

SCHOOL DISTRICT NO. 103  
BOARD OF EDUCATION MEETING  
February 23, 2021  
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 GEORGE WASHINGTON MIDDLE SCHOOL, ROOM 130, 8101 OGDEN AVE., LYONS, ILLINOIS 60534, AT 7:00 PM.

**DISASTER PROCLAMATION**

A Gubernatorial Disaster Proclamation has been issued declaring the State of Illinois and all Counties in Illinois a disaster area due to the COVID-19 pandemic. This Disaster Proclamation is currently in effect and will be in effect on the date of the Board meeting. In the Disaster Proclamation, Governor Pritzker proclaimed that in person attendance of more than ten persons at a regular meeting location is not feasible for meetings governed by the Open Meetings Act.

Given the current COVID-19 pandemic situation, the Governor's proclamation limiting attendance at meetings of a public body, and IDPH/ISBE safety guidance, Board President Torres and Superintendent Rivera, in accordance with 5 ILCS 120/7(e)(4), have similarly determined that in person public attendance of more than ten persons at the Board meeting is not practical or prudent. Therefore, in person attendance at the Board meeting will be limited to ten persons.

**MEETING CALL IN INFORMATION**

Public access to the meeting will be by remote access. The public may access the meeting remotely via: 1) telephone by dialing (361) 524-8172: PIN 259 223 709#, or 2) Google Meets by logging into <https://meet.google.com/fye-tvuw-qfz>. Please contact Char Latronica at (708) 783-4109 with questions about remote access. For public comment participation, see the Public Comment section of the agenda below.

**A G E N D A**

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Reading of Communications**
  - A. FOIA Report
- V. **Public Comment**

Due to the public access to the public hearing being remote, public comment shall be by email and written correspondence or Google Meets. Persons interested in making written public comment must email their public comment to [latronicac@lyons103.org](mailto:latronicac@lyons103.org) or deliver written public comment to the District Office by February 23, 2021 at 4:00 p.m. Emailed and

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written public comments are limited to 200 words and will be read aloud during the Public Comment portion of the meeting.

<b>VI. <u>Year-to-Date Financials</u></b>	<b>5</b>
<b>VII. <u>Consent Agenda</u></b>	
A. Approval of Minutes	
1. Minutes of January 26, 2021	18
B. Authorize Payment of Monthly Bills for February, 2021	
1. Board Bills February, 2021	23
2. Activity Funds February, 2021	46
C. Approval of Employment	
1. Support Personnel	
a. Heather Nieves, Special Education Aide, Lincoln, \$13.00, 2/8/21	
2. Leave of Personnel	
a. Chrysa Dillon, Robinson, Music Teacher, 4/28/21-end of SY2021	
b. Courtney Garcia, Costello, 2nd Grade Teacher, 4/12/21-10/4/21	
3. Approval of Resignations	
a. Nancy Albavera, Special Education Aide, Lincoln, 2/17/21	
<b>D. <u>Board Reports</u></b>	
1. First Reading of Policies	
a. Press Plus Draft Updates	
1) Policy 3:40 - Superintendent	52
2) Exhibit 3.40-E - Exhibit - Checklist for the Superintendent Employment Negotiation Process	53
3) Policy 4.80 - Accounting and Audits	61
4) Policy 4:90 - Student Activity and Fiduciary Funds	63
5) Policy 6:20 - School Year Calendar and Day	64
6) Policy 6.340 - Student Testing and Assessment Program	65
7) Policy 7:100 - Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	66
8) Policy 7:140 - Search and Seizure	68
9) Policy 7:300 - Extracurricular Athletics	70
2. Press Plus Five-Year-Review Policies	
a. Policy 5:270 - Employment At-Will, Compensation, and Assignment	71
b. Policy 6.315 - High School Credit for Students in Grade 7 or 8	72
<b>VIII. <u>Action Item</u></b>	
A. Approval of Memorandum of Agreement Between Lyons Elementary School District #103 and Service Employees International Union Local #73 Regarding Collective Bargaining Agreement Retirement Stipend	
B. Approval of Memorandum of Understanding between the Board of Education of Lyons District 103 and Lyons Council Teachers Union of the West Suburban Teachers Union, Local 571, Regarding Paid Leave for COVID-19 Vaccination(s)	73
C. Approval of Memorandum of Understanding Between the Board of Education of Lyons District 103 and Lyons Council Teachers Union of the	75

West Suburban Teachers Union, Local 571, Regarding Paid Leave for  
COVID-19 Qualified Reasons

D. Approval of an Intergovernmental Agreement Between Lyons  
Elementary School District No. 103 and the Village of Lyons Concerning  
the Engagement of a School Resource Officer

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IX. **Adjournment**

FOIA Report  
December - January

**January 10, 2021** – James Long – A narrowed request for copies under the Illinois Freedom of Information Act for the below:

“Invoices of all legal expenditures incurred by School District 103 or incurred by Board President Marge Hubacek regarding the Lyons Township Treasurer’s Office (LTTO) and/or the Lyons Township Trustees of Schools between 1/1/2018 to 12/31/2020.

Invoices of all legal expenditures incurred by School District 103 or Board President Marge Hubacek regarding the November 26, 2018 Board of Education meeting agenda Action Item 9(B) “Resolution to Authorize the Board President or Board Member to Work with the Intergovernmental group to Work Towards Modifying the Relationship with the Lyons TTO.”

A copy of all School District 103 funds sent to School District 102 earmarked for “collective funds to legal representation to support our efforts” in response to the e-mail solicitation sent by Board President Brian Anderson on Wednesday, April 03, 2019 06:41:43 AM CDT (Subject: LTTO).”

**January 5, 2021** – James Long – A narrowed request for copies under the Illinois Freedom of Information Act for the below:

“All emails that have been sent and received (including the following standard e-mail address fields: “To.” / “From.”/ “CC.” / “BCC.”) to/from Brian Anderson to/from Marge Hubacek for the following date range: 1/1/2018 to 12/31/2020.

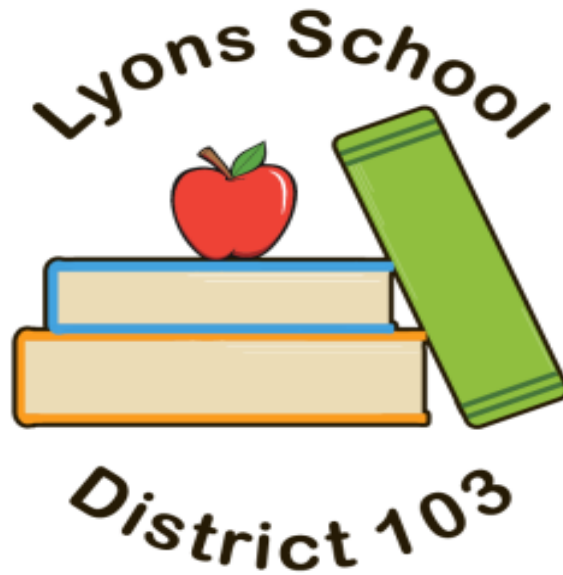
This request should include, but not be limited to the following email addresses:  
[Anderson.b@duracell.com](mailto:Anderson.b@duracell.com), [andersonb@elmhurst.edu](mailto:andersonb@elmhurst.edu), [andersonbr@dist103.k12.il.us](mailto:andersonbr@dist103.k12.il.us).

**December 16, 2020** – Joanne Schaeffer, Taxpayer – A narrowed request for copies under the Illinois Freedom of Information Act for the below:

“A list of all purchased services for just the month of November 2020.....the list of \$10,000 a year and over list of vendors.”

**December 13, 2020** – Joanne Schaeffer, Taxpayer – A request for copies under the Illinois Freedom of Information Act for the below:

“A list of all purchased services and costs for services according to/separated via 103 funds.”



*Working Together to Expand Student Opportunities*

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

## **January YTD Financials**

### **Fiscal Year 2021**

**Presented to BOE**  
2/23/2021

**Lyons School District 103**  
**EDUCATION FUND**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jan-21*

<b>REVENUES</b>	<b>Budget</b>	<b>%</b>	<b>Monthly</b>	<b>YTD</b>	<b>Percent</b>
	<b>FY2021</b>	<b>Of Total</b>	<b>January</b>	<b>as of</b>	<b>of Budget</b>
		<b>Revenue</b>		<b>1/31/2021</b>	<b>Realized</b>
Property Taxes	\$ 15,701,034	50.7%	\$ 23,739	\$ 7,511,579	47.8%
Corporate Per. Prop. Replacement Taxes	\$ 1,970,401	6.4%	\$ 390,336	\$ 1,198,164	60.8%
State Evidence Based Funding (EBF)	\$ 8,367,060	27.0%	\$ 851,550	\$ 5,109,300	61.1%
Categorical State Aid	\$ 833,737	2.7%	\$ 147,814	\$ 650,426	78.0%
State Early Childhood Block Grant	\$ 704,343	2.3%		\$ 258,737	36.7%
Federal Nutrition Program	\$ 871,807	2.8%	\$ 53,939	\$ 483,539	55.5%
Federal Title 1	\$ 834,679	2.7%		\$ 164,209	19.7%
Other Federal	\$ 1,355,944	4.4%	\$ 39,058	\$ 935,166	69.0%
Earnings on Investments	\$ 83,030	0.3%	\$ 31,278	\$ 59,038	71.1%
Food Service	\$ 67,546	0.2%	\$ 2	\$ 2,111	3.1%
Fees	\$ 31,902	0.1%		\$ 14,564	45.7%
Before School Care & Camps	\$ 123,108	0.4%		\$ -	0.0%
Other Revenue	\$ 3,500	0.0%	\$ 0	\$ 6,949	198.5%
<b>Total Revenue</b>	<b>\$ 30,948,091</b>	<b>100.0%</b>	<b>\$ 1,537,715</b>	<b>\$ 16,393,782</b>	<b>53.0%</b>

<b>EXPENDITURES</b>	<b>Budget</b>	<b>%</b>	<b>Monthly</b>	<b>YTD</b>	<b>Percent</b>
	<b>FY2021</b>	<b>Of Total</b>	<b>January</b>	<b>as of</b>	<b>of Budget</b>
		<b>Expense</b>		<b>1/31/2021</b>	<b>Expended</b>
Salaries	\$ 18,033,536	58.8%	\$ 1,482,332	\$ 8,524,671	47.3%
Benefits	\$ 5,092,350	16.6%	\$ 343,365	\$ 2,241,017	44.0%
Purchased Services	\$ 3,716,447	12.1%	\$ 103,094	\$ 2,450,317	65.9%
Supplies	\$ 1,065,873	3.5%	\$ 36,754	\$ 483,491	45.4%
Capital Outlay	\$ 161,140	0.5%		\$ -	0.0%
Special Ed Tuition	\$ 2,532,048	8.3%	\$ 23,508	\$ 1,297,204	51.2%
Dues&Fees/Tuition/Contingency	\$ 82,840	0.3%	\$ -	\$ 65,377	78.9%
<b>Total Expenditures</b>	<b>30,684,234</b>	<b>100.0%</b>	<b>1,989,053</b>	<b>15,062,077</b>	<b>49.1%</b>

<b>Surplus/(Deficit)</b>	<b>263,857</b>	<b>(451,338)</b>	<b>1,331,705</b>
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**Lyons School District 103  
OPERATIONS AND MAINTENANCE FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jan-21*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 1,995,385	66.0%	\$ 2,933	\$ 938,150	47.0%
General State Aid	\$ 1,000,000	33.1%		\$ -	0.0%
Federal Aid	\$ -	0.0%		\$ -	0.0%
Earnings on Investments	\$ 26,729	0.9%	\$ 5,548	\$ 11,595	43.4%
Rentals	\$ -	0.0%	\$ 450	\$ 450	0.0%
Maintenance Grant	\$ -	0.0%		\$ -	0.0%
Other Revenue Sources	\$ -	0.0%		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 3,022,114</b>	<b>100.0%</b>	<b>\$ 8,931</b>	<b>\$ 950,195</b>	<b>31.4%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 1,009,035	29.7%	\$ 126,800	\$ 660,140	65.4%
Benefits	\$ 339,218	10.0%	\$ 22,409	\$ 156,788	46.2%
Purchased Services	\$ 1,190,202	35.0%	\$ 40,301	\$ 442,647	37.2%
Supplies	\$ 630,159	18.5%	\$ 30,557	\$ 331,417	52.6%
Capital Outlay	\$ 219,917	6.5%		\$ 78,332	35.6%
Dues&Fees/Contingency	\$ 9,836	0.3%		\$ 22,666	230.4%
<b>Total Expenditures</b>	<b>\$ 3,398,367</b>	<b>100.0%</b>	<b>\$ 220,066</b>	<b>\$ 1,691,990</b>	<b>49.8%</b>

<b>Surplus/(Deficit)</b>	<b>(376,253)</b>		<b>\$ (211,136)</b>	<b>(741,795)</b>	
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**Lyons School District 103**  
**IMRF/SS/Medicare**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jan-21*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 803,704	80.0%	\$ 452	\$ 434,809	54.1%
Corp. Pers. Property Repl. Tax	\$ 180,000	17.9%		\$ -	0.0%
Earnings on Investments	\$ 21,285	2.1%	\$ 6,543	\$ 12,458	58.5%
Other Revenue	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 1,004,989</b>	<b>100.0%</b>	<b>\$ 6,995</b>	<b>\$ 447,267</b>	<b>44.5%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Expended</b>
Benefits	\$ 999,297	100.0%	\$ 85,459	\$ 485,291	48.6%
Purchased Services	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 999,297</b>	<b>100.0%</b>	<b>\$ 85,459</b>	<b>\$ 485,291</b>	<b>48.6%</b>

<b>Surplus/(Deficit)</b>	<b>5,692</b>		<b>(78,465)</b>	<b>(38,024)</b>	
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**Lyons School District 103  
TORT  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jan-21*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 235,569	96.0%	\$ 327	\$ 108,747	46.2%
Earnings on Investments	\$ 9,920	4.0%	\$ 544	\$ 1,364	13.8%
Other Revenue	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 245,489</b>	<b>100.0%</b>	<b>\$ 871</b>	<b>\$ 110,111</b>	<b>44.9%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 70,000	0.0%		\$ -	0.0%
Purchase Services	\$ 245,312	100.0%	\$ -	\$ 301,053	122.7%
<b>Total Expenditures</b>	<b>\$ 315,312</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ 301,053</b>	<b>95.5%</b>

