

SCHOOL DISTRICT NO. 103
BOARD OF EDUCATION MEETING
November 22, 2022
6:00 PM

REGULAR MEETING CONSISTENT WITH THE REQUIREMENTS OF THE ILLINOIS REVISED STATUTES CHAPTER 102, PARAGRAPH 42.02 (OPEN MEETINGS ACT), NOTICES OF THIS MEETING HAVE BEEN POSTED. LOCATION OF THE MEETING IS CAFETERIA OF GEORGE WASHINGTON MIDDLE SCHOOL, 8101 OGDEN AVENUE, LYONS, ILLINOIS 60534, AT 6:00 PM.

AGENDA

<u>I. Call to Order</u>	
<u>II. Pledge of Allegiance</u>	
<u>III. Roll Call</u>	
<u>IV. Reading of Communications</u>	
<u>V. Year-to-Date Financials</u>	<u>3</u>
<u>VI. Superintendent's Report</u>	
<u>VII. Public Comment</u>	
<u>VIII. Consent Agenda</u>	
A. Authorize Payment of Monthly Bills for November 2022	
1. Board Bills, November 2022	16
2. Activity Funds November 2022	50
B. Approval of Minutes	
1. Regular Minutes of October 25, 2022	56
C. Approval of Personnel Hires/Resignations/Leaves List #11.22.22	60
D. Second Reading of Policies	
1. Policy 5:150 - Personnel Records	61
2. Policy 5:180 - Temporary Illness or Temporary Incapacity	63
3. Policy 5:185 - Family and Medical Leave	65
4. Policy 5:200 - Terms and conditions of Employment and Dismissal	69
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6. Policy 5:220 - Substitute Teachers	72
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8. Policy 5:270 - Employment At-Will, Compensation, and Assignment	77
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10. Policy 5:300 - Schedules and Employment Year	81
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12. Policy 5:330 Sick Days, Vacation, Holidays, and Leaves	84
13. Policy 5:35 - Compliance with the Fair Labor Standards Act	88

14. Policy 5:60 - Expenses	90
15. Policy 5:70 - Religious Holidays	94
16. Policy 5:80 - Court Duty	95
17. Policy 6:140 - Education of Homeless Children	97
18. Policy 6:290 - Homework	99
19. Policy 6:80 - Teaching About Controversial Issues	100
20. Policy 7:15 - Student and Family Privacy Rights	101
21. Policy 8:110 - Public Suggestions and Concerns	104

IX. Discussion

A. IASB Tri-Conference

X. Action Item

A. Estimated Tax Levy and Authorize Publication of Truth-In-Taxation Hearing Notice for the 2022 Tax Levy

XI. Closed Session

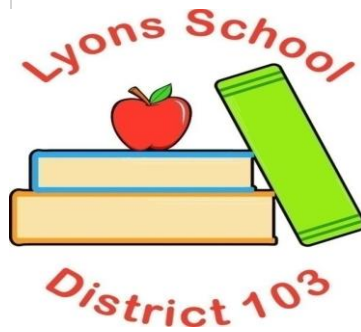
The Board will go into Closed Executive Session to discuss collective negotiating matters between the public body and its employees or their representatives, and/or deliberations concerning salary schedules for one or more classes of employees, pursuant to Section 2(c)(2) of the Open Meetings Act, 5 ILCS 120/2(c)(2); and pending litigation pursuant to Section 2(c)11 of the Open Meetings Act, 5 ILCS 120/2(c)(11).

XII. Return to Open Session

XIII. Action Item

A. Approval of Custodial Collective Bargaining Agreement Between Lyons School District 103 and SEIU Local 73 from July 1, 2022 thru June 30, 2025

XIV. Adjournment



Working Together to Expand Student Opportunities

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

OCTOBER YTD Financials

Fiscal Year 2023

Presented to BOE

11/22/2022

Lyons School District 103					
EDUCATION FUND					
Y-T-D REVENUE and EXPENSE by SOURCE					
31-Oct-22					
1		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	October	10/31/2022	Realized
Property Taxes	\$ 16,484,818	42.17%	\$ -	\$ -	-
Corp. Per. Prop. Replacement Taxes	\$ 4,777,975	12.22%	\$ 1,258,148	\$ 2,563,665	53.66
State Evidence Based Funding (EBF)	\$ 11,823,653	30.25%	\$ 1,114,504	\$ 2,229,008	18.85
Categorical State Aid	\$ 861,247	2.20%	\$ 120,579	\$ 1,546,471	245.56
State Early Childhood Block Grant	\$ 593,370	1.52%	\$ -	\$ 307,308	51.79
Federal Nutrition Program	\$ 486,526	1.24%	\$ 3,135	\$ 155,276	31.92
Federal Title 1	\$ 519,530	1.33%	\$ -	\$ 521,123	100.31
Other Federal	\$ 3,347,426	8.56%	\$ 37,057	\$ 185,089	7.24
Earnings on Investments	\$ 149,200	0.38%	\$ -	\$ -	-
Food Service	\$ 2	0.00%	\$ 1,345	\$ 1,345	67,227.50
Fees	\$ 41,001	0.10%	\$ 7,565	\$ 15,680	38.24
Other Rev; Before School & Camps	\$ 3,500	0.01%	\$ -	\$ 348,941	9,969.75
Total Revenue	\$ 39,088,248	100.00%	\$2,542,333	\$7,873,906	20.14%
EXPENDITURES	Budget	Of Total	Monthly	as of	Percent
	FY2023	Expenditures	October	10/31/2022	Realized
Salaries	\$ 19,081,306	55.88%	\$ 1,509,604	\$ 4,243,032	22.24
Benefits	\$ 4,767,430	13.96%	\$ 395,814	\$ 1,301,407	27.30
Purchased Services	\$ 5,991,510	17.55%	\$ 1,515,294	\$ 2,912,009	48.60
Supplies	\$ 1,707,780	5.00%	\$ 208,155	\$ 617,116	36.14
Capital Outlay	\$ 107,670	0.32%	\$ 40	\$ 3,489	3.24
Special Ed Tuition	\$ 2,326,380	6.81%	\$ 1,426,565	\$ 1,599,633	68.76
Dues&Fees/Tuition/Contingency	\$ 162,240	0.48%	\$ -	\$ 52,584	32.41
Total Expenditures	34,144,316	100.00%	5,055,473	10,729,269	31.42%
Surplus/(Deficit)	\$ 4,943,932		\$ (2,513,140)	\$ (2,855,362)	

Lyons School District 103

OPERATION AND MAINTENANCE FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-Oct-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	October	10/31/2022	Realized
Property Taxes	\$ 2,296,900	43.55%	\$ -	\$ -	-
State Evidence Based Funding (EBF)	\$ 1,150,000	21.80%	\$ -	\$ -	-
Federal Aid	\$ 1,778,831	33.72%	\$ -	\$ 3,801	-
Earnings on Investments	\$ 49,000	0.93%	\$ -	\$ -	-
Rentals	\$ -	0.00%	\$ -	\$ -	-
Maintenance Grant	\$ -	0.00%	\$ -	\$ -	-
Other Revenue Sources	\$ -	0.00%	\$ -	\$ -	-
Total Revenue	5,274,731	100.00%	-	3,801	0.07%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	October	10/31/2022	Realized
Salaries	\$ 1,340,770	30.62%	\$ 105,856	\$ 412,039	30.73
Benefits	\$ 221,910	5.07%	\$ 18,905	\$ 81,393	36.68
Purchased Services	\$ 2,008,071	45.86%	\$ 31,729	\$ 194,517	9.69
Supplies	\$ 751,890	17.17%	\$ 30,423	\$ 133,643	17.77
Capital Outlay	\$ 17,150	0.39%	\$ 1,100	\$ 7,820	45.60
Other Objects	\$ 400	0.01%	\$ -	\$ 4,048	1,012.06
Dues&Fees/Contingency	\$ 38,540	0.88%	\$ -	\$ -	-
Total Expenditures	4,378,731	5100.00%	188,013	833,460	19.03%
Surplus/(Deficit)	\$ 896,000		\$ (188,013)	\$ (829,660)	

Lyons School District 103

MUNICIPAL RETIREMENT, SOCIAL SECURITY & MEDICARE FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-Oct-22

REVENUES	Budget	% Of Total	Monthly	YTD	Percent
	FY2023	Revenue	October	as of 10/31/2022	of Budget Realized
Property Taxes	\$638,800	64.67%	\$0	\$0	-
Corp. Per. Prop. Replacement Taxes	\$320,000	32.40%	\$320,000	\$320,000	100.00
Earnings on Investments	\$29,000	2.94%	\$0	\$0	-
Other Revenue		0.00%			-
Total Revenue	987,800	100.00%	\$320,000	\$320,000	32.40

EXPENDITURES	Budget	% Of Total	Monthly	Actual	Percent
	FY2023	Expenditures	October	as of 10/31/2022	of Budget Realized
Benefits	\$ 968,060	99.38%	\$ 75,154	\$ 239,508	24.74
Purchased Services	\$ 6,010	0.62%	\$ -	\$ -	-
Total Expenditures	974,070	100.00%	75,154	239,508	24.59%

Surplus/(Deficit)	\$ 5,692		\$ 244,846	\$ 80,492	
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Lyons School District 103

TORT IMMUNITY FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-Oct-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	October	10/31/2022	Realized
Property Taxes	\$ 332,100	99.19%	\$ -	\$ -	-
Earnings on Investments	\$ 2,700	0.81%	\$ -	\$ -	-
Other Revenue		0.00%			
Total Revenue	\$ 334,800	100.00%	\$0	\$0	0.00%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	October	10/31/2022	Realized
Salaries	\$ 67,600	24.98%	\$ 13,000.00	\$ 13,000.00	19.23
Purchase Services	\$ 203,020	75.02%	\$ 29,931	\$ 162,588	80.08
Total Expenditures	\$ 270,620	100.00%	42,931	175,588	64.88%
Surplus/(Deficit)	\$ 64,180		\$ (42,931)	\$ (175,588)	

Lyons School District 103

TRANSPORTATION FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-Oct-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	October	10/31/2022	Realized
Property Taxes	\$ 1,360,200	72.51%	\$ -	\$ -	-
Categorical State Aid	\$ 443,900	23.66%	\$ -	\$ 58,928	13.28
Earnings on Investments	\$ 71,700	3.82%	\$ -	\$ -	-
Other Revenue	\$ -	0.00%	\$ -	\$ -	-
Total Revenue	\$ 1,875,800	100.00%	\$ 0	\$58,928	3.14%

		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	October	10/31/2022	Realized
Salaries	\$ 14,630	0.92%	\$ -	\$ -	-
Benefits	\$ 160	0.01%	\$ -	\$ -	-
Purchased Services	\$ 1,578,920	99.07%	\$ 105,134	\$ 257,520	16.31
Supplies	\$0	0.00%	\$0	\$0	-
Capital Outlay	\$0	0.00%	\$0	\$0	-
Dues&Fees/Contingency	\$0	0.00%	\$0	\$0	-
Total Expenditures	1,593,710	100.00%	105,134	257,520	16.16%
		8			
Surplus/(Deficit)	\$ 282,090		\$ (105,134)	\$ (198,592)	

Lyons School District 103

WORKING CASH FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-Oct-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	October	10/31/2022	Realized
Property Taxes	\$90,200	75.99%	\$0	\$0	-
Earnings on Investments	\$28,500	24.01%	\$0	\$0	-
Total Revenue	\$118,700	100.00%	\$0	\$0	0.00%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	October	10/31/2022	Realized
Interfund Transfer					0.00%
Total Expenditures	\$ -	0.00%	\$ -	\$ -	0.00%
Surplus/(Deficit)	\$ 118,700		\$ -	\$ -	

