

SCHOOL DISTRICT NO. 103
BOARD OF EDUCATION MEETING
August 27, 2015
7:00 PM

REGULAR MEETING CONSISTENT WITH THE REQUIREMENTS OF THE ILLINOIS REVISED STATUTES CHAPTER 102, PARAGRAPH 42.02 (OPEN MEETINGS ACT), NOTICES OF THIS MEETING HAVE BEEN POSTED. LOCATION OF THE MEETING IS CAFETERIA OF GEORGE WASHINGTON MIDDLE SCHOOL, 4100 JOLIET AVE, LYONS, ILLINOIS 60453, AT 7:00 PM.

AGENDA

<u>I. Call to Order</u>	
<u>II. Pledge of Allegiance</u>	
<u>III. Roll Call</u>	
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B. Authorize Payment of Monthly Bills for August, 2014	22
C. Fifth Payment of the Corporate Personal Property Tax	59
D. Sixth Payment of the Corporate Personal Property Tax	60
E. Approval of Employment	
1. Certified Personnel	
a. Amanda Piepenbrink Costello Social Worker \$45,341.49	64
b. Kara Hayward Home School 5th grade \$45,808.60	65
c. Catherine Strauch Lincoln ECE \$41,915.69	66
d. Angela Kendrick GWMS Physical Education \$51,290.72	67
e. Danielle Lahey GWMS Life Skills \$43,857.27	68
f. Nicole Voelz GWMS ELL Teacher \$45,260.95	69
g. Rita Feltz District Library Media Specialist \$50,287.38	71
h. Amy Jordan District Library Media Specialist \$48,718.74	72
i. Renee Panek District Library/Media Specialist \$52,163.48	73

j. Therese DeMauro Costello Sub Kindergarten Teacher (Maternity)	74
k. Brendan Koch District 4-5 Band/Orchestra \$50,984.73 8/27/15	75
l. Rebecca Racevice Costello Resource \$46,613.33 8/27/15	76
m. Lauren Gregorcy Robinson Social Worker \$45,341.49 8/27/15	77
n. Michelle Shannon District Nurse \$43,857.22 8/27/15	78
2. Support Personnel	
a. Natalie Polkow Robinson One-on-One Aide \$11.23 per hour	79
b. Charline Doody Administration Building Part-Time Administrative Secretary to the Superintendent \$30,000	
F. Approval of Resignations	
1. Certified Personnel	
a. Wade Tabor GWMS Alternative School 8/6/15	80
b. Angela Richards Robinson Sub/Aide 8/4/15	81
c. Sara Brown Costello Resource 7/29/15	82
d. Kim Wasielewski District Mentor Program Coordinator 7/30/15	83
2. Support Personnel	
a. Sandra Barrientos Robinson Aide 8/19/15	84
b. Michelle Frana-Karp Lincoln Lunch Aide 8/9/15	85
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1. 2:250 Access to District Public Records	88
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13. 6:40 Curriculum Development	108
14. 8:30 Visitors to and Conduct on School Property	110
B. Presentation Regarding Alternative Program and Behavior Management	
IX. <u>Action Items</u>	
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C. Resolution Authorizing Limited Flexible Spending Account Plan, Amendments to Existing Flexible Spending Account Plans and Fees	117
X. <u>Closed Executive Session</u>	

The Board will go into Closed Executive Session to discuss: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, personnel, lawfully closed meeting minutes and pending litigation

XI. **Return to Open Session**

XII. **Action Item**

A. Action Regarding Closed Executive Session Minutes from January 2015 - June 2015

XIII. **Adjournment**

FOIA Report
August 2015

August 5, 2015 – Morgan S Polikoff, Rossier School of Information- *requested all adopted mathematics and science textbooks that are currently used in your district:the title, publisher, grade span, adoption year, and version (e.g. Illinois, National or Common Core).*

August 5, 2015 – Charlene Roche, Smart Procure submitted a commercial FOIA- *requesting an existing already maintained electronic record (without copying, scanning or printing) of purchase orders dated 4/14/15 to current. The information requested is:*

1. *Purchase order number or equivalent*
2. *Purchase order date*
3. *Line item details*
4. *Line item quantity*
5. *Line item price*
6. *Vendor ID number, name, address, contact person, and email address*

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
 LYONS ELEMENTARY SCHOOL DISTRICT 103
 Administration Building, 4100 Joliet Avenue
 Lyons, Il 60534, at 7:00 P.M.
 Thursday, July 23, 2015

I. Call to Order

The Regular meeting of the Board of Education was called to order at 7:01 pm by President Michael Bennett

II. Roll Call

Members Physically Present:

Sharon Anderson
 Catherine Broderick
 Mark Camasta
 Joanne Schaeffer
 Coleen Shipbaugh
 Michael Bennett

Absent:

Jorge Torres

III. Communications

None

IV. Superintendent’s Report

Mr. Hastings reported he visits the buildings and the custodians are doing a good job and the buildings are progressing nicely

He also reported that the administration building, GWMS, Robinson and Costello parking lots will be seal coated. The other three school will be done next year.

The building and ground are looking good. The custodians have been mulching and trimming trees and bushes.

Mr. Hasting told the board that the fence on Ogden Avenue will be replaced soon. The fencing is a special order and will be shipping from Tennessee. Mr. Hastings also reported that for the safety of the staff working out of the Legion the entrance will be reconfigured and instead of having to exit through the alley they will exit into the parking lot.

He continues to hold business department meetings to work on the new budget and meet with the cabinet members, take phone calls and answer emails.

Mr. Hasting was part of the interview team for the new Director of Technology.

He told the board we are getting ready for student registration that will be held on August 4th, 5th, and 6th.

V. Citizen Statements

Toni Parker – Lyons Resident – share that the gage of employee morale is employee turnover. She noted that last year at this time we had 9 resignations and this year we have 18. Ms. Parker questioned the stability of the operations of the school board and asked them to look into the cause of the increase in employee resignations.

Deanna Huxhold – District 103 parent and Lyons resident – Thanked the board for the new entrance to the Legion. She also asked if there has been a change in the process of how questions asked at board meeting will be answered. Mr. Hastings will meet with Mrs. Huxhold.

Earl Johnson – Lyons resident – shared information he got from an on-line blog. He reported that Burt Odelson of Odelson & Starke Attorney’s donated money to school board election campaign. Mr. Johnson asked if the newly elected board members were aware of this donation and if they did how could the go ahead and hire Mr. Odelson’s Law Firm. Isn’t that a conflict?

VI. Consent Agenda

Joanne Schaeffer moved seconded by Sharon Anderson to approve the consent agenda as presented after removing the June 25, 2015 regular minutes from the consent agenda.

Upon Roll Call the votes were:

Ayes:	Sharon Anderson Catherine Broderick Mark Camasta Joanne Schaeffer Coleen Shipbaugh Michael Bennett
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Nays:	None
Absent:	Jorge Torres

Motion carried

Mark Camasta moved seconded by Catherine Broderick to correct the Consent Agenda minutes of the Regular meeting of June 25, 2015 by striking “E” Michael Camasta from the agenda, so the first motion would read: *To accept the Consent Agenda after removing non-certified employees* and the second motion of June 25th would read to approve the employment of non-certified employees.

Upon Roll Call the votes were:

Ayes: Catherine Broderick
Mark Camasta
Joanne Schaeffer
Coleen Shipbaugh
Sharon Anderson
Michael Bennett

Nays: None

Absent: Jorge Torres

The motion to approve the corrected minutes carried

Approval of Minutes

1. -Minutes of Committee of the Whole of June 11, 2015
2. -Minutes of the Regular Meeting of June 25, 2015
3. -Minutes of the Closed Executive Session of June 25, 2015
- B. -Approval of Employment Certified Personnel
 1. -Certified Personnel
 - a. -Melanie Hill Costello Interventionist \$41,915.69 8/24/15
 - b. -Kimberly Paral Robinson 4th grade \$42,654.59 8/24/15
 - c. -Jennifer Osman Home Interventionist \$50,287.38 8/24/15
 - d. -Beatriz Lappay Home Bilingual \$50,984.00
 - e. -Clara McKinney Robinson Communication Development Teacher \$41,915.69 8/24/15
 - f. -Ashley Garcia Lincoln Temporary (one year) teacher 3rd grade \$43,706.45
 - g. -Gina Vlantis Home Summer School \$24.00 per hour
 - h. -Molly Lubertozi Home Summer School \$24.00 per hour
 - i. -Maureen McLaughlin Home Summer School \$24.00 per hour
 - j. -Anna Strizak Home Summer School \$24.00 per hour
 - k. -Cathy Grey Home Summer School \$24.00 per hour
 - l. -Christina McElroy Home Summer School \$24.00 per hour
 - m. -Angela Fishbeck Home Summer School \$24.00 per hour
 - n. -Susanne Stevenson Edison Summer School \$24.00 per hour
 - o. -Cindy Kiel Edison Summer School \$24.00 per hour
 - p. -Kelsey Mulhern Edison Summer School \$24.00 per hour
 - q. -Ann Marie Polacek Edison Summer School \$24.00 per hour
 - r. -Meagan Guerrero Edison Summer School \$24.00 per hour
 - s. -Gloria Jepsen Edison summer School \$24.00 per hour
 - t. -Linda Mosier Lincoln Summer School \$24.00 per hour
 - u. -Ann Waranoski Lincoln Summer School \$24.00 per hour
 - v. -Jenna Stuckert Lincoln Summer School \$24.00 per hur

- w. -Samantha Caputo Lincoln Summer School \$24.00 per hour
- x. -Viridiana Guzman Lincoln Summer School \$24.00 per hour
- y. -Laura Grabowski Lincoln Summer School \$24.00 per hour
- z. -Cheryl Ludwig Lincoln Summer School \$24.00 per hour
- aa. -Beth Nicholson GWMS Summer School \$24.00 per hr
- bb. -Sandra Pollyea GWMS Summer School \$24.00 per hr
- cc. -Denise Silva GWMS Summer School \$24.00 per hr
- dd. -Sarah Focken GWMS Summer School \$24.00 per hr
- ee. -Lauren Felix Costello Summer School \$24.00 per hr
- ff. -Alison Rook Costello Summer School \$24.00 per hr
- gg. -Jennifer Egan Costello Summer School \$24.00 per hr
- hh. -Melissa Migala Costello Summer School \$24.00 per hr
- ii. -Carrie Litto Costello Summer School \$24.00 per hr
- jj. -Malory Williams Costello Summer School \$24.00 per hr
- kk. -Amanda Zalewski Costello Summer School \$24.00 per hr
- ll. -Katie Stuart Costello Summer School \$24.00 per hr
- mm. -Tricia Tirio Robinson Summer School \$24.00 per hr
- nn. -Dee Mutters Robinson Summer School \$24.00 per hr
- oo. -Heather Guidice Robinson Summer School \$24.00 per hr
- pp. -Julie McCabe Robinson Summer School \$24.00 per hr
- qq. -Emelia Zarenana Robinson Summer School \$24.00 per hr
- rr. -Ruth Suominen Robinson Summer School \$24.00 per hr
- 2. -Support Personnel
 - a. -Natasa Dzolic Edison Summer School Breakfast 2014-15 pay rate
 - b. -Lynda Pavlicek Robinson Summer School Breakfast 2014-15 pay rate
 - c. -Kathy Lubek Lincoln Summer School Breakfast 2014-15 pay rate
 - d. -Deanna Bohn Costello Summer School Breakfast 2014-15 pay rate
 - e. -Beth Pantelin GWMS Summer School Breakfast 2014-15 pay rate
 - f. -Chris Alfred Home Summer School Breakfast 2014-15 pay rate
 - g. -Laurie Neal District Summer School Breakfast 2014-15 pay rate
 - h. -Lloyd Adamski Summer School Breakfast Substitute (if needed) 2014-15 pay rate
 - i. -Shannon Blazina Summer School Breakfast Substitute (if needed) 2014-15 pay rate
 - j. -Beata Dolbniak Summer School Substitute (if needed) 2014-15 pay rate
 - k. -Sandra Zdenovec Summer School Breakfast Substitute (if needed) 2014-15 pay rate
 - l. -Janice Bernard Summer School Breakfast Substitute (if needed) 2014-15 pay rate
 - m. -Monica Espinosa Summer School Breakfast Substitute (if needed) 2014-15 pay rate
 - n. -Linda Vece Summer School Breakfast Substitute (if needed) 2014-15 pay rate
 - o. -Silvia Verner Summer School Breakfast substitute (if needed) 2014-15 pay rate
 - p. -Shawna Bell Summer School Breakfast Substitute (if needed) 2014-15 pay rate
 - q. -Olga Nava Summer School Breakfast Substitute (if needed) 2014-15 pay rate
 - r. -Eve Verzal Summer School Breakfast Substitute (if needed) 2014-15 pay rate
 - s. -Dolores Collins Summer School Breakfast Substitute (if needed) 2014-15 pay rate

- t. -Laura Koprowski Summer School Breakfast Substitute (if needed) 2014-15 pay rate
- u. -Kathy Stanevicius Summer School Breakfast Substitute (if needed) 2014-15 pay rate
- v. -Michelle Frana-Karp Summer School Breakfast Substitute (if needed) 2014-15 pay rate
- w. -Martha Hernandez Summer School Breakfast Substitute (if needed) 2014-15 pay rate
- x. -Gloria McNulty Summer School Breakfast Substitute (if needed) 2014-15 pay rate
- y. -Ivette Rosario Summer School Breakfast Substitute (if needed) 2014-15 pay rate
- z. -Gayle Blondin Summer School Breakfast Substitute (if needed) 2014-15 pay rate
- aa. -Soledad Lopez Summer School Breakfast Substitute (if needed) 2014-15 pay rate
- bb. -Susan Mayerhofer Summer School Breakfast Substitute (if needed) 2014-15 pay rate
- C. -Approval of Resignation
 - 1. -Certified Personnel
 - a. -Nicole Jensen GWMS Life Skills 7/9/15
 - b. -Tera McAndrews District Nurse 7/13/15
 - c. -Cathrine Savino Elementary Band & Orchestra 7/14/15
 - d. -Joanna Terracciano GWMS PE 7/16/15
 - e. -Jennifer Elliot GWMS Social Worker 7/18/15
 - f. -Jillian Sanchez Costello Speech Pathologist 7/20/15
 - g. -Bryan Drozd Director of Technology 7/9/15
 - 2. -Support Personnel
 - a. -Catherine Strauch Home ECE Aide 7/9/15

VII. Action Items

Teacher Tenure

Joanne Schaeffer moved seconded by Sharon Anderson to approve tenure status for the following certified staff members with District 103 beginning with the 2015-2016 school year:

Vickie Brillisour, Alexandra Casey, Lauren Felix, Julie Flahive, Trina Hermanson, Amy Hill, Zachare Liversidge, Geoffrey Needleman, James O'Malley, Kerry Palider, Katherine Stange, Molly Woo, Amanda Zalewski, Emelia Zarenana

Upon Roll Call the votes were:

Ayes:

Joanne Schaeffer
 Coleen Shipbaugh
 Sharon Anderson
 Catherine Broderick

Mark Camasta
Michael Bennett

Nays: None
Absent: Jorge Torres
Motion carried

Hazardous Crossing Resolution

Joanne Schaeffer moved seconded by Catherine Broderick to approve the Hazardous Crossing Resolution regarding: Ogden Avenue, Harlem Avenue, Joliet Road and First Avenue

Upon Roll Call the votes were:

Ayes: Coleen Shipbaugh
Sharon Anderson
Catherine Broderick
Mark Camasta
Joanne Schaeffer
Michael Bennett

Nays: None
Absent: Jorge Torres
Motion carried

Press Plus Maintenance Agreement

Joanne Schaeffer moved seconded by Coleen Shipbaugh to approve the agreement for Press Plus Maintenance Services for a cost of \$1,495

Upon Roll Call the votes were:

Ayes: Sharon Anderson
Catherine Broderick
Mark Camasta
Joanne Schaeffer
Coleen Shipbaugh
Michael Bennett

Nays: None
Absent: Jorge Torres
Motion carried

4:160 Hazardous and Infectious Materials Administrative Procedure

Sharon Anderson moved seconded by Mark Camasta to approve the Pest Management Administrative Procedure for Board Policy 4:160

Upon Roll Call the votes were:

Ayes:	Catherine Broderick Mark Camasta Joanne Schaeffer Coleen Shipbaugh Sharon Anderson Michael Bennett
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Nays:	None
Absent:	Jorge Torres
Motion carried	

Appointment of Authorized IMRF Agent

Catherine Broderick moved seconded by Coleen Shipbaugh to approve the resolution authorizing the appointment of Jacqueline Parisi as the Authorized IMRF Agent for the District

Upon Roll Call the votes were:

Ayes:	Mark Camasta Joanne Schaeffer Coleen Shipbaugh Sharon Anderson Catherine Broderick Michael Bennett
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Nays:	None
Absent:	Jorge Torres
Motion carried	

VIII. Closed Executive Session

Catherine Broderick moved seconded by Coleen Shipbaugh to go into Closed Executive Session at 7:29 pm to consider: the appointment, employment,

compensation, discipline, performance, or dismissal of specific employees, personnel and pending litigation

Upon Roll Call the votes were:

Ayes:	Joanne Schaeffer Coleen Shipbaugh Sharon Anderson Catherine Broderick Mark Camasta Michael Bennett
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Nays:	None
Absent:	Jorge Torres
Motion carried	

IX. Return to Open Session

Joanne Schaeffer moved seconded by Coleen Shipbaugh to return to Open Session at 10:10 pm

Upon Roll Call the votes were:

Ayes:	Coleen Shipbaugh Sharon Anderson Catherine Broderick Mark Camasta Joanne Schaeffer Michael Bennett
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Nays:	None
Absent:	Jorge Torres
Motion carried	

IX. Action Item

Approval of Employment of Director of Technology

Mark Camasta moved seconded by Coleen Shipbaugh to approve the employment of John Williamsen as Director of Technology at a salary of \$89,000

Upon Roll Call the votes were:

Ayes:	Sharon Anderson Catherine Broderick
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Mark Camasta
Coleen Shipbaugh
Michael Bennett

Nays: Joanne Schaeffer
Absent: Jorge Torres
Motion carried

Joanne Schaeffer requested that the minutes show she voted no because the candidate did not have any Skyward experience.

X. Adjournment

Joanne Schaeffer moved seconded by Sharon Anderson to adjourn at 10:11 pm

Upon Voice Vote there were 6 Ayes, 0 Nays, 1 Absent
Motion carried

Coleen Shipbaugh, Secretary

Michael Bennett, President

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
OF THE BOARD OF EDUCATION
LYONS ELEMENTARY SCHOOL DISTRICT 103
Administration Building, 4100 Joliet Avenue
Lyons, Il 60534, at 7:00 P.M.
Thursday, August 13, 2015

I. Call to Order

The Committee of the Whole was called to order at 7:38 pm by President Michael Bennett

II. Roll Call

Members Physically Present	Sharon Anderson Catherine Broderick Mark Camasta Joanne Schaeffer Coleen Shipbaugh Jorge Torres Michael Bennett
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Absent:	None
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III. Communications

None

IV. Superintendent's Report

Superintendent Hastings reported that it has been a busy week. Central Office Administration has been busy getting ready for the New Teacher Induction next week. He has also reviewed the buildings for the upcoming school year. On Tuesday a three hour meeting took place with Central Office Administrators about the start of the new school year. On Wednesday a four hour meeting took place with all the administrators regarding the upcoming year and any building concerns. Superintendent Hastings reported he was involved in discussions regarding litigation and potential litigation with the attorneys. Meetings about our Skyward information system were held, budgetary items were examined, ISBE approvals were conducted with the State. Superintendent Hastings also reported he interviewed prospective employees and had meetings with individuals from our schools along with the daily phone calls and emails.

V. Citizen Statements

Earl Johnson – Lyons resident – Asked if the board members were aware that Superintendent Hastings accepted a \$500 campaign donations from the Law firm that represent the school district. Earl Johnson obtained this information from Mr. Hastings campaign disclosure this donation was made every quarter. Earl questions whether this is a conflict of interest accepting campaign money from the Law firm that was hired after the election.

Toni Parker – Lyons resident – brought up the same point, whether accepting campaign donations is a conflict of interest. Toni Parker stated this is problematic and should be explored was the Law firm required to disclose their campaign donations to Mr. Hastings and the Village of Lyons.

VI. Discussion Topics

Special Board Meeting

The board discussed the need for a special meeting on Tuesday, August 25, 2015 to fulfill the 30 requirement to display the tentative budget. The meeting will be held at 6:15 pm on the 25th.

Curriculum

Mrs. Baas reported students in 5th and 8th grade will be tested in Science beginning next year. PARCC tests will be given once this year and we have 30 days to conduct the testing. Last year PARCC tests were given twice. Summer school has started and will run for 13 days ending on August 21st professional development for summer school teachers was held today. New teacher induction starts Monday for 28 new staff members.

Curriculum

Mr. Gold is looking at resources to pilot and adopt a science curriculum. He also reported that STEMscopes is online with textbooks. Information is online and changes are immediate. IMSA Fusion grades 5-8 supports Next Generation Science Standards. Mr. Gold is also heading the mentor program this year which starts on Monday.

Finance

Ms. Parisi reported she is gearing up for the start of school and she is also working on the tentative budget. The state released a 92% proration and she will watch to see if the state makes any changes. Staff will now be required to fill out a requisition before making any purchase. Ms. Parisi is also working on the final Flex spending documents.