<b>Surplus/(Deficit)</b>	<b>(69,823)</b>		<b>871</b>	<b>(190,942)</b>	
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**Lyons School District 103  
TRANSPORTATION FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jan-21*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 1,216,761	62.4%	\$ 1,530	\$ 553,866	45.5%
Categorical State Aid	\$ 701,984	36.0%	\$ 226,642	\$ 698,941	99.6%
Earnings on Investments	\$ 30,866	1.6%	\$ 11,650	\$ 19,986	64.8%
Other Revenue	\$ -	0.0%		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 1,949,611</b>	<b>100.0%</b>	<b>\$ 239,823</b>	<b>\$ 1,272,793</b>	<b>65.3%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 31,322	1.6%		\$ 5,745	18.3%
Benefits	\$ 7,910	0.4%	\$ -	\$ -	0.0%
Purchased Services	\$ 1,896,290	98.0%	\$ 11,554	\$ 88,889	4.7%
Supplies	\$ -	0.0%		\$ -	0.0%
Capital Outlay	\$ -	0.0%		\$ -	0.0%
Dues&Fees/Contingency	\$ -	0.0%		\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 1,935,522</b>	<b>100.0%</b>	<b>\$ 11,554</b>	<b>\$ 94,634</b>	<b>4.9%</b>

<b>Surplus/(Deficit)</b>	<b>14,089</b>		<b>228,268</b>	<b>1,178,159</b>	
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**Lyons School District 103  
WORKING CASH FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jan-21*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 114,850	86.9%	\$ 116	\$ 37,011	32.2%
Earnings on Investments	\$ 17,285	13.1%	\$ 5,831	\$ 10,640	61.6%
<b>Total Revenue</b>	<b>\$ 132,135</b>	<b>100.0%</b>	<b>\$ 5,947</b>	<b>\$ 47,651</b>	<b>36.1%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Expended</b>
Interfund Transfer	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>Surplus/(Deficit)</b>	<b>132,135</b>		<b>5,947</b>	<b>47,651</b>	
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**Lyons School District 103**  
**Total Operating Funds**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jan-21*

REVENUES	Budget FY2021	% Of Total Revenue	Monthly January	Actual as of 1/31/2021	Percent of Budget Realized
Property Taxes	\$ 20,067,303	53.8%	\$ 29,096	\$ 9,584,162	47.8%
Corporate Pers. Prop. Replacement Taxes	2,150,401	5.8%	\$ 390,336	\$ 1,203,793	56.0%
General State Aid	9,367,060	25.1%	851,550	5,109,300	54.5%
Categorical State Aid	1,535,721	4.1%	374,456	1,349,367	87.9%
State Early Childhood Block Grant	704,343	1.9%	-	258,737	36.7%
Federal Nutrition Program	871,807	2.3%	53,939	483,539	55.5%
Federal Title 1	834,679	2.2%	-	164,209	19.7%
Other Federal	1,355,944	3.6%	39,058	935,166	69.0%
Earnings on Investments	189,115	0.5%	61,394	115,081	60.9%
Food Service	67,546	0.2%	2	2,111	3.1%
Fees	31,902	0.1%	-	14,564	45.7%
Before School Care, Camps	123,108	0.3%	-	-	0.0%
Rentals	-	0.0%	450	450	0.0%
Maintenance Grants	-	0.0%	-	-	0.0%
Other Revenue	3,500	0.0%	0	6,949	198.5%
<b>Total Revenue</b>	<b>\$ 37,302,429</b>	<b>100.0%</b>	<b>\$ 1,800,281</b>	<b>\$ 19,227,428</b>	<b>51.5%</b>

EXPENDITURES	Budget FY2021	% Of Total Expense	Monthly January	Actual as of 1/31/2021	Percent of Budget Expended
Salaries	\$ 19,143,893	51.3%	\$ 1,609,131	\$ 9,190,556	48.0%
Benefits	5,439,478	14.6%	365,774	2,397,805	44.1%
IMRF/FICA/SS/Medicare	999,297	2.7%	85,459	485,291	48.6%
Purchased Services	7,048,251	18.9%	154,949	3,282,906	46.6%
Supplies	1,696,032	4.5%	67,311	814,908	48.0%
Capital Outlay	381,057	1.0%	-	78,332	20.6%
Special Ed Tuition	2,532,048	6.8%	23,508	1,297,204	51.2%
Dues&Fees/Contingency	92,676	0.2%	-	88,043	95.0%
<b>Total Expenditures</b>	<b>\$ 37,332,732</b>	<b>100.0%</b>	<b>\$ 2,306,133</b>	<b>\$ 17,635,045</b>	<b>47.2%</b>

<b>Surplus/(Deficit)</b>	<b>\$ (30,303)</b>		<b>\$ (505,852)</b>	<b>\$ 1,592,383</b>	
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**Lyons School District 103  
DEBT SERVICE FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jan-21*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 981,699	99.1%	\$ 1,437	\$ 470,547	47.9%
Earnings on Investments	\$ 9,274	0.9%	\$ 3,799	\$ 7,501	80.9%
<b>Total Revenue</b>	<b>\$ 990,973</b>	<b>100.0%</b>	<b>\$ 5,235</b>	<b>\$ 478,048</b>	<b>48.2%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Expended</b>
Debt Service	\$ 1,043,175	100.0%	\$ -	\$ 921,750	88.4%
<b>Total Expenditures</b>	<b>\$ 1,043,175</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ 921,750</b>	<b>88.4%</b>

<b>Surplus/(Deficit)</b>	<b>(52,202)</b>		<b>5,235</b>	<b>(443,702)</b>	
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**Lyons School District 103  
CAPITAL PROJECTS FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jan-21*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Realized</b>
Earnings on Investments	\$ 5	100.0%	\$ 2	\$ 8	160.0%
<b>Total Revenue</b>	<b>\$ 5</b>	<b>100.0%</b>	<b>\$ 2</b>	<b>\$ 8</b>	<b>160.0%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Expended</b>
Capital Outlay	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>Surplus/(Deficit)</b>	<b>5</b>		<b>2</b>	<b>8</b>	
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**Lyons School District 103  
LIFE SAFETY FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jan-21*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 206,051	76.9%	\$ 449	\$ 127,947	62.1%
Earnings on Investments	\$ 11,862	4.4%	\$ 4,538	\$ 8,303	70.0%
Other Revenue	\$ 50,000	18.7%	\$ -	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 267,913</b>	<b>81.3%</b>	<b>\$ 4,987</b>	<b>\$ 136,250</b>	<b>50.9%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Expended</b>
Purchased Services	\$ 159,740	100.0%	\$ 40,249	\$ 137,528	86.1%
<b>Total Expenditures</b>	<b>\$ 159,740</b>	<b>100.0%</b>	<b>\$ 40,249</b>	<b>\$ 137,528</b>	<b>86.1%</b>

<b>Surplus/(Deficit)</b>	<b>108,173</b>		<b>(35,262)</b>	<b>(1,278)</b>	
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**Lyons School District 103**  
**Total All Funds**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Jan-21*

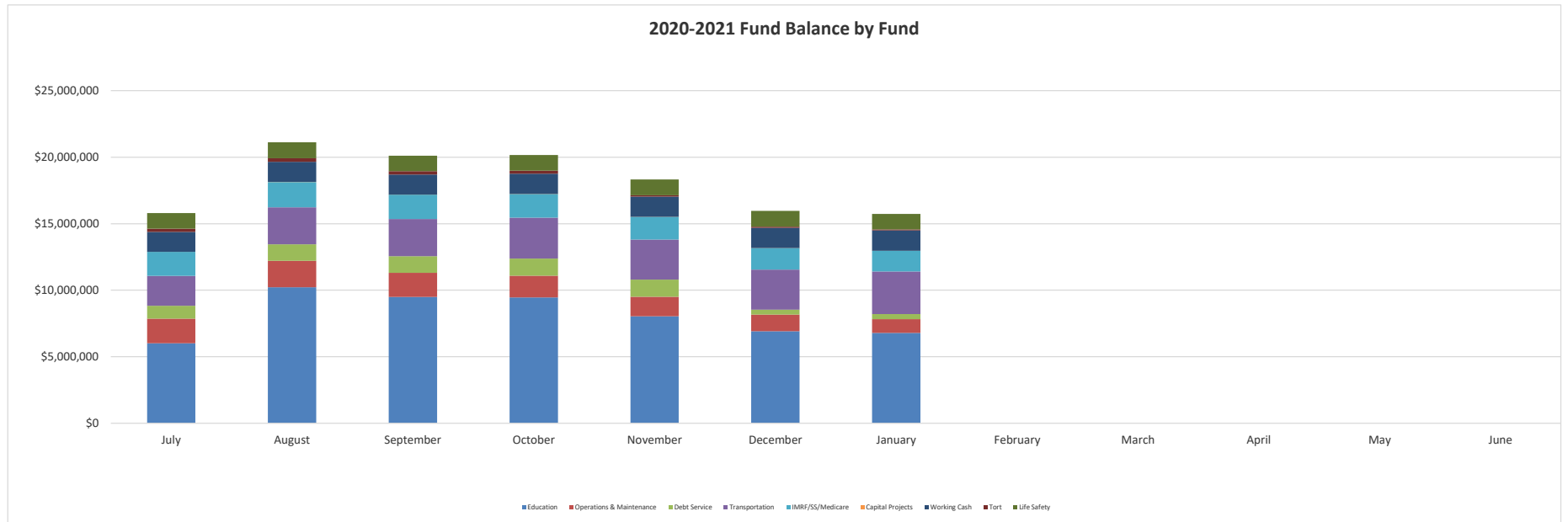
<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 21,255,058	55.1%	\$ 30,982	\$ 10,182,656	47.9%
Corporate Pers. Prop. Replacement Taxes	2,150,401	5.6%	\$ 390,336	1,198,164	55.7%
General State Aid	9,367,060	24.3%	851,550	5,109,300	54.5%
Categorical State Aid	1,535,721	4.0%	374,456	1,349,367	87.9%
State Early Childhood Block Grant	704,343	1.8%	-	258,737	36.7%
Federal Nutrition Program	871,807	2.3%	53,939	483,539	55.5%
Federal Title 1	834,679	2.2%	-	164,209	19.7%
Other Federal	1,355,944	3.5%	39,058	935,166	69.0%
Earnings on Investments	210,251	0.5%	69,731	130,885	62.3%
Food Service	67,546	0.2%	2	2,111	3.1%
Fees	31,902	0.1%	-	14,564	45.7%
Before School Care, Camps	123,108	0.3%	-	-	0.0%
Rentals	-	0.0%	450	450	0.0%
Maintenance Grants	-	0.0%	-	-	0.0%
Other Revenue	53,500	0.1%	0	6,949	13.0%
<b>Total Revenue</b>	<b>\$ 38,561,320</b>	<b>100.0%</b>	<b>\$ 1,810,504</b>	<b>\$ 19,836,097</b>	<b>51.4%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly January</b>	<b>Actual as of 1/31/2021</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 19,143,893	49.7%	\$ 1,609,131	\$ 9,190,556	48.0%
Benefits	5,439,478	14.1%	365,774	2,397,805	44.1%
IMRF/FICA/SS/Medicare Fund	999,297	2.6%	85,459	485,291	48.6%
Debt Service Fund	1,043,175	2.7%	-	921,750	88.4%
Life Safety Fund	159,740	0.4%	40,249	137,528	86.1%
Purchased Services	7,048,251	18.3%	154,949	3,282,906	46.6%
Supplies	1,696,032	4.4%	67,311	814,908	48.0%
Capital Outlay	381,057	1.0%	-	78,332	20.6%
Special Ed Tuition	2,532,048	6.6%	23,508	1,297,204	51.2%
Dues&Fees/Contingency	92,676	0.2%	-	88,043	95.0%
<b>Total Expenditures</b>	<b>\$ 38,535,647</b>	<b>100.0%</b>	<b>\$ 2,346,382</b>	<b>\$ 18,694,323</b>	<b>48.5%</b>

<b>Surplus/(Deficit)</b>	<b>\$ 25,673</b>		<b>\$ (535,878)</b>	<b>\$ 1,141,774</b>	
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**Lyons Elementary School District 103**  
**Fiscal Year 2020-2021 Fund Balance**  
 Source: Lyons Elementary School District 103 Monthly Reports

Fiscal Year 2020-2021												
Fund	July	August	September	October	November	December	January	February	March	April	May	June
Education	\$ 6,015,153.39	\$ 10,228,559.96	\$ 9,496,466.19	\$ 9,461,611.39	\$ 8,040,299.96	\$ 6,918,400.11	\$ 6,791,689.99					
Operations & Maintenance	1,841,036.12	1,990,330.91	1,813,871.19	1,623,378.55	1,462,710.68	1,248,242.33	1,037,106.68					
Debt Service	982,057.69	1,237,599.00	1,249,929.62	1,295,221.42	1,295,233.86	375,769.13	381,004.28					
Transportation	2,240,054.53	2,779,066.21	2,792,445.15	3,073,900.75	3,011,878.47	3,011,632.95	3,204,108.37					
IMRF/SS/Medicare	1,809,065.98	1,902,493.62	1,834,310.02	1,781,670.81	1,706,962.33	1,620,766.60	1,553,309.97					
Capital Projects	447.00	447.00	447.00	448.41	448.41	448.41	450.13					
Working Cash	1,488,478.82	1,508,684.76	1,509,664.91	1,517,760.99	1,517,773.39	1,517,961.45	1,523,908.63					
Tort	243,833.69	275,028.65	249,570.75	231,768.34	107,355.57	85,688.29	86,559.34					
Life Safety	1,171,422.41	1,190,206.46	1,166,147.39	1,180,902.89	1,181,148.07	1,181,970.00	1,160,951.12					
<b>Total</b>	<b>\$ 15,791,549.63</b>	<b>\$ 21,112,416.57</b>	<b>\$ 20,112,852.22</b>	<b>\$ 20,166,663.55</b>	<b>\$ 18,323,810.74</b>	<b>\$ 15,960,879.27</b>	<b>\$ 15,739,088.51</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



MINUTES OF THE REGULAR MEETING  
 OF THE BOARD OF EDUCATION  
 LYONS ELEMENTARY SCHOOL DISTRICT 103  
 George Washington Middle School, Room 130  
 8101 Ogden Avenue, Lyons, Il 60534 at 7:00 P.M.  
 Tuesday, January 26, 2021

**I. Call to Order**

The regular meeting of the Board of Education was called to order at 7:02 p.m. by President Jorge Torres.

**II. Roll Call**

Members Physically Present:	Sharon Anderson Vito Campanile Marge Hubacek (Remote) Shannon Johnson (Remote) Olivia Quintero Jorge Torres
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Absent:	Winifred Rodriguez
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**III. Reading of Communications**

None

**IV. Superintendent's Report**

*(Board Member Rodriguez entered the meeting at 7:16 p.m.)*

Superintendent Rivera presented the Board with a handout and an overview slide presentation update of his mid-year performance goals. He informed the Board that if they had any questions or would like to set up a meeting with him regarding the presentation to please call him. Superintendent Rivera acknowledged and thanked the District Leadership Team, as well as the key stakeholder groups and stated he is very proud of everyone and that there is much progress to show.

Superintendent Rivera went over his performance goals and did a brief presentation on his structures for success which included the following: District Improvement Plan; Instructional Support System; MTSS Handbook; Communication Enhancements; Technological Infrastructure Enhancements; and, Navigating Covid-19.