Lyons School District 103					
COMBINED OPERATING FUNDS					
Y-T-D REVENUE and EXPENSE by SOURCE					
31-Oct-22					
REVENUES	Budget	%	Monthly	YTD	Percent
	FY2023	Of Total	October	as of	of Budget
		Revenue		10/31/2022	Realized
Property Taxes	\$21,203,018	44.47%	\$0	\$0	-
Corp. Per. Prop. Replacement Taxes	\$5,097,975	10.69%	\$1,578,148	\$2,883,665	56.56
State Evidence Based Funding (EBF)	\$12,973,653	27.21%	\$1,114,504	\$2,229,008	17.18
Categorical State Aid	\$1,305,147	2.74%	\$120,579	\$1,605,399	123.01
State Early Childhood Block Grant	\$593,370	1.24%	\$0	\$307,308	51.79
Federal Nutrition Program	\$486,526	1.02%	\$3,135	\$155,276	31.92
Federal Title 1	\$519,530	1.09%	\$0	\$521,123	100.31
Other Federal	\$5,126,257	10.75%	\$37,057	\$188,889	3.68
Earnings on Investments	\$330,100	0.69%	\$0	\$0	-
Food Service	\$2	0.00%	\$1,345	\$1,345	67,227.50
Fees	\$41,001	0.09%	\$7,565	\$15,680	38.24
Before School Care, Camps	\$3,500	0.01%	\$0	\$348,941	9,969.75
Rentals	\$0	0.00%	\$0	\$0	-
Maintenance Grants	\$0	0.00%	\$0	\$0	-
Other Revenue	\$0	0.00%	\$0	\$0	-
Total Revenue	\$47,680,079	100.00%	\$2,862,333	\$8,256,635	17.32%
	-				
	(\$47,680,079)	%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	October	10/31/2022	Realized
Salaries	\$20,504,306	49.57%	\$1,628,460	\$4,668,071	22.77
Benefits	\$4,989,500	12.06%	\$414,720	\$1,382,799	27.71
IMRF/FICA/SS/Medicare	\$968,060	2.34%	\$75,154	\$239,508	24.74
Purchased Services	\$9,787,531	23.66%	\$1,682,088	\$3,526,634	36.03
Supplies	\$2,459,670	5.95%	\$238,578	\$750,759	30.52
Capital Outlay	\$124,820	0.30%	\$1,140	\$11,309	9.06
Special Ed Tuition	\$2,326,380	5.62%	\$1,426,565	\$1,599,633	68.76
Other, Dues&Fees/Contingency	\$201,180	0.49%	\$0	\$56,632	28.15
Total Expenditures	41,361,447	100.00%	5,466,704	12,235,346	29.58%
Surplus/(Deficit)	\$6,318,632		(\$2,604,372)	(\$3,978,711)	

Lyons School District 103

DEBT SERVICE FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-Oct-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	October	10/31/2022	Realized
Property Taxes	\$ 1,043,100	98.63%	\$ -	\$ -	-
Earnings on Investments	\$ 14,500	1.37%	\$ -	\$ -	-
Total Revenue	\$ 1,057,600	100.00%	\$0	\$0	0.00%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	October	10/31/2022	Realized
Debt Service	\$ 979,180	100.00%	\$ -	\$ -	-
Total Expenditures	\$ 979,180	100.00%	\$0	\$0	0.00%
Surplus/(Deficit)	\$ 78,420		\$ -	\$ -	

Lyons School District 103

CAPITAL PROJECTS FUND

Y-T-D REVENUE and EXPENSE by SOURCE

31-Oct-22

	Budget	%	Monthly	YTD	Percent
REVENUES	FY2023	Of Total	October	as of	of Budget
		Revenue		10/31/2022	Realized
Earnings on Investments	8.00	100.00%	-	-	-
Total Revenue	8.00	100.00%	\$0	\$0	0.00%
	Budget	%	Monthly	Actual	Percent
EXPENDITURES	FY2023	Of Total	October	as of	of Budget
		Expenditures		10/31/2022	Realized
Capital Outlay					0.00%
Total Expenditures	\$0	0.00%	\$0	\$0	0.00%
Surplus/(Deficit)	\$8		\$0	\$0	

Lyons School District 103
HEALTH-LIFE-SAFETY FUND
Y-T-D REVENUE and EXPENSE by SOURCE

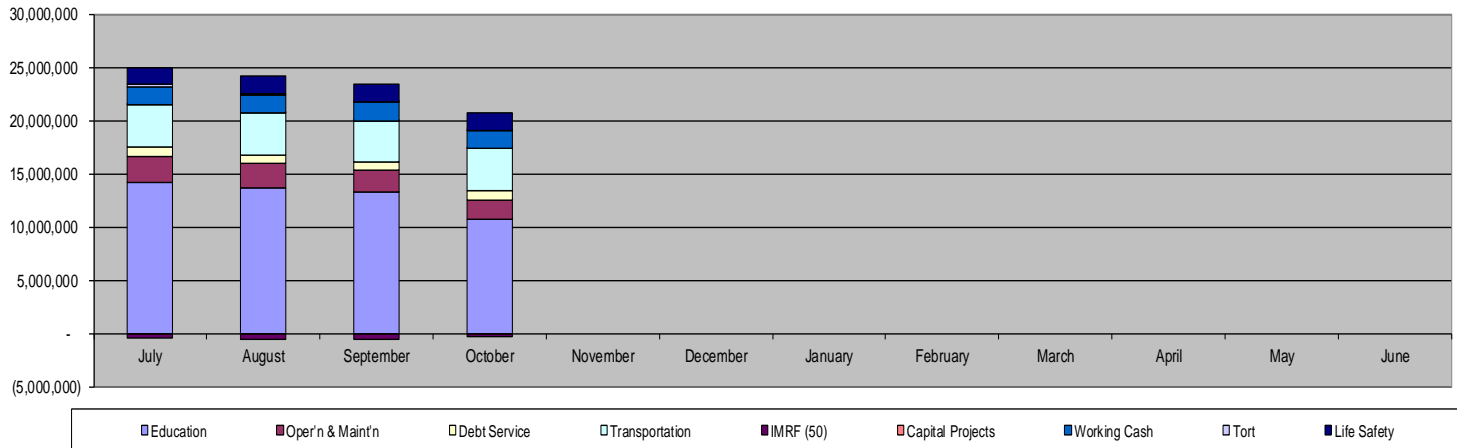
31-Oct-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	October	10/31/2022	Realized
Property Taxes	258,638	76.90%	\$ -	\$ -	-
Earnings on Investments	11,862	4.40%	\$ -	\$ -	-
Other Revenue	50,000	18.70%	\$ -	\$ -	-
Total Revenue	320,500	100.00%	\$0	\$0	0.00%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	October	10/31/2022	Realized
Purchased Services	159,740	100.00%	\$ -	\$ -	-
Total Expenditures	159,740	100.00%	\$0	\$0	0.00%
Surplus/(Deficit)	\$ 160,760		\$ -	\$ -	

COMBINED ALL FUNDS					
Y-T-D REVENUE and EXPENSE by SOURCE					
31-Oct-22					
REVENUES	Budget FY2023	% Of Total Revenue	Monthly October	YTD as of 10/31/2022	Percent of Budget Realized
Property Taxes	\$22,504,756	46%	\$0	\$0	-
Corp. Per. Prop. Replacement Taxes	\$5,097,975	10%	\$1,578,148	\$2,883,665	56.56
State Evidence Based Funding (EBF)	\$12,973,653	26%	\$1,114,504	\$2,229,008	17.18
Categorical State Aid	\$1,305,147	3%	\$120,579	\$1,605,399	123.01
State Early Childhood Block Grant	\$593,370	1%	\$0	\$307,308	51.79
Federal Nutrition Program	\$486,526	1%	\$3,135	\$155,276	31.92
Federal Title 1	\$519,530	1%	\$0	\$521,123	100.31
Other Federal	\$5,126,257	10%	\$37,057	\$188,889	3.68
Earnings on Investments	\$356,470	1%	\$0	\$0	-
Food Service	\$2	0%	\$1,345	\$1,345	67,227.50
Fees	\$41,001	0%	\$7,565	\$15,680	38.24
Before School Care, Camps	\$3,500	0%	\$0	\$348,941	9,969.75
Rentals	\$0	0%	\$0	\$0	#DIV/0!
Maintenance Grants	\$0	0%	\$0	\$0	#DIV/0!
Other Revenue	\$50,000	0%	\$0	\$0	-
Total Revenue	\$49,058,187	100.00%	\$2,862,333	\$8,256,635	16.83%
EXPENDITURES	Budget FY2023	% Of Total Expenditures	Monthly October	Actual as of 10/31/2022	Percent of Budget Realized
Salaries	\$20,504,306	48.25%	\$1,628,460	\$4,668,071	2,276.63
Benefits	\$4,989,500	11.74%	\$414,720	\$1,382,799	2,771.42
IMRF/FICA/SS/Medicare Fund	\$968,060	2.28%	\$75,154	\$239,508	0.25
Debt Service Fund	\$979,180	2.30%	\$0	\$0	3,603.19
Life Safety Fund	\$159,740	0.38%	\$0	\$0	3,052.28
Purchased Services	\$9,787,531	23.03%	\$1,682,088	\$3,526,634	906.03
Supplies	\$2,459,670	5.79%	\$238,578	\$750,759	6,876.06
Capital Outlay	\$124,820	0.29%	\$1,140	\$11,309	2,814.98
Special Ed Tuition	\$2,326,380	5.47%	\$1,426,565	\$1,599,633	29.58
Dues&Fees/Contingency	\$201,180	0.47%	\$0	\$56,632	28.15
Total Expenditures	\$42,500,367	100.00%	\$5,466,704	\$12,235,346	28.79%
Surplus/(Deficit)	\$6,557,820		(\$2,604,372)	(\$3,978,711)	

Lyons Elementary School District 103
Fiscal Year 2022-2023 Fund Balance
Source: Lyons Elementary School District 103 Monthly Reports

Fiscal Year 2022-2023												
Fund	July	August	September	October	November	December	January	February	March	April	May	June
Education	14,197,624	13,683,640	13,238,942	10,725,801	-	-	-	-	-	-	-	-
Oper'n & Maint'n	2,461,637	2,245,110	2,023,101	1,835,088	-	-	-	-	-	-	-	-
Debt Service	825,739	825,739	825,739	825,739	-	-	-	-	-	-	-	-
Transportation	4,012,440	3,968,913	3,897,433	3,956,109	-	-	-	-	-	-	-	-
IMRF (50)	(484,831)	(539,856)	(616,466)	(371,620)	-	-	-	-	-	-	-	-
SSI/MEDICARE (51)	1,835,121	1,835,121	1,835,121	1,835,121	-	-	-	-	-	-	-	-
Capital Projects	460	460	460	460	-	-	-	-	-	-	-	-
Working Cash	1,685,737	1,685,737	1,685,737	1,685,737	-	-	-	-	-	-	-	-
Tort	170,442	127,579	97,647	54,716	-	-	-	-	-	-	-	-
Life Safety	1,566,734	1,566,734	1,566,734	1,566,734	-	-	-	-	-	-	-	-
Total	26,271,102	25,399,177	24,554,448	22,113,885	-	-	-	-	-	-	-	-



To Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on 11/22/2022
 Checks for the amount shown are hereby requested:

PAYEE	DATE PAID	AMOUNT
Net Salaries	SP10.03.22	\$ 742.96
First American Bank H S A	Employee Deduction	\$ -
Inland Bank H S A	Employee Deduction	\$ -
AXA Equitable Life	OMNI Liability	\$ -
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$ 159.39
First Investors Group	OMNI Liability Payment	\$ -
Illinois Department of Revenue	State Withholding Employee/Employer	\$ 43.34
Illinois Municipal Retirement	Employee Deduction	\$ 41.26
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$ -
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$ -
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$ -
AIG VALIC	OMNI Liability	\$ -
Great American Financial Resources	OMNI Liability	\$ -
Guardian Vision	Employees' Portion	\$ -
Illinois Municipal Retirement	Board Paid	\$ 94.25
Lincoln Investment Planning	OMNI Liability	\$ -
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$ -
Waddell & Reed, Inc.	OMNI Liability	\$ -
Expert Pay	Child Support	\$ -
AXA Equitable Life (457B)	Employee Deduction - 457B	\$ -

SEIU Local 73 COPE		\$	-
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	-
Lyons Township School Treasurer		\$	-
West Suburban Teachers Union		\$	-
Net Salaries	V10.13.22	\$	(5,736.04)
First American Bank H S A	Employee Deduction	\$	-
Inland Bank H S A	Employee Deduction	\$	-
AXA Equitable Life	OMNI Liability	\$	-
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	(174.00)
First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding Employee/Employer	\$	(176.96)
Illinois Municipal Retirement	Employee Deduction	\$	-
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$	-
Teachers' Health Insurance Security	TRS EMPLOYEE PAID'	\$	-
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$	-
AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	-
Illinois Municipal Retirement	Board Paid	\$	-
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$	-

Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B	\$	-
SEIU Local 73 COPE		\$	-
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	-
Lyons Township School Treasurer		\$	-
West Suburban Teachers Union		\$	-
Net Salaries	10.14.22	\$	564,622.82
First American Bank H S A	Employee Deduction	\$	-
Inland Bank H S A	Employee Deduction	\$	4,740.22
AXA Equitable Life	OMNI Liability	\$	12,487.90
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	109,258.50
First Investors Group	OMNI Liability Payment	\$	100.00
Illinois Department of Revenue	State Withholding Employee/Employer	\$	33,817.95
Illinois Municipal Retirement	Employee Deduction	\$	8,956.26
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$	4,220.76
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	5,267.07
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$	63,618.30
AIG VALIC	OMNI Liability	\$	300.00
Great American Financial Resources	OMNI Liability	\$	200.00
Guardian Vision	Employees' Portion	\$	984.08
Illinois Municipal Retirement	Board Paid	\$	16,355.64