Maintenance

Mr. Sheehy reported the district has a maintenance/custodial staff of 19. The summer projects included:

- summer cleaning of the buildings
- painting of the bumpers in the parking lots
- landscaping, laying mulch around the buildings and playgrounds
- the administration building, Costello, Robinson and Washington school had the parking lots seal coated
- The outside seating area at Home school was repaired
- The replacement fence on Ogden Ave has been ordered delivery is expected around the 15th or August
- A new entry to the legion will be completed soon making the area safer for the employees to enter the building from the parking lot instead of the alley. The alley gates will be locked
- Classroom cabinets were replaced at Edison school because of termite damage
- Completed the testing of fire systems at GWMS
- The domestic water line at GWMS is being repaired and will be done for the start of the school year
- The 10 year Fire Life Safety inspection will be done in fall and early winter
- Work from the IEMA Security Grant is being completed. The bullet proof door and security vestibule at Home school should be completed next week
- The air conditioning project should be completed by next Friday, we still have 38 window units some as old as 20 years that will need to be replaced at some time.
- There was a fire started on the Lincoln school playground, repairs are being made

Student Services

Mrs. Malinski reported she was at registration all three days and will begin to look at the IEP's of the new students, request records and work with Chris Miller to set up transportation which will be submitted to LADSE and the State for partial reimbursement. Mrs. Malinski has been working with families that qualify under McKinney-Vento. Two new special education classrooms have been added, a CD class at Robinson and an ECE classroom at Lincoln. She reported we have 5 students in private placements

Technology

Mr. Williamsen reported he has met with the tech staff and they are making sure all classrooms are connected and everything is in working order. He is making himself familiar with the district systems, phones, Skyward, cameras and the wireless network. He will be taking Skyward training and has met with the district and building staff. Mr. Williamsen will be presenting at the new teacher

induction. He is scheduling additional Skyward training for the beginning of the school year for time-off which keeps track of requests for sick and personal days.

Board Goals

In the past the board has worked with IASB to develop goals. Superintendent Hastings will research options and bring them to the next Committee of the Whole meeting.

Superintendent Search

The district has worked with IASB to conduct a superintendent search along with private firms. Superintendent will research IASB and private firms to obtain prices and bring the information back to the next Committee of the Whole.

Policies

Policies were presented for the board members to review. There will be a first reading at the August 27th Regular Board meeting

VII. Adjournment

Joanne Schaeffer moved seconded by Coleen Shipbaugh to adjourn at 8:33 pm

Upon Voice Vote there were 7 Ayes, 0 Nays, 0 Absent
Motion carried

Coleen Shipbaugh, Secretary

Michael Bennett, President

MINUTES OF THE SPECIAL BOARD MEETING
OF THE BOARD OF EDUCATION
LYONS ELEMENTARY SCHOOL DISTRICT 103
Administration Building, 4100 Joliet Avenue
Lyons, Il 60534, at 6:10 P.M.
Thursday, August 13, 2015

I. Call to Order

The Special Meeting was called to order at 6:15 pm by President Michael Bennett

II. Roll Call

Members Physically Present:	Sharon Anderson Mark Camasta Joanne Schaeffer Coleen Shipbaugh Jorge Torres Michael Bennett
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Absent:	Catherine Broderick
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III. Citizen Statements

Toni Parker – Lyons Resident – Asked why our Business Manager is not doing what is listed in the Engagement Letter. She referred to the Baker Tilly Report on the October audit that was given at the March 9th meeting when the board was told that there were no pressing issues. Toni Parker asked did we have to make any corrections from the last audit and she mentioned that we are two months into the new fiscal year and we haven't closed the books from the last fiscal year

IV. Closed Executive Session

Jorge Torres moved seconded by Coleen Shipbaugh to go into Closed Executive Session to consider: 5ILCS 12/2 © the appointment, employment, discipline, performance, or dismissal of specific employees of the district. 5ILCS 120/2 © (29) Meetings between internal and external auditors and government audit committees, finance committees, and their equivalents, when the discussion involves internal audit control, weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with general accepted auditing standards of the United States of America.

Upon Roll Call the votes were:

Ayes:	Sharon Anderson Mark Camasta Joanne Schaeffer Coleen Shipbaugh Jorge Torres Michael Bennett
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Nays: None
Absent: Catherine Broderick
Motion carried.

V. Return to Open Session

Catherine Broderick arrived at 6:23 pm

Joanne Schaeffer moved seconded by Michael Bennett to return to Open Session at 7:31 pm

Upon Roll Call the votes were:

Ayes: Catherine Broderick
Mark Camasta
Joanne Schaeffer
Coleen Shipbaugh
Jorge Torres
Sharon Anderson
Michael Bennett

Nays: None
Absent: None

VI. Action Items

Amendment to Administrator Employment Agreement with John Williamsen

Joanne Schaeffer moved seconded by Catherine Broderick to approve the Amendment to the Administrator Employment Agreement with John Williamsen

Upon Roll Call the votes were:

Ayes: Mark Camasta
Joanne Schaeffer
Coleen Shipbaugh
Jorge Torres
Sharon Anderson
Catherine Broderick
Michael Bennett

Nays: None
Absent: None
Motion carried

Engagement Letter

Jorge Torres moves seconded by Catherine Broderick to approve the Letter of Engagement from Baker Tilly

Upon Roll the votes were:

Ayes:	Coleen Shipbaugh Jorge Torres Sharon Anderson Catherine Broderick Mark Camasta Michael Bennett
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Nays:	Joanne Scheffer
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Absent:	None
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Motion carried

Approve New Position – Staff Accountant

Jorge Torres moved seconded by Catherine Broderick to approve the new position of Staff Accountant

Upon Roll Call the votes were:

Ayes:	Coleen Shipbaugh Jorge Torres Sharon Anderson Catherine Broderick Mark Camasta Michael Bennett
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Nays:	Joanne Schaeffer
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Absent:	None
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Motion carried

Approve Temporary Part-time Superintendent Secretary Position

Jorge Torres moved seconded by Catherine Broderick to Approve the Temporary Part-Time Superintendent secretary Position

Upon Roll Call the votes were:

Ayes:	Jorge Torres Catherine Broderick Mark Camasta Coleen Shipbaugh
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20	Michael Bennett
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Nays: Sharon Anderson
Joanne Schaeffer

Motion carried

Mark Camasta stated he voted yes based on the conversation in Closed Executive Session giving flexibility to include current staff member

VII. Adjournment

Joanne Schaeffer moved seconded by Michael Bennett to adjourn at 7:37 pm

Upon Voice Vote there were: 7 Ayes, 0 Nays, 0 Absent
Motion carried

Coleen Shipbaugh, Secretary

Michael Bennett, President

To Susan Birkenmaier, Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on August 27, 2015
 Checks for the amount shown are hereby requested:

PAYEE	DATE PAID	AMOUNT
Net Salaries	07/01-07/15/15	\$ 146,079.40
Bank One	Soc. Sec. & Medicare Employees' Portion Federal Withholding 07/01-07/15/15	\$ 53,134.28
Bank One	Soc. Sec. & Medicare Employer's Portion Federal Withholding 07/01-07/15/15	\$ 8,100.59
NuMark Credit Union	Credit Union Deductions 07/01-07/15/15	\$ 5,580.00
Illinois Department of Revenue	State Withholding 07/01-07/15/15	\$ 8,001.99
Illinois Municipal Retirement Fund	Employees' Portion 07/01-07/15/15	\$ 3,894.55
Illinois Municipal Retirement Fund	Employer's Portion 07/01-07/15/15	\$ 8,602.29
Teachers' Retirement System State of Illinois	07/01-07/15/15	\$ 1,757.78
Teachers' Retirement System State of Illinois	TRS Board Paid 1/2 of 1% Health "THIS" 07/01-07/15/15	\$ 185.58
Teachers' Retirement System State of Illinois	TRS Employee Paid 1/2 of 1% Health "THIS" 07/01-07/15/15	\$ 151.77
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On & Title I, 33.00% & Title III, 33.00% 07/01-07/15/15	\$ 102.07
AXA Equitable Life	Tax Shelter Annuity 07/01-07/15/15	\$ 342.00
Lincoln Investment Planning	Tax Shelter Annuity 07/01-07/15/15	\$ 1,425.00
SEIU Local 73 COPE	07/01-07/15/15	\$ 14.50
Teachers Health Insurance Security	June, 2015	\$ 4,825.47

PAYEE	DATE PAID	AMOUNT
State Disbursement Unit	07/01-07/15/15	\$ 717.50
Child Support	07/01-07/15/15	\$ 1,666.67
CoreSource	Flex Unreimbursed 07/01-07/15/15	\$ 187.50
Blue Cross/Blue Shield of Illinois - HMO	HMO Medical Insurance Premium June, 2015	\$ 27,233.58
Blue Cross/Blue Shield of Illinois - HMO	Blue Advantage Medical Insurance Premium June, 2015	\$ 9,950.66
Blue Cross/Blue Shield of Illinois - PPO	Medical Insurance Premium June, 2015	\$ 50,765.36
Blue Cross/Blue Shield Blue Edge H S A	Medical Insurance Premium June, 2015	\$ 155,268.18
Cigna	Life Insurance June, 2015	\$ 3,356.23
Guardian Long Term Disability	LTD Premiums June, 2015	\$ 2,542.74
Guardian Dental	Dental Premiums June, 2015	\$ 23,062.80
CoreSource, Inc.	Flex Administrative Fees June, 2015	\$ 247.00
CoreSource, Inc.	Flex Advance FY16	\$ 10,000.00
Guardian Dental	Dental Premiums July, 2015	\$ 22,512.44
Guardian Long Term Disability	LTD Premiums July, 2015	\$ 2,277.77
TASC	Cobra Adm Fee April, 2015	\$ 253.75
Net Salaries	07/16-07/31/15	\$ 61,296.40
Bank One	Soc. Sec. & Medicare Employees' Portion Federal Withholding 07/16-07/31/15	\$ 18,622.39
Bank One	Soc. Sec. & Medicare Employer's Portion Federal Withholding 07/16-07/31/15	\$ 6,037.78

PAYEE	DATE PAID	AMOUNT
NuMark Credit Union	Credit Union Deductions 07/16-07/31/15	\$ 5,605.00
Illinois Department of Revenue	State Withholding 07/16-07/31/15	\$ 3,364.43
Illinois Municipal Retirement Fund	Employees' Portion 07/16-07/31/15	\$ 3,614.22
Illinois Municipal Retirement Fund	Employer's Portion 07/16-07/31/15	\$ 7,969.33
Teachers' Retirement System State of Illinois	07/16-07/31/15	\$ 2,358.18
Teachers' Retirement System State of Illinois	TRS Board Paid 1/2 of 1% Health "THIS" 07/16-07/31/15	\$ 296.77
Teachers' Retirement System State of Illinois	TRS Employee Paid 1/2 of 1% Health "THIS" 07/16-07/31/15	\$ 58.85
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On & Title I, 33.00% & Title III, 33.00% 07/16-07/31/15	\$ 110.31
AXA Equitable Life	Tax Shelter Annuity 07/16-07/31/15	\$ 342.00
Lincoln Investment Planning	Tax Shelter Annuity 07/16-07/31/15	\$ 1,425.00
SEIU Local 73 COPE	07/16-07/31/15	\$ 14.50
State Disbursement Unit	07/16-07/31/15	\$ 717.50
Child Support	07/16-07/31/15	\$ 1,666.67
Lyons Township Treasurer	07/16-07/31/15	\$ 187.50
First American Bank H S A	07/16-07/31/15	\$ 371,568.00
LegalShield	July, 2015	\$ 45.85
Lloyd Adamski	Medicare Supplement July, 2015	\$ 75.00
AT&T	Data Lines	\$ 63.04
AT&T	Fiber Optic	\$ 21,819.75
AT&T Global	Phone Support	\$ 1,132.60
Bensenville Park District	Summer Camp Excursion	\$ 334.00
Comcast	Internet	\$ 239.18

PAYEE	DATE PAID	AMOUNT
Commonwealth Edison	Electric All blds	\$ 8,939.09
DesPlaines Park District	Summer Camp Excursion	\$ 720.00
Energy.me	Electric Commodity	\$ 11,536.46
Nicor	Gas - Annex	\$ 30.12
Village of Lyons	Water Rob/GW/Ad	\$ 4,514.50
Bensenville Park District	Summer Camp Excursion	\$ 82.00
DuPage County Fair	Summer Camp Excursion	\$ 718.00
Hollywood Park	Summer Camp Excursion	\$ 888.00
Bensenville Park District	Summer Camp Excursion	\$ 234.00

Board President

Board Secretary

Boni Bray *08-20-15*
Prepared by Date

Jaquie Janski *8-20-15*
Business Manager Date

Salaries/Benefits \$ 1,037,615.13
special voucher requests \$ 51,250.74

Pages 1 - 33	\$	821,607.61
Total Bill Paid in Month	\$	1,910,473.48

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
80808	ABLE PRINTING SERVICE	08/27/2015	36851	STUDENT/PARENT HANDBOOK 2015 PRINTING	7001600038	1,458.41	1,458.41
10E000	2310 3600 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		1,458.41	
80809	AT&T	08/27/2015	S661185185-15216	FIBER OPTIC LINE	0	3,060.81	3,060.81
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,060.81	
80810	AWESOME PEST SERVICE, INC	08/27/2015	18962	TERMITE TREATMENT ALL BLDS	0	700.00	700.00
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		100.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		100.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		100.00	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		100.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		100.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		100.00	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		100.00	
80811	BENCHMARK EDUCATION	08/27/2015	282976	Books Title I-olson/edison	7001500296	3,169.00	3,169.00
10E000	1250 4010 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/TITLE I		3,169.00	
80812	BLICK ART MATERIALS	08/27/2015	4717621	TEACHER SUPPLIES	5001600004	117.73	117.73
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		117.73	
80813	BRAINPOP	08/27/2015	US126651	BrainPop software renewal	7001600019	5,615.50	5,615.50
10E000	1114 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH/SOFTWARE		5,615.50	
80814	CASE LOTS INC	08/27/2015	007386	Dish Soap and White Vinegar for Landscaping Weed Killer Solution.	7011600033	979.50	1,239.90

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E008	2540 4100 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/SUPPLIES		979.50	
			007400	Purchase of Delimer for the GWMS Kitchen/Cafeteria Dishwasher.	7011600021	260.40	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		260.40	
80815	CENTER FOR ED & EMPLOYMENT LAW	08/27/2015	06935248	SPED-Beth Malinski/professio nal materials	7001600030	299.95	299.95
10E000	2330 4100 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		299.95	
80816	CHICAGO OFFICE PRODUCTS	08/27/2015	862304-0	OFFICE SUPPLIES - file folders/calendars/ calc rolls	7001600020	677.90	902.11
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		677.90	
			863714-0	MARKERS BLACK BANKERS BOXES BINDERS	7001600026	224.21	
10E000	1110 4120 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		104.75	
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		119.46	
80817	CLASSIC PARTY RENTALS	08/27/2015	0001468715	Rental of 24 Stanchions for GWMS District School Registration. Black 8" L x 39.5" H.	7011600016	660.00	660.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E008	2540 4100 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/SUPPLIES		660.00	
80818	CORRECT CONSTRUCTION INC.	08/27/2015	83115	TRANSFORMER DAMAGE REPAIRS LINCOLN	0	680.00	5,056.00
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		680.00	
			83159	A/C REPAIRS ADM MAMMOTH	0	414.00	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		414.00	
			83160	RM 242 GWMS HVAC REPAIRS	0	281.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		281.00	
			83188	CHILLER REPAIRS LINCOLN	0	281.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		281.00	
			83189	HVAC REPAIRS COMPUTER LAB LINCOLN	0	946.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		946.00	
			83190	HVAC TEST POST GENERATOR INTALL LINCOLN POWER OUTAGE DAMAGE	0	547.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		547.00	
			83191	HVAC BIG GYM GWMS BROKEN LINKAGE	0	547.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		547.00	

Check Summary

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			83224	RM 133/34/35 PNEUMATIC LEAKS GWMS	0	613.50	
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		613.50	
			83246	A/C REP RM 115&135 GWMS	0	746.50	
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		746.50	
80819	COSTELLO ELEMENTARY SCHOOL	08/27/2015	2015-8	FY16 POSTAGE ALLOTMENT	0	785.00	785.00
10E600 2400 4100 00 000000				EDUCATION/COSTELLO ELEMENTARY/SUPPORT SERVICES - SCHOOL		785.00	
80820	COUGHLAN COMPANIES, INC DBA CA	08/27/2015	ti10054085	books Title I - Costello Zaborowski	7001500265	3,931.66	4,053.74
10E000 1250 4100 00 430000				EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		3,931.66	
			ti10055724	books Title I - Costello Zaborowski	7001500265	122.08	
10E000 1250 4100 00 430000				EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		122.08	
80821	D & H DISTRIBUTING	08/27/2015	60079207	STUDENT CALCULATORS GWMS	5001600009	5,046.30	5,046.30
10E500 1110 4110 00 000000				EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY		5,046.30	
80822	DEMCO INC	08/27/2015	5646085	OFFICE SUPPLIES - CARD STOCK/MARKERS GWMS	5001600013	151.85	151.85
10E500 1110 4100 00 000000				EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		151.85	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
80823	DESPLAINES VALLEY NEWS	08/27/2015	2015-7	NEWSPAPER SUBSCRIPTION 1 YR ADM	0	15.00	15.00
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		15.00	
80824	DISCOUNT MAGAZINE SUBSCRIPTION	08/27/2015	5304032	MAGAZINE ORDER LIBRARY LINCOLN	7001600005	211.65	211.65
10E300	2220 4400 00 000000			EDUCATION/LINCOLN ELEMENTARY/EDUCATIONAL MEDIA SERVICES		211.65	
80825	EDISON SCHOOL	08/27/2015	2015-8	FY16 POSTAGE ALLOWANCE	0	785.00	785.00
10E100	2400 4100 00 000000			EDUCATION/EDISON ELEMENTARY/SUPPORT SERVICES - SCHOOL A		785.00	
80826	EGAN, JENNIFER M	08/27/2015	2015-8	TUITION REIMBURSEMENT EEND634	0	450.00	450.00
10E000	1110 2300 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM		450.00	
80827	ELLISON	08/27/2015	3006899	Cutting Pads EDISON	1001600012	48.00	48.00
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		48.00	
80828	ERIC ARMIN INC	08/27/2015	INV0730844	SUPPLIES PROTRACTOR/SHAPES GWMS	5001600011	105.43	105.43
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		105.43	
80829	EXPEDIA CONSTRUCTION CORPORATI	08/27/2015	15-0330-04	Furnish and Install new pass-through bullet resistant security window in the existing	7011600009	7,400.00	7,400.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000 2540 5400 00 005002				masonry opening at Edison School. Security/Safety Grant Project.		7,400.00	
			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE				
80830	F.E. MORAN, INC.	08/27/2015	003-185153000	PAYMENT #3 A/C PROJECT EDISON/LINCOLN/ROB INSON	0	389,416.68	389,416.68
20E000 2540 5400 00 005001				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		389,416.68	
80831	FLAGHOUSE SPECIAL NEEDS	08/27/2015	V01316850101	sped-robinson LAP PAD	7001600013	79.98	79.98
10E000 1205 4100 00 000000				EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		79.98	
80832	FOLLETT EDUCATIONAL SERVICES	08/27/2015	1816977A	Textbook Orders - GWMS	3001600001	18,022.32	20,694.62
10E000 1110 4200 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		18,022.32	
10E000 1110 4200 00 000000			1837510A	TEXTBOOKS GWMS	5001600007	27.24	
10E000 1110 4200 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		27.24	
10E000 1110 4200 00 000000			1837510B	TEXTBOOKS	5001600007	2,645.06	
10E000 1110 4200 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		2,645.06	
80833	FOLLETT SCHOOL SOLUTIONS	08/27/2015	1845941A	Reading Textbooks - Gr. 3 (Replaces 10 sets of books 3.1/3.2 on previous PO-1001600001 which was	1001600013	827.75	864.11

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				cancelled by vendor due to being out of stock.)			
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		827.75	
			651310-5	LIBRARY BOOKS RETURNS CREDIT	0	-388.63	
10E400	2220 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/EDUCATIONAL MEDIA SERVICE		-388.63	
			666290-3	LIBRARY BOOKS FY15	7001500221	331.71	
10E200	2220 4100 00 000000			EDUCATION/HOME ELEMENTARY/EDUCATIONAL MEDIA SERVICES/SU		331.71	
			666290F-2	LIBRARY BOOKS FY15	7001500221	93.28	
10E200	2220 4100 00 000000			EDUCATION/HOME ELEMENTARY/EDUCATIONAL MEDIA SERVICES/SU		93.28	
80834	FRONTLINE TECHNOLOGIES	08/27/2015	INVUS41583	FY16 ANNUAL INVOICE SUBFINDER	0	4,815.00	4,815.00
10E000	1114 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH/SOFTWARE		4,815.00	
80835	GEORGE WASHINGTON MIDDLE SCHOO	08/27/2015	2015-8	FY16 POSTAGE ALLOWANCE	0	1,795.00	1,795.00
10E500	2400 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/SUPPORT SERVICES - S		1,795.00	
80836	GLENOAKS THERAPEUTIC DAY SCHOO	08/27/2015	TDS-N 7113	PRIVATE PLACEMENT JULY 2015 ESY	0	2,181.62	2,181.62
10E000	1912 6010 00 000000			EDUCATION/DISTRICT OFFICE		2,181.62	
80837	GMF CONTRACTORS EQUIPMENT	08/27/2015	49315	TIRE REPAIR RIDING MOWER	0	41.15	1,139.48
20E008	2540 3230 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/REPAIR AND		41.15	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			49319	BAR TRIMMER BLADES	0	45.00	
20E008	2540 3230 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/REPAIR AND		45.00	
			49325	DEERE 325 MOWER REPAIRS	0	224.65	
20E008	2540 3230 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/REPAIR AND		224.65	
			49340	TANAKA HEDGE TRIMMER REPAIRS	0	78.36	
20E008	2540 3230 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/REPAIR AND		78.36	
			49372	STIHL FS 75 TRIMMER REPAIRS	0	80.26	
20E008	2540 3230 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/REPAIR AND		80.26	
			49373	EATO SRM 210 TRIMMER REPAIRS	0	48.35	
20E008	2540 3230 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/REPAIR AND		48.35	
			49384	DEERE LX178 MOWER REPAIRS	0	280.96	
20E008	2540 3230 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/REPAIR AND		280.96	
			49408	STIHL 46 TRIMMER REPAIRS	0	61.85	
20E008	2540 3230 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/REPAIR AND		61.85	
			49409	BEARCAT TRIMMER REPAIRS	0	143.90	
20E008	2540 3230 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/REPAIR AND		143.90	
			49433	TRIMMER BLADES	0	135.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E008	2540 3230 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/REPAIR AND		135.00	
80838	GO SOLUTIONS GROUP, INC	08/27/2015	35028	CLAIM GENERATION & PROCESSING MEDICAIDE	0	529.15	529.15
10E000	1205 3160 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		529.15	
80839	GRAND PRAIRIE TRANSIT	08/27/2015	G026-RTINV1001449	JUNE 2015 SPED ESY TRANSPORTATION	0	21,207.72	21,207.72
40E000	2550 3390 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		21,207.72	
80840	GRAPHIC LAMINATING, INC	08/27/2015	19810	LAMINATING FILM - GWMS	5001600012	586.49	1,309.94
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		586.49	
			19898	laminating film - LINCOLN	3001600006	723.45	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		723.45	
80841	GREEN ASSOCIATES, INC	08/27/2015	2015304	SECURITY ENTRANCE GLAZING 100% COMPLETE	0	450.00	922.50
20E000	2540 5400 00 005002			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		450.00	
			2015305	GRANT APPLICATION PAPERWORK	0	472.50	
20E000	2540 5400 00 005002			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		472.50	
80842	GROOT INDUSTRIES	08/27/2015	113485485	GARBAGE AUGUST HOME	0	251.68	2,488.34
20E000	2540 3210 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		251.68	
			13449895	GARBAGE JULY 15 -	0	315.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				30 YARD ROLL OFF			
20E000	2540 3210 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		315.00	
			13485486	GARBAGE AUGUST EDISON	0	369.05	
20E000	2540 3210 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		369.05	
			13485487	GARBAGE AUGUST ROBINSON	0	251.68	
20E000	2540 3210 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		251.68	
			13485488	GARBAGE AUGUST LINCOLN	0	320.65	
20E000	2540 3210 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		320.65	
			13485489	GARBAGE AUGUST COSTELLO	0	290.18	
20E000	2540 3210 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		290.18	
			13485490	GARBAGE AUGUST GWMS	0	375.10	
20E000	2540 3210 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		375.10	
			13760931	GARBAGE JULY - 30 YARD ROLL OFF	0	315.00	
20E000	2540 3210 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		315.00	
80843	GUZMAN, IRENE	08/27/2015	2015-8	TUITION REIMBURSEMENT BL5063	0	450.00	450.00
10E000	1110 2300 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM		450.00	
80844	HEINEMANN	08/27/2015	6480443	BOOKS Title I -	7001500261	4,463.55	5,240.25

