _____
Date _____	**Date** _____

District Management Group

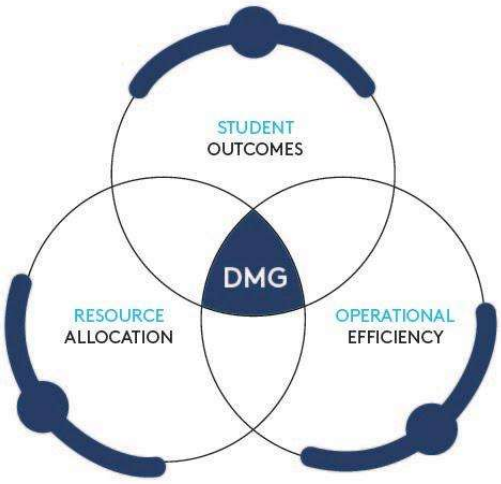
Helping Schools and Students Thrive

About District Management Group

Founded in 2004, District Management Group seeks to address the most important management challenges facing American public-school leaders.

The leaders of our school systems are charged with the enormous responsibility of providing students with the resources to succeed in school and beyond. To achieve this, district and school leaders must not only be great educators, they must also be great managers. District Management Group seeks to provide district leaders with the best management and educational practices, tools, and techniques to produce measurable, sustainable improvements that help schools and students thrive.

Our unwavering focus is on solutions that improve student outcomes, and simultaneously enhance operational efficiency and resource allocation. It is in achieving these three objectives simultaneously that improvements in student outcomes and the public education system as a whole can be made sustainable.



Our Services

DMLearning

Best-in-class knowledge and professional development, and a membership community of forward-thinking leaders learning, sharing, and making a difference for students.

- **DMCouncil**
  - Annual membership
  - Executive Partner Program
- **DMInstitutes**
  - A-ROI Institute
  - Secondary Scheduling Institute
- **DMJournal**
  DMGroup's signature publication

DMSchedules

Cloud-based software and/or service to help districts optimize use of resources through scheduling.

- DMSchedules for Elementary Schools
- DMSchedules for Special Education
- Secondary Scheduling

DMConsulting

Customized management consulting support across a variety of practice areas.

- Strategic Planning
- Special Education and Social, Emotional Learning
- Strategic Budgeting
- Initiative Inventory
- Program Evaluation
- Weighted Student Funding
- Implementation/Change Management
- Superintendent Entry Plan Development
- Custom Consulting

Breakthrough Results

The Breakthrough Results approach achieves measurable results while building team members' skills and leadership capacity. This approach provides on-the-job experience, targeted professional development, and coaching to build meaningful and enduring skills.

- Increase ELA achievement
- Increase math achievement
- Address equity issues
- Raise graduation rates
- Improve attendance rates
- Increase engagement
- Increase operational efficiencies

Our Values



Partnership

We believe that each district's unique history, context, and culture matter. We get to know our partner districts, gaining a deep quantitative and qualitative understanding, so that we can work alongside your leadership team to help identify the right solutions and tailor implementation for long-term success.



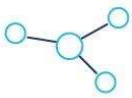
Impact

We seek to help school districts achieve measurable and sustainable improvement, and, unlike many other firms, our work does not end with delivering a report. We aim to strengthen our partner districts' internal capacity and, if desired, provide implementation support. For us, the measure of success is client satisfaction and real results for students and schools.



Collaboration

We believe we know more together than we do alone. This is why we draw on best practices from the education sector as well as management techniques with proven results in the private sector and public sector, and we leverage the collective knowledge of our nationwide network of school districts.



Systems Thinking

We believe that true and enduring solutions require looking beyond the specific challenge at hand and taking a broad, holistic approach to achieve coherence and alignment. We deliver systems-level solutions that align with your strategic priorities and position you to bring about transformational improvement.

District Management Group is committed to partnering with districts to bring about transformational, measurable, and sustainable improvements in public education. We are committed to helping schools and students thrive.

District Management Group

Helping Schools and Students Thrive

If you have any comments or questions about the contents of this document, please contact District Management Group:

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Email: info@dmgroupK12.com

Fax: (617) 491-5266

Web: www.dmgroupK12.com

Mail: 133 Federal Street, Boston, MA 02110

Freedom of Information
Board Report
August 12, 2025

FOIA#	Date of Request	Requestor	Subject	Date Completed/ STATUS	Time to complete in hours
82-2025	6/24/2025	Sarah Harmon **SmartProcure**	**Commercial Purpose** - Requesting copies of contracts, agreements, memoranda of understanding (MOUs), service agreements, and licensing agreements related to educational technology products and services entered or in effect between January 1, 2023, and the present. Specifically, this request includes, but is not limited to: • Agreements with vendors providing Learning Management Systems (LMS). • Student Information Systems (SIS) Online and digital curriculum platforms.• Assessment and testing platforms Classroom and behavior management tools.• Communication software for educators, students, and parents. • Data collection, analytics, or reporting tools used in educational settings. For each contract, please include related documents containing information such as: • The nature and purpose of the contract. • The start and end dates of the contract. • The total value or cost of the contract.• The names of the contracting parties. Any amendments, extensions, or renewals related to the contract.	Completed 8/6/2025	10
83-2025	6/24/2025	Carl Lopez **Waterwaste**	**Commercial Purpose** - Requesting Commercial contracts issued by the Algonquin, IL between January 1, 2020 and June 18, 2025 for the purchase (supply) of ferric chloride, ferric sulfate, or aluminum sulfate.	Completed 7/31/2025	2.5
84-2025	7/1/2025	Sheri Reid **SmartProcure**	**Commercial Purpose** - Requesting general purchasing records from 2/19/2025 to the current request date of 6/30/2025. Responsive reports include those containing the following details per purchase: (1) 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.) (2) Purchase Date (3) Line item details, (4) Line item quantity, (5) Line item price, (6) Vendor ID number, name, address, contact person and their email address	Completed 8/6/2025	4
87-2025	7/15/2025	Brendan Hosty **Labor Management Cooperation Committee**	Requesting the bid packages of the three lowest bidders for the 'Concrete Work - Various Sites District Wide' project. The bid opening for this project was April 15, 2025.	Completed 7/21/2025	2
88-2025	7/17/2025	Jairo Gomez **Labor Management Cooperation Committee**	Requesting a copy of all public records containing, reflecting, or referencing the “reference issues” regarding TCD Concrete Works cited in the attached document and/or the source of such information regarding TCD Concrete Works bid submittal the following bid opening Community Unit School District 300 / Concrete Work-Various Sites on April 15, 2025, at 11:00 am	Completed 7/23/2025	3
89-2025	7/21/2025	Carolyn Freeman **RYE Consulting**	**Commercial Purpose** - Requesting all documents for the advertised Textbook Adoption Materials Purchase (RFP) — #14287436.	Completed 8/6/2025	1.5
90-2025	7/28/2025	Ilan Goldstein **Community Member**	Requesting access to the following records: 1. Any and all work permits (including employment certificates, verification of intent to employ, and parental consent forms related to employment) issued for myself, Ilan N Goldstein. 2. If no permit was ever issued, please provide a Certification of Nonexistence of Records.	Completed 7/28/2025	1
91-2025	7/29/2025	C.T. Mills **Community Member**	Requesting the names, titles, and business contact information (email and phone number if available) for current district-level or school-level staff whose responsibilities include any of the following: (1) Career & Technical Education (CTE) (2) Director or Coordinator of CTE (3) Perkins grant administration (4) Career and College Readiness (5) Work Based Learning / Industry Partnerships (6) Career Pathways or Workforce Development Programs (7) STEM & CTE coordination. Please include staff even if their official titles differ but their functional responsibilities fall into these domains (e.g. Secondary Programs Director, Pathway Lead, Academy Coach overseeing CTE career pathways).	Completed 7/30/2025	1.5
92-2025	7/31/2025	Alton I. Jackson **Community Member**	Requesting personnel names, salaries, titles, and dates of employment	Completed 8/5/2025	1.5
93-2025	8/4/2025	Jennah Mitchell **Acme Research**	**Commercial Purpose** - Requesting public spending information, including both capital and operating expenditures, for payments made by or on behalf of Community Unit School District 300 during fiscal year ending in 2025. Specifically, for any payee, other than an employee or student, who was paid a cumulative total amount of $10,000 or more, we seek the payee name, address, and the cumulative total dollar amount paid to the subject payee over the relevant time period. The $10,000 threshold was established to minimize reporting for respondents.	Pending	
94-2025	8/5/2025	Oshea Smith **Records Retrieval Solutions**	**Commercial Purpose** - Requesting all purchase orders—or similar documents like vendor reports, accounts payable summaries, or check summaries—issued by Community Unit School District 300 from January 1, 2020 to June 30, 2025. Please include the following information for each transaction, if available: (1) Contract number, purchase order number, or other identifying reference (e.g., invoice number, check number, internal ID), (2) Date of purchase, (3) Vendor information (name, ID, address, contact name, and email address), (4) Line item description(s), (5) Quantity of items or services ordered, (6) Price or amount paid per line item, (7) Contract start and end dates, if applicable, (8) Name or title of the contract signatory, if available.	Pending	

Community Unit School District 300

A/P Board Bill Listing for August 12, 2025

For Invoices Processed from July 17, 2025 through August 7, 2025

Fund		Amount
Educational	$	2,215,403.01
Health Insurance Fund	$	-
Grant Fund	$	275,530.60
COVID 19 Fund		
Operations & Maintenance	$	647,908.22
Bond & Interest		
Transportation	$	84,232.26
Site & Construction	$	2,939,635.22
Impact Fees		
Tort Immunity Fund		
Total All Funds	$	6,162,709.31

Approved at a meeting of the Board of Education, Community Unit School District No. 300

Date: _____

Signed: _____ _____

President Secretary

AP Check Register

AP Run: 20250812 AP — Post Date: 2025-08-12 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
08/12/2025	0353	Wire Transfer	TEACHERS RETIREMENT SYSTEM	564.77
08/12/2025	7046	Check	1-800MD LLC	280.00
08/12/2025	7047	Check	ACT	17.00
08/12/2025	7048	Check	ADLAI STEVENSON HIGH SCHOOL	715.00
08/12/2025	7049	Check	ADVOCATE SHERMAN HOSPITAL	334.00
08/12/2025	7050	Check	AL WARREN OIL COMPANY INC	43,189.75
08/12/2025	7051	Check	ALEXANDER LEIGH CTR FOR AUTISM	73,083.60
08/12/2025	7052	Check	AMERICAN OUTFITTERS LTD	2,515.00
08/12/2025	7053	Check	AMERICAN TAXI DISPATCH INC	19,691.00
08/12/2025	7054	Check	AMERICAN UNITED LIFE	125,300.00
08/12/2025	7055	Check	ANTHEM SPORTS	759.14
08/12/2025	7056	Check	ANTIOCH COMMUNITY HIGH SCHOOL	900.00
08/12/2025	7057	Check	ARLINGTON HEIGHTS SCHOOL DISTRICT 25	1,717.50
08/12/2025	7058	Check	ATI HOLDINGS LLC	44,192.30
08/12/2025	7059	Check	AUTOMATIC FIRE SYSTEMS INC	410.00
08/12/2025	7060	Check	AVID CENTER	58,872.00
08/12/2025	7061	Check	BARRINGTON HIGH SCHOOL	1,290.00
08/12/2025	7062	Check	BARTLETT HIGH SCHOOL	900.00
08/12/2025	7063	Check	BATAVIA HIGH SCHOOL	675.00
08/12/2025	7064	Check	BATTERIES PLUS	1,066.25
08/12/2025	7065	Check	BATTERIES PLUS 1028	54.00
08/12/2025	7066	Check	BELVIDERE HIGH SCHOOL	185.00
08/12/2025	7067	Check	BIO-RAD LABORATORIES	1,045.30
08/12/2025	7068	Check	BOTTS WELDING & TRUCK SVC INC	189.00
08/12/2025	7069	Check	BRAND ADVANTAGE GROUP	772.94
08/12/2025	7070	Check	BREAKOUT EDU	204.00
08/12/2025	7071	Check	BREEZE, JENNIFER L	263.94
08/12/2025	7072	Check	BRIDGES FOR LANGUAGE	4,586.60
08/12/2025	7073	Check	BRISTOL HOSE & FITTING INC	4,097.28
08/12/2025	7074	Check	BSN SPORTS LLC	7,050.96
08/12/2025	7075	Check	BUFFALO GROVE HIGH SCHOOL	1,175.00
08/12/2025	7076	Check	BURLINGTON CENTRAL HIGH SCHOOL	275.00
08/12/2025	7077	Check	CAMELOT THERAPEUTIC SCHOOLS LL	24,979.71

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
08/12/2025	7078	Check	CAROLINA BIOLOGICAL SUPPLY CO	1,133.67
08/12/2025	7079	Check	CARRIER CORPORATION	7,126.49
08/12/2025	7080	Check	CARY GROVE HIGH SCHOOL	350.00
08/12/2025	7081	Check	CASSANDRA STRINGS	176.00
08/12/2025	7082	Check	CASSIDY TIRE	506.18
08/12/2025	7083	Check	CENTER FOR PSYCHOLOGICAL SVCS	236,866.00
08/12/2025	7084	Check	CENTRAL TREE & LANDSCAPE MULCH	1,725.00
08/12/2025	7085	Check	CENTURY PRINT AND GRAPHICS	397.17
08/12/2025	7086	Check	CERAMIC SUPPLY CHICAGO	2,237.74
08/12/2025	7087	Check	CLIENTFIRST CONSULTING GROUP L	740.00
08/12/2025	7088	Check	COLLEEN OKEEFE	162.85
08/12/2025	7089	Check	COMMUNITY HIGH SCHOOL DIST 94	300.00
08/12/2025	7090	Check	CONANT HIGH SCHOOL	1,175.00
08/12/2025	7091	Check	CONNECTION DAY SCHOOL	2,792.16
08/12/2025	7092	Check	CONSERV FS	9,897.23
08/12/2025	7093	Check	CORE MECHANICAL INC	19,900.00
08/12/2025	7094	Check	CORWIN PRESS INC A SAGE PUBLIC	171.75
08/12/2025	7095	Check	CRISIS PREVENTION INSTITUTE	14,694.00
08/12/2025	7096	Check	CRYSTAL LAKE SOUTH HIGH SCHOOL	725.00
08/12/2025	7097	Check	CURRICULUM ASSOCIATES INC	200.26
08/12/2025	7098	Check	DECKER INC	12,273.50
08/12/2025	7099	Check	DEKALB COUNTY REGIONAL	450.00
08/12/2025	7100	Check	DEKALB HIGH SCHOOL	550.00
08/12/2025	7101	Check	DELTA DENTAL OF ILLINOIS	4,429.62
08/12/2025	7102	Check	DEMCO INC	701.44
08/12/2025	7103	Check	DOLLAMUR LP	879.96
08/12/2025	7104	Check	EAI EDUCATION	107.36
08/12/2025	7105	Check	EDUCATIONAL PRODUCTS INC	18,897.80
08/12/2025	7106	Check	ELGIN HIGH SCHOOL	1,200.00
08/12/2025	7107	Check	ELGIN KEY AND LOCK CO	8.00
08/12/2025	7108	Check	ELK GROVE HIGH SCHOOL	250.00
08/12/2025	7109	Check	EPIC SPORTS INC	203.87
08/12/2025	7110	Check	ETA HAND2MIND	203.97

AP Check Register

AP Run: 20250812 AP — Post Date: 2025-08-12 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
08/12/2025	7111	Check	FAMILY SERVICE ASSOCIATION OF GREATER ELGIN AREA	17,647.50
08/12/2025	7112	Check	FELICITY SCHOOLS	3,097.32
08/12/2025	7113	Check	FERGUSON ENTERPRISES LLC	1,306.80
08/12/2025	7114	Check	FLINN SCIENTIFIC INC	510.31
08/12/2025	7115	Check	FOLLETT CONTENT SOLUTIONS LLC	1,335.81
08/12/2025	7116	Check	FOLLETT SOFTWARE LLC	124.54
08/12/2025	7117	Check	FRONTLINE EDUCATION	173,546.17
08/12/2025	7118	Check	GENEVA HIGH SCHOOL ATHLETICS	1,875.00
08/12/2025	7119	Check	GIPPER MEDIA INC	3,772.61
08/12/2025	7120	Check	GLENBARD TOWNSHIP HS DISTRICT	250.00
08/12/2025	7121	Check	GLENBROOK HIGH SCHOOL DISTRICT	325.00
08/12/2025	7122	Check	GLOBAL INDUSTRIAL EQUIPMENT	280.56
08/12/2025	7123	Check	GOETZ, MATTHEW R	400.00
08/12/2025	7124	Check	GOLF CLUB OF ILLINOIS	4,000.00
08/12/2025	7125	Check	GOOBER PRINTS LLC	3,690.00
08/12/2025	7126	Check	GOPHER SPORT	1,751.12
08/12/2025	7127	Check	GOV CONNECTION INC	13,972.80
08/12/2025	7128	Check	GRAND STAGE COMPANY	9,973.00
08/12/2025	7129	Check	GRANT HIGH SCHOOL	200.00
08/12/2025	7130	Check	GRAYSLAKE HIGH SCHOOL	465.00
08/12/2025	7131	Check	GRAYSLAKE NORTH HIGH SCHOOL	668.00
08/12/2025	7132	Check	GRIMCO	627.58
08/12/2025	7133	Check	GUARDIAN INNOVATIONS LLC	1,185.00
08/12/2025	7134	Check	GUTIERREZ, INEABELLE	200.78
08/12/2025	7135	Check	H2I GROUP INC	994.00
08/12/2025	7136	Check	HARLEM HIGH SCHOOL	950.00
08/12/2025	7137	Check	HEGGERTY	250.88
08/12/2025	7138	Check	HERITAGE CRYSTAL CLEAN LLC	4,777.36
08/12/2025	7139	Check	HERNANDEZ, ANGELA C	70.84
08/12/2025	7140	Check	HERSEY HIGH SCHOOL	725.00
08/12/2025	7141	Check	HONONEGAH HIGH SCHOOL	525.00
08/12/2025	7142	Check	HOPE LEARNING ACADEMY	9,082.76
08/12/2025	7143	Check	HUNTLEY COMM SCHOOL DIST 158	600.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
08/12/2025	7144	Check	ILLINOIS MUSIC EDUCATION ASSOC	50.00
08/12/2025	7145	Check	IMAGINE LEARNING LLC	750.00
08/12/2025	7146	Check	IMPERIAL DADE	306.40
08/12/2025	7147	Check	INDIAN PRAIRIE CUSD 204	200.00
08/12/2025	7148	Check	INFINITY TRANSPORTATION MANAGE	23,798.37
08/12/2025	7149	Check	J AND D ENTERPRISES	5,675.00
08/12/2025	7150	Check	JC LICHT	2,439.80
08/12/2025	7151	Check	JW PEPPER	1,006.07
08/12/2025	7152	Check	KANE COUNTY REGIONAL OFFICE ED	4,225.00
08/12/2025	7153	Check	KANELAND CUSD 302	300.00
08/12/2025	7154	Check	KAPLAN COMPANIES INC	961.75
08/12/2025	7155	Check	KEEN, BETH A	93.80
08/12/2025	7156	Check	KELLY SERVICES INC	3,971.13
08/12/2025	7157	Check	KRIHA BOUCEK LLC	9,652.00
08/12/2025	7158	Check	LAKE PARK HIGH SCHOOL	500.00
08/12/2025	7159	Check	LAKES COMMUNITY HIGH SCHOOL	400.00
08/12/2025	7160	Check	LAKESHORE LEARNING MATERIALS	278.18
08/12/2025	7161	Check	LAKESHORE LEARNING MATERIALS	97.70
08/12/2025	7162	Check	LANDSCAPE STRUCTURES INC.	12,850.95
08/12/2025	7163	Check	LANGTON GROUP	2,328.00
08/12/2025	7164	Check	LARGE UNIT DISTRICT ASSOC	5,924.00
08/12/2025	7165	Check	LARKIN HIGH SCHOOL	1,200.00
08/12/2025	7166	Check	LED RITE LLC	9,954.70
08/12/2025	7167	Check	LENTZ, JASON D	292.33
08/12/2025	7168	Check	LEWANDOWSKI, NOLAN D	237.30
08/12/2025	7169	Check	LEYDEN HIGH SCHOOL	750.00
08/12/2025	7170	Check	LIBERTYVILLE HIGH SCHOOL	300.00
08/12/2025	7171	Check	LISLE SENIOR HIGH SCHOOL	300.00
08/12/2025	7172	Check	LOPEZ, CARISA	17.85
08/12/2025	7173	Check	MAGSAMEN, TRACI A	18.90
08/12/2025	7174	Check	MAKEMUSIC INC.	149.00
08/12/2025	7175	Check	MCCLOYN, DEBRA R	54.60
08/12/2025	7176	Check	MCHENRY COMMUNITY HIGH SCHOOL	625.00