Lincoln Investment Planning	OMNI Liability	\$	2,124.16
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$	5,205.09
Waddell & Reed, Inc.	OMNI Liability	\$	75.00
Expert Pay	Child Support	\$	792.30
AXA Equitable Life (457B)	Employee Deduction - 457B	\$	-
Illinois Dept. of Rev.	Employee Tax Levy Rawske, David	\$	521.40
SEIU Local 73 COPE		\$	35.50
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	970.15
Lyons Township School Treasurer	Flex Unreimbursed	\$	542.62
West Suburban Teachers Union	Teacher Dues	\$	10,835.32
Net Salaries	V10.14.22	\$	(210.03)
First American Bank H S A	Employee Deduction	\$	-
Inland Bank H S A	Employee Deduction	\$	-
AXA Equitable Life	OMNI Liability	\$	-
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	(36.76)
First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding Employee/Employer	\$	(11.89)
Illinois Municipal Retirement	Employee Deduction	\$	-
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$	-
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	-
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$	-

AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	-
Illinois Municipal Retirement	Board Paid	\$	-
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$	-
Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B	\$	-
SEIU Local 73 COPE		\$	-
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	-
Lyons Township School Treasurer		\$	-
West Suburban Teachers Union		\$	-
Net Salaries	SP10.20.22	\$	1,713.25
First American Bank H S A	Employee Deduction	\$	-
Inland Bank H S A	Employee Deduction	\$	-
AXA Equitable Life	OMNI Liability	\$	-
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	159.39
First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding Employee/Employer	\$	43.34
Illinois Municipal Retirement	Employee Deduction	\$	41.26

NuMark Credit Union	Credit Union Deductions Employee Deductions	\$	-
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	-
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$	-
AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	-
Illinois Municipal Retirement	Board Paid	\$	94.25
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$	-
Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B	\$	-
SEIU Local 73 COPE		\$	-
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	-
Lyons Township School Treasurer		\$	-
West Suburban Teachers Union		\$	-
Net Salaries	10.31.22	\$	546,936.08
First American Bank H S A	Employee Deduction	\$	-
Inland Bank H S A	Employee Deduction	\$	227.72
AXA Equitable Life	OMNI Liability	\$	12,487.90
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	104,173.58

First Investors Group	OMNI Liability Payment	\$	100.00
Illinois Department of Revenue	State Withholding Employee/Employer	\$	32,766.90
Illinois Municipal Retirement	Employee Deduction	\$	-
Illinois Municipal Retirement IMRF	Employee Deduction	\$	8,588.46
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$	4,220.76
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	5,204.24
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$	63,058.67
AIG VALIC	OMNI Liability	\$	300.00
Great American Financial Resources	OMNI Liability	\$	200.00
Guardian Vision	Employees' Portion	\$	987.31
Illinois Municipal Retirement	Board Paid	\$	15,303.24
Lincoln Investment Planning	OMNI Liability	\$	2,124.16
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$	5,158.51
Waddell & Reed, Inc.	OMNI Liability	\$	75.00
Expert Pay	Child Support	\$	792.30
AXA Equitable Life (457B)	Employee Deduction - 457B	\$	-
Illinois Dept. of Rev.	Employee Tax Levy Rawske, David	\$	323.40
SEIU Local 73 COPE		\$	35.50
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	999.94
Lyons Township School Treasurer	Employee Flex	\$	696.24
West Suburban Teachers Union	Teachers Dues	\$	10,988.65

PAYEE	DATE PAID	AMOUNT
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Board President

Board Secretary

Prepared by

Bill Chud

Business Manager

Superintendent

Salaries/Benefits	\$ 1,658,566.61
Special voucher requests	\$ -

Pages 1 - 22 - Accounts Payable Total

Total Bill List Paid in Month	\$ 1,658,566.61
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Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
93808	ABLE PRINTING SERVICE	11/22/2022	48073	Home-Envelopes	0	187.93	187.93
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		187.93	
93809	ACCOUNTEMPS	11/22/2022	60836680	W.E. 09.30.22	0	3,117.73	13,246.03
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		3,117.73	
			60957894	W.E. 10.21.22 DS	0	2,204.80	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,204.80	
			60998551	W.E. 10.28.22 DS	0	2,756.00	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,756.00	
			61040404	W.E. 11.04.22	0	2,962.70	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,962.70	
			61067247	W.E. 11.11.22	0	2,204.80	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,204.80	
93810	AMAZON CAPITAL SERVICES	11/22/2022	17YYFT43MRM4	Headphones for Comp Skills, Binders and Page Protectors for Pajeau, Basketball scorebooks	5002200029	546.75	6,890.83
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		546.75	
			1JQCK9CMCVXD	plastic cups for Nurses office	7022200018	23.99	
10E000	2130 4110 00 000000			EDUCATION/DISTRICT OFFICE/HEALTH SERVICES/SUPPLIES		23.99	
			1JQCK9CMHL33	Amazon order for supply closet	6002200005	112.09	
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		112.09	
			1JQCK9CMND9K	page protectors	5002200025	74.94	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		74.94	
			1KVTGCHXLFF6	office toner, staplers	5002200032	136.09	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		136.09	
			1LF7QQD1CTVW	headphones, supplies	5002200026	245.29	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		245.29	
			1LF7QQD1G7W7	item for school	4002200021	19.99	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		19.99	
			1LF7QQD1HJLJ	items for	4002200022	14.99	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E400	1110 4100 00 000000			students EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		14.99	
			1LF7QQD1PKH7	Classroom and Office Supplies	3002200009	483.09	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		483.09	
			1LLLC33L4N4P	13 Colonies Map for Papnicholas SS	5002200027	10.90	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		10.90	
			1NMMHY7YKF16	SPED Supply	7022200019	44.97	
10E000	2110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ATTENDANCE AND SOCIAL WORK SE		44.97	
			1NMMHY7YQ3FF	Office Supplies	7002200010	166.53	
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		166.53	
			1NMMHY7YQJP9	tackboard for Egan	6002200004	69.29	
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		69.29	
			1QHKRT6HF9VG	items for teacher	4002200026	27.86	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		27.86	
			1QHKRT6HFHV7	File cabinet for GW psychologist	7052200013	229.00	
10E000	2110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ATTENDANCE AND SOCIAL WORK SE		229.00	
			1QHKRT6HGJ7H	Principal Month Appreciation	7002200011	486.00	
10E000	2310 3900 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/O		486.00	
			1QXDRW3JGFGF	PBS School store	5002200021	622.18	
10E500	1110 4110 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		622.18	
			1QXDRW3JPKKC	binders	7042200019	116.51	
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		116.51	
			1QXDRW3JQOCK	Date Received stamps, parking sign	5002200034	67.84	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		67.84	
			1QXDRW3JQQPN	Office Supplies	2002200004	576.71	
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		576.71	
			1TPXXXDRGT9V	File cabinets for Psychologists	7052200005	684.85	
10R000	4998 0000 00 499802			EDUCATION/DISTRICT OFFICE/OTHER RESTRICTED GRANTS/./ESS		684.85	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000 2540 3440 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		63.87	
93815 AT&T		11/22/2022	S661185185 22308	Nov 22' monthly invoice	0	4,207.69	4,207.69
20E000 2540 3440 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		4,207.69	
93816 AT&T		11/22/2022	2922453705	Nov 22' Statement	0	3,197.10	3,197.10
20E000 2540 3440 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,197.10	
93817 AT&T GLOBAL SERVICES		11/22/2022	SB261698	Costello- Voice CPE Support	0	156.55	965.09
20E600 2540 3440 00 000000				OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		156.55	
			SB261699	Home- Voice CPE Support	0	117.35	
20E200 2540 3440 00 000000				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		117.35	
			SB261700	GWMS Voice CPE Support	0	378.09	
20E500 2540 3440 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		378.09	
			SB261701	Robinson Voice CPE Support	0	156.55	
20E400 2540 3440 00 000000				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		156.55	
			SB261703	Lincoln Voice CPE Support	0	156.55	
20E300 2540 3440 00 000000				OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		156.55	
93818 Baisden, Brandon		11/22/2022	mileage 110722	Mileage BB 11.07.22	0	286.25	286.25
10E000 2330 3320 00 000000				EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		286.25	
93819 BARTHE, JACLYN J		11/22/2022	OL-5027	Tuition Reimbursement	0	369.00	1,107.00
10E600 1110 2300 00 000000				EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		369.00	
			OL-5222	Tuition Reimbursement	0	369.00	
10E600 1110 2300 00 000000				EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		369.00	
			OL-5855	Tuition Reimbursement	0	369.00	
10E600 1110 2300 00 000000				EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		369.00	
93820 BLISSFUL OWL-USE STEPHANIE LUK		11/22/2022	1304	Yoga class/ families	0	600.00	600.00
10E000 1274 3900 00 370500				EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD 0-3/OTHER PUR		600.00	
93821 BLUE CROSS BLUE SHIELD OF IL		11/22/2022	2108636633	Statement	0	455,246.08	455,246.08

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				10.01.22-10.31.22			
10L000	4867 0000 00 000000			EDUCATION/DISTRICT OFFICE/BCBS PPO Flex/.		455,246.08	
93822	BMO HARRIS COMMERCIAL CARD	11/22/2022	110522	charges Oct 22' charges	0	9,893.90	9,893.90
10E000	2310 3120 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		6,942.72	
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		579.78	
10E000	2320 6400 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		1,384.40	
10E000	2310 3900 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/O		987.00	
93823	BOB & JOHN'S MOBIL	11/22/2022	1022165	November service	0	219.21	437.09
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		219.21	
			1022230	November Service	0	117.18	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		117.18	
			1029530	November Service	0	100.70	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		100.70	
93824	BRITTEN SCHOOL	11/22/2022	15581	Oct22 CA FA SB Private	0	16,873.92	16,873.92
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		11,249.28	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		5,624.64	
93825	CASE LOTS INC	11/22/2022	13964	Edison- Antibac foam soap	0	317.40	7,385.10
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		317.40	
			14041	Home- can liners/ sanitizer	0	574.10	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		574.10	
			14234	Edison- Vinyl Gloves	0	335.75	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		335.75	
			14268	GWMS- Pinesol/can liners	0	901.80	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		901.80	
			14269	GWMS-Waste can/ bucket	0	1,295.20	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,295.20	
			14464	GWMS- Antibac Foam soap	0	529.00	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		529.00	
			14465	Costello- Antibac Foam Soap	0	476.10	
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		476.10	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			14466	Costello-Hand Sanitizer	0	349.50	
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		349.50	
			14618	Robinson - Mops/ can liners	0	789.80	
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		789.80	
			14713	Edison- Can Liners / Mop	0	875.00	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		875.00	
			14718	GWMS Easy off/can liners	0	941.45	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		941.45	
93826	CENTER FOR THE COLLABORATIVE C	11/22/2022	INV239081	CSC Kits	7032200056	10,584.00	12,784.00
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		10,584.00	
			INV239639	Collaborative Classroom	7032200036	800.00	
10E000	1110 4100 00 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA		800.00	
			INV239683	Consult-Virtual	7032200062	1,400.00	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		1,400.00	
93827	CHANNELL, WILLIAM	11/22/2022	Mileage 10.25.22	Mileage Reimbursement	0	181.25	181.25
10E000	2320 4100 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		181.25	
93828	CHICAGO METROPOLITAN FIRE PREV	11/22/2022	IN00395994	Admin- Service call	0	532.30	1,867.08
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		532.30	
			IN00395995	Home- Service call	0	476.82	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		476.82	
			IN00396548	Home- Credit 10.17.22	0	-476.82	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		-476.82	
			IN00396549	Robinson- Service Call	0	476.82	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		476.82	
			IN00396550	Home- Service call	0	857.96	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		857.96	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
93829	CITY SOCIAL MARKETING SOLUTION	11/22/2022	1148	Nov. 22' Communication	0	7,500.00	7,500.00
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		7,500.00	
93830	CLARITY ENROLLMENT SOLUTIONS	11/22/2022	724	Benefits Admin and Enrollment	0	325.00	325.00
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		325.00	
93831	COMCAST CABLE	11/22/2022	6742 102222	GWMS 11.01.22-11.30.22	0	261.77	261.77
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		261.77	
93832	CORWIN/SAGE PUBLISHING	11/22/2022	761075KI	PLC Webinar	0	1,375.00	1,375.00
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		1,375.00	
93833	Dada, Moshin	11/22/2022	Ex. Reim 102122	Exp. Reim Business managers working lunch	0	18.72	18.72
10E000	2320 4100 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		18.72	
93834	DIRECT ENERGY SERVICES	11/22/2022	222940050249986	Service 09.19.22-10.17.22	0	19,290.59	19,290.59
20E100	2540 4660 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		2,805.30	
20E200	2540 4660 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		1,842.39	
20E300	2540 4660 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		2,438.76	
20E400	2540 4660 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		2,122.54	
20E500	2540 4660 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		7,324.38	
20E600	2540 4660 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		2,638.85	
20E000	2540 4660 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		118.37	
93835	DREISILKER ELECTRIC MOTORS	11/22/2022	I227113	Costello-Fan Motor	0	400.50	400.50
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		400.50	
93836	EDITORIAL PROJECTS IN EDUCATIO	11/22/2022	SIN039564	Job Posting-TopSchoolJ obs	0	1,750.00	2,350.00
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		1,750.00	
			SIN039565	Unlimited Job Wrapping	0	600.00	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		600.00	
93837	EGAN, JENNIFER M	11/22/2022	OL-5041	Tuition Reimbursement	0	354.00	1,077.00
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		354.00	
			OL-5118	Tuition Reimbursement	0	369.00	
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		369.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			OL-5844	Tuition Reimbursement	0	354.00	
10E600 1110 2300 00 000000				EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		354.00	
93838	Elior, Inc.	11/22/2022	INV1900028310	October 22' District Food Service	0	67,629.85	67,629.85
10E000 2560 4120 00 000000				EDUCATION/DISTRICT OFFICE/FOOD SERVICES		67,629.85	
93839	ET PADDOCK ENTERPRISES, INC	11/22/2022	10-221344	GWMS- Bleacher Inspection	0	595.00	595.00
20E500 2540 3900 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		595.00	
93840	FIRST STUDENT HODGKINS	11/22/2022	11836164	September 22' Service	0	47,491.38	94,344.89
40E000 2550 3310 00 000000				TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		47,491.38	
			11841693	October 22' Service	0	46,853.51	
40E000 2550 3310 00 000000				TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		46,853.51	
93841	FLEXIBLE BENEFITS SERVICE CORP	11/22/2022	639426474680	FSA 11.10.22	0	50.00	50.00
10E000 1110 2940 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY		50.00	
93842	FLORES, REBECCA F	11/22/2022	OL-5844	Tuition Reimbursement	0	369.00	369.00
10E600 1110 2300 00 000000				EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		369.00	
93843	FOX VALLEY FIRE & SAFETY COMPA	11/22/2022	IN00558730	GWMS-Service	0	1,058.33	3,690.33
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,058.33	
			IN00558731	Admin-Service	0	115.00	
20E000 2540 3230 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		115.00	
			IN00558831	Robinson-Service	0	414.85	
20E400 2540 3230 00 000000				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		414.85	
			IN00558832	Costello-Service	0	399.50	
20E600 2540 3230 00 000000				OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		399.50	
			IN00558833	Home-Service	0	599.85	
20E200 2540 3230 00 000000				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		599.85	
			IN00558834	Edison-Service	0	540.60	
20E100 2540 3230 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		540.60	
			IN00558835	Lincoln-Service	0	562.20	
20E300 2540 3230 00 000000				OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		562.20	
93844	FRANK COONEY	11/22/2022	76751	TITLE I Supplies	7002100264	3,490.94	18,898.34