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1250 4010 00 430000			Olson Edison EDUCATION/DISTRICT OFFICE/TITLE I/TITLE I		4,463.55	
			6482176	BOOKS Title I - Olson Edison	7001500261	98.10	
10E000	1250 4010 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/TITLE I		98.10	
			6483015	BOOKS Title I - Olson Edison	7001500261	343.35	
10E000	1250 4010 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/TITLE I		343.35	
			6485892	BOOKS Title I - Olson Edison	7001500261	45.00	
10E000	1250 4010 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/TITLE I		45.00	
			6486135	BOOKD Title I - Olson Edison	7001500261	45.00	
10E000	1250 4010 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/TITLE I		45.00	
			6490202	BOOKS Title I - Olson Edison	7001500261	98.10	
10E000	1250 4010 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/TITLE I		98.10	
			6494070	BOOKS Title I - Olson Edison	7001500261	98.10	
10E000	1250 4010 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/TITLE I		98.10	
			6495377	BOOKS Title I - Olson Edison	7001500261	49.05	
10E000	1250 4010 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/TITLE I		49.05	
80845	HOME SCHOOL	08/27/2015	2015-8	FY16 POSTAGE ALLOWANCE	0	785.00	785.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200	2400 4100 00 000000			EDUCATION/HOME ELEMENTARY/SUPPORT SERVICES - SCHOOL ADM		785.00	
80846	ILLCO	08/27/2015	2375703	Hoses for New Shop Washing Machine.	7011600010	21.76	178.91
20E008	2540 3230 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/REPAIR AND		21.76	
			2377092	Fittings for Water and Gas Connections for Shop dryer and District Stock.	7011600017	157.15	
20E008	2540 4100 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/SUPPLIES		157.15	
80847	ILLINOIS ASSOC OF SCHOOL BOARD	08/27/2015	2015	Press Plus	7001600033	247.50	247.50
10E000	2400 6400 00 000000			EDUCATION/DISTRICT OFFICE/SUPPORT SERVICES - SCHOOL ADM		247.50	
80848	ILLINOIS PRINCIPAL ASSOCIATION	08/27/2015	8879350	IPA - Schumann	7001600035	365.00	365.00
10E000	2400 6400 00 000000			EDUCATION/DISTRICT OFFICE/SUPPORT SERVICES - SCHOOL ADM		365.00	
80849	ILLINOIS STATE UNIVERSITY	08/27/2015	CH16004	Conference - Malinski,Baas	7001500288	378.00	378.00
10E000	1250 3140 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL SERVICES		378.00	
80850	ISCORP	08/27/2015	0673303	SKYWARD FINANCE SUBSCRIPTION FEE	0	300.00	960.00
10E000	1114 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH/SOFTWARE		300.00	
			076212	SKYWARD STUDENT SUBSCRIPTION FEE	0	660.00	
10E000	1114 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH/SOFTWARE		660.00	
80851	KONICA MINOLTA BUSINESS SOLUTI	08/27/2015	9001398133	METERED SUPPLIES	0	3,776.85	4,816.53

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				04//0/-05/07/15			
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		3,776.85	
			9001469165	METERED SUPPLIES	0	231.08	
				03/03-06/02/15			
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		231.08	
			9001646829	COPIER CONTRACT	0	808.60	
				CHARGES			
				07/08-08/07/15			
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		808.60	
80852	LAGRANGE AREA DEPT OF SPECIAL	08/27/2015	16-100-103	BOARD APPROVED	0	149,358.00	149,358.00
				ASSESSMENTS			
10E000	4221 6700 00 000000			EDUCATION/DISTRICT OFFICE/SPED-COOP/TUITION		149,358.00	
80853	LAILAW TRANSIT, INC DBA FIRST	08/27/2015	183-C-060436	SUMMER CAMP FIELD	0	218.55	1,785.33
				TRIP BENSENVILLE			
				PARK DISTRICT			
40E000	2550 3330 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		218.55	
			183-C-060437	SUMMER CAMP FIELD	0	50.00	
				TRIP BENSENVILLE			
				PARK DISTRICT			
				CANCELLATION DUE			
				TO WEATHER			
40E000	2550 3330 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		50.00	
			183-C-060438	SUMMER CAMP FIELD	0	244.60	
				TRIP BENSENVILLE			
				PARK DISTRICT			
40E000	2550 3330 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		244.60	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			183-C-060439	SUMMER CAMP FIELD TRIP BENSENVILLE PARK DISTRICT	0	211.83	
40E000	2550 3330 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		211.83	
			183-C-060442	SUMMER CAMP FIELD TRIP BRUNSWICK BOWL	0	251.34	
40E000	2550 3330 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		251.34	
			183-C-060443	SUMMER CAMP FIELD TRIP MYSTIC WATERS	0	288.32	
40E000	2550 3330 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		288.32	
			183-C-060444	SUMMER CAMP FIELD TRIP DUPAGE COUNTY FAIR	0	291.21	
40E000	2550 3330 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		291.21	
			183-C-060445	SUMMER CAMP FIELD TRIP HOLLYWOOD PARK FUN CENTER	0	229.48	
40E000	2550 3330 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		229.48	
80854	LAKESHORE LEARNING MATERIALS	08/27/2015	3024560715	Office Supplies DAILY PRACTICE JOURNALS	1001600008	241.43	241.43
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		241.43	
80855	LINCOLN SCHOOL	08/27/2015	2015-8	FY16 POSTAGE ALLOWANCE	0	1,122.00	1,122.00
10E300	2400 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/SUPPORT SERVICES - SCHOOL		1,122.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
80856	LITTO, CARRIE L	08/27/2015	2015-8	TUITION REIMBURSEMENT EEND634	0	450.00	450.00
10E000	1110 2300 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM		450.00	
80857	LUBERTOZZI, MARY A	08/27/2015	2015-8	TUITION REIMBURSEMENT EEND634	0	450.00	1,050.00
10E000	1110 2300 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM		450.00	
			2015-81	TUITION REIMBURSEMENT EEND636	0	600.00	
10E000	1110 2300 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM		600.00	
80858	MASTER TEACHER	08/27/2015	116732366	20 YEARS OF SERVICE AWARDS	7001500311	217.04	217.04
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		217.04	
80859	MCELROY, CHRISTINA M	08/27/2015	2015-8	TUITION REIMBURSEMENT EEND636	0	600.00	1,050.00
10E000	1110 2300 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM		600.00	
			2015-81	TUITION REIMBURSEMENT EEND634	0	450.00	
10E000	1110 2300 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM		450.00	
80860	MEDIA RESOURCES INC	08/27/2015	13326	Extron classroom presentation systems	7001600018	16,941.00	16,941.00
10E000	1114 5400 00 000000			EDUCATION/DISTRICT OFFICE/TECH/REPLACEMENT & NEW EQUIPM		16,941.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
80861	MENARDS-FRONT END MANAGER	08/27/2015	05995	Purchase of New Washer and Dryer for Shop. Washer and Dryer are over 15 years of age. We utilize for District Wiping Rags, Dust Mops, etc.	7011600004	1,398.00	8,453.16
20E000	2540 7400 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,398.00	
			07968	Blue Blend Mop heads #968/D213-20 for Custodial Mopping/Waxing.	7011600019	160.77	
20E008	2540 4100 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/SUPPLIES		160.77	
			07969	Dundas Jafine 4"x8' Semi-Rigid Aluminum Duct for Shop Dryer Vent.	7011600018	7.89	
20E008	2540 4100 00 000000			OP, BLDG,MAIN/OPERATION AND MAINTENANCE OF P/SUPPLIES		7.89	
			08329	Purchase of Regular Mulch and Rubber Playground Mulch for Edison, GWMS and Lincoln Schools. Mulch on sale thru 8/8/15, District savings is \$2,707.5	7011600028	6,886.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				verses Regular Price.			
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		1,194.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,492.50	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		1,400.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,400.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,400.00	
80862	MIDLAND PAPER	08/27/2015	21358/213153/213152/	COPY PAPER	7001600002	22,580.69	22,580.69
10E000	1110 4110 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		0.00	
10E000	1110 4117 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES DONATION		22,580.69	
80863	MIGALA, MELISSA G	08/27/2015	2015-8	TUITION	0	450.00	450.00
				REIMBURSEMENT MTL 521			
10E000	1110 2300 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM		450.00	
80864	MLPLUMBING,LLC dbaDELL PLUMBIN	08/27/2015	002393	Replace 2" Drain Valve on GWMS Sprinkler System in Sprinkler Room.	7011600024	365.29	365.29
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		365.29	
80865	NASCO	08/27/2015	483039	TEACHER SUPPLIES - GRAPH PAPER/GEOMETRY POSTER	5001600005	106.66	114.27
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		106.66	
			487944	TEACHER SUPPLIES GRAPH PAPER/GEOMETRY	5001600005	7.61	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				POSTERS			
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		7.61	
80866	NATIONAL INVESTIGATIONS INC	08/27/2015	RI-14-629A	RESIDENCY ISSUES	0	270.00	1,980.00
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		270.00	
			RI-15-095B	RESIDENCY ISSUES	0	1,530.00	
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		1,530.00	
			RI-15-903	RESIDENCY ISSUES	0	120.00	
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		120.00	
			RI-15-904	RESIDENCY ISSUES	0	60.00	
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		60.00	
80867	ODELSON & STERK, LTD.	08/27/2015	16339	ATTORNEY FEES MAY 2015	0	5,162.50	14,287.50
10E000	2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		5,162.50	
			16340	ATTORNEY FEES JUNE 2015	0	9,125.00	
10E000	2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		9,125.00	
80868	PAPERDIRECT	08/27/2015	3516875501019	REPORT CARD ACHIEVEMENT SEALS	5001600006	395.68	395.68
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		395.68	
80869	PARKLAND PREPARATORY ACADEMY S	08/27/2015	452	PRIVATE PLACEMENT ESY JULY 2015 SC	0	4,375.08	4,375.08
10E000	1912 6010 00 000000			EDUCATION/DISTRICT OFFICE		4,375.08	
80870	PEARSON EDUCATION	08/27/2015	4023958505	Reading Workbooks LINCOLN	3001600003	3,667.54	3,862.15

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		3,667.54	
			4023968639	Reading Textbooks EDISON	1001600001	194.61	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		194.61	
80871	PITSCO	08/27/2015	610950-1	LIFE SKILLS SUPPLIES	5001600003	220.00	250.78
10E000	1115 4140 00 000000			EDUCATION/DISTRICT OFFICE/EXPLORATORY 6-8		220.00	
			610950-2	LIFE SKILLS SUPPLIES	5001600003	30.78	
10E000	1115 4140 00 000000			EDUCATION/DISTRICT OFFICE/EXPLORATORY 6-8		30.78	
80872	PROJECT CRISS	08/27/2015	21717	CRISS BOOKS-New Teacher	7001600022	1,442.10	1,442.10
10E000	1110 4120 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		1,442.10	
80873	QUILL CORPORATION	08/27/2015	16733	Welcome Postcards EDISON	1001600007	44.91	44.91
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		44.91	
80874	ROBBINS,SCHWARTZ,NICHOLAS,LIFT	08/27/2015	262842	ATTORNEY FEES JUNE 2015	0	12,625.53	12,625.53
10E000	2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		12,625.53	
80875	ROBINSON SCHOOL	08/27/2015	2015-8	FY16 POSTAGE ALLOWANCE	0	785.00	785.00
10E400	2400 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/SUPPORT SERVICES - SCHOOL		785.00	
80876	SAM'S CLUB DIRECT	08/27/2015	2015-8	8/4 REG MEAL SUPPLIES	0	331.16	449.07
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		331.16	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			2015-81	new teacher induction food (mon,tues,wed)	7001600036	117.91	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		117.91	
80877	SCHOOL DISTRICT #103 IMPREST F	08/27/2015	3187	N CHHABLANI - WINTER-SPRING CAMP REFUND	0	50.00	1,621.35
10R000	1990 0000 00 000000			EDUCATION/DISTRICT OFFICE/OTHER		50.00	
			3188	N OWENS - FINGERPRINT REIMBURSEMENT	0	20.00	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		20.00	
			3189	J PARISI- FINGERPRINT REIMBURSEMENT	0	20.00	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		20.00	
			3190	P BLEUHER - FINGERPRINT REIMBURSEMENT	0	20.00	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		20.00	
			3191	SLICE FACTORY - 8/4 REG LUNCH	0	107.16	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		107.16	
			3192	SUBWAY - 8/5 REG LUNCH	0	168.00	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		168.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			3193	VFW - 8/6 REG LUNCH	0	160.90	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		160.90	
			3194	S. STEVLIC - REFUND OF UNUSED CHLDCARE	0	42.00	
10R000	1990 0000 00 000000			EDUCATION/DISTRICT OFFICE/OTHER		42.00	
			3195	J ROBSON - REFUND OF FY15 CHLDCARE SERV.	0	602.60	
10R000	1990 0000 00 000000			EDUCATION/DISTRICT OFFICE/OTHER		602.60	
			3196	POPS - NEW TEACHER LUNCH 8/17	0	108.99	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		108.99	
			3196 ADDENDUM	CHANGE FROM CHECK TICKET WAS LESS	0	-1.02	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		-1.02	
			3197	POPS - NEW TEACHER SALAD 8/18	0	45.90	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		45.90	
			3198	POPS - NEW TEACHER SALAD 8/19	0	45.90	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		45.90	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			3199	PAISAN'S - PIZZA NEW TEACHER 8/18	0	108.45	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		108.45	
			3200	PAISANS - NEW TEACHER LUNCH DAY 3	0	108.45	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		108.45	
			3200A	RETURN TO CASH CHECK WRONG AMOUNT	0	-108.45	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		-108.45	
			3201	PAISANS - NEW TEACHER LUNCH DAY 3	0	122.47	
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES		122.47	
80878	SCHOOL DATEBOOKS, INC.	08/27/2015	S15-0090909/0092121	DISTRICTWIDE DATEBOOK PLANNERS	7001600028	5,482.10	5,482.10
10E000	1110 4110 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		5,482.10	
80879	SCHOOL HEALTH	08/27/2015	1511676-00	AUDIOMETER CALIBRATIONS	7001600029	700.15	700.15
10E000	2130 3230 00 000000			EDUCATION/DISTRICT OFFICE/HEALTH SERVICES/REPAIR AND MA		700.15	
80880	SCHOOL SPECIALTY/CLASSROOM DIR	08/27/2015	208114535900	Handwriting paper ROBINSON	4001600001	83.37	423.19
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		83.37	
			208114535903	HANDWRITING PAPER K-3 COSTELLO	6001600003	99.25	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		99.25	
			208114535938	handwriting paper - LINCOLN	3001600005	119.10	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		119.10	
			208114550263	Handwriting Paper - EDISON	1001600002	75.43	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		75.43	
			208114561740	sped-marcordes ece VELCRO TAPE	7001600011	46.04	
10E000	1225 4100 00 000000			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD SPED/SUPPLIES		46.04	
80881	SCHOOL SPECIALTY	08/27/2015	30810223192	Office Supplies- TAPE/STAPLES/MARKE RS/RUBBER BANDS	1001600011	468.33	1,539.02
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		468.33	
			308102231921	Office Supplies	1001600010	1,070.69	
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		1,070.69	
80882	SIMPLEX GRINNELL	08/27/2015	40821629	FIRE ALARM MANAGEMENT VESTIBULE RECONSTRUCTION HOME SCHOOL	0	3,662.00	22,208.00
20E000	2540 5400 00 005002			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,662.00	
			77957144	Annual Fire-Life-Safety Testing of all District 103	7011600003	2,051.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Facilities for the 2015/2016 School Year.			
20E100	2540 3230 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			2,051.00	
			77961161	Annual Fire-Life-Safety Testing of all District 103 Facilities for the 2015/2016 School Year.	7011600003	1,517.00	
20E400	2540 3230 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			1,517.00	
			77961162	Annual Fire-Life-Safety Testing of all District 103 Facilities for the 2015/2016 School Year.	7011600003	2,731.00	
20E600	2540 3230 00 000000		OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			2,731.00	
			77971735	Annual Fire-Life-Safety Testing of all District 103 Facilities for the 2015/2016 School Year.	7011600003	1,768.00	
20E200	2540 3230 00 000000		OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			1,768.00	
			78001226	Annual	7011600003	1,623.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Fire-Life-Safety Testing of all District 103 Facilities for the 2015/2016 School Year.			
20E300	2540 3230 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			1,623.00	
			78004929	Annual Fire-Life-Safety Testing of all District 103 Facilities for the 2015/2016 School Year.	7011600003	6,210.00	
20E500	2540 3230 00 000000		OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			6,210.00	
			81592060/81592058	Edison School Replacement Heat Detector in Room #100 Storage. Labor and Material.	7011600014	2,213.00	
20E100	2540 3230 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			2,213.00	
			81593924	Simplex Replacement of One Defective heat Detector in Home School Room #101 Bathroom.	7011600013	433.00	
20E200	2540 3230 00 000000		OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			433.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
80883	SNUG SEAT	08/27/2015	310055/311500	SPED-Malinski XPANDA	7001500307	8,120.95	8,120.95
10E000	2330 5400 00 300100			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		8,120.95	
80884	SOARING EAGLE ACADEMY	08/27/2015	15-670	PRIVATE PLACEMENT AUG ID	0	2,313.42	4,626.84
10E000	1912 6010 00 000000			EDUCATION/DISTRICT OFFICE		2,313.42	
			15-671	PRIVATE PLACEMENT AUG MG	0	2,313.42	
10E000	1912 6010 00 000000			EDUCATION/DISTRICT OFFICE		2,313.42	
80885	SOUTHPAW ENTERPRISES	08/27/2015	0372628-IN	sped - Marcordes Home BEAR HUG	7001600009	84.36	84.36
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		84.36	
80886	SUBSCRIPTION SERVICES OF AMERI	08/27/2015	5145289	MAGAZINE ORDERS FOR LIBRARY EDISON/HOME	7001600004	457.39	457.39
10E100	2220 4400 00 000000			EDUCATION/EDISON ELEMENTARY/EDUCATIONAL MEDIA SERVICES/		245.67	
10E200	2220 4400 00 000000			EDUCATION/HOME ELEMENTARY/EDUCATIONAL MEDIA SERVICES/PE		211.72	
80887	TEACHING STRATEGIES LLC	08/27/2015	2015	teaching strategies online preschool/ECE	7021600012	3,030.50	3,030.50
10E000	1225 3000 00 000000			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD SPED/PURCHASE		1,116.50	
10E000	1275 3410 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/EC GRAN		1,914.00	
80888	TRANE	08/27/2015	11071274R1	Motors for GWMS Large Gym Unit Heater Repairs.	7011600007	242.62	282.12
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		242.62	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			11106754R1	Time Delay Fuses for Fuse Replacement and district Stock.	7011600020	39.50	
20E000	2540 4110 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		39.50	
80889	TYCO INTEGRATED SECURITY LLC	08/27/2015	24639940	REOCCURING FIRE ALARM MONITORING EDISON 08/01-10/31/15	0	284.28	579.48
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		284.28	
			24639941	REOCCURING FIRE ALARM MONITORING LINCOLN 08/01-10/31/15	0	48.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		48.00	
			24639942	REOCCURING FIRE ALARM MONITORING HOME 08/01-10/31/15	0	247.20	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		247.20	
80890	UNIFIRST CORPORATION	08/27/2015	0913720	MAINTENANCE SUPPLIES EDISON	0	98.15	1,603.45
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		98.15	
			0913721	MAINTENANCE SUPPLIES ROBINSON	0	87.95	
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		87.95	
			0915042	MAINTENANCE	0	103.95	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E200	2540 4100 00 000000			SUPPLIES HOME			
				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		103.95	
			0915043	MAINTENANCE	0	82.50	
				SUPPLIES LINCOLN			
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		82.50	
			0916292	MAINTENANCE	0	316.15	
				SUPPLIES GWMS			
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		316.15	
			0916293	MAINTENANCE	0	439.55	
				SUPPLIES EDISON			
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		439.55	
			0916294	MAINTENANCE	0	87.95	
				SUPPLIES ROBINSON			
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		87.95	
			0917511	MAINTENANCE	0	71.10	
				SUPPLIES LINCOLN			
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		71.10	
			913719	MAINTENANCE	0	316.15	
				SUPPLIES GWMS			
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		316.15	
80891	UNIVERSITY OF ST FRANCIS/COLLE	08/27/2015	2015-8	ESL COHORT	0	825.00	825.00
				REIMBURSEMENTS			
				EEND634			
10E000	1801 3140 00 490900			EDUCATION/DISTRICT OFFICE/ESL LIPLES/PROFESSIONAL SERVI		825.00	
80892	USBANCORP EQUIPMENT FINANCE, I	08/27/2015	282113833	METERED SUPPLIES	0	1,208.33	1,208.33