AP Check Register

AP Run: 20250812 AP — Post Date: 2025-08-12 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
08/12/2025	7177	Check	MF ATHLETIC CO INC	2,762.00
08/12/2025	7178	Check	MHC SOFTWARE	7,500.00
08/12/2025	7179	Check	MIDAMERICA SOLUTIONS INC	9,615.00
08/12/2025	7180	Check	MODERNFOLD CHICAGO INC	675.00
08/12/2025	7181	Check	MORENO, ALYSSA M	7.49
08/12/2025	7182	Check	MURNANE PAPER COMPANY	9,695.80
08/12/2025	7183	Check	MUSIC AND ARTS CENTER	3,778.00
08/12/2025	7184	Check	NAPA ELGIN HAWKS AUTO PARTS	175.88
08/12/2025	7185	Check	NAPERVILLE CENTRAL HIGH SCHOOL	300.00
08/12/2025	7186	Check	NAPERVILLE NORTH HIGH SCHOOL	125.00
08/12/2025	7187	Check	NEURORESTORATIVE CHICAGO	24,782.27
08/12/2025	7188	Check	NEW CONNECTIONS ACADEMY	7,271.40
08/12/2025	7189	Check	NEW LEADER ACADEMY	12,163.80
08/12/2025	7190	Check	NICOR GAS	320.53
08/12/2025	7191	Check	NORTH AMERICAN CORPORATION	4,440.14
08/12/2025	7192	Check	NUMOTION UNITED SEATING AND MO	787.20
08/12/2025	7193	Check	OLVERA, MANDY M	18.90
08/12/2025	7194	Check	ON TARGET SALES	3,985.50
08/12/2025	7195	Check	ORIENTAL TRADING CO.	1,179.79
08/12/2025	7196	Check	OSTRANDER LANDSCAPING INC	8,415.00
08/12/2025	7197	Check	PACE	1,600.00
08/12/2025	7198	Check	PADDOCK PUBLICATIONS	75.90
08/12/2025	7199	Check	PALATINE HIGH SCHOOL	1,200.00
08/12/2025	7200	Check	PARENTS AS TEACHERS	220.00
08/12/2025	7201	Check	PARKLAND PREPARATORY ACADEMY SOUTH INC	21,560.96
08/12/2025	7202	Check	PAZ, ANDREW	298.69
08/12/2025	7203	Check	PEERLESS NETWORK	13,458.43
08/12/2025	7204	Check	PEORIA HIGH SCHOOL	275.00
08/12/2025	7205	Check	PETER JASWILKO	1,042.66
08/12/2025	7206	Check	PETERSEN FUELS INC.	179.66
08/12/2025	7207	Check	PIONEER RANDUSTRIAL	5,803.20
08/12/2025	7208	Check	PLAINFIELD SCHOOL DISTRICT 202	350.00
08/12/2025	7209	Check	PRAIRIE RIDGE HIGH SCHOOL	6,575.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
08/12/2025	7210	Check	PRO-ED	56.10
08/12/2025	7211	Check	PROJECT LEAD THE WAY INC	2,995.25
08/12/2025	7212	Check	PTC WIZARD	20,000.00
08/12/2025	7213	Check	PUSHCOIN	4,103.00
08/12/2025	7214	Check	QUANTUM LEARNING LLC	2,500.00
08/12/2025	7215	Check	RAMCKE, LAURA A	93.80
08/12/2025	7216	Check	RAPTOR TECHNOLOGIES LLC	370.00
08/12/2025	7217	Check	REALLY GOOD STUFF INC	751.68
08/12/2025	7218	Check	RED CIRCLE SOLUTIONS LLC	7,894.90
08/12/2025	7219	Check	RESHOT LLC	3,050.00
08/12/2025	7220	Check	RILCO INC	2,727.86
08/12/2025	7221	Check	RIPPLE EFFECTS INC	1,170.00
08/12/2025	7222	Check	ROCCO Z MUSIC, LLC	3,150.00
08/12/2025	7223	Check	ROCHESTER 100 INC	1,313.00
08/12/2025	7224	Check	ROCKFORD EAST HIGH SCHOOL	275.00
08/12/2025	7225	Check	RODRIGUEZ CRUZ, VERONICA	122.06
08/12/2025	7226	Check	ROGUE FITNESS	1,916.54
08/12/2025	7227	Check	ROLLING MEADOWS HIGH SCHOOL	540.00
08/12/2025	7228	Check	ROMAN, HILDA E	23.52
08/12/2025	7229	Check	ROUND LAKE AREASCHOOLS CUSD116	100.00
08/12/2025	7230	Check	RUSSELL, SONJA	96.90
08/12/2025	7231	Check	RUSSO POWER EQUIPMENT	20.00
08/12/2025	7232	Check	RYDIN DECAL	3,243.88
08/12/2025	7233	Check	SCHOLASTIC INC	439.56
08/12/2025	7234	Check	SCHOOL DATEBOOKS	3,944.10
08/12/2025	7235	Check	SCHOOL DISTRICT U-46	3,888.00
08/12/2025	7236	Check	SCHOOL HEALTH CORPORATION	5,242.99
08/12/2025	7237	Check	SCHOOL SPECIALTY, LLC	128,628.83
08/12/2025	7238	Check	SEAL OF ILLINOIS	47,584.60
08/12/2025	7239	Check	SHERWIN WILLIAMS	493.43
08/12/2025	7240	Check	SHERWIN WILLIAMS	209.47
08/12/2025	7241	Check	SIFUENTES, VINCE G, JR	218.26
08/12/2025	7242	Check	SITEONE LANDSCAPE SUPPLY LLC	98.40

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
08/12/2025	7243	Check	SLAVICH, LAURA D	10.50
08/12/2025	7244	Check	SMITHEREEN COMPANY	1,030.00
08/12/2025	7245	Check	SPECIAL EDUCATION SERVICES	55,682.40
08/12/2025	7246	Check	SPECIALIZED EDUCATION OF ILLINOIS INC	6,869.40
08/12/2025	7247	Check	SPORTS IMPORTS INC	1,274.65
08/12/2025	7248	Check	ST CHARLES NORTH HIGH SCHOOL	950.00
08/12/2025	7249	Check	ST VIATOR HIGH SCHOOL	800.00
08/12/2025	7250	Check	STANDARD INDUSTRIAL & AUTO	1,050.00
08/12/2025	7251	Check	STAPLES	4,182.18
08/12/2025	7252	Check	STATE INDUSTRIAL PRODUCTS	850.26
08/12/2025	7253	Check	STEINER ELECTRIC CO.	1,278.00
08/12/2025	7254	Check	STREAMWOOD BEHAVIORAL HEALTH	21,894.40
08/12/2025	7255	Check	STREAMWOOD HIGH SCHOOL	1,300.00
08/12/2025	7256	Check	SWEETWATER SOUND INC	5,004.98
08/12/2025	7257	Check	SYCAMORE HIGH SCHOOL	350.00
08/12/2025	7258	Check	SYCAMORE HIGH SCHOOL	650.00
08/12/2025	7259	Check	TEACHER DIRECT	301.66
08/12/2025	7260	Check	TEACHER'S DISCOVERY	175.99
08/12/2025	7261	Check	TEAM FITZ GRAPHICS LLC	116.00
08/12/2025	7262	Check	THE ILLINOIS TOLLWAY	695.90
08/12/2025	7263	Check	THE RESPONSIVE MAILROOM INC	263.80
08/12/2025	7264	Check	THORNROSE, CHRISTINA	433.99
08/12/2025	7265	Check	TOBII DYNAVOX LLC	9,552.00
08/12/2025	7266	Check	TOMS PRODUCTIONS LLC	7,261.50
08/12/2025	7267	Check	TOWN SQUARE PUBLICATIONS, LLC	599.00
08/12/2025	7268	Check	TRANE COMPANY	3,014.81
08/12/2025	7269	Check	TYSKI, PATRICK N	171.15
08/12/2025	7270	Check	ULINE SHIPPING SUPPLY	3,988.88
08/12/2025	7271	Check	VALDES LLC	8,176.00
08/12/2025	7272	Check	VARSITY YEARBOOK	1,005.70
08/12/2025	7273	Check	VERNIER	1,277.20
08/12/2025	7274	Check	VEX ROBOTICS INC	361.19
08/12/2025	7275	Check	VISION SERVICE PLAN	30,327.57

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
08/12/2025	7276	Check	VT SERVICES INC	253.25
08/12/2025	7277	Check	VWR FUNDING INC	2,294.89
08/12/2025	7278	Check	WAKOH WEAR	1,311.00
08/12/2025	7279	Check	WAREHOUSE DIRECT INC	16,852.95
08/12/2025	7280	Check	WAREHOUSE DIRECT INC	21,386.15
08/12/2025	7281	Check	WARNEKE, ROBERT J	67.90
08/12/2025	7282	Check	WAUCONDA SCHOOL DISTRICT 118	325.00
08/12/2025	7283	Check	WAYSIDE PUBLISHING	289.80
08/12/2025	7284	Check	WEGER, RICK G	189.56
08/12/2025	7285	Check	WEST SIDE ELECTRIC SUPPLY INC.	1,407.56
08/12/2025	7286	Check	WHEATON NORTH HIGH SCHOOL	685.00
08/12/2025	7287	Check	WHITEY'S TOWING	765.00
08/12/2025	7288	Check	WILLIAMS, FRANK J	162.85
08/12/2025	7289	Check	WOODSTOCK HIGH SCHOOL	900.00
08/12/2025	9000000780	ACH	ADAMS STEEL SERVICE & SUP INC	7,770.00
08/12/2025	9000000781	ACH	AIRGAS USA, LLC	420.00
08/12/2025	9000000782	ACH	AMAZON CAPITAL SERVICES INC	22,093.12
08/12/2025	9000000783	ACH	ANDERSON LOCK COMPANY LTD	50,458.96
08/12/2025	9000000784	ACH	APEX3 SYSTEMS LLC	1,450.00
08/12/2025	9000000785	ACH	APPLE COMPUTER INC	128.00
08/12/2025	9000000786	ACH	AXESS TRANSPORTATION	3,640.00
08/12/2025	9000000787	ACH	BALLARD AND TIGHE PUBLISHERS	1,070.70
08/12/2025	9000000788	ACH	BLICK ART MATERIALS LLC	1,206.77
08/12/2025	9000000789	ACH	CDW-G	148,178.80
08/12/2025	9000000790	ACH	CONSTELLATION NEW ENERGY	89,381.92
08/12/2025	9000000791	ACH	CREATIVE PROMOTIONAL APPAREL	2,249.03
08/12/2025	9000000792	ACH	DEWBERRY ARCHITECTS INC	428,017.22
08/12/2025	9000000793	ACH	DIAMOND GRAPHICS OF ALGONQUIN	54,723.66
08/12/2025	9000000794	ACH	DONS WORLD OF SPORTS	1,071.25
08/12/2025	9000000795	ACH	ENTERPRISE FM TRUST	28,749.25
08/12/2025	9000000796	ACH	FASTSIGNS OF CARPENTERSVILLE	5,672.92
08/12/2025	9000000797	ACH	FIGUEROA, JULIUS L	2,498.50
08/12/2025	9000000798	ACH	FRANCZEK PC	2,375.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
08/12/2025	9000000799	ACH	GRAINGER	11,430.85
08/12/2025	9000000800	ACH	HOEDEBECKE, ABIGAIL	425.00
08/12/2025	9000000801	ACH	KLEIN THORPE & JENKINS LTD	522.50
08/12/2025	9000000802	ACH	KRAUSE, GARY A	116.90
08/12/2025	9000000803	ACH	LAMP INC	2,511,618.00
08/12/2025	9000000804	ACH	MARTINEZ DIAZ, GABRIEL	62.44
08/12/2025	9000000805	ACH	MOTLEY, JOSHUA S	49.14
08/12/2025	9000000806	ACH	NAPCO STEEL INC	189.60
08/12/2025	9000000807	ACH	ORGANIC LIFE LLC	3,315.00
08/12/2025	9000000808	ACH	PAXTON PATTERSON	510.72
08/12/2025	9000000809	ACH	RODRIGUEZ, BRANDON M	243.04
08/12/2025	9000000810	ACH	SANCHEZ, ADRIAN	270.76
08/12/2025	9000000811	ACH	SOLUTION TREE	99.90
08/12/2025	9000000812	ACH	VOYA FINANCIAL	20,857.81
			Total:	**5,128,227.74**

20250812 AP Summary

Type	Count	Amount
Regular Checks:	244	1,726,796.21
ACH Checks:	33	3,400,866.76
Wire Transfers:	1	564.77
Epayables:	0	0.00
Total:	**278**	**5,128,227.74**

Fund	Total
10 - EDUCATION FUND	1,454,671.43
14 - GRANT FUND	275,446.70
20 - OPERATIONS & MAINTENANCE FUND	374,910.19
40 - TRANSPORTATION FUND	83,564.20
60 - SITE & CONSTRUCTION FUND	2,939,635.22
	5,128,227.74

AP Check Register

AP Run: 20250807 AP OFFCYCLE — Post Date: 2025-08-07 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
08/07/2025	0354	Wire Transfer	NORTHERN KANE EDUCATIONAL CORP	533,320.69
08/07/2025	7290	Check	QUENCH USA INC	633.08
08/07/2025	9000000813	ACH	ARBITERSPORTS	200,000.00
08/07/2025	9000000814	ACH	EXELON CORPORATION	24,786.41
08/07/2025	9000000815	ACH	WEST MUSIC COMPANY	83.90
			Total:	**758,824.08**

20250807 AP OFFCYCLE Summary

Type	Count	Amount
Regular Checks:	1	633.08
ACH Checks:	3	224,870.31
Wire Transfers:	1	533,320.69
Epayables:	0	0.00
Total:	**5**	**758,824.08**

AP Check Register

Fund	Total
10 - EDUCATION FUND	733,953.77
14 - GRANT FUND	83.90
20 - OPERATIONS & MAINTENANCE FUND	24,144.35
40 - TRANSPORTATION FUND	642.06
	758,824.08

AP Check Register

AP Run: 20250804 AP OFFCYCLE — Post Date: 2025-08-04 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
08/04/2025	7042	Check	CMPS LLC	850.00
08/04/2025	7043	Check	PEERLESS NETWORK	13,645.14
08/04/2025	7044	Check	SPEED STACKS INC	410.00
08/04/2025	7045	Check	VILLAGE OF CARPENTERSVILLE	4,324.00
			Total:	**19,229.14**

20250804 AP OFFCYCLE Summary

Type	Count	Amount
Regular Checks:	4	19,229.14
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**4**	**19,229.14**

Fund	Total
10 - EDUCATION FUND	14,905.14
20 - OPERATIONS & MAINTENANCE FUND	4,324.00
	19,229.14

AP Check Register

AP Run: 20250724 OFFCYCLE — Post Date: 2025-07-24 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
07/24/2025	7029	Check	GROOT INC	17,188.86
07/24/2025	7030	Check	ILLINOIS EPA	250.00
07/24/2025	7031	Check	ROOSTERS COFFEE	925.00
07/24/2025	9000000777	ACH	CONSTELLATION NEW ENERGY	221,820.50
07/24/2025	9000000778	ACH	FASTSIGNS OF CARPENTERSVILLE	52.70
			Total:	**240,237.06**

20250724 OFFCYCLE Summary

Type	Count	Amount
Regular Checks:	3	18,363.86
ACH Checks:	2	221,873.20
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**5**	**240,237.06**

AP Check Register

Fund	Total
10 - EDUCATION FUND	977.70
20 - OPERATIONS & MAINTENANCE FUND	239,259.36
	240,237.06

AP Check Register

AP Run: 20250717 OFFCYCLE — Post Date: 2025-07-17 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
07/17/2025	0329	Wire Transfer	T-MOBILE USA INC	10,496.14
07/17/2025	7023	Check	EXPRESS SIGNS & LIGHTING MAINT	4,858.00
07/17/2025	7024	Check	RICOH USA INC	837.15
			Total:	**16,191.29**

20250717 OFFCYCLE Summary

Type	Count	Amount
Regular Checks:	2	5,695.15
ACH Checks:	0	0.00
Wire Transfers:	1	10,496.14
Epayables:	0	0.00
Total:	**3**	**16,191.29**

AP Check Register

Fund	Total
10 - EDUCATION FUND	10,894.97
20 - OPERATIONS & MAINTENANCE FUND	5,270.32
40 - TRANSPORTATION FUND	26.00
	16,191.29

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

August 12, 2025

ADMINISTRATORS

1. Recommend the following be employed by Community Unit School District 300 for the **2025 - 2026** school year and be compensated according to the expected Board of Education approved Certified Administrators' and Supervisory Staff Compensation & Benefits Handbook for the 2025-2026 school year:

Name	Position	Location	Annual Salary	Effective
Garcia Silva, Rosalba	Dean of Students	Dundee Middle School	L Step 1	August 5, 2025
Nawrocki, Cosette	Assistant Principal	Dundee-Crown High School	G Step1	July 1, 2025

RESIGNATION - ADMINISTRATORS

None

RETIREMENT – ADMINISTRATORS

None

CERTIFIED PERSONNEL

1. Recommend the following be employed by Community Unit School District 300 for the **2025-2026** school year and be compensated according to the LEAD negotiated agreement:

Name	Position	Location	FTE	Salary	Type
Anczyk, David	Cross Categorical	Liberty Elementary School	1.0	MA Step B	Additional
Anderson, Gabrielle	Math	Jacobs High School	1.0	BA Step A	Replacement
Argueta, Jacqueline	Cross Categorical	Hampshire High School	1.0	B15 Step C	Replacement
Caceres Aravena, Marco	Exploratory Spanish (.67) & AVID (.33)	Hampshire Middle School	1.0	BA Step O	Replacement
Cannek, Mary	School Psychologist	Parkview Elementary School (.6) & District Locations (.4)	1.0	M45 Step P	Replacement
Chaidez, Cynthia	School Social Worker - Bilingual	Golfview Elementary School	1.0	M30 Step A	Replacement

Leave of absence requests are attached separately for Board of Education approval.

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

August 12, 2025

Name	Position	Location	FTE	Salary	Type
Clark, Ryan	Physical Education	Dundee-Crown High School	1.0	BA Step A	Replacement
Drimboi, Dorin	6th Grade Social Studies (.67) & 6th Grade Language Arts (.33)	Algonquin Middle School	1.0	BA Step A	Replacement
Gentuso, Dean	Business	Hampshire High School	1.0	MA Step A	Additional
Georgiou, Julie	8th Grade Science	Carpentersville Middle School	1.0	BA Step A	Replacement
Gerace, Kelli	Adapted Physical Education	Eastview Elementary School	1.0	B15 Step A	Replacement
Gilbert, Erin	Guidance Counselor	Dundee-Crown High School	1.0	M30 Step A	Replacement
Gough, Madissen	Physical Education (.67) & Health (.33)	Dundee Middle School	1.0	BA Step A	Replacement
Gutierrez, Jessica	Early Childhood	deLacey Family Education Center	1.0	BA Step A	Replacement
Hamann, Lukas	Cross Categorical	Hampshire High School	1.0	BA Step A	Replacement
Heise, Brittani	6th Grade Social Studies (.66) & 7th Grade Language Arts (.34)	Algonquin Middle School	1.0	BA Step A	Replacement
Kolakowski, Alexis	4th Grade	Gilberts Elementary School	1.0	BA Step A	Replacement
Lanotte, Jeannette	Certified Nurse	Algonquin Lakes Elementary School	1.0	MA Step M	Replacement
Lee, Ephraim	Math	Jacobs High School	1.0	MA Step A	Replacement
Lombardo, Stacy	Social Studies (.6) & AVID (.4)	Dundee-Crown High School	1.0	B15 Step A	Replacement
Nagaraja, Allison	English	Hampshire High School	1.0	BA Step A	Replacement
Prince, Nicole	Kindergarten	Lincoln Prairie Elementary School	1.0	BA Step A	Replacement
Puntch, Emma	5th Grade	Wright Elementary School	1.0	BA Step A	Replacement
Reed, Eleanor	8th Grade Science	Carpentersville Middle School	1.0	BA Step A	Replacement

Leave of absence requests are attached separately for Board of Education approval.

Name	Position	Location	FTE	Salary	Type
Schelfhout, Gabrielle	Physical Education (.7) & Health (.3)	Jacobs High School	1.0	BA Step A	Replacement
Scrivani, Allison	2nd Grade	Sleepy Hollow Elementary School	1.0	BA Step A	Additional
Shaw, Abria	Music	Parkview Elementary School	1.0	BA Step A	Replacement
Stockwell, Diana	Speech & Language Pathologist	Eastview Elementary School	1.0	M30 Step A	Additional
Wiehe, Megan	School Social Worker	Golfview Elementary School	1.0	M30 Step A	Replacement
Willard, Jessica	4th Grade	Parkview Elementary School	1.0	MA Step A	Replacement

OTHER EMPLOYMENT – CERTIFIED PERSONNEL

None

RESIGNATION – CERTIFIED PERSONNEL

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
Barth, Kierstin	Speech & Language Pathologist - Bilingual	deLacey Family Education Center	End of the 2024-2025 school year
Cyrwus, Bonnie	6th Grade Social Studies (.5), 7th Grade Language Arts (.33) & AVID (.17)	Algonquin Middle School	End of the 2024-2025 school year
Garner, Arianne	7th Grade Science	Hampshire Middle School	End of the 2024-2025 school year
Genardo, Jenell	Cross Categorical	Jacobs High School	End of the 2024-2025 school year
Georgou, Emily	School Social Worker	Carpentersville Middle School	End of the 2024-2025 school year
Hodal, Heather	Certified Advisor	Neubert Elementary School	End of the 2024-2025 school year
Holloway, Robert	Science	Dundee-Crown High School	End of the 2024-2025 school year
Hoppes, Michelle	Speech & Language Pathologist	Dundee Middle School	End of the 2024-2025 school year

Leave of absence requests are attached separately for Board of Education approval.

Name	Position	Location	Effective
Kitz, Sarah	1st Grade	Sleepy Hollow Elementary School	End of the 2024-2025 school year
Lunsford, Christian	Social Studies – ESL (.8) & Social Studies (.2)	Dundee-Crown High School	End of the 2024-2025 school year
Marron, Thalia	1st Grade Dual Language	Meadowdale Elementary School	End of the 2024-2025 school year
Murtaugh, Matthew	Physical Education (.67) & Health (.33)	Dundee Middle School	End of the 2024-2025 school year
Nebot Del Valle, Jaime	Dual Language	Carpentersville Middle School	End of the 2024-2025 school year
Rivera, Rosa	6th Grade Language Arts (.67) & ELS Interventionist (.33)	Carpentersville Middle School	End of the 2024-2025 school year
Solorzano Orozco, Axel	Band (.4)	Big Timber Elementary School	End of the 2024-2025 school year
Stratton, Karin	Art	Golfview Elementary School	End of the 2024-2025 school year
Tohme, Melanie	8th Grade Language Arts	Dundee Middle School	End of the 2024-2025 school year

2. Recommend approval of the following request to rescind resignation:

Name	Position	Location	Effective
Burseth, Robin	Certified Nurse	Lake In The Hills Elementary School	End of the 2024-2025 school year

OTHER RESIGNATION – CERTIFIED PERSONNEL

None

RETIREMENT – CERTIFIED PERSONNEL

None

SUPERVISOR/MANAGER – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend employment of the following educational support personnel:

Name	Position	Location	Salary	Type
Peterman, Andrew	Technology Integration Specialist	Central Office	$80,812	Additional

Leave of absence requests are attached separately for Board of Education approval.

RESIGNATION – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

RETIREMENT – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

EDUCATIONAL SUPPORT PERSONNEL

1. Recommend employment of the following educational support personnel:

Name	Position	Location	Hourly Rate	Type
Adams, Connie	Paraeducator	Eastview Elementary School	$21.58	Additional
Alvarado, Daniela	Paraeducator	Dundee-Crown High School	$21.58	Replacement
Busse, Kelly	Paraeducator	Westfield Community School	$21.58	Replacement
Caltagirone, Melissa	Paraeducator	Eastview Elementary School	$21.58	Additional
Colvin, Lakeesha	Paraeducator	Oak Ridge School	$21.58	Replacement
Corona Torrez, Jose	Head Custodian	Lakewood Elementary School	$21.93	Replacement
Flores, Julie	Certified Nursing Assistant	Algonquin Middle School	$19.78	Additional
Gilly, Mary	Paraeducator	Algonquin Middle School	$21.58	Replacement
Goodnite, Andrea	Media Clerical	Hampshire Elementary School	$20.69	Replacement
Hernandez, Bismar	Night Custodian	Lake In The Hills Elementary School	$19.51	Replacement
Herrera, Saira	Paraeducator	Neubert Elementary School	$21.58	Replacement
Hirsch, Autum	Paraeducator	Hampshire Elementary School	$19.87	Additional
Jensen, Jennifer	Paraeducator	Neubert Elementary School	$19.87	Replacement
Johnson, Melissa	Paraeducator	Westfield Community School	$21.58	Replacement

Leave of absence requests are attached separately for Board of Education approval.

Name	Position	Location	Hourly Rate	Type
Kelley, Marlene	Paraeducator	Neubert Elementary School	$21.58	Additional
Kumiega Nosek, Sandra	Paraeducator	Lincoln Prairie Elementary School	$21.58	Replacement
Lechuga, Mayra	Paraeducator	Parkview Elementary School	$19.87	Replacement
Loyola, Natalie	Registrar Secretary	Big Timber Elementary School	$20.69	Replacement
Marcus, Sheridan	Paraeducator	Big Timber Elementary School	$19.87	Additional
Montesinos, Brianda	Paraeducator	Big Timber Elementary School	$21.58	Replacement
Morales, Marissa	Paraeducator	Hampshire High School	$19.87	Replacement
Navarro, Orlando	Paraeducator	Hampshire High School	$19.87	Additional
OBrill, Kristen	Secretary (10 Month)	Dundee Middle School	$20.69	Replacement
Olszynski, Cynthia	Paraeducator	Big Timber Elementary School	$19.87	Additional
Rodriguez, Ashley	Paraeducator	Eastview Elementary School	$21.58	Replacement
Smith, Kimberly	Paraeducator	Westfield Community School	$19.87	Replacement
Stiefvater, Chloe	Paraeducator	Big Timber Elementary School	$19.87	Additional
Vargas, Jacob	Paraeducator	Hampshire High School	$19.87	Replacement
Wasilewski, Samantha	Paraeducator	Eastview Elementary School	$21.58	Additional
Woodard, Alysha	Paraeducator	Hampshire High School	$19.87	Replacement
Zepeda, Maria	Attendance Secretary (10 Month)	Dundee-Crown High School	$20.69	Replacement

Leave of absence requests are attached separately for Board of Education approval.

RESIGNATION – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
Cooke, Kevin	Night Custodian	Sleepy Hollow Elementary School	August 1, 2025
Haro, Krystal	Principal's Secretary	Golfview Elementary School	June 19, 2025
Marquez, Cesar	Night Custodian	Dundee Highlands Elementary School	August 5, 2025

DISMISSAL – EDUCATIONAL SUPPORT PERSONNEL

None

RETIREMENT – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following request to retire:

Name	Position	Location	Effective
Sinclair, Pamela	Dean's Secretary	Jacobs High School	August 1, 2025

COACHING/VOLUNTEER – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following support personnel:

Name	Position	Location
Baudin, Hannah	Assistant Coach - Girls Volleyball	Dundee-Crown High School
Milenkovich, Petar	Assistant Coach - Boys Soccer	Hampshire High School

Leave of absence requests are attached separately for Board of Education approval.

DISTRICT POSITION TRANSFERS

1. Recommend position transfers of the following personnel:

Current Class	Name	Current Position	Current Location	New Class	New Position	CBA/ Handbook	Lane-Step	New Location	Effective Date
DESPA	Guzman, Evangelina	Principal's Secretary	DCHS	Same	Media Clerical	DESPA	B, 14	Same	August 7, 2025
DESPA	Kimble, Denise	Guidance Secretary	DCHS	Same	Principal's Secretary	DESPA	C, 2	Same	August 7, 2025
DESPA	Patino, Lizbeth	Purchasing Specialist	CO	Same	Principal's Secretary	DESPA	C, 2	GVES	August 4, 2025

Leave of absence requests are attached separately for Board of Education approval.

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: July 22, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Dr. Melanie Gravel
Assistant Superintendent of
Curriculum and Instruction

Presented at the following Board Meetings	Date
Board Operations Committee	
BOE 1st Reading	7/22/2025
BOE 2nd Reading	8/12/2025

SUBJECT: **e-Learning Program Verification Renewal**

Background

In October 2022, District 300 renewed our e-Learning program verification through the Kane County Regional Office of Education for a term of three years. The current e-Learning program verification for District 300 is approved through October 25, 2025. This provides the option for District 300 to implement an e-Learning day in lieu of an emergency day.

At this time, we are seeking to renew our e-Learning program verification through the Kane County Regional Office of Education for a term of three years that coincides with the school year calendar. Upon renewal, District 300 would continue to have the flexibility to implement e-Learning days as an option to provide instruction on days that would otherwise result in a school closure due to an emergency day that would need to be made up. When implementing an e-Learning day, students do not physically attend school; instead, students, in most cases, will virtually access coursework online through the Schoology platform on their Chromebooks.

Pursuant to the requirements put forth by the Illinois State Board of Education for e-Learning program verification, District 300 will provide notice of its intent to renew its e-Learning program verification through the following:

- Publication in a newspaper of general circulation in the school district at least ten days prior to hearing
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district at least ten days prior to hearing
- Written or electronic notice designed to reach any exclusive bargaining representatives of school district employees and all those employees not in a collective bargaining unit at least ten days prior to hearing
- Public hearing
    - Scheduled to take place on Tuesday, August 12, 2025, at 6:30 p.m.

Recommendation

It is recommended that the Board of Education schedule a public hearing on the District 300 e-Learning program verification on August 12, 2025. Additionally, it is recommended that following the public hearing, during the August 12, 2025 Board of Education meeting, the Board adopt the resolution to approve the renewal of the District 300 e-Learning program for a term of three years that coincides with the school year calendar.

NOTICE OF PUBLIC HEARING
July 28, 2025
THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT 300, KANE, MCHENRY, COOK, AND DEKALB COUNTIES

e-Learning Program Verification Renewal

Notice is hereby given by the Board of Education of Community Unit School District 300, Kane, McHenry, Cook, and DeKalb counties, State of Illinois, that a Public Hearing regarding e-Learning Program Verification Renewal shall be conducted at its regularly scheduled meeting on the 12th day of August, 2025 at 6:30 p.m. at the District 300 Central Office located at 2550 Harnish Drive, Algonquin, IL.

The purpose of the hearing will be to receive public comment on the proposed e-Learning Program Verification renewal which, if approved, will permit students' instruction to be received electronically while students are not physically present, in lieu of the district's scheduled emergency days. This program is allowed under Public Act 101-0012.

Dated this 28th day of July, 2025

Board of Education of Community Unit School District 300 in the counties of Kane, McHenry, Cook, and DeKalb Counties, State of Illinois

Leslie LaMarca,

Board Secretary

Published in Daily Herald July 28, 2025 (299160)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Fox Valley

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **Fox Valley DAILY HERALD**. That said **Fox Valley DAILY HERALD** is a secular newspaper, published in Elgin, Kane County, State of Illinois, and has been in general circulation daily throughout Kane County, continuously for more than 50 weeks prior to the first Publication of the attached notice, and a newspaper as defined by 715 ILCS 5/5.

I further certify that the **Fox Valley DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 07/28/2025 in said **Fox Valley DAILY HERALD**. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

BY _____

Designee of the Publisher of the Daily Herald

Control # 299160

PADDOCK PUBLICATIONS, INC. Corporate SEAL ILLINOIS

NOTICE OF PUBLIC HEARING
July 28, 2025
THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT 300, KANE, MCHENRY, COOK, AND DEKALB COUNTIES

e-Learning Program Verification Renewal

Notice is hereby given by the Board of Education of Community Unit School District 300, Kane, McHenry, Cook, and DeKalb counties, State of Illinois, that a Public Hearing regarding e-Learning Program Verification Renewal shall be conducted at its regularly scheduled meeting on the 12th day of August, 2025 at 6:30 p.m. at the District 300 Central Office located at 2550 Harnish Drive, Algonquin, IL.

The purpose of the hearing will be to receive public comment on the proposed e-Learning Program Verification renewal which, if approved, will permit students' instruction to be received electronically while students are not physically present, in lieu of the district's scheduled emergency days. This program is allowed under Public Act 101-0012.

Dated this 28th day of July, 2025

Board of Education of Community Unit School District 300 in the counties of Kane, McHenry, Cook, and DeKalb Counties, State of Illinois

Leslie LaMarca,
Board Secretary

Published in Daily Herald July 28, 2025 (299160)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Lake County

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **Lake County DAILY HERALD**. That said **Lake County DAILY HERALD** is a secular newspaper, published in Libertyville, Lake County, State of Illinois, and has been in general circulation daily throughout Lake County, continuously for more than 50 weeks prior to the first Publication of the attached notice, and a newspaper as defined by 715 ILCS 5/5.

I further certify that the **Lake County DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 07/28/2025 in said **Lake County DAILY HERALD**. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

BY _____
Designee of the Publisher of the Daily Herald

Control # 299160 *LAKE*



NOTICE OF PUBLIC HEARING
July 28, 2025
THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT 300, KANE, MCHENRY, COOK, AND DEKALB COUNTIES

e-Learning Program Verification Renewal

Notice is hereby given by the Board of Education of Community Unit School District 300, Kane, McHenry, Cook, and DeKalb counties, State of Illinois, that a Public Hearing regarding e-Learning Program Verification Renewal shall be conducted at its regularly scheduled meeting on the 12th day of August, 2025 at 6:30 p.m. at the District 300 Central Office located at 2550 Harnish Drive, Algonquin, IL.

The purpose of the hearing will be to receive public comment on the proposed e-Learning Program Verification renewal which, if approved, will permit students' instruction to be received electronically while students are not physically present, in lieu of the district's scheduled emergency days. This program is allowed under Public Act 101-0012.

Dated this 28th day of July, 2025

Board of Education of Community Unit School District 300 in the counties of Kane, McHenry, Cook, and DeKalb Counties, State of Illinois

Leslie LaMarca,
Board Secretary

Published in Daily Herald July 28, 2025 (299160)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Northwest Suburbs
Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **Northwest Suburbs DAILY HERALD**. That said **Northwest Suburbs DAILY HERALD** is a secular newspaper, published in Arlington Heights, Cook County, State of Illinois, and has been in general circulation daily throughout Cook County, continuously for more than 50 weeks prior to the first Publication of the attached notice, and a newspaper as defined by 715 ILCS 5/5.

I further certify that the **Northwest Suburbs DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 07/28/2025 in said **Northwest Suburbs DAILY HERALD**. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

BY _____
Designee of the Publisher of the Daily Herald

Control # 299160

PADDOCK PUBLICATIONS, INC. Corporate SEAL ILLINOIS

NOTICE OF PUBLIC HEARING
July 28, 2025
THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT 300, KANE, MCHENRY, COOK, AND DEKALB COUNTIES

e-Learning Program Verification Renewal

Notice is hereby given by the Board of Education of Community Unit School District 300, Kane, McHenry, Cook, and DeKalb counties, State of Illinois, that a Public Hearing regarding e-Learning Program Verification Renewal shall be conducted at its regularly scheduled meeting on the 12th day of August, 2025 at 6:30 p.m. at the District 300 Central Office located at 2550 Harnish Drive, Algonquin, IL.

The purpose of the hearing will be to receive public comment on the proposed e-Learning Program Verification renewal which, if approved, will permit students' instruction to be received electronically while students are not physically present, in lieu of the district's scheduled emergency days. This program is allowed under Public Act 101-0012.

Dated this 28th day of July, 2025

Board of Education of Community Unit School District 300 in the counties of Kane, McHenry, Cook, and DeKalb Counties, State of Illinois

Leslie LaMarca,
Board Secretary

Published in Daily Herald July 28, 2025 (299160)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

DuPage County

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DuPage County DAILY HERALD**. That said **DuPage County DAILY HERALD** is a secular newspaper, published in Naperville, DuPage County, State of Illinois, and has been in general circulation daily throughout DuPage County, continuously for more than 50 weeks prior to the first Publication of the attached notice, and a newspaper as defined by 715 ILCS 5/5.

I further certify that the **DuPage County DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 07/28/2025 in said **DuPage County DAILY HERALD**. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

BY _____
Designee of the Publisher of the Daily Herald

Control # 299160 *DUPAGE*

PADDOCK PUBLICATIONS, INC. Corporate SEAL ILLINOIS

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: **August 12, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Dr. Frank Williams,
Chief Financial Officer

Presented at the following Board Meetings	Date
Board Operations Committee	8/12/2025
BOE 1st Reading	8/12/2025
BOE 2nd Reading	

SUBJECT: **2025-2026 Tentative Budget - Authorization to Publish Public Hearing Notice**

Background

The Illinois School Code requires that school districts publish their tentative budget at least 30 days before their Board approves their final budget. All school district budgets must be approved before September 30. The following documents for approving the 2025-2026 Tentative Budget are attached for your review.

Tentative Budget Plan - which provides a review of the proposed budget

Public Notices - which detail the public notice that will be placed in the newspaper to notify our taxpayers regarding the upcoming budget hearing

Recommendation

The administration recommends that the Board approve the FY 2025-2026 tentative budget, authorize the administration to publish the public hearing notice, and authorize the administration to display the FY 2025-2026 tentative budget as presented.

The timeline for the budget adoption will continue as follows.

8/13/2025 - The administration publishes a public hearing notice in the local paper and places a tentative budget on display

09/23/2025 - The Board holds a public hearing and votes on the adoption of the 2025-2026 budget

09/30/2025—The administration files the 2025-2026 budget with the Illinois State Board of Education, Cook, DeKalb, Kane & McHenry County Clerks, and the Regional Office of Education by 9/30/2025 and posts the FY2025- 2026 budget on the D300 website.

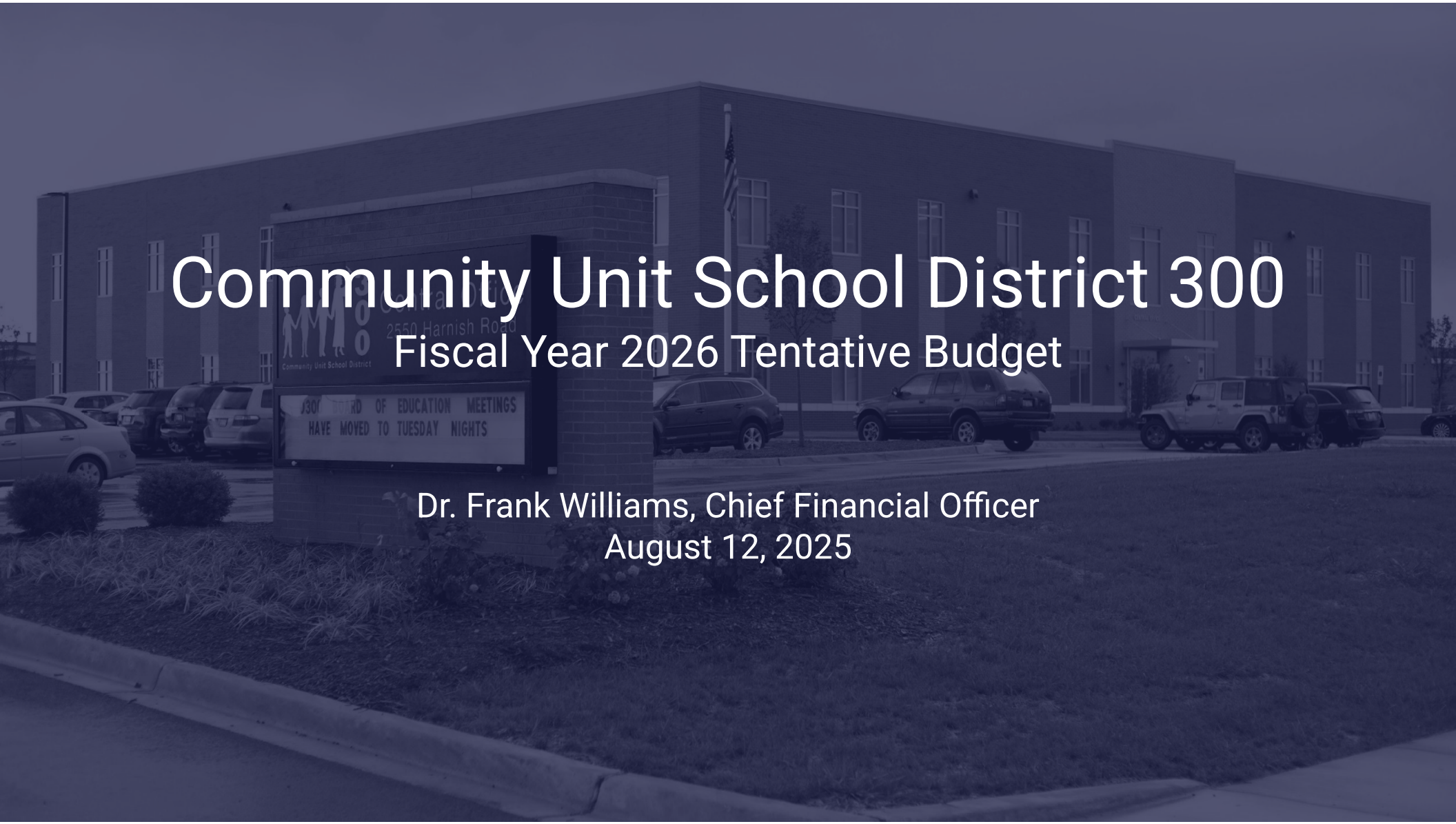
COMMUNITY UNIT SCHOOL DISTRICT 300

NOTICE OF PUBLIC HEARING

August 13, 2025

Notice is hereby given by the Board of Education of Community Unit School District 300, Kane, McHenry, Cook, and DeKalb counties, State of Illinois, that a budget for said School District for the fiscal year beginning July 1, 2025, and ending June 30, 2026, will be on file and conveniently available for public inspection at the Central Office, 2550 Harnish Drive, Algonquin, Illinois, from and after 12:00 noon on the 13th day of August 2025. Notice is further hereby given that a public hearing on the said budget will be held at 6:30 p.m. on the 23rd day of September 2025 at the Central Office, 2550 Harnish Drive, Algonquin, Illinois, IL 60102.

Leslie LaMarca, Board Secretary
Dated this 12th day of August 2025
Board of Education of Community Unit School District 300 in the counties of Kane, McHenry, Cook, and DeKalb counties, State of Illinois



Community Unit School District 300

Fiscal Year 2026 Tentative Budget

Dr. Frank Williams, Chief Financial Officer

August 12, 2025

CUSD 300 Budgetary Overview and Year-End Projections

FY25 Budget
- Review
- Budget vs Unaudited Actuals
- Unaudited Fund Balance

FY26 Budget
- Purpose
- Knowns and Unknowns
- Budget
- Revenues
- EBF Historical Trends
- Expenses
- Capital Maintenance & Projects
- Projected Ending Fund Balance

Next Steps

Questions



FY25: Review of Approved Budget by Fund

FY25 Budget	Revenues	Expenditures	Difference
Educational	$293,599,728	$293,551,170	$48,558
O&M	39,483,741	25,007,212	14,476,529
Debt Services	25,983,345	26,286,141	-302,796
Transportation	25,662,476	25,111,729	550,747
IMRF/SS	5,982,134	7,399,000	-1,416,866
Capital Projects	7,098,515	19,072,871	-11,974,356
Working Cash	2,231,669	0	2,231,669
Tort	2,778,024	2,414,000	364,024
Total	**$402,819,632**	**$398,842,123**	**$3,977,509**

FY25: Budget vs Unaudited Actuals by Fund

	Revenues		
	FY25 Budget	FY25 Actuals	$ Over/(Under)
Educational	$293,599,728	$311,655,923	18,056,195
O&M	$39,483,741	$38,624,745	(858,996)
Debt Services	$25,983,345	$25,316,738	(666,607)
Transportation	$25,662,476	$23,849,252	(1,813,224)
IMRF/SS	$5,982,134	$5,871,146	(110,988)
Capital Projects	$7,098,515	$5,602,281	(1,496,234)
Working Cash	$2,231,669	$2,772,291	540,622
Tort	$2,778,024	$2,715,321	(62,703)
Total	$402,819,632	$416,407,697	$13,588,065

	Expenditures		
	FY25 Budget	FY25 Actuals	$ Over/(Under)
Educational	293,551,170	289,300,319	(4,250,851)
O&M	25,007,212	26,339,886	1,332,674
Debt Services	26,286,141	24,031,689	(2,254,452)
Transportation	25,111,729	22,925,827	(2,185,902)
IMRF/SS	7,399,000	6,551,976	(847,024)
Capital Projects	19,072,871	15,549,668	(3,523,203)
Working Cash	0	0	0
Tort	2,414,000	2,394,618	(19,382)
Total	398,842,123	387,093,983	(11,748,140)

FY25: Unaudited Ending Fund Balance

	Opening Balance	Unaudited Revenues	Unaudited Expenditures	Transfer Out	Transfer In	Unaudited Ending Fund Balance
Educational	$67,167,311	$311,655,923	$289,300,319			$89,522,915
O&M	4,276,980	38,624,745	26,339,886	14,079,390		2,482,449
Debt Services	12,929,002	25,316,738	24,031,689		2,079,390	16,293,441
Transportation	8,858,904	23,849,252	22,925,827			9,782,329
IMRF/SS	4,680,450	5,871,146	6,551,976			3,999,620
Capital Projects	53,088,125	5,602,281	15,549,668		12,000,000	55,140,738
Working Cash	42,236,496	2,772,291	0			45,008,787
Tort	1,193,678	2,715,321	2,394,618			1,514,381
Total	**$194,430,946**	**$416,407,697**	**$387,093,983**	**$14,079,390**	**$14,079,390**	**$223,744,660**

FY26 Budget: Purpose

MISSION AND VISION



MISSION STATEMENT

District 300 will provide engaging and inclusive educational experiences that empower and equip all students to discover, innovate, and succeed now and in the future.



VISION STATEMENT

District 300 will empower and equip each student to reach their highest potential in their chosen pathway.



FY26 Budget: Knowns and Unknowns

Known Variables
Consumer Price Index (CPI) impacting Tax Year 2025 Tax Rate = 2.9%
Evidence Based Funding (EBF) Allotment - move to Tier 2
Salary Increases per Collective Bargaining Agreement (CBA)

Unknown Variables
Grant allocations
Impact of tariffs & inflation on discretionary spending
New property impacting Tax Year 2025



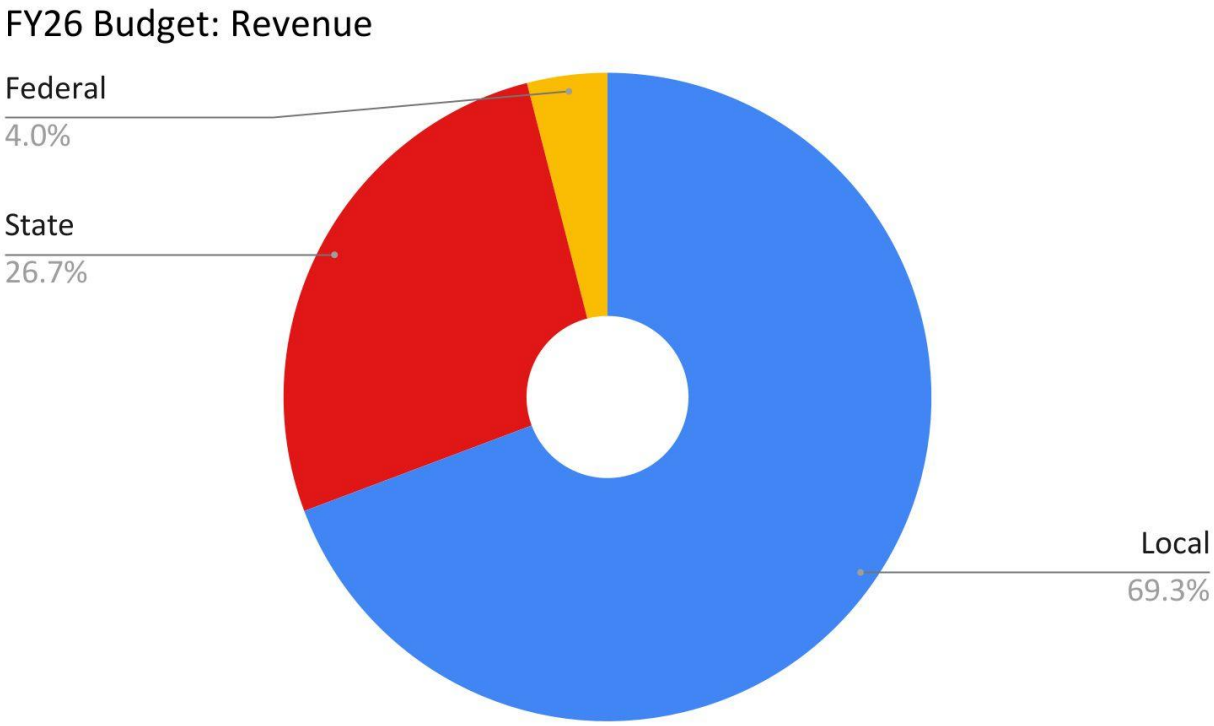
FY26 Budget

DISTRICT 300

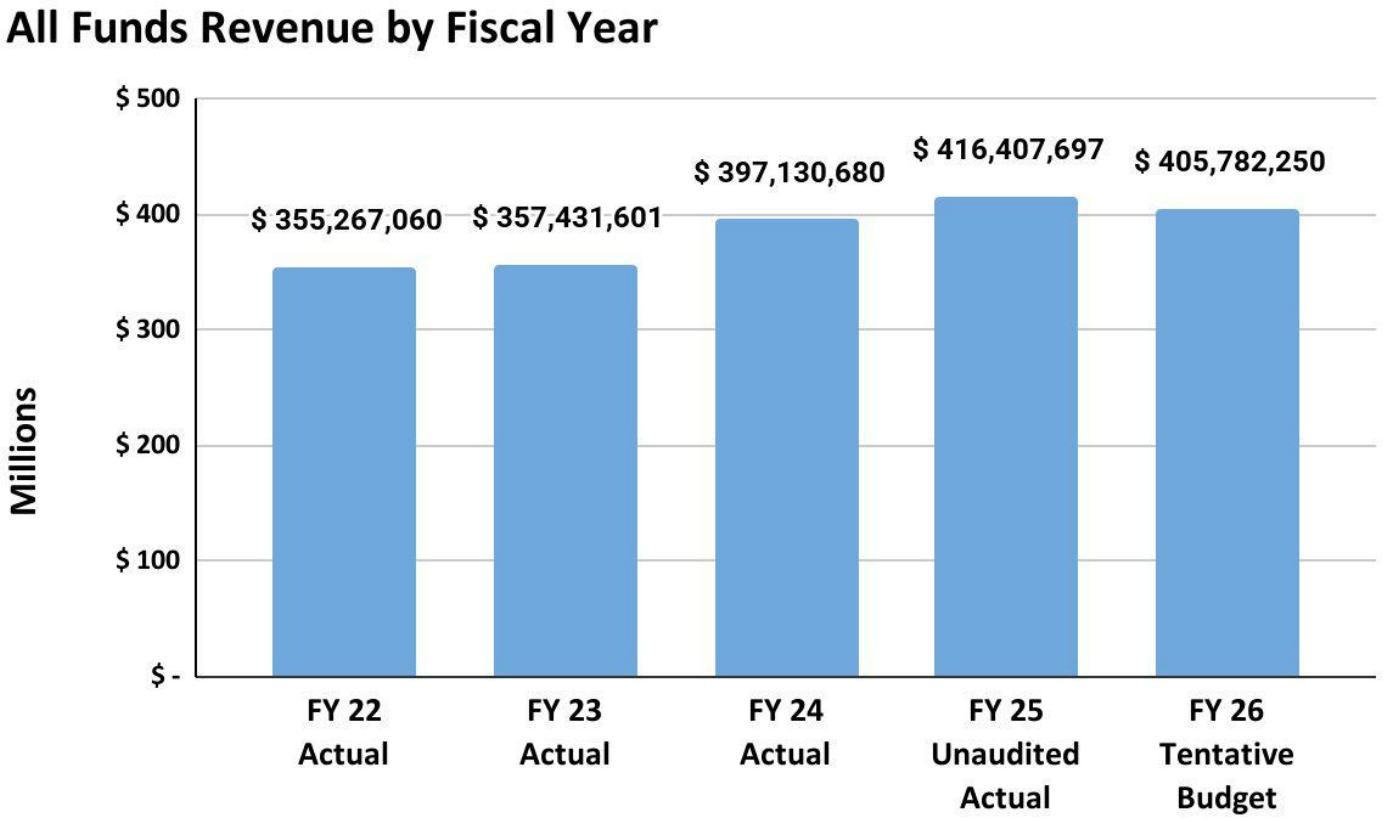
FY26 Budget		
Revenue	Expense	Planned Deficit
$405,782,250	$418,020,500	(12,238,250)

FY26 Budget: Revenue

FY26 Budget - Revenue	
Local	$281,127,858
State	$108,402,289
Federal	$16,252,103
Total	**$405,782,250**



FY26 Budget: Historical Revenue Summary & Projections



FY26 Budget: Year-Over-Year Revenue Budget Comparison

Revenues	FY25 Budget	FY26 Budget	$ Difference	% Difference
Local	$273,312,352	$281,127,858	$7,815,506	2.86%
State	104,857,430	$108,402,289	3,544,859	3.38%
Federal	24,649,850	$16,252,103	-8,397,747	-34.07%
Total	$402,819,632	$405,782,250	$2,962,618	0.74%



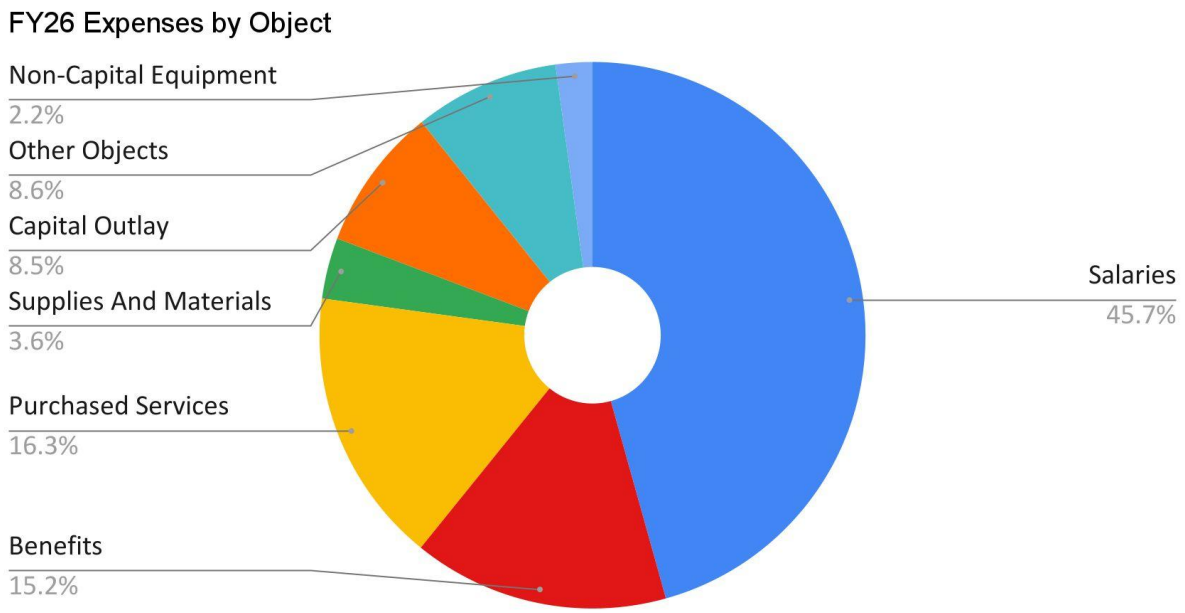
FY26 Budget: EBF Funding

EBF History	$ Amnt	$ Inc	% Inc	Tier	Tier %	Tier 1 cutoff
FY18	$51,357,031			2	67%	65%
FY19	$54,193,453	$2,836,422	5.52%	1	66%	66%
FY20	$57,507,751	$3,314,298	6.12%	1	66%	67%
FY21	$57,507,751	$0	0.00%	COVID - State funding remained flat		
FY22	$61,679,288	$4,171,537	7.25%	1	67%	68%
FY23	$67,402,294	$5,723,006	9.28%	1	69%	73%
FY24	$73,723,688	$6,321,394	9.38%	1	73%	77%
FY25	$80,125,614	$6,401,926	8.68%	1	74%	78%
FY26	$81,667,317	$1,541,703	1.92%	2	78%	75.62%
Total New Money		$30,310,286				

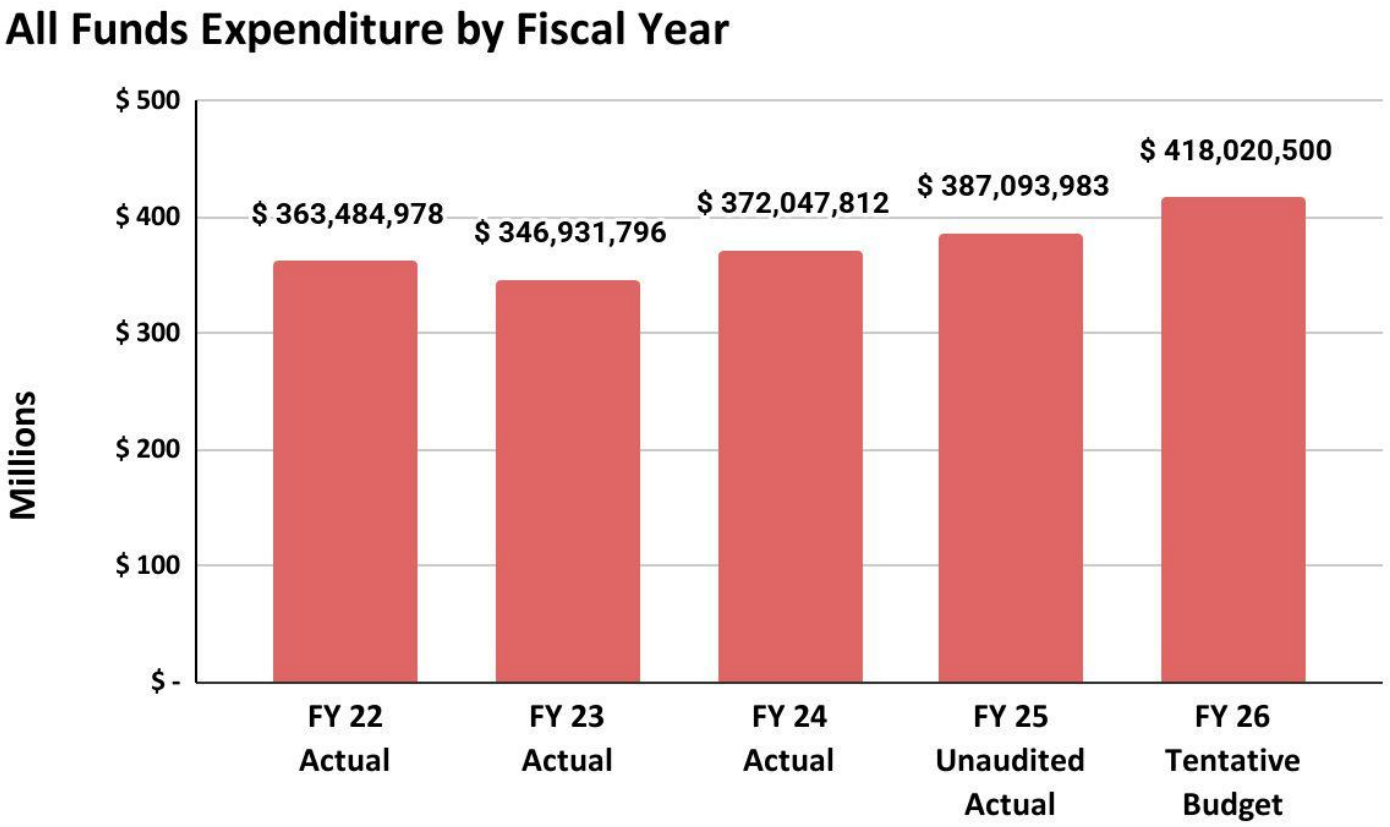
ILLINOIS STATE BOARD OF EDUCATION

FY26 Budget: Expenses

FY26 Budget - Expense	
Salaries	$190,897,096
Benefits	63,367,439
Purchased Services	68,241,834
Supplies And Materials	15,062,820
Capital Outlay	35,464,156
Other Objects	35,920,793
Non-Capital Equipment	9,066,361
Total	$418,020,500



FY26 Budget Historical Expenditure Summary & Projections



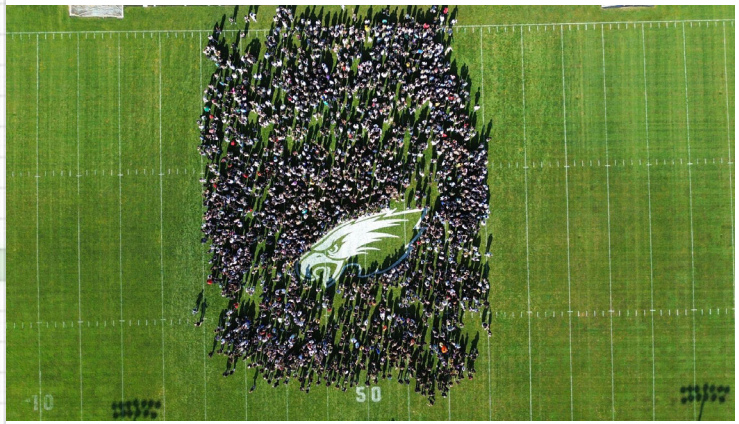
FY26 Budget: Year-Over-Year Expense Budget Comparison

Expenses	FY25 Budget	FY26 Budget	$ Difference	% Difference
Salaries	$181,062,435	$190,897,096	$9,834,661	5.43%
Benefits	56,681,513	$63,367,439	6,685,926	11.80%
Purchased Services	71,012,828	$68,241,834	-2,770,994	-3.90%
Supplies And Materials	15,744,906	$15,062,820	-682,086	-4.33%
Capital Outlay	23,691,373	$35,464,156	11,772,783	49.69%
Other Objects	37,988,183	$35,920,793	-2,067,390	-5.44%
Non-Capital Equipment	12,660,885	$9,066,361	-3,594,524	-28.39%
Total	$398,842,123	$418,020,499	$19,178,376	4.81%



FY26 Budget: Capital Maintenance & Construction

	School	Work to be completed
	Elementary Schools	
1	Parkview	Classroom additions and interior renovations
2	Parkview	Cubbies Installation
3	Lakewood	Cubbies Installation
4	Algonquin Lakes	Roof repairs/replacement
5	Algonquin Lakes	Flooring replacement (corridors)
6	Lincoln Prairie	Roof repairs/replacement
7	Lincoln Prairie	Flooring replacement (corridors)
8	Liberty	Roof repairs/replacement
9	Westfield	Washroom trim, porcelain and floor
10	Liberty	Flooring replacement (corridors)
11	Eastview	Flooring replacement (corridors)
12	Westfield	Parking lot
	Middle Schools	
13	Hampshire	Intercom Replacement
14	Hampshire	Roof top unit replacement
15	Hampshire	Track replacement
16	Carpentersville	Intercom Replacement
17	Dundee	Roof repairs/replacement
18	Westfield	Track replacement
	High Schools	
19	Jacobs	Roof top unit replacement
20	Jacobs	Tennis Court replacement
21	Jacobs	Parking lot retention wall
	District	
22	Transportation	Building update/modifications at Carpentersville MS
23	Various Schools	Improvement/Updgrades to existing teacher lounge making it more modern and more efficient



FY26 Budget: Projected Ending Fund Balance

	Unaudited Opening Balance	FY26 Budget Revenues	FY26 Budget Expenditures	Transfer Out	Transfer In	Ending Fund Balance
Educational	$89,522,915	$295,343,271	$301,823,404			$83,042,782
O&M	$2,482,449	40,910,705	25,189,123	10,400,000		$7,804,031
Debt Services	$16,293,441	25,837,061	25,216,751		2,500,000	$19,413,751
Transportation	$9,782,329	27,338,847	23,173,959			$13,947,217
IMRF/SS	$3,999,620	6,168,755	7,796,456			$2,371,919
Capital Projects	$55,140,738	4,971,228	32,345,708		7,900,000	$35,666,258
Working Cash	$45,008,787	2,296,099	0			$47,304,886
Tort	$1,514,381	2,916,285	2,475,098			$1,955,568
Total	**$223,744,660**	**$405,782,250**	**$418,020,500**	**$10,400,000**	**$10,400,000**	**$211,506,412**

FY26 Budget: Next Steps

- Issue Public Notice
  - Display budget for 30 days online & in-print at the D300 Central Office
- Continue to analyze revenues and expenses
- Conduct Public Hearing
  - September 23, 2025 BOE meeting
- Recommend adoption of the FY26 Budget
- File adopted budget with required entities, post on the website, and inform parents that the budget is available for viewing



Fiscal Year 2026 Budget- Focus on Strategic Budgeting







To empower and equip each student to reach their highest potential in their chosen pathway.

Questions?



DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: July 22, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jorge Almodovar,
Assistant Superintendent of Schools

Presented at the following Board Meetings	Date
Board Operations Committee	
BOE 1st Reading	7/22/2025
BOE 2nd Reading	8/12/2025

SUBJECT: **Boys & Girls Clubs of the Northwest Suburbs Facility Rental Agreement (Renewal)**

Background

District 300 and the BGCNWS have a history of working together to provide additional support for students. The agreement being presented, between the district and the BGCNWS, has been reviewed and approved by the district's legal counsel. The agreement outlines the respective rights and responsibilities of the two parties and covers details such as facility use, data-sharing requirements, and the 21st Century Learning Community program specifics.

Administrative Recommendation

The administration recommends approving the agreement between the district and BGCNWS as presented.

Fiscal Impact

None

AGREEMENT BETWEEN THE BOYS & GIRLS CLUBS OF THE NORTHWEST SUBURBS AND COMMUNITY UNIT SCHOOL DISTRICT 300 REGARDING THE 21st CENTURY COMMUNITY LEARNING CENTER FACILITY USE AGREEMENT FOR THE 2025-2026 SCHOOL YEAR

This Agreement is between the Board of Education of Community Unit School District 300, Kane, McHenry, Cook, and Dekalb, Illinois (the "School District"), and the governing board of the Boys & Girls Clubs of Dundee Township, an Illinois not-for-profit corporation, Carpentersville, Illinois (the "BGCNWS").