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1250 4020 00 430000			& Materials Robinson Faculty Lounge Darek Naglak			
			EDUCATION/DISTRICT OFFICE/TITLE I/TITLE I			3,490.94	
			76990	ESSER Supplies & Materials Home School Divider/chairs/Mar keyboard Darek Naglak	7002100303	982.00	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		982.00	
			77524	ESSER Supplies & Materials Home School Divider/chairs/Mar keyboard Darek Naglak	7002100303	555.40	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		555.40	
			77999	Costello Pre K Cubbies, Main Office Guest & Conf Table Darek Naglak	7002100312	8,537.00	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		8,537.00	
			78321	Lincoln School Chairs	7032200010	3,726.00	
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		3,726.00	
			78359	Chairs	7032200039	1,607.00	
10E000	1110 4100 00 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA		1,607.00	
93845	FREEMAN PEERLESS FENCE	11/22/2022	112293	Costello-Fence installation	0	4,630.00	4,630.00
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		4,630.00	
93846	FULLMER LOCKSMITH SERVICE, INC	11/22/2022	N33870	GWMS - Plates, Strikes, Locks	0	532.00	532.00
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		532.00	
93847	G & O THERMAL SUPPLY COMPANY	11/22/2022	5106149-00	Robinson	0	103.15	210.49
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		103.15	
			5106247-00	Costello- Damper Actuator	0	107.34	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		107.34	

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93848	GARVEY'S OFFICE PRODUCTS	11/22/2022	PINV2347313	Teacher chairs, supplies, envelopes, pencil sharpener, tape, tape dispenser, post it notes, white board erasers	5002200038	2,242.83	2,242.83
10E500	1110 4100 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES			2,242.83	
93849	GIANT STEPS	11/22/2022	103-0922EF	HH Oct lunch	0	136.50	6,459.10
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			136.50	
			103-1022E	HH Oct. Tuition	0	6,322.60	
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			6,322.60	
93850	GLOBAL WATER TECHNOLOGY	11/22/2022	77055	Nov. 22' water treatment	0	337.27	337.27
20E000	2540 3230 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			337.27	
93851	GOPHER SPORT	11/22/2022	IN220335	PE Supplies	5002200016	952.67	1,724.85
10E500	1110 4100 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES			952.67	
			IN231766	Basketballs, cold packs, goalie gloves, soccer balls, igloo cooler	5002200031	772.18	
10E500	1501 4900 00 000105		EDUCATION/WASHINGTON MIDDLE SCHOOL/CO-CURRICULAR/OTHER			772.18	
93852	GRAND PRAIRIE TRANSIT	11/22/2022	RTINV1006007	Oct. 22' Transportation	0	106,856.13	106,856.13
40E000	2550 3310 00 000000		TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI			106,856.13	
93853	GROOT, INC. A WASTE CONNECTION	11/22/2022	9500704T098	Garage special pick up	0	388.35	5,895.43
20E000	2540 3210 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			388.35	
			9699788T098	GWMS Special pick-up	0	407.77	
20E000	2540 3210 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			407.77	
			9702141T098	Home Nov. 22'	0	655.20	
20E200	2540 3210 00 000000		OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			655.20	
			9702142T098	Edison Nov. 22'	0	1,014.95	
20E100	2540 3210 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			1,014.95	
			9702144T098	Lincoln Nov. 22'	0	857.05	
20E300	2540 3210 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			857.05	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E600	2540 3210 00 000000		9702145T098	Costello Nov. 22'	0	830.36	
			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			830.36	
20E500	2540 3210 00 000000		9702146T098	GWMS Nov. 22'	0	1,042.43	
			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			1,042.43	
20E400	2540 3210 00 000000		970214T098	Robinson Nov. 22'	0	699.32	
			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			699.32	
93854	GUARDIAN - ALTERNATE FUNDED	11/22/2022	469383 110122	Period Ending	0	28,066.87	28,066.87
				10.31.22			
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		28,066.87	
93855	GUARDIAN -BILL ID 0001094522	11/22/2022	1094522 102422	Period End	0	13,887.96	13,887.96
				10.31.22			
10E000	1110 2210 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I		7,882.49	
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		4,834.22	
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		962.73	
10L000	4990 0000 00 000000			EDUCATION/DISTRICT OFFICE/OTHER CURRENT LIABILITIES/.		208.52	
93856	Guiding Light Academy	11/22/2022	4694	Oct 22 Tuition EP	0	9,189.60	9,189.60
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		9,189.60	
93857	HAYES MECHANICAL LLC	11/22/2022	16210	Robinson-vent	0	1,454.08	4,842.08
				valve leak			
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,454.08	
			16217	GWMS-repiped	0	631.00	
				connected pipe			
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		631.00	
			16221	Costello- repiped	0	631.00	
				connected pump			
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		631.00	
			16966	Robinson-thermosta	0	1,207.00	
				t and sensor/			
				cleaned springs			
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,207.00	
			17021	Costello- Room	0	919.00	
				119 overheating			
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		919.00	
93858	Hearts In Action CPR FA+ LLC	11/22/2022	110922	CPR for PE	0	935.00	935.00
				teachers			
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		935.00	
93859	HELPING HAND CENTER	11/22/2022	17559	GWMS MM Oct 22'	0	7,876.80	7,876.80
				tuition			

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10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		7,876.80	
93860	Holtz Educational Center	11/22/2022	032901	WV Oct 22 tuition	0	8,101.98	8,101.98
10E300	1912 6700 00 000000			EDUCATION/LINCOLN ELEMENTARY/OTHER LEA PRIVATE TUITION/		8,101.98	
93861	HOME DEPOT PRO	11/22/2022	714187390	Robinson- Filters	0	100.72	3,083.51
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		100.72	
			714439528	Robinson- towels 2 ply bath	0	605.82	
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		605.82	
			715132916	Home- battery	0	165.48	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		165.48	
			715372108	District 12.5W TLED	0	333.17	
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		333.17	
			715629374	Home- bateries	0	64.80	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		64.80	
			715629382	Edison- towels	0	470.44	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		470.44	
			716113246	Edison- snow roller/sidewalk scraper	0	59.82	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		59.82	
			716582606	District AAA Batteries	0	27.68	
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		27.68	
			716812813	Costello- can liners	0	223.30	
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		223.30	
			716812821	GWMS- Raid ant & roach spray	0	72.24	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		72.24	
			716812839	GWMS- 12.5W TLED	0	666.34	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		666.34	
			716812847	GWMS- batteries AA	0	293.70	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		293.70	
93862	IL COUNTIES RISK MGMT TRUST	11/22/2022	1000533 110122	Oct 22 Prop. &	0	29,931.26	29,931.26

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				Liability			
80E000	2362 3800 00 000000			TORT FUND/DISTRICT OFFICE/WORKERS COMP/INSURANCE		29,931.26	
93863	ILLINOIS ASBO	11/22/2022	0031578	K. R. annual membership	0	855.00	855.00
10E000	2510 6400 00 000000			EDUCATION/DISTRICT OFFICE/DIRECTION OF BUSINESS SUPPORT		855.00	
93864	ILLINOIS DEPT OF EMPLOYMENT SE	11/22/2022	12457466002 111722	Unemployment Statement	0	11,771.78	11,771.78
80E000	2363 3800 00 000000			TORT FUND/DISTRICT OFFICE/UNEMPLOYMNT INS/INSURANCE		11,771.78	
93865	INTERSTATE ELECTRONICS COMPANY	11/22/2022	84008	Robinson-repaired cables	0	790.00	3,798.70
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		790.00	
			84105	Robinson- wire classroom speakers	0	2,369.70	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		2,369.70	
			84118	GWMS- new console to principals office	0	639.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		639.00	
93866	ISCORP	11/22/2022	0728197	Service subscription fee	0	712.80	1,036.80
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		712.80	
			0728278	Dec 22 hosting svcs	0	324.00	
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		324.00	
93867	JAMES, SAMANTHA	11/22/2022	travel 102522	SkyCon Conf travel expenses	0	169.35	169.35
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		169.35	
93868	KELLY SERVICES, INC.	11/22/2022	682212	W.E. 10.09.22	0	24,369.41	127,905.08
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		24,369.41	
			685322	W.E. 10.16.22	0	23,223.89	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		23,223.89	
			688428	W.E. 10.23.22	0	30,309.48	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		30,309.48	
			691535	W.E. 10.30.22	0	24,718.11	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		24,718.11	
			694725	W.E. 11.06.22	0	25,284.19	

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10E000 2642 3900 00 000000				EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		25,284.19	
93869	KONICA MINOLTA BUSINESS SOLUTI	11/22/2022	9008934487	09.25.22-10.24.22 coverage	0	517.57	892.57
10E000 2663 3230 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		517.57	
			9008934741	09.25.22-10.24.22 Service	0	375.00	
10E000 2663 3230 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		375.00	
93870	KONICA MINOLTA PREMIER FINANCE	11/22/2022	486605017	Contract- 10.29.22-11.29.22	0	8,725.00	8,725.00
10E000 2663 3230 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		8,725.00	
93871	LIMINEX, INC.	11/22/2022	INV61357	Annual License Fee	0	31,326.00	31,326.00
10E000 2663 3100 00 499803				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		31,326.00	
93872	Little Friends, Inc.	11/22/2022	153201	JP- October tuition	0	4,970.21	4,970.21
10E300 1912 6700 00 000000				EDUCATION/LINCOLN ELEMENTARY/OTHER LEA PRIVATE TUITION/		4,970.21	
93873	LUCIANO, MIA A	11/22/2022	5105	Tuition Reimbursement	0	354.00	1,062.00
10E600 1110 2300 00 000000				EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		354.00	
			5792	Tuition Reimbursement	0	354.00	
10E600 1110 2300 00 000000				EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		354.00	
			5833	Tuition Reimbursement	0	354.00	
10E600 1110 2300 00 000000				EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		354.00	
93874	LYONS POLICE DEPARTMENT	11/22/2022	110122	Mthly SOR Oct 22	0	6,500.00	6,500.00
80E000 2365 1000 00 000000				TORT FUND/DISTRICT OFFICE/RISK MANAGEMENT/SALARIES		6,500.00	
93875	Lyons School District 103	11/22/2022	Imprest111722	Imprest- Deposit	0	6,000.00	6,000.00
10E000 1501 3900 00 000116				EDUCATION/DISTRICT OFFICE/CO-CURRICULAR/OTHER PURCHASED		6,000.00	
93876	LYONS TOWNSHIP SCHOOL TREASURE	11/22/2022	1-051722	PRO-RATA BILLING AS OF MAY 17, 2022	0	219,808.68	219,808.68
10E000 2310 3110 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		219,808.68	
93877	MAINE TOWNSHIP HIGH SCHOOL DIS	11/22/2022	2022-013	ICIC 2022 registration fee	7032200072	360.00	360.00
10E000 1110 4100 00 499803				EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		360.00	
93878	Matias, Cindy	11/22/2022	mileage 102122	Mileage W.E.	0	22.50	48.25