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000 1110 3240 00 000000				COPIER 08/03-09/10/15 EDUCATION/DISTRICT OFFICE/ELEMENTARY		1,208.33	
80893	VILLAGE OF STICKNEY WATER DEPT	08/27/2015	2015-8	WATER/SEWER EDISON/HOM JULY/AUG 2015	0	110.07	110.07
20E100 2540 3700 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		64.37	
20E200 2540 3700 00 000000				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		45.70	
80894	WARDS NATURAL SCIENCE EST, LLC	08/27/2015	8041811525	Science Consumables	1001600006	310.05	793.79
10E000 1110 4190 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY		310.05	
10E000 1110 4190 00 000000			8041812004+	Wards Science	4001600006	190.92	
10E000 1110 4190 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY		190.92	
10E000 1110 4190 00 000000			8041867339	Wards Science	4001600008	106.95	
10E000 1110 4190 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY		106.95	
10E000 1110 4190 00 000000			8041901619	Science Consumables	1001600006	22.04	
10E000 1110 4190 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY		22.04	
10E000 1110 4190 00 000000			8041947410+	Ward's Science	4001600005	122.27	
10E000 1110 4190 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY		122.27	
10E000 1110 4190 00 000000			8041977934	Science Consumables	1001600006	22.04	
10E000 1110 4190 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY		22.04	
10E000 1110 4190 00 000000			8042195964	Science Consumables	1001600006	19.52	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1110 4190 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		19.52	
80895	XEROX	08/27/2015	080438891	METERED SUPPLIES XEROX 03/21-06/30/15	0	1,033.84	9,154.59
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		1,033.84	
			080438892	METERED SUPPLIES XEROX JUNE 2015	0	1,010.58	
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		1,010.58	
			080438893	METERED SUPPLIES XEROX JUNE 2015	0	710.85	
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		710.85	
			080438894	METERED SUPPLIES XEROX 03/21-06/30/15	0	821.24	
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		821.24	
			080438895	METERED SUPPLIES XEROX 03/21-06/30/15	0	875.14	
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		875.14	
			080438896	METERED SUPPLIES XEROX 03/21-06/30/15	0	525.48	
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		525.48	
			080438897	METERED SUPPLIES XEROX 03/21-06/30/15	0	702.66	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		702.66	
			080634241	METERED XEROX SUPPLIES JULY 2015	0	493.30	
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		493.30	
			080634242	METERED XEROX SUPPLIES JULY 2015	0	493.30	
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		493.30	
			080634243	METERED XEROX SUPPLIES JULY 2015	0	493.30	
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		493.30	
			080634244	METERED XEROX SUPPLIES JULY 2015	0	493.30	
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		493.30	
			080634245	METERED XEROX SUPPLIES JULY 2015	0	505.37	
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		505.37	
			080634246	METERED XEROX SUPPLIES JULY 2015	0	493.30	
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		493.30	
			080634247	METERED XEROX	0	502.93	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SUPPLIES JULY 2015			
10E000	1110 3240 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		502.93	
80896	ZALEWSKI, AMANDA J	08/27/2015	2015-8	TUITION REIMBURSEMENT MSED620 MSED609	0	600.00	600.00
10E000	1110 2300 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM		600.00	
80897	ZANER-BLOSER EDUCATIONAL PUBLI	08/27/2015	10011068	Zaner Bloser Writing Paper	4001600002	2,742.78	11,284.21
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		2,742.78	
			10011108	Writing Textbooks	1001600003	125.24	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		125.24	
			10011140	ZANER BLOSER WRITING K-3	6001600004	2,692.68	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		2,692.68	
			10011421	K - 3 handwriting books	3001600004	4,458.58	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		4,458.58	
			10017212	Writing Textbooks	1001600003	1,264.93	
10E000	1110 4200 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEXTBOOKS		1,264.93	
			90	Computer	Check(s) For a Total of		821,607.61

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	90	Computer	Checks For a Total of	821,607.61
Total For	90	Manual, Wire Tran, ACH & Computer	Checks	821,607.61
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	821,607.61

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	0.00	694.60	352,055.77	352,750.37
20	OP, BLDG,MAIN	0.00	0.00	445,864.19	445,864.19
40	TRANSPORTION	0.00	0.00	22,993.05	22,993.05

RESOLUTION

Fifth Payment of the Corporate Personal Property Tax

WHEREAS a report from the School Township Treasurer's Office on the Corporate Personal Property Tax Replacement has been received indicating the amount of \$389,115 and

WHEREAS Superintendent Kyle Hastings and Interim Business Manager Jacqui Parisi have reviewed the 2015-2016 School District Budget and the needs thereof:

NOW THEREFORE: Be It Resolved by the Board of Education, School District No. 103, Cook County, Illinois, that the Lyons Township Treasurer be directed to make the following allocation of the Fifth Payment of the Corporate Personal Property Tax Replacement as received from the State of Illinois:

\$389,115 in the Education Fund

ADOPTED THIS 27th DAY OF August, 2015.

Board of Education
Lyons School District No. 103
County of Cook,
State of Illinois

By: _____
President, Board of Education

ATTEST:

Secretary, Board of Education

RESOLUTION

Sixth Payment of the Corporate Personal Property Tax

WHEREAS a report from the School Township Treasurer's Office on the Corporate Personal Property Tax Replacement has been received indicating the amount of \$52,441 and

WHEREAS Superintendent Hastings and Interim Business Manager Jacqui Parisi have reviewed the 2015-2016 School District Budget and the needs thereof:

NOW THEREFORE: Be It Resolved by the Board of Education, School District No. 103, Cook County, Illinois, that the Lyons Township Treasurer be directed to make the following allocation of the Sixth Payment of the Corporate Personal Property Tax Replacement as received from the State of Illinois:

\$52,441 in the Education Fund

ADOPTED THIS 27th DAY OF August, 2015.

Board of Education
Lyons School District No. 103
County of Cook,
State of Illinois

By: _____
President, Board of Education

ATTEST:

Secretary, Board of Education

Lyons School Dsistrict #103 Corporate Personal Property Replacement Tax (CPPRT)

Calendar Yr	Jan. Pmt. 1	Mar. Pmt. 2	Apr. Pmt. 3	May Pmt. 4	Jul. Pmt. 5	Aug. Pmt. 6	Oct. Pmt. 7	Dec. Pmt. 8	TOTAL	+ or -	Change
2000	\$198,010	\$114,272	\$468,966	\$170,284	\$338,814	\$63,155	\$294,711	\$99,712	\$1,747,924	\$173,293	
2001	\$225,812	\$115,542	\$300,462	\$215,207	\$300,617	\$36,918	\$286,598	\$101,349	\$1,582,505	-\$165,419	-9.46%
2002	\$197,495	\$75,973	\$300,547	\$142,848	\$198,739	\$31,682	\$224,049	\$92,767	\$1,264,100	-\$318,405	-20.12%
2003	\$172,731	\$72,803	\$302,040	\$142,091	\$204,344	\$20,514	\$196,507	\$165,720	\$1,276,750	\$12,650	1.00%
2004	\$233,428	\$101,656	\$310,455	\$158,246	\$225,635	\$98,264	\$229,864	\$71,555	\$1,429,103	\$152,353	11.93%
2005	\$248,204	\$136,651	\$398,423	\$220,645	\$305,189	\$237,857	\$321,220	\$96,259	\$1,964,448	\$535,345	37.46%
2006	\$287,533	\$100,303	\$452,736	\$290,688	\$379,233	\$119,770	\$382,696	\$95,625	\$2,108,584	\$144,136	7.34%
2007	\$277,983	\$147,067	\$503,763	\$418,872	\$417,173	\$184,005	\$382,320	\$162,557	\$2,493,740	\$385,156	18.27%
2008	\$338,868	\$156,799	\$444,940	\$476,158	\$381,227	\$208,381	\$340,291	\$109,896	\$2,456,560	-\$37,180	-1.49%
2009	\$247,369	\$91,200	\$439,611	\$428,728	\$344,957	\$35,438	\$393,917	\$91,212	\$2,072,432	-\$384,128	-15.64%
2010	\$259,187	\$101,077	\$376,138	\$263,555	\$267,698	\$35,154	\$515,732	\$416,013	\$2,234,554	\$162,122	7.82%
2011	\$213,194	\$117,937	\$427,888	\$307,649	\$285,435	\$71,446	\$476,701	\$68,862	\$1,969,112	-\$265,442	-11.88%
2012	\$293,447	\$82,028	\$450,644	\$301,089	\$389,103	\$47,016	\$296,109	\$113,293	\$1,972,729	\$3,617	0.18%
2013	\$300,909	\$94,174	\$477,114	\$430,482	\$420,624	\$44,118	\$307,391	\$112,131	\$2,186,943	\$214,214	10.86%
2014	\$379,529	\$122,633	\$503,383	\$503,383	\$374,306	\$40,262	\$370,848	\$98,712	\$2,393,056	\$206,113	9.42%
2015	\$329,035	\$93,930	\$574,873	\$473,650	\$389,115	\$52,441			\$1,913,044		

Fiscal Yr.	Jan. Pmt. 1	Mar. Pmt. 2	Apr. Pmt. 3	May Pmt. 4	Jul. Pmt. 5	Aug. Pmt. 6	Oct. Pmt. 7	Dec. Pmt. 8	TOTAL	+ or -	Change
1999-2000	\$198,010	\$114,272	\$468,966	\$170,284	\$317,747	\$62,820	\$295,015	\$83,302	\$1,710,416	\$138,694	
2000-2001	\$225,812	\$115,542	\$300,462	\$215,207	\$338,814	\$63,155	\$294,711	\$99,712	\$1,653,415	-\$57,001	-3.33%
2001-2002	\$197,495	\$75,973	\$300,547	\$142,848	\$300,617	\$36,918	\$286,598	\$101,349	\$1,442,345	-\$211,070	-12.77%
2002-2003	\$172,731	\$72,803	\$302,040	\$142,091	\$198,739	\$31,682	\$224,049	\$92,767	\$1,236,902	-\$205,443	-14.24%
2003-2004	\$233,428	\$101,656	\$310,455	\$158,246	\$204,344	\$20,514	\$196,507	\$165,720	\$1,390,870	\$153,968	12.45%
2004-2005	\$248,204	\$136,651	\$398,423	\$220,645	\$225,635	\$98,264	\$229,864	\$71,555	\$1,629,241	\$238,371	17.14%
2005-2006	\$287,533	\$100,303	\$452,736	\$290,688	\$305,189	\$237,857	\$321,220	\$96,259	\$2,091,785	\$462,544	28.39%
2006-2007	\$277,983	\$147,067	\$503,763	\$418,872	\$379,233	\$119,770	\$382,696	\$95,625	\$2,325,009	\$233,224	11.15%
2007-2008	\$338,868	\$156,799	\$444,940	\$476,158	\$417,173	\$184,005	\$382,320	\$162,557	\$2,562,820	\$237,811	10.23%
2008-2009	\$247,369	\$91,200	\$439,611	\$428,728	\$381,227	\$208,381	\$340,291	\$109,896	\$2,246,703	-\$316,117	-12.33%
2009-2010	\$259,187	\$101,077	\$376,138	\$263,555	\$344,957	\$35,438	\$393,917	\$91,212	\$1,865,481	-\$381,222	-16.97%
2010-2011	\$213,194	\$117,937	\$427,888	\$307,649	\$267,698	\$35,154	\$515,732	\$416,013	\$2,301,265	\$435,784	23.36%
2001-2012	\$293,447	\$82,028	\$450,644	\$301,089	\$285,435	\$71,446	\$476,701	\$68,862	\$2,029,652	-\$271,613	-11.80%
2012-2013	\$300,909	\$94,174	\$477,114	\$430,482	\$389,103	\$47,016	\$296,109	\$113,293	\$2,148,200	\$118,548	5.84%
2013-2014	\$379,529	\$112,633	\$503,383	\$503,383	\$420,625	\$44,118	\$307,391	\$112,131	\$2,383,193	\$234,993	10.94%
2014-2015	\$329,035	\$93,930	\$574,873	\$473,650	\$374,306	\$40,262	\$370,848	\$98,712	\$2,355,616	-\$27,577	-1.16%
2015-2016					\$389,115	\$52,441			\$441,556		

Local Government

SEARCH

Personal Property Replacement Tax**What are replacement taxes?**

Replacement taxes are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.

These taxes resulted when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments.

Who pays these taxes?

Corporations, partnerships, trusts, S corporations and public utilities pay these taxes.

What are the rates?

- Corporations pay a 2.5 percent tax on income.
- Partnerships, trusts, and S corporations pay a 1.5 percent tax on income.
- Public utilities pay a 0.8 percent tax on invested capital.

How and when are these taxes paid?

Corporate income taxpayers submit their taxes along with their state income tax payments.

Estimated payments are made quarterly. A final return is due two and one half months after the close of their taxable year.

Partnerships, trusts, and S corporations pay replacement income tax on an annual basis. No estimated payments are required.

Utilities pay the invested capital tax by the fifteenth day of March, June, September, and December. A final return is due by the fifteenth day of March after the close of their taxable year.

How is the money distributed?

The proceeds from these taxes are placed into the Personal Property Replacement Tax Fund to be distributed to local taxing districts.

The total collections are divided into two portions. One portion (51.65 percent) goes to Cook County. The other portion (48.35 percent) goes to downstate counties.

The Cook County portion is then distributed to the taxing districts in Cook County on the basis of each district's share of personal property tax collections for the 1976 year. (For example, if total taxes collected by all districts were \$1 million and District A collected \$35,000 of that total, District A's share of any future distributions would be 3.5 percent.)

The downstate portion is distributed similarly, except that the collections from the 1977 tax year are used to calculate each district's share of the distribution.

This percentage is called the district's "allocation factor."

Can a district's allocation factor change?

Yes. Local taxing districts can continue to collect unpaid personal property taxes owed for the base year (1976 for Cook County; 1977 for downstate counties) and increase their share of the distribution. On the other hand, an allocation factor can decrease due to tax refunds made for the base year. The allocation factor can be adjusted for each payment if there are significant shifts in collections for the base year for that district or other districts sharing the same portion of the fund.

How often is the money distributed to you?

The legislature amended the original schedule of quarterly payments effective with the 1981 payments to provide for separate payments to be made in January, March, April, May, July, August, October, and December.

Does this mean you receive eight equal distributions?

No. The total to be distributed will vary from payment to payment depending upon the amount of tax that the Illinois Department of Revenue has collected since the last payment was made to the districts.

Who qualifies to receive these payments?

Only districts that collected personal property taxes for the 1977 tax year, 1976 for Cook County, are eligible to receive a share of the money. Districts created after 1977 do not receive replacement tax money since they did not experience a loss in revenue.

Are payments made directly to the unit of government?

Yes. State warrants are made payable to the treasurer or fiscal officer of each local taxing district. Under the former personal property tax, the county treasurer distributed the money to local units.

Are there restrictions on how replacement tax money can be used?

If part of the former personal property tax money was used to pay off "debt service," a comparable proportion of the replacement tax money received must go toward this purpose. The same holds true for pension or retirement obligations previously supported by personal property taxes. Certain municipalities and townships also are required to allocate a portion of their payments to dependent library districts under their jurisdictions. After these obligations have been satisfied, the remaining money can be used for the same purposes as the money the district raised through real estate taxes.



EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: July 28, 2015
To: Dr. Mary Jo Vladika, Superintendent
From: Beth Malinski
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Amanda Piepenbrink

- a. Certification Type: **Type 73, Social Worker**
Certificate Number: **888662**
- b. Endorsement, if applicable:
- c. Position: **Social Worker**
- d. Location: **Costello**
- e. Days: **Mon- Fri. Contractual**
- f. Hours: **Contractual**
- g. Beginning Date: **August 24, 2015**
- h. School Attended & Degree: **Univ. of IL Chicago**
- i. Experience, District: **Social Worker, Dist. 60- Waukegan**
- j. Years of Experience: **0**
Verified by: **Beth Malinski**
- k. Salary: **\$45,341.49** Step: **1** Lane: **MA+30**
- l. Grade Level, Subjects: **K-5**
- m. Rationale: **Filling an open position**

CC: Principal, Business Office, Payroll, File

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. Stickney, IL 60402 708.783.4500	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: July 22, 2015
To: Mr. Kyle Hastings, Superintendent
From: Kim Ontiveros
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Kara Hayward

- a. Certification Type: **Type 03**
Certificate Number: **1772352**
- b. Endorsement, if applicable: **ESL**
- c. Position: **5th Grade Teacher**
- d. Location: **Home**
- e. Days: **Contractual**
- f. Hours: **Contractual**
- g. Beginning Date: **August 17, 2015**
- h. School Attended & Degree: **Elmhurst College-B.S. Education and National Louis- ESL Endorsement**
- i. Experience, District: **St. Agnes of Bohemia School**
- j. Years of Experience: **7**
Verified by: *45,808⁶⁰*
- k. Salary: ~~47,612.08~~ Step: **7** Lane: ~~BA~~ *BA+15* **Masters Plus 15**
- l. Grade Level, Subjects:
- m. Rationale: **To fill vacancy**

CC: Principal, Business Office, Payroll, File

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. Stickney, IL 60402 708.783.4500	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: June 30, 2015
To: Mr. Kyle Hastings, Superintendent
From: Beth Malinski
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Catherine Strauch

- a. Certification Type: **Early Childhood Certificate**
Certificate Number: **Type 04**
- b. Endorsement, if applicable:
- c. Position: **ECE Teacher**
- d. Location: **Lincoln**
- e. Days: **Mon-Fri. Contractual**
- f. Hours: **On File Contractual**
- g. Beginning Date: **August 24, 2015**
- h. School Attended & Degree: **IL State University**
- i. Experience, District:
- j. Years of Experience: **0**
Verified by:
- k. Salary: **\$41,915.69** Step: **1** Lane: **BA**
- l. Grade Level, Subjects: **Pre-K**
- m. Rationale: **Opening a new ECE classroom**

CC: Principal, Business Office, Payroll, File

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. Stickney, IL 60402 708.783.4500	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: 08.01.15
To: Mr. Kyle Hastings, Superintendent
From: Paul W. Bleuher
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Angela Kendrick

- a. Certification Type: **Type 10**
 Certificate Number: **683641**
- b. Endorsement, if applicable: **Physical Education, Health**
- c. Position: **Physical Education**
- d. Location: **GWMS**
- e. Days: **Contractual**
- f. Hours: **Contractual**
- g. Beginning Date:
- h. School Attended & Degree: **Concordia, MA**
- i. Experience, District: **9 years, Rockford and Maerker**
- j. Years of Experience: **9**
 Verified by: **PWB**
- k. Salary: **51290.72** Step: **10** Lane: **4**
- l. Grade Level, Subjects: **All - Physical Education**
- m. Rationale: **Opening - resignation of teacher**

CC: Principal, Business Office, Payroll, File

Form: Employee Rec Certified

Revised: 5/15/2015

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. Stickney, IL 60402 708.783.4500	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: 07.22.15
To: Mr. Kyle Hastings, Superintendent
From: Paul W. Bleuher
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Danielle Lahey

a. Certification Type: **Type 9**

Certificate Number: **2569701**

**FACS- Apparel & Textiles Sr. H.S., FACS-
Nutrition, Wellness, and Hospitality Sr. H.S.,
Family & Consumer Science M.S., Social
Science M.S., LBS1**

b. Endorsement, if applicable:

c. Position: **Life Skills**

d. Location: **GWMS**

e. Days: Contractual

f. Hours: Contractual

g. Beginning Date:

h. School Attended & Degree: Olivet Nazarene, MA

i. Experience, District: **1, Thorton THS 205**

j. Years of Experience: **1**

Verified by: **PWB**

k. Salary: **43857.27** Step: **2** Lane: **3**

l. Grade Level, Subjects: **All - Family Consumer Science**

m. Rationale: **Opening**

CC: Principal, Business Office, Payroll, File

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. Stickney, IL 60402 708.783.4500	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 68 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: 07.22.15
To: Mr. Kyle Hastings, Superintendent
From: Paul W. Bleuher
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Nicole Voelz

- a. Certification Type: **Type 3**
Certificate Number: **2250954**
- b. Endorsement, if applicable: **ESL**
- c. Position: **ELL Teacher**
- d. Location: **GWMS**
- e. Days: **Contractual**
- f. Hours: **Contractual**
- g. Beginning Date:
- h. School Attended & Degree: **Lewis University, MA**
- i. Experience, District: **Varied (3 full-time), Koraes Elementary**
- j. Years of Experience: **3**
Verified by: **PWB**
- k. Salary: ~~44825.76~~ **45,260.95** Step: ~~25~~ Lane: **3**
- l. Grade Level, Subjects: **All - ELL**
- m. Rationale: **Opening**

CC: Principal, Business Office, Payroll, File

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. Stickney, IL 60402 708.783.4500	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: 07.22.15
To: Mr. Kyle Hastings, Superintendent
From: Paul W. Bleuher
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Nicole Voelz

- a. Certification Type: **Type 3**
Certificate Number: **2250954**
- b. Endorsement, if applicable: **ESL**
- c. Position: **ELL Teacher**
- d. Location: **GWMS**
- e. Days: **Contractual**
- f. Hours: **Contractual**
- g. Beginning Date:
- h. School Attended & Degree: **Lewis University, MA**
- i. Experience, District: **Varied (3 full-time), Koraes Elementary**
- j. Years of Experience: **3**
Verified by: **PWB**
- k. Salary: ~~44825.76~~ **45,260.95** Step: ~~25~~ Lane: **3**
- l. Grade Level, Subjects: **All - ELL**
- m. Rationale: **Opening**