Superintendent Rivera stated that the slide presentation will be visible on our website tomorrow and inquired as to if the Board had any questions.

**V. Public Comment**

Joanne Schaeffer, Taxpayer, commented on not being able to hear and understand the Superintendent’s presentation. She then

Joanne Schaeffer, Taxpayer, commented on the board meetings being closed to the public. She also commented on the bills this month being over \$2.5 million dollars with no kids in the schools, as well as \$40,000 going for temps and the water bill for the Lyons schools while Stickney and Brookfield water bills are low. She commented on spending so much money and that our teachers are doing the best they can under these circumstances but we need to get back in school whether hybrid or totally in person.

Tom Weiner, Costello Parent, commented that the kids will hopefully be back in school in August and that it gives everybody time to get the vaccination. He commented that with the restrictions being lifted we should be able to safely attend open meetings in person in the next two months.

Gloria Medina, GWMS Parent, commented that it is difficult to hear the meeting and that the presentation lingo is hard to understand. She commented on attending meetings in person safely. Ms. Medina commented that special counseling should be given to students and that the Board Members are responsible for making this happen.

**VI. Year-to-Date Financials**

Board President Torres stated the financials are attached to the agenda for the public to view.

**VII. Consent Agenda**

Vito Campanile moved seconded by Olivia Quintero to approve the Consent Agenda as presented.

Upon Roll Call:

Ayes:

- Sharon Anderson
- Vito Campanile
- Marge Hubacek
- Shannon Johnson
- Olivia Quintero
- Winifred Rodriguez
- Jorge Torres

Nays:

None

Absent:

None

Motion carried

- A. Approval of Minutes
  - 1. Public Hearing and Regular Minutes of December 15, 2020
- B. Authorize Payment of Monthly Bills for January, 2021
  - 1. Board Bills January, 2021
  - 2. Activity Funds January, 2021
- C. Approval of Employment
  - 1. Certified Personnel
    - a. Harreson Sloier, PE Teacher, Lincoln, \$46,278.31, 1/27/2021
  - 2. Leave of Personnel
    - a. Rachel Mangano, PE Teacher, Edison, 11/31/2020 - Uncertain (originally 8/31/20 - extension update)
    - b. Claire Gabor, Kindergarten Teacher, Costello, 12/9/20-12/18/20
    - c. Kristine Schlutt, Special Education Teacher, Costello, 4/12/21 - end of SY 2021
    - d. Ashlee LaCoppola, ECE Aide, Costello, 12/7/20-12/17/20
    - e. Lisa Kesman, Building Secretary, Home, 2/2/21-3/1/21
    - f. Diana Lekkas, HR Generalist/Admin Secretary, Administration Building, 5/16/21-8/9/21
  - 3. Approval of Retirement
    - a. Maria Turcich, Reading Interventionist, Robinson, end of FY 2025`

## IX. Action Items

### **Approval of Extension of Memorandum of Understanding between the Board of Education of Lyons District 103 and the Lyons Council Teachers Union of the West Suburban Teachers Union, Local 571, Regarding Temporary Teacher Choice in Work Location During COVID-19 Pandemic**

Vito Campanile moved seconded by Shannon Johnson to approve the extension of the Memorandum of Understanding between the Board of Education of Lyons District 103 and Lyons Council Teachers Union of the West Suburban Teachers Union, Local 571, regarding the temporary teacher choice in work location during the COVID-19 Pandemic until such time as the metrics allow for a return to in-person learning, as presented in the Memorandum.

Upon Roll Call:

Ayes:

Sharon Anderson  
 Vito Campanile  
 Marge Hubacek  
 Shannon Johnson  
 Olivia Quintero  
 Winifred Rodriguez  
 Jorge Torres

Nays: None

Absent: None

Motion carried

**Approval of Extension of Memorandum of Understanding between the Board of Education of Lyons District 103 and SEIU Local 73 Regarding Program Aide Choice in Temporary Working Location During COVID-19 Pandemic**

Vito Campanile moved seconded by Olivia Quintero to approve the extension of the Memorandum of Understanding between the Board of Education of Lyons District 103 and SEIU Local 73 Regarding the Program Aide’s choice in temporary working location during COVID-19 Pandemic until such time as the metrics allow for a return to in-person learning, as presented in the Memorandum.

Upon Roll Call:

Ayes: Sharon Anderson  
Vito Campanile  
Marge Hubacek  
Shannon Johnson  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: None

Motion carried

**Lawfully Closed Executive Session Minutes**

Vito Campanile moved seconded by Olivia Quintero to approve to keep all lawfully closed executive session minutes closed from December, 2019 through November 24, 2020.

Upon Roll Call:

Ayes: Sharon Anderson  
Vito Campanile  
Marge Hubacek  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Nays: None

Abstain: Shannon Johnson

Absent: None

Motion carried

**IX. Adjournment**

Olivia Quintero moved seconded by Vito Campanile to adjourn at 8:02 p.m.

Upon Roll Call:

Ayes: Sharon Anderson  
Vito Campanile  
Marge Hubacek  
Shannon Johnson  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: None

Motion carried

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Vito Campanile, Secretary

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Jorge Torres, President

To Ken Getty, Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on February 23, 2021  
 Checks for the amount shown are hereby requested:

PAYEE	DATE PAID	AMOUNT
Net Salaries	01/01/2021 - 01/15/2021	\$ 530,565.90
Bank One	Soc. Sec. & Medicare Employees' Portion 01/01/2021 - 01/15/2021	\$ 20,612.14
Bank One	Soc. Sec. & Medicare Employer's Portion 01/01/2021 - 01/15/2021	\$ 20,612.14
Bank One	Federal Withholding Employees' Portion 01/01/2021 - 01/15/2021	\$ 69,245.96
NuMark Credit Union	Credit Union Deductions 01/01/2021 - 01/15/2021	\$ 7,695.76
Illinois Department of Revenue	State Withholding 01/01/2021 - 01/15/2021	\$ 32,669.91
Illinois Municipal Retirement Fund	Employees' Portion 01/01/2021 - 01/15/2021	\$ 9,143.53
Illinois Municipal Retirement Fund	Employer's Portion 01/01/2021 - 01/15/2021	\$ 18,113.32
Teachers' Retirement System State of Illinois	TRS EMPLOYEE PAID 01/01/2021 - 01/15/2021 Employee 9%	\$ 49,841.09
Teachers' Retirement System State of Illinois	THIS Board Paid 0.92% "THIS" 01/01/2021 - 01/15/2021	\$ 6,517.20
Teachers' Retirement System State of Illinois	THIS Employee Paid 1.24% Health "THIS" 01/01/2021 - 01/15/2021	\$ 6,866.94
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On & 01/01/2021 - 01/15/2021	\$ 12,122.09
West Suburban Teachers' Unions #571	Teacher Union Dues 01/01/2021 - 01/15/2021	\$ 11,085.80
AIG VALIC	Tax Shelter Annuity 01/01/2021 - 01/15/2021	\$ 375.00

AXA Equitable Life	Tax Shelter Annuity 01/01/2021 - 01/15/2021	\$	10,186.82
AXA Equitable Life 457(b)	Tax Shelter Annuity 01/01/2021 - 01/15/2021	\$	2,175.00
First Investors Group	Tax Shelter Annuity 01/01/2021 - 01/15/2021	\$	100.00
Great American Financial Resources	Tax Shelter Annuity 01/01/2021 - 01/15/2021	\$	855.00
Lincoln Investment Planning	Tax Shelter Annuity 01/01/2021 - 01/15/2021	\$	1,366.25
Waddell & Reed, Inc.	Tax Shelter Annuity 01/01/2021 - 01/15/2021	\$	75.00
AXA Equitable Life - Roth	01/01/2021 - 01/15/2021	\$	3,269.00
SEIU Local 73 COPE	01/01/2021 - 01/15/2021	\$	38.00
Service Employees International Union Local 73	Aides/Custodians Union Dues 01/01/2021 - 01/15/2021	\$	994.76
Teachers' Health Insurance Security State of Illinois	Retiree Insurance January, 2020	\$	1,806.76
First American Bank / Inland Bank H S A	Employee Deduction Board Contribution	\$ \$	3,225.97 -
State Disbursement Unit	01/01/2021 - 01/15/2021 Child Support	\$	805.00
CoreSource - Flex Unreimbursed	01/01/2021 - 01/15/2021	\$	800.56
Net Salaries	01/16/2021 - 01/31/2021	\$	562,324.13
Bank One	Soc. Sec. & Medicare Employees' Portion 01/16/2021 - 01/31/2021	\$	24,062.19
Bank One	Soc. Sec. & Medicare Employer's Portion 01/16/2021 - 01/31/2021	\$	24,062.19
Bank One	Federal Withholding Employees' Portion 01/16/2021 - 01/31/2021	\$	76,669.69
NuMark Credit Union	Credit Union Deductions	\$	7,695.76

		01/16/2021 - 01/31/2021	
Illinois Department of Revenue	State Withholding 01/16/2021 - 01/31/2021	\$	34,910.44
Illinois Municipal Retirement Fund	Employees' Portion 01/16/2021 - 01/31/2021	\$	11,379.96
Illinois Municipal Retirement Fund	Employer's Portion 01/16/2021 - 01/31/2021	\$	22,671.62
Teachers' Retirement System State of Illinois	TRS Employees' Paid 01/16/2021 - 01/31/2021 9.00%	\$	50,275.98
Teachers' Retirement System State of Illinois	THIS Board Paid Health "THIS" 01/16/2021 - 01/31/2021	\$	6,549.57
Teachers' Retirement System State of Illinois	TRS Employee Paid 1/2 of 1% Health "THIS" 01/16/2021 - 01/31/2021	\$	6,926.84
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 %  01/16/2021 - 01/31/2021	\$	11,811.19
West Suburban Teachers' Union #571	Teacher Union Dues 01/16/2021 - 01/31/2021	\$	11,085.80
AXA VALIC	Tax Shelter Annuity 01/16/2021 - 01/31/2021	\$	375.00
AXA Equitable Life	Tax Shelter Annuity 01/16/2021 - 01/31/2021	\$	10,186.82
AXA Equitable Life (457(b))	Tax Shelter Annuity 01/16/2021 - 01/31/2021	\$	2,175.00
First Investors Corp.	Tax Shelter Annuity 01/16/2021 - 01/31/2021	\$	100.00
Great American Financial Resources	Tax Shelter Annuity 01/16/2021 - 01/31/2021	\$	855.00
Lincoln Investment Planning	Tax Shelter Annuity 01/16/2021 - 01/31/2021	\$	1,772.50
Waddell & Reed, Inc.	Tax Shelter Annuity 01/16/2021 - 01/31/2021	\$	75.00
AXA Equitable Life - Roth	Tax Shelter Annuity 01/16/2021 - 01/31/2021	\$	3,269.00

SEIU Local 73 COPE	01/16/2021 - 01/31/2021	\$	38.00
Service Employees International Union Local 73	Union Dues Aides 01/16/2021 - 01/31/2021	\$	981.26
First American Bank / Inland Bank H S A	Employee Deduction Board Contribution	\$ \$	3,225.97 -
State Disbursement Unit	01/16/2021 - 01/31/2021	\$	805.00
CoreSource - Flex Unreimbursed	01/16/2021 - 01/31/2021	\$	800.56
Dennis Krubl	Medicare Supplement January, 2020	\$	180.00

PAYEE	DATE PAID	AMOUNT
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\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

*Frank de Souza* - 2/18/21  
Prepared by

*[Signature]* 2-19-21  
Business Manager

\_\_\_\_\_  
Superintendent

Salaries/Benefits	\$	1,696,629.37
Special voucher requests	\$	-

Pages 1 - 19	\$ 747,855.52	
Total Bill List Paid in Month		\$ 2,444,484.89

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
91250	ACCOUNTTEMPS	02/18/2021	57034186	W/E - 1/22/21	0	1,724.34	7,343.31
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		1,724.34	
			57072462	W/E - 1/29/21	0	2,229.75	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,229.75	
			57111784	W/E - 02/05/21	0	2,140.56	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,140.56	
			57151650	W/E - 2/12/21	0	1,248.66	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		1,248.66	
91251	AMAZON CAPITAL SERVICES	02/18/2021	166H-HRCF-NHK3	PAPER BAGS FOR SNACK DISTRIBUTION FOR PRE K & ECE PROGRAM	3002100037	69.05	1,795.74
10E000	1275 3410 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/PRESCHO		69.05	
			166H-HRCF-NXJP	Omeara	5002100019	127.44	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		127.44	
			1GRX-MN4F-MNNQ	Honey Can Do CRT-02214 Rolling Office Organizer, 10 drawer, multi-colored	7032100051	43.90	
10E000	3700 4100 00 430000			EDUCATION/DISTRICT OFFICE/NONPUBLIC SCHOOL PUPILS SERVI		43.90	
			1GRX-MN4F-RGQJ	PO#3002100038 - CREDIT	0	-64.88	
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		-64.88	
			1KGK-TYRH-KMVG	ZUCKER CD CLASSROOM	3002100034	183.51	
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		183.51	
			1KV6-FHW6-JMY9	CD CLASSROOM	3002100030	645.21	
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		645.21	
			1KV6-FHW6-JQNR	SUPPLIES FOR CLARA MCKINNEY'S CD CLASSROOM	3002100031	114.46	
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		114.46	
			1KV6-FHW6-LT4M	3 DRAWER STORAGE CART FOR CD CLASSROOM	3002100038	64.88	
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		64.88	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			1LVR-3KVN-WV4K	PO#3002100034 - CANCELLED ORDER	0	-65.40	
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		-65.40	
			1YHH-1R3H-NHRD	DESK EXTENDERS FOR TERRI-BEATRIZ-MONI CA DESK CALENDAR	3002100028	378.57	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		378.57	
			1YHH-1RH3H-NQYM	LEGAL SIZE CABINET Amazon order # 112-0357401-025627 1	4002100012	299.00	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		299.00	
91252	AT&T	02/18/2021	708Z99260101-011621	A/C# 708 Z99-2601 169 6 - PD: 12/17/20 - 1/16/21	0	63.55	63.55
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		63.55	
91253	AT&T	02/18/2021	S661185185-21004CM	NPA NNX LINE - CREDIT - 217 S66 -1185- 185	0	-3,715.09	1,384.15
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		-3,715.09	
			S661185185-21035	NPA NNX LINE - PD: 1/5/21 - 1/30/21	0	5,099.24	
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		5,099.24	
91254	AT&T GLOBAL SERVICES	02/18/2021	SB201290	COSTELLO - EB16162563 - BILLING PD: 2/6/21 - 3/5/21	0	156.55	1,132.60
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		156.55	
			SB201291	HOME - EB16162566 - BILLING PD: 2/6/21 - 3/5/21	0	117.35	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		117.35	
			SB201292	GWMS - EB16162568 - BILLING PD: 2/6/21 - 3/5/21	0	378.09	
20E500	2540 3440 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		378.09	
			SB201293	ROBINSON -	0	156.55	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E400	2540 3440 00 000000			EB16162575 - BILLING PD: 2/6/21 - 3/5/21			
			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			156.55	
			SB201294	LINCOLN -	0	156.55	
				EB16163292 - BILLING PD: 2/6/21 - 3/5/21			
20E300	2540 3440 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			156.55	
			SB201295	EDISON -	0	167.51	
				EB16163295 - BILLING PD: 2/6/21 - 3/5/21			
20E100	2540 3440 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			167.51	
91255	BAKER, CAROL K	02/18/2021	010821 - EXP REIMB	LIFE SKILL CLASS - FOOD SUPPLIES AND GIFT CARDS	0	278.58	278.58
10E500	1110 4110 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES			150.00	
10E500	1120 4100 09 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/MIDDLE-JUNIOR HIGH/S			128.58	
91256	BLUE CROSS BLUE SHIELD OF IL	02/18/2021	01062010002-012921	STMT PD - 1/1/21 - 1/31/21	0	420,839.38	420,839.38
10L000	4867 0000 00 000000		EDUCATION/DISTRICT OFFICE/BCBS PPO Flex/.			420,839.38	
91257	BMO HARRIS COMMERCIAL CARD	02/18/2021	031793-020521	JAN'21 CHARGES	0	538.28	538.28
10E000	2320 4100 00 000000		EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV			46.97	
10E000	2642 3140 00 000000		EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/PROFESSIONAL			450.18	
10E000	2520 4100 00 000000		EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/SUPPLIES			41.13	
91258	BOB & JOHN'S MOBIL	02/18/2021	021021	GASOLINE - 1/15/21 THRU 2/10/21	0	734.54	734.54
20E000	2545 4640 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI			734.54	
91259	BOOKSOURCE	02/18/2021	912411	Level D Fiction GRD-FIC-20	7032100045	973.58	973.58
10E000	1250 4100 00 430000		EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I			973.58	
91260	BUREAU OF EDUCATION & RESEARCH	02/18/2021	5020127	Distance Learning: Strengthening your Online Reading Instruction grades 1-5	7032100056	279.00	279.00
10E000	1250 3100 00 430000		EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH			279.00	

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91261	CALL ONE	02/18/2021	349574	SRVC PD: 12/15/20-1/14/21	0	3,834.61	8,229.65
20E100	2540 3440 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		595.57	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		480.65	
20E300	2540 3440 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		360.86	
20E400	2540 3440 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		483.83	
20E500	2540 3440 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		287.27	
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		418.35	
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,208.08	
			371080	SERVICE PD: 2/15/21 -3/14/21	0	4,395.04	
20E100	2540 3440 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		602.18	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		486.51	
20E300	2540 3440 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		365.27	
20E400	2540 3440 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		489.80	
20E500	2540 3440 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		291.29	
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		423.72	
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,736.27	
91262	CASE LOTS INC	02/18/2021	2959	EDISON - QUOTE #2114	7012100067	383.25	383.25
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		383.25	
91263	CENTER (THE)	02/18/2021	30318	SAMANTHA JAMES	7022100033	300.00	300.00
10E000	2330 3140 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		300.00	
91264	CHAPMAN AND CUTLER LLP	02/18/2021	1936673	EMMA - CONTINUING DISCLOSURE UNDERTAKING COMPILATION AND FILING Electronic Municipal Market Access (EMMA)	0	2,000.00	2,000.00
30E000	5900 3900 00 000000			DEBT SERVICE/DISTRICT OFFICE/DEBT SERVICES - OTHER/OTHE		2,000.00	
91265	CHICAGO METROPOLITAN FIRE PREV	02/18/2021	IN00351764	ADMIN - B/A MONITORING 1/1/21 - 3/31/21	0	114.75	803.25
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		114.75	
			IN00351765	COSTELLO - B/A MONITORING 1/1/21 - 3/31/21	0	114.75	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		114.75	
			IN00351766	ROBINSON - B/A MONITORING 1/1/21 - 3/31/21	0	114.75	

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20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		114.75	
			IN00351767	GWMS - B/A MONITORING 1/1/21 - 3/31/21	0	114.75	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		114.75	
			IN00351768	EDISON - B/A MONITORING 1/1/21 - 3/31/21	0	114.75	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		114.75	
			IN00351769	HOME - B/A MONITORING 1/1/21 - 3/31/21	0	114.75	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		114.75	
			IN00351770	LINCOLN - B/A MONITORING 1/1/21 - 3/31/21	0	114.75	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		114.75	
91266	CLARITY ENROLLMENT SOLUTIONS	02/18/2021	315	EASE - BENEFITS ADMINISTRATION & ENROLLMENT TECHNOLOGY	0	335.00	335.00
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		335.00	
91267	COMCAST CABLE	02/18/2021	0006742-012221	SERVICE PD: FEB'21	0	254.17	254.17
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		254.17	
91268	EMBRACE EDUCATION	02/18/2021	7412	EmbraceDS Program	0	1,500.28	2,095.27
10E000	1205 3160 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		1,500.28	
			7665	EmbraceDS Program	0	594.99	
10E000	1205 3160 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		594.99	
91269	FIRST STUDENT HODGKINS	02/18/2021	11711533	DATES OF SRVC - JAN'21	0	1,455.03	1,455.03
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		1,455.03	
91270	FLEXIBLE BENEFITS SERVICE CORP	02/18/2021	623817668603	FSA FEE - 8 EMPLOYEES - INV PD:-JAN'21	0	50.00	50.00
10E000	1110 2940 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		50.00	
91271	FRONTLINE TECHNOLOGIES GROUP,	02/18/2021	US130960	RENEWAL - APPLICANT TRACKING - 1/1/21	0	1,589.11	1,589.11

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				-12/31/21			
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		1,589.11	
91272	G & O THERMAL SUPPLY COMPANY	02/18/2021	5102679-00	HOME -	0	87.00	87.00
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		87.00	
91273	GLOBAL WATER TECHNOLOGY	02/18/2021	55355	WATER TREATMENT AND SERVICE RENEWAL	7012100033	310.50	310.50
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		310.50	
91274	GRAND PRAIRIE TRANSIT	02/18/2021	RTINV1005399	JAN'21 TRANSPORTATION/PARA/COVID CLEANING	0	22,217.73	22,217.73
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		22,217.73	
91275	GROOT, INC. A WASTE CONNECTION	02/18/2021	6650854	HOME - SRVC DATE - FEB'21	0	505.56	3,673.13
20E200	2540 3210 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		505.56	
			6650855	EDISON - SRVC DATE - FEB'21	0	723.42	
20E100	2540 3210 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		723.42	
			6650856	ROBINSON - SRVC DATE - FEB'21	0	498.44	
20E400	2540 3210 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		498.44	
			6650857	LINCOLN - SRVC DATE - FEB'21	0	610.87	
20E300	2540 3210 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		610.87	
			6650858	COSTELLO - SRVC DATE - FEB'21	0	591.84	
20E600	2540 3210 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		591.84	
			6650859	GWMS - SRVC DATE - FEB'21	0	743.00	
20E500	2540 3210 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		743.00	
91276	GUARDIAN - ALTERNATE FUNDED	02/18/2021	00469383-020121	DENTAL CLAIMS - JAN'21	0	17,270.38	17,270.38
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		17,270.38	
91277	GUARDIAN -BILL ID 0001094522	02/18/2021	1094522-012221	PERIOD END - 1/31/21	0	14,084.08	14,084.08
10E000	1110 2210 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I		8,329.75	
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		4,641.82	
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		899.60	
10L000	4990 0000 00 000000			EDUCATION/DISTRICT OFFICE/OTHER CURRENT LIABILITIES/.		212.91	

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91278	GUITAR CENTER STORES, INC.	02/18/2021	ARINV57062327	Classroom Ukuleles	5002100020	630.00	630.00
10E500	1120 4100 12 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MIDDLE-JUNIOR HIGH/S		630.00	
91279	HAYES MECHANICAL LLC	02/18/2021	474681	GWMS	0	457.00	1,773.00
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		457.00	
20E200	2540 3230 00 000000		474706	HOME	0	591.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		591.00	
20E200	2540 3230 00 000000		475201	HOME	0	725.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		725.00	
91280	HELPING HAND CENTER	02/18/2021	12884	GWMS - TUITION - JAN'21 - I.V.	0	6,657.98	6,657.98
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		6,657.98	
91281	HESSLINK, Laura	02/18/2021	010921-MILEAGE	HOME - COOK CTY VOLUNTEER ORIENTATION - MILEAGE REIMB	0	15.35	15.35
10E200	1110 3320 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TRAVEL		15.35	
91282	HOME DEPOT CREDIT SERVICES	02/18/2021	3448825-012121	GWMS/LINCOLN/ADMIN SUPPLIES	0	274.25	274.25
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		59.81	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		91.48	
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		122.96	
91283	HOME DEPOT PRO	02/18/2021	556683803	PO#7012000147	0	25.88	581.00
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		25.88	
20E000	2540 4100 00 000000		558922217	PO#7012000147	0	319.68	
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		319.68	
20E300	2540 4100 00 000000		584671358	LINCOLN - CLOROX	0	235.44	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		235.44	
91284	IL COUNTIES RISK MGMT TRUST	02/18/2021	001000533-010121	PROPERTY & LIABILITY PREMIUM WORKER'S COMPENSATION PREMIUM	0	28,313.01	24,874.88
80E000	2362 3800 00 000000			TORT FUND/DISTRICT OFFICE/WORKERS COMP/INSURANCE		13,438.13	
80E000	2371 3800 00 000000			TORT FUND/DISTRICT OFFICE/PROP & LIAB INS/INSURANCE		14,874.88	
			001000533CM	Per IPMG - for January - Lyons only owe the Property &	0	-13,438.13	

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				Liability Portion Worker's Comp credit			
80E000	2362 3800 00 000000		TORT FUND/DISTRICT OFFICE/WORKERS COMP/INSURANCE			-13,438.13	
			DED5479618	DEDUCTIBLE OWED TO ICRMT	0	5,000.00	
80E000	2371 3800 00 000000		TORT FUND/DISTRICT OFFICE/PROP & LIAB INS/INSURANCE			5,000.00	
			DED5479658	DEDUCTIBLE OWED TO ICRMT	0	5,000.00	
80E000	2371 3800 00 000000		TORT FUND/DISTRICT OFFICE/PROP & LIAB INS/INSURANCE			5,000.00	
91285	IL OFFICE OF THE STATE FIRE MA	02/18/2021	9640374	LINCOLN - CERTIFICATE FEE - BOILER AND PV	0	210.00	210.00
20E300	2540 3260 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			210.00	
91286	ILLINOIS STATE POLICE/BUREAU O	02/18/2021	IL016103S-123120	DEC'20 - FINGERPRINTS	0	169.50	169.50
10E000	2310 3100 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P			169.50	
91287	INTERPRENET, LTD	02/18/2021	96815	IEP MEETING - JULIE FLAHIVE-VIETNAMESE	0	220.00	220.00
10E000	4120 3040 00 000000		EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO			220.00	
91288	ISCORP	02/18/2021	0713396	STUDENT DATA SUBSCRIPTION FEE - MAR'21	0	660.00	960.00
10E000	2663 4700 00 000000		EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF			660.00	
			0713440	FINANCE DATA SUBSCRIPTION FEE - MAR'21	0	300.00	
10E000	2663 4700 00 000000		EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF			300.00	
91289	KELLY SERVICES, INC.	02/18/2021	375154	W/E - 12/20/20	0	10,576.62	48,084.56
10E000	2642 3900 00 000000		EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS			10,576.62	
			388111	W/E -1/17/21	0	8,239.66	
10E000	2642 3900 00 000000		EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS			8,239.66	
			391169	W/E - 1/24/21	0	7,205.18	
10E000	2642 3900 00 000000		EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS			7,205.18	
			394332	W/E - 1/31/21	0	9,936.10	
10E000	2642 3900 00 000000		EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS			9,936.10	
			397502	W/E - 2/7/2021	0	12,127.00	

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10E000 2642 3900 00 000000				EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		12,127.00	
91290 KOC, ROBERT		02/18/2021	012721 - EXP REIMB	REIMB - FUSES FOR TRUCKS	0	10.99	10.99
20E000 2540 3230 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		10.99	
91291 KONICA MINOLTA PREMIER FINANCE		02/18/2021	435295274	CONTRACT PD: 1/29/21 - 2/28/21	0	8,725.00	8,725.00
10E000 2663 3230 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		8,725.00	
91292 LAKESHORE LEARNING MATERIALS		02/18/2021	5079530121	Home - lapboard	7002100017	418.94	418.94
10E000 1205 3140 00 000000				EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/PROFESSIONA		399.70	
10E000 1205 3140 00 462000				EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/PROFESSIONA		19.24	
91293 LEARNING A-Z		02/18/2021	3339817	READING A - Z FOR JULIE MCCABE	3002100036	88.50	88.50
10E000 1110 4210 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY		88.50	
91294 LIMINEX, INC.		02/18/2021	INV29906	GoGuardian Teacher Subscription Fee	7042100013	12,650.00	12,650.00
10E000 1110 4100 98 499802				EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER CAR		12,650.00	
91295 LUKANICH, MARTHA R		02/18/2021	101820-EXP REIMB	PARENTS AS TEACHERS - SENSORY MAT'LS	0	110.00	1,128.86
10E000 3000 4100 00 370501				EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		110.00	
			111720-EXP REIMB	PARENTS AS TEACHERS - PRESENTATION INITIATIVE	0	79.00	
10E000 3000 4100 00 370501				EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		79.00	
			120120-PAT-EXP REIMB	PARENT AS TEACHER - EXP REIMB - 5/5/20 - 12/1/20	0	939.86	
10E000 3000 4100 00 370501				EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		939.86	
91296 LYONS ELECTRIC COMPANY		02/18/2021	10934	GWMS - SW PARKING LOT DOOR 4	0	807.79	1,641.39
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		807.79	
			10957	REPLACED BALLASTS & TIME CLOCK LABOR & MAT'L	0	833.60	
20E000 2540 3230 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		833.60	
91297 MARKLUND		02/18/2021	13426	GWMS - TUITION REIMB - JAN'21 -	0	7,436.52	7,436.52

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				JT			
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		7,436.52	
91298	MAXIM STAFFING SOLUTIONS	02/18/2021	E2388700366	LINCOLN - PERIOD END - 1/16/21 - A.RUGGIO	0	1,925.00	8,768.65
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,925.00	
			E2421230366	LINCOLN - PERIOD END - 1/23/21 - A.RUGGIO	0	1,540.00	
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,540.00	
			E2458440366	LINCOLN - PERIOD END: 1/30/21- A. RUGGIO	0	1,522.40	
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,522.40	
			E2494270366	LINCOLN - PERIOD END - 2/6/21 - A. RUGGIO	0	1,856.25	
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,856.25	
			E2529960366	ROBINSON - PERIOD END - 2/13/21 - A.RUGGIO	0	1,925.00	
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,925.00	
91299	MLPLUMBING,LLC dbaDELL PLUMBIN	02/18/2021	002793	GWMS	0	250.00	250.00
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		250.00	
91300	NICOR GAS	02/18/2021	92030800004-012521	GWMS ANNEX - BILLING PD: 12/23/20 - 1/25/21	0	164.80	483.95
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		164.80	
			92030800004-092320	GWMS ANNEX - BILLING PD: 8/23/20 - 9/22/20	0	40.85	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		40.85	
			92030800004-102320	GWMS ANNEX - BILLING PD: 9/22/20 - 10/23/20	0	56.78	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		56.78	
			92030800004-112320	GWMS ANNEX - BILLING PD:	0	93.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				10/23/20 - 11/23/20			
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		93.00	
			92030800004-122320	GWMS ANNEX - BILLING PD: 11/23/20 - 12/23/20	0	128.52	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		128.52	
91301	O DELSON & STERK, LTD.	02/18/2021	29864	SERVICE PD: DEC'20	0	14,727.50	14,727.50
10E000	2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		14,727.50	
91302	ORIENTAL TRADING COMPANY, INC	02/18/2021	707810859-01	SUPPLIES FOR SCHWAB CD CLASSROOM	3002100027	54.34	92.33
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		54.34	
			707810859-02	SUPPLIES FOR SCHWAB CD CLASSROOM	3002100027	37.99	
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		37.99	
91303	ORIGO EDUCATION	02/18/2021	S10013963	ORIGO Stepping Stones 2.0 Grade 4 Spanish Student Journal A & B	2002100008	27.95	27.95
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		27.95	
91304	PALOS SPORTS/SCHOOL HEALTH COR	02/18/2021	5517850-00	TAPE FOR CD CLASSROOMS	3002100025	287.63	287.63
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		287.63	
91305	PARAGON PROFESSIONAL SERVICES,	02/18/2021	1-000101	ROOMS 116 AND 101 - HEATING VALVE	0	360.00	360.00
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		360.00	
91306	PARKLAND PREPARATORY ACADEMY S	02/18/2021	2159	ROBINSON - TUITION - H.S. - JAN'21	0	3,868.13	3,868.13
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		3,868.13	
91307	PIONEER VALLEY BOOKS	02/18/2021	I199689	Pioneer Valley Books, Literacy Footprints, Online platform use for EL teachers and EL students	7002100066	280.00	280.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1801 4100 00 490900			EDUCATION/DISTRICT OFFICE/ESL LIPLES/SUPPLIES/LIPLES		280.00	
91308	PREFERRED MEAL SYSTEMS, INC.	02/18/2021	CDCN/0033399	CREDIT - COMMODITY RECEIPTS - JAN'21	0	-1,930.26	13,276.68
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		-321.71	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		-321.71	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		-321.71	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		-321.71	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		-321.71	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		-321.71	
			CDIM/1145107	DELIVERY DATES: 1/5/21 - 1/7/21	0	4,975.11	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		563.22	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		938.70	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,689.66	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		938.70	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		469.35	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		375.48	
			CDIM/1147248	DELIVERY DATES: 1/12/21 - 1/14/21	0	3,754.80	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		375.48	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		563.22	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,314.18	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		750.96	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		375.48	
20E600	2634 5200 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/MANAGEMENT INFORMATIO		375.48	
			CDIM/1149088	DELIVERY DATES: 1/19/21 - 1/21/21	0	3,473.19	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		469.35	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		469.35	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		938.70	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		750.96	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		375.48	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		469.35	
			CDIM/1151241	DELIVERY DATES: 1/26/21 - 1/28/21	0	3,003.84	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		281.61	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,501.92	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		750.96	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		187.74	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		281.61	
91309	PURCHASE POWER	02/18/2021	1017352991	Postage Meter supplies	7002100067	226.06	226.06
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		226.06	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
91310	QUALITY NETWORK SOLUTIONS, INC	02/18/2021	50650	MONTHLY CONTRACT SERVICE	0	24,740.00	25,915.75
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		24,740.00	
			54345	IT - Miscellaneous Cost - QUOTE#26787	7002100010	539.08	
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		539.08	
			54438	BOARD OF DIRECTOR - SPEAKERPHONE AND HEADSET	7042100017	614.33	
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		614.33	
			54466	IT - Miscellaneous Cost	7002100010	22.34	
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		22.34	
91311	QUINLAN & FABISH MUSIC CO	02/18/2021	11603505	PO#5002000035	0	47.00	183.00
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		47.00	
			12429523	Cornet Repair	5002100021	102.00	
10E500	1590 3230 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/R		102.00	
			12450638	MOUTHPIECE VISUALIZER	3002100029	34.00	
10E300	1590 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/MUSIC INSTRUMENTAL/SUPPLIE		34.00	
91312	SAM'S CLUB DIRECT	02/18/2021	43797963-012021	PRE-SCHOOL	0	536.76	536.76
10E000	1275 4010 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/PRESCHO		536.76	
91313	SCHINDLER ELEVATOR CORPORATION	02/18/2021	8105545802	COSTELLO - QTRLY BILLING - 2/1/21 - 4/30/21	0	760.23	760.23
20E600	2540 3200 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		760.23	
91314	SCHOOL OUTFITTERS	02/18/2021	INV13525575	Mr. A's corkboard for library	6002100015	210.09	210.09
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		210.09	
91315	SCHOOL SPECIALTY, INC.	02/18/2021	208126792363	LIGHT FILTERS AND SUPPLIES FOR ZUCKER CE CLASSROOM	3002100026	129.31	586.77
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		129.31	
			208126819681	School Supplies/Kids	1002100013	457.46	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Message Center			
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		457.46	
91316	SHERWIN WILLIAMS #3451	02/18/2021	8381-9	ROBINSON	7012100066	528.58	528.58
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		528.58	
91317	SKYWARD	02/18/2021	208655	WebEx Training 12 hours	7032100053	2,400.00	2,400.00
10E000	1250 3100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		2,400.00	
91318	SMITHEREEN PEST MANAGEMENT SER	02/18/2021	2394768	REGULAR SCHEDULED PC SERVICE	0	90.00	90.00
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		90.00	
91319	SMITH, KRISTEN	02/18/2021	MATH MADNESS REIMB	HOME - REIMB - MATH MADNESS	0	335.14	639.14
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		335.14	
				TEACHER BOOK REIMB	0	304.00	
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		304.00	
91320	SOARING EAGLE ACADEMY	02/18/2021	20731	ROBINSON - TUITION -FEB'21 - P.J.	0	7,655.67	7,655.67
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		7,655.67	
91321	SYMMETRY ENERGY SOLUTIONS LLC	02/18/2021	9328924	BILLING PD: - DEC'20	0	11,715.25	11,715.25
20E100	2540 4650 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		1,849.78	
20E200	2540 4650 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		980.96	
20E300	2540 4650 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		2,069.75	
20E400	2540 4650 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,164.01	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		3,556.07	
20E600	2540 4650 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,158.56	
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		936.12	
91322	SYNCHRONY / AMAZON - 103	02/18/2021	445437883778	TITLE 1 MATERIALS	7032100052	701.47	701.47
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		701.47	
91323	T-MOBILE	02/18/2021	972033599-012121	HOTSPOTS - SERVICE PD: 12/21/20 - 1/20/21	0	3,490.56	3,490.56
10E000	1110 3100 98 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		3,490.56	
91324	TEXTHELP INC.	02/18/2021	45923	Read & Write licenses for students in	7022100020	1,800.00	1,800.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				special services			
10E000	1220 3900 00 000000			EDUCATION/DISTRICT OFFICE/CROSS-CATEGORICAL (CC)/OTHER		1,800.00	
91325	THOMSON REUTERS - WEST	02/18/2021	843812856	WEST INFORMATION CHS - RESIDENCE - JAN'21	0	550.40	550.40
10E000	1205 3160 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		550.40	
91326	TOOL STORE GO-KART SHOP	02/18/2021	5181	BELT/LABOR	0	65.00	459.00
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		65.00	
			5183	SNOWBLOWER REPAIR - CARB CLEAN	0	85.00	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		85.00	
			5187	SNOWBLOWER REPAIR	0	309.00	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		309.00	
91327	TRUJILLO, YESENIA LESLIE	02/18/2021	021121-MILEAGE	GWMS - COOK CTY PUBLIC HEALTH VOLUNTEER - MILEAGE REIMB	0	20.18	20.18
10E500	1110 3320 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TRAVEL		20.18	
91328	UNIFIRST CORPORATION	02/18/2021	1338074	HOME	0	154.70	2,278.92
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		154.70	
			1338075	LINCOLN	0	129.97	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENANCE		129.97	
			1339642	GWMS	0	322.48	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MAINTENANCE		322.48	
			1339643	EDISON	0	152.49	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENANCE		152.49	
			1341218	HOME	0	154.70	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		154.70	
			1341219	LINCOLN	0	129.97	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENANCE		129.97	
			1342901	GWMS	0	322.48	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MAINTENANCE		322.48	
			1342902	EDISON	0	152.49	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENANCE		152.49	
			1344528	HOME	0	154.70	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		154.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E300	2540 4100 00 000000		1344529	LINCOLN	0	129.97	
			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			129.97	
20E500	2540 4100 00 000000		1346162	GWMS	0	322.48	
			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			322.48	
20E100	2540 4100 00 000000		1346163	EDISON	0	152.49	
			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			152.49	
91329	UNIQUE PRODUCTS	02/18/2021	406034	EDISON -	7012100068	327.00	492.00
				INV#406034			
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		327.00	
20E300	2540 3230 00 000000		406090	LINCOLN	0	165.00	
			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			165.00	
91330	VERIZON WIRELESS	02/18/2021	9871910465	Period: 12/24/20	0	1,457.49	1,457.49
				- 1/23/21			
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,457.49	
91331	VERN'S AUTO SERVICE	02/18/2021	5160	REPLACE RIGHT	0	841.00	881.00
				FRONT CALIPER -			
				PARTS & LABOR			
				2008 FORD TRUCK			
				F250			
20E000	2545 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		841.00	
20E000	2545 3230 00 000000		5189	WIPER BLADES -	0	20.00	
				2008 FORD TRUCK			
				F250			
20E000	2545 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		20.00	
20E000	2545 3230 00 000000		5190	WIPER BLADES-2017	0	20.00	
				FORD TRUCK F250			
20E000	2545 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		20.00	
91332	VILLAGE OF LYONS WATER DEPARTM	02/18/2021	013293-000-013121	SRVC PD:	0	171.20	171.20
				11/16/20-1/15/251			
20E600	2540 3700 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		171.20	
91333	VILLAGE OF BROOKFIELD	02/18/2021	400067-001-020401	READING DATE:	0	61.24	61.24
				12/30/20-1/31/251			
20E300	2540 3700 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		61.24	
91334	VOYAGER SOPRIS LEARNING	02/18/2021	3255594	Rewards Teacher	2002100011	325.44	650.88
				Materials and			
				Books			
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		325.44	
			3340083	Rewards Teacher	2002100014	325.44	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200 1110 4100 00 000000				Materials and Student Books EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		325.44	
91335 WEST 40 INTERMEDIATE SERVICE C		02/18/2021	21-0023	1st installment of 3 Instructional Coaching service Agreement	7032100034	10,700.00	10,700.00
10E000 1250 3100 00 430000				EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		10,700.00	
91336 WEST 40 ISC #2		02/18/2021	21-0163	REGISTRATION - DAREK NAGLAK TITLE 1 - PROFESSIONAL DEVELOPMENT	0	79.22	79.22
10E000 2210 3100 00 430000				EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		79.22	
91337 WILSON LANGUAGE		02/18/2021	1840833	Fundations Classroom	7002100057	3,140.86	3,140.86
10E000 1801 4100 00 490900				EDUCATION/DISTRICT OFFICE/ESL LIPLES/SUPPLIES/LIPLES		3,140.86	
			88	Computer	Check(s) For a Total of		747,855.52

	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
	88	Computer	Checks For a Total of	747,855.52
Total For	88	Manual, Wire Tran, ACH & Computer Checks		747,855.52
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	747,855.52

**GENERAL FUND**

Totals for All Accounts

Costello Elementary School

Account #

Date	Check#	Description	Receipts	Disburse	Balance
8/28/2020		Deposit (VanGogh, TreeRing)	244.02		<b>13764.66</b>
9/1/2020	1088	Migala(reim-dry erase boards)		55	\$14,008.68
9/1/2020	1089	Balmer(reim-dry erase boards)		50	\$13,953.68
9/1/2020	1090	Zalewski(reim-dry erase boards)		30	\$13,903.68
9/1/2020	1091	Flores(reim-dry erase boards)		35	\$13,873.68
9/1/2020	1092	Antkiewicz(reim-dry erase boards)		110	\$13,838.68
10/2/2020	1093	Bahena(reim ck#1065 never cashed)		102.08	\$13,728.68
11/5/2020		Deposit (postage 50%)	450		\$13,626.60
11/6/2020	1065	Voided Check-Lost Check	102.08		\$14,076.60
1/27/2021	1094	Antkiewicz(reim-g.c. parent survey)		30	\$14,178.68
2/4/2021	1095	Antkiewicz(reim-gift card spirit week)		100	\$14,148.68
2/10/2021	1096	Antkiewicz(reim-g.c. spirit week)		125	\$14,048.68
					\$13,923.68

<b>EDISON ACTIVITY ACCOUNT - 2020-2021</b>						
<b>JANUARY 2021</b>						
<b>Date</b>	<b>Check Number</b>	<b>Transaction</b>	<b>Debit</b>	<b>Credit</b>	<b>Total</b>	
		Balance Brought Forward			\$31,620.76	
<b>EDISON ACTIVITY ACCOUNT - 2020-2021</b>						
<b>FEBRUARY 2021</b>						
<b>Date</b>	<b>Check Number</b>	<b>Transaction</b>	<b>Debit</b>	<b>Credit</b>	<b>Total</b>	
		Balance Brought Forward			\$31,620.76	





no activity

\$4,561.77

Feb  
no activity

\$4,561.77

## GENERAL FUND FOR BOARD

			George Washington Middle School			
			Account # 8760054107			
			<b>Description</b>		<b>Disbursements</b>	<b>Receipts</b>
<b>Date</b>	<b>Check #</b>	<b>Description</b>				<b>Balance</b>
21-Jan	1510	Gary Wheaton - Ukuleles for Music		\$150.00		\$9,485.29
28-Jan	Deposit	Deposit from Ukuleles			\$446.00	\$9,931.29
28-Jan	1511	Gary Wheaton - Ukuleles for Music		\$120.00		\$9,811.29
1-Feb	Deposit	Dist - dep error2/20 postage & GC			\$450.00	\$10,261.29
3-Feb	1512	Lyons Postmaster - Postage & student records		\$234.00		\$10,027.29
9-Feb	1513	Lyons Postmaster - Certified letters to parents		\$14.00		\$10,013.29
10-Feb	1514	Tabitha Coleman - postage		\$7.95		\$10,005.34

## Document Status: Draft Update

### GENERAL SCHOOL ADMINISTRATION

#### 3:40 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 must have and maintain a Professional Educator License with a 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](#), [5/21B-20](#), [5/21B-25](#), [5/24-11](#), and [5/24A-3](#).

23 Ill.Admin.Code §§1.310, 1.705, and ~~29.130~~ [25.355](#). [PRESSPlus1](#)

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

~~ADOPTED: September 24, 2015~~

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to the repeal of 23 Ill.Admin.Code §29.130. **Issue 106, November 2020**

## Superintendent

### 3:40-E Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See [105 ILCS 5/10-21.4](#) and [105 ILCS 5/10-16.7](#). As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: [www.iasb.com/pdf/found\\_prin.pdf](http://www.iasb.com/pdf/found_prin.pdf).

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at: [www.iasb.com/pdf/found\\_prin.pdf](http://www.iasb.com/pdf/found_prin.pdf).

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process (Checklist)* provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important:** This *Checklist* is a resource for contract formation; it is not a list of *must have* items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect.

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

**Board Attorney.** Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retaining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

#### Power and Duties of the Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	<p>Does the Board enumerate the duties of the Superintendent in the employment contract?</p> <ol style="list-style-type: none"> <li>1. Are the statutory duties of the Superintendent listed?</li> <li>2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment?</li> </ol> <p>See <a href="#">105 ILCS 5/10-21.4</a> and <a href="#">105 ILCS 5/10-16.7</a>.</p>
Full-time, Attention and Energy Clause	<p>How will the Board address outside activities of the Superintendent?</p> <ol style="list-style-type: none"> <li>1. How will the Board define <i>outside activities</i>?</li> <li>2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract?      53</li> <li>3. Will the Board require approval/notification before the Superintendent engages in outside</li> </ol>

	activities?
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**Employment and Compensation**

<b>Superintendent Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See <a href="#">105 ILCS 5/10-23.8</a>.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> <li>1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (<a href="#">40 ILCS 5/15-155(g)</a>, amended by P.A. 101-10) prior to retirement?</li> <li>2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary of \$177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412)?</li> <li>3. Do any administrative cost cap triggers exist (<a href="#">105 ILCS 5/17-1.5</a>)?</li> </ol> <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> <li>1. A fixed salary for each year of the contract.</li> <li>2. A guaranteed minimum salary.</li> <li>3. Compensation increases.</li> </ol>
Severance Agreements	<p>The Government Severance Pay Act (GSPA), <a href="#">5 ILCS 415/10</a>, added by P.A. 100-895, requires the following contract provisions:</p> <ol style="list-style-type: none"> <li>1. A restriction to an amount not exceeding 20 weeks of compensation; and</li> <li>2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the <b>Changes to the Superintendent's Employment Contract</b> subhead below for a definition of what misconduct means in the context of this law.</li> </ol>
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> <li>1. Pension contributions (TRS-THIS)?</li> <li>2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation?</li> <li>3. Unforeseen pension reform issues?</li> </ol>

**Conditions of Employment**

<b>Superintendent Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
Administrative License	Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	<a href="#">105 ILCS 5/10-21.9</a> , amended by P.A. 101-531. See also <b>PRESS</b> sample policy 5:30, <i>Hiring Process and Criteria</i> and the subhead entitled <b>Fingerprint-based Criminal History Records Information Check</b> in administrative procedure 5:30-AP2, <i>Investigations</i> .
	Does the Board want to require additional background inquiries beyond the fingerprint-based criminal

Other Background Check Laws	<p>history records information check required by <a href="#">105 ILCS 5/10-21.9</a>, amended by P.A. 101-531, and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p><a href="#">15 U.S.C. § 1681</a> <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p><a href="#">820 ILCS 75/</a>, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (<i>a/k/a ban the box law</i>).</p> <p><a href="#">820 ILCS 55/</a>, Ill. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</p> <ol style="list-style-type: none"> <li>1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account;</li> <li>2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and</li> <li>3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (<b>Note:</b> RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i>, and its f/ns).</li> </ol> <p><a href="#">820 ILCS 70/</a>, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. <b>Note:</b> Any one of these grounds alone is sufficient.</p>
Medical Examination	<p><a href="#">105 ILCS 5/24-5</a> requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. <a href="#">42 U.S.C. §12112(d)(4)</a>. Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. <a href="#">42 U.S.C. §12113</a>; <a href="#">29 C.F.R. Part 1630.2(r)</a>.</p> <p>See also <b>PRESS</b> sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 18 and 19.</p>
Tenure	<p>Suspension of Tenure</p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p>Continued Tenure</p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> <p>See <a href="#">105 ILCS 5/10-23.8</a> and the <i>Duration of Contract</i> row in the <b>Employment and Compensation</b> checkbox, above.</p>

Evaluations and Goals

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	55

[105 ILCS 5/10-23.8](#) requires each performance-based contract to include the goals and indicators of

Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent

student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.

Regarding its goals and indicators, has the Board:

1. At minimum, addressed student performance and academic achievement ([105 ILCS 5/10-23.8](#) states “and other information as the Board may determine”)?
2. Included them in the body of the employment contract? Or as an exhibit to it?
3. Set them to be:
  - a. Measurable and achievable, i.e., are they within the Superintendent’s control?
  - b. Objective, subjective or a combination of both?
4. Set a timeline for achievement, and if so is it on an:
  - a. Annual basis?
  - b. Prior to completion of the employment contract?
5. Set them as procedural, substantive, or a combination of both?

For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:

IASB’s *Field Services Catalog* at: [www.iasb.com/conference-training-and-events/training/training-resources/](http://www.iasb.com/conference-training-and-events/training/training-resources/).

Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for boards to hold their superintendents accountable for district performance, including academic achievement:

*Setting District Goals and Direction* (leads a board and superintendent to develop their own district-language for specific measurable, and attainable goals and indicators)

*The Superintendent Evaluation Process* (describes an effective method of holding the superintendent accountable)

*The Board and its Superintendent* (workshop assisting a board in developing an effective relationship with its superintendent).

Superintendent Evaluation

Once the Board has developed its goals and indicators (as discussed immediately above), [105 ILCS 5/10-20](#), [5/10-23](#), and [5/10-23.8](#) require the Board to:

1. “Direct, through policy, its superintendent in his or her charge of the administration of the school district;” and
2. Evaluate the superintendent in his or her “administration of school board policies and his or her stewardship of the assets of the district.”

How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?

Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? **Note:** Some districts do not consider the superintendent evaluation to be a *one-time event* and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.

Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent’s evaluation process?

What evaluation instrument will be used? How will the evaluation be documented?

Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?

Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?

For more information about best practices when planning for and evaluating the Superintendent, see:

*The Superintendent Evaluation Process* at: [www.iasb.com/training/superintendent-evaluation-process.pdf](http://www.iasb.com/training/superintendent-evaluation-process.pdf);

IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: [www.iasb.com/principles.cfm](http://www.iasb.com/principles.cfm); stating "the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy".

**Expenses and Benefits**

<b>Superintendent Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
Expenses	<p>How will the Board address expenses in its employment contract negotiations with the successful superintendent candidate?</p> <p>Business</p> <ol style="list-style-type: none"> <li>1. What standard will the Board use, e.g., reasonable, itemized, etc.?</li> <li>2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent's expenses?</li> </ol> <p>Transportation</p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> <li>1. Vehicle insurance reimbursement(s)</li> <li>2. Vehicle repair reimbursement(s)</li> <li>3. A travel allowance only at either a set amount or the District's per mile rate</li> <li>4. A vehicle</li> <li>5. Out-of-district travel</li> </ol>
Insurance	<p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p> <p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> <li>1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums.</li> <li>2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.</li> </ol>
Vacation	<p>Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> <li>1. How many days?</li> <li>2. Will vacation days accumulate? And, if so, how?</li> <li>3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process.</li> <li>4. Will the Board address reimbursement for unused days?</li> </ol>
Sick Leave/Days	<p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Will sick leave be limited to annual sick leave days in the District's teachers' contract?</li> <li>2. How will sick day accumulation be addressed?</li> <li>3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.</li> </ol> <p style="text-align: center;">57</p>

Will the Board address memberships in professional activities/organizations and/or community

Professional Activities and Organizations   Memberships in Community Organizations	<p>Will the Board address memberships in professional activities organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> <li>1. How many organizations will the Board allow the Superintendent to join?</li> <li>2. Which organizations will be allowed?</li> <li>3. What is the Board's limit for the cost of dues to professional organizations?</li> </ol>
Retirement	<p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> <li>a. Any consequences or other penalties to it?</li> <li>b. The impact of any prior salary increases?</li> <li>c. Potential pension reform issues?</li> </ol> </li> <li>2. Often, a successful superintendent candidate's attorney has interest in the following issues: <ol style="list-style-type: none"> <li>a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc.</li> <li>b. Whether a potential retirement payment will be properly creditable for TRS purposes. <b>Note:</b> Ultimately, only TRS has the authority to determine creditability.</li> </ol> </li> </ol>
Annuities and Other Deferred Compensation	<p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary?</li> <li>2. Will it contribute creditable earnings for TRS purposes?</li> </ol>

**Changes to the Superintendent's Employment Contract**

<b>Superintendent Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
Non-Renewal at End of Contract	<p>How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it?</p> <ol style="list-style-type: none"> <li>1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable?</li> <li>2. Will the Board require the Superintendent to remind it of the non-renewal date?</li> <li>3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification?</li> <li>4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?</li> </ol>
Renewal at End of Contract	<p>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</p> <ol style="list-style-type: none"> <li>1. What date would be the earliest that the Board could renew its employment contract with the Superintendent?</li> <li>2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.</li> </ol>
Contract Extensions	<p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required?</li> <li>2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals?</li> </ol> <p>See <a href="#">105 ILCS 5/10-23.8</a>.</p>
	<p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the</p>

Terminations	<p>Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> <li>1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement?</li> <li>2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent?</li> <li>3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other?</li> <li>4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> <li>a. How will the Board define permanent disability in the contract?</li> <li>b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or</li> <li>c. Will the Board consider duration of absence; e.g., 90-days or exhaustion of sick leave, whichever is greater?</li> </ol> </li> </ol> <p>See <b>PRESS</b> sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> <ol style="list-style-type: none"> <li>5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: <ol style="list-style-type: none"> <li>a. Any conduct detrimental/prejudicial to the District;*</li> <li>b. Just cause;</li> <li>c. Sufficient to dismiss a tenured teacher;</li> <li>d. Material breach of contract; or</li> <li>e. Not arbitrary and capricious.</li> </ol> <p>*<a href="#">50 ILCS 205/3c</a>, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See <b>Severance Pay</b> row directly below.</p> </li> <li>6. Will the Board agree to provisions for hearing and due process for the Superintendent?</li> <li>7. How will the Board address death of its Superintendent during the duration of the employment contract?</li> </ol>
Severance Pay	<p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, <a href="#">5 ILCS 415/10(a)(1)</a>, added by P.A. 100-895:</p> <ol style="list-style-type: none"> <li>1. A restriction to an amount not exceeding 20 weeks of compensation; and</li> <li>2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But <a href="#">50 ILCS 205/3c</a>, amended by P.A. 100-1040, limits sexual harassment or discrimination to instances when an employee is "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.</li> </ol>
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <ol style="list-style-type: none"> <li>1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys?</li> <li>2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?</li> </ol>
Amendments	<p>How will the Board and Superintendent agree to allow for amendments to the employment contract?</p>

**What technical clauses need to be in the Superintendent's employment contract?**

<b>Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
Technical clauses (common in contracts)	<p>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent's attorney reviewed them?</p> <ol style="list-style-type: none"> <li>1. Notice</li> <li>2. Applicable law</li> <li>3. Headings and numbers</li> <li>4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract?</li> <li>5. Counterparts</li> <li>6. Effect of Policy Amendments</li> <li>7. Severability</li> <li>8. Advice of Counsel</li> </ol>

**Miscellaneous Issues**

<b>Superintendent Contract Term Considerations for the Board</b>	<b>Explanation, Special Considerations, and Resources</b>
Board Obligations Under the Employment Contract	<p>Do all members of the Board understand the District's obligations under the employment contract and what not complying with them will mean to the District?</p> <p>Specifically, are Board members aware of the Board's specific obligations regarding:</p> <ol style="list-style-type: none"> <li>1. The Superintendent Evaluation</li> <li>2. Goal setting</li> <li>3. Required notifications/actions by each party prior to termination of the employment contract</li> </ol>
Ongoing Monitoring of Each Party's Compliance with the Contract	<p>Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?</p>
Legislative Issues	<p>How might pending pension reform legislation or other trending legislation affect the employment contract?</p>

DATED : August 25, 2020

**Lyons Elementary School District 103**

## Document Status: Draft Update

### OPERATIONAL SERVICES

#### **4:80 Accounting and Audits**

The School District's accounting and audit services shall comply with the Requirements for Accounting, Budgeting, Financial Reporting, and Auditing, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

##### Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the appropriate Intermediate Service Center.

##### Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

##### Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by [2 C.F.R. §200.313](#), if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

##### Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

##### Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

##### Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

##### Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$3,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to

reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

#### Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from an accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians. [PRESSPlus1](#)

#### Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

[2 C.F.R. §200](#) *et seq.*

[30 ILCS 708/](#), Grant Accountability and Transparency Act, implemented by [44 Ill.Admin.Code 7000](#) *et seq.*

[105 ILCS 5/2-3.27](#), [5/2-3.28](#), [5/3-7](#), [5/3-15.1](#), [5/5-22](#), [5/10-21.4](#), [5/10-20.19](#), [5/10-22.8](#) and [5/17-1](#) *et seq.*

[23 Ill.Admin.Code Part 100](#).

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

Adopted: January 28, 2020

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing *fiduciary* funds as a category of funds separate from *student activity funds*, for which a district has custodial responsibilities). See policy 4:90, *Student Activity and Fiduciary Funds*, for more information about a board's responsibilities for *student activity funds* and *fiduciary funds*. **Issue 106, November 2020**

## OPERATIONAL SERVICES

### **4:90 Activity Funds**

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes.

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Illinois State Board of Education rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

LEGAL REF.:

[105 ILCS 5/8-2](#) and [5/10-20.19](#).

[23 Ill.Admin.Code §§100.20](#) and [100.80](#).

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

Adopted: November 26, 2019

**Lyons Elementary School District 103**

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## Document Status: Draft Update

### INSTRUCTION

#### 6:20 School Year Calendar and Day

##### School Calendar

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

##### Commemorative Holidays

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

##### School Day

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

##### LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, [5/10-20.56](#), 5/10-24.46, [5/10-30](#), 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1. [PRESSPlus1](#)

[10 ILCS 5/11-4.1](#).

[23 Ill.Admin.Code §1.420\(f\)](#).

*Metz v. Leininger*, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), [4:180 \(Pandemic Preparedness; Management; and Recovery\)](#), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

Adopted: January 28, 2020

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 106, November 2020**

## Document Status: Draft Update

### INSTRUCTION

#### 6:340 Student Testing and Assessment Program

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

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

1. Administers to students the State assessment system, known as the *Illinois Assessment of Readiness (IAR)*, all standardized assessments required by the Ill. State Board of Education (ISBE), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests. [PRESSPlus1](#)
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

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

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act.

[105 ILCS 10/](#), Illinois School Student Records Act.

[105 ILCS 5/2-3.63](#), [5/2-3.64a-5](#), [5/10-17a](#), [5/22-82](#), and [5/27-1](#).

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

Adopted: November 26, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated to incorporate continuous improvement changes suggested by the **PRESS** Advisory Board. **Issue 106, November 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

##### Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice **registered** **PRESSPlus1** nurse ~~who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations~~, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. ~~Beginning with the 2017-2018 school year, a~~ An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

##### As required by District 103: TB Test

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after the first day of school shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice **registered** nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

##### Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed

to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by the first day of school, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after the first day of school. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

#### Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

#### Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced registered practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

#### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act

[105 ILCS 5/27-8.1](#) and [45/1-20](#).

[410 ILCS 45/7.1](#) and [315/2e](#).

[23 Ill.Admin.Code §1.530](#).

[77 Ill.Admin.Code Part 665](#).

[77 Ill.Admin.Code Part 690](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: July 10, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 106, November 2020**

## Document Status: Draft Update

### STUDENTS

#### **7:140 Search and Seizure**

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

#### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

#### Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [5/10-22.10a](#).

Right to Privacy in the School Setting Act, [105 ILCS 75/](#).

[Cornfield v. Consolidated High School Dist. No. 230](#), 991 F.2d 1316 (7th Cir. 1993). [PRESSPlus1](#)

People v. Dilworth, 169 Ill.2d 195, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 278 Ill.App.3d 194, 662 N.E. 2d 540 (Ill.App.1st Dist., 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

T.L.O. v. New Jersey, 405 S.Ct. 733, 469 U.S. 325 (1985).

Vernonia School Dist. 47J v. Acton, 415 S.Ct. 2386, 515 U.S. 646 (1995).

Safford Unified School Dist. No. 1 v. Redding, 429 S. Ct. 2633, 557 U.S. 364 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

ADOPTED: January 25, 2016

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## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to a five-year review. **Issue 106, November 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered [PRESSPlus1](#) nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

[105 ILCS 5/10-20.30](#), [5/10-20.54](#), [5/22-80](#), and [25/2](#).

[23 Ill.Admin.Code §1.530\(b\)](#).

CROSS REF.: 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), [7:20 \(Harassment of Students Prohibited\)](#), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

[ADOPTED: January 25, 2016](#)

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#### PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 106, November 2020**

## *Document Status: 5-Year-Review - Needs Review*

### Educational Support Personnel

#### **5:270 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 nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

##### Compensation

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

##### Assignment

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

LEGAL REF.:

[105 ILCS 5/10-22.34](#) and [5/10-23.5](#).

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: January 25, 2016**

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## *Document Status: 5-Year-Review - Needs Review*

### INSTRUCTION

#### **6:315 High School Credit for Students in Grade 7 or 8**

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

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

LEGAL REF.:

[105 ILCS 5/10-22.43](#) and [5/27-22.10](#).

[23 Ill.Admin.Code §1.460](#).

**ADOPTED: January 25, 2016**

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MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE BOARD OF EDUCATION OF LYONS ELEMENTARY SCHOOL DISTRICT 103  
AND  
LYONS COUNCIL TEACHERS UNION OF THE WEST SUBURBAN TEACHERS UNION,  
LOCAL 571,  
IFT-AFT

Paid Leave for COVID-19 Vaccination(s)

This Memorandum of Understanding (MOU) shall memorialize the agreement between the Board of Education of the Lyons Elementary School District 103 and Lyons Council Teachers Union of the West Suburban Teachers Union, Local 571 regarding the ability for members to take paid-time-off to receive COVID-19 vaccination(s) in the 2020-2021 school year. The current collective bargaining agreement remains intact.

This MOU temporarily allows members to utilize up to two (2) days of paid-time-off to receive vaccination(s) for COVID-19. This MOU also defines procedures that must be followed by both parties. Members should notify a direct Supervisor of the need for time-off and enter the time-off in the Frontline system. Direct Supervisors require notification to obtain proper coverage for the member's job function. Documentation is necessary to ensure paid-time-off is appropriately recorded. Upon return, members should submit a Department of Public Health or physician's statement to Human Resources, certifying the medical basis for the employee's absence.

Members may be asked to develop asynchronous learning plans for up to two (2) days in the event that proper coverage is not able to be obtained.

Members that have adverse reactions to vaccination(s) may request up to (2) additional days of paid-time-off to recover. If this additional paid-time-off is required, members should notify a direct Supervisor of the need for time-off and enter the time-off in the Frontline system.

Unused paid time off associated with this MOU will not roll over into the next school year and is not qualified to be received as service credit at retirement.

If a member had used sick time to receive vaccination(s) prior to this agreement, they may submit a Department of Public Health or physician's statement along with a request in writing to Human Resources (an email will suffice) to convert the used sick time to paid vaccination leave. Human Resources will notify employees when the conversion is completed, but no later than ten (10) business days after the initial request. Paid time off for vaccination(s) will not count against perfect attendance.

The parties understand that this is a one-time non-precedential agreement that shall not in any way be constructed as establishing a new policy or practice and shall not be used as evidence of such. This MOU shall not in any way modify the parties' Collective Bargaining Agreement.

The parties also recognize that the pandemic may lead to periodic changes or updates to guidance provided by the Governor's Office, the Illinois Department of Public public health, or the Illinois State Board of Education. If any changes or updates lead to required changes, the Union shall be afforded the opportunity to submit a demand to bargain over those conditions.

Agreed to by the parties:

The Board of Education of Lyons Elementary School District 103

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

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

Lyons Council of West Suburban Teachers Union Local 571, IFT-AFT

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

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

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE BOARD OF EDUCATION OF LYONS ELEMENTARY SCHOOL DISTRICT 103  
AND  
LYONS COUNCIL TEACHERS UNION OF THE WEST SUBURBAN TEACHERS UNION,  
LOCAL 571,  
IFT-AFT

Paid Leave for COVID-19 Qualified Reasons

This Memorandum of Understanding (MOU) shall memorialize the agreement between the Board of Education of the Lyons Elementary School District 103 and Lyons Council Teachers Union of the West Suburban Teachers Union, Local 571 regarding the ability for members to take paid-time-off for specific COVID-19 qualified reasons in the 2020-2021 school year. The current collective bargaining agreement remains intact.

This MOU temporarily allows members to utilize up to 10 days of paid-time-off for COVID-19 qualified reasons. Any previously utilized paid time off for COVID-19 qualified reasons under the Families First Coronavirus Response Act (FFCRA) will be deducted from the 10 days of paid time off as previously utilized days. This MOU also defines procedures that must be followed by both parties. Members should notify a direct Supervisor of the need for time-off and enter the time-off in the Frontline system. Direct Supervisors require notification to obtain proper coverage for the member's job function. Documentation is necessary to ensure paid-time-off is appropriately recorded.

Unused paid time off associated with this MOU will not roll over into the next school year and is not qualified to be received as service credit at retirement. Time off must be taken in full or half-day increments.

**Qualifying Reasons for Leave**

An employee is qualified for leave if the employee is unable to work (or telework) due to a need for leave because the employee is:

1. Subject to Federal, State, or local quarantine order related to COVID-19;
2. Advised by health care provider to self-quarantine related to COVID-19;
3. Experiencing COVID-19 symptoms and seeking medical diagnosis;
4. Caring for individual subject to (1) or (2);
5. Caring for a child(ren) whose school or place of care is closed (or child care provider is unavailable) related to COVID-19.

For reasons 1 through 4, members should submit a Department of Public Health or physician's statement to Human Resources, certifying the medical basis for the employee's absence. For reason 5, members should submit documentation supporting the school/care closure or provider unavailability related to COVID-19.

Members may be asked to develop asynchronous learning plans for up to two (2) days in the event that proper coverage is not able to be obtained.

If a member had used sick time for the above COVID-19 situations prior to this agreement, they may submit a Department of Public Health or physician's statement along with a request in writing to Human Resources (an email will suffice) to convert the used sick time to paid COVID-19 leave. Human Resources will notify employees when the conversion is completed, but no later than ten (10) business days after the initial request.

The parties understand that this is a one-time non-precedential agreement that shall not in any way be constructed as establishing a new policy or practice and shall not be used as evidence of such. This MOU shall not in any way modify the parties' Collective Bargaining Agreement.

The parties also recognize that the pandemic may lead to periodic changes or updates to guidance provided by the Governor's Office, the Illinois Department of Public health, or the Illinois State Board of Education. If any changes or updates lead to required changes, the Union shall be afforded the opportunity to submit a demand to bargain over those conditions.

Agreed to by the parties:

The Board of Education of Lyons Elementary School District 103

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

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

Lyons Council of West Suburban Teachers Union Local 571, IFT-AFT

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

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN LYONS  
ELEMENTARY SCHOOL DISTRICT NUMBER 103 AND THE  
VILLAGE OF LYONS CONCERNING THE ENGAGEMENT OF A  
SCHOOL RESOURCE OFFICER**

This agreement (“Agreement”) is made on this 23<sup>rd</sup> day of February 2021 (“Effective Date”) between Lyons Elementary School District No. 103, an Illinois public school district (the “District”), and the Village of Lyons, Cook County, Illinois, a municipal corporation (“Village”) (collectively, the Village and the District shall be referred to as “the Parties”).

**WHEREAS**, the Constitution of the State of Illinois provides that public agencies may share powers through intergovernmental agreements, Ill. Const. Alt. VII, § 10 (1970); and

**WHEREAS**, the Illinois Intergovernmental Cooperation Act provides that public agencies may combine and exercise their powers through intergovernmental agreements, 5 ILCS 220/3; and

**WHEREAS**, the Village is a unit of local government, Ill. Const. Art. VII, §1, and a public agency, 5 ILCS 220/2(1), and the District is a school district, Ill. Const. Ali. VII, §1, and a public agency, 5 ILCS 220/2(1); and

**WHEREAS**, the District desires to have the services of a police officer (“School Resource Officer”) available on a part time basis at the District George Washington Middle School (“School”); and

**WHEREAS**, Sections 1-7(A)(8) (705 ILCS 405/1-7) and 5-905 (705 ILCS 405/5-905) of the Juvenile Court Act, Sections 10-20.14 (105 ILCS 5/10-20.14) and 22-20 (105 ILCS 5/22-20) of the Illinois School Code and Section 10/6(a)(6.5) of the Illinois School Student Records Act recognize, provide for and authorize agreements between local law enforcement agencies and school district for reciprocal reporting of criminal offenses committed by students; and

**WHEREAS**, the Village has determined it to be in the best interests of the Village to provide the services of a School Resource Officer at the District; and

**WHEREAS**, the District and the Village wish to associate, cooperate, and share services in order to enhance school safety, assist in planning for crisis situations and emergency responses, provide information and training to school staff on school security, build relationships between police and students and school staff, and assist to educate students on safety and security.

**NOW, THEREFORE,** in consideration of the mutual covenants contained herein the District and the Village agree as follows:

**1. Services Provided:**

(A) The Village shall provide a School Resource Officer to the District who will serve as a liaison between the District and the Village's Police Department. The School Resource Officer will work as scheduled upon the agreement of the District and Village, and shall be responsible for providing the following services:

- (i) Reporting to the assigned school campus at arranged times.
- (ii) Documenting activities on and off-campus and maintaining a monthly activity report, which shall be delivered to the Chief of Police.
- (iii) Attending most after-school functions such as athletic events, dances, pep rallies, and graduation exercises. Attendance at other after-school functions will be arranged in advance with the approval of the Chief of Police and the Superintendent.
- (iv) Writing incident reports (incident, accident, etc.) and, to the extent documented, making those incident reports available to the Chief of Police.
- (v) Notifying the Lyons Police Department and Superintendent if the School Resource Officer cannot be present at the start of school or at a school event due to illness. Such notification shall be provided prior to the School Resource Officer's scheduled start time.
- (vi) Supervising school traffic (when able) to ensure the safety of all the students.
- (vii) Periodically patrolling the parking lots to ensure students are safe at arrival and dismissal depending on the School Resource Officer's schedule.
- (viii) Improving the school's reputation as a safe learning environment, and deterring misconduct by remaining highly visible in the halls, cafeteria, and gymnasium, while on the school premises.

- (ix) Serving as a role model to students, especially in terms of appropriate attitudes and respect.
- (x) Assisting the school administration with disruptions, truancy issues, and other criminal activities occurring on campus.
- (xi) Performing security checks of the campus and making recommendations to the Superintendent.
- (xii) When able, to attend parent and faculty meetings when requested by the Superintendent.
- (xiii) When able, to attend conferences with students, parents, and faculty members when necessary to assist them with law enforcement issues and/or crime prevention.
- (xiv) Preparing for and giving presentations at faculty in-service meetings, parent education, and community organizations, with the prior approval of the Chief of Police and attending other events that the Chief of Police deems appropriate.
- (xv) Functioning as an information-gathering source for law enforcement and juvenile officials.
- (xvi) Assisting the Superintendent to develop and implement plans and strategies to prevent and mitigate dangerous situations.
- (xvii) Working with the Chief of Police and Superintendent to develop a means to communicate with parents and students in order to explain the duties and responsibilities of the School Resource Officer and his/her function as a source of support for the school and community.
- (xviii) When able, to attend monthly meetings with other school resource officers and District officials to exchange information and ideas.
- (xix) Serving as a liaison between the Police Department, District personnel, and parents.

- (xx) Conducting classroom activities involving a wide range of topics including, but not limited to security, crime prevention, drug/alcohol education, and such other issues as may be approved by the Superintendent.
- (xxi) The School Resource Officer will provide a two (2) week schedule, one (1) week in advance, coordinating special events and school functions with the Superintendent and the Chief of Police.
- (xxii) Familiarizing him/herself with all community agencies that offer assistance to youths and their families, such as mental health clinics, drug treatment centers, and juvenile authorities.

(B) The School Resource Officer shall serve the Village as a regular employee of the Lyons Police Department, but shall provide services to the District during normal school hours and for those special school functions or events as determined by the Superintendent in consultation with the Chief of Police.

(C) The School Resource Officer shall be a full-time sworn police officer with the Lyons Police Department having a minimum of three (3) years police experience. The School Resource Officer will be trained and certified in the following areas, at a minimum: Certified Juvenile Officer; School Security Officer Training; Mental Health Training for School Resource Officers; Internet Security Training – Social Media-Cyber Bullying; School Resource Officer Certification; Crisis Intervention; De-escalation Tactics; and, Bullying. The District acknowledges that school resource officer in these areas is a continual process and certifications will be acquired as training is available.

(D) The Village shall perform, if not completed already, a background check of the proposed School Resource Officer as required by 105 ILCS 5/10-21.9, and share the results of such check with the Superintendent. Upon approval of the required background check, the Chief of Police will select the School Resource Officer and notify the Superintendent of the selection.

**2. Time of Service:**

(A) Service under this Agreement shall be provided to the District during the regular school year (and school breaks and summer school at the discretion of the Chief of Police),

Monday through Friday, except where service is required on evenings and weekends for special school functions if requested by the Superintendent. The School Resource Officer shall work at the District twenty (20) hours per week while school is in session and for additional hours if requested by the Superintendent (inclusive of sick and vacation time allotted by the Village), upon approval of the Chief of Police. When the School Resource Officer is not providing services to the District, he/she may be assigned to regular police duties.

(B) In consideration for the provision of said School Resource Officer, the District shall reimburse the Village for the ratable costs associated with the annual employment of the School Resource Officer. The District shall reimburse the Village \$65,000 annually, which constitutes that portion of the Village's expenses to employ the School Resource Officer while assigned to the with the District four (4) hours per day, five (5) days a week, for ten (10) months. Time in excess of said amount will be reimbursed by the District at the Village's costs, including any overtime rates established per the applicable collective bargaining agreement. The Village shall provide the District with a detailed invoice by the 10<sup>th</sup> of each month for any regular and overtime worked by the School Resource Officer in the prior month. Thirty (30) days prior to the start of each fiscal year, the Village will provide the District with information regarding the salary and overtime rate for the School Resource Officer.

(C) Unless otherwise specified above, the Village shall remain responsible for and will pay all the benefits of the School Resource Officer, including, but not limited to: training, vehicle, equipment, uniforms, vacation pay, Police Pension Fund, workers' compensation insurance, unemployment insurance, medical insurance, dental insurance, group life insurance, and any other fringe benefit set forth in the applicable collective bargaining agreement.

(D) The District shall remit the base payment amount to the Village on a monthly basis in equal installments of \$6,500 per month such that the total amount paid over a 10-month period equals \$65,000 per year. Any payments for additional hours worked shall be paid at the same time. All payments shall be due and payable to the Village by the final day of each month for the services provided during the preceding month.

**3. Supervision:**

(A) The School Resource Officer shall remain under the command of the Village's Chief of Police at all times and may, at any time, be required to perform duties for the Police Department. The Chief of Police shall have the authority to temporarily reassign the School Resource Officer to normal duties in the event of an emergency that requires additional manpower. Notice to the Superintendent will be made as is reasonable under the circumstances. When assigned to the District or in attendance at any special school function, the School Resource Officers shall coordinate with the Superintendent or his/her designee, while maintaining adherence to all rules and regulations of the Lyons Police Department. The Superintendent or his/her designee shall notify the Chief of Police, to the extent practical, of assignments for duty at special school functions.

(B) In the event the School Resource Officer fails to abide by the terms and conditions of this Agreement or the rules and regulations of the District, the District shall notify the Chief of Police of the specific problems whereupon the District and the Chief of Police will confer to coordinate a resolution to the issue.

(C) The Chief of Police shall have the sole authority and discretion to permanently assign, replace and/or reassign the School Resource Officer at any time for any reason, provided, however, the Chief of Police shall provide the District with thirty (30) days' notice of such action.

(D) Unless otherwise prohibited by law, the School Resource Officer will be armed in accordance with the Lyons Police Department rules and regulations, training and certifications.

(E) In the event that the School Resource Officer is injured while performing any duty as a School Resource Officer, the District shall reimburse the Village for the payments which the Village is required to make to the School Resource Officer pursuant to the Public Employee Disability Act, 5 ILCS 345/1. Payments by the District to the Village shall be made not less than quarterly and shall be reduced by any set-offs received by the Village such as workers' compensation benefits, disability insurance or police pension benefits.

#### 4. Reciprocal Reporting

##### A. General Cooperation

1. The District shall provide the Village with a list of administrators (the “School Officials”) to be contacted as needed. The list will contain regular and emergency telephone and pager numbers and identify which administrators are to be contacted for various types of problems and the order in which the School Officials are to be contacted.

2. In addition to the School Resource Officer assigned to the School, the Village will provide the School with the name of one other officer responsible for implementing this Agreement. The police officers shall provide their regular and emergency telephone and pager numbers to the School Officials. The Village shall not designate any police officer to which the School objects.

3. The Superintendent and the School Resource Officer will meet to review the implementation of this Agreement as often as necessary.

##### B. Reporting of Student Criminal Activity

###### 1. By the School to Police Officials

a. School Officials will promptly report to the School Resource Officer the activity of students who attend the School that involve or are suspected to involve:

- i. Criminal gang activity;
- ii. Weapons such as guns and knives, explosives, impact devices, or any item used as a weapon;
- iii. Sale of drugs or other intoxicants;
- iv. Possession of drugs or other intoxicants;
- v. Fights or other violent activity;
- vi. Abuse, neglect, lock-out, and runaway situations;
- vii. Acts of vandalism;
- viii. Other activities involving students which threaten the safety of students or community members on or off School property; or

- ix. Any state or federal crime occurring or which has occurred on School property or at a School.
- b. Where violence or other activity poses an imminent threat to public safety, the information will be provided to the School Resource Officer as soon as possible.
- c. Where information regarding a School student is deemed to be minor and unlikely to assist in the protection of the safety of the School students or community members and does not constitute activities that involve or are suspected to involve those listed in Section 4(B)(C1)(a)(i-ix), the District need not disclose the information to the School Resource Officer. Information which is derived from the student's school records under the provisions of the Illinois School Student Records Act ("Act"), 105 ILCS 10/1 *et seq.*, shall not be disclosed to the Police Department absent the specific written consent of the student's parent/guardian, or the student is age 18 or older, by an order of a court of proper jurisdiction, or as otherwise permitted by the Act.
- d. In accordance with Section 10/6(a)(6.5) of the Act and this Agreement, the District may release school student records or information to juvenile authorities when necessary for the discharge of their official duties upon a request for information prior to adjudication of the student and if certified in writing that the information will not be disclosed to any other party except as provided by law or court order. "Juvenile authorities" include probation officers, law enforcement officers and prosecutors, and others as defined in Section 10/6(a)(6.5) of the Act.

2. By Police Officials to the School

- a. The Police Department will report to School Officials the same type of information referenced in Section 4(B)(1)(a) above, within the same time frames.

- b. As provided by Section 1-7(a)(8) of the Juvenile Court Act, the Police Department will share law enforcement records with School Officials that relate to the following offenses or suspected offenses with respect to a minor enrolled in the School who has been taken into custody or arrested when the Police Department believes that there is an imminent threat of physical harm to students, School personnel, or others who are present in the school or on school grounds:
- i. Any violation of Article 24 of the Criminal Code (720 ILCS 5/24 seq.) (weapons);
  - ii. A violation of the Illinois Controlled Substances Act (720 ILCS 570/100, et seq.);
  - iii. A violation of the Cannabis Control Act (720 ILCS 550/1, et seq.);
  - iv. A forcible felony as defined in Section 2-8 of the Criminal Code (720 ILCS 5/2-8);
  - v. A violation of the Methamphetamine Control and Community Protection Act (720 ILCS 646/1 et seq.);
  - vi. A violation of Section 1-2 of the Harassing and Obscene Communications Act (720 ILCS 5/26.5);
  - vii. A violation of the Hazing Act (720 ILCS 5/12C-50); or
  - viii. A violation of Section 12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.4, 12-3.5, 12-5, 12-7.3, 12-7.4, 12-7.5, 25-1, or 25-5 of the Criminal Code (720 ILCS 5/) (bodily harm and mob action).
- c. The Police Department will share information with School Officials concerning a minor who is the subject of a current police investigation that is directly related to school safety. Such information may only be shared orally. An investigation means an official, systemic inquiry by the Police Department into actual or suspected criminal activity.
- d. As required by Section 22-20 of the Illinois School Code, the Police Department shall report to School Officials whenever a student is detained for proceedings under the Juvenile Court Act or for any criminal offense or

any violation of a municipal or county ordinance. The report shall include the basis for the detention, the circumstances surrounding the detention, and the status of the proceedings. The Police Department shall periodically update the report as significant stages of the proceedings occur and with the disposition of the matter.

- e. In administering Section 22-20 of the School Code and this Agreement, the Police Department are not obligated to initiate reporting to the School regarding the detention of students for conduct deemed by the Police Department to be minor and unlikely to assist in the rehabilitation of the student or the protection or safety of students and employees in the School. In contrast, conduct involving vandalism, violence, gangs, weapons, drugs, alcohol, runaways, family disputes, abuse, or an appearance in court as a juvenile or an adult for other than minor traffic offenses would be reported. More generally, the Police Department will share information with School Officials where student misconduct outside of school is likely to be carried into school or school activities, or have a significant impact on the safety and well-being of students, staff, and community members associated with the schools. In turn, School Officials will share information with the Police Department where student misconduct in School or at School activities is likely to extend into the community or involve an offense for which reporting is required by law.
- f. Although the provisions of the Juvenile Court Act do not apply to students aged 17 or older, the Police Department shall provide School Officials with the same information regarding suspected criminal offenses committed by students ages 17 and older as is reported for students included in the scope of the Juvenile Court Act.

C. Confidentiality and Records

- 1. Content of Criminal Activity Information. All criminal activity information shall include the names of all involved persons, including School students

and minors, except in cases where the name of the victim is protected under the Rights of Crime Victims and Witnesses Act, 725 ILCS 120/1, *et seq.* or other applicable law.

2. Confidentiality of Records and Criminal Activity Information. Any law enforcement and student records subject to disclosure under this Agreement shall not be disclosed or made available in any form to any person or agency other than as set forth in this Agreement or as authorized by law. The Police Department and School Officials shall develop procedures to ensure such nondisclosure of criminal activity information, except as may be authorized by law or set forth in this Agreement. Such procedures shall be designed to also ensure that any criminal activity information is not available to other employees, or any persons other than as authorized by this Agreement or by law.
3. Illinois School Student Records Act. This Agreement is intended to satisfy Section 6(a)(6.5) of the Act, 105 ILCS 10/6(a)(6.5), which authorizes a school district to release information to law enforcement officers when necessary for the discharge of their official duties who request information prior to adjudication of the student and upon written certification that the information disclosed by the school will not be disclosed to any other party, except as provided by law or order of court.
4. Not Educational or School Records.
  - a. School Officials shall follow state and federal laws regarding student records. Consistent with Section 10/2(d) of the Illinois School Student Records Act, reports of the School Resource Officer shall be deemed the reports of a law enforcement professional and shall not be considered a student record, 105 ILCS 10/2(d). For purposes of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232(g), the School Resource Officer shall be considered a law enforcement unit of the school such that the records created by the School Resource

Officer for the purpose of law enforcement shall not be considered educational records.

- b. All reports and records shared by Police Department with School Officials shall be kept in a secure location and shall not be a public record. Such information shall be kept separate from and shall not become a part of the student's official school record. The information shall be used by School Officials solely to aid in the proper rehabilitation of the student and to protect the safety of students and employees in the School.

5. **Indemnification.** The District shall indemnify, defend, and hold harmless the Village, its officers, agents, and employees against any claims, damages, expenses or losses, including, but not limited to, reasonable attorney's fees, as a result of any property damages or personal injuries (including death), including those suffered by third parties, resulting from the implementation of this Agreement, except to the extent caused by the willful or intentional misconduct of the School Resource Officer unless under or through the direction of the District, its officers, or employees.

6. **Relationship of the Parties.** Nothing in this Agreement shall be construed to consider any party, or its respective employees or agents, as the agents or employees of the other party. Nothing contained in or done pursuant to this Agreement shall be construed as creating a partnership, agency, joint employer or joint venture relationship between the Village and the District. No party shall become bound, with respect to third parties, by any representation, act or omission of the other party. This Agreement is for the benefit of the Parties only and is not intended to raise or acknowledge any duty regarding conduct or other form of liability as to third parties.

7. **Entire Agreement.** This Agreement sets forth all the covenants, conditions and promises between the parties, represents the entire agreement between the parties, and supersedes all previous communications or understandings whether oral or written.

8. **Amendment.** This Agreement may be amended only in writing with approval of both the District and the Village.

9. **Governing Law and Venue.** This Agreement shall be construed in accordance with the law and Constitution of the State of Illinois, and if any provision is found invalid for any reason, such validation shall not render invalid other provisions that can be given effect without the invalid provision. Venue for any litigation shall be in the Circuit Court of Cook County.

10. **Effective Date and Term of Agreement.** This Agreement shall become effective as of the Effective Date and shall remain in effect until terminated by either party upon thirty (3) days prior written notice.

11. **Notice.** Any and all notices, demands, requests and other communications necessary or desirable to be served under this Agreement shall be in writing and shall be either personally delivered or delivered to the Party or the Party's attorney by (i) email, (ii) prepaid same-day or overnight delivery service (such as Federal Express or UPS), with proof of delivery requested, or (iii) United States registered or certified mail, return receipt requested, postage prepaid, in each case addressed as follows:

Said notice shall be served upon the District at the following address:

Lyons Elementary School District No. 103  
Attn: Kristopher Rivera, Superintendent  
4100 Joliet Avenue  
Lyons, Illinois 60534  
Email: \_\_\_\_\_

Said notice shall be served upon the Village at the following address:

Village of Lyons  
Attn: Thomas Herion, Chief of Police  
4200 Lawndale Avenue  
Lyons, Illinois 60534  
Email: [therion@villageoflyons-il.net](mailto:therion@villageoflyons-il.net)

or such other address or addresses or to such other party when any party entitled to receive notice hereunder may designate for itself from time to time in a written notice served upon the other parties hereto in accordance herewith. Any notice sent as hereinabove provided shall be deemed to have been received (i) on the date it is personally delivered, if delivered in person, (ii) on the date it is electronically transmitted by email, (iii) on the first business day after the date it is deposited with the overnight courier service, if delivered by overnight courier service, or (iv) on

the third (3<sup>rd</sup>) business day following the postmark date which it bears, if delivered by United States registered or certified mail, return receipt requested, postage prepaid.

[ *SIGNATURE PAGE TO FOLLOW* ]

**IN WITNESS THEREOF**, the undersigned duly authorized representatives of the District and the Village have caused this Agreement to be executed.

**LYONS ELEMENTARY SCHOOL DISTRICT NO. 103**

By: \_\_\_\_\_  
Jorge Torres, Board President

ATTEST:

By: \_\_\_\_\_  
Vito Campanile, Board Secretary

DATED this \_\_\_\_\_ day of February 2021.

**VILLAGE OF LYONS**

By: \_\_\_\_\_  
Christopher Getty, Mayor

ATTEST:

By: \_\_\_\_\_  
Irma Quintero, Village Clerk

DATED this 23<sup>rd</sup> day of February 2021.