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				10.21.22			
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		22.50	
			mileage 103122	Mileage W.E.	0	25.75	
				10.31.22			
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		25.75	
93879	MAXIM STAFFING SOLUTIONS	11/22/2022	E7285190366	W.E. 10.15.22	0	6,329.40	28,064.40
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		6,329.40	
			E7332730366	W.E. 10.22.22	0	7,169.20	
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		7,169.20	
			E7408820366	W.E. 10.29.22	0	7,341.80	
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		7,341.80	
			E7518420366	W.E. 11.05.20	0	7,224.00	
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		7,224.00	
93880	MCGRAW HILL - EDUCATION	11/22/2022	125272062001	Tier 3 materials	7052200009	6,006.11	6,006.11
10E000	1110 3100 00 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		6,006.11	
93881	MCGRAW HILL LLC	11/22/2022	124502702001	Wonders	7032200033	64,104.63	108,286.68
10E000	1110 4100 00 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA		64,104.63	
			124668820001	Wonders	7032200033	1,318.46	
10E000	1110 4100 00 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA		1,318.46	
			124668820002	Impact Social Studies	7032200040	11,857.55	
10E000	1110 4100 00 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA		11,857.55	
			124796301001	Wonders	7032200033	1,312.80	
10E000	1110 4100 00 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA		1,312.80	
			124960665001	Wonders	7032200033	2,682.78	
10E000	1110 4100 00 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA		2,682.78	
			124965189001	Wonders	7032200033	635.94	
10E000	1110 4100 00 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA		635.94	
			125039861001	Wonders	7032200033	1,346.82	
10E000	1110 4100 00 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA		1,346.82	
			125169214001	Wonders	7032200033	662.53	
10E000	1110 4100 00 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA		662.53	
			125224766001	Wonders	7032200033	2,138.29	
10E000	1110 4100 00 499802			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA		2,138.29	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			125557474001	Wonders	7032200033	281.83	
10E000	1110 4100 00 499802		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA			281.83	
			12572888001	Reading Mastery Interventions for Lincoln, Robinson and Costello schools	7052200017	21,945.05	
10E000	2110 4100 00 499803		EDUCATION/DISTRICT OFFICE/ATTENDANCE AND SOCIAL WORK SE			21,945.05	
93882	MENTA ACADEMY HILLSIDE	11/22/2022	SESINV-023772	SB/MM Oct 22' tuition	0	7,462.00	8,753.60
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			7,462.00	
			SYSINV010414	MM Oct. transportation	0	1,291.60	
40E000	2550 3310 00 000000		TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI			1,291.60	
93883	MIDLAND PAPER	11/22/2022	IN01909645	Paper Order 2nd shipment 240 cases	0	10,715.50	10,715.50
10E000	1110 4100 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES			10,715.50	
93884	MINUTEMAN PRESS OF LYONS	11/22/2022	44002	GWMS Stamp Ideal	0	96.76	96.76
10E500	1110 4100 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES			96.76	
93885	MLPLUMBING, LLC dbaDELL PLUMBIN	11/22/2022	003005	Home - Drain Line rod	0	1,152.65	1,152.65
20E200	2540 3230 00 000000		OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			1,152.65	
93886	MORPHEW, KRISTEN L.	11/22/2022	10302	Wonders Implementation	0	5,400.00	5,400.00
10E000	1110 3100 00 499803		EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T			5,400.00	
93887	NICOR GAS	11/22/2022	30067700002 100522	Home 09.02.22-10.04.22	0	240.06	5,766.98
20E200	2540 4650 00 000000		OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			240.06	
			30067700002 110722	Home 10.04.22-11.03.22	0	475.95	
20E200	2540 4650 00 000000		OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			475.95	
			41174700009 100522	Edison 09.02.22-10.04.22	0	303.12	
20E100	2540 4650 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			303.12	
			41174700009 110722	Edison 10.04.22-11.03.22	0	1,305.97	
20E100	2540 4650 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			1,305.97	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			41400800003 102122	Lincoln 09.20.22-10.20.22	0	739.86	
20E300 2540 4650 00 000000				OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		739.86	
			46930800001 102622	Robinson 09.23.22-10.25.22	0	586.12	
20E400 2540 4650 00 000000				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		586.12	
			62030800007 102522	Legion 09.22.22-10.24.22	0	90.42	
20E000 2540 4650 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		90.42	
			72030800006 102522	Board of Ed 09.22.22-10.24.22	0	439.35	
20E000 2540 4650 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		439.35	
			74981782589 102522	Costello- 08.22.22-10.24.22	0	324.16	
20E600 2540 4650 00 000000				OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		324.16	
			82030800005 102522	GWMS 09.22.22-10.24.22	0	1,143.65	
20E500 2540 4650 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,143.65	
			92030800004 102422	GWMS Annex 08.22.22-10.24.22	0	118.32	
20E500 2540 4650 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		118.32	
93888 ODELSON & STERK, LTD.		11/22/2022	35024	Svcs thru Sept 30, 2022	0	21,625.20	21,625.20
10E000 2310 3180 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		21,625.20	
93889 Peerless Network, Inc.		11/22/2022	570875	11.15.22-12.14.22	0	6,626.20	6,626.20
20E100 2540 3440 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		688.58	
20E200 2540 3440 00 000000				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		614.25	
20E300 2540 3440 00 000000				OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		168.76	
20E400 2540 3440 00 000000				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		543.87	
20E500 2540 3440 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		321.39	
20E600 2540 3440 00 000000				OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		248.09	
20E000 2540 3440 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		4,041.26	
93890 PIONEER VALLEY BOOKS		11/22/2022	I241127	Interventions for Edison, Robinson and Costello	7052200012	2,754.00	2,754.00
10E000 2110 4100 00 499803				EDUCATION/DISTRICT OFFICE/ATTENDANCE AND SOCIAL WORK SE		2,754.00	
93891 ProCare Therapy		11/22/2022	20455052	W.E. 08.12.22	0	2,450.00	25,755.00
10E000 2210 3100 00 499803				EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		2,450.00	
			20470447	W.E. 09.02.22	0	3,500.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		3,500.00	
			20504356	W.E. 10.14.22	0	4,860.00	
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		4,860.00	
			20507287	W.E. 10.21.22	0	6,305.00	
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		6,305.00	
			20515175	W.E. 10.28.22	0	5,240.00	
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		5,240.00	
			20521519	W.E. 11.04.22	0	3,400.00	
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		3,400.00	
93892	PURCHASE POWER	11/22/2022	10971327 101922	Purchase Power	0	244.20	244.20
				Postage Meter			
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		244.20	
93893	QUALITY NETWORK SOLUTIONS, INC	11/22/2022	62034	November monthly	0	26,501.92	132,970.11
				service			
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		26,501.92	
			65394	Power adapter -	0	60.00	
				Admin			
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		60.00	
			65528	HP Laserjet Pro	7042200016	894.88	
				M428fdw			
				Monochrome			
				Wireless			
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		894.88	
			65613	Chromebook	7002200009	104,520.00	
				Warranty,			
				License, and			
				Droptech			
10E000	2663 7400 00 499800			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/EQU		104,520.00	
			66555	Monthly VoiP	0	539.00	
				Phone Charge			
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		539.00	
			66584	iPad Charger	7042200026	328.00	
				Desktop Speakers			
10E300	2663 3240 00 000000			EDUCATION/LINCOLN ELEMENTARY/TECH PROGRAMMING SERVICES/		328.00	
			66590	HP 952 Ink	7042200023	126.31	
				Cartridge Bundle			
10E300	2663 3240 00 000000			EDUCATION/LINCOLN ELEMENTARY/TECH PROGRAMMING SERVICES/		126.31	

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93894	QUINLAN & FABISH MUSIC CO	11/22/2022	13984370	Alto Sax Repair	5002200040	117.00	117.00
10E500	1590 3230 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/R		117.00	
93895	RAPTOR TECHNOLOGIES LLC	11/22/2022	INV52523	Raptor CR5400 Duplex Scanner	7042200018	600.00	600.00
10E600	2663 3240 00 000000			EDUCATION/COSTELLO ELEMENTARY/TECH PROGRAMMING SERVICES		600.00	
93896	REFRIGERATION SYSTEMS OF ILLIN	11/22/2022	159308	Robinson- repairs	0	1,433.90	1,433.90
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,433.90	
93897	RIVERA, KRISTOPHER	11/22/2022	MILEAGE 102622	Mileage	0	385.02	385.02
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		385.02	
93898	ROCCO, MATTHEW J	11/22/2022	OL-5118	Tuition Reimbursement	0	459.00	459.00
10E100	1110 2300 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/TUITION REIMBURS		459.00	
93899	ROTH, SARAH E	11/22/2022	OL-5118	Tuition Reimbursement	0	369.00	369.00
10E100	1110 2300 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/TUITION REIMBURS		369.00	
93900	RUSSO POWER EQUIPMENT	11/22/2022	SPI11105114	Belt-V	0	53.37	53.37
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		53.37	
93901	SAM'S CLUB DIRECT	11/22/2022	437979636 102022	10.20.22 statement	0	3,321.64	3,321.64
10E000	1110 4100 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES		807.87	
10E000	1274 4100 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD 0-3/SUPPLIES/		1,227.78	
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		1,285.99	
93902	SAVVAS LEARNING CO/PEARSON EDU	11/22/2022	7028265411	Words Their Way Intervention	7052200014	981.34	981.34
10E000	2110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ATTENDANCE AND SOCIAL WORK SE		981.34	
93903	SCHINDLER ELEVATOR CORPORATION	11/22/2022	8106091176	Costello Quarterly Billing	0	865.16	865.16
20E600	2540 3200 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		865.16	
93904	SCHOLASTIC INC - a/c#60534006	11/22/2022	M7240201	GWMS Scholastic Magazines	7032200020	2,170.19	2,170.19
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		2,170.19	
93905	School Business Management Ser	11/22/2022	111422 billing	Oct. 22' Billing	0	20,475.00	20,475.00
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		20,475.00	
93906	SCHOOL HEALTH CORPORATION	11/22/2022	5565197-00	PE Equipment	2002200006	153.89	153.89
10E200	1111 4120 00 000000			EDUCATION/HOME ELEMENTARY/PHYSICAL EDUCATION		153.89	
93907	SCHOOL NURSE SUPPLY INC	11/22/2022	0913257-IN	Nursing supplies for 6 schools.	7022200011	903.68	3,337.31

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10E000	2130 4100 00 000000			EDUCATION/DISTRICT OFFICE/HEALTH SERVICES/SUPPLIES		903.68	
			0913410-IN	Nursing supplies for 6 schools.	7022200011	946.67	
10E000	2130 4100 00 000000			EDUCATION/DISTRICT OFFICE/HEALTH SERVICES/SUPPLIES		946.67	
			0913420-IN	Nursing supplies for 6 schools.	7022200011	374.15	
10E000	2130 4100 00 000000			EDUCATION/DISTRICT OFFICE/HEALTH SERVICES/SUPPLIES		374.15	
			0913428-IN	Nursing supplies for 6 schools.	7022200011	481.75	
10E000	2130 4100 00 000000			EDUCATION/DISTRICT OFFICE/HEALTH SERVICES/SUPPLIES		481.75	
			0913435-IN	Nursing supplies for 6 schools.	7022200011	431.78	
10E000	2130 4100 00 000000			EDUCATION/DISTRICT OFFICE/HEALTH SERVICES/SUPPLIES		431.78	
			0913439-IN	Nursing supplies for 6 schools.	7022200011	199.28	
10E000	2130 4100 00 000000			EDUCATION/DISTRICT OFFICE/HEALTH SERVICES/SUPPLIES		199.28	
93908	SCHOOL SPECIALTY, INC.	11/22/2022	208131106436	items for craft club	4002200018	48.54	588.07
10E400	1501 4100 00 000114			EDUCATION/ROBINSON ELEMENTARY/CO-CURRICULAR/SUPPLIES/AC		48.54	
			208131151221	Athletic Awards	5002200023	404.54	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		404.54	
			208131245292	supplies for school	4002200020	115.40	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		115.40	
			208131341099	items for teachers	4002200025	19.59	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		19.59	
93909	SEAL OF ILLINOIS	11/22/2022	11170	Tuition Oct 22' AD	0	5,397.71	5,397.71
10E300	1912 6700 00 000000			EDUCATION/LINCOLN ELEMENTARY/OTHER LEA PRIVATE TUITION/		5,397.71	
93910	SEAL SOUTH, INC	11/22/2022	7740	Tuition Oct 22' JT	0	5,414.62	5,414.62
10E000	2110 1000 00 499802			EDUCATION/DISTRICT OFFICE/ATTENDANCE AND SOCIAL WORK SE		5,414.62	
93911	SHERWIN WILLIAMS #3451	11/22/2022	9606-8	GWMS- Paint	0	67.92	67.92
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		67.92	
93912	SILVA, THERESA L	11/22/2022	ex reim 10161722	Exp. Reim TS	0	237.50	237.50
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		237.50	

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93913	SMITHEREEN PEST MANAGEMENT SER	11/22/2022	2896082	Costello - Scheduled PC	0	72.00	1,385.00
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		72.00	
			2896083	GWMS - Scheduled PC	0	72.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		72.00	
			2896084	Home - Scheduled PC	0	72.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		72.00	
			2896086	Robinson - Scheduled PC	0	72.00	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		72.00	
			2896087	Edison - Scheduled PC	0	72.00	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		72.00	
			2896610	Admin - Scheduled PC	0	95.00	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		95.00	
			2899113	Renewal - Home	0	930.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		930.00	
93914	SOARING EAGLE ACADEMY	11/22/2022	21757	Oct 22' tuition KM & PJ	0	20,077.68	20,077.68
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		10,038.84	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		10,038.84	
93915	SPANKROY, ABBY MARIE	11/22/2022	EDU6200	Tuition Reimbursement	0	600.00	2,000.00
10E200	1110 2300 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TUITION REIMBURSEM		600.00	
			EDU6212	Tuition Reimbursement	0	600.00	
10E200	1110 2300 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TUITION REIMBURSEM		600.00	
			EDU6230	Tuition Reimbursement	0	200.00	
10E200	1110 2300 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TUITION REIMBURSEM		200.00	
			EDU6291	Tuition Reimbursement	0	600.00	
10E200	1110 2300 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TUITION REIMBURSEM		600.00	
93916	Spindle	11/22/2022	20514752	W.E. 10.28.22	0	4,180.00	8,222.50
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		4,180.00	

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			20520024	W.E. 11.04.22	0	4,042.50	
10E000 2210 3140 00 000000				EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		4,042.50	
93917 Spotter Staffing		11/22/2022	2985	W.E. 10.21.22	0	3,145.00	9,477.50
10E000 2642 3900 00 000000				EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		3,145.00	
			3019	W.E. 10.28.22	0	3,230.00	
10E000 2642 3900 00 000000				EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		3,230.00	
			3054	W.E. 11.05.22	0	3,102.50	
10E000 2642 3900 00 000000				EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		3,102.50	
93918 T-MOBILE		11/22/2022	972033599 102122	9.21.22-10.20.22 Hotspots	0	3,225.00	3,225.00
10E000 1110 3100 00 499803				EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		3,225.00	
93919 THOMSON REUTERS - WEST		11/22/2022	847304623	Online Software Subscription	0	606.82	606.82
10E000 1205 3160 00 000000				EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		606.82	
93920 TOBII DYNVOX LLC		11/22/2022	INV00359579	Boardmaker 7 Organization Quote	3012200007	2,686.50	2,686.50
10E000 2110 4100 00 499803				EDUCATION/DISTRICT OFFICE/ATTENDANCE AND SOCIAL WORK SE		2,686.50	
93921 TouchMath Acquisition LLC		11/22/2022	200196777	TouchPoint Math program	7052200006	16,928.77	16,928.77
10E000 1110 4100 00 499803				EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		16,928.77	
93922 Ultimate SLP		11/22/2022	19567678	* subscriptions to Ultimate Speech for: Amanda Polirer, Kimberly Clifford, Lauren Shanahan, Kerry Palider, Geoff Needleman, Colleen Brown, Stephanie McNally, Micayla Merrifield	7022200022	1,056.96	1,056.96
10E000 2150 3900 00 000000				EDUCATION/DISTRICT OFFICE/SPEECH PATHOLOGY AND AUDIOLOG		1,056.96	
93923 UNIFIRST CORPORATION		11/22/2022	0611486181	GWMS Supplies	0	1,019.08	5,545.68
20E500 2540 4100 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,019.08	
			0611486182	Edison Supplies	0	145.79	
20E100 2540 4100 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		145.79	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E200	2540 4100 00 000000		0611486183	Home Supplies	0	428.13	
			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			428.13	
20E300	2540 4100 00 000000		0611487799	Lincoln Supplies	0	582.27	
			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			582.27	
20E500	2540 4100 00 000000		0611489411	GWMS Supplies	0	1,156.72	
			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			1,156.72	
20E100	2540 4100 00 000000		0611489412	Edison Supplies	0	145.79	
			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			145.79	
20E200	2540 4100 00 000000		0611489413	Home Supplies	0	507.09	
			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			507.09	
20E300	2540 4100 00 000000		0611491010	Lincoln Supplies	0	1,488.81	
			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			1,488.81	
20E300	2540 3230 00 000000		2896085	Lincoln - Scheduled PC	0	72.00	
			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			72.00	
93924	UNIQUE PRODUCTS	11/22/2022	441086	Robinson-machine repair	0	1,061.18	1,114.68
20E400	2540 4100 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			1,061.18	
20E400	2540 4100 00 000000		441088	Robinson- Parts for machine	0	53.50	
			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			53.50	
93925	VERIZON WIRELESS	11/22/2022	9918914236	Billing 09.24.22-10.23.22	0	976.36	976.36
20E000	2540 3440 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			976.36	
93926	VILLAGE OF LYONS WATER DEPARTM	11/22/2022	10.30.22 011802000	Annex 08.16-22-10.15.22	0	51.00	3,054.10
20E000	2540 3700 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			51.00	
20E000	2540 3700 00 000000		10.31.22 011801000	GWMS Admin 08.16.22-10.15.22	0	143.00	
			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			143.00	
20E500	2540 3700 00 000000		10.31.22 011803000	GWMS 08.16.22-10.15.22	0	1,495.40	
			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			1,495.40	
20E000	2540 3700 00 000000		102122 011804000	Shop 08.16.22-10.15.22	0	304.00	
			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			304.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			103122 010999000	Robinson 08.16.22-10.15.22	0	1,060.70	
20E400 2540 3700 00 000000				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,060.70	
93927	VILLAGE OF STICKNEY WATER DEPT	11/22/2022	101878 103122	Home water/sewer 09.12.22-10.13.22	0	407.92	911.54
20E200 2540 3700 00 000000				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		407.92	
			101884 103122	Edison water/sewer 09.12.22-10.13.22	0	503.62	
20E100 2540 3700 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		503.62	
93928	VILLAGE OF BROOKFIELD	11/22/2022	400067 100122	Lincoln reading 10.01.22	0	966.32	1,752.62
20E300 2540 3700 00 000000				OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		966.32	
			400067 103122	Lincoln reading 10.31.22	0	786.30	
20E300 2540 3700 00 000000				OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		786.30	
93929	VOYAGER SOPRIS LEARNING	11/22/2022	6037557	Rewards Teacher and student set	7052200018	250.80	250.80
10E000 2110 4100 00 499803				EDUCATION/DISTRICT OFFICE/ATTENDANCE AND SOCIAL WORK SE		250.80	
93930	WEST 40 INTERMEDIATE SERVICE C	11/22/2022	230237	GM Oct 22 tuition	0	1,425.00	1,425.00
10E500 1912 6700 00 000000				EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		1,425.00	
93931	WEST, KIMBERLY K	11/22/2022	ER 11.07.22	Expense Reimbursement - Cooking supplies for CD Nov. cooking	0	105.06	105.06
10E000 2320 4100 00 000000				EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		105.06	
93932	WILSON LANGUAGE	11/22/2022	1956607	Wilson Reading Kits for Home, Robinson, Lincoln & Costello	7052200016	1,378.08	6,206.44
10E000 2110 4100 00 499803				EDUCATION/DISTRICT OFFICE/ATTENDANCE AND SOCIAL WORK SE		1,378.08	
			1957810	Intervention supplies from Wilson Language Training for Home school	7052200019	4,230.36	
10E000 1110 4100 00 499803				EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		4,230.36	
			CVI8127	Workshop	7032200044	598.00	
10E000 1801 4100 00 490900				EDUCATION/DISTRICT OFFICE/ESL LIPLES/SUPPLIES/LIPLES		598.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
93933	YURITZY 2 INC	11/22/2022	1010	District repair wall/ weed control	0	5,495.00	5,495.00
20E000 2540 3230 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		5,495.00	
93934	ZAGAR, ROBERT	11/22/2022	ER 11.15.22	Expense Reimbursement - Battery for District issued laptop	0	44.09	44.09
10E000 2320 4100 00 000000				EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		44.09	
				127 Computer	Check(s) For a Total of		1,928,877.91

	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
	127	Computer	Checks For a Total of	1,928,877.91
Total For	127	Manual, Wire Tran, ACH & Computer Checks		1,928,877.91
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,928,877.91

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	488,355.69	684.85	1,086,287.13	1,575,327.67
20	OP, BLDG,MAIN	962.73	0.00	101,891.85	102,854.58
40	TRANSPORTION	0.00	0.00	202,492.62	202,492.62
80	TORT FUND	0.00	0.00	48,203.04	48,203.04

GENERAL FUND

Totals for All Accounts

Costello Elementary School

Account #

5/31/2022	Deposit(box tops/vangogh/yearbook)	194.65	\$13,652.88
8/12/2022	Deposit (VanGogh spring pics)	298.54	\$13,951.42
10/3/2022	1115 Migala (reim PBS photos)	47	\$13,904.42

EDISON ACTIVITY ACCOUNT - 2022-2023

October 2022					
Date	Check Number	Transaction	Debit	Credit	Total
		Balance Brought Forward			\$25,231.06
10/13/22	1276	Erin Turcsanyi (Supplies/Postage)	96.49		\$25,134.57
10/14/22		DEPOSIT (PF/Spirit)		1,466.64	\$26,601.21
10/14/22		DEPOSIT (Social Committee)		160.00	\$26,761.21
10/14/22	1277	Postmaster-Lyons (Postage/Supplies)	156.07		\$26,605.14
10/19/22	1278	Erin Turcsanyi (Student Council)	30.00		\$26,575.14
10/19/22	1279	Positive Promotions, Inc. (Teachers Fund)	203.80		\$26,371.34
November 2022					
Date	Check Number	Transaction	Debit	Credit	Total
		Balance Brought Forward			\$26,371.34
					\$26,371.34
					\$26,371.34
					\$26,371.34
					\$26,371.34

HOME SCHOOL GENERAL LEDGER November 2022

Date	Ck.#	Description	Disbursements	Receipts	Balance
10/12/2022	1130	Jeremy Reed - reimbursement for teacher materials	\$115.20		\$ 2,072.76
11/07/22	1131	Regina Redd - Titan Cart Reimbursement	\$143.25		\$ 1,929.51
11/07/22	1132	Regina Redd - Parent-Teacher Conference Snacks	\$122.62		\$ 1,806.09

Check #	Date	Lincoln School Activity Account 22-23	Debit	Credit	Total
		Balance Forwarded from December 2021			\$20,556.30
		Balance Forwarded from January 2022			\$20,556.30
		Balance Forwarded from February 2022			\$20,556.30
		Balance Forwarded from March 2022			\$20,556.30
		Balance Forwarded from April 2022			\$23,747.59
1147	5/19/22	Ink Your Wear, Inc. - 5th Grade Student T-Shirts	\$609.00		\$23,138.59
1148	5/19/22	Schaumburg Park District (Kindergarten Field Trip)	\$432.00		\$22,706.59
1149	5/19/22	Ink Your Wear, Inc. - 5th Grade Staff T-Shirts	\$186.00		\$22,520.59
	6/10/22	Deposit - Van Gogh School Pictures Commission (Fall Pictures) and Box Tops Rewards		\$714.33	\$23,234.92
	7/22/22	Deposit - Van Gogh School Pictures Commission (Spring Pictures)		\$383.13	\$23,618.05
	7/28/22	Purchase of new checks #1151-#1402: Deluxe Bus Sys. Bus Products	\$194.23		\$23,423.82
1151 (first in the series of new bank checks)	8/1/22	Ink Your Wear, Inc- Spirit wear	\$2,835.00		\$20,588.82
		Not used yet; next check to use			
1150 (last in the series of use)					
	10/26/22	No Deposits, No Expenditures (8.1.22-10.26.22)			\$20,588.82
1150	10/27/22	Jenna Albers, reimbursement for staff pumpkin carving activity	\$28.66		\$20,560.16

Date	Check Number	Transaction	Debit		
Robinson					
All year					
					\$2,738.93
8/16/2022	1182	Paisana (student act) staff dinner for Open house	130.00		\$2,608.93
8/18/2022	1183	Hobby Lobby (student act) for students	12.13		\$2,596.80
8/25/2022		Deposit (student act) Van Gogh		216.13	\$2,812.93
8/25/2022		Deposit (student act) Coke Machine		52.40	\$2,865.33
8/25/2022	1184	Lyons PO (GSP) cum folders	28.14		\$2,837.19
9/8/2022	1185	Lyons PO (GSP) cum folders	21.38		\$2,815.81
9/23/2022	1186	Lyons PO (GSP) cum folders	10.90		\$2,804.91
9/28/2022	1187	Oneida Hernandez (student act)	78.90		\$2,726.01
10/11/2022	1188	Lyons PO (GSP) cum folders	2.40		\$2,723.61
10/26/2022	1189	Walmart (student act)	69.44		\$2,654.17
10/27/2022	1190	Paisana (student act)	\$269.51		\$2,384.66
11/11/2022	1191	K-9 for Vetarans (student council)	250.00		\$2,134.66

GENERAL FUND FOR BOARD					
		George Washington Middle School			
		Account # 8760054107			
Date	Check #	Description	Disbursement	Receipts	Balance
18-Oct	1670	Erika Cannon - Classroom supplies	\$35.71		\$7,117.93
20-Oct	1671	Julie Marcinkiewicz Walmart Team Candy	\$151.82		\$6,966.11
21-Oct	1672	Paisans Pizza - 7th grade bball	\$38.28		\$6,927.83
21-Oct	Deposit	pop236.25/bo shirts 275/child link 600/spirt 170		\$1,281.25	\$8,209.08
24-Oct	1673	Steve Kimmey Pop machine - Jewel	\$94.24		\$8,114.84
24-Oct	1674	Dist 103 - Child Link Summer Camp Jacob Duda	\$600.00		\$7,514.84
24-Oct	1675	Sams Club - Coffee and.....P/T Conf	\$42.88		\$7,471.96
25-Oct	1676	kristy Lynch - Affy Tapples NJHS fundraising	\$432.00		\$7,039.96
26-Oct	1677	Paisans Pizza Cross Country Party	\$139.91		\$6,900.05
27-Oct	1678	Paisans Pizza - P/T Conferences	\$241.19		\$6,658.86
27-Oct	1679	Lyons Postmaster - Student records	\$26.11		\$6,632.75
27-Oct	Deposit	bo shirts357/p/t conf pizza 240/njhs apple 790		\$1,387.00	\$8,019.75
3-Nov	1680	Custom Ink - b/o shirts	\$997.50		\$7,022.25
3-Nov	1681	Nicole Godfrey - Amazon/Cheerzone-cheergear	\$659.80		\$6,362.45
4-Nov	1682	Walsworth - 1st Deposit for Yearbook	\$945.00		\$5,417.45
4-Nov	1683	Maggie Fitzgerald - 7B Celebration	\$54.37		\$5,363.08
4-Nov	Deposit	spiritwear60/bo shirts 264/cheergear1079/sc360.65		\$1,763.65	\$7,126.73
#####	Deposit	Forest Preserve Permit reimb 500/cheergear115		\$615.00	\$7,741.73
10-Nov	1684	Lyons School Dist 103 - Reimb for CC Permits	\$500.00		\$7,241.73
11-Oct	1685	TM Sports-Spiritwear715/Cheer319/7A shirts214.50	\$1,248.50		\$5,993.23

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
LYONS ELEMENTARY SCHOOL DISTRICT 103
George Washington Middle School, Cafeteria
8101 Ogden Avenue, Lyons, Il 60534 at 6:00 P.M.
Tuesday, October 25, 2022

I. Call to Order

The regular meeting of the Board of Education was called to order at 6:02 p.m. by President Jorge Torres.

II. Roll Call

Members Physically Present:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Absent:	Vito Campanile
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III. Reading of Communications

Charline Latronica communicated that the Delegate Assembly will be taking place on November 19th. She stated that the Board chose Board Member Quintero to serve as the Governing Board Representative and to please review the recommendations suggested by IASB, and should Board Members have any questions, comments, or concerns regarding the resolutions, to please email Board Member Quintero by November 12th as she will represent the district as a whole.

IV. Year-to-Date Financials

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

V. Superintendent Report

Superintendent Rivera read a Proclamation from Governor J.B. Pritzker for Principal Appreciation month and thanked the principals for doing a great job. Superintendent Rivera then informed the Board that he attended a literacy summit conference regarding the impact the State Superintendent and ISBE have on literacy. He stated in attendance were numerous IFT attorneys and union members and there was discussion on a wide array of literacy and how it

impacts school districts. Superintendent Rivera stated he was proud to be attendance to represent our district.

VI. Public Comment

None

VII. Consent Agenda

Sara Andreas moved seconded by Mario Ramirez to approve the Consent Agenda, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Vito Campanile
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Motion carried

- A. Authorize Payment of Monthly Bills for October 2022
 - 1. Board Bills, October 2022
 - 2. Activity Funds October, 2022
- B. Approval of Minutes
 - 1. Public Hearing Minutes of September 27, 2022
 - 2. Regular Minutes of September 27, 2022
- C. Approval of Personnel Hires/Resignations/Leaves List #10.25.22
- D. Second Reading of Policies
 - 1. Policy 7:30 - Student Assignment and Intra-District Transfer
 - 2. Policy 5:186 - Lyons School District 103 Staff Dress Code

VIII. Board Reports

President Torres stated there are policies on the agenda for a first reading and to please reach out to Superintendent Rivera should there be questions on these policies.

IX. Action Items

Approval of Resolution Authorizing Raises for Non-Union School Nurses

Winifred Rodriguez moved seconded by Olivia Quintero to approve the Resolution Authorizing Raises for Non-Union School Nurse Employees, as presented

Upon Roll Call:

Ayes: Slagiana Aleksikj
Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: Vito Campanile

Motion carried

Approval of Grant Paid Wage Increase for Parent Educator Kirsty West

Winifred Rodriguez moved seconded by Mario Ramirez to approve the grant paid salary increase from \$51,000 to \$53,040 for Parent Educator Kirsty West so long as the district continues to receive the birth to Age 3 Grant for SY 2022-2023.

Upon Roll Call:

Ayes: Slagiana Aleksikj
Sara Andreas
Olivia Quintero
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: Vito Campanile

Motion carried

Approval of Teacher Education Placement Agreement Between the Board of Trustees of Illinois State University and the Board of Education of Lyons School District 103

Olivia Quintero moved seconded by Winifred Rodriguez to approve the Teacher Education Placement Agreement between the Board of Trustees of Illinois State University and the Board of Education of Lyons School District 103, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Sara Andreas Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Vito Campanile
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Motion carried

XII. Adjournment

Mario Ramirez moved seconded by Winifred Rodriguez to adjourn at 6:19 p.m.

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

Sara Andreas, Secretary

Jorge Torres, President

LYONS ELEMENTARY SCHOOL DISTRICT 103
PERSONNEL – HIRES/LEAVES/RETIREMENT (November 22, 2022)
List #11-22-22

APPROVAL OF EMPLOYMENT

Support Personnel

NAME	SCHOOL	POSITION	DATE	SALARY
Marika Veljanovska Krsteva	Lincoln	Lunch Aide	11/23/22	\$13.00/hr
Yesinia Mota (pending paperwork)	Home	Girls Basketball Coach	11/16/22	\$1,430/season
Rigo Martinez (pending paperwork)	Edison	Girls Basketball Coach	ASAP	\$1,430/season
Alyssa Silzer	Costello	Cheerleading Coach	11/23/22	\$1,430/season
Michael Valavez (pending paperwork)	Edison	Boys Basketball Coach	ASAP	\$1,430/season
Evelyn Soto (pending paperwork)	Lincoln	Lunch Aide	11/23/22	\$13.00/hr
Miguel Zavala	Costello	Basketball Coach	11/3/22	\$1,430/season

APPROVAL OF LEAVES

NAME	SCHOOL	POSITION	DATE
Kimberly Jachim-Mellenthin	GWMS	Resource Teacher	11/16/22-5/26/23
Yesenia Trujillo	GWMS	Nurse	12/23/22-3/8/23

APPROVAL OF RETIREMENT

NAME	SCHOOL	POSITION	DATE
Carol Castaldo	Robinson	Paraprofessional	End of SY22-23

Approved By:

Sara Andreas, Secretary

Dated:

Jorge Torres, President

Document Status: Draft Update

General Personnel

5:150 Personnel Records

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall:

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

Maintenance and Access to Records

Please refer to the applicable collective bargaining agreement(s). [PRESSPlus1](#)

For employees not covered by a current applicable bargaining agreement:

Please refer to the following current agreements:

Agreement Between the Board of Education School District no. 103 and the Lyons Council Local 571 AFT

Contract Between the Board of Education Elementary School District 103 and Full-time Aides of the District 103 Unit of Local 73, Service Employees International Union AFL-CIO

Contract Between the Board of Education Elementary School District No. 103 and The Custodial/Maintenance Personnel of the District #103 Unit of Local 73, Service Employees International Union AFL-CIO

For employees not covered by these agreements:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate

program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

[20 U.S.C. §7926](#).

[325 ILCS 5/4](#), Abused and Neglected Child Reporting Act.

[745 ILCS 46/10](#), Employment Record Disclosure Act.

[820 ILCS 40/](#), Personal Record Review Act.

[23 Ill.Admin.Code §1.660](#).

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been updated.

Document Status: Draft Update

General Personnel

5:180 Temporary Illness or Temporary Incapacity

Please refer to the following current agreement: [PRESSPlus1](#)

~~Agreement Between the Board of Education School District no. 103 and the Lyons Council Local 571 AFT 2014-2018~~

For employees not covered by this agreement:

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The Board of Education's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of their gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant if the examination is job-related and consistent with business necessity.

LEGAL REF.:

[42 U.S.C. §12101](#) et seq., Americans with Disabilities Act.

[105 ILCS 5/10-22.4](#), [5/24-12](#), and [5/24-13](#).

Elder v. School Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

School District No. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Adopted: November 26, 2019

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been removed.

Document Status: Draft Update

General Personnel

5:185 Family and Medical Leave

Please refer to the applicable collective bargaining agreement(s). [PRESSPlus1](#)

For employees not covered by a current applicable bargaining agreement:

~~For employees not covered by a Collective Bargaining Agreement:~~

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. In addition, all policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency ⁶⁵ arising out of the fact that the employee's spouse,

child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.

6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), [38 U.S.C. 4301](#), *et seq.*, or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.

3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.:

[29 U.S.C. §2601](#) *et seq.*, Family and Medical Leave Act; [29 C.F.R. Part 825](#).

[105 ILCS 5/24-6.4](#).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been updated.

Document Status: Draft Update

Professional Personnel

5:200 Terms and Conditions of Employment and Dismissal

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

School Year and Day, Duty-Free Lunch, Salary, Assignments and Transfers, Dismissal, Evaluation

Please refer to the applicable collective bargaining agreement(s). [PRESSPlus1](#)

~~Please refer to the following current agreement:~~

~~Agreement Between the Board of Education School District no. 103 and the Lyons Council Local 571 AFT~~

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in [105 ILCS 5/14-1.09a](#).

Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

LEGAL REF.:

[105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.](#)

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

[23 Ill.Admin.Code Parts 50](#) (Evaluation of Educator Licensed Employees) and [51](#) (Dismissal of Tenured Teachers).

[Cleveland Bd. of Educ. v. Loudermill](#), 470 U.S. 532(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

Adopted: March 22, 2022

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been updated.

Document Status: Draft Update

Professional Personnel

5:210 Resignations

Please refer to the applicable collective bargaining agreement(s). [PRESSPlus1](#)

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

LEGAL REF.:

[105 ILCS 5/24-14.](#)

Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill.App.3d 433 (1st Dist. 2006).

ADOPTED: December 15, 2014

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been updated.

Document Status: Draft Update

Professional Personnel

5:220 Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the appropriate Intermediate Service Center has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Intermediate Service Center within five business days after the employment of a substitute teacher in an emergency situation.

Internal Substitution [PRESSPlus1](#)

Please refer to the applicable collective bargaining agreement(s).

LEGAL REF.:

[105 ILCS 5/10-20.68](#), [5/21B-20\(2\)](#), [5/21B-20\(3\)](#), and [5/21B-20\(4\)](#).

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been added.

Document Status: Draft Update

Professional Personnel

5:250 Leaves of Absence

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

Sick and Bereavement Leave, Personal Leave, Leave of Absence Without Pay, ~~Leave of Absence Without Pay~~, Child-Rearing Leave

Please refer to the applicable collective bargaining agreement(s).

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, [20 U.S.C. §2601 et seq.](#)) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

Leaves for Service in the Military

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

General Assembly Leave

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

Leave for Employment in Department of Defense

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

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

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

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 ([29 U.S.C. §2601](#) et seq.).

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

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in

accordance with [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

Leave to Serve as an Election Judge

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

LEGAL REF.:

[10 ILCS 5/13-2.5](#).

[105 ILCS 5/24-6](#), [5/24-6.1](#), [5/24-6.2](#), [5/24-6.3](#), [5/24-13](#), and [5/24-13.1](#).

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Adopted: March 22, 2022

Document Status: Draft Update

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

Please refer to the applicable collective bargaining agreement(s). [PRESSPlus1](#)

For employees not covered by a current applicable bargaining agreement:

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 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

Adopted: March 23, 2021

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been updated.

Document Status: Draft Update

Educational Support Personnel

5:290 Employment Termination and Suspensions

Resignation and Retirement [PRESSPlus1](#)

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given.

Retirement

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

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

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

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by [325 ILCS 5/](#).

Reduction in Force and Recall

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow [Sections 10-22.34c](#)

(outsourcing non-instructional services) and [10-23.5](#) (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

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

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

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

LEGAL REF.:

[5 ILCS 430](#) *et seq.*

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

[325 ILCS 5/7.4](#)(c-10).

[820 ILCS 105/4a](#).

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

Adopted: August 25, 2020

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), CBA references have been updated/added throughout the policy.

Document Status: Draft Update

Educational Support Personnel

5:300 Schedules and Employment Year

Please refer to the following current agreements: [PRESSPlus1](#)

~~Contract Between the Board of Education Elementary School District 103 and Full-time Aides of the District 103 Unit of Local 73, Service Employees International Union AFL-CIO~~

~~Contract Between the Board of Education Elementary School District No. 103 and The Custodial/Maintenance Personnel of the District #103 Unit of Local 73, Service Employees International Union AFL-CIO~~

For employees not covered by these agreements:

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board of Education policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday. The District accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.:

Fair Labor Standards Act, [29 U.S.C. §207](#) *et seq.*

[105 ILCS 5/10-20.14a](#), [5/10-22.34](#), and [5/10-23.5](#).

[740 ILCS 137/](#), Right to Breastfeed Act.

[820 ILCS 105/](#), Minimum Wage Law.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act)

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), consider removing this language.

Document Status: Draft Update

Educational Support Personnel

5:320 Evaluation

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board of Education policies as well as in compliance with State law ~~and any applicable collective bargaining agreement.~~ [PRESSPlus1](#)

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

~~Please refer to the following current agreements:~~

~~Contract Between the Board of Education Elementary School District 103 and Full-time Aides of the District 103 Unit of Local 73, Service Employees International Union AFL-CIO~~

~~Contract Between the Board of Education Elementary School District No. 103 and The Custodial/Maintenance Personnel of the District #103 Unit of Local 73, Service Employees International Union AFL-CIO~~

~~For employees not covered by these agreements:~~

The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED: December 15, 2014

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been updated.

Document Status: Draft Update

Educational Support Personnel

5:330 Sick Days, Vacation, Holidays, and Leaves

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

Sick and Bereavement Leave

Please refer to the applicable collective bargaining agreement(s). [PRESSPlus1](#)

For employees not covered by a current applicable bargaining agreement:

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

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

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

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or

Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

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

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

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

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

Holidays

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

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

New Year’s Day	Labor Day
Martin Luther King Jr.’s Birthday	Columbus Day
Abraham Lincoln’s Birthday	Veterans Day

Casimir Pulaski's Birthday	2022 Election Day
Memorial Day	Thanksgiving Day
Juneteenth National Freedom Day	Christmas Day
Independence Day	

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

Personal Leave

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

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

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

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

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

Leave for Service in the Military

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Educational support personnel receive leave for service in the military on the same terms and conditions granted professional personnel in Board policy 5:250, Leaves of Absence.

Other Leaves

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

1. ~~Leave for Service in the Military.~~

2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Child Bereavement Leave.
6. Leave to serve as an election judge.

LEGAL REF.:

[105 ILCS 5/10-20.7b](#), [5/24-2](#), and [5/24-6](#).

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).

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

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), CBA references have been added throughout the policy.

Document Status: Draft Update

General Personnel

5:35 Compliance with the Fair Labor Standards Act

Job Classifications

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

Workweek and Compensation

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

Overtime

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Please refer to the following current agreements: [PRESSPlus1](#)

Contract Between the Board of Education Elementary School District 103 and Full-time Aides of the District 103 Unit of Local 73, Service Employees International Union AFL-CIO

Contract Between the Board of Education Elementary School District No. 103 and The Custodial/Maintenance Personnel of the District #103 Unit of Local 73, Service Employees International Union AFL-CIO

For employees not covered by these agreements:

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

Implementation

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

LEGAL REF.:

[820 ILCS 105/4a](#).

Fair Labor Standards Act, [29 U.S.C. §201](#) *et seq.*, [29 C.F.R. Parts 516, 541, 548, 553, 778, and 785](#).

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

Adopted: November 26, 2019

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been updated.

Document Status: Draft Update

General Personnel

5:60 Expenses

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement: [PRESSPlus1](#)

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

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

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

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

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

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

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act ([30 ILCS 708/](#)) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

[2 C.F.R. §200.474.](#)

[30 ILCS 708/130](#), Grant Accountability and Transparency Act.

[50 ILCS 150/](#), Local Government Travel Expense Control Act.

[105 ILCS 5/10-22.32.](#)

[820 ILCS 115/9.5](#), III. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Adopted: August 25, 2020

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been added.

Document Status: Draft Update

General Personnel

5:70 Religious Holidays

~~Please refer to the following current agreement:~~ [PRESSPlus1](#)

~~Agreement Between the Board of Education School District no. 103 and the Lyons Council Local 571 AFT 2014-2018~~

~~For employees not covered by this agreement:~~

The Superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least five days' prior notice and the absence does not cause an undue hardship.

Employees may use earned vacation time, or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee.

LEGAL REF.:

Religious Freedom Restoration Act, [775 ILCS 35/15](#).

Illinois Human Rights Act, [775 ILCS 5/2-101](#) and [5/2-102](#).

~~ADOPTED: December 15, 2014~~

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been removed.

Document Status: Draft Update

General Personnel

5:80 Court Duty

~~Please refer to the following current agreements:~~ [PRESSPlus1](#)

~~Contract Between the Board of Education Elementary School District 103 and Full-time Aides of the District 103 Unit of Local 73, Service Employees International Union AFL-CIO~~

~~Contract Between the Board of Education Elementary School District No. 103 and The Custodial/Maintenance Personnel of the District #103 Unit of Local 73, Service Employees International Union AFL-CIO~~

~~For employees not covered by these agreements:~~

~~The District will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.~~ [PRESSPlus2](#)

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

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

Witness Duty

The District will pay full salary during the time a licensed employee is absent due to a subpoena to serve as a witness in a trial or have a deposition taken in any school-related matter pending in court. [Q1](#)

Jury Duty

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The District will pay full salary during the time a licensed employee is absent due to jury duty. [Q2](#)

LEGAL REF.:

105 ILCS 5/10-20.7.

705 ILCS 305/4.1, Jury Act.

~~ADOPTED: December 15, 2014~~

Questions and Answers:

***Required Question 1. The School Code mandates this provision for certificated [licensed] employees serving witness duty. 105 ILCS 5/10-20.7. Despite the statute's limitation to licensed employees, many boards apply this language to educational support personnel.

Would the Board like to apply this language to both licensed and educational support personnel?

- No (default)
- Yes (IASB will strike "licensed" from the text and correct the grammar.)

***Required Question 2. The School Code mandates this provision for certificated [licensed] employees serving jury duty. 105 ILCS 5/10-20.7. In contrast, the Jury Act requires that employers give any employee time off from employment for jury duty, but it does not require that employers pay the employee while on jury duty. 705 ILCS 305/4.1. Despite the statute's limitation to licensed employees, many boards apply this language to educational support personnel.

Would the Board like to apply this language to both licensed and educational support personnel?

- No (default)
 - Yes (IASB will strike licensed from the text and correct the grammar.)
-

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been moved below.

PRESSPlus 2. In response to a 5-year review, this text is relocated under new Witness Duty and Jury Duty subheadings, below. **Issue 109, May 2022**

Document Status: Draft Update

INSTRUCTION

6:140 Education of Homeless Children

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

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

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the appropriate Intermediate Service Center Executive Director [PRESSPlus1](#) and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.:

~~McKinney Vento Homeless Assistance Act~~, 42 U.S.C. §11431 et seq., ~~McKinney-Vento Homeless Assistance Act~~, [PRESSPlus2](#)

~~Ill. Education for Homeless Children Act~~, 105 ILCS 45/, ~~Education for Homeless Children Act~~.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment ~~and Intra-District Transfer~~), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

~~ADOPTED: December 15, 2014~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a 5-year review. **Issue 109, May 2022**

PRESSPlus 2. The Legal Reference style is updated. **Issue 109, May 2022**

Document Status: Draft Update

INSTRUCTION

6:290 Homework

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Missed Homework [PRESSPlus1](#)

Students absent for a valid cause may make up missed homework in a reasonable timeframe per policy 7:70, *Attendance and Truancy*.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: December 15, 2014

PRESSPlus Comments

PRESSPlus 1. Optional. Updated in response to a 5-year review to align with sample policy 7:70, *Attendance and Truancy*. **Issue 109, May 2022**

Document Status: Draft Update

INSTRUCTION

6:80 Teaching About Controversial Issues

The Superintendent shall ensure that all school-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, are:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose.
- Informative and present a balanced view.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Not tolerant of profanity or slander.

The District specifically reserves its right to stop any school-sponsored activity that it determines violates this policy, is harmful to the District or the students, or violates State or federal law.

Academic Freedom [PRESSPlus1](#)

Please refer to the applicable collective bargaining agreement(s).

LEGAL REF.: [PRESSPlus2](#)

Garcetti v. Ceballos, 547 U.S. 410 (2006).

Mayer v. Monroe Cnty. Cmty. Sch. Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies)

ADOPTED: January 22, 2018

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been updated.

PRESSPlus 2. Legal References are added. **Issue 109, May 2022**

Document Status: Draft Update

STUDENTS

7:15 Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board of Education policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act ([20 U.S.C. §1400 et seq.](#)).
3. Is otherwise authorized by Board policy.

Prohibition on Selling or Marketing Students' Personal Information ~~Is Prohibited~~ [PRESSPlus1](#)

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

Transfer of Rights

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.:

[20 U.S.C. §1232h](#), Protection of Pupil Rights Act.

[105 ILCS 5/10-20.38.](#)

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

~~105 ILCS 5/10-20.38.~~

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities)

~~ADOPTED: February 26, 2018~~

PRESSPlus Comments

PRESSPlus 1. Compare *personal information* under the Protection of Pupil Rights Act (PPRA) and the Children's Privacy Protection and Parental Empowerment Act (CPPPEA) with *covered information* under the Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), which districts are always prohibited from selling, renting, leasing, or trading. 105 ILCS 85/26. *Covered information* is broadly defined as personally identifiable information of students (or linked to students) that is shared with an *operator* of a website, online service, or application that is used primarily for K-12 purposes and is designed and marketed for K-12 purposes. Therefore, in cases where the *covered information* is collected, disclosed, or used that also meets the definition of *personal information* under this policy, the PPRA and CPPPEA exceptions to the prohibition on selling students' personal information may not be available. Consult the board attorney for further guidance in these situations, and see sample policy 7:345, *Use of Educational Technologies; Student Data Privacy and Security*, for more information about SOPPA requirements. **Issue 109, May 2022**

Document Status: Draft Update

COMMUNITY RELATIONS

8:110 Public Suggestions and Concerns

Please refer to the applicable collective bargaining agreement(s). [PRESSPlus1](#)

~~Please refer to the following current agreement:~~

~~Agreement Between the Board of Education School District no. 103 and the Lyons Council Local 571 AFT 2014-2018~~

~~For employees not covered by this agreement:~~

~~The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, *Access to Electronic Networks*, and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.~~

~~An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.~~

LEGAL REF.:

[115 ILCS 5/14](#)(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

Adopted: December 15, 2020

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), the policy language has been updated to point directly to the agreements.