CC: Principal, Business Office, Payroll, File

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. Stickney, IL 60402 708.783.4500	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: August 4, 2015
To: Kyle Hastings, Interim Superintendent
From: Kelly Baas
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Rita Feltz

- a. Certification Type: **Library Science Communication Media**
Certificate Number: **2272253**
- b. Endorsement, if applicable: **Library Information Specialist**
- c. Position: **Library/Media Specialist**
- d. Location: **District**
- e. Days: **Mon- Fri. Contractual**
- f. Hours: **Contractual**
- g. Beginning Date: **August 17, 2015**
- h. School Attended & Degree: **Northern Illinois University (M.S. Ed.),
Benedictine University (B.A. Music)**
- i. Experience, District: **Library Media Specialist; St. Issac Jogues School**
- j. Years of Experience: **26**
Verified by: **Kelly Baas**
- k. Salary: ~~\$50,125.02~~ ^{70,267.38} Step: ~~10~~ // Lane: **MA**
- l. Grade Level, Subjects: **K-8**
- m. Rationale: **Open position due to two retirements and change in position**

CC: Principal, Business Office, Payroll, File

Form: Employee Rec Certified

Revised: 9/21/2012

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. Stickney, IL 60402 708.783.4500 71	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: July 28, 2015
To: Dr. Mary Jo Vladika, Superintendent
From: Kelly Baas
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Amy Jordan

- a. Certification Type: **Special Teacher Cert. Type 10 Library/Media and 03**
Certificate Number: **2274765, 1701113**
- b. Endorsement, if applicable:
- c. Position: **Library/Media Specialist**
- d. Location: **District**
- e. Days: **Mon- Fri. Contractual**
- f. Hours: **Contractual**
- g. Beginning Date: **August 17, 2015**
- h. School Attended & Degree: **ISU- BA, IL-Domican University, MA**
- i. Experience, District: **Library/Media Specialist CUSD 201 & CPS**
- j. Years of Experience: **9**

Verified by: **Kelly Baas**

- k. Salary: **\$48,718.74** Step: **9** Lane: **MA**
- l. Grade Level, Subjects: **K-8**
- m. Rationale: **Open position due to retirements and change in position across the district**

CC: Principal, Business Office, Payroll, File



EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: July 28, 2015
To: Kyle Hastings, Interim Superintendent
From: Kelly Baas
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Renee Panek

- a. Certification Type: **03 Elementary**
Certificate Number: **1952579**
- b. Endorsement, if applicable: **Library Information Specialist**
- c. Position: **Library/Media Specialist**
- d. Location: **District**
- e. Days: **Mon- Fri. Contractual**
- f. Hours: **Contractual**
- g. Beginning Date: **August 17, 2015**
- h. School Attended & Degree: **UIC-BA, Olivet-MA, Chicago State-L/M Endorsement**
- i. Experience, District: **Media Lab Teacher/Librarian; Chicago Public Schools**
- j. Years of Experience: **18**
Verified by: **Kelly Baas**
- k. Salary: ~~\$51,290.72~~ ^{52,163.48} Step: **10 //** Lane: **MA + 15**
- l. Grade Level, Subjects: **K-8**
- m. Rationale: **Open position due to two retirements and change in position**

CC: Principal, Business Office, Payroll, File

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. Stickney, IL 60402 708.783.4500	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: August 11, 2015
To: Mr. Kyle Hastings, Superintendent
From: Andrea Maslan
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Therese DeMauro

- a. Certification Type: 03
Certificate Number: 676995
- b. Endorsement, if applicable:
- c. Position: **Substitute Kindergarten Teacher**
- d. Location: **Costello**
- e. Days: Contractual
- f. Hours: Contractual
- g. Beginning Date: 08/26/2015
- h. School Attended & Degree: National Louis University
- i. Experience, District: 0
- j. Years of Experience: 2

Verified by:

- k. Salary: **Substitute Schedule** Step: Lane:
- l. Grade Level, Subjects:
- m. Rationale: **To fill a maternity leave**

CC: Principal, Business Office, Payroll, File

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. Stickney, IL 60402 708.783.4500	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 74 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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Security #: 359-72-9418
Position: BDO Teacher
Katie Schumann

Verit

Lyons Elementary District 103
4100 Joliet Ave. Lyons, IL 60534 708.783.4100



EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: 8/6/15
To: Mr. Kyle Hastings, Superintendent
From: Katie Schumann *KS*
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Brendan Koch

- a. Certification Type: **PEL**
Certificate Number: **2070087**
- b. Endorsement, if applicable: **Music K-12, School Counselor Prek-age 21**
- c. Position: **4-5 Band & Orchestra Teacher**
- d. Location: **District-wide**
- e. Days: **Contractual**
- f. Hours: **Contractual**
- g. Beginning Date: **8/17/15**
- h. School Attended & Degree: **St. Xavier University, BM; VanderCook College of Music, MMEd; Lewis University, MSG Chicago Public Schools, St. Joseph High School, Community High School District 218, Mother McAuley High School, Burbank SD 111**
- i. Experience, District: **McAuley High School, Burbank SD 111**
- j. Years of Experience: **2 years, 8 years, 2 years, 1 year, 2 year**
Verified by: **K. Schumann** *KS*
- k. Salary: ~~\$52,163.48~~ Step: **11** Lane: **MA+15**
- l. Grade Level, Subjects: **4-5 grade instrumental music**
- m. Rationale: **to fill a vacancy**

CC: Principal, Business Office, Payroll, File



EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: August 14, 2015
To: Mr. Kyle Hastings, Superintendent
From: Andrea Maslan
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Rebecca Racevice

- a. Certification Type: **Type 10 - LBS1**
Certificate Number: **2527402**
- b. Endorsement, if applicable:
- c. Position: **Resource Teacher**
- d. Location: **Costello**
- e. Days: Contractual
- f. Hours: Contractual
- g. Beginning Date: 08/24/2015
- h. School Attended & Degree: Northern Illinois University
- i. Experience, District: **0**
- j. Years of Experience: **7**
Verified by:
- k. Salary: **\$ 46,613.33** Step: **8** Lane: **BA + 15**
- l. Grade Level, Subjects: **Resource for grades K through 5**
- m. Rationale: **Teacher retired** *Death*

CC: Principal, Business Office, Payroll, File

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. Stickney, IL 60402 708.783.4500 ⁷⁶	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: August 11, 2015
To: Mr. Kyle Hastings, Superintendent
From: Alberto Molina, Robinson School Principal
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Lauren Gregorcy

- a. Certification Type: **Type 73 PEL**
Certificate Number: **2321506**
- b. Endorsement, if applicable: **School Social Worker**
- c. Position: **Social Worker**
- d. Location: **Robinson School**
- e. Days: **Contractual**
- f. Hours: **Contractual**
- g. Beginning Date: **August 17, 2015**
- h. School Attended & Degree: **DePaul University, Masters of Social Work**
- i. Experience, District: **N/A**
- j. Years of Experience: **0**
- Verified by: **Alberto Molina**
- k. Salary: ~~\$44,877.20~~ **45,341.99** Step: **1** Lane: **45**
- l. Grade Level, Subjects: **All**
- m. Rationale: **To Fill a Vacancy**

CC: Principal, Business Office, Payroll, File

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. 77 Stickney, IL 60402 708.783.4500	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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Lyons Elementary District 103

4100 Joliet Ave. Lyons, IL 60534 708.783.4100



EMPLOYMENT RECOMMENDATION FOR CERTIFIED PERSONNEL

Date: August 19, 2015
To: Dr. Mary Jo Vladika, Superintendent
From: Beth Malinski
Re: Employment Recommendation for Certified Personnel

I recommend the following person for the Certified Teacher position as indicated below:

Name: Michelle Shannon

- a. Certification Type: **Type 03, RN**
Certificate Number: **470585**
- b. Endorsement, if applicable:
- c. Position: **District Registered Nurse**
- d. Location: **GW, Home, Costello**
- e. Days: **Mon- Fri. Contractual**
- f. Hours: **Contractual**
- g. Beginning Date: **August 24, 2015**
- h. School Attended & Degree: **DePaul U, Rush U**
- i. Experience, District: **Teacher, St. John Fisher School**
- j. Years of Experience: **3**
Verified by: **Beth Malinski**
- k. Salary: ~~\$44,825.76~~ *43,857.27* Step: *X2* Lane: **MA**
- l. Grade Level, Subjects: **PreK- 8th**
- m. Rationale: **Filling an open position**

CC: Principal, Business Office, Payroll, File

Costello 4632 S. Clyde Ave. Lyons, IL 60534 708.783.4300	Edison 4100 Scoville Ave. Stickney, IL 60402 708.783.4400	Home 4400 S. Home Ave. Stickney, IL 60402 708.783.4500	Lincoln 4300 Grove Ave. Brookfield, IL. 60513 708.783.4600	Robinson 4431 S. Gage Ave. Lyons, IL 60534 708.783.4700	Washington 8101 Ogden Ave. Lyons, IL 60534 708.783.4200
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Lyons Elementary District 103

4100 Joliet Ave. Lyons, IL 60534 708.783.4100



EMPLOYMENT RECOMMENDATION FOR SUPPORT PERSONNEL

Date: August 6, 2015
To: Mr. Kyle Hastings, Superintendent
From: Beth Malinski
Re: Employment Recommendation for Support Personnel

I recommend that the following person be employed as indicated below:

Name: Natalie Polkow

Position: Instructional Aide/ 1:1 Aide in CD Classroom - Cross Cat.

- ESL Aide, Library Aide, Health Aide, Clerical Aide, Intervention Aide, Lunch Aide, Summer Camp, Before/After Care, Preschool/At-Risk Aide, Custodian, Summer Custodian, Other

School/Location: Robinson
Days: Mon.- Friday
Hours: 8:20-3:15
Beginning Date: August 24, 2015
Salary: \$11.23

CC: Principal, Business Office, Payroll, File

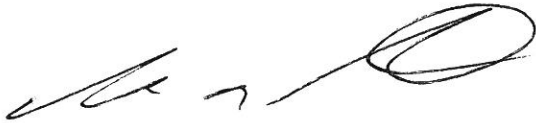
New position -

Table with 6 columns: Costello, Edison, Home, Lincoln, Robinson, Washington. Each column contains address and phone number.

8/6/2015

Dear Lyons 103 School Board,

I am writing this letter to inform you I will be resigning from my position as Alternative School Teacher at GWMS effective immediately. I have received an offer to teach Special Education at the high school which I currently coach and I have accepted that position. Good luck on the upcoming school year.

A handwritten signature in black ink, appearing to read 'Wayde Tabor', with a large, stylized loop at the end.

Wayde Tabor

Resignation

Angela Richards [angelarichards88@gmail.com]

Sent: Tuesday, August 04, 2015 6:08 PM

To: Malinski, Beth

Beth,

I would like to resign from my position as a permanent substitute in District 103. I have accepted another position in a new district. I will send a formal resignation in a letter to follow.

Angela Richards

*Ver
K
8-13-15*

July 29, 2015

To Whom It May Concern:

This letter is to inform you that I resign my teaching position at Lyons District 103 effective immediately. I have moved, and the commute will be too long. Thank you for the opportunity to work in Lyons 103. Please note that my new address is 1009 Dean St, St. Charles, IL 60174.

Sincerely,

A handwritten signature in black ink, appearing to read "Sara E Brown". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Sara E Brown

July 30th, 2015

Dear Mr. Hastings,

I am sadly informing you that I will be stepping down as Mentor Program Coordinator for the 2015-2016 school year. As per our discussion in July, the duties that are needed to be performed as program coordinator have increased every year due to the ever changing requirements of the State of Illinois Board of Education. The work load is not balanced with the compensation I have been receiving since 2011.

I have enjoyed all my years working with new and veteran teachers. If circumstances were to change, I would enjoy working with this group of great teachers again.

Sincerely,

Kim Wasielewski

August 19, 2015

Mr. Kyle Hastings
Interim Superintendent
Lyons School District 103
4100 Joliet Avenue
Lyons, Illinois 60534

Dear Mr. Hastings:

Please accept this letter as notice of my resignation from my position as a paraprofessional at Robinson School. My resignation is effective immediately.

I have accepted a position at another school district. It has been a pleasure working with this district for the past five years. Thank you for the opportunity to work with great teachers, staff members, and students.

Sincerely,



Sandra Barrientos

cc: Alberto Molina
Beth Malinski
Judy Pohanka

08-19-15 P03:22 IN

August 9th 2015

Michelle K. Frana-Karp

Lincoln School

Dear, Katie and School District 103

Please accept this letter of resignation, that I am leaving my job position as lunch room bookkeeper at Lincoln School. I will not be returning for the 2015-2016 school year.

I have enjoyed working with the staff and students for the last 14 years.

Please let me know if there is anything I can do to make a smooth transaction.

Sincerely,

Michelle K Frana-Karp

Michelle K Frana Karp

*Paul
Karp
8-13-15*

August 17, 2015

Mr. Hastings,

This letter is my official notice to Lyons District 103 that I am resigning from my position as an aide in District 103, effective upon your receipt of this signed letter. I have learned many things during my time in District 103, all of which I will keep in mind as I continue my career. I wish District 103 well in all of its future educational endeavors.

Sincerely,



Maureen T. Pall

08-18-15 -90905-M1



Hubacek, Marge

From: Hastings, Kyle
Sent: Thursday, July 30, 2015 9:02 AM
To: Hubacek, Marge
Subject: FW: Resignation /Retirement

fyi

-----Original Message-----

From: Flowers, Cheryl
Sent: Wednesday, July 29, 2015 7:05 PM
To: Ontiveros, Kimberly
Cc: Hastings, Kyle
Subject: Resignation /Retirement

July 29, 2015

Ms. Kim Ontiveros, Principal
Mr. Kyle Hastings, Interim Superintendent

Please accept this letter as notification that I am retiring from Lyons School District 103. I will not be returning for the 2015-2016 school year in my position as paraprofessional at Home School.

Thank you so much for the opportunity to work in this position for the past 21 years.

Sincerely,

Cheryl Flowers

REWRITTEN

2:250

Board of Education

Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

Comment [AP1]: This sentence allows a board to monitor the district's compliance with FOIA, which FOIA calls a *fundamental obligation* of the board.

Issue 88, May 2015

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated.

Comment [AP2]: OPTION 1: A board may alter this paragraph in one of three ways:
A. Insert another job title in place of Superintendent. If so, please indicate on your Response Form or include district edits.
B. Replace paragraph with: "The Board will appoint an employee to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy."
C. Replace paragraph with: "The Superintendent shall appoint an employee, who may be himself or herself, to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy."

Issue 88, May 2015

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Comment [AP3]: OPTION 2: Districts may, but are not required to, accept oral requests. The response to an oral request should be documented. Add this option after the first sentence if the district wants to accept oral requests: "Oral requests may be accepted provided personnel are available to handle them."

Issue 88, May 2015

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

Comment [AP4]: This sentence is changed to help prevent inadvertent FOIA violations caused by staff members who informally respond to record requests.

Issue 88, May 2015

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

2:250

Page 1 of 3

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

Comment [AP5]: Time periods are now extended for *voluminous requests*.

Issue 88, May 2015

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Comment [AP6]: This section is amended to increase efficiency and avoid paraphrasing a complex law. The first paragraph authorizes the FOIA Officer to establish a fee schedule without needing the board's prior approval. Section 6(a) states: "If a request is not a request for a commercial purpose or a voluminous request, a public body may not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records." This implies that a search and review fee may be charged when responding to a request for a *commercial purpose* or a *voluminous request*. However, Sec. 6(b) states that the search and review fee described in Sec. 6(f) may be charged *only* to someone making a *commercial request*. Sec. 6(f) contains the maximum amounts that may be charged for search and review but does not explain when they may be charged.

The FOIA Officer will need to consult the board attorney concerning fees.

Issue 88, May 2015

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Comment [AP7]: This sentence is added to increase efficiency. To see the FOIA fee schedule, refer to 2.250-AP1, *Access to and Copying of District Public Records*.

Issue 88, May 2015

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

Comment [AP8]: 5 ILCS 140/6(c) makes it mandatory to furnish records "without charge or at a reduced charge" if the request is in the *public interest* as defined by FOIA.

OPTION 3: If a board wants to indicate when a reduction is available by paraphrasing the statute, it may substitute the following alternative for the default paragraph:

"A fee reduction is available if the person requesting the record states a specific purpose for the request and indicates that a fee reduction is in the public interest by having as its principal purpose the preservation of the general public's health, safety, welfare, or legal rights and is not for the principal purpose of personal or commercial benefit. The Freedom of Information Officer shall set the amount of the reduction, taking into consideration the amount of material requested and the cost of copying it."

Issue 88, May 2015

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District’s administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District’s website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District’s website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District’s organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the Board of Education or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.
105 ILCS 5/10-16 and 5/24A-7.1.
820 ILCS 40/11.
820 ILCS 130/5.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records),
7:340 (Student Records)

ADOPTED:

Compare to current policy 2:250, or consider adding to your manual if not currently included.

Comment [AP9]: OPTION 4: Public bodies may adopt rules for the times and places where records will be made available (5 ILCS 140/3(h)). A board may amend this sentence to reflect other times and/or places where records will be made available. If so, please indicate on your Response Form or include district edits.
Issue 88, May 2015

Comment [AP10]: OPTION 5: A district may reduce FOIA requests by posting records on its website. Many records are required to be web-posted, see 2:250-E3, *Immediately Available District Public Records and Web-Posted Reports and Records*. If the district does not have a website, change this sentence as follows: “Some public records are available for immediate access including a description of the process for requesting a public record, and a list of all types or categories of records under its control.”
Issue 88, May 2015

Comment [AP11]: The last two sentences in this paragraph are added in response to 5 ILCS 140/8.5, added by P.A. 98-1129.
Issue 88, May 2015

DRAFT UPDATE

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent ~~shall~~**must** have and maintain a ~~valid administrative certificate~~ Professional Educator License with ~~the~~ superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8,~~24-7.1~~, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
23 Ill.Admin.Code §§1.310, 1.705, and 29.130.

CROSS REF: 2:20 (Powers and Duties of the Board of Education), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

ADOPTED: ~~December 15, 2014~~

Comment [AP1]: Policy language was edited in response to amendments that the Ill. State Board of Education (ISBE) made to 23 Ill. Admin. Code Part 25. Part 25 continues to incorporate P.A. 97-607, which changed teacher certification to educator licensure as of July 1, 2013.
Issue 88, May 2015

DRAFT UPDATE

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Comment [AP1]: Sentence added for clarity.
Issue 88, May 2015

Qualifications

All administrative personnel shall be appropriately ~~certificated~~licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education ~~rules~~rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Comment [AP2]: This paragraph is relocated from policy 3.60, *Administrative Responsibility of the Building Principal*. For more information regarding administrator contracts, see footnote 7 in the Policy Reference Manual Sample of policy 3.50.
Issue 88, May 2015

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

DRAFT UPDATE

LEGAL REF: 105 ILCS 5/10-21.4a, ~~24-7-15/10-23.8a, 24A-15/10-23.8b, 24A-3, 5/24A-45/21B,~~
and 5/24A. ~~20~~
23 Ill.Admin.Code §§1.310, 1.705, and ~~4-70550.300~~; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 5:30 (Hiring
Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED: ~~December 15, 2014~~

DRAFT UPDATE

Lyons Elementary School District 103

3:60

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

Comment [AP1]: Subheads were added to enhance readability and to refer to policy 3:50, *Administrative Personnel Other Than the Superintendent*.

Issue 88, May 2015

~~The Board and each Building Principal and Assistant Principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.~~

Comment [AP2]: This paragraph was relocated to policy 3:50, *Administrative Personnel Other Than the Superintendent*.

Issue 88, May 2015

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.
105 ILCS 127/.
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leaves of Absence)

ADOPTED: December 15, 2014

3:60

Page 1 of 1

DRAFT UPDATE

Operational Services

Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks

The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the District's Board Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt owed the District. ~~The Superintendent or designee shall execute to the requirements~~ fullest extent of the law.

~~To participate in the A~~ Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC) in the future. To participate in it, an intergovernmental agreement (IGA) between the District and the IOC must be in existence. The IGA establishes the terms under which the District may refer a delinquent debt ~~owed it over to~~ the IOC for an offset (deduction). Then IOC may execute an offset ~~of, in~~ the amount of the delinquent debt owed to the District, from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

~~The Comptroller will pay Superintendent or designee shall execute the amount deducted to requirements of the District and IGA. While executing the District will credit that amount against requirements of the balance owed to the District until the debt is paid. IGA,~~ the Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the debt claim is certified to the Comptroller IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, Waiver of Student Fees. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
2. Certifying to the Comptroller IOC that the debt is past due and legally enforceable, and notifying the Comptroller IOC of any change in the status of an offset claim for delinquent debt.
3. Responding to requests for information from the Comptroller IOC to facilitate the prompt resolution of any ~~protest~~ administrative review requests received by the Comptroller IOC.

Comment [AP1]: This language was modified to allow more flexibility for the superintendent to charge less than the maximum fee for an insufficient funds check. Boards choosing to allow this flexibility should discuss equal protection issues with the board attorney.

OPTION 1: Boards that wish to charge the maximum fee in all circumstances should delete the words "up to" in the first sentence.

Issue 87, October 2014

Comment [AP2]: Edited for clarity.

Issue 88, May 2015

Comment [AP3]: This paragraph is edited to further clarify that an intergovernmental agreement with the Illinois Office of the Comptroller (IOC) is currently unavailable.

Issue 88, May 2015

Comment [AKL4]: For Boards that are interested in entering the Illinois Office of the Comptroller's Local Debt Recovery Program, this section was updated to clarify what districts need to do to enter the program. Adopting these materials will not enroll a District or ensure entry into the IOC's Local Debt Recovery Program. Contact your school board attorney for legal advice about possible entry into the Program. If the District has any interest in entering this program, this language should remain in this policy.

OPTION 2: Other methods to collect delinquent debts owed to the school district exist, i.e., small claims court, private collection agencies, etc. If the District has decided not to enter the IOC's Local Debt Recovery Program, everything but the first sentence under the Delinquent Debt Recovery subhead should be deleted.

Issue 87, October 2014

DRAFT UPDATE

Lyons Elementary School District 103

5:40

General Personnel

Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12101 et seq.; 29 C.F.R. §1630.1 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325.
Rehabilitation Act of 1973, 29 U.S.C. §791; 34 C.F.R. §104.1 et seq.
Department of Public Health Act, 20 ILCS 2305/6.
105 ILCS 5/24-5.
Personnel Record Review Act, 820 ILCS 40/.
Control of Communicable Diseases, 77 Ill.Admin.Code Part 690.

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED: December 15, 2014

Comment [AP1]: The policy and Legal References are updated.

Issue 88, May 2015

DRAFT UPDATE

General Personnel

Ethics and Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

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

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

Comment [AP1]: Edited to enhance clarity.

Issue 88, May 2015

Ethics and Gift Ban

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

Prohibited Interests, Limitation of Authority, and Outside Employment and Conflict of Interest

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

Comment [AP2]: This section is changed to quote the statute because the statute does not define important terms, making it difficult to paraphrase. No appellate decision defines *school officer* or *apparatus*, or what is meant by *connected*. The statute was enacted in 1961, but earlier versions were in the School Code much longer. A violation of this prohibition is a Class A misdemeanor.

Issue 88, May 2015

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

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

DRAFT UPDATE

Incorporated
by reference: 5:120-E (Code of Ethics for Illinois Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
5 ILCS 420/4A-101 and 430/
50 ILCS 135/
105 ILCS 5/10-22.39, and 5/22-5, and 5/24-22.
775 ILCS 5/5A-102.
23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:100 (Staff Development Program)

ADOPTED: ~~December 15, 2014~~

DRAFT UPDATE

General Personnel

Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that 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 their 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 a teacher or other licensed 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 teacher or other licensed 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 the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12102.
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.
Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).
School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: December 15, 2014

Comment [AP1]: Despite the statute's limitation to licensed employees, many boards apply this language to educational support personnel. **Consult the board attorney** about whether to apply this language to educational support personnel. **This change may trigger a bargaining requirement with a bargaining unit for educational support personnel.**

OPTION: To apply this language to both licensed and educational support personnel, strike ~~teacher or other licensed~~, replacing the first two sentences with "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."

Issue 88, May 2015

Comment [AP2]: See option, above

Issue 88, May 2015

DRAFT UPDATE

Lyons Elementary School District 103

5:270

Educational Support Personnel

Employment At-Will, Compensation, and Assignment

Employment At-Will

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

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

Compensation

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

Assignment

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

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.
Griggsville-Perry Community Unit School Dist. No. 4 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013).
Cook v. Eldorado Community Unit School District, No. 03-MR-32 (Ill.App.5, 2004).
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E. 2d 956 (Ill.App.1, 1985), *aff'd in part and remanded*, 505 N.E.2d 314 (Ill. 1987).
Kaiser v. Dixon, 468 N.E. 2d 822 (Ill.App.2, 1984).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Educational Support Personnel - Employment Termination and Suspensions), 5:310 (Educational Support Personnel - Compensatory Time-Off)

ADOPTED: ~~December 15, 2014~~

Comment [AP1]: The policy and Legal References are edited to delete ~~certificated~~ and for efficiency reasons

Issue 88, May 2015

DRAFT UPDATE

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board of Education consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction in Force and Recall

~~This section is applicable whenever~~The Board decides~~may, as necessary or prudent, decide to~~ decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, ~~an educational support employee is removed, dismissed, or his or her hours are reduced~~dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shows the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

~~Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.~~

~~Any vacancies for the following school term or within one calendar year from the beginning of the following school term, shall be offered to the employees so removed or dismissed from that category or any other category of position provided they are qualified to hold such positions.~~

Comment [AKL1]: This section is updated, and the paragraphs paraphrasing the RIF statute (for nonlicensed employees) are omitted because it is unnecessary in a governance policy and is frequently superseded by collectively bargained provisions

Issue 88, May 2015

DRAFT UPDATE

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

- LEGAL REF.: 5 ILCS 430 et seq.
105 ILCS 5/10-22.34c and 5/10-23.5.
820 ILCS 105/4a.
Griggsville-Perry Community Unit School Dist. No. 4 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013).
- CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment)
- ADOPTED: ~~December 15, 2014~~

DRAFT UPDATE

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

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

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Number of Days</u>
<u>From:</u>	<u>To:</u>	
Start date	6 Months	None
6 th Month	End of 1 st Year	5 Days
Beginning of 2 nd Year	End of 5 th Year	10 Days
Beginning of 6 th Year		One additional day per year (as of July 1 st); 25 day maximum

Comment [AP1]: Due to subscriber feedback, the language in this section has been changed back to the version prior to Issue 86, August 2014.

Please note: As of May 1, 2015, your district has not yet responded to Issue 86; this change reverses the change offered in that issue.

Issue 88, May 2015

Comment [AKL2]: OPTION: If the board wants to include in policy an IMRF requirement that public bodies have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement, insert the following sentence at the end of this paragraph: This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

If the option is selected, 40 ILCS 5/7-139 will be added to the Legal References.

Issue 86, August 2014

DRAFT UPDATE

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal 3 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Leave to serve as an election judge.

Comment [AP3]: A new type of leave is added pursuant to 105 ILCS 5/13-2.5, amended by P.A. 98-691.

Issue 88, May 2015

DRAFT UPDATE

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
820 ILCS 147 and 1804 et seq.
School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist.
No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Professional Personnel - Leaves of Absence)

ADOPTED: ~~December~~ 15, 2014

DRAFT UPDATE

Instruction

School Accountability

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

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

Quality Assurance

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

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. If applicable, implement a No Child Left Behind Act plan, including the completion of the NCLB Consolidated Application, and seek Board approval where necessary or advisable.
3. Continuously assess whether the District and its schools are making adequate yearly progress as defined by State law.
4. If applicable, develop District and School Improvement Plans, present them for Board approval, submit them to the State Superintendent for verification, and supervise their implementation. If applicable, develop a restructuring plan for any school that remains on academic watch status after a fifth annual calculation.
5. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
6. In accordance with Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 12 and teachers.

School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring

This section of the policy is effective only if the choice requirements in federal law are applicable to Illinois. When effective, this section applies to only those students enrolled in a school identified by the Board for school improvement, corrective action, or restructuring as defined by federal law. Those students may transfer to another public school within the District, if any, that has not been so identified. If there are no District schools available into which a student may transfer, the Superintendent or designee shall, to the extent practicable, establish a cooperative agreement with other districts in the area. A student who transfers to another school under this policy may remain at that school until the student completes the highest grade at that school. The District shall provide transportation only until the end of the school year in which the transferring school ceases to be identified for school improvement or subject to corrective action or restructuring. All transfers and notices provided to parents/guardians and transfer requests are governed by State and federal law.

Comment [AP1]: A new directive to the superintendent is required by 105 ILCS 5/2-3.153. The State Superintendent must publicly report on selected indicators of learning conditions resulting from the administration of the instrument at the individual school, district, and State levels.

Issue 88, May 2015

Comment [AP2]: ISBE received a waiver for school year 2015; the future status of choice depends on federal action on any applicable request(s) by ISBE for a Title I waiver. ISBE's website contains information at www.isbe.net/grants/html/choice.htm.

Issue 88, May 2015

DRAFT UPDATE

When this section of the policy is effective, Students from low-income families shall be provided supplemental educational services as provided in federal law if they attend any District school that: (1) failed to make adequate yearly progress for 3 consecutive years, or (2) is subject to corrective action or restructuring.

Comment [AP3]: ISBE received a waiver for school year 2015; the future status of supplemental educational services depends on federal action on any applicable request(s) by ISBE for a Title I waiver. ISBE's website contains information at www.isbe.net/ses/.

Issue 88, May 2015

LEGAL REF.: No Child Left Behind Act, §1116, 20 U.S.C. §6316.
34 C.F.R. §§200.32, 200.33, 200.42, and 200.43.
105 ILCS 5/2-3.25d, 5/2-3.63, ~~5/2-3.64~~, 5/2-3.64a-5, 5/10-21.3a, and 5/27-1.
23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

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

ADOPTED: ~~December 15, 2014~~

DRAFT UPDATE

Lyons Elementary School District 103

6:40

Instruction

Curriculum Development

Adoption

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Single-Gender Classes and Activities

The Superintendent may recommend a program of nonvocational single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

Comment [AP1]: This policy is unchanged. A cross-reference is added.

Issue 88, May 2015

Comment [AP2]: Consult the board attorney about accommodation issues for transgender or gender non-conforming students in single sex classes. State law prohibits gender-based discrimination, including transgender and gender non-conforming students (775 ILCS 5/5-101(11), 775 ILCS 5/1-103(O-1) and 23 Ill. Admin. Code §1 240). Federal law prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a), Title IX of the Education Amendments of 1972. According to the U.S. Department of Education's Office for Civil Rights (OCR) and the U.S. Department of Justice, Title IX protects lesbian, gay, bisexual, and transgender students, from gender discrimination. See 7-10-AP, *Accommodating Transgender Students or Gender Non-Conforming Students*.

Issue 88, May 2015

DRAFT UPDATE

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.: 34 C.F.R. Part 106.
105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational 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), 6:130 (Program for the Gifted), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Language Learners), 6:170 (Title I Programs), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

ADOPTED: December 15, 2014

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the ~~Building Principal's~~ **main** office and receive permission to remain on school property. All visitors must ~~sign a visitor's log~~, show **valid** identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. ~~On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions.~~ Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.

12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).
Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
430 ILCS 66/, Firearm Concealed Carry Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities)

ADOPTED: December 15, 2014

Action Items

Administrative Assignments

District 103 administrators are responsible for a wide variety of programs – from accounting for student activity funds to investigating complaints. The board is asked to adopt the attached list to assure that everyone knows who is responsible for what.

Suggested Motion:

I move to approve the list of administrator responsibilities, as presented.

Lyons Elementary District 103

Serving the communities of Brookfield, Forest View, Lyons, McCook and Stickney

Working Together to Expand Student Opportunities



Kyle R. Hastings
Interim Superintendent

4100 S. Joliet Avenue
Lyons, Illinois 60534
(708) 783-4100
FAX (708) 780-9725

August 1, 2015

The Board of Education of Lyons Elementary District 103 hereby:

1. Extends authority to the administration to hire temporary substitutes for the district;
2. Extends authority to the administration to place students for ten (10) days or less for violation of school rules and other misconduct in the District 103 Alternative School or out-of-school suspension according to district policy and student handbooks;
3. Designates **Mr. Kyle Hastings** as the Title IX Grievance Officer for the District;
4. Designates **Mr. Kyle Hastings** as District Nondiscrimination Coordinator;
5. Designates **Mr. Kyle Hastings** as the Uniform Complaint hearing officer;
6. Designates **Mr. Kyle Hastings** as the expulsion hearing officer, when allowed by district policy;
7. Designates **Mrs. Beth Malinski** as District liaison to homeless children;
8. Designates the following two (2) complaint managers for STAFF sexual harassment or sexual discrimination issues: **Mrs. Beth Malinski, Jason Gold**
9. Designates the following two (2) complaint managers for STUDENT sexual harassment or sexual discrimination issues: **Mrs. Beth Malinski, Jason Gold**
10. Designates **Ms. Jacqueline Parisi** to be in charge of transportation and food sales that compete with the federal student lunch program;
11. Designates the following as Student Activity Fund Managers:

Costello School: Mrs. Andrea Maslan	Home School: Mrs. Kim Ontiveros
Lincoln School: Ms. Kathrine Schumann	Robinson School: Mr. Al Molina
Edison School: Dr. Jan Bernard	George Washington Middle School: Mr. Paul Bleuher
12. Designates **Township Treasurers Office** as Chief Investment Officer;
13. Designates the following as responsible and in charge in the event that the Superintendent is unavailable or unable to act in an emergency situation (in succession):
 - a. **Mrs. Beth Malinski**
 - b. **Mrs. Kelly Baas, Ms. Jacqueline Parisi**

Action Items

GSU Agreement

This is the annual agreement between Governors State University and Lyons District 103 for the use of the GSU Performance-Based Evaluation Plan

Recommended Motion: I move to ... approve the agreement between GSU and School District 103 for the use of the Principal Performance-Based Evaluation Plan for a cost of \$250.00

**USE AGREEMENT FOR 2015-2016 DISTRICT PARTNERS
PRINCIPAL PERFORMANCE-BASED EVALUATION PLAN**

This is an annual Agreement between Governors State University ["GSU"] and _____
["District"] for the use of the GSU Principal Performance-Based Evaluation Plan.

The GSU Principal Evaluation Plan was developed by the University, through its College of Education and Metropolitan Institute for Leadership in Education (MILE) under the Teacher Quality Partnership (TQP) Grant U405A100045 to produce a system with rigor that focuses on student growth. **The GSU Principal Evaluation Model and Process is aligned with the State of Illinois Performance Evaluation Reform Act (PERA) of 2010 and has been revised to meet the guidelines for principal evaluation.**

The University and the District agree that the District may use the GSU Principal Evaluation Plan in their principal evaluation cycle. The University and District agree that the Plan may be used with adjustment or alteration appropriate to the District's needs, but only with the prior approval of the University and in alignment with State guidelines. The parties agree that the University is not and will not be responsible for unauthorized use or misuse of the Plan by the District. You are not authorized to copy, transmit or share this model with non-participating districts.

All partners will pay a fee of \$250 to the University for the right to use the GSU Principal Evaluation. In addition, school districts using VAL-ED will contract with **DISCOVERY EDUCATION** to use the VAL-ED Assessment at a cost of \$360 per administrator. As a partner, you will be provided the following:

- Revised GSU Principal Performance-Based Evaluation 2015-2016
- New administrators will be provided state mandated orientation/foundational training on GSU Evaluation and VAL-ED, and the optional goal of the Community of Care for Students and/or Teachers.
- Training will be offered to assistant principals and school leaders on the goal of Community of Care for Students and/or Teachers
 - ✓ GSU provides video training for administrators on the Principal Evaluation Plan which includes the new optional goal of Community of Care for Students and/or Teachers
 - ✓ GSU provides training for teachers on the goal of Community of Care for Students and/or Teachers
 - ✓ Professional Development for Teacher Leaders – available upon request
- VAL-ED
 - ✓ GSU provides video training for administrators on the Principal Evaluation Plan which includes VAL-ED
 - ✓ GSU provides training for teachers on the VAL-ED component of the principal evaluation
 - ✓ Professional Development for Teacher Leaders – available upon request
- Online video coaching on the Principal Evaluation process featuring Dr. Joseph Murphy
- Optional networking sessions for principals and evaluators with the GSU team
- 2015-2016 Principal Evaluation Plan provides Guidance Documents developed by PEAC for Principal Evaluation including the document **on the Joint Committee Guidebook Implementing the Student Growth Component in Teacher and Principal Evaluation Systems**

The District's commitment:

- Use GSU Principal Evaluation Plan with fidelity
- New evaluators must complete State prequalification training
- Participate in GSU Plan/VAL-ED orientation/training sessions state mandated for new administrators only
- Provide list of evaluators and principals participating to GSU
- Provide feedback when requested (e.g., surveys)

Governors State University Authorized Signer

Date

District Authorized Signer

Email: 116

Cell:

Action Items

Flexible Spending Account Plan Resolution

Recommended Motion: I move to ... approve the Resolution Authorizing Limited Flexible Spending Account Plan, Amendments, to Existing Flexible Spending Account Plans and Fees

LYONS ELEMENTARY SCHOOL DISTRICTS'
EMPLOYEE BENEFIT COOPERATIVE
DISTRICT #103

LIMITED PURPOSE
MEDICAL FLEXIBLE SPENDING ACCOUNT PLAN

PLAN DOCUMENT
AND
SUMMARY PLAN DESCRIPTION

Effective Date: July, 1, 2015

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INTRODUCTION

CREATION AND TITLE

Lyons Elementary School Districts' Employee Benefit Cooperative District #103 hereby establishes this ***Plan*** under the terms and conditions set forth in this document. The ***Plan*** is to be known as Lyons Elementary School Districts' Employee Benefit Cooperative District #103 Limited Purpose Medical Flexible Spending Account Plan.

EFFECTIVE DATE

The provisions of the ***Plan*** shall be effective as of July 1, 2015.

PURPOSE

The purpose of the ***Plan*** is to allow participating employees to use pretax dollars to receive reimbursements for eligible out-of-pocket health care expenses ***incurred*** by them (and/or their ***spouse*** or eligible ***dependents***) and not otherwise covered by a group health plan sponsored by the ***employer***. The ***employer*** intends that the ***Plan*** qualify as a nondiscriminatory flexible spending arrangement under Section 125 of the ***code*** (and application regulation) and a nondiscriminatory accident and health plan under Section 105(e) of the ***code***.

DEFINITIONS

Certain words and terms used herein shall be defined as follows and are shown in *bold and italics* throughout the document.

Benefits Account

The administrative account established by the *plan administrator* under the *Plan* for each *participant* based on which *medical reimbursement benefits* shall be paid.

Claims Processor

CoreSource, Inc.

Code

The Internal Revenue Code of 1986, as amended from time to time.

Compensation

All the earned income, salary, wages, and other earnings paid by the *employer* to a *participant*, including any amounts contributed by the *employer* pursuant to a salary reduction agreement, which are not includable in gross income under Sections 125, 402(g)(3), 402(h), 403(b) or 457(b) of the *code*.

Dependent

An individual who is a dependent (within the meaning of Section 152(a) of the *code*) of a *participant* in the *Plan*.

Effective Date

The effective date of the *Plan* is July 1, 2015.

Eligible Employee

An *employee* who has met the eligibility requirements of the *Plan* as set forth herein.

Employee

Any employee of the *employer* that selects a high deductible insurance plan for which a health savings account "(HSA)" is established or required to be established pursuant to a collective bargaining agreement.

Employer

Lyons Elementary School Districts' Employee Benefit Cooperative District #103 or any successor by merger, consolidation, or purchase of substantially all of its assets and shall also include any of its affiliates, successors or assignors which adopt the *Plan* with the approval of Lyons Elementary School Districts' Employee Benefit Cooperative District #103.

Entry Date

For each *employee*, the first day of the month coincident with or next following the day that the *employee* becomes eligible to participate in the *Plan*.

Grace Period

For any *plan year*, the period that begins immediately following the last day of the *plan year* and ends at the earlier of (i) the first date on which the *benefits account* balance for that *plan year* is reduced to zero or (ii) two and one-half months following the end of that *plan year*. If no balance remains in a *benefits account* at the end of the *plan year*, there shall be no *grace period* for that *benefits account*.

Incurred or Incurred Date

For purposes of the *Plan*, a medical expense is incurred on the date when the underlying services or products giving rise to the medical expense are performed or supplied and not on the date that the services or products are billed by the provider or paid by the *participant*.

Medical Reimbursement Benefits

For any *plan year*, the amount available to a *participant* as benefits under the *Plan* in the form of reimbursements of *qualified expenses*.

Participant

Any *employee* who has met the eligibility requirements of the *Plan* and has elected to participate in the *Plan* by providing the *plan administrator* with a completed *participation agreement*.

Participation Agreement

The agreement by an *eligible employee* that sets forth the *employee's*: (i) election to participate in the *Plan*, (ii) election of the amount of *medical reimbursement benefits* to be made available to the *participant* for a *plan year* as reimbursement for *qualified expenses*, and (iii) authorization of the *employer* to reduce the *employee's compensation* while a *participant* during the *plan year* and to credit the *participant's benefits account* by such amount under the *Plan*.

Plan

Lyons Elementary School Districts' Employee Benefit Cooperative District #103 Limited Purpose Medical Flexible Spending Account Plan, as described herein.

Plan Administrator

The *employer* or such other person or committee as may be appointed by the *employer* to administer the *Plan*.

Plan Sponsor

The *plan sponsor* is Lyons Elementary School Districts' Employee Benefit Cooperative District #103.

Plan Year

The twelve (12) consecutive month period beginning on July 1st and ending on June 30th.

Privacy Rule

The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and any amendments thereto; and the HIPAA Security and Privacy rule, 45 CFR Parts 160 and 164, and any amendments thereto; as well as other applicable federal and state privacy and confidentiality rules.

Qualified Expenses

The vision and dental expenses *incurred* during a *plan year* by a *participant*, the *participant's spouse*, or the *participant's dependents* while the *participant* is a *participant*, and otherwise allowed as permitted coverage under Revenue Ruling 2004-45 and IRS Notice 2004-23, and that qualify as expenses for “medical care” within the meaning of Section 213(d) of the *code*, more specifically set forth below:

1. Expenses for dental care;
2. Expenses for vision care;
3. ***Qualified expenses*** do not include premium expenses for vision and dental coverage or other health coverage, including (i) premiums paid for vision and dental coverage or health coverage under a plan maintained by the *employer* of the *employee's* spouse or dependent or (ii) premiums for an individual health insurance policy.
4. ***Qualified expenses*** do not include medical expenses.

Required By Law

The same meaning as the term “required by law” as defined in 45 CFR 164.501, to the extent not preempted by ERISA or other Federal law.

Spouse

An individual who is legally married to a *participant* of the opposite sex, but shall not include an individual separated from a *participant* of the opposite sex under a decree of legal separation.

PARTICIPATION

ELIGIBILITY

Each *employee*, as defined herein, shall be eligible to participate in the *Plan*.

COMMENCEMENT OF PARTICIPATION

An *eligible employee* shall become a *participant* in the *Plan* after providing the *plan administrator* with a completed *participation agreement* setting forth the benefits to be made available to the *eligible employee* for the immediately following *plan year* or remaining portion of the *plan year*. As part of the *participation agreement*, the *participant* shall authorize the *employer* to reduce the *participant's compensation* for the *plan year* (or the remaining portion thereof) by an amount up to two thousand dollars (\$2,000) that the *participant* elects to have credited to his or her *benefits account* under the *Plan*. The *participant* must, before the end of the first *plan year* of participation and, before the end of each subsequent *plan year*, provide the *plan administrator* with a newly executed *participation agreement*. Each new *participation agreement* shall specify the amount of *medical reimbursement benefits* to be made available to the *participant* for the immediately following *plan year* or remaining portion of the *plan year*. Should a *participant* fail to execute a valid *participation agreement* for any *plan year* before the start of the *plan year*, the *participation agreement* for the immediately preceding *plan year* (if any) shall be deemed to be effective for the subsequent *plan year*.

TERM OF PARTICIPATION

Each *participant* shall be a *participant* in the *Plan* for the entire *plan year* or the portion of the *plan year* remaining after the *participant's entry date*, if later than the first day of the *plan year*. A *participant* shall cease to be a *participant* in the *Plan* on the earliest of:

1. the date the *participant* dies, resigns or terminates employment with the *employer*, subject to the provisions in the section below entitled *Participation By Rehired Employees*;
2. the date the *participant* fails to make required contributions under the *Plan*;
3. the date the *participant* ceases to be an *employee* or otherwise becomes no longer eligible to participate under the terms of the *Plan*; or
4. the date the *Plan* terminates.

PARTICIPATION BY REHIRED EMPLOYEES

Each *participant* in the *Plan* who separates from service with the *employer* shall suspend participation under this *Plan* for the period from the date of termination to the last day of the *plan year* in which termination occurred. During such period of suspension, any contributions pursuant to a *participation agreement* shall cease. Participation in the *Plan* shall terminate on the first day of the next *plan year*, provided the terminated *employee* has not been rehired by the *employer* on such date. If a terminated *employee* should later be rehired by the *employer* in the same *plan year* as the *plan year* in which he or she separated from service, such *employee* may elect to resume participation in the *Plan* under the terms of the *participation agreement* in effect on the date of termination of employment.

BENEFITS

PROVISION OF BENEFITS

Benefits under the *Plan* shall take the form of reimbursement of *qualified expenses incurred* by a *participant*, the *participant's spouse* and/or *dependents* during the *plan year*. Benefits under the *Plan* shall be available solely for *qualified expenses incurred* during the *participant's* participation in the *Plan*.

AMOUNT OF REIMBURSEMENT

A *participant* shall be entitled to benefits under the *Plan* for a *plan year* in an amount that does not exceed the *participant's medical reimbursement benefits*. The amount of a *participant's medical reimbursement benefits* shall be uniformly available during the *plan year*.

CHANGE IN PARTICIPANT ELECTION

A *participant* may not change the amount of *medical reimbursement benefits* to be made available for a *plan year* during that *plan year*, except in accordance with the rules for changes in elections as set forth in the section below entitled *Election Changes*.

FAMILY AND MEDICAL LEAVE ACT

For any leave, and solely to the extent the provisions of the Family and Medical Leave Act of 1993 ("FMLA") apply and such leave qualifies as a FMLA leave, the *participant* may remain a *participant* and shall be entitled to receive the same benefits as before the start of the FMLA leave, subject to the continued payment of any required contributions under the *Plan*. Solely to the extent required under FMLA, a *participant* whose *medical reimbursement benefits* have been suspended or terminated while on an FMLA leave (whether due to revocation, nonpayment of premiums or otherwise) may have such *medical reimbursement benefits* reinstated on return from the FMLA leave on the same terms as prior to taking the FMLA leave, subject to any changes in benefit levels that may have taken place during the period of FMLA leave.

NONDISCRIMINATORY BENEFITS

The *Plan*, in accordance with applicable provisions of the *code*, is intended to not discriminate in favor of highly compensated individuals as to eligibility to participate, contributions and/or benefits. The *plan administrator* may take such actions as it deems appropriate or necessary to ensure that the *Plan* is not deemed a discriminatory plan under applicable provisions of the *code*, which actions may include excluding certain highly compensated individuals from participation in the *Plan*.

PAYMENT

PARTICIPANTS' ACCOUNTS

The *plan administrator* shall establish a separate *benefits account* for each *participant* in the *Plan*. The *plan administrator* shall credit a *participant's benefits account* with the amount of *medical reimbursement benefits* to be made available to the *participant* pursuant to the *participant's participation agreement*. The *plan administrator* shall charge a *participant's benefits account* in the amount of any reimbursement made to the *participant*. The *plan administrator* may also establish a minimum reimbursement amount below which requests for reimbursement shall not be made until the end of the *plan year* or, if earlier, until the last day of participation in the *Plan*.

PAYMENT OF BENEFITS

Reimbursement shall only be made under the *Plan* on the basis of *qualified expenses incurred* by the *participant*, the *participant's spouse* or the *participant's dependents*, as presented to the *plan administrator* on a written form specified by the *plan administrator* and as evidenced by a written statement from a third party. It shall be the duty of the *plan administrator* to determine whether or not an expense constitutes a *qualified expense*. To make the determination that a *qualified expense* subject to reimbursement has been *incurred*, the *plan administrator* may require proper evidence of any or all of the following:

1. the name of the person or persons for whom the expenses have been *incurred*;
2. the nature of the expenses *incurred*;
3. the *incurred date*;
4. the amount of the requested reimbursement; and/or
5. that the expenses have not been otherwise paid or reimbursed from another source.

If the *plan administrator* determines that an expense is a *qualified expense* subject to reimbursement, the *plan administrator* shall reimburse the *participant* for the *qualified expense* within a reasonable time. The *plan administrator* shall be the sole arbiter of what constitutes a *qualified expense* subject to reimbursement under the *Plan*.

However, if a *qualified expense* was *incurred* directly through an automatic debit card system, the *participant* shall not be required to separately file a claim for reimbursement or supporting evidence for such expense unless requested by the *plan administrator* (or its designee) in order to verify that the reimbursement was properly provided.

In the event of the death of the *participant* prior to the payment of any claims, payment shall be made in the following priority:

1. Executor of the Estate of the deceased *participant*;
2. *Spouse*;
3. Family member held responsible for payment of deceased's medical bills;
4. *Spouse* or *dependent* with COBRA continuation rights.

GRACE PERIOD

In the event any balance remains in the *participant's benefits account* at the end of a *plan year*, there applies a *grace period* of up to two and one-half months. So long as a claim for benefits is timely filed (see *Claims Procedure* section below), (i) reimbursements for *qualified expenses incurred* during the prior *plan year* and not previously reimbursed shall be made from the prior *plan year's benefits account* until the balance is exhausted or forfeited, and (ii) reimbursements for *qualified expenses incurred* during the *grace period* shall be made first from the prior *plan year's benefits account* until the balance is exhausted or forfeited and then from the current *plan year's benefits account* to the extent necessary.

FORFEITURE OF BENEFITS

A *participant* forfeits any balance reflected in the *benefits account* for a *plan year* to the extent a claim for *qualified expenses incurred* is not provided to the *plan administrator* within ninety (90) days after the earlier of: (i) the last day of the *plan year's grace period* or (ii) the last day of participation in the *Plan*. Upon such forfeiture, the *participant's benefits account* for that *plan year* shall be reduced to zero. At the direction of the *employer*, forfeited amounts may be reallocated to *participants* in any reasonable manner. Forfeited amounts may also be applied towards the cost of administering the *Plan*. In no event shall any forfeitures be subject to the claim of any current or former *participant, spouse* or *dependent* or any of their successors or assigns. In addition, any benefit payments for *qualified expenses incurred* during the *plan year* or *grace period* that are unclaimed (uncashed benefit checks) by the end of the sixth month following the end of the *grace period* shall be forfeited and applied as described in this section.

ELECTION CHANGES

No *participant* in the *Plan* shall be allowed to alter or discontinue the *participant's* elected benefits under the *Plan* during a *plan year* except as follows:

1. An election change that is on account of and corresponds with any of the following status change that affects eligibility for coverage under the *Plan*:
 - a. Change in *employee's* legal marital status;
 - b. Change in number of *dependents*;
 - c. Termination or commencement of employment by the *employee, spouse* or *dependent*;
 - d. Change in employment status for the *employee, spouse* or *dependent* that results in change of eligibility under the *Plan* or other employee benefit plan of the employer of the *employee, spouse* or *dependent*;
 - e. An event that causes an individual to satisfy (or cease to satisfy) *dependent* eligibility requirements on account of age, student status or any similar circumstance; or
 - f. Change in residence or worksite of the *employee, spouse* or *dependent*.
2. An election change in connection with taking or returning from a leave of absence under the Family and Medical Leave Act of 1993 (FMLA) or the Uniformed Services Employment and Reemployment Rights Act (USERRA).
3. An election change that is pursuant to a judgment, decree or order resulting from a divorce, legal separation, annulment, or change in legal custody that requires coverage for an *employee's* child or for a foster child who is a *dependent* of the *employee*.
4. An election change to cancel, reduce, commence, or increase coverage under the *Plan* to correspond with enrollment in, or loss of coverage under, Medicare, Medicaid or a state child health insurance program (CHIP).
5. Upon a COBRA qualifying event, an election to increase payments under the *Plan* to pay for continuation coverage.

A mid-year election change as permitted above can only be effectuated by the *participant* filing a new *participation agreement*, which will serve to revoke the *participant's* previous *participation agreement*. The new *participation agreement*, if determined by the *plan administrator* to be timely submitted and consistent with other requirements of this *Plan*, shall only be effective prospectively and after the effective date of the new *participation agreement*.

CLAIMS PROCEDURE

GENERAL

No benefit shall be paid hereunder unless the *claims processor* has received from the *participant, spouse or dependent* (as applicable) (or authorized representative) a written claim for benefits in accordance with the provisions of this section.

FILING A CLAIM

Claims for benefits under this *Plan* must be submitted to the *claims processor* at the following address:

CoreSource, Inc.
P. O. Box 8215
Little Rock, Arkansas 72221-8215

All claims for benefits under this *Plan* must be submitted on an approved form and include such evidence as the *claims processor* may deem reasonably necessary to administer the claim, including such evidence that substantiates the nature, the amount, and timeliness of any expenses that may be reimbursed.

Claims for benefits under this *Plan* must be received by the *claims processor* within ninety (90) days of the close of the *plan year* in which the relevant expense was *incurred*. Notwithstanding the foregoing, for any *benefits account* that has a remaining balance at the end of the *plan year, qualified expenses* incurred during such *plan year* or during the *grace period* (and not previously reimbursed) shall be eligible for reimbursement from such remaining balance if a properly completed claim for benefits is received by the *claims processor* within ninety (90) days of the end of the *grace period*. All claims that are not timely received shall be denied.

However, if a *qualified expense* was *incurred* directly through an automatic debit card system, the *participant* shall not be required to separately file a claim for reimbursement or supporting evidence for such expense, unless requested by the *plan administrator* (or its designee) in order to verify that the reimbursement was properly provided.

NOTICE OF AUTHORIZED REPRESENTATIVE

A *participant, spouse or dependent* may provide the *claims processor* with a written authorization that (i) designates and authorizes another person or entity to act on his or her behalf and (ii) consents to the communication of information related to him or her to the authorized representative with respect to a claim for benefits or an appeal of a denied claim. Authorization forms may be obtained from the Human Resources Department.

BENEFIT DETERMINATION

After receipt by the *claims processor* of a completed claim for benefits under this *Plan*, the *claims processor* shall complete its determination of the claim within thirty (30) days unless an extension is necessary due to circumstances beyond the *Plan's* control. If additional information is needed for determination of the claim, the *claims processor* shall provide the claimant (or authorized representative) with a notice detailing the information needed. The notice shall be provided within thirty (30) days of receipt of the completed claim and shall state the date as of which the *Plan* expects to make a decision. The claimant shall have forty-five (45) days to provide the information requested, and the *claims processor* shall complete its determination of the claim within fifteen (15) days of receipt of the requested information. Failure to respond in a timely and complete manner shall result in the denial of benefit payment.

If a claim for benefits under this *Plan* is denied, the *claims processor* shall provide the claimant (or authorized representative) with a written notice of benefits denial within the time frame for determination as described in this section.

APPEALING A DENIED CLAIM

If a claim for benefits under this *Plan* is denied, the claimant (or authorized representative) may request a review of the denied claim by making a written request to the *claims processor* within one hundred eighty (180) days from receipt of the notification of the denial and stating the reasons the claimant feels the claim should not have been denied. The *claims processor* shall provide the claimant (or authorized representative) with a written notice of the appeal decision within sixty (60) days of receipt of a written request for the appeal.

The following describes the review process and rights of the claimant:

1. The claimant has the right to submit documents, information and comments;
2. The claimant has the right to receive and access, free of charge, information relevant to the claim for benefits;
3. The review must take into account all information submitted by the claimant, even if it was not considered in the initial benefit determination;
4. The review shall not afford deference to the original denial; and
5. The reviewer shall not be the individual who originally denied the claim, nor a subordinate to the individual who originally denied the claim.

NAMED FIDUCIARY FOR CLAIM APPEALS

The *claims processor* shall be the “named fiduciary” for purposes of reviewing a claim for benefits upon appeal, as described in U.S. Department of Labor Regulation 2560.503-1 (issued November 21, 2000).

CONTINUATION OF COVERAGE

In order to comply with federal regulations, this *Plan* includes a continuation of coverage option for certain individuals whose coverage would otherwise terminate. The following is intended to comply with the Public Health Services Act. This continuation of coverage may be commonly referred to as "COBRA coverage" or "continuation coverage."

QUALIFYING EVENTS

Qualifying events are any one of the following events that would cause a *covered person* to lose coverage under this *Plan* or cause an increase in required contributions, even if such loss of coverage or increase in required contributions does not take effect immediately, and allow such person to continue coverage beyond the date coverage would otherwise terminate:

1. Death of the *employee*.
2. The *employee's* termination of employment (other than termination for gross misconduct), or reduction in work hours to less than the minimum required for coverage under the *Plan*.
3. Divorce or legal separation from the *employee*.
4. The *employee's* entitlement to *Medicare* benefits under Title XVIII of the Social Security Act, if it results in the loss of coverage under this *Plan*.
5. A *dependent* child no longer meets the eligibility requirements of the *Plan*.
6. The last day of leave under the Family and Medical Leave Act of 1993, or an earlier date on which the *employee* informs the *employer* that he or she will not be returning to work.
7. The call-up of an *employee* reservist to active duty.

For purposes of this *Continuation Coverage* section, the term "*dependent*" will be used to refer to the *employee's spouse* and/or *dependents*. Notwithstanding any provision in this document to the contrary, none of the above events shall be considered a qualifying event unless, as of the date of such event, the maximum amount of benefit that may become available to the *employee* or the *dependent* (as applicable) during the remainder of the *plan year* pursuant to this *Continuation Coverage* section exceeds the maximum amount that the *Plan* is permitted to require to be paid for continuation coverage for the remainder of the *plan year*.

NOTIFICATION REQUIREMENTS

1. When eligibility for continuation of coverage results from a spouse being divorced or legally separated from a covered *employee*, or a child's loss of *dependent* status, the *employee* or *dependent* must submit a completed Qualifying Event Notification form to the *plan administrator* (or its designee) within sixty (60) days of the latest of:
 - a. The date of the event;
 - b. The date on which coverage under this *Plan* is or would be lost as a result of that event;
or
 - c. The date on which the *employee* or *dependent* is furnished with a copy of this Plan Document and Summary Plan Description.

A copy of the Qualifying Event Notification form is available from the *plan administrator* (or its designee). In addition, the *employee* or *dependent* may be required to promptly provide any supporting documentation as may be reasonably requested for purposes of verification. Failure to provide such notice and any requested supporting documentation will result in the person forfeiting their rights to continuation of coverage under this provision.

Within fourteen (14) days of the receipt of a properly completed Qualifying Event Notification, the *plan administrator* (or its designee) will notify the *employee* or *dependent* of his rights to continuation of coverage, and what process is required to elect continuation of coverage. This notice is referred to below as "Election Notice."

2. When eligibility for continuation coverage results from any qualifying event under this *Plan* other than the ones described in Paragraph 1 above, the *plan administrator* (or its designee) will furnish an Election Notice to the *employee* or *dependent* not later than forty-four (44) days after the date on which the *employee* or *dependent* loses coverage under this *Plan* due to the qualifying event.
3. In the event it is determined that an individual seeking continuation coverage (or extension of continuation coverage) is not entitled to such coverage, the *plan administrator* (or its designee) will provide to such individual an explanation as to why the individual is not entitled to continuation coverage. This notice is referred to here as the "Non-Eligibility Notice." The Non-Eligibility Notice will be furnished in accordance with the same time frame as applicable to the furnishing of the Election Notice.
4. In the event an Election Notice is furnished, the eligible *employee* or *dependent* has sixty (60) days to decide whether to elect continued coverage. Each person who is described in the Election Notice and was covered under the *Plan* on the day before the qualifying event has the right to elect continuation of coverage on an individual basis, regardless of family enrollment. If the *employee* or *dependent* chooses to have continuation coverage, he must advise the *plan administrator* (or its designee) of this choice by returning to the *plan administrator* (or its designee) a properly completed Election Notice not later than the last day of the sixty (60) day period. If the Election Notice is mailed to the *plan administrator* (or its designee), it must be postmarked on or before the last day of the sixty (60) day period. This sixty (60) day period begins on the later of the following:
 - a. The date coverage under the *Plan* would otherwise end; or
 - b. The date the person receives the Election Notice from the *plan administrator* (or its designee).
5. Within forty-five (45) days after the date the person notifies the *plan administrator* (or its designee) that he has chosen to continue coverage, the person must make the initial payment. The initial payment will be the amount needed to provide coverage from the date continued benefits begin, through the last day of the month in which the initial payment is made. Thereafter, payments for the continuation coverage are to be made monthly, and are due in advance, on the first day each month.

COST OF COVERAGE

1. The *Plan* requires that covered persons pay the entire cost of their continuation coverage, plus a two percent (2%) administrative fee. Except for the initial payment (see above), payments must be remitted to the *plan administrator* (or its designee) by or before the first day of each month during the continuation period. The payment must be remitted on a timely basis in order to maintain the coverage in force.
2. For a person originally covered as an *employee* or as a *spouse*, the cost of coverage is the amount applicable to an *employee* if coverage is continued for himself alone. For a person originally covered as a child and continuing coverage independent of the family unit, the cost of coverage is the amount applicable to an *employee*.

WHEN CONTINUATION COVERAGE BEGINS

When continuation coverage is elected and the initial payment is made within the time period required, coverage is reinstated back to the date of the loss of coverage, so that no break in coverage occurs. Coverage for *dependents* acquired and properly enrolled during the continuation period begins in accordance with the enrollment provisions of the *Plan*.

FAMILY MEMBERS ACQUIRED DURING CONTINUATION

A spouse or *dependent* child newly acquired during continuation coverage is eligible to be enrolled as a *dependent*. The standard enrollment provision of the *Plan* applies to enrollees during continuation coverage. A *dependent* acquired and enrolled after the original qualifying event, other than a child born to or *placed for adoption* with a covered *employee* during a period of COBRA continuation coverage, is not eligible for a separate continuation if a subsequent event results in the person's loss of coverage.

END OF CONTINUATION

Continuation of coverage under this provision will end on the earliest of the following dates:

1. The last day of the *plan year* in which the qualifying event occurred.
2. The end of the period for which contributions are paid if the covered person fails to make a payment by the date specified by the *plan administrator* (or its designee). In the event continuation coverage is terminated for this reason, the individual will receive a notice describing the reason for the termination of coverage, the effective date of termination, and any rights the individual may have under this *Plan* or under applicable law to elect an alternative group or individual coverage, such as a conversion right. This notice is referred to below as an "Early Termination Notice."
3. The date coverage under this *Plan* ends and the *employer* offers no other group health benefit plan. In the event continuation coverage is terminated for this reason, the individual will receive an Early Termination Notice.
4. The date the covered person first becomes entitled, after the date of the covered person's original election of continuation coverage, to Medicare benefits under Title XVIII of the Social Security Act. In the event continuation coverage is terminated for this reason, the individual will receive an Early Termination Notice.
5. The date the covered person first becomes covered under any other employer's group health plan after the original date of the covered person's election of continuation coverage, but only if such group health plan does not have any exclusion or limitation that affects coverage of the covered person's pre-existing condition. In the event continuation coverage is terminated for this reason, the individual will receive an Early Termination Notice.

SPECIAL RULES REGARDING NOTICES

1. Any notice required in connection with continuation coverage under this *Plan* must, at minimum, contain sufficient information so that the *plan administrator* (or its designee) is able to determine from such notice the *employee* and *dependent(s)* (if any), the qualifying event, and the date on which the qualifying event occurred.
2. In connection with continuation coverage under this *Plan*, any notice required to be provided by any individual who is either the *employee* or a *dependent* with respect to the qualifying event may be provided by a representative acting on behalf of the *employee* or the *dependent*, and the provision of the notice by one individual shall satisfy any responsibility to provide notice on behalf of all related eligible individuals with respect to the qualifying event.

3. As to an Election Notice, Non-Eligibility Notice or Early Termination Notice:
 - a. A single notice addressed to both the *employee* and the *spouse* will be sufficient as to both individuals if, on the basis of the most recent information available to the *Plan*, the spouse resides at the same location as the *employee*; and
 - b. A single notice addressed to the *employee* or the *spouse* will be sufficient as to each *dependent* child of the *employee* if, on the basis of the most recent information available to the *Plan*, the *dependent* child resides at the same location as the individual to whom such notice is provided.

PRE-EXISTING CONDITIONS

In the event that a covered person becomes eligible for coverage under another employer-sponsored group health plan, and that group health plan has an applicable exclusion or limitation regarding coverage of the covered person's pre-existing condition, the covered person's continuation coverage under the *Plan* will not be affected by enrollment under that other group health plan. This *Plan* shall be primary payer for the *qualified expenses* that are excluded or limited under the other employer sponsored group health plan and secondary payer for all other expenses.

MILITARY MOBILIZATION

If an *employee* is called for active duty by the United States Armed Services (including the Coast Guard, the National Guard or the Public Health Service), the *employee* and the *employee's dependent* may continue their health coverages, pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA).

When the leave is less than thirty-one (31) days, the *employee* and *employee's dependent* may not be required to pay more than the *employee's* share, if any, applicable to that coverage. If the leave is thirty-one (31) days or longer, then the *plan administrator* (or its designee) may require the *employee* and *employee's dependent* to pay no more than one hundred and two percent (102%) of the full contribution.

The maximum length of the continuation coverage required under the Uniformed Services Employment and Reemployment Rights Act (USERRA) is the lesser of:

1. Twenty-four (24) months beginning on the day that the leave commences, or
2. A period beginning on the day that the leave began and ending on the day after the *employee* fails to return to employment within the time allowed.

The period of continuation coverage under USERRA will be counted toward any continuation coverage period concurrently available under COBRA. Upon return from active duty and subject to premium contribution requirement and other applicable requirements as described in the *Participation* section, coverage for the *employee* and the *employee's dependent* will be reinstated without pre-existing conditions exclusions or a waiting period, regardless of their election of COBRA continuation coverage.

PLAN CONTACT INFORMATION

Questions concerning this *Plan*, including any available continuation coverage, may be directed to the *plan administrator* (or its designee).

ADDRESS CHANGES

In order to help ensure the appropriate protection of rights and benefits under this *Plan*, *participants* should keep the *plan administrator* (or its designee) informed of any changes to their current addresses.

HIPAA PRIVACY

The following provisions are intended to comply with applicable *Plan* amendment requirements under Federal regulation implementing Section 264 of the Health Insurance Portability and Accountability Act of 1996 (*HIPAA*).

DISCLOSURE BY PLAN TO PLAN SPONSOR

The *Plan* may take the following actions only upon receipt of a plan amendment certification:

1. Disclose protected health information to the *plan sponsor*.
2. Provide for or permit the disclosure of protected health information to the *plan sponsor* by a health insurance issuer or HMO with respect to the *Plan*.

USE AND DISCLOSURE BY PLAN SPONSOR

The *plan sponsor* may use or disclose protected health information received from the *Plan* to the extent not inconsistent with the provisions of this *HIPAA Privacy* section or the *privacy rule*.

OBLIGATIONS OF PLAN SPONSOR

The *plan sponsor* shall have the following obligations:

1. Ensure that:
 - a. Any agents (including a subcontractor) to whom it provides protected health information received from the *Plan* agree to the same restrictions and conditions that apply to the *plan sponsor* with respect to such information; and
 - b. Adequate separation between the *Plan* and the *plan sponsor* is established in compliance with the requirement in 45 C.F.R. 164.504(f)(2)(ii).
2. Not use or further disclose protected health information received from the *Plan*, other than as permitted or required by the *Plan* documents or as *required by law*.
3. Not use or disclose protected health information received from the *Plan*:
 - a. For employment-related actions and decisions; or
 - b. In connection with any other benefit or employee benefit plan of the *plan sponsor*.
4. Report to the *Plan* any use or disclosure of the protected health information received from the *Plan* that is inconsistent with the use or disclosure provided for of which it becomes aware.
5. Make available protected health information received from the *Plan*, as and to the extent required by the *privacy rule*:
 - a. For access to the individual;
 - b. For amendment and incorporate any amendments to protected health information received from the *Plan*; and
 - c. To provide an accounting of disclosures.
6. Make its internal practices, books, and records relating to the use and disclosure of protected health information received from the *Plan* available to the Secretary of the U.S. Department of Health and Human Services for purposes of determining compliance by the *Plan* with the *privacy rule*.

7. Return or destroy all protected health information received from the **Plan** that the **plan sponsor** still maintains in any form and retain no copies when no longer needed for the purpose for which the disclosure by the **Plan** was made, but if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.
8. Provide protected health information received from the **Plan** only to those individuals, under the control of the **plan sponsor** who perform administrative functions for the **Plan**; (*i.e.*, eligibility, enrollment, payroll deduction, benefit determination, claim reconciliation assistance), and to make clear to such individuals that they are not to use protected health information received from the **Plan** for any reason other than for **Plan** administrative functions nor to release protected health information received from the **Plan** to an unauthorized individual.
9. Provide protected health information received from the **Plan** only to those entities required to receive the information in order to maintain the **Plan**.
10. Provide an effective mechanism for resolving issues of noncompliance with regard to the items mentioned in this provision.
11. Reasonably and appropriately safeguard electronic protected health information created, received, maintained, or transmitted to or by the **plan sponsor** on behalf of the **Plan**. Specifically, such safeguarding entails an obligation to:
 - a. Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that the **plan sponsor** creates, receives, maintains, or transmits on behalf of the **Plan**;
 - b. Ensure that the adequate separation as required by 45 C.F.R. 164.504(f)(2)(iii) is supported by reasonable and appropriate security measures;
 - c. Ensure that any agent, including a subcontractor, to whom it provides this information agrees to implement reasonable and appropriate security measures to protect the information; and
 - d. Report to the **Plan** any security incident of which it becomes aware.

EXCEPTIONS

Notwithstanding any other provision of this *HIPAA Privacy* section, the **Plan** (or a health insurance issuer or HMO with respect to the **Plan**) may:

1. Disclose summary health information to the **plan sponsor** if the **plan sponsor** requests it for the purpose of:
 - a. Obtaining premium bids from health plans for providing health insurance coverage under the **Plan**; or
 - b. Modifying, amending, or terminating the **Plan**;
2. Disclose to the **plan sponsor** information on whether the individual is participating in the **Plan**, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the **Plan**;
3. Use or disclose protected health information:
 - a. With (and consistent with) a valid authorization obtained in accordance with the **privacy rule**;
 - b. To carry out treatment, payment, or health care operations in accordance with the **privacy rule**; or
 - c. As otherwise permitted or required by the **privacy rule**.

PLAN ADMINISTRATION

PLAN ADMINISTRATOR

The *plan administrator* shall be responsible for the administration of the *Plan*.

PLAN ADMINISTRATOR'S DUTIES

In addition to any rights, duties or powers specified throughout the *Plan*, the *plan administrator* shall have the following rights, duties and powers:

1. to interpret the *Plan*, to determine the amount, manner and time for payment of any benefits under the *Plan*, and to construe or remedy any ambiguities, inconsistencies or omissions under the *Plan*;
2. to adopt and apply any rules or procedures to ensure the orderly and efficient administration of the *Plan*;
3. to determine the rights of any *participant*, *spouse* or *dependent* or beneficiary to benefits under the *Plan*;
4. to develop appellate and review procedures for any *participant*, *spouse*, *dependent* or designated beneficiary with regard to denied benefits under the *Plan*;
5. to provide the *employer* with such tax or other information it may require in connection with the *Plan*;
6. to employ any agents, attorneys, accountants or other parties (who may also be employed by the *employer*) and to allocate or delegate to them such powers or duties as are necessary to assist in the proper and efficient administration of the *Plan*, provided that such allocation or delegation and the acceptance thereof are in writing;
7. to report to the *employer*, or any party designated by the *employer*, after the end of each *plan year*, regarding the administration of the *Plan*; and to report any significant problems as to the administration of the *Plan* and to make recommendations for modifications as to procedures and benefits, or any other change which might ensure the efficient administration of the *Plan*.

However, nothing in this section is meant to confer upon the *plan administrator* any powers to amend the *Plan* or change any material administrative procedure or adopt any other material procedure involving the *Plan* without the express written approval of the *employer*. Notwithstanding the preceding sentence, the *plan administrator* is empowered to take any actions he sees fit to assure that the *Plan* complies with the nondiscrimination requirements of Sections 105 and/or 125 of the *code*.

INFORMATION TO BE PROVIDED TO PLAN ADMINISTRATOR

The *employer*, or any of its agents, shall provide to the *plan administrator* any employment records of any *employee* eligible to participate under the *Plan*. Such records shall include, but will not be limited to, any information regarding period of employment, leaves of absence, salary history, termination of employment, or any other information the *plan administrator* may need for the proper administration of the *Plan*. Any *participant*, *spouse* or *dependent* entitled to benefits under the *Plan* shall furnish to the *plan administrator* his correct post office address, his date of birth, the names, correct addresses and dates of birth of any designated beneficiaries, with proper proof thereof, or any other data the *plan administrator* might reasonably request to ensure the proper and efficient administration of the *Plan*.

DECISION OF PLAN ADMINISTRATOR FINAL

Subject to applicable State or Federal law and the provisions of this ***Plan***, any interpretation of any provision of this ***Plan*** made in good faith by the ***plan administrator*** as to any rights or benefits of a ***participant, spouse or dependent*** under this ***Plan*** is final and shall be binding upon the parties. Any misstatement or other mistake of fact shall be corrected as soon as reasonably possible upon notification to the ***plan administrator*** and any adjustment or correction attributable to such misstatement or mistake of fact shall be made by the ***plan administrator*** as he considers equitable and practicable.

RULES TO APPLY UNIFORMLY

The ***plan administrator*** shall perform his duties in a reasonable manner and on a nondiscriminatory basis and shall apply uniform rules to all ***participants*** similarly situated under the ***Plan***.

GENERAL PROVISIONS

EMPLOYER OBLIGATION

The ***employer***, upon adopting the ***Plan***, shall have the obligation to pay, or to have paid on its behalf, the contributions required for payment of benefits under the ***Plan*** in respect of its ***employees***.

AMENDMENT AND TERMINATION

Lyons Elementary School Districts' Employee Benefit Cooperative District #103 may amend, modify, or terminate this ***Plan*** at any time, to any extent, and for any reason, all in its sole discretion. Any amendment may be made effective retroactively to the extent not prohibited by ERISA and the Internal Revenue Code. Coverage upon termination shall be governed by the terms of the ***Plan***.

NONASSIGNABILITY

Any benefits under this ***Plan*** shall be nonassignable and for the exclusive benefit of ***participants***, ***spouses***, and ***dependents***. No benefit shall be voluntarily or involuntarily assigned, sold or transferred.

MEDICAL CHILD SUPPORT ORDERS

To the extent applicable, the ***plan administrator*** shall adhere to the terms of any judgment, decree or court order (including a court's approval of a domestic relations settlement agreement) which

1. relates to the provision of child support related to health benefits for a child of a ***participant*** of a group health plan;
2. is made pursuant to a state domestic relations law; and
3. which creates or recognizes the right of an alternate recipient to, or assigns to an alternate recipient the right to receive benefits under the group health plan under which a ***participant*** or other beneficiary is entitled to receive benefits.

The ***plan administrator*** shall promptly notify the ***participant*** and each alternate recipient named in the medical child support order of the ***Plan's*** procedures for determining the qualified status of the medical child support orders. Within a reasonable period after receipt of a medical child support order, the ***plan administrator*** shall determine whether such order is a Qualified Medical Child Support Order (QMCSO) as defined in Section 609 of ERISA or National Medical Support Notice (NMSN) as defined in Section 401 of the Child Support Performance and Incentive Act of 1998 and shall notify the ***participant*** and each alternate recipient of such determination. If the ***participant*** or any affected alternate payee objects to the determination of the ***plan administrator***, the disagreeing party shall be treated as a claimant and the claims procedure of the ***Plan*** shall be followed. The ***plan administrator*** may bring an action for a declaratory judgment in a court of competent jurisdiction to determine the proper recipient of the benefits to be paid by the ***Plan***.

Any such QMCSO or NMSN must clearly specify the name and last known mailing address of the ***participant***, name and address of each alternate recipient covered by the order, a description of the coverage to be provided by the group health plan or the manner in which such coverage is to be determined, the period of coverage that must be provided, and each plan to which such order applies.

Any such QMCSO or NMSN shall not require the ***Plan*** to provide any type or form of benefits, or any option, that it is not already offering except as necessary to meet the requirements of a state medical child support law described in Section 1908 of the Social Security Act as added by Section 13822 of the Omnibus Budget Reconciliation Act of 1983 (OBRA '93).

Upon determination that a medical child support order is a QMCSO or NMSN, the ***Plan*** must recognize the QMCSO or NMSN by providing benefits for the ***participant's*** child in accordance with such order.

NOT AN EMPLOYMENT CONTRACT

By creating this *Plan* and providing benefits under the *Plan*, the *employer* in no way guarantees employment for any *employee*. Participation in this *Plan* shall in no way assure continued employment with the *employer*.

TAX EFFECTS

Neither the *employer* nor the *plan administrator* makes any warranty or other representation as to whether any payments made hereunder will be treated as includible or excludible in gross income for federal or state income tax purposes.

ADDRESSES, NOTICE AND WAIVER OF NOTICE

Each *participant* shall furnish the *employer* with his correct post office address. Any communication, statement or notice addressed to a *participant* at his last post office address as filed with the *employer* will be binding on such person. The *employer* or *plan administrator* shall be under no legal obligation to search for or investigate the whereabouts of any person benefiting under this *Plan*. Any notice required under the *Plan* may be waived by such person entitled to such notice.

SEVERABILITY

In any case where any provision of the *Plan* is held to be illegal or invalid, such illegality or invalidity shall apply only to that part of the *Plan* and shall not apply to any remaining provisions of the *Plan*, and the *Plan* shall be construed as if such illegal or invalid provision had never existed under the *Plan*.

CLERICAL ERROR

Clerical error, inadvertent delay or omission in keeping any records pertaining to the coverage, whether by the *employer*, *plan administrator*, *plan sponsor* or by the *claims processor*, will not invalidate coverage otherwise validly in force nor continue coverage otherwise validly terminated, provided such clerical error, inadvertent delay or omission is not prejudicial to the *employer*, *plan administrator*, *plan sponsor* or *Plan* and is rectified promptly upon discovery.

APPLICABLE LAW

The *Plan* shall be construed under the laws of the State of Illinois, to the extent not preempted by any Federal law.

Executed this _____ day of _____, _____.

Employer: Lyons Elementary School Districts' Employee Benefit Cooperative District #103

Name

Title

**AMENDMENT NO. 3
FOR
LYONS ELEMENTARY SCHOOL DISTRICTS'
EMPLOYEE BENEFIT COOPERATIVE DISTRICT #103
DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT PLAN**

Effective July 1, 2015:

I. The section "**DEFINITIONS**" shall be amended as follows:

The information under the definition for "**Employee**" shall be deleted in its entirety and the following substituted therefore:

Employee

Any *employee* eligible for the *employer's* medical insurance plan.

**Received and accepted for: Lyons Elementary School Districts'
Employee Benefit Cooperative District #103**

By: _____

Title: _____

Date: _____

**AMENDMENT NO. 4
FOR
LYONS ELEMENTARY SCHOOL DISTRICTS'
EMPLOYEE BENEFIT COOPERATIVE DISTRICT #103
MEDICAL FLEXIBLE SPENDING ACCOUNT PLAN**

Effective July 1, 2015:

I. The section "**DEFINITIONS**" shall be amended as follows:

The information under the definition for "**Employee**" shall be deleted in its entirety and the following substituted therefore:

Employee

Any *employee* eligible for the *employer's* medical insurance benefit, except any *employee* of the *employer* that selects a high deductible health insurance plan for which a health savings account ("HSA") is established or required to be established pursuant to a collective bargaining agreement.

II. The section "**FUNDING AND PAYMENT OF BENEFITS**" shall be amended as follows:

In the subsection "**Payment of Benefits**," the second paragraph shall be deleted in its entirety and the following substituted therefore:

If the *plan administrator* determines that an expense is a *qualified expense* subject to reimbursement, the *plan administrator* shall reimburse the *participant* for the *qualified expense* within a reasonable time. The *plan administrator* shall be the sole arbiter of what constitutes a *qualified expense* subject to reimbursement under the *Plan*.

However, if a *qualified expense* was *incurred* directly through an automatic debit card system, the *participant* shall not be required to separately file a claim for reimbursement or supporting evidence for such expense unless requested by the *plan administrator* (or its designee) in order to verify that the reimbursement was properly provided.

III. The section "**CLAIMS PROCEDURE**" shall be amended as follows:

In the subsection "**Filing a Claim**," the last paragraph shall be deleted in its entirety and the following substituted therefore:

Claims for benefits under this *Plan* must be received by the *claims processor* within ninety (90) days of the close of the *plan year* in which the relevant expense was *incurred*. Notwithstanding the foregoing, for any *benefits account* that has a remaining balance at the end of the *plan year*, *qualified expenses incurred* during such *plan year* or during the *grace period* (and not previously reimbursed) shall be eligible for reimbursement from such remaining balance if a properly completed claim for benefits is received by the *claims processor* within ninety (90) days of the end of the *grace period*.

However, if a *qualified expense* was *incurred* directly through an automatic debit card system, the *participant* shall not be required to separately file a claim for reimbursement or supporting evidence for such expense, unless requested by the *plan administrator* (or its designee) in order to verify that the reimbursement was properly provided.

**Received and accepted for: Lyons Elementary School Districts'
Employee Benefit Cooperative District #103**

By: _____

Title: _____

Date: _____

EXHIBIT A

INSTALLATION, ADMINISTRATIVE AND ADDITIONAL SERVICE FEES

Term: effective from July 1, 2015 through June 30, 2016

LYONS ELEMENTARY SCHOOL DISTRICT

1. The following information is being provided to the undersigned pursuant to Prohibited Transaction Class Exemption 84-24 issued by the U.S. Department of Labor in order to exempt the proposed transactions between the Plan, Plan Sponsor and Plan Supervisor from any applicable prohibited transaction or provisions of ERISA. The following information is being provided to permit Plan Sponsor, as Plan Administrator to determine the compensation received by Plan Supervisor in the form of commissions, service fees and other similar payments is reasonable, that the services provided are necessary for the operation of the Plan and the provision of services by Plan Supervisor is in the best interest of the Plan.
2. The commission, installation, service fees, compensation arrangements and other similar payments to be provided under the Agreement are as set forth below. It is understood, however, that PPO Access Fees and other vendor fees, if applicable, are subject to the terms and conditions of the underlying agreement and may be subject to change at times other than the renewal date of this Agreement.
3. Pursuant to the Agreement for Plan Supervisor, Plan Sponsor shall remit to Plan Supervisor the following administrative fees and other costs:

Description of Service for the Lyons Elementary School District Flexible Spending Plan.

- N/A

4. In addition to the basic administrative services listed above, Plan Sponsor has agreed that the following services are to be performed by Plan Supervisor pursuant to the terms and conditions set forth in the applicable Addendum, or other description of services:

<input checked="" type="checkbox"/> Exhibit B, Claim Appeal Determination Addendum	No Charge
<input checked="" type="checkbox"/> Flexible Benefits Addendum	
<u>Description of Fee</u>	
• Flex Administration Fee (Health Care)	\$ 6.50 per participant per month subject to a \$200.00 minimum monthly fee
• Flex Administration Fee (Dependent Care)	\$ 6.50 per participant per month subject to a \$200.00 minimum monthly fee
• Flex Annual Reenrollment Fee	\$ 5.50 per participant upon renewal
• Benny Card Fee (by election only)	\$ 1.50 per participant per month
<input checked="" type="checkbox"/> Other Services and Expense Reimbursements	
<u>Description of Fee</u>	
• Physician Reviews (medical/dental)	Actual Cost
• American Dental Examiners	Actual Cost
• Medical Records Fees	Actual Cost
• Printing Costs	Actual Cost
• Identification Cards	Actual Cost
• Other Miscellaneous Expenses	Actual Cost
• Funding Delinquency Notice	\$ 5.00 per letter

The Plan Supervisor may assign or subcontract a portion of its duties to others, including an affiliate, Trustmark Insurance Company.

5. Commissions/premiums on insurance policies are payable as set forth below.

	Premium	Commissions Payable To:	
		Plan Supervisor	Broker
Specific Stop Loss Single	N/A		
Specific Stop Loss Family	N/A		
Aggregate Stop Loss	N/A		

ACKNOWLEDGMENT AND APPROVAL

The undersigned Plan Sponsor hereby certifies that he/she (1) is authorized to sign on behalf of the Plan Administrator and the Plan, (2) acknowledges receipt of the foregoing explanation of services and fees and has read and understands it, and (3) approves the purchase of such insurance (if applicable) and the payment to Plan Supervisor of such sales commissions, service fees and other compensation arrangements as listed. The addenda attached hereto are hereby incorporated into the Agreement.

PLAN SPONSOR & PLAN ADMINISTRATOR

Signature

Print Name

Title: _____

Date: _____

CORESOURCE, INC.



Signature

Print Name

Title: Regional President

Date: 7/15/15

RESOLUTION No. 2015-08-01

**RESOLUTION AUTHORIZING LIMITED
FLEXIBLE SPENDING ACCOUNT PLAN, AMENDMENTS
TO EXISTING FLEXIBLE SPENDING ACCOUNT PLANS AND FEES**

BE IT RESOLVED by the Board of Education of Lyons School District 103 (“Board”) that the Lyons Elementary School Districts’ Benefit Cooperative District #103 - Limited Purpose Medical Flexible Spending Account Plan, is hereby approved.

BE IT FURTHER RESOLVED that Amendment No. 4 to the Lyons Elementary School Districts’ Benefit Cooperative District #103 - Medical Flexible Spending Account Plan and Amendment No. 3 to the Lyons Elementary School Districts’ Benefit Cooperative District #103 – Dependent Care Flexible Spending Account Plan, is hereby approved.

BE IT FURTHER RESOLVED that the Installation, Administrative and Additional Service Fees (Exhibit A) for District Flexible Spending Accounts, is hereby approved.

BE IT FURTHER RESOLVED that the Superintendent of Lyons School District 103 or his designee is hereby authorized to sign the Limited Purpose Medical Spending Accounts and Amendments to the Medical and Dependent Care Flexible Spending Accounts on behalf of the Lyons School District 103.

BE IT FURTHER RESOLVED that the Superintendent of Lyons School District 103 or his designee is hereby authorized to sign the Installation, Administrative and Additional Service Fees Acknowledgement and pay fees associated with the Flexible Spending Account Plans.

PASSED by the Board of Education of Lyons School District 103, Cook County, Illinois, this 26th day of August 2015.

AYES: _____
NAYS: _____
ABSTAIN: _____
ABSENT: _____

Michael Bennett, President
Board of Education
Lyons School District 103

ATTEST:

Coleen Shipbaugh, Secretary
Board of Education
Lyons School District 103

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CERTIFICATION

I, Coleen Shipbaugh, do hereby certify that I am the duly (elected or appointed) Secretary of the Board of Education of Lyons School District 103. I further certify that on August 26, 2015, the Board of Education of Lyons School District 103 approved and passed Resolution No. 2015-08-01, entitled:

**RESOLUTION AUTHORIZING LIMITED
FLEXIBLE SPENDING ACCOUNT PLAN, AMENDMENTS
TO EXISTING FLEXIBLE SPENDING ACCOUNT PLANS AND FEES**

I do further certify that said Resolution became effective upon passage.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Lyons School District 103, this 26th day of August, 2015.

[SEAL]

Board Secretary