I. Background

A. The BGCNWS is an Illinois not-for-profit corporation that provides character development, academic/homework support, career readiness, recreation, and other enrichment services to school-age children.

B. The BGCNWS and the School District are applicants of a federal grant (the "Grant") to establish and operate the 21st Century Community Learning Center (CLC) at various School District schools, and the programs and activities shall be referred to hereafter as the "CLC Program."

C. Although the primary purpose of school facilities is for the education of the children of the School District, there are times when certain school facilities are not otherwise needed for school and educational purposes.

D. The School District has determined that if the Grant is awarded, allowing the BGCNWS to utilize certain School District facilities to provide the CLC Program to students enrolled in the School District will supplement and enhance the educational experience of its students.

E. The Parties have a history of working cooperatively for their mutual benefit and the Parties desire to further define between themselves their respective rights and responsibilities and to cooperate to the maximum extent permitted by law concerning the agreements described herein.

II. Facility Use

A. Description of Property. The School District is the owner of certain real estate, buildings, and facilities (the "Property"), which is more fully described in Exhibit A, attached hereto, and which may be amended in writing from time to time by mutual agreement of the School District's Superintendent and the BGCNWS's Chief Executive Officer without further approval of their respective boards. The BGCNWS expressly acknowledges and agrees that the School District may, on occasion, and in its reasonable discretion, unilaterally restrict or reduce the areas of the Property to be used by the BGCNWS.

B. Ownership. The School District is the sole owner of the Property, and the BGCNWS shall have no right or interest in the Property, except for the right to use the Property as provided in this Agreement.

C. Use of the Property. Subject to the terms and conditions of this Agreement, and in consideration of the agreements herein, the School District agrees to allow the BGCNWS certain use of the Property for authorized CLC Program activities.

D. Rental Fees: Charges. In consideration for the enhanced academic benefit provided by BGCNWS to the School District by the BGCNWS's use of the Property as set forth herein, the BGCNWS shall not be required to pay rental fees, and any additional charges as may be applicable, to the School District in accordance with the School District's Community Use of School Facilities Policy and Administrative Guidelines, as may be amended from time to time.

E. No Financial Compensation. The BGCNWS shall not receive any financial compensation from the School District. The BGCNWS shall conduct member registration of the CLC Program, and any associated fees and costs for the CLC Program shall be paid directly to the BGCNWS by students and their parents or legal guardians.

F. Scheduling of Property Use.

1. The BGCNWS's use of the Property shall be limited to those non-school hours when the property is not required for the School District's use. For example, (1) the Parties anticipate that the BGCNWS generally will use the Property during the school year on weekdays in the mornings before school has begun for the day on a basis that will be adjusted seasonally in order to accommodate the School District and BGCNWS's programming needs; (2) during the school year on weekdays in the late afternoons, after school has released for the day on a basis that will be adjusted seasonally in order to accommodate the School District and BGCNWS's programming needs; and (3) during the summer, on weekdays from 7:00 am to 6:00 pm, and 7:00 am to 6:30 pm at Carpentersville Middle School. Specific times should be agreed upon and approved by the building principal. It is understood and agreed that the needs of the School District will require its usage of the Property during non-school hours on certain days throughout the school year and summer.

2. A detailed Schedule of Property Use shall be developed by representatives of the School District and the BGCNWS and attached to this Agreement as Exhibit B. Changes in the schedule may be approved in writing by mutual agreement of the School District's Superintendent and the BGCNWS's Chief Executive Officer without further approval of their respective boards.

3. The BGCNWS shall designate a CLC Program Site Director for each school location identified in Exhibit A and shall notify the School District of the contact information for each Site Director. In addition to the obligations hereunder as between the BGCNWS and the School District, each BGCNWS CLC Program Site Director shall cooperate with the Principal of the corresponding school in connection with the BGCNWS's activities, and the Principal of the corresponding school shall cooperate with the BGCNWS CLC Program Site Director.

G. Common Areas. Whenever the BGCNWS has the right to use the Property under this Agreement, and subject to any scheduling restrictions imposed by the School District, the BGCNWS shall be authorized to use on a joint use basis, other common areas of the Property, including the hallways, restrooms, parking areas of the identified schools and any other areas that are incidental to the use of the Property, consistent with this Agreement and approved by the School District (the "Common Areas").

H. Ingress/Egress. The School District hereby grants to the BGCNWS rights of ingress and egress solely for the limited purpose of gaining access for the use of the Property and Common Areas, on and over the pathways, sidewalks, driveways, student loading areas, or other means of access to the Property as designated by the School District whenever the BGCNWS has the right to use such Property or Common Areas under this Agreement. The BGCNWS shall have no right to use any portion of the Property, other schools of the School District, or other School District property, except as specified in Exhibit A, this Agreement, or as permitted by the School District.

I. Custodial Services. The School District shall provide its usual and customary custodial services to the Property in accordance with the School District's regularly scheduled working hours or at the discretion of the School District. Fees for overtime custodial services may be assessed to the BGCNWS in accordance with School District policies and procedures.

J. Repair and Replacement. At the close of each instance of use, the BGCNWS shall leave the Property in substantially the same condition as at the outset of each instance of use, ordinary wear and tear excepted. The BGCNWS shall be responsible for the cost of repair and/or replacement of any damage to the Property, or

any other School District property, including without limitation fixtures and furnishings, which occurs because of or in connection with the use of the Property by the BGCNWS or its employees, volunteers, participants, or agents. The BGCNWS shall reimburse the School District for any costs it incurs related to damage caused by the BGCNWS within 14 days after the School District sends a written invoice to the BGCNWS.

K. No Improvements. The BGCNWS shall not modify, alter, or place permanent fixtures or improvements upon School District property in any way without the prior express written approval by the School District.

L. Supervision. The School District shall have no responsibility whatsoever for supervising any CLC Program activities and/or Property use hereunder by the BGCNWS, its employees, volunteers, participants and/or agents. The BGCNWS shall be solely responsible, at its own expense, for providing adequate adult supervision in connection with its use of the School District's Property. The BGCNWS acknowledges and assumes complete responsibility for the staff or volunteers used to supervise its activities hereunder.

M. Use Policies. The use policies of the School District, including, without limitation, the School District's Facility Rental Guide, shall apply to all users of the Property, including use by the BGCNWS.

N. Facility Use Only. The BGCNWS expressly acknowledges and agrees that this Agreement with the School District is solely for the use of the Property. All employees or volunteers supervising or implementing activities under this Agreement shall be BGCNWS employees or volunteers, and the School District shall not be responsible in any way for the employment of personnel to implement or supervise the CLC Program on the School District property, nor for any employment-related benefits. The BGCNWS shall represent the CLC Program as the BGCNWS program, and at no time shall represent any sponsorship or other involvement by the School District other than the provision of facilities.

O. Required Waiver. Before providing any CLC Program or activity on the Property, the BGCNWS shall obtain a Waiver, Release, Indemnity, and Hold Harmless Form, in substantially the form of Exhibit C, attached hereto, signed by the participating student and his/her parent or legal guardian, and shall forward a signed copy to the School District's Chief Operations Officer or designee.

P. Background Investigations. The BGCNWS shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the School District due to a conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. The BGCNWS shall check if an employee or agent is listed on the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry at least quarterly and will provide a report to the School District as proof that these checks have occurred. The BGCNWS will conduct background checks of their staff pursuant to Boys and Girls Club of America requirements before the employee working on school property. In addition, BGCNWS shall make every employee who will be sent to any school building or school property available to the School District to submit to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9.

In accordance with Illinois School Code 5/22-94, the BGCNWS agrees to; (1) prohibit any of its employees from having direct contact with children or students through the BGCNWS program if the BGCNWS has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 5/22-940)(3), which the BGCNWS is required to disclose.

Q. Promotional Materials: News Releases. The School District shall permit the BGCNWS to use the School District's name in describing the location of the CLC Program, provided that the BGCNWS shall not represent the School District in any way except as expressly provided herein.

R. Employment Laws: BGCNWS will comply with all state and federal employment laws.

III. CLC Program

A. CLC Program Specifics. The specifics of the CLC Program and the Parties' obligations related to the CLC Program are described in detail in Exhibit D to this Agreement. The provisions of Exhibit D may be amended from time to time by the School District's Superintendent and the BGCNWS's Chief Executive Officer without further approval of their respective boards.

B. Data Sharing Requirements. The School District intends to share student data with BGCNWS, subject to the provisions contained in Exhibit E to this Agreement.

IV. General Terms

A. Incorporation of Recitals and Exhibits. The recitals and Exhibits to this Agreement are hereby incorporated as if set forth fully herein.

B. Term of Agreement. This Agreement shall commence June 30, 2025 and shall conclude on June 30, 2026. The Parties may agree in writing to extend this Agreement for an additional term. If, however, the Grant is not awarded, either Party may immediately terminate the Agreement.

C. Termination. Either Party may terminate this Agreement for any reason upon six (6) months' advance written notice to the other Party. Additionally, if, during this Agreement, the School District's situation changes to necessitate the use of all or portions of the Property for School District purposes, the School District reserves the right to cancel the BGCNWS's use of the Property and terminate this Agreement with written notice to the BGCNWS three (3) months in advance of termination of the BGCNWS's use of the Property. The Parties agree this provision is not intended to allow the School District to terminate the BGCNWS's use of the Property where the School District has no demonstrable bona fide educational need.

D. Default

1. If one Party believes the other to be in default under this Agreement, that Party, acting through its chief administrator, shall notify the other Party in writing and allowing the other Party thirty (30) days from the date of receipt of the notice to cure the default. If the default is not then cured, the Party having sent the notice of default may terminate the Agreement by serving written notice on the other Party effective thirty (30) days after receipt of the notice by the other Party.

2. In the event of an emergency, a safety issue, or a failure to maintain insurance, or any other condition that constitutes a substantial threat to the health or safety of students, employees, or others at the School District, as determined by the School District in its sole reasonable discretion, the School District may immediately suspend the BGCNWS's activities hereunder until such condition has been remedied to the School District's satisfaction per this Agreement.

E. Indemnification. To the fullest extent permitted by law, the BGCNWS shall indemnify, defend and hold harmless the School District, the Board of Education and its members, employees, volunteers, and agents, and their successors and assigns, in their individual and official capacities (collectively the "School Indemnitees"), from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost, and expense, including without limitation, reasonable attorneys' fees and litigation costs, incurred by any of the School indemnitees for (i) injuries to persons or for damage, destruction or theft of property arising out of any activity of the BGCNWS, or any act or omission of the BGCNWS or of any employee, agent, volunteer, or invitee of the BGCNWS, in or about the Property, the Common Areas or other School District property; (ii) the BGCNWS's violation of the terms of the Grant; (iii) the BGCNWS's violation of law; or (iv) the BGCNWS's breach of the Agreement.

F. Insurance. The BGCNWS, at its sole cost and expense, and for the benefit of the School District, shall carry and maintain the following insurance:

1. Comprehensive general liability and property damage insurance, insuring against all liability of

BGCNWS related to this Agreement, with a minimum combined single limit of One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000.00) general aggregate;

2. Professional Liability Insurance with limits in the per claim amount of not less than Two Million Dollars ($2,000,000) and the annual aggregate of not less than Three Million Dollars ($3,000,000.00);

3. Automobile liability Insurance with a combined single limit of One Million dollars ($1,000,000.00);

4. Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for BGCNWS's respective employees; and

5. Sexual abuse and molestation insurance with a combined single limit of One Million dollars ($1,000,000.00).

6. Umbrella liability insurance with a minimum combined single limit of One Million dollars ($1,000,000.00) per occurrence and One Million Dollars ($1,000,000.00) general aggregate.

All insurers shall be licensed by the State of Illinois and rated A+-VII or better by A.M. Best or a comparable rating service. The comprehensive general liability, sexual abuse and molestation, and property damage insurance policy shall name the School District, its Board, Board members, employees, agents, and successors as additional insureds on a primary noncontributory basis with a waiver of subrogation in favor of the School District. The BGCNWS shall provide the School District with certificates of insurance and/or copies of policies reasonably acceptable to the School District, evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement, entitling the School District to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the School District by certified mail, return receipt requested.

G. No Waiver of Tort Immunity Defenses. Nothing contained in this Agreement, or in any other provision of this Agreement, is intended to constitute nor shall constitute a waiver of the defenses available to the School District under the Illinois Local Governmental and Governmental Employees Tort Immunity Act, with respect to claims by third parties.

H. Relationship of the Parties: No Third-Party Beneficiaries. Nothing in this Agreement shall be construed to consider any Party or its respective employees, volunteers, or agents as the agents or employees of any other Party. Nothing contained in or done pursuant to this Agreement shall be construed as creating a partnership, agency, joint employer, or joint venture relationship between the School District and the BGCNWS. No Party shall become bound, with respect to third parties, by any representation, act, or omission of the other Party. No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the School District.

I. Notices. Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, registered or certified mail, postage prepaid, addressed:

If to the BGCNWS: CEO 20 S. Grove St., Suite 201 Carpentersville, IL 60110	If to the School District: Superintendent 2550 Harnish Drive Algonquin, IL 60102

J. No Assignment. No Party may assign any rights or duties under this Agreement without the prior express written consent of the other Party.

K. Successors. This Agreement shall be binding upon the successors of the Parties' respective governing boards.

L. Entire Agreement. This Agreement shall constitute the entire agreement of the Parties hereto with respect to the CLC Program and activities hereunder, and this Agreement supersedes any prior agreements and understandings, whether written or oral, formal, or informal.

M. Amendments. This Agreement may not be amended except by means of a written document signed by authorized representatives of the Parties.

N. Construction. The provisions of this Agreement have been negotiated, written, and reviewed by the Parties in consultation with legal counsel. None of the provisions of this Agreement shall be construed against a Party merely because that Party was or is the principal drafter.

O. Captions. The captions of this Agreement are for convenience only and are not to be construed as part of this Agreement and shall not be construed as defining or limiting in any way the scope or intent of the provisions of the Agreement.

P. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

Q. Compliance with Laws. The BGCNWS shall comply with all applicable local, county, State, and federal laws and regulations, including, without limitation, those regarding the provision of recreational and enrichment programs, facilities, and student confidentiality.

R. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes shall be the Circuit Court located in McHenry County, Illinois, or the federal district court for the Northern District of Illinois.

S. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

T. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute an original, but altogether shall constitute the same Agreement.

U. Authority to Execute.

1. School District. The School District hereby warrants and represents to the BGCNWS that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

2. BGCNWS. The BGCNWS hereby warrants and represents to the School District that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

V. Effective Date. This Agreement shall be deemed dated and become effective on the date the last of the Parties signs as set forth below the signature of their duly authorized representatives.

Boys & Girls Clubs of the Northwest Suburbs

_____ _____

Tammy Kerr – Chief Operations Officer Date

Community Unit School District 300

_____ _____

Dr. Martina Smith – Superintendent Date

EXHIBIT A

Description of the School District Property

The following schools are subject to the Agreement:

Carpentersville Middle School

Dundee-Crown High School

Golfview Elementary School

Lake in the Hills Elementary School

Lakewood Elementary School

Meadowdale Elementary School

Parkview Elementary School

Perry Elementary School

EXHIBIT B

Schedule

[To be approved by the Superintendent and CEO]

EXHIBIT C

Waiver, Release, Indemnity, and Hold Harmless

We, the undersigned parents/guardians of _____(the "Student"), a student in Community Unit School District 300 (the "School District"), hereby give our full permission for the Student to participate in the Boys & Girls Clubs of the Northwest Suburbs (the "BGCNWS") 21st century Community Learning Center program (the "CLC Program") in facilities and/or schools owned by the School District. We understand that this is a voluntary activity, and is solely provided, supervised, and sponsored by the BGCNWS and not by the School District. Further, we acknowledge that the School District has no responsibility for such activity and that the School District will not provide supervision.

For and in consideration of the School District permitting the Student to participate in programs conducted by the BGCNWS, we hereby waive, release, and warrant that we shall not bring any claim, by lawsuit or otherwise, against the School District, its Board of Education or its members, officers, employees, agents, and volunteers directly or on behalf of the Student or any other person in connection with the Student's participation in the CLC Program. By signing below, the Student has joined in this agreement, commitment, waiver, release, and acceptance of responsibility.

We further agree to indemnify and hold harmless the School District, its Board of Education and its members, officers, employees, agents, and volunteers (the "Indemnitees") from any claim, loss, or expense whatsoever, including without limitation reasonable attorneys' fees, brought against or suffered by any of the indemnitees due to any injury or loss suffered by the Student or us in connection with the Student's participation in the CLC Program, or as a result of the Student's acts or omissions in connection with this participation, or arising out of a claim directly or indirectly related to this participation brought by any other person and arising out of the Student's acts or omissions.

If any term, covenant, condition, or provision of this waiver, release, indemnity and hold harmless is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

Parent/Guardian Name:

_____

Parent/Guardian Signature: _____ Date: _____

Student First Name: _____ Student Last Name: _____

School: _____Grade level: _____ ID#: _____

EXHIBIT D

CLC Program Specifics

A. BGCNWS Responsibilities. BGCNWS will provide the following for the CLC Program:

- Direct program administration and operational oversight.
- Hiring/training of all necessary personnel for the site's operation all of whom will be subject to School District administered criminal background checks.
- The BGCNWS will collaborate with the School District in the hiring decision of the CLC Program Site Director.
- On-site program supervision.
- Tracking of enrollment, program participation.
- Purchasing/managing necessary supplies and materials needed for program operation.
- Program recruitment activities and enrollment, in collaboration with the School District.
- Data-gathering including specific evaluation data-gathering required of the CLC Program.
- Shared program planning based on the proposed services, in collaboration with the School District.
- Transportation, including daily trips home from the school site.
- Use of BGCNWS facilities as needed to enhance the CLC Program and hold special activities during times school space is not available.
- Shared use of BGCNWS club equipment and staffing resources.
- Fiscal oversight, including bookkeeping/accounting and fiscal reporting services.
- Training of site leadership and overall training goals.
- All required programmatic and fiscal reporting to the Illinois State Board of Education.
- Boys & Girls Clubs of America program curriculums.
- Technical assistance in all programmatic and fiscal areas.
- Evaluation services and oversight of data-gathering activities.
- Compliance responsibilities.

B. School District Responsibilities. The School District will provide the following for the CLC Program:

- In accordance with the governing agreement, provide space in School District facilities for the CLC Program. The school district will provide a minimum of 3 classrooms in addition to space for physical fitness and food service.
- Shared use of the following school equipment and supplies: school-issued laptops, as well as additional educational resources mutually deemed beneficial for academic enrichment activities.
- Collaboration and assistance in specific data-gathering efforts related to evaluation, such as collection of teacher surveys.
- After-school snacks provided through the USDA food program operated by the specific School District school for students attending the program.
- Collaboration of school staff in planning and implementation of programs, including the involvement of the school's curriculum specialists in identifying appropriate academic improvement tools to enhance the school day curriculums; assignment of a lead staff person as CLC liaison for the School District school; establishment of regular meeting schedules for sharing information; collaboration on parent services through involvement of the school's parent liaison, involvement in school activities to assist with recruitment, etc. Payment will be made by BGCNWS to D300 for the lead staff person for the school CLC liaison role defined above as mutually determined by the BGCNWS and the School District in writing.
- Providing and/or helping recruit teachers, as either employees of the School District or contractors to and paid by BGCNWS, to provide tutoring and academic support services as defined and agreed in the program plan. BGCNWS shall reimburse the School District for all expenses related to this bullet monthly from the proceeds of the Grant, or directly pay the teachers as mutually determined by the BGCNWS and the School District in writing.

C. Mutual Responsibilities.

- The CLC Program Director and respective School Principal will meet at least monthly to discuss CLC Program implementation, student progress, and challenges.
- A representative of the School District and the BGCNWS will confer at least quarterly to assess progress of CLC Program objectives, modify the CLC Program plan, if necessary, promote participation of CLC Program partners and develop and implement the CLC Program's sustainability plan.
- The School District and the BGCNWS will work together to endeavor to sustain the CLC Program after the expiration of the Grant.

D. Coordination of Academic Activities

- The CLC Program Site Director, the school site's CLC Liaison and the School Principal, or their designated lead staff person, will lead the linkage between the school-day and the CLC Program.
  - The CLC Liaison will be a certified teacher, compensated by BGCNWS.
- Communication and collaboration between the school-day and after-school program will be accomplished through attendance of the CLC Program Site Director at agreed upon school staff meetings, such as curriculum meetings and teacher staff meetings, and the CLC Program Site Director's inclusion in school committees and activities.
- The BGCNWS's Academic Coordinator will lead the alignment efforts of the academic portion of the CLC Program, under the supervision of the CLC Program Site Director and in consultation with the CLC Liaison and School Principal or their designee.
- The BGCNWS Academic Coordinator will also work closely with teachers, the CLC Program Site Director, and site staff on school learning goals, student achievement and learning tools; help support specific learning goals of targeted students and files of academic information on enrolled youth; plan the schedule for the academic portion of the CLC Program; support lesson plans and prepare learning tools tied to state learning standards and monitor academic progress.
- Together, teachers employed/compensated by the BGCNWS and compensated under the CLC grant and CLC Program site staff will review student progress, under the leadership of the CLC Program Site Director, assisted by the BGCNWS Academic Coordinator and working in collaboration with CLC Liaison.
- Teachers employed by the CLC Program and compensated under the CLC grant will share curriculum plans and collaboratively plan after-school activities that complement and reinforce school-day learning. CLC and school day staff will hold joint in- services on homework assistance, skill-building, positive youth development facilitated by the BGCNWS Academic Coordinator. School staff will work with parents and the BGCNWS to recruit students for the CLC The School District and the BGCNWS will collaborate on student transportation plans.

E. Student Selection. Students will be chosen for the CLC Program in the following manner:

- Each participating school will work with BGCNWS and D300 Admin to provide data following Exhibit E.
- The list will be shown to a team of school staff recommended by the Principal, including the family school liaison. Based on their knowledge of specific youth and their families' situations, the group will also list other known needs of the targeted students.
- This team will then prioritize which students will be in the first tier targeted for enrollment, based on the targeted number of youths to be served, indicating that those students have multiple academic needs (both reading and math weaknesses, and potentially others), along with other family and neighborhood risk issues such as family poverty, neighborhood crime, etc.
- The CLC Program Director will work with a designated School District staff person assigned by the School Principal, to provide information on the program to targeted students and communicate with their families.
- BGCNWS administration will agree to take a CUSD 300 data privacy course to develop an understanding implication of student data.

F. CLC Program Advisory Committee. The BGCNWS will form a CLC Program advisory committee with representation from each school site, school administration, faculty, and staff, a BGCNWS representative, parents, and community partners to ensure goals are met. The advisory committee shall meet at least quarterly, give direction, incorporate evaluation outcomes for continuous program improvement, and help plan family activities, and assist with sustainability.

EXHIBIT E

Data Sharing Requirements

A. BGCNWS Data Collection. The BGCNWS will manage data-gathering plans as part of its management of the CLC Program site. The BGCNWS will gather data daily by, which it will track enrollment, demographics, attendance, and participation of students and parents. On a monthly basis, data on attendance and participation will be provided to the School District, and relevant school. In the spring, site staff, under the leadership of the CLC Program Site Director and with the assistance of the Academic Coordinator, will implement the data gathering plan, which indicates start dates of February 1st for beginning the process of data collection, starting with planning meetings, and continuing through actual data collection of teacher and youth surveys by May 20th each year. Teacher meetings will be utilized to describe to teachers the need for and distribution and collection plan for surveys. All student report cards will be collected by the Academic Coordinator working with the CLC Program site director and School Principal or their designee and will be turned into the BGCNWS by June 30th. Subject to this Exhibit, the School District will provide the ISAT scores in early fall by to the Academic Coordinator, when released, and to the BGCNWS by September 30th, if available. Reports on the evaluation results will be provided to the School Principal, Superintendent and the CLC Program Site Director by November 30th.

B. School District Data. As used in this Exhibit, "School District Data" includes:

- "Personally Identifiable Information" and "Education Records" of students as defined in regulations implementing the Family Educational Rights and Privacy Act ("FERPA"), 34 C.F.R. § 99.3; and
- "School Student Records" as defined in the Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/2(d);
- All other non-public information, including student data, metadata, and user content, of the School District's students.
- As set forth in Section A above, it is contemplated that BGCNWS will have access to the following School District Data, provided the required consents contemplated in Section D below are completed. Information can be compiled by the School District and BGCNWS:
    - Student and parent names, student demographics, attendance, and participation in the CLC Program
    - Student report cards
    - ISAT scores
    - IEP/504
    - Behavior Plans
    - iReady and Istation scores and module progress
    - IAR

C. Compliance with Law. The BGCNWS agrees that all sharing, use, and storage of School District Data will be performed in accordance with all applicable Federal and State laws. The BGCNWS agrees that it will comply with all applicable laws and refrain from using School District Data in any way prohibited by any law, whether such requirements are specifically set forth in this Agreement. Applicable laws may include, but are not limited to, FERPA and ISSRA; SOPPA; the Protection of Pupil Rights Amendment ("PPRA"), 20 U.S.C. 1232 h; and the Illinois Children's Privacy Protection and Parental Empowerment Act ("CPPPEA"), 325 ILCS 17/1 et *seq.*

D. BGCNWS Use of Data. The BGCNWS may use and disclose the School District Data only for the purposes described in the Agreement and only in a manner that does not violate local, state, or federal privacy laws and regulations. The type of data and how it is to be used is set forth in Section B above and Exhibit E-1 to this Exhibit. Student IEP or 504 release to the BGCNWS requires the student's parent or guardian to complete the School District's Student Information Release Form attached as Exhibit E-4 and submitted to the school Principal. Upon receipt of the release form, the school Principal will submit the release form to the District Educational Specialist for processing. Prior to having access to School District Data, the BGCNWS shall obtain and provide to the School District a form in substantially the form of the consent form attached as Exhibit E-2 signed by the student's parent/guardian or student if 18 years or older.

E. School Officials Requirements. The BGCNWS acknowledges that it is acting and designated as a "school official" or "official of the school" with a "legitimate educational interest" in the School District Data as those terms are used in FERPA and ISSRA (a "School Official"). The BGCNWS agrees to abide by the limitations and requirements applicable to a School Official. The BGCNWS agrees it is performing an institutional service or function for which the school would otherwise use employees and is under the direct control of the school with respect to the use and maintenance of the School District Data. The BGCNWS agrees that it will use the School District Data only for authorized purposes and will comply with all limitations and requirements imposed on a School Official under FERPA and ISSRA, including the requirements that the BGCNWS: (1) collect and use School District Data only for the purpose of fulfilling its duties under

this Agreement and only for the benefit of the School District and its end users; (2) will not share, disclose, or re-disclose the School District Data to any third party or affiliate except as permitted by FERPA and ISSRA, otherwise authorized in writing by the School District, or pursuant to a court order; (3) will not use School District Data (including metadata) for advertising or marketing purposes unless such use is specifically authorized by this Agreement or otherwise authorized in writing by the School District.

F. Internal BGCNWS Disclosure. The BGCNWS attests that only individuals or classes of individuals who are essential to perform the work under the Agreement will have access to the School District Data and that those individuals and classes of individuals will be familiar with and bound by this Agreement and relevant law. The BGCNWS shall cause each officer, director, employee, subcontractor, and other representative who will have access to any School District Data during the term of the Agreement to comply with all legal requirements applicable to the School District Data, including but not limited to those outlined in this Agreement and under relevant law.

G. Data Return/Destruction. Upon expiration of the term of the Agreement, upon the earlier termination of the Agreement for any reason, at a time when some or all the School District Data is no longer needed for purposes of the Agreement, or upon the School District's request, the BGCNWS covenants and agrees that it promptly shall return to the School District all School District Data in the BGCNWS's possession and control. If return of the School District Data is not feasible or if the School District agrees, then the BGCNWS shall destroy the School District Data.

H. Data Breach. For purposes of this section, "data breach" means the unauthorized disclosure of data, unauthorized provision of physical or electronic means of gaining access to data that compromises the security, confidentiality, or integrity of School Student Data, or other unauthorized access, alteration, use or release of School District Data, as well as any other circumstances that could have resulted in such unauthorized disclosure, access, alteration, or use.

i. In the event of a data breach, the BGCNWS agrees to the following: (1) notify the School District by telephone and email within the most expedient time possible and without unreasonable delay, but no later than 24 hours after the determination that a breach has occurred; (2) at the time notification of the breach is made, provide the School District with the name and contact information for an employee of the BGCNWS who shall serve as the BGCNWS's primary security contact; (3) assist the School District with any investigation, including interviews with BGCNWS employees and review of all relevant records; (4) provide the School District within the most expedient time possible and without unreasonable delay, and in no case later than fifteen (15) days after notification to the School District that a data breach occurred, the number of students whose covered information is involved in the breach; the date, estimated date, or estimated date range of the breach; a description of the covered information that was compromised or reasonably believed to have been compromised in the breach; and contact information for the person who parents/guardians may contact at the BGCNWS regarding the breach; and (5) assist the School District with any notification the School District deems necessary related to the security breach. The BGCNWS agrees to comply with the terms of this Section regardless of whether the misuse or unauthorized release of School District Data is the result of or constitutes a material breach of this Agreement.

ii. The BGCNWS shall not, unless required by law, provide any notices except to the School District without prior written permission from the School District.

I. Data Breach Indemnification. The BGCNWS shall reimburse and indemnify the School District for all costs imposed on the School District or reasonably undertaken by the School District at its discretion associated with a data breach, including but not limited to reimbursement of costs associated with notifying individuals whose information was compromised and notifying required regulatory agencies; fees paid to provide credit monitoring to impacted individuals; legal fees, audit costs, fines, and any other fees or damages reasonably undertaken by or imposed against the School District as a result of the security breach; and any other notifications, legally mandated responses, or responses reasonably undertaken by the School District in response to the breach.

EXHIBIT E-1

School District Data

Data Requested	Why data is needed for members	How will staff use the data	Who is responsible for gathering and compiling the data?	When will the data be requested and collected?
Attendance	Student attendance is directly related to student performance. School attendance for BGCNWS members identifies which members need encouragement to improve their school attendance. BGCNWS will require attendance data as documented on the student's report cards, specifically number of days absent.	The data will be used to identify which students are not attending school on a regular basis. Steps, such as encouragement, discussions with parents, and assistance in troubleshooting obstacles that hinders attendance can be brought into focus.	BGCNWS Site director will request the data from the building level registrar.	When reports cards are processed (quarterly unless the School District changes its reporting schedule).
Behavior	Student behavior in the classroom and during the school day is often witnessed by BGCNWS during the after-school program. Consistency in addressing the behaviors allows for the greatest positive changes. By understanding member's challenging behaviors during school and understanding the methods used to redirect (such as behavior charts, incentives/rewards, language/verbiage used), BGCNWS can model these same behavior changing methods to allow for consistent guidance for the members.	Staff will use the behavior data to understand a member's challenges. By understanding them, BGCNWS staff will be able to create an environment that is better suited for the member and use techniques that are successful in the classroom. For example, if the member has outbursts during transitions, techniques can be shared and implemented ahead of time, thus avoiding a member outburst. BGCNWS practices positive reinforcement and will only use the data to help the member have better outcomes. Data will never be used to shame, or diminish a member's sense of self. Data will be kept confidential from other members and only shared with staff working directly with the member.	BGCNWS Site director will request the data from the school's Principal.	Requests for student behavior plans and strategies for improvement will be requested as needed. BGCNWS will attempt to limit requests for this data only during monthly Principal/BGCNWS meetings unless a student's behavior requires immediate attention.

Data Requested	Why data is needed for members	How will staff use the data	Who is responsible for gathering and compiling the data?	When will the data be requested and collected?
iReady and Istation	One of the 21st CLC grant objectives is increasing academic performance by 10%. Because semester and annual grades may not fluctuate much and do not offer a detailed picture of student strengths and deficiencies, a method for capturing measurable academic growth is needed, iReady and Istation identify specific areas in math and ELA that the community learning center can design programs to support member growth and increase performance. BGCNWS will require overall student scores and all domains to identify specific areas to focus.	Staff will use the data to identify what level members are and which members need the most help with math and reading. BGCNWS staff can spend extra time with these members to work on their skills. BGCNWS can also match members who need support with teachers who are trained in math and ELA to further help these members during after school hours. Furthermore, BGCNWS can motivate and incentivize members to put in more effort and time to perform better on iReady using prizes, rewards, moral support, etc.	D300 Central Office.	After each benchmark period (which is currently 3 times a year): October 31, February 28, and June 1.
IAR (or similar)	The 21st CLC grant is designed to support student academic growth and Improvement. BGCNWS after school program, funded by 21st CLC, is intended to support the school in making gains in student academic performance. IAR is the measurement that ISBE uses to assess a school's performance. The scores will be used to measure BGCNWS impact on supporting the goal of improving the school and student's performance.	This measurement will be used for grant reporting purposes.	D300 will identify.	Once a year when data is available.

Data Requested	Why data is needed for members	How will staff use the data	Who is responsible for gathering and compiling the data?	When will the data be requested and collected?
Quarterly grade reports	Grade reports are the standard measurement required for 21st CLC grant reporting. This measurement is required to track students who are funded by the grant.	This measurement will be used for grant reporting purposes.	D300 will identify.	Quarterly.
IEP/504	An IEP outlines specific items needed to support a student to achieve positive outcomes. BGCNWS wants the same positive outcomes for the student while at Club. Some students may require support identified in an IEP. Some supports such as strategies for communication, or scheduling student breaks are strategies that can help a student be successful at Club.	IEP data will only be requested on a case-by-case, as-needed basis. IEP data will be used to support a member to have the most positive experience at Club as possible. BGCNWS understands the confidentiality of an IEP and the information within will only be shared with staff who directly work with the member.	The Club member/student's legal guardian will be required to fill out the D300 Release of Information Form (Exhibit E-4) and indicate BGCNWS is allowed to receive a copy of the student's IEP. Once the form is received, the BGCNWS Site Director will turn in the release form to the School Principal. The Principal will turn in the form to the Education Specialist to process.	IEP data will only be requested on a case-by- case, as-needed basis.

EXHIBIT E-2

Student Data Sharing Consent Form

I hereby give permission to the staff at _____
School Name

To issue and share the information listed below for _____
Student's First and Last Name

Student's ID Number: _____

Permission is hereby authorized for the Boys and Girls Club of Dundee Township to obtain the following information:

- Student Attendance
- Student Grades
- Student Behavior Plan
- Student assessment scores including iReady, Istation, IAR, or other math, language arts, social science, or science assessments
- Student ID/ISBE #
- Student parent or guardian contact information including address, email, employer, and contact numbers
- Free or reduced lunch status

Student's Signature (if 18 or older) _____

Date _____

Parent/Legal Guardian's Signature _____

Date _____

EXHIBIT E-4

D300 Student Information Release Form

Community Unit School District 300
2550 Harnish Drive
Algonquin, IL 60102
P – 847-551-8300 F – 847-551-8433

Authorization for Use and Disclosure of Protected Health Information and Education Records

Patient/Student Name: _____ Date of Birth: _____

I hereby authorize: _____

_____

_____

_____

To disclose protected health information and/or educational records to (include first and last name):

_____

_____

_____

_____

For the purpose of: _____

The receiving/sending agency or person shall agree to comply with the provisions of the Family Educational Rights and Privacy Act as it relates to the indicated records. I have been advised as to my rights to inspect, copy and challenge the contents of the records that are to be released and to limit consent to designated records or designated portions of information within the records. I further realize that I can revoke authorization for release at any time. This release is valid for one year from date signed.

Pertinent information within the initialed areas is sought:

Students Temporary Records

____ Psycho-educational Records
____ Special Education Files
____ Anecdotal Records
____ Disciplinary Record
____ Social History
____ Other

Outside Agency Records

____ Intake/Discharge Summaries
____ Medical Records
____ Diagnostic Information
____ Developmental Records
____ Psychological/Psychiatric
____ Other (Includes IDPH request to review Vaccines)

_____ _____
Parent/Guardian Signature Date

_____ _____
Witness Signature (Required to release Mental Health Records) Date

_____ _____
Student Signature (Required if student is 12 years or older) Date

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: **July 24, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Joe Sieczkowski, Director of CTE, Pathways, and College & Career Readiness

Presented at the following Board Meetings	Date
Board Operations Committee	
BOE 1st Reading	8/12/2025
BOE 2nd Reading	8/12/2025

SUBJECT: **Work-Based Learning Program MOU**

Background

The Alignment Collaborative for Education, otherwise known as Alignment, is a non-profit organization supporting School District U-46, Central School District 301, and Community Unit School District 300. D301 and D300 are completing their second year as formal partners with Alignment as part of efforts to expand this work regionally. For the 2025-2026 school year, St. Charles School District 303 is also joining, therefore all four school districts in our region will be collaborating with Alignment starting this summer.

Over the past two years, this partnership has provided District 300 students with significant work-based learning opportunities. In the summer of 2024, 26 students participated in paid internships, a number that increased to 63 students in the summer of 2025, which resulted in students earning a combined $80,100 for those that participated through this program. Student engagement in virtual resume workshops grew from 85 in the spring of 2024 to 1,241 in the spring of 2025. Attendance at the Alignment Regional Job Fair also rose from 81 D300 students in 2024 to 150 in 2025.

The proposed Memorandum of Understanding (MOU) will continue D300's representation on Alignment's boards and committees. In return, Alignment commits to hosting D300 students at various events including but not limited to the virtual resume workshop, regional job fair, and providing a minimum of 30 paid summer internships in 2026 with a $600 minimum stipend per student. Alignment will reimburse D300 $1,000 for each internship slot not filled under this agreement.

Administrative Recommendation

The recommendation of the administration is to approve this MOU.

Fiscal Impact

There is an additional $10,000 being requested by Alignment due to increasing the number of paid internships from 25 to 30 as a minimum and the additional operational expenses related to this. The total cost to the District is $55,000 for the 2025-2026 school year.

Memorandum of Understanding

Alignment Collaborative for Education and Community Unit School District 300

June 4, 2025

The Alignment Collaborative for Education (Alignment) will provide work-based learning assistance as part of the 2025-26 school year as requested by Community Unit School District 300 (District 300). The agreement will be in effect from September 1, 2025, to July 31, 2026.

The scope of work will include providing work-based learning services related to assisting juniors and seniors enrolled in career technical education programs in connecting with employers as part of Alignment's annual regional job fair in Spring 2026. Alignment will also assist in helping place interns during the school year specifically in healthcare settings with the option to consider other industry placements as identified during the school year. These internships during the school months will most often be unpaid opportunities with students receiving release time from the school's daily schedule to participate.

District 300 is also invited to participate in the summer internship program offering students paid opportunities in various industry clusters with preference given to students entering their senior year in August 2026. These opportunities are competitive with students required to complete an application to include a detailed resume along with interview requirements met. Alignment will also continue its engagement with District 300 as part of the Educational Pathways and Teacher Pipeline A Team events and programs during the 2025-26 school year.

Students participating in the job fair and the summer internship program will also have access to resume preparation and interview skills workshops administered by Alignment during the Spring Semester 2026 prior to the summer internship application opening date in March and the job fair. Alignment will offer these sessions in a virtual format so that students and teachers can access these opportunities during the school day. Alignment may offer additional sessions after school based on the needs of the high schools.

District 300 - Contribution of Human Resources:
Alignment is requesting that District 300 have representation on its Governing and Operating boards that each meet six times per year. The Governing Board representative will be the District 300 Superintendent consistent with participation from other school districts. The Operating Board representative of District 300 will be the District 300 Director of CTE, College Pathways, and College & Career Readiness. District 300 is also asked to identify individuals that will be mutually beneficial to the work of the Educational Pathways and Teacher Pipeline A Team composition. Those teams will meet monthly during the school year.

As part of this engagement and collaboration, District 300 will assist in growing Alignment's partnership base to grow resources from the District 300 region to support work-based learning

opportunities specific to increasing internships opportunities and employer representation at the job fair. Alignment expects to continue to see partnerships grow during the 2025-26 school year bringing additional human and financial resources to the collaborative.

District 300 – Contribution of Financial Resources:
For the 2025-2026 school year, District 300 will agree by September 1, 2025, to contribute $25,000 toward Alignment's operating cost. Alignment will invoice District 300 for the operating support at the time the MOU is approved by all parties with payment expected to be received no later than September 1, 2025. In addition to the $25,000, District 300 will allocate from its regional CTE budget or other fund source, $30,000 to offer internship opportunities to a minimum of 30 District 300 students to include those placed during the school year and those students placed in the paid summer internship program beginning in June.

Stipends to students for the 60-hour summer internship experiences will be administered by Alignment and paid directly to the student. Alignment may also have some District 300 students placed in summer long internship assignments beyond the 60 hours based on student preferences and the selection process. District 300 will be asked to continue to assist in recruiting these internship experiences above existing summer internship offerings that already exist within Alignment's work-based learning opportunities as of Summer 2025.

District 300 will also need to be actively involved with a specific point of contact during the summer in helping manage student communications and performance during the time the students are assigned to the industry settings. Internship funding will need to be received from District 300 no later than May 15, 2026, assuming the minimum number of placements have been offered. If for any reason the 30 student placements are not offered by that date, Alignment will reduce the number of placements, and the amount charged based on the number of placements confirmed.

All District 300 students offered an internship will complete a W-9 prior to beginning the internship with Alignment. Alignment will then award the stipend at the completion of the internship. Any student completing a portion of the internship, but not the full 60 hours, will receive a prorated amount for the hours completed.

All students completing the 60-hour internship and receiving a minimum stipend of $600 will receive a Form 1099 by January 31, 2027. If the District 300 student accepts an internship that is fully paid by the hosting business or organization that Alignment has recruited, that internship will be considered as part of the 30 internships committed by Alignment.

Additional Provisions

Dispute Resolution: The Parties shall negotiate in good faith to resolve any dispute that may arise under this Agreement or concern with a student placement. Upon receipt of written notice from the other party of a desire to discuss a dispute or concern, the parties shall meet

within 14 days to discuss the dispute or concern and make good faith efforts to resolve it.

Criminal Background Check. Alignment shall make its employees who will work directly with students pursuant to this agreement available to District 300 for a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. Additionally, Alignment shall use best efforts to facilitate volunteers who will work directly with students pursuant to this agreement to be available to District 300 for a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any employee or volunteer works directly with any student. Notwithstanding same, those individuals employed by community organizations and public and private businesses shall not be considered volunteers for purposes of this Section.

Given that the parties acknowledge that requiring employers to subject all employees to criminal background checks is not feasible or practical, a waiver will be executed for each student that will be deployed in offsite locations outside of school properties where there are no district personnel present. This waiver must be signed by the student if 18 or older. Students under 18 will be required to have a parent, and/or guardian sign the waiver on their behalf. For purposes of this MOU and the scope of work outlined on page 1, it will only apply to students in internship settings. All other services provided by Alignment will require that District 300 personnel be present.

An example waiver is provided in Appendix A. Alignment recommends that the waiver be developed by Northern Kane County Region 110 and adopted by all school districts in the region for consistency and simplification of communications with parents or guardians. This waiver will need to be approved by September 1 aligning with the start date of this agreement. It will be the responsibility of District 300 to administer this waiver to its students, parents, and/or guardians ensuring that signed copies are complete and on file for each intern deployed to off-site locations without school personnel present before work-based learning experiences begin.

Faith's Law. Alignment certifies that Alignment has complied with all employment history review and other obligations of 105 ILCS 5/22-94. Upon request of District 300, Alignment agrees to promptly disclose all records, information and determinations related to Section 22-94 employment history review for each of its employees or independent contractors.

Confidentiality. Alignment shall comply with the relevant requirements of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 *et seq.*), regarding the confidentiality of student "education records" as defined in FERPA and "school student records" as defined in ISSRA. Any use of information contained in student education records to be released must be approved by District 300. To protect the confidentiality of student education records, Alignment will limit access to student education records to those employees who reasonably need access to them to perform their responsibilities under this Agreement.

Insurance. During the term of this Agreement, Alignment, agrees to carry and maintain the following insurance coverage:

1. Comprehensive general liability and property damage insurance, insuring against all liability of Alignment related to this Agreement, with a minimum combined single limit of One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000) general aggregate;
2. Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for Alignment's respective employees; and
3. Cyber liability/identity theft insurance with a combined limit of One Million Dollars ($1,000,000) per claim and One Million Dollars ($1,000,000) general aggregate.

All insurers shall be licensed by the State of Illinois and rated A+-VII or better by A.M. Best or comparable rating service. Alignment shall provide District 300 with certificates of insurance and/or copies of policies reasonably acceptable to District 300 evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling District 300 to terminate this Agreement immediately.

Mutual Indemnification and Hold Harmless. To the fullest extent permitted by law, each party to this Agreement—Community Unit School District 300 ("District 300") and Alignment Collaborative for Education ("Alignment")—agrees to indemnify, defend, and hold harmless the other parties and their respective Boards of Education or Governing Boards, officers, members, administrators, employees, and agents (collectively, the "Indemnitees") from and against any and all claims, damages, liabilities, losses, costs, and expenses (including reasonable attorneys' fees) arising out of or resulting from (1) any negligent or wrongful acts or omissions of the indemnifying party, its officers, employees, agents, subcontractors, or representatives in the performance of its obligations under this Agreement (2) either party's breach of the Agreement, or (3) either party's violation of law. This mutual indemnity shall not apply to the extent that a claim, damage, liability, or loss is caused by the negligent or wrongful act or omission of an Indemnitee. Each party's obligation to indemnify and hold harmless the other parties shall survive the expiration or termination of this Agreement. Nothing in this section shall be construed to waive any immunities or defenses available to any party under applicable law, including the Illinois Tort Immunity Act.

Termination. Notwithstanding any other provision hereof, District 300 and/or Alignment may terminate this agreement at any time upon 30 days prior written notice to either party.

Amendment. No amendment or modification to this agreement shall be effective unless

and until the amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

Governing Laws. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Kane County, Illinois, or the federal district court for the Northern District of Illinois.

No Waiver. The failure of either party to insist upon the performance of any of its terms and conditions, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but they shall continue and remain in full force and effect as if no waiver had occurred.

Entire Agreement. This Agreement constitutes the entire agreement between the parties to this agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral relating to the subject matter of this Agreement.

Authority to Execute. Each individual signing this Agreement on behalf of the entity that constitutes District 300 and Alignment, represents, and warrants that the individual is duly authorized to execute and deliver this Agreement on behalf of the entity, and that this Agreement is binding on District 300 and Alignment, as the case may be, in accordance with its terms.

Effective dates of the agreement to continue the partnership:

The effective dates of this agreement are September 1, 2025, to July 31, 2026. Alignment and District 300 will evaluate the outcomes achieved in July 2026 and decide prior to August 1 to construct a subsequent MOU for the 2026-27 school year if both partners wish to continue the agreement.

Alignment and District 300 commit to this agreement as an opportunity to provide greater work-based learning services to students as they prepare to become the region's future workforce.

Approvals:

Community Unit School District 300 signatures and date:

_____

Dr. Martina Smith, Superintendent, Date

_____

Joseph Sieczkowski, Director of CTE, Pathways and College & Career Programs, Date

Alignment Collaborative for Education signatures and date:

_____

Bill Wright, Governing Board Chairman, Date

_____

Nancy Coleman, Executive Director, Date

Exhibit A

Waiver and Release

WAIVER AND RELEASE OF ALL CLAIMS

COMMUNITY UNIT SCHOOL DISTRICT 300
ALIGNMENT COLLABORATIVE FOR EDUCATION
NORTHERN KANE COUNTY VOCATIONAL REGION 110
SCHOOL DISTRICT U-46
CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301
ST. CHARLES COMMUNITY UNIT SCHOOL DISTRICT 303

Participant: _____

Work-Based Learning Opportunity Description: (Attached)

As the parent or legal guardian of the above-named minor, I give authorization for said minor to participate in the work-based learning opportunity described in the Work Based Learning Opportunity Description (the "Work-Based Learning") through Community Unit School District 300 ("D300"), Alignment Collaborative for Education ("Alignment"), Northern Kane County Vocational Region 110 ("Region 110"), School District U-46 ("U-46"), Central Community Unit School District 301 ("CUSD 301"), and St. Charles Community Unit School District 303 ("CUSD 303") (collectively the "Participating Districts and Partners"). Specifically, I provide authorization for said minor to engage with employers facilitating job shadow experiences for students ("Employer"). I acknowledge the educational benefit the above minor will receive from Work-Based Learning, that the Participating Districts and Partners have no obligation to provide Work-Based Learning to my student, and that part of the consideration for allowing my student to participate is that I agree to the terms in this Waiver and Release of All Claims.

I recognize and acknowledge that there are certain risks of physical injury and even death associated with the above-named minor's participation in the Work-Based Learning, and I agree to assume the full risk of any injuries, damages, or losses which I or my student may sustain as a result. I confirm that the above-named minor is covered by health insurance.

Additionally, I acknowledge that employees hired by and working for the Employer have not completed a criminal background check normally required of School District employees and that the Participating Districts and Partners cannot guarantee that the Employer has provided its own background checks. Further, the Participating Districts and Partners will not provide direct supervision of said minor during much of the time the minor is on the Employer's premises.

I do hereby fully release, hold harmless, and discharge the Participating Districts and Partners, including their respective Boards, Board members, officers, agents, servants, independent contractors, and employees (collectively the "Indemnitees") from any and all claims for injuries, damages, or losses which the above-named minor or I may have or which may accrue while participating in the Work-Based Learning.

I further agree to release from liability, indemnify, hold harmless, and defend the Indemnitees from any and all claims resulting from injuries, damages, and losses, including death, sustained by the above-named minor or myself and arising out of, connected with, or in any way associated with the Work-Based Learning.

In the event of a medical emergency, I give my permission to a representative of any of the Participating Districts and Partners or a representative of the Employer to act on the above-named minor's behalf. If medical attention is necessary, I understand that I am responsible for all bills associated with treatment and will not hold any employee or agent of the Indemnitees liable for seeking medical treatment. The Participating Districts and Partners are not responsible for insuring me or my student against any injury or loss connected with the Work-Based Learning.

It is my express intent that this waiver and release shall bind me, my spouse, and the members of the student's and my family, heirs, assigns, and personal representatives and shall be deemed as a release, waiver, discharge, and covenant not to sue the Indemnitees. I assume responsibility for specifically alerting the Participating Districts and Partners to any medication that my student would require.

If any term, covenant, condition, or provision of this waiver and release is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated. I acknowledge that this waiver and release is governed by Illinois law (without reference to its conflict of law provisions) and the parties intend that this waiver and release be interpreted as broadly and inclusively as permitted by law.

I have read and fully understand the nature of the above Waiver and Release of All Claims.

Signature of Parent/Legal Guardian _____ Date _____

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO

DATE: July 22, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Colleen O'Keefe,
Chief Legal Counsel

Presented at the following Board Meetings	Date
Board Operations Committee	
BOE 1st Reading	7/22/2025
BOE 2nd Reading	8/12/2025

SUBJECT: **Review and approval of proposed revisions to Board policies**

Background

According to policy 2:240, *Board Policy Development,* "the Board will monitor its policies and consider whether any modifications are required." Policies with modifications are referred to as Draft Updates and policies under a five-year review are referred to as Review and Monitoring.

The following Board policies are presented to the Board for review:
2:260 *Uniform Grievance Procedure*
2:265 *Title IX Grievance Procedure*
4:15 *Identity Protection*
4:80 *Accounting and Audits*
5:10 *Equal Employment Opportunity and Minority Recruitment*
5:20 *Workplace Harassment Prohibited*
5:60 *Expenses*
5:100 *Staff Development Program*
5:180 *Temporary Illness or Temporary Incapacity*
6:60 *Curriculum Content*
6:150 *Home and Hospital Instruction*
6:235 *Access to Electronic Networks*
7:10 *Equal Educational Opportunities*
7:20 *Harassment of Students Prohibited*
7:50 *School Admissions and Student Transfers to and From Non-District Schools*
7:60 *Residence*
7:70 *Attendance and Truancy*
7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*
7:185 *Teen Dating Violence Prohibited*
7:190 *Student Behavior*
7:250 *Student Support Services*
7:255 *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*
7:270 *Administering Medicines to Students*
7:310 *Restrictions on Publications; Elementary Schools*
7:315 *Restrictions on Publications; High Schools*
7:340 *Student Records*

Administrative Recommendation

It is recommended to approve the revisions to Board policies as presented.

Fiscal Impact

None

Document Status: Draft Update

BOARD OF EDUCATION

2:260 Uniform Grievance Procedure

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or its agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or has a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 *et seq*.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX complaints governed by Board policy 2:265, *Title IX Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 *et seq*.
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq*.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq*. (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq*. (see also number 3 above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq*. (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff *et seq*.
16. Employee Credit Privacy Act, 820 ILCS 70/

Commented [OC1]: Citation/reference is updated throughout in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parent(s)/guardian(s)); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint under Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq*.), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time from the Superintendent.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall provide his or her written decision to the Complainant and the accused as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers[2]

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The ~~Nondiscrimination Coordinator also serves as the District's~~Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

Commented [OC2]: Language is updated to align with Title IX nondiscrimination policies.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, each of a different gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator, Title IX Coordinator, and the Complaint Managers.

Nondiscrimination Coordinator:

Colleen O'Keefe, Chief Legal Counsel
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

Title IX Coordinator:

Colleen O'Keefe, Chief Legal Counsel
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

Complaint Managers:

Eberto Mora, Assistant Superintendent of Human Resources
2550 Harnish Dr., Algonquin, IL 60102
Eberto.Mora@D300.org
847-551-8300
Everlean Dodson, Legal Coordinator
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

LEGAL REF.:

8 U.S.C. §1324a *et seq*., Immigration Reform and Control Act.

20 U.S.C. §1232g, Family Education Rights Privacy Act.

20 U.S.C. §1400, The Individuals with Disabilities Education Act.

20 U.S.C. §1681 *et seq*., Title IX of the Education Amendments; 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. §791 *et seq*., Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

42 U.S.C. §2000d *et seq*., Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e *et seq*., Title VII of the Civil Rights Act of 1964.

42 U.S.C. §2000ff *et seq*., Genetic Information Nondiscrimination Act.

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

42 U.S.C. §12101 *et seq*., Americans With Disabilities Act; 28 C.F.R. Part 35.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

5 ILCS 415/10(a)(2), Government Severance Pay Act.

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

410 ILCS 513/, Ill. Genetic Information Privacy Act.

740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

775 ILCS 5/, Ill. Human Rights Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:170 (Title I Programs), 6:260 (Complaints about Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

ADOPTED: February 10, 2003

REVISED: January 14, 2008; August 24, 2009; April 26, 2010, August 8, 2011; March 12, 2012; December 8, 2015; September 26, 2017; February 13, 2018; June 26, 2018; January 28, 2020; August 25, 2020; February 22, 2022; August 27, 2024

Document Status: Draft Update - Rewritten

BOARD OF EDUCATION

2:265 Title IX Grievance Procedure

Commented [OC1]: Policy is rewritten in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations.

~~Discrimination on the basis of sex, including sex-based~~ Sexual harassment~~,~~ affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from ~~discrimination on the basis of~~ sexual harassment is an important District goal.

The District does not discriminate on the basis of sex ~~and prohibits sex discrimination~~ in any of its education programs or activities~~y~~, and it complies with ~~that it operates, as required by~~ Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106), concerning everyone in the District's education programs and activities, including ~~against~~ applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment ~~Discrimination~~ Prohibited

Sexual harassment ~~discrimination~~ as defined in Title IX (Title IX Sexual Harassment ~~Discrimination~~) is prohibited. Any person, including a District employee~~,~~ or agent, or student ~~violates this prohibition whenever~~ , engages in Title IX Sexual Harassment when that person engages in conduct on the basis of ~~sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Title IX Sex Discrimination includes discrimination on the basis of~~ an individual's sex that satisfies one or more of the following:~~stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.~~

~~Sex-based harassment is a form of Title IX Sex Discrimination. Sex-based harassment occurs whenever a person engages in conduct on the basis of sex that satisfies one or more of the following:~~

1. A District employee~~, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly~~ conditions the provision of an aid, benefit, or service on an individual's ~~person's~~ participation in unwelcome sexual conduct; or
2. Unwelcome ~~sex-based~~ conduct determined by a reasonable person to be ~~that, based on the totality of the circumstances, is subjectively and objectively offensive and is~~ so severe~~,~~ ~~or~~ pervasive, and objectively offensive that it ~~limits or~~ denies a person~~'s~~ equal access ~~ability~~ to ~~participate in or benefit from~~ the District's educational program or activity; or

3. Sexual assault~~,~~ as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(11), domestic violence as defined in 34 U.S.C. §12291(a)(12), or stalking as defined in 34 U.S.C. §12291(a)(36)~~.~~

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

Definitions from 34 C.F.R. §106.230

Complainant means~~:~~ an individual who is alleged to be the victim of conduct that could constitute sexual harassment. ~~(1) a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination and who was participating or attempting to participate in the District's education program or activity at the time of the alleged Title IX Sex Discrimination.~~

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

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

~~*Complaint* means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.~~

Respondent means an individual ~~person~~ who has been reported to be the perpetrator of the conduct that could constitute sexual harassment ~~is alleged to have violated the District's prohibition on Title IX Sex Discrimination~~.

~~*Retaliation* means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a Complaint, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.~~

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the

Complainant or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

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

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

Making a Report

A person who wishes to make a report under this Title IX grievance procedure ~~policy~~ may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report ~~who receive information about conduct that reasonably may constitute Sex Discrimination under this policy shall promptly forward the report or information~~ to the Title IX Coordinator. An employee who fails to promptly make or forward a report or information may be disciplined, up to and including discharge.

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

Title IX Coordinator:

Name	Colleen O'Keefe, Chief Legal Counsel
Address	2550 Harnish Drive Algonquin, IL 60102
Email	TitleIX@D300.org
Telephone	847-551-8321

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Processing and Reviewing a Report or Complaint

Upon receipt of a report made under this ~~of conduct that reasonably may constitute~~ Title IX grievance procedure ~~Sex Discrimination~~, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the Complainant of the availability of supportive measures with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the Complainant the process for filing a *Formal Title IX Sexual Harassment Complaint*. ~~shall offer and coordinate supportive measures, as appropriate, for a Complainant.~~

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; ~~5:10, *Equal Employment Opportunity and Minority Recruitment;*~~ 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:10, *Equal Educational Opportunities*; 7:20, *Harassment of Students Prohibited*; 7:180*, Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action under those policies.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

~~The Superintendent or designee shall implement procedures to ensure the prompt and equitable resolution of all Complaints according to a grievance process that fully complies with . See the District's Title IX Complaint Grievance Process (Grievance Process) under administrative procedure 2:265-AP2, *Formal Title IX Complaint Grievance Process*.~~

When a Formal Title IX Sexual Harassment Complaint is filed, the Title IX Coordinator will investigate it ~~and make a determination regarding the outcome of the Complaint,~~ or appoint a qualified person~~(s)~~ to undertake the investigation ~~and make a determination regarding the outcome of the Complaint~~.

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

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual

harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.

2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant, Respondent,* or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
    a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
    b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the g~~G~~rievance p~~P~~rocess, to have engaged in sexual harassment ~~Title IX Sex Discrimination~~ will be subject to disciplinary action up to and including discharge. Any third party who is

determined, at the conclusion of the gGrievance pProcess, to have engaged in sexual harassment ~~Title IX Sex Discrimination~~ will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, at the conclusion of the gGrievance pProcess, to have engaged in sexual harassment ~~Title IX Sex Discrimination~~ will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment ~~Title IX Sex Discrimination~~ will likewise be subject to disciplinary action.

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

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*. ~~including peer retaliation, in its education program or activity. Any person should report claims of retaliation using this Board policy 2:265, *Title IX Grievance Procedure*.~~

Any ~~student, employee, or other~~ person ~~authorized by the District to provide aid, benefit, or service under the District's education program or activity~~ who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:200 (Terms and Conditions of Employment and Dismissal), 5:240 (Suspension), 5:290 (Employment Termination and Suspension), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

Adopted: August 27, 2024

Community Unit School District 300

Document Status: Draft Update

OPERATIONAL SERVICES

4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing,* as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board of Education. The Superintendent, or designee in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expenses, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent or designee shall arrange to have the District books and accounts audited by an independent certified public accountant designated by the Board of Education in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board of Education member and to the Superintendent.

The Superintendent or a designee shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent or designee shall review and discuss the Annual Financial Report with the Board before it is submitted.

Commented [OC3]: Added for clarity and to reflect current process.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the

District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of $~~5~~10,000[1] and have an estimated useful life greater than one year.

Commented [OC4]: Updated in response to a change in federal regulations.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition and, when permitted by the terms and conditions of the award, the retention of property acquired by the District under grant awards that comply with federal and State law.[2]

Commented [OC5]: Updated in response to federal regulations specified in 105 ILCS 5/5-22, and State awards governed by GATA.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of $1,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from ~~an~~ accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third party to audit internal controls in addition to the annual audit.

Commented [OC6]: Added for clarity and to reflect current process.

~~Care of Records~~

Commented [OC7]: Deleted outdated language to align with federal regulations.

~~The official minutes of the Board of Education and those financial records which become a part of the official audit may not be removed from the building where they rightfully belong except upon authorization of the Superintendent of Schools or the Board of Education.~~

~~Accounting~~

~~School District Accounting~~

~~a. The cash system of accounting shall be used for the school system and shall be conducted in accordance with the provisions of the School Code and rules and regulations prescribed by the ISBE and the State Superintendent of Education.~~
~~b. Responsibility for the accounting system financial statements shall rest with the Superintendent of Schools who, in turn, shall have discretion to delegate such duties to other members of the staff.~~
~~c.~~a. ~~School lunch programs, book rentals, athletics, and other projects for which District accounts are kept are considered as District projects under the control of the Board of Education.~~

LEGAL REF.:

2 C.F.R. §200 *et seq*.

30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 *et seq*.

105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-22.8 and 5/17-1 *et seq*.

23 Ill.Admin.Code Part 110 and 125.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

ADOPTED: February 13, 2012

REVISED: August 11, 2014; August 14, 2018; January 28, 2020; January 26, 2021; August 27, 2024

Document Status: Draft Update

GENERAL PERSONNEL

5:10 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; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of 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; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; 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 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 a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. 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

under Board policy 2:260, *Uniform Grievance Procedure*. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.[1]

Commented [OC8]: Revised due to updated Title IX regulations.

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

Nondiscrimination Coordinator:

Colleen O'Keefe, Chief Legal Counsel
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

Title IX Coordinator:

Colleen O'Keefe, Chief Legal Counsel
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

Complaint Managers:

Eberto Mora, Assistant Superintendent of Human Resources
2550 Harnish Dr., Algonquin, IL 60102
Eberto.Mora@D300.org
847-551-8300
Everlean Dodson, Legal Coordinator
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

The Superintendent shall also 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; 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §218d, Fair Labor Standards 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. §2000d *et seq*., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

42 U.S.C. §2000e *et seq*., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

42 U.S.C. §2000ff *et seq*., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000gg *et seq*., Pregnant Workers Fairness Act; 29 C.F.R. Part 1636.

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, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/, 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.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: February 10, 2003

REVISED: November 28, 2005, January 14, 2008, October 16, 2008, May 24, 2010, August 8, 2011; March 12, 2012; May 12, 2014; August 11, 2015; February 28, 2017; July 7, 2020; August 25, 2020; October 26, 2021; February 22, 2022; August 27, 2024; February 18, 2025

Document Status: Draft Update

GENERAL PERSONNEL

5:20 Workplace Harassment Prohibited

Commented [OC9]: All revisions are in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations.

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure;* 2:265, *Title IX Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

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

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

Making a Report or Complaint

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

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

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, Title IX Coordinator, and/or a Complaint Manager. An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure.* If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, ~~of the departments,~~ office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. ~~to contact with a report or complaint~~. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

Nondiscrimination Coordinator:

Colleen O'Keefe, Chief Legal Counsel
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

Title IX Coordinator:

Colleen O'Keefe, Chief Legal Counsel
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

Complaint Managers:

Eberto Mora, Assistant Superintendent of Human Resources
2550 Harnish Dr., Algonquin, IL 60102
Eberto.Mora@D300.org
847-551-8300
Everlean Dodson, Legal Coordinator
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

Investigation Process

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

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

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

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.*

For any other alleged workplace harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

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

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or Ill. Human Rights Act (775 ILCS 5/).

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

LEGAL REF.:

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

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

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

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

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Vance v. Ball State Univ., 570 U.S. 421 (2013).

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

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

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

Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

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

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

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: February 10, 2003

REVISED: October 16, 2008, May 10, 2010; October 15, 2013; August 11, 2015; February 13, 2018; June 26, 2018; July 7, 2020; August 25, 2020; February 22, 2022; February 28, 2023; August 27, 2024; February 18, 2025

Document Status: Draft Update

GENERAL PERSONNEL

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

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

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned

to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

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

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

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

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first

checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.

3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

2 C.F.R. §200.475[4].

Commented [OC10]: Legal references are updated.

30 ILCS 708/130, Grant Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Document Status: Review and Monitoring

GENERAL PERSONNEL

5:180 Temporary Illness or Temporary Incapacity

Temporary illness or temporary incapacity is an illness or other capacity of ill-being which renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The Board of Education's intent is that in no case will the employee who is temporarily disabled receive more than 100 percent of gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes an employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at District expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant if the examination is job-related and consistent with business necessity.

Commented [OC11]: The addition of medical practitioners is updated to match policies 5:30, 6:150, 7:100, 7:270, 7:300, 7:305.

LEGAL REF.:

42 U.S.C. §12101 *et seq*., Americans with Disabilities Act.

105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.

Elder v. School Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

School District No. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Document Status: Draft Update

INSTRUCTION

6:60 Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

   Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, including worker safety in those zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a

Commented [OC12]: Updated in response to 105 ILCS 5/27-24.1, amended by P.A. 103-944.

motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include educating students about behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
10. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) personal health habits~~components necessary to develop a sound mind in a healthy body~~, (d) dangers and avoidance of abduction, (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades and (f) ~~beginning in the fall of 2024,~~ in grades 6~~9~~-12, the dangers of fentanyl. The Superintendent shall implement a comprehensive health education program in accordance with State law.

Commented [OC13]: Updated for continuous improvement to more closely align with the Comprehensive Health Education Program (CHEP)105 ILCS 110/3.

Commented [OC14]: Updated in response to CHEP, 105 ILCS 110/3(e), amended by P.A. 103-810.

11. In all schools career/vocational education must be taught, including (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. In grades 6-12, students engage in career exploration and career development activities to prepare them to make informed plans and decisions about their future education and career goals. In grades 9-12, a College and Career Pathway Endorsement is awarded to students who meet the requirements for a specific endorsement area.
12. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
13. In grades 9 through 12, a unit of instruction about the process of naturalization by which a foreign citizen or foreign national becomes a U.S. citizen that includes content from the components of the naturalization test administered by the U.S. Citizenship and Immigration Services.
14. In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
15. In grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.

Commented [OC15]: 105 ILCS 5/10-20.84(a), added by P.A. 102-917 and renumbered by P.A. 103-154. Unless a board has opted out, career exploration and career development activities in grades 6-12 must be implemented by 7-1-25 in accordance with the model framework adopted by State agencies known as the PACE Framework.

Commented [OC16]: 105 ILCS 5/10-20.84(b) and (c), added by P.A. 102-917 and renumbered by P.A. 103-154; 23 Ill.Admin.Code Part 258.

16. In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
17. In all schools, environmental education ~~conservation of natural resources must be taught~~, including instruction on: (a) ~~home ecology~~the current problems and needs in the conservation of natural resources, and (b) ~~endangered species~~beginning in the fall of 2026, instruction on climate change, ~~(c) threats to the environment, and (d) the importance of the environment to life as we know it~~.
18. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovakians in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

    In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

19. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America,

Commented [OC17]: Updated in response to 105 ILCS 5/27-13.1, amended by P.A. 103-837, eff. 7-1-25; 23 Ill.Admin.Code §1.420(l). Instruction on the conservation of natural resources must include, but is not limited to, air pollution, water pollution, waste reduction and recycling, the effect of excessive use of pesticides, preservation of wilderness areas, forest management, protection of wildlife, and humane care of animals. Instruction on climate change must include, but is not limited to, identifying the environmental and ecological impacts of climate change on individuals and communities and evaluating solutions for addressing and mitigating the impact of climate change. Instruction on climate change must align with State learning standards, as appropriate and subject to funding, and ISBE is required to make instructional resources and professional development learning opportunities available for educators.

Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
22. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
23. In all grades, violence prevention and conflict resolution must be integrated, including: (a) causes of conflict, (b) alternative solutions, (c) non-violent resolution, provided it can be funded by private grants or the federal government.
24. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
25. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
26. In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
27. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.:

Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.

Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-20.84, 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.05, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2.

105 ILCS 110/3, Comprehensive Health Education Program.

105 ILCS 435/, Vocational Education Act.

625 ILCS 5/6-408.5, Ill. Vehicle Code.

23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

ADOPTED: February 10, 2003

REVISED: November 28, 2005; February 26, 2007; January 28, 2008; May 26, 2009; April 26, 2010; February 13, 2012; November 12, 2012; January 13, 2014; August 11, 2015; February 28, 2017; August 14, 2018; May 28, 2019; January 28, 2020; September 26, 2023; April 23, 2024

Document Status: Draft Update

INSTRUCTION

6:150 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Ill. State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Instructional time will be provided for a minimum of five (5) clock hours per week on days when school is normally in session.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A, will be provided home instruction, correspondence courses, or other courses of instruction under the following circumstances:

1. ~~(1) b~~Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction. ~~and (2) f~~
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
   a. The child's physician, physician assistant, or advanced practice registered nurse informs the District, in writing, that the child has a serious health condition[3] that would require the student to be absent from school for two or more consecutive weeks; and
   b. The student or the student's parent/guardian informs the District, in writing, that the student needs to care for the child during this period.

Commented [OC18]: Updated in response to 105 ILCS 5/10-22.6a, amended by P.A. 102-466, a/k/a *ESS Law*.

4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization, as defined in 105 ILCS 5/26A, informs the District, in writing, that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The District may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate the student's return to school.

LEGAL REF.:

105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.

23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunities), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease)

Document Status: Draft Update

STUDENTS

7:10 Equal Educational Opportunities

Commented [OC19]: Policy updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations.

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination complaint by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Any student may file a sexual harassment~~discrimination~~ complaint by using Board policy 2:265, *Title IX Grievance Procedure*.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator~~, who also serves as the District's~~ and a Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.:

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

29 U.S.C. §791 *et seq*., Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

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

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, 5/26A, and 5/27-1.

775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: May 26, 2009

REVISED: February 22, 2010; December 8, 2015; February 13, 2018: August 25, 2020; February 22, 2022; August 27, 2024; February 18, 2025

Document Status: Draft Update

STUDENTS

7:20 Harassment of Students Prohibited

No person, including a School District employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

Making a Report or Complaint

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

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure.* The

Commented [OC20]: Policy updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations.

Commented [OC21]: This sentence is stricken as duplicative - the preceding sentence already states that students are encouraged to report to any employee with whom the student is comfortable speaking.

Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

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

Nondiscrimination Coordinator:

Colleen O'Keefe, Chief Legal Counsel
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

Title IX Coordinator:

Colleen O'Keefe, Chief Legal Counsel
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

Complaint Managers:

Eberto Mora, Assistant Superintendent of
Human Resources
2550 Harnish Dr., Algonquin, IL 60102
Eberto.Mora@D300.org
847-551-8300
Everlean Dodson, Legal Coordinator
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

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

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

Investigation Process

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

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

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

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited,* the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

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

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance* Procedure, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

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

LEGAL REF.:

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

29 U.S.C. §791 *et seq*., Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/26A, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 *et seq*., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and

National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities); 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

ADOPTED: February 10, 2003

REVISED: January 14, 2007, October 16, 2008, February 22, 2010, April 11, 2011; August 11, 2015; June 25, 2019; January 28, 2020; August 25, 2020, August 23, 2022; August 27, 2024

Document Status: Draft Update

STUDENTS

7:50 School Admissions and Student Transfers to and from Non-District Schools

Age

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

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local

law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

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

Homeless Children

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

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

LEGAL REF.:

8 U.S.C. §1101 et seq., Illegal Immigrant and Immigrant Responsibility Act of 1996.

20 U.S.C. §1232g, Family Educational Rights and Privacy Act.

20 U.S.C. §1400 *et seq*., Individuals With Disabilities Education Improvement Act.

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

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

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/26A, and 5/27-8.1.

105 ILCS 10/8.1, Ill. School Student Records Act.

Commented [OC22]: Legal references are updated.

105 ILCS 45/, Education for Homeless Children Act.

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

325 ILCS 50/, Missing Children Records Act.

325 ILCS 55/, Missing Children Registration Law.

410 ILCS 315/2, Communicable Disease Prevention Act.

20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.

23 Ill.Admin.Code Part 226, Special Education.

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students A Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health Examinations, Immunizations, and Exclusion of Students), 7:340 (Student Records)

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REVISED: January 10, 2005; November 28, 2005; May 26, 2009; May 10, 2010, August 8, 2011; June 25, 2012; August 11, 2015; June 28, 2016; February 28, 2017; August 14, 2018; February 28, 2023

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STUDENTS

7:60 Residence

Commented [OC23]: Policy revised for clarity and to reflect current practices.

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

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

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

~~Students who plan to be residents by the end of the semester may be permitted to enroll. Parents must submit legal documentation (contract for new construction and/or the purchase of a new home) to the Superintendent or designee for consideration.~~

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

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

Residence of Students with Disabilities

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5.14-1.11a, and 5/14-1.11b.

Requests for Nonresident Students Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request ~~Superintendent's recommendation, approval of the Board of Education, and~~ subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
~~2. The student will attend the school designated by the Board of Education.~~
~~3.~~2. The student will be accepted only if there is sufficient room.
~~4.~~3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
~~5.~~4. The student's parent(s)/guardian(s) will be responsible for transporting the student ~~Transportation~~ to and from school ~~shall be the responsibility of the parent(s)/guardian(s)~~.

The Superintendent or designee is authorized to enter into written agreements with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions. The Superintendent or designee is also authorized to enter into an agreement for interdistrict transfer of students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A.

Commented [OC24]: Nonresident students may include students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A, *Ensuring Success in School Law*.

Homeless Children

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

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.:

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

105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, ~~and~~ 5/14-1.11b, and 5/26A.

105 ILCS 45/, Education for Homeless Children Act.

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

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).

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

Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools, 7:70 (Attendance and Truancy), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

~~ADOPTED: February 10, 2003~~

REVISED: November 28, 2005; February 28, 2017; February 22, 2022; April 23, 2024

Document Status: Draft Update

STUDENTS

7:70 Attendance and Truancy

Definitions

Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absence - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days.

Truant minor - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. This includes individuals aged 18 or older, unless emancipated, living independently, and/or appropriately qualified under the McKinney-Vento Homeless Assistance Act: Board Policy 6:140, *Education of Homeless Children*.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and

under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Commented [OC25]: Updated in response to 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her

parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, ~~or~~and information about available community ~~agency~~ services relevant to such students' needs.
8. A process for the collection and review of chronic absence data and to:
   a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
   b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to ~~teachers, administrators~~all school personnel, Board members, and school resource officers~~, and staff~~[3] on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community-based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process of a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50 *School Admissions and Student Transfers To and From Non-District Schools.*
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law.

Commented [OC26]: Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896.

~~Monitoring~~Updating

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

LEGAL REF.:

105 ILCS 5/22-92 and 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, ~~and~~ 5/26-18, and 5/26A.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At-Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

Document Status: Draft Update

STUDENTS

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

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

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

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

Definitions from 105 ILCS 5/27-23.7

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

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

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

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

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

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

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

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator,[1] Building Principal, Assistant Building Principal, Dean of Students, Director of School Safety, Nondiscrimination Coordinator, Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted by emailing SafeSchoolTipline@d300.org; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

School Safety Director

Dr. Joe Przybyla ~~Todd Rohlwing~~
2550 Harnish Dr., Algonquin, IL 60102
Joseph.przybyla @d300.org
~~Todd.Rohlwing@D300.org~~
847-551-8365
Safe School Tip Line - Available for anyone to access and is found on the District's website home page in the blue ribbon of District links and on the School Safety webpage listed under Support Services.

Nondiscrimination Coordinator:

Commented [OC27]: Revised in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations.

Colleen O'Keefe, Chief Legal Counsel
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org

Guardian (Equity Reporting Tool) -

Available for anyone to access and is found on the District's website home page under About then Title IX. Available for all middle and high school students to access the Equity Reporting tool button on their school's home page

~~Let's Talk - Available for anyone to access and is found on the right side of the District's home page~~.
847-551-8321

Title IX Coordinator:

Colleen O'Keefe, Chief Legal Counsel
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Complaint Managers:

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4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the

school has available or that can be reasonably obtained within the 24-hour period.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where

applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

a. The frequency of victimization;
b. Student, staff, and family observations of safety at a school;
c. Identification of areas of a school where bullying occurs;
d. The types of bullying utilized; and
e. Bystander intervention or participation.

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

1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;

2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or

3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

a. Communicating the District's expectation and State law requirement that teachers and other ~~certificated or~~ licensed employees maintain discipline.

b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

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

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

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

23 Ill.Admin.Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

Document Status: Draft Update

STUDENTS

7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
   a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
   b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sexual ~~discrimination, including sex-based~~ harassment,[1] in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
   c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
   d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
   a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the

Commented [OC28]: Revised are in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations.

prevention, identification, investigation, and response to bullying and school violence.

b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Document Status: Draft Update

STUDENTS

7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and *Where* Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, including by students age 18 and over.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are in the opinion of a District staff member under the

influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, being under the influence in the opinion of a District staff member, possessing, distributing, purchasing, selling, or offering for sale:

a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance, as determined by District staff, are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing an electronic paging device.

5. 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including audio, video recording, live streaming, or taking pictures of any kind of another person (students or staff) without express permission to do so and using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. ~~Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.~~ Please refer to 7:190 AP5, *Student Discipline - Electronic Signaling Devices* for grade specific procedures found in the Parent/Guardian Handbook and the school handbook for additional expectations regarding the use of electronic devices.
6. 7. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions*, *non-consensual dissemination of private sexual images*, and *non-consensual dissemination of sexually explicit digitized depictions*, as defined in State law.
7. 8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. 9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
9. 10. Engaging in academic dishonesty, including without limitation, cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. 11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
11. 12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or

Commented [OC29]: This text is moved to #7, below.

Commented [OC30]: Added for clarity.

Commented [OC31]: Add due to adoption of AI language in 6:235, *Access to Electronic Networks*.

sexual orientation or preference, or (b) display of affection during non-instructional time.

12. 13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
13. 14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. 15. Entering school property or a school facility without proper authorization.
15. 16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. 17. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. 18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. 19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. 20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. 21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. 22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. 23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
23. 24. Using, possessing, controlling, or transferring any explosive or incendiary device. This includes any component of an explosive or incendiary device, e.g., schematics or other drawings, ignition agent, container, wiring, etc., when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
24. 25. Student dress that is disruptive of the educational process, constitutes a threat to the safety or health of the student or others and/or is in violation of applicable law or ordinance.

25. 26. Parking in unauthorized lot or parking area; not following school rules specific to on-site parking or engaging in a reckless/unsafe manner with a vehicle.
26. 27. Loitering or congregating with others in bathrooms; blocking or preventing others from entering or leaving a bathroom; one student is permitted to be in a bathroom stall at one time.

Definition of Possession

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. "Forgetting" that an item is on one's person or in one's locker, desk, purse, backpack, or vehicle located on school property, etc., does not constitute lack of possession. Similarly, coming onto school grounds or to a school-sponsored event in a vehicle which the student knows contains an item constitutes possession of that item, even if the vehicle or the item is not the student's.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Student Searches

Students have no reasonable expectation of privacy in their desks, lockers, school parking lots, vehicles located on school property, or other property owned or controlled by the school or their personal effects left in those areas. To maintain order and security in the schools, school authorities may inspect and search these areas and/or personal effects left in these areas, without notice to or the consent of the student, and without a search warrant. The Administrative Regulations further describe the District's right to search students and their property and to seize all resulting materials and evidence.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school

suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement when appropriate including without limitation, the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
15. Peer jury.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a

suspension or expulsion. ~~Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).~~

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by 105 ILCS 5/10-20.33~~needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property~~.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, Ill. State Board of Education (ISBE) rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.
3. Spent live and spent ammunition.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in

Commented [OC32]: Removed because duplicative – stated below.

Commented [OC33]: Updated in response to 105 ILCS 5/22-100, added by P.A. 103-806.

theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents ~~involving battery against staff members~~ to ~~the Ill. State Board of Education~~ISBE through its web-based School Incident Reporting System as they occur during the year and no later than ~~August 1~~July 31for the preceding school year.

Commented [OC34]: Updated in response to 105 ILCS 5/10-27.1A and 10-27.1B.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other ~~certificated~~ [licensed] educational employees, and any other persons (whether or not a licensed

employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33 ~~needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property~~. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Incorporated
by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

20 U.S.C. §7971, Pro-Children Act of 2004.

20 U.S.C. §7961 *et seq*., Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.

105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students

Commented [OC35]: Updated in response to 105 ILCS 5/24-24, amended by P.A. 103-806.

with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

Document Status: Draft Update

STUDENTS

7:250 Student Support Services

The District provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. ~~Guidance and s~~School counseling services. The Superintendent or designee shall annually inform all school personnel and students 12 years of age and older, in writing, of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550.

Commented [OC36]: Required by 105 ILCS 5/26A-40(h), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

Article 26A Domestic or Sexual Violence and Parenting Resource Personnel

Commented [OC37]: Required by 105 ILCS 5/26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25

The Superintendent or designee will ensure that at least one staff member in each school building is designated as a resource person (Article 26A Resource Person) for students who are parents, expectant parents, or victims of domestic or sexual violence and offers those services required by 105 ILCS 5/26A. See Board policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. The Article 26A Resource Person may be a member of the building's Student Support Committee.

The Superintendent shall ensure that ~~T~~this policy ~~shall be~~is implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq., and that it is respectful of student privacy, including that student records are maintained and their confidentiality protected in accordance with Board policy and District procedures.

LEGAL REF.:

105 ILCS 5/10-23.13(b), 5/10-20.59, ~~and~~ 5/21B-25(G), and 5/26A.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

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

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

ADOPTED: June 28, 2016

REVISED: February 28, 2017; February 13, 2018; May 28, 2019; February 22, 2022; February 28, 2023

Document Status: Draft Update - New

7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

New/Unpublished Section

Commented [OC38]: This policy is created in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring districts to ensure they have policies, procedures, and resources in place to ensure that Article 26A Students are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma.

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A).

The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year.
2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35.
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person.
4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1).
5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45.
6. Provides Article 26A Students with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40.
7. Ensures the prompt and equitable resolution of all Article 26A complaints through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25.
8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f). Confidentiality procedures will:
    a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or

other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and

b. Comply with the requirements of 105 ILCS 5/26A-30.

9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A-20(c).
10. Complies with State and federal law and aligns with Board policies.

Requesting Support Services

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

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

Nondiscrimination Coordinator:
Colleen O'Keefe, Chief Legal Counsel
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

Title IX Coordinator:
Colleen O'Keefe, Chief Legal Counsel
2550 Harnish Dr., Algonquin, IL 60102
TitleIX@D300.org
847-551-8321

Complaint Managers:

Eberto Mora, Assistant Superintendent of Human Resources
2550 Harnish Dr., Algonquin, IL 60102
Eberto.Mora@D300.org
847-551-8300

Everlean Dodson, Legal Coordinator
2550 Harnish Dr., Algonquin, IL 60102A
TitleIX@D300.org
847-551-8321

Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-

AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc.

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

Policy Review

At least once every two years, pursuant to 105 ILCS 5/26A-20 and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension or expulsion, with regard to students.

LEGAL REF.:

105 ILCS 5/26A.

105 ILCS 10/, Ill. School Student Records Act.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

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

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:250 (Student Support Services), 7:340 (Student Records)

Document Status: Draft Update

STUDENTS

7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (*SMA Form*) is submitted by the student's parents/guardians. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, other than EpiPen® and/or asthma medication as defined above, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. The medication(s) will continue to be stored in the nurse's office. Upon need, the student will arrive to the nurse's office, the medication(s) will be handed to the student, and the student will self-administer the medication(s) in front of the nurse. Any

remaining medication(s) will be returned to the nurse. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan.

Commented [OC39]: Added pursuant to 105 ILCS 145/30; 105 ILCS 150/30. Note: this is not a new requirement, but it is added to make clear in policy that self-carry may also be authorized for diabetes/seizure management.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonist- Narcan (naloxone)

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and may maintain a supply of undesignated opioid antagonists- Narcan (naloxone) and provide or administer it as necessary according to the State law.

Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioid acting on the those receptors, including, but not limited to, naloxone

hydrochloride or any other similarly acting drug approved by the US Food and Drug Administration. *Undesignated opioid antagonist* is not defined by School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A School Nurse or trained personnel, as defined in State Law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

The Superintendent, or designee, shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
b. Copies of the registry identification cards are provided to the District;
c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.

105 ILCS 145/, Care of Students with Diabetes Act.

105 ILCS 150/, Seizure Smart School Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADOPTED: February 10, 2003

REVISED: February 26, 2007; March 12, 2012; August 11, 2015; January 24, 2017; March 12, 2019; July 7, 2020; August 25, 2020; June 28, 2022; April 23, 2024; August 27, 2024

Document Status: Draft Update

STUDENTS

7:310 Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Webs ~~S~~ites

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

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

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

Non-School Sponsored Publications Accessed or Distributed On-Campus

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

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

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by ~~School~~ Board policy 7:190, *Student Behavior*, and/or Student Handbooks;
4. Is primarily reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside source as long as the material to be distributed or accessed is primarily prepared by students.

Commented [OC40]: Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*.

~~The distribution of non-school sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.~~

Commented [OC41]: Removed – duplicative.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

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

LEGAL REF.:

105 ILCS 5/27-23.7.

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

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

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

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:315 (Restrictions on Publications; High Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED: December 8, 2015

REVISED: February 28, 2017; February 22, 2022

Document Status: Draft Update

STUDENTS

7:315 Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
   a. Commit an unlawful act;
   b. Violate any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development* and 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*.; or
   c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.),

or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy 7:190, *Student Behavior*, and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

Commented [OC42]: Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

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

LEGAL REF.:

105 ILCS 5/27-20.08 and 5/27-23.7.

105 ILCS 80/, Speech Rights of Student Journalists Act.

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

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

Morse v. Frederick, 551 U.S. 393 (2007).

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

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:310 (Restrictions on Publication; Elementary Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

Document Status: Draft Update

STUDENTS

7:340 Student Records

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

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

State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school

student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.

50 ILCS 205/7, Local Records Act.

105 ILCS 5/10-20.12b, 5/10-20.40, ~~and~~ 5/14-1.01 et seq., and 5/26A-30.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

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

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

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

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REVISED: October 15, 2013; June 28, 2016; February 13, 2018; August 25, 2020; February 22, 2022; February 28, 2023

Commented [OC43]: The Legal References are updated in response to 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.