

# Board Of Education Meeting

Thursday, August 17, 2023 7:00 PM

John E. Albright Middle School, 1110 S. Villa Ave, Villa Park, IL 60181

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Approval of Meeting Agenda**

5. **First Comments by Visitors**

6. **Recognitions and Celebrations: New and Tenured Teachers** **Speaker(s):** Dr. Burnett

7. **Consent Agenda**

7.A. Approval of Minutes from the Regular Board Meeting of June 15, 2023, and the Policy Committee Meeting of July 18, 2023

7.B. Approval of Treasurer's Report for June and July 2023

7.C. Approval of Disbursements for July and August of 2023

7.D. Approval of P-Card Purchases for June and July 2023

7.E. Approval of Revolving Funds Disbursement for July 2023

7.F. Approval of Student Activity Funds Report for June and July 2023

7.G. Approval of Regular/Routine Personnel Report for August 17, 2023

7.H. Approval of the Destruction of Executive Session Audio Recordings that are More Than 18 Months Old and That Have Been Adopted

8. **Superintendent Reports**

8.A. Continued Review of FGM Master Facility Plan

8.B. Summer U Update **Speaker(s):** Dr. Martelli

8.C. Instructional Materials Report **Speaker(s):** Dr. Martelli

8.D. Student Enrollment Update

8.E. District 48 Goals and Objectives for 2023-2024 - Presentation

9. **Finance and Operations Report**

9.A. Monthly Financial Statements Report **Speaker(s):** Mrs. Allard

9.B. Disposal of Surplus Property and Materials **Speaker(s):** Mrs. Allard

9.C. Illinois Department of Healthcare & Family Services Intergovernmental Agreement **Speaker(s):** Mrs. Allard

## 10. Board Committees and Meeting Updates

10.A. Policy Committee Report and Adoption of Policies

### 10.A.1. Section 2 - Board of Education

2:80 Board Member Oath and Conduct

2:170 Procurement of Architectural, Engineering, and Land Surveying Services

### Section 4 - Operational Services

4:45 Insufficient Fund Checks and Debt Recovery

4:100 Insurance Management

### Section 5 - Personnel

Professional Personnel

5:230 Maintaining Student Discipline

### Section 6 - Instruction

6:10 Educational Philosophy and Objectives

6:190 Extracurricular and Co-Curricular Activities

6:240 Field Trips

### Section 7 - Students

7:275 Orders to Forgo Life-Sustaining Treatment

7:305 Student Athlete Concussions and Head Injuries

7:330 Student Use of Buildings - Equal Access

### Section 8 - Community Relations

8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

8:95 Parental Involvement

10.B. SASSED Update

10.B.1. District 48 SASSED Outplaced Students at a Glance

10.B.2. SASSED STARS Program

## 11. FTC Update

## 12. Notices and Communications

12.A. Freedom Of Information Act (FOIA) Requests

12.B. District 88 Board Recap Reports

## 13. Unfinished Business

## 14. New Business

## 15. Second Comments by Visitors

## 16. Future Agenda Items

## 17. Executive Session: Litigation

## 18. Actions from Executive Session (if needed)

## 19. Adjournment

# SALT CREEK SCHOOL DISTRICT 48

## CONSENT AGENDA

August 17, 2023

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The consent agenda format is designed to allow the Board to efficiently approve routine items that are typically administrative in nature, without the need to discuss each one individually. Board members will continue to receive all of the supporting materials for each item, and can ask for any of them to be considered and approved individually if more discussion on any item is requested.

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### Consent Agenda Items

**A. Approval of Meeting Minutes**

Approve Minutes from the Regular Board Meeting of June 15, 2023 and the Policy Committee Meeting of July 18, 2023

**B. Approval of Treasurer's Reports for June and July 2023**

The District 48 Treasurer's Report for the period ending **June 30, 2023** is as follows:

The balance in the Education Fund is: \$ 14,467,162.25  
The balance in the Operations & Maintenance Fund is: \$ 2,172,340.32  
The balance in the Debt Service Fund is: \$ 742,384.07  
The balance in the Transportation Fund is: \$ 1,264,929.25  
The balance in the I.M.R.F. Fund is: \$ 145,065.95  
The balance in the Capital Projects Fund is: \$ -1,633.92  
And the balance in the Working Cash Fund is: \$ 272,762.53  
Giving us a total of all funds of: \$ 19,063,010.45

The District 48 Treasurer's Report for the period ending **July 31, 2023** is as follows:

The balance in the Education Fund is: \$ 13,531,631.69  
The balance in the Operations & Maintenance Fund is: \$ 2,112,314.46  
The balance in the Debt Service Fund is: \$ 743,043.58  
The balance in the Transportation Fund is: \$ 1,256,588.53  
The balance in the I.M.R.F. Fund is: \$ 141,755.20  
The balance in the Capital Projects Fund is: \$ -1,633.92  
And the balance in the Working Cash Fund is: \$ 273,016.29  
Giving us a total of all funds of: \$ 18,056,715.83

**C. Approval of Disbursements for July and August 2023**

The District 48 disbursements for the month of July 2023 is \$ 1,057,642.69

\$ 947,661.28 is Education Fund  
\$ 89,501.46 is Operations & Maintenance Fund  
\$ 0.00 is Debt Fund  
\$ 20,479.95 is Transportation Fund  
\$ 0.00 is Capital Projects Fund

The District 48 disbursements for the month of August 2023 is \$ 36,999.98

\$ 24,263.03 is Education Fund  
\$ 10,229.91 is Operations & Maintenance Fund  
\$ 0.00 is Debt Fund  
\$ 2,507.04 is Transportation Fund  
\$ 0.00 is Capital Projects Fund

**D. Approval of P-Card Purchases for July 2023**

The District 48 P-Card purchases for the month of July is \$ 27,624.18

**E. Approval of Revolving Fund Disbursements for June and July 2023**

The District 48 Revolving Fund Disbursements for the month of June is \$ 17,640.06  
The District 48 Revolving Fund Disbursements for the month of July is \$ 1,440.00

**F. Approval of Student Activity Funds Report for June and July 2023**

The District 48 Student Activity Funds balance for the month of June is \$ 3,454.47  
The District 48 Student Activity Funds balance for the month of July is \$ 20.00

**G. Approval of Personnel Report for August 17, 2023**

Employment of Full-Time Substitute Teachers for 2023-24 School Year

Kelly Harr at Albright M.S. for the 2023-24 school year

Rachel Desmedt at Salt Creek Primary/Stella May Swartz Schools for the 2023-24 school year

Employment of Support Staff (Non-Certified)

Jaye Graham, Special Education Teacher Assistant at Albright M.S. for the 2023-24 school year

Jasmine Denton, Special Education Teacher Assistant at Albright M.S. for the 2023-24 school year

Danielle Holden, .5 FTE Special Education Teacher Assistant at Salt Creek Primary for the 2023-24 school year

Change in FTE for Support Staff (Non-Certified)

Amy Middleton will move to a 1.0 FTE Special Education Teacher Assistant at Salt Creek Primary for the 2023-24 school year

Extra-Duty Employment 2023-24 School Year

The following **Swartz** staff are being recommended for extra duty vacancies for the 2023-24 school year:

**Earth Savers Club (stipend)**

Becky Vicicondi

The following **Albright M.S.** staff are being recommended for extra duty vacancies for the 2023-24 school year:

**Intramurals (2-3 Practices and 1 Meet - hourly)**

Kyle Busse

Katie Tumilty

**Soccer Coaches (stipend)**

Anthony Lewicki

Zack Price

**H. Approval of Destruction of Adopted Executive Session Audio Recordings More Than 18 Months Old**

January 20, 2022 – Regular Meeting

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF EDUCATION, SCHOOL DISTRICT NO. 48,  
DU PAGE COUNTY, ILLINOIS, HELD ON THURSDAY, JUNE 15, 2023  
AT JOHN E. ALBRIGHT MIDDLE SCHOOL  
VILLA PARK, ILLINOIS**

Call to Order	Mr. Cuny called the meeting to order at 7:00 p.m.								
Roll Call	<table border="0"> <tr> <td style="vertical-align: top;">Board Members Present:</td> <td>Mr. Cuny, Mr. Downer, Mr. Kielminski, and Mr. Blair</td> </tr> <tr> <td style="vertical-align: top;">Board Members Absent:</td> <td>Mr. Van De Velde, Mrs. Rattana, and Mr. Dickens</td> </tr> <tr> <td style="vertical-align: top;">Administrators Present:</td> <td>Dr. Evans, Dr. Zaher, Dr. Martelli, Ms. Sabourin, Mrs. Allard, Ms. Aulisa, Mrs. Ross, and Mrs. Hummel</td> </tr> <tr> <td style="vertical-align: top;">Visitors/Staff:</td> <td>Dr. Emily Burnett</td> </tr> </table>	Board Members Present:	Mr. Cuny, Mr. Downer, Mr. Kielminski, and Mr. Blair	Board Members Absent:	Mr. Van De Velde, Mrs. Rattana, and Mr. Dickens	Administrators Present:	Dr. Evans, Dr. Zaher, Dr. Martelli, Ms. Sabourin, Mrs. Allard, Ms. Aulisa, Mrs. Ross, and Mrs. Hummel	Visitors/Staff:	Dr. Emily Burnett
Board Members Present:	Mr. Cuny, Mr. Downer, Mr. Kielminski, and Mr. Blair								
Board Members Absent:	Mr. Van De Velde, Mrs. Rattana, and Mr. Dickens								
Administrators Present:	Dr. Evans, Dr. Zaher, Dr. Martelli, Ms. Sabourin, Mrs. Allard, Ms. Aulisa, Mrs. Ross, and Mrs. Hummel								
Visitors/Staff:	Dr. Emily Burnett								
Approval of Meeting and Consent Agendas	Mr. Cuny inquired whether there were any requests for changes to the agenda or consent agenda. No changes were noted.								
First Comments by Visitors	None								
<b><u>Recognitions and Celebrations</u></b>	<p>Ms. Sabourin recognized the Class of 2023 Retirees and the Administrative Team.</p> <p>Ms. Sabourin recognized the following staff that were nominated for extraordinary staff recognition for May/June and received certificates from the district for nominations and recognition for their extraordinary work within the district.</p> <p>Ken Calaway, AMS Instructional Assistant Stephanie Pastore, 5th Grade Teacher Andra Oancea, 5th Grade Teacher Nicole Langlo, Speech Language Pathologist Teri Olsen, 7/8 Grade Math Teacher Anthony Lewicki, AMS PE Teacher Mandy Zoske, 6th Grade Teacher Becky Vicicondi, 2nd Grade Teacher Javier Murillo, SC RJB Day Custodian</p>								
<b><u>Focus on Learning:</u></b> SIP Reviews and Assessment Results (Fall-Spring)	Dr. Martelli introduced Mrs. Ross, Mrs. Hummel, and Ms. Aulisa to provide a brief review of the School Improvement Plans for Salt Creek, Stella May Swartz, and Albright Middle Schools as well as the assessment results from Fall 2022 to Spring 2023.								

**Consent Agenda Items**

Meeting Minutes,  
Financials, Personnel  
Report, Destruction of  
Recordings  
(motion)

Mr. Cuny requested a motion to approve the Consent Agenda for June 15, 2023, consisting of Minutes from the Regular Board Meeting May 18, 2023, the Treasurer's Report for May 2023, the Disbursement Report for June 2023, the P-Card purchases for May and June 2023, the Revolving Fund Disbursements for May 2023, the Student Activity Funds Report for May 2023, the Regular/Routine Personnel Report for June 15, 2023, and the destruction of Executive Session audio recordings that are more than 18 months old and that have been adopted. Mr. Blair so moved. The motion was seconded by Mr. Downer and on roll call the following members voted aye: Mr. Blair, Mr. Downer, Mr. Cuny, and Mr. Kielminski. Nays: None. The motion carried unanimously.

**Agenda Items**

Approval of  
Intergovernmental  
Cooperation Agreement  
for Mutual Assistance in  
Response to Crisis in the  
Public Schools of DuPage  
County, Illinois (motion)

Dr. Evans reported that the DuPage County Regional Office of Education has been developing this agreement for some time and it is now ready for approval by Boards of Education in DuPage County. He noted that this Intergovernmental Agreement will provide mutual assistance to any school district in DuPage County in a time of crisis.

Mr. Cuny requested a motion to approve the Intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crisis in the Public Schools of DuPage County, Illinois. Mr. Blair so moved. The motion was seconded by Mr. Downer and on roll call the following members voted aye: Mr. Blair, Mr. Downer, Mr. Cuny, and Mr. Kielminski. Nays: None. The motion carried unanimously.

Presentation of 2023-2024  
Tentative District Budget  
(motion)

Mrs. Allard reported that the 2023-2024 Tentative District Budget has been prepared and will be finalized over the summer. She indicated that it will then be presented to the Board of Education at the August 17, 2023 Board of Education meeting and available to the public for review for the required thirty days. Mrs. Allard noted that a public hearing will be held prior to the September 21, 2023 Board of Education meeting.

Mr. Cuny requested a motion to review and approve the 2023-2024 Tentative District Budget. Mr. Blair so moved. The motion was seconded by Mr. Kielminski and on roll call the following members voted aye: Mr. Blair, Mr. Kielminski, Mr. Cuny, and Mr. Downer. Nays: None. The motion carried unanimously.

Authorization to Pay  
Vendor Bills and Payroll  
for June/July 2023 (motion)

Mrs. Allard noted that as the Board of Education does not meet during the month of July 2023, she is requesting board approval to pay the bills in June and July with formal approval to take place at

the August board meeting.

Mr. Cuny requested a motion to authorize the School District Treasurer to pay vendor bills and payroll from June 16, 2023 through July 2023 reporting such payments as part of the School District Treasurer report at the regular August 17, 2023 Board of Education meeting. Mr. Downer so moved. The motion was seconded by Mr. Blair and on roll call the following members voted aye: Mr. Downer, Mr. Blair, Mr. Kielminski, and Mr. Cuny. Nays: None. The motion carried unanimously.

Continued Review of FGM  
Master Facility Plan  
(motion)

Dr. Evans reviewed the proposal from FGM as requested by the Board of Education at their May meeting. He recommended approving the entire content of the schematic design with the knowledge that the board may request stopping advancement of this process at any time.

Mr. Cuny requested a motion to approve engaging FGM Architects to begin the schematic design process for a new K-8 elementary school on the current Stella May Swartz site with the understanding that if the Board of Education determines that a new school on the site is not feasible, payment will only be made for the stages that have been completed. Mr. Blair so moved. The motion was seconded by Mr. Kielminski and on roll call the following members voted aye: Mr. Blair, Mr. Kielminski, Mr. Cuny, and Mr. Downer. Nays: None. The motion carried unanimously.

Approval of Arbor  
Management, Inc Renewal  
Contract for 2023-2024  
(motion)

Mrs. Allard noted that the district currently has an Intergovernmental Agreement with School District 45 to provide breakfast and lunch through a 2023-2024 renewal contract with Arbor Management, Inc. She also noted that Arbor is requesting a 8.3% increase in the food service agreement for the upcoming school year.

Mr. Cuny requested a motion to approve a renewal contract with Arbor Management, Inc. to provide breakfast and lunch service for 2023-2024. Mr. Downer so moved. The motion was seconded by Mr. Blair and on roll call the following members voted aye: Mr. Downer, Mr. Blair, Mr. Kielminski, and Mr. Cuny. Nays: None. The motion carried unanimously.

Approval of Westway Coach  
Renewal Contract for  
2023-2024 (motion)

Mrs. Allard reported that the district has received a renewal contract from Westway Coach to provide transportation services for 2023-2024. The service will be reviewed over the course of the upcoming school year and a determination will be made to renew the contract or seek bids to provide transportation services for 2024-2025.

	<p>Mr Cuny requested a motion to approve a renewal contract with Westway Coach to provide transportation services for 2023-2024. Mr. Downer so moved. The motion was seconded by Mr. Blair and on roll call the following members voted aye: Mr. Downer, Mr. Blair, Mr. Kielminski, and Mr. Cuny. Nays: None. The motion carried unanimously.</p>
Approval to Submit Offer for Purchase of Residential Property (motion)	<p>Dr. Evans reported that the City of Elmhurst contacted him to indicate that they would like to proceed with accepting an offer submitted on behalf of the district for the property adjacent to Salt Creek Primary School. He noted that once the property is owned by the district, it may be used for additional playground, parking, bus and car circulation, or other needs of the district.</p> <p>Mr. Cuny requested a motion to approve submitting an offer to purchase residential property located at 994 South Riverside Drive, Elmhurst, IL next to Salt Creek Primary School to the City of Elmhurst not to exceed the appraised value of \$485,000. Mr. Kielminski so moved. The motion was seconded by Mr. Downer and on roll call the following members voted aye: Mr. Kielminski, Mr. Downer, Mr. Blair, and Mr. Cuny. Nays: None. The motion carried unanimously.</p>
Approval of ISBE Consolidated District Plan for 2023-2024 (motion)	<p>Dr. Martelli noted that approval of this plan allows the district to access funds for various Title Grants provided through ISBE.</p> <p>Mr. Cuny requested a motion to approve the ISBE Consolidated District Plan for 2023-2024 as presented. Mr. Blair so moved. The motion was seconded by Mr. Downer and on a voice vote carried unanimously.</p>
FTC Update	None
Unfinished Business	None
New Business	None
Board Committee and Meeting Updates	<p><u>Joint Annual Conference – November 17-19, 2023</u>  Board discussion took place regarding adjusting the regular November Board of Education meeting date to accommodate those board members who are attending the pre-conference workshop beginning at 9:30 a.m. on Thursday, November 16. Following discussion it was determined that the meeting will remain on Wednesday, November 15 at 7:00 p.m.</p> <p>Mr. Kielminski noted that the Executive Director for SASSED submitted her notice of resignation.</p>

	Mr. Blair reported that he will serve as the co-chair for the SASSED Governing Board for the upcoming school year.
Second Comments by Visitors	Ms. Jennifer Sabourin thanked the board for their support for the past five years.
Notices and Communications	Thank you notes were received from Janet Lapinski, Susan Nelson, Angela Kawka, and Dr. Evans in recognition and gifts received from the Board at the Retirement and Recognition event.
Future Agenda Items	None
Other Business	Mr. Kielminski would like to review the current Vision & Mission Statement of the district.
Adjournment (motion)	As there was no further business to come before the Board, Mr. Cuny requested a motion to adjourn. Mr. Blair so moved. The motion was seconded by Mr. Downer and on a voice vote carried unanimously.  The meeting was adjourned at 7:52 p.m.

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 President

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 Secretary

**MINUTES OF THE POLICY COMMITTEE MEETING  
OF THE BOARD OF EDUCATION, SCHOOL DISTRICT NO. 48,  
DU PAGE COUNTY, ILLINOIS, HELD TUESDAY, JULY 18, 2023  
AT JOHN E. ALBRIGHT MIDDLE SCHOOL,  
VILLA PARK, ILLINOIS**

The meeting began at 9:00 a.m.

Board Members Present: Mr. Blair and Mr. Kielminski

Administrators/Staff: Dr. Zaher and Mrs. Clarke

**Agenda**

Review of PRESS PLUS Issue 112 –June 2023 Proposed Policy Revisions Mr. Blair, Mr. Kielminski, Dr. Zaher and Ms. Clarke met to review the most recent Press Plus Issue of recommended board policy revisions developed by IASB for the district policy handbook and online publication.

The committee reviewed the following recommended revised policies:

Section 2 – Board of Education

2:80 Board Member Oath and Conduct

2:170 Procurement of Architectural, Engineering, and Land Surveying Services

Section 4 – Operational Services

4:45 Insufficient Fund Checks and Debt Recovery

4:100 Insurance Management

Section 5 - Personnel

Professional Personnel

5:230 Maintaining Student Discipline

Section 6 - Instruction

6:10 Educational Philosophy and Objectives

6:190 Extracurricular and Co-Curricular Activities

6:240 Field Trips

Section 7 - Students

7:275 Orders to Forgo Life-Sustaining Treatment

7:305 Student Athlete Concussions and Head Injuries

7:330 Student Use of Buildings - Equal Access

Section 8 - Community Relations

8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

8:95 Parental Involvement

Following this review and revisions, as needed, the committee recommended that the updated proposed policies be presented for Board approval at the August 17, 2023 regular Board meeting.

Adjournment

There was no further business to come before the committee and the meeting was adjourned at 10:14 a.m.

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Secretary

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President

# Statement of Position

FY 2022-2023    Month June

Salt Creek SD 48

## Education Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	2,500.00
Cash In Bank	1010	14,391,300.63
Medical/Dependent Care Flex	1015	7,408.17
Petty Cash	1020	53,771.00
Epay INB Bank Balance	1025	0.00
Petty Cash Lunch	1030	0.00
Interest Fund	1050	0.00
Cash Escrow Accounting	1150	0.00
Loan To IMRF/FICA	1520	0.00
Due From Employee	1600	38,088.00
Investments	1800	0.00
Payroll Batch Update	4890	0.00
	Assets	14,493,067.80
<b>Liabilities</b>		
Tax Anticipation Warrants	4070	0.00
A/P Batch Update	4310	6,251.99
Loan From O&M	4320	0.00
Loan From Working Cash	4340	0.00
TRS	4510	0.00
FIT	4520	0.00
SIT	4530	0.00
IMRF Withholding	4540	0.00
TSA	4550	0.00
THIS/NCPERS/IN	4560	0.00
FICA	4570	0.00
Medicare Only-1.45	4580	0.00
Teacher Dues	4586	0.00
Misc: Fees, Wage Deductions	4590	141.45
Medical/Dependent Care Flex	4591	19,459.61
Epay INB Bank Balance	4592	0.00
Conversion Created: 4595	4595	0.00
Payroll Batch Update	4890	0.00
Board Share Payable	4990	52.50
	Liabilities	25,905.55

# Statement of Position

FY 2022-2023 Month June

Salt Creek SD 48

## Fund Balance

Fund Balance	14,467,162.25
Total Liab & Fund Bal	14,493,067.80

## Summary of Fund Balance

### June Activity

### YTD Activity

Beginning Fund Balance		11,464,918.70
Add Revenues to Date	3,899,447.40	12,288,805.62
Less Expenditures to Date	897,203.85	9,729,250.24
		<hr/>
	Education Fund Balance	14,024,474.08
	Difference:	442,688.17

# Statement of Position

FY 2022-2023    Month June

Salt Creek SD 48

## Operations & Maintenance Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	2,171,817.10
Cash In Bank	1010	0.00
Capital Project Investment	1200	0.00
Checking Interest	1510	0.00
Payroll Batch Update	4890	0.00
	Assets	2,171,817.10
<b>Liabilities</b>		
	2540	0.00
A/P Batch Update	4310	-523.22
FIT	4520	0.00
SIT	4530	0.00
IMRF Withholding	4540	0.00
TSA	4550	0.00
THIS/NCPERS/IN	4560	0.00
FICA	4570	0.00
Misc: Fees, Wage Deductions	4590	0.00
Conversion Created: 4595	4595	0.00
Payroll Batch Update	4890	0.00
Board Share Payable	4990	0.00
	Liabilities	-523.22
<b>Fund Balance</b>		
Fund Balance		2,172,340.32
Total Liab & Fund Bal		2,171,817.10
<b>Summary of Fund Balance</b>		
	<b>June Activity</b>	<b>YTD Activity</b>
Beginning Fund Balance		1,643,626.26
Add Revenues to Date	666,915.68	1,716,994.24
Less Expenditures to Date	138,201.62	1,023,846.03
		2,336,774.47
	Operations & Maintenance Fund Balance	2,336,774.47
	Difference:	-164,434.15

## Statement of Position

FY 2022-2023    Month June

Salt Creek SD 48

### Debt Service Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	708,884.07
Cash Escrow Accounting	1150	33,500.00
Capital Project Investment	1200	0.00
	Assets	742,384.07
<b>Liabilities</b>		
A/P Batch Update	4310	0.00
Conversion Created: 4595	4595	0.00
	Liabilities	

### Fund Balance

Fund Balance	742,384.07
Total Liab & Fund Bal	742,384.07

Summary of Fund Balance	June Activity	YTD Activity
Beginning Fund Balance		735,936.99
Add Revenues to Date	6,447.08	833,005.88
Less Expenditures to Date	0.00	2,010,869.43
	Debt Service Fund Balance	-441,926.56
	Difference:	1,184,310.63

## Statement of Position

FY 2022-2023    Month June

Salt Creek SD 48

### Transportation Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	1,264,929.25
Cash In Bank	1010	0.00
Epay INB Bank Balance	1025	0.00
Investments	1800	0.00
	Assets	1,264,929.25
<b>Liabilities</b>		
A/P Batch Update	4310	0.00
Loan From Working Cash	4340	0.00
TRS	4510	0.00
FIT	4520	0.00
SIT	4530	0.00
IMRF Withholding	4540	0.00
TSA	4550	0.00
THIS/NCPERS/IN	4560	0.00
FICA	4570	0.00
Misc: Fees, Wage Deductions	4590	0.00
Conversion Created: 4595	4595	0.00
Payroll Batch Update	4890	0.00
Board Share Payable	4990	0.00
	Liabilities	
<b>Fund Balance</b>		
Fund Balance		1,264,929.25
Total Liab & Fund Bal		1,264,929.25
<b>Summary of Fund Balance</b>		
	<b>June Activity</b>	<b>YTD Activity</b>
Beginning Fund Balance		994,995.74
Add Revenues to Date	368,953.02	926,109.72
Less Expenditures to Date	99,019.51	710,689.00
		1,210,416.46
		Difference: 54,512.79

## Statement of Position

FY 2022-2023    Month June

Salt Creek SD 48

### Retirement Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	145,065.95
Investments	1800	0.00
Payroll Batch Update	4890	0.00
	Assets	145,065.95
<b>Liabilities</b>		
A/P Batch Update	4310	0.00
Loan From Working Cash	4340	0.00
Conversion Created: 4595	4595	0.00
Payroll Batch Update	4890	0.00
Board Share Payable	4990	0.00
	Liabilities	
<b>Fund Balance</b>		
Fund Balance		145,065.95
Total Liab & Fund Bal		145,065.95
<b>Summary of Fund Balance</b>		
	<b>June Activity</b>	<b>YTD Activity</b>
Beginning Fund Balance		92,699.50
Add Revenues to Date	68,942.97	140,294.91
Less Expenditures to Date	16,576.52	173,794.26
	Retirement Fund Balance	59,200.15
	Difference:	85,865.80

## Statement of Position

FY 2022-2023    Month June

Salt Creek SD 48

### Capital Projects Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	-1,633.92
Capital Project Investment	1200	0.00
	Assets	-1,633.92
<b>Liabilities</b>		
A/P Batch Update	4310	0.00
Conversion Created: 4595	4595	0.00
	7310	0.00
	Liabilities	
<b>Fund Balance</b>		
Fund Balance		-1,633.92
Total Liab & Fund Bal		-1,633.92
<b>Summary of Fund Balance</b>		
	<b>June Activity</b>	<b>YTD Activity</b>
Beginning Fund Balance		0.00
Add Revenues to Date	-5,605.66	0.00
Less Expenditures to Date	-3,971.74	275,106.20
	Capital Projects Fund Balance	-275,106.20
	Difference:	273,472.28

## Statement of Position

FY 2022-2023    Month June

Salt Creek SD 48

### Working Cash Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	272,762.53
Checking Interest	1510	0.00
Loan To IMRF/FICA	1520	0.00
Investments	1800	0.00
	Assets	272,762.53
<b>Liabilities</b>		
Conversion Created: 4595	4595	0.00
	Liabilities	
<b>Fund Balance</b>		
Fund Balance		272,762.53
Total Liab & Fund Bal		272,762.53
<b>Summary of Fund Balance</b>		
	<b>June Activity</b>	<b>YTD Activity</b>
Beginning Fund Balance		270,324.00
Add Revenues to Date	2,438.53	2,438.53
Less Expenditures to Date	0.00	0.00
	Working Cash Fund Balance	272,762.53
	Difference:	0.00

# Statement of Position

FY 2023-2024    Month July

Salt Creek SD 48

## Education Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	2,500.00
Cash In Bank	1010	13,465,527.10
Medical/Dependent Care Flex	1015	8,077.21
Petty Cash	1020	53,771.00
Epay INB Bank Balance	1025	0.00
Petty Cash Lunch	1030	0.00
Interest Fund	1050	0.00
Cash Escrow Accounting	1150	0.00
Loan To IMRF/FICA	1520	0.00
Due From Employee	1600	38,088.00
Investments	1800	0.00
Payroll Batch Update	4890	0.00
	Assets	13,567,963.31
<b>Liabilities</b>		
Tax Anticipation Warrants	4070	0.00
A/P Batch Update	4310	6,251.99
Loan From O&M	4320	0.00
Loan From Working Cash	4340	0.00
TRS	4510	0.00
FIT	4520	0.00
SIT	4530	0.00
IMRF Withholding	4540	0.00
TSA	4550	0.00
THIS/NCPERS/IN	4560	0.00
FICA	4570	0.00
Medicare Only-1.45	4580	0.00
Teacher Dues	4586	0.00
Misc: Fees, Wage Deductions	4590	141.45
Medical/Dependent Care Flex	4591	-1,538.06
Epay INB Bank Balance	4592	0.00
Conversion Created: 4595	4595	0.00
Payroll Batch Update	4890	0.00
Board Share Payable	4990	31,476.24
	Liabilities	36,331.62

# Statement of Position

FY 2023-2024 Month July

Salt Creek SD 48

## Fund Balance

Fund Balance	13,531,631.69
Total Liab & Fund Bal	13,567,963.31

## Summary of Fund Balance

### July Activity

### YTD Activity

Beginning Fund Balance		14,467,162.25
Add Revenues to Date	558,333.05	558,333.05
Less Expenditures to Date	1,493,863.61	1,493,863.61
		<hr/>
	Education Fund Balance	13,531,631.69
	Difference:	0.00

# Statement of Position

FY 2023-2024    Month July

Salt Creek SD 48

## Operations & Maintenance Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	2,111,791.24
Cash In Bank	1010	0.00
Capital Project Investment	1200	0.00
Checking Interest	1510	0.00
Payroll Batch Update	4890	0.00
	Assets	2,111,791.24
<b>Liabilities</b>		
	2540	0.00
A/P Batch Update	4310	-523.22
FIT	4520	0.00
SIT	4530	0.00
IMRF Withholding	4540	0.00
TSA	4550	0.00
THIS/NCPERS/IN	4560	0.00
FICA	4570	0.00
Misc: Fees, Wage Deductions	4590	0.00
Conversion Created: 4595	4595	0.00
Payroll Batch Update	4890	0.00
Board Share Payable	4990	0.00
	Liabilities	-523.22
<b>Fund Balance</b>		
Fund Balance		2,112,314.46
Total Liab & Fund Bal		2,111,791.24
<b>Summary of Fund Balance</b>		
	<b>July Activity</b>	<b>YTD Activity</b>
Beginning Fund Balance		2,172,340.32
Add Revenues to Date	39,303.03	39,303.03
Less Expenditures to Date	99,328.89	99,328.89
	Operations & Maintenance Fund Balance	2,112,314.46
	Difference:	0.00

## Statement of Position

FY 2023-2024    Month July

Salt Creek SD 48

### Debt Service Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	709,543.58
Cash Escrow Accounting	1150	33,500.00
Capital Project Investment	1200	0.00
	Assets	743,043.58
<b>Liabilities</b>		
A/P Batch Update	4310	0.00
Conversion Created: 4595	4595	0.00
	Liabilities	
<b>Fund Balance</b>		
Fund Balance		743,043.58
Total Liab & Fund Bal		743,043.58
<b>Summary of Fund Balance</b>		
	<b>July Activity</b>	<b>YTD Activity</b>
Beginning Fund Balance		742,384.07
Add Revenues to Date	659.51	659.51
Less Expenditures to Date	0.00	0.00
	Debt Service Fund Balance	743,043.58
	Difference:	0.00

# Statement of Position

FY 2023-2024    Month July

Salt Creek SD 48

## Transportation Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	1,256,588.53
Cash In Bank	1010	0.00
Epay INB Bank Balance	1025	0.00
Investments	1800	0.00
	Assets	1,256,588.53
<b>Liabilities</b>		
A/P Batch Update	4310	0.00
Loan From Working Cash	4340	0.00
TRS	4510	0.00
FIT	4520	0.00
SIT	4530	0.00
IMRF Withholding	4540	0.00
TSA	4550	0.00
THIS/NCPERS/IN	4560	0.00
FICA	4570	0.00
Misc: Fees, Wage Deductions	4590	0.00
Conversion Created: 4595	4595	0.00
Payroll Batch Update	4890	0.00
Board Share Payable	4990	0.00
	Liabilities	
<b>Fund Balance</b>		
Fund Balance		1,256,588.53
Total Liab & Fund Bal		1,256,588.53
<b>Summary of Fund Balance</b>		
	<b>July Activity</b>	<b>YTD Activity</b>
Beginning Fund Balance		1,264,929.25
Add Revenues to Date	12,139.23	12,139.23
Less Expenditures to Date	20,479.95	20,479.95
	Transportation Fund Balance	1,256,588.53
	Difference:	0.00

## Statement of Position

FY 2023-2024    Month July

Salt Creek SD 48

### Retirement Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	141,755.20
Investments	1800	0.00
Payroll Batch Update	4890	0.00
	Assets	141,755.20
<b>Liabilities</b>		
A/P Batch Update	4310	0.00
Loan From Working Cash	4340	0.00
Conversion Created: 4595	4595	0.00
Payroll Batch Update	4890	0.00
Board Share Payable	4990	0.00
	Liabilities	

**Fund Balance**

Fund Balance	141,755.20
Total Liab & Fund Bal	141,755.20

**Summary of Fund Balance**

**July Activity**

**YTD Activity**

Beginning Fund Balance		145,065.95
Add Revenues to Date	6,412.28	6,412.28
Less Expenditures to Date	9,723.03	9,723.03
	Retirement Fund Balance	141,755.20
	Difference:	0.00

# Statement of Position

FY 2023-2024    Month July

Salt Creek SD 48

## Capital Projects Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	-1,633.92
Capital Project Investment	1200	0.00
	Assets	-1,633.92
<b>Liabilities</b>		
A/P Batch Update	4310	0.00
Conversion Created: 4595	4595	0.00
	7310	0.00
	Liabilities	
<b>Fund Balance</b>		
Fund Balance		-1,633.92
Total Liab & Fund Bal		-1,633.92
<b>Summary of Fund Balance</b>		
	<b>July Activity</b>	<b>YTD Activity</b>
Beginning Fund Balance		-1,633.92
Add Revenues to Date	0.00	0.00
Less Expenditures to Date	0.00	0.00
	Capital Projects Fund Balance	-1,633.92
	Difference:	0.00

## Statement of Position

FY 2023-2024    Month July

Salt Creek SD 48

### Working Cash Fund

Function Description	Function #	Amount
<b>Assets</b>		
Cash In Bank	1010	273,016.29
Checking Interest	1510	0.00
Loan To IMRF/FICA	1520	0.00
Investments	1800	0.00
	Assets	273,016.29
<b>Liabilities</b>		
Conversion Created: 4595	4595	0.00
	Liabilities	
<b>Fund Balance</b>		
Fund Balance		273,016.29
Total Liab & Fund Bal		273,016.29
<b>Summary of Fund Balance</b>		
	<b>July Activity</b>	<b>YTD Activity</b>
Beginning Fund Balance		272,762.53
Add Revenues to Date	253.76	253.76
Less Expenditures to Date	0.00	0.00
	Working Cash Fund Balance	273,016.29
	Difference:	0.00



Salt Creek School District 48  
Board Memorandum  
Information Item

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Date: August 17, 2023

Subject: SummerU Update

From: Dr. Christopher Martelli, Director of Curriculum and Instruction

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This update informs the board of the SummerU programming. Although it was short (12 days from July 17 - August 3), our teachers worked hard to find creative ways to engage students with their daily lessons. This kept students focused throughout the program. They also did an excellent job integrating some “fun” into their lessons, which included a lemonade war at the end of the program. I would also like to recognize Mrs. Angie Ross for her hard work as the Principal during SummerU. She managed the day-to-day work of collaborating with staff, communicating with parents, working with transportation, and most importantly, engaging with our students.

Programming:

- We had 53 students participate.
- We staffed five classrooms from grades 1-8. Two classroom teachers were D48 employees, while we hired three classroom teachers and our art teacher from outside the district.
- We had two paraprofessionals supporting students, both of whom are D48 employees.
- Our instructional programming was focused on Reading, Math, SEL, and one special (Art).
- We utilized curriculum and lessons developed by instructional coaches from across DuPage County.
- We utilized The Positivity Project for our SEL lessons. Feedback from students and teachers was that this program was very applicable and students enjoyed the videos and discussions that followed.
- This program is no longer being funded through ESSER funds.
- Attendance was a challenge, especially with our middle school-aged students.
- Each student received a book to keep at the completion of the program.
- Staff feedback was that it was very successful in helping students prepare for the start of the school year.

Considerations:

- A small fee to help/encourage better attendance.
- A criteria for participants so we can be more intentional with targeting struggling students.

If you have any questions, please don't hesitate to contact me.



Salt Creek School District 48  
Board Memorandum  
Information Item

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Date: August 17, 2023

Subject: Instructional Materials Update

From: Dr. Christopher Martelli, Director of Curriculum and Instruction

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**This update is provided to keep the board informed of the instructional materials used in the district each year in accordance with Board Policy 6:210**

Subject Area	Grade Level	Title	Publisher
English Language Arts	K-5	ReadyGEN	Savvas
English Language Arts	K-2	Countdown, Blast, HDWord	Really Great Reading
Handwriting	K-2	Learning Without Tears	Learning Without Tears
Word Study/Spelling	K-4	Words Their Way	Pearson
English Language Arts	6-8	myPerspectives	Savvas
Mathematics	K-4	enVision Math 2.0	Savvas
Mathematics	5-8	Eureka Math2	Great Minds
Science	K-4	Mystery Science	Mystery Science
Science	5-8	STEMScopes	Accelerate Learning
Social Science	K-8	Social Studies Alive! History Alive!	TCI
Social Emotional Learning	K-8	Positivity Project	Positivity Project



## DISTRICT 48 STUDENTS/OUT-OF-DISTRICT PLACEMENTS

Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	March 2023	April 2023	May 2023	June 2023	Aug. 2023
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<b>TOTAL</b>	14	14	15	15	15	15	15	15	15	15	15	15
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## TOTAL NUMBER OF STUDENTS

Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	March 2023	April 2023	May 2023	June 2023	Aug. 2023
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### SALT CREEK

<b>Sub-Total</b>	131	145	147	149	148	149	150	151	151	151	151	151
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### SWARTZ

<b>Sub-Total</b>	149	151	151	150	152	153	155	155	156	156	156	158
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### ALBRIGHT

<b>Sub-Total</b>	211	198	200	202	204	205	206	208	208	197	196	195
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### OUT OF DIST

<b>Sub-Total</b>	14	14	15	15	15	15	15	15	15	15	15	15
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<b>GRAND TOTAL</b>	<b>505</b>	<b>508</b>	<b>513</b>	<b>516</b>	<b>519</b>	<b>522</b>	<b>526</b>	<b>529</b>	<b>530</b>	<b>519</b>	<b>518</b>	<b>519</b>
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2023 -2024

Salt Creek District 48

Goals



**District A-Team**

August 17, 2023



# **1. Improve Student Learning**

# Improve Student Learning

- To ensure every student has access to rigorous and rich curricula that inspires **engaging instruction and promotes intellectual growth.**
- Monitor and support the **Social Emotional Learning (SEL) curriculum (Positivity Project)**, ensuring improved student learning in inclusivity, respect (both peers and adults), and cultural awareness.

# Improve Student Learning

- To deeply learn about the **math standards and curricular shifts**, including investigating the purchase of new instructional materials in Tier 1 (K-4) and Tier 2 (K-8) to prepare for full implementation in the 2024-25 school year.
- To continue collaborative instructional planning with our **Professional Learning Community (PLC) Teams** and district committee meetings to inform instruction.
- Provide engaging, innovative, and **differentiated professional development for our staff**, and support them at all levels to perform their roles successfully.



## **2. Improve Community Outreach/Stakeholder Relationships:**

# Improve Community Outreach/Stakeholder Relationships

- To work internally and with community partners to **improve all areas of safety and security with enhanced protocols** so that students, staff, and families feel emotionally and physically safe to optimize student learning.
- To **engage and inform all residents**, including those without current students, about events, accolades, and the value of their Salt Creek District 48 investment.
- To create a **positive climate and culture of belonging that reduces stress for staff and students** and teach strategies to manage the stress they experience effectively.


# Improve Community Outreach/Stakeholder Relationships Continued...

- To foster **partnerships within and across the schools and our external partners**. These partnerships include but are not limited to our Families Teachers Children (FTC), other community groups, local government agencies, local businesses, and individuals to strengthen and maintain relationships within and outside the Salt Creek District 48 community.
- To provide opportunities for **staff and community members to be more involved** in Salt Creek District 48 community events and organizations.
- To involve students, staff, families, and community members to **develop a long-range strategic plan** that ensures our focus on promoting the rigorous development of all students while inspiring them to learn, grow, lead, and succeed in a global society.

# **3. Maintain Financial Planning that Enhances Revenues and Controls Costs**

# Maintain Financial Planning that Enhances Revenues and Controls Costs

- To **ensure solid financial stewardship** and provide information that is accessible to all members of our community, demonstrating and promoting the value of a Salt Creek District 48 education.
- To explore a **more efficient, well-maintained facilities solution** through a referendum that meets current and emerging operational needs and supports our academic and extracurricular programs.
- To support the district's mission and vision while acting as a **responsible financial steward** by developing budgets, facilities, and staffing plans that respect the community's investment.



**Thank You!**  
**Any Questions?**



# ISDLAF+ Monthly Statement

Salt Creek School District 48

## Current Portfolio

7/31/2023

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
LIQ				07/31/2023		LIQ Account Balance	\$2,535.87	5.119%	\$1.000	\$2,535.87	\$2,535.87
MAX				07/31/2023		MAX Account Balance	\$553,634.63	5.135%	\$1.000	\$553,634.63	\$553,634.63
TS	TS	296212-1	07/28/2023	07/28/2023	09/22/2023	ISDLAF+ TERM SERIES, IL	\$2,000,000.00	5.303%		\$2,016,272.22	\$2,000,000.00
SEC	3	60454-1	06/09/2023	06/12/2023	09/26/2023	TREASURY BILL, 912797GU5	\$3,941,217.11	5.150%		\$4,000,000.00	\$3,967,131.12
SEC	3	61041-1	07/25/2023	07/26/2023	10/19/2023	TREASURY BILL, 912797FB8	\$1,999,517.75	5.272%		\$2,024,000.00	\$2,000,620.76
SEC	3	60706-1	06/30/2023	07/05/2023	10/31/2023	TREASURY BILL, 912797HD2	\$849,568.13	5.269%		\$864,000.00	\$852,501.24
SEC	3	61042-1	07/25/2023	07/26/2023	11/21/2023	TREASURY BILL, 912797HL4	\$1,749,051.13	5.311%		\$1,779,000.00	\$1,749,766.81
CD	N	1351698-1	07/25/2023	07/25/2023	11/22/2023	FIRST COMMERCIAL BANK, MS	\$245,550.00	5.330%		\$249,852.89	\$245,550.00
SEC	3	61043-1	07/25/2023	07/26/2023	12/21/2023	TREASURY BILL, 912797FV4	\$1,999,009.77	5.318%		\$2,042,000.00	\$1,999,572.63
CD	N	1351702-1	07/25/2023	07/25/2023	01/22/2024	Vast Bank, National Association, OK	\$243,300.00	5.450%		\$249,875.43	\$243,300.00
CD	N	1351703-1	07/25/2023	07/25/2023	01/22/2024	Bank Hapoalim B.M., NY	\$243,400.00	5.340%		\$249,845.40	\$243,400.00
CD	N	1351700-1	07/25/2023	07/25/2023	01/22/2024	CIBC Bank USA, MI	\$243,450.00	5.325%		\$249,878.58	\$243,450.00
CD	N	1351705-1	07/25/2023	07/25/2023	01/22/2024	Bank 7, OK	\$243,400.00	5.348%		\$249,855.02	\$243,400.00
CD	N	1351701-1	07/25/2023	07/25/2023	01/22/2024	First National Bank, ME	\$243,400.00	5.340%		\$249,845.48	\$243,400.00
CD	N	1351704-1	07/25/2023	07/25/2023	01/22/2024	First State Bank and Trust Company, Inc., MO	\$243,450.00	5.340%		\$249,896.72	\$243,450.00
CD	N	1351699-1	07/25/2023	07/25/2023	01/22/2024	Preferred Bank, NY	\$243,400.00	5.340%		\$249,845.48	\$243,400.00
CD	N	1351706-1	07/25/2023	07/25/2023	01/22/2024	Financial Federal Bank, TN	\$243,350.00	5.400%		\$249,866.45	\$243,350.00
							<b>\$15,287,234.39</b>			<b>\$15,530,204.17</b>	<b>\$15,318,463.06</b>

**Time and Dollar Weighted Average Portfolio Yield:** 5.292%

**Weighted Average Portfolio Maturity:** 96.40 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

## Salt Creek School District 48 - Revenue Report - July 2023

Account			Account Description	Budget	FYTD Activity	FYTD Activity	(Under) / Over Budget
10	R	1111	Current Taxes	\$4,590,800	\$0	\$0	(\$4,590,800)
10	R	1112	Back Taxes 1 Year Prior	\$4,248,000	\$71,749	\$71,749	(\$4,176,251)
10	R	1113	Back Taxes Other Years	\$0	\$0	\$0	\$0
<i>Total Property Taxes</i>				<u>\$8,838,800</u>	<u>\$71,749</u>	<u>\$71,749</u>	<u>(\$8,767,051)</u>
10	R	1230	Corporate Rplcmt Tax	\$1,450,000	\$311,063	\$311,063	(\$1,138,937)
10	R	1510	Earned Interest	\$126,000	\$12,408	\$12,408	(\$113,592)
10	R	1611	Student Lunch	\$30,000	\$539	\$539	(\$29,461)
10	R	1612	Student Brkfst	\$3,700	\$79	\$79	(\$3,621)
<i>Total Student Lunch &amp; Breakfast Fees</i>				<u>\$33,700</u>	<u>\$618</u>	<u>\$618</u>	<u>(\$33,082)</u>
10	R	1725	School Tech Fees	\$25,000	\$3,100	\$3,100	(\$21,900)
10	R	1732	Graduation Fee	\$5,800	\$345	\$345	(\$5,455)
<i>Total Student Fees</i>				<u>\$30,800</u>	<u>\$3,445</u>	<u>\$3,445</u>	<u>(\$27,355)</u>
10	R	1950	Refund Prior Yr	\$15,000	\$0	\$0	(\$15,000)
10	R	1993	Pre-School Fees	\$75,000	\$1,550	\$1,550	(\$73,450)
10	R	1999	Miscellaneous	\$8,000	\$300	\$300	(\$7,700)
<i>Total Misc Fees</i>				<u>\$98,000</u>	<u>\$1,850</u>	<u>\$1,850</u>	<u>(\$96,150)</u>
10	R	3001	Evidence-Based Funding	\$484,600	\$0	\$0	(\$484,600)
10	R	3360	State Free Breakfast/Lunch	\$1,000	\$0	\$0	(\$1,000)
10	R	3800	Library Grant	\$750	\$0	\$0	(\$750)
<i>Total State Funds</i>				<u>\$486,350</u>	<u>\$0</u>	<u>\$0</u>	<u>(\$486,350)</u>

## Salt Creek School District 48 - Revenue Report - July 2023

Account			Account Description	Budget	FYTD Activity	FYTD Activity	(Under) / Over Budget
10	R	4210	Regular Lunch	\$70,000	\$0	\$0	(\$70,000)
10	R	4220	Regular Brkfst	\$20,000	\$0	\$0	(\$20,000)
10	R	4300	Title I Low Income	\$56,687	\$0	\$0	(\$56,687)
10	R	4331	Title I - School Improvement & Accountability	\$10,000	\$0	\$0	(\$10,000)
10	R	4400	Title IV	\$10,000	\$0	\$0	(\$10,000)
10	R	4600	Pre-school Flow Thru	\$4,629	\$0	\$0	(\$4,629)
10	R	4620	Fed IDEA Flow Thru	\$244,198	\$103,696	\$103,696	(\$140,502)
10	R	4932	Title II	\$16,915	\$486	\$486	(\$16,429)
10	R	4991	Admin Outreach/Medicaid	\$20,000	\$2,764	\$2,764	(\$17,236)
10	R	4992	Fee For Svcs/Medicaid	\$16,000	\$4,967	\$4,967	(\$11,033)
10	R	4999	Other Restricted Federal Sources	\$80,000	\$45,287	\$45,287	(\$34,713)
<i>Total Federal Funds</i>				<i>\$548,429</i>	<i>\$157,200</i>	<i>\$157,200</i>	<i>(\$391,229)</i>
<b>Total Education Fund Revenue</b>				<b>\$11,612,079</b>	<b>\$558,333</b>	<b>\$558,333</b>	<b>(\$11,053,746)</b>

## Salt Creek School District 48 - Revenue Report - July 2023

Account			Account Description	Budget	FYTD Activity	FYTD Activity	(Under) / Over Budget
20	R	1111	Current Taxes	\$788,500	\$0	\$0	(\$788,500)
20	R	1112	Back Taxes 1 Year Prior	\$732,500	\$12,352	\$12,352	(\$720,148)
20	R	1113	Back Taxes Other Years	\$0	\$0	\$0	\$0
<i>Total Property Taxes</i>				<b>\$1,521,000</b>	<b>\$12,352</b>	<b>\$12,352</b>	<b>(\$1,508,648)</b>
20	R	1230	Corporate Rplcmt Tax	\$25,000	\$25,000	\$25,000	\$0
20	R	1510	Earned Interest	\$17,000	\$1,951	\$1,951	(\$15,049)
20	R	1910	Rental Of Facilities	\$178,000	\$0	\$0	(\$178,000)
20	R	1960	E-RATE	\$43,000	\$0	\$0	(\$43,000)
<i>Total Misc Fees</i>				<b>\$238,000</b>	<b>\$1,951</b>	<b>\$1,951</b>	<b>(\$236,049)</b>
<b>Total O&amp;M Fund Revenue</b>				<b>\$1,784,000</b>	<b>\$39,303</b>	<b>\$39,303</b>	<b>(\$1,744,697)</b>
30	R	1510	Earned Interest	\$8,500	\$660	\$660	(\$7,840)
<b>Total Debt Service Fund Revenue</b>				<b>\$8,500</b>	<b>\$660</b>	<b>\$660</b>	<b>(\$7,840)</b>
40	R	1111	Current Taxes	\$379,500	\$0	\$0	(\$379,500)
40	R	1112	Back Taxes 1 Year Prior	\$354,500	\$5,977	\$5,977	(\$348,523)
40	R	1113	Back Taxes Other Years	\$0	\$0	\$0	\$0
<i>Total Property Taxes</i>				<b>\$734,000</b>	<b>\$5,977</b>	<b>\$5,977</b>	<b>(\$728,023)</b>
40	R	1230	Corporate Rplcmt Tax	\$5,000	\$5,000	\$5,000	\$0
40	R	1510	Earned Interest	\$10,700	\$1,162	\$1,162	(\$9,538)
40	R	3500	Regular Transportation	\$5,000	\$0	\$0	(\$5,000)
40	R	3510	Special Ed Transportation	\$165,000	\$0	\$0	(\$165,000)
<i>Total State Funds</i>				<b>\$170,000</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$170,000)</b>
<b>Total Transportaion Fund Revenue</b>				<b>\$919,700</b>	<b>\$12,139</b>	<b>\$12,139</b>	<b>(\$907,561)</b>

## Salt Creek School District 48 - Revenue Report - July 2023

Account			Account Description	Budget	FYTD Activity	FYTD Activity	(Under) / Over Budget
50	R	1111	Current Taxes-Imrf	\$34,500	\$0	\$0	(\$34,500)
50	R	1112	Bk TxS 1 Yr Prior-Imrf	\$32,000	\$540	\$540	(\$31,460)
50	R	1113	Bk TxS Oth Yrs-Imrf	\$0	\$0	\$0	\$0
50	R	1151	Current Taxes-Fica	\$34,500	\$0	\$0	(\$34,500)
50	R	1152	Bk TxS 1 Yr Prior-Fica	\$34,500	\$742	\$742	(\$33,758)
50	R	1153	Bk TxS Oth Yrs-Fica	\$0	\$0	\$0	\$0
<i>Total Property Taxes</i>				<u>\$135,500</u>	<u>\$1,282</u>	<u>\$1,282</u>	<u>(\$134,218)</u>
50	R	1510	Earned Interest	<u>\$1,000</u>	<u>\$131</u>	<u>\$131</u>	<u>(\$869)</u>
50	R	1230	Corporate Rplcmt Tax	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$0</u>
<b><i>Total Transportaion Fund Revenue</i></b>				<b><u>\$141,500</u></b>	<b><u>\$6,412</u></b>	<b><u>\$6,412</u></b>	<b><u>(\$135,088)</u></b>
70	R	1510	Earned Interest	<u>\$4,000</u>	<u>\$254</u>	<u>\$254</u>	<u>(\$3,746)</u>
<b><i>Total Working Cash Fund Revenue</i></b>				<b><u>\$4,000</u></b>	<b><u>\$254</u></b>	<b><u>\$254</u></b>	<b><u>(\$3,746)</u></b>
<b><i>Grand Total Revenue</i></b>				<b><u>\$14,469,779</u></b>	<b><u>\$617,101</u></b>	<b><u>\$617,101</u></b>	<b><u>(\$13,852,678)</u></b>

## Level 1 (By Fund)

Fund: 10 - 70  
 Type: E - Expense  
 Location: 000 - 999

Fiscal Year: 2023-2024  
 Month: July

Salt Creek SD 48

Fund Code	Fund Description	Current Budget	Month Activity	YTD Activity	YTD %	Encumbered Balance	Unencumbered Balance
10	Education	11,719,314	1,493,864	1,675,462	14.30%	46,172	9,997,680
20	Operations & Maintenance	2,310,870	99,329	109,559	4.74%	12,571	2,188,740
30	Debt Service	310,650	0	0	0.00%	0	310,650
40	Transportation	752,000	20,480	22,987	3.06%	0	729,013
50	Retirement	20,221	9,723	12,002	59.35%	0	8,219
51	Medicare/Social Security Fund	172,195	0	383	0.22%	0	171,812
<b>Account Grand Totals:</b>		15,285,250	1,623,395	1,820,393	11.91%	58,743	13,406,114
<b>Number of Accounts:</b>		1,812					

## Level 2 (By Fund/Object Position 1)

Fund: 10 - 70  
Type: E - Expense  
Location: 000 - 999

Fiscal Year: 2023-2024  
Month: July

Salt Creek SD 48

Fund	Current Budget	Month Activity	YTD Activity	YTD %	Encumbered Balance	Unencumbered Balance
<b>Education</b>						
Salaries	7,120,266	430,894	590,198	8.29%	0	6,530,068
Employee Benefits	1,331,793	94,499	99,855	7.50%	0	1,231,938
Purchased Services	1,440,368	353,919	368,377	25.58%	9,139	1,062,852
Supplies	477,587	30,140	31,882	6.68%	36,758	408,947
Capital Outlay	205,000	84,200	84,200	41.07%	0	120,800
Other Expense	1,130,600	500,211	500,211	44.24%	275	630,114
Non-Capitalized Equipment	13,700	0	740	5.40%	0	12,960
<b>Total</b>	<b>11,719,314</b>	<b>1,493,864</b>	<b>1,675,462</b>	<b>14.30%</b>	<b>46,172</b>	<b>9,997,680</b>
<b>Operations &amp; Maintenance</b>						
Salaries	96,000	7,491	7,491	7.80%	0	88,509
Employee Benefits	13,370	901	901	6.74%	0	12,469
Purchased Services	1,164,500	78,433	87,003	7.47%	12,571	1,064,926
Supplies	219,000	12,504	12,504	5.71%	0	206,496
Capital Outlay	791,000	0	1,660	0.21%	0	789,340
Other Expense	27,000	0	0	0.00%	0	27,000
<b>Total</b>	<b>2,310,870</b>	<b>99,329</b>	<b>109,559</b>	<b>4.74%</b>	<b>12,571</b>	<b>2,188,740</b>
<b>Debt Service</b>						
Other Expense	310,650	0	0	0.00%	0	310,650
<b>Total</b>	<b>310,650</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>310,650</b>
<b>Transportation</b>						
Purchased Services	727,000	20,480	22,987	3.16%	0	704,013
Other Expense	25,000	0	0	0.00%	0	25,000
<b>Total</b>	<b>752,000</b>	<b>20,480</b>	<b>22,987</b>	<b>3.06%</b>	<b>0</b>	<b>729,013</b>
<b>Retirement</b>						
Employee Benefits	20,221	9,723	12,002	59.35%	0	8,219
<b>Total</b>	<b>20,221</b>	<b>9,723</b>	<b>12,002</b>	<b>59.35%</b>	<b>0</b>	<b>8,219</b>

## Level 2 (By Fund/Object Position 1)

Fund: 10 - 70  
 Type: E - Expense  
 Location: 000 - 999

Fiscal Year: 2023-2024  
 Month: July

Salt Creek SD 48

Fund	Current Budget	Month Activity	YTD Activity	YTD %	Encumbered Balance	Unencumbered Balance
<b>Medicare/Social Security Fund</b>						
Employee Benefits	172,195	0	383	0.22%	0	171,812
Total	172,195	0	383	0.22%	0	171,812

**Capital Projects**

Account Grand Totals:	15,285,250	1,623,395	1,820,393	11.91%	58,743	13,406,114
Number of Accounts:	1,812					



## SALT CREEK SCHOOL DISTRICT NO. 48

SERVING THE COMMUNITIES OF ELMHURST • OAK BROOK • OAKBROOK TERRACE • VILLA PARK

[www.saltcreek48.org](http://www.saltcreek48.org)

AMY M. ZAHER, ED.D.  
Superintendent of Schools

ADMINISTRATIVE OFFICES  
1110 S. VILLA AVE.  
VILLA PARK, IL 60181  
(630) 279-8400  
FAX (630) 279-6167

To: Board of Education  
Amy M. Zaher, ED.D., Superintendent of Schools

From: Rebecca J. Allard, Director of Operations & Business Services

Date: August 17, 2023

Subject: Declaration of Surplus District Property – Technology Equipment

The following technology equipment is no longer viable for student or staff use. Therefore, the administration is asking for authority to dispose of the equipment.

Digital Red (<http://www.godigitalred.com.dataservices>) has been recommended by Client First as the company to dispose of the equipment. Digital Red will provide the district with a recycle report, reuse report and or a certificate of destruction.

<b>Salt Creek School District 48 - Tech Equipment for Disposal or Destruction</b>			
<b>Item Description</b>	<b>Brand/Model</b>	<b>Quantity</b>	<b>Value</b>
13 in MacBook air 2014	Apple	19	\$0.00
30 pin iPad	Apple	25	\$0.00
35" Tv	Monoprice, Vizio	1	\$0.00
Balls of loose cable		6	\$0.00
Bin of headphones	Labtech	1	\$0.00
Bin of vhs and cd players	Magnavox	2	\$0.00
Box of cables and adapters	apple, lenovo	1	\$0.00
Box of camera equipment	fujifilm	1	\$0.00
Box of Christmas lights		2	\$0.00
Box of Chromebook Adapters	Lenovo	1	\$0.00
Box of ethernet cable		1	\$0.00
Box of ethernet cable		1	\$0.00
Box of headphones	Hamilton Buhl	1	\$0.00
Box of keyboards and mice	Apple, Logitec	3	\$0.00
Box of Powe strips and surge protectors	Mixed	1	\$0.00
Box of Routers	Tp-Link	2	\$0.00
Boxes of mixed cables and adapters	Apple, lenovo	8	\$0.00
CD players	SONY	3	\$0.00
Chrome AIO	Acer	4	\$0.00
Chromebook	Lenovo	96	\$0.00
Damaged Chromebook	Asus, Lenovo	7	\$0.00
Damaged iPad	Apple	3	\$0.00
Damaged MacBook's	Apple	10	\$0.00
Elmo	Elmo	1	\$0.00
iMac	Apple-A1418	23	\$0.00
iMac	Apple-A1224	7	\$0.00
iPad cart with chargers	Dukane, Apple	1	\$0.00
Lightning Ipad's	Apple	16	\$0.00
Loose apple adapters	Apple	10	\$0.00
Loose keyboards	Apple	5	\$0.00
MacBook	Apple-A1278	8	\$0.00
MacBook Air	Apple-A1466	5	\$0.00
MacBook cart with Chargers	Spectrum Industries	1	\$0.00
Macintosh	Apple-Power Mac G4	1	\$0.00
Mixed display Cables(VGA, DVI)		15	\$0.00
Monitor	Dell-E178FPv	3	\$0.00
Printers	xerox, HP	10	\$0.00
Projector	epson	1	\$0.00
Projectors	Hitachi, NEC	3	\$0.00
Routers	Lacie	4	\$0.00
Snowball microphone	Blue	2	\$0.00
Speakers	Altec Lansing	5	\$0.00
Switch	Netgear	1	\$0.00
TV 32"	Samsung	3	\$0.00
UPS rails	APC	7	\$0.00
VHS Player	Phillip, Panasonic	3	\$0.00

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
THE ILLINOIS DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES  
AND  
SALT CREEK SCHOOL DISTRICT 48**

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**LOCAL EDUCATION ASSOCIATION  
REGARDING REIMBURSEMENT OF EXPENDITURES FOR  
THE SCHOOL BASED HEALTH SERVICES PROGRAM  
2022-37-004**

The Illinois Department of Healthcare and Family Services (HFS) and Salt Creek School District 48 the Local Education Agency (LEA), pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, hereby enter into this Intergovernmental Agreement (Agreement) to delineate respective roles, responsibilities, resources, and financial obligations associated with the administration of the HFS' School Based Health Services Program (SBHS). HFS and LEA are collectively referred to herein as "Parties" or individually as a "Party."

**ARTICLE I  
INTRODUCTION**

1.01 Purpose. HFS and LEA hereby enter into this Agreement to delineate the Parties' respective roles, responsibilities, resources, and financial obligations associated with the administration of the Illinois Medical Assistance Program (IMAP) authorized under Title XIX and XXI of the Social Security Act as administered by HFS, for providing mutually agreed upon support to the SBHS, and maintaining clear communications between both Parties in the interest of the Parties' mutual IMAP consumers. The purpose of this Agreement is to define an intergovernmental relationship whereby HFS shall submit certain LEA costs that are documented to be funding allowable IMAP services, as well as certain administrative functions necessary for the efficient administration of the IMAP. Upon Centers for Medicare and Medicaid Services (CMS) acceptance of such costs, HFS shall transfer earned Federal Financial Participation (FFP), pursuant to the provisions of this Agreement.

1.02 Covered Medical Services. Covered medical services for purpose of this Agreement are those services that meet all of the following criteria:

- (a) The individual receiving services is an eligible IMAP customer.
- (b) The service is a covered IMAP service in accordance with approved state plan methodologies.
- (c) The provider is an IMAP enrolled provider.
- (d) The rates for services are consistent with state plan requirements.
- (e) IMAP payments do not duplicate other specific payments for the same service.
- (f) HFS and LEA maintain auditable documentation to support claims for Federal Financial Participation (FFP).
- (g) HFS conducts appropriate financial oversight over LEA billing practices.
- (h) Third Party Liability requirements are met. (CMS does not view public schools carrying out general responsibilities to ensure access to needed health care as legally liable third parties.)
- (i) All other statutory, regulatory, and policy requirements for service, payment, and associated claiming are met.

## INTERGOVERNMENTAL AGREEMENT

1.03 Covered Administrative Costs. Covered administrative costs for purpose of this Agreement are those costs defined and documented pursuant to the HFS Illinois Guide for SBHS Administrative Claiming. See: <https://www2.illinois.gov/hfs/MedicalPrograms/sbhs/Pages/default.aspx>

1.04 Federal Requirements. In accordance with 42 CFR 431.10, HFS exercises administrative discretion in the administration and supervision of the IMAP and issues policies, rules, and regulations related to that administration subject to requirements of CMS.

### ARTICLE II DUTIES AND OBLIGATIONS OF THE PARTIES

2.01 Mutual Responsibilities.

- (a) Both Parties agree to develop interagency procedures to facilitate the necessary implementation of this Agreement, to include the procedures in their respective policy manual or like documents, and to act in conjunction with each other in communications, both written and oral, with CMS regarding inquiries, concerns, or other activities which are related to SBHS.
- (b) Each party shall designate a representative for regular intergovernmental communications. The representative shall report all requests for interpretation of this Agreement to their respective supervisors who shall clarify policy and pursue any necessary changes to this Agreement pursuant to the procedures outlined in Section 6.02.
- (c) The Parties shall use child and family information provided under this Agreement only for the purposes contemplated by this Agreement.
- (d) The Parties agree to comply with, to require their contractors to comply with, and to protect the confidentiality of the information consistent with, HIPAA, HITECH, the Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act, to the extent that each party's functions and records are covered by either act and the regulations promulgated thereunder [45 CFR Parts 160 and 164; 34 CFR Part 99; 105 ILCS 10 and 23 Ill. Admin. Code Part 375].
- (e) The Parties recognize that all information, records, data, and data elements pertaining to applicants for and recipients of SBHS is confidential and each party shall ensure that it be protected from unauthorized disclosure by that party and its employees, and by such party's subcontractors and their employees, pursuant to 305 ILCS 5/11-9, 11-10, and 11-12, 42 CFR Part 431, Subpart F, and 89 Ill. Admin. Code 102.30, the federal Family Educational Rights and Privacy Act and the Illinois Schools Student Records Act.
- (f) Personally identifiable information maintained by both Parties is subject to the confidentiality provisions of Federal and State statutes, rules and regulations, including, but not limited to, Title XIX of the *Social Security Act (42 USC 1396 et seq.)*. When personally identifiable information is exchanged or shared between LEA and HFS, the following rules shall apply: (i) the confidential nature of the information must be preserved; (ii) the information furnished must be used only for the purposes for which it was made available; (iii) assurance must be given that the proper steps shall be taken to safeguard the information; and (iv) access to such information shall be limited to personnel who require the information to perform their duties or for whom access is permitted by statute or regulation. The release of personally identifiable information, data, or records by either Party and/or their respective staff to any unauthorized person may subject HFS or LEA and their respective staff to criminal and/or civil penalties as imposed by law.
- (g) The Parties shall abide by the Individuals with Disabilities Education Act (IDEA), the Social Security Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), the Illinois

## INTERGOVERNMENTAL AGREEMENT

Human Rights Act and all other federal and state constitutional provisions, laws, regulations or orders which prohibit discrimination. The parties further agree to take affirmative action to ensure that no unlawful discrimination is committed.

### 2.02 HFS Responsibilities.

- (a) In accordance with 42 CFR 431.10, HFS exercises administrative discretion in the administration and supervision of the IMAP and issues policies, rules, and regulations related to the IMAP.
- (b) HFS shall enroll LEA as an eligible medical provider to participate in the IMAP, as long as it otherwise qualifies as such a provider, and through this agreement, as an administrative extension of HFS.
- (c) HFS shall maintain the separate account with the State Treasury for the purposes of receipt and disbursement of federal funds received for SBHS and shall request the necessary appropriation from the General Assembly.
- (d) HFS shall receive, review and process in a timely fashion any claim for reimbursement of IMAP administrative expenditures, and the documentation related thereto, provided by the LEA.
- (e) HFS shall process data in a timely fashion for the purpose of claiming federal financial participation (FFP).
- (f) HFS shall draw FFP for the reimbursement of the eligible expenditures of the LEA in accordance with the federal rules and regulations as prescribed in the Cash Management Improvement Act Agreement between HFS and the US Treasurer, and, except as otherwise provided herein, deposit such FFP into the Special Education Medicaid Matching Fund.
- (g) HFS shall expeditiously authorize the Comptroller to disburse the FFP attributable to services provided and administrative activities hereunder, to the LEA in a timely manner, less any amount off set pursuant to Article III. below.
- (h) HFS shall monitor the operation of services reimbursed under the IMAP, and in compliance with the applicable standards, including but not limited to inspecting individual service records, including Individualized Education Programs (IEPs) and/or Individualized Family Service Plans (IFSPs). Monitoring shall include, but is not limited to, reviews of the following:
  - (i) IMAP customer eligibility;
  - (ii) Claims;
  - (iii) IEP and/or IFSPs;
  - (iv) Other medical plans of care;
  - (v) Rates; and
  - (vi) Annual Cost Reports.
- (i) HFS shall recognize the IEPs and IFSPs and other medical plans of care as described in the HFS Chapter U-200 Handbook as determinative of the medical necessity of the services provided.
- (j) HFS shall monitor the application of the cost allocation plan to administrative expenditures incurred by the LEA. Said monitoring may include, but not be limited to, inspecting LEA personnel and expenditure records, and conducting interviews.
- (k) HFS shall report all deficiencies and problems noted in the course of such monitoring in writing to the LEA in order that the LEA may correct the deficiencies.
- (l) HFS shall be responsible for the coordination and implementation of State and Federal audit requirements.
- (m) HFS shall furnish LEA on a timely and regular basis such data, reports and information as may be required to ensure that LEA may satisfy State and Federal fiscal responsibility requirements governing all services funded under Titles XIX and XXI of the Social Security Act. Such data, reports

## INTERGOVERNMENTAL AGREEMENT

and information shall include but not be limited to IMAP customer, fiscal, provider and service data as agreed upon by LEA and HFS.

- (n) HFS shall administer the Medicaid Management Information System (MMIS), and expeditiously process IMAP claims for payments to the LEA. The maximum rate allowed, amount, timing and nature of claims processed through the MMIS shall be determined by HFS in accordance with Federal regulations.
- (o) HFS shall provide for a process by which the LEA may seek an informal reconsideration of, or an adjustment to, HFS' decision to reject any portion of any claim for reimbursement of IMAP administrative expenses. This process shall include a right to notice and an opportunity to be heard.

### 2.03 LEA Responsibilities.

- (a) The LEA agrees to comply with all policies and instructions promulgated by HFS and communicated to the LEA from time to time.
- (b) The LEA shall enroll as a medical provider in the IMAP and, through this agreement, as an administrative extension of HFS.
- (c) The LEA shall submit to HFS properly prepared IMAP claims for processing through the MMIS.
- (d) The LEA shall maintain documentation of the basis for any claim for reimbursement of IMAP administrative expenditures pursuant to this agreement.
- (e) By submitting to HFS a claim for reimbursement of IMAP administrative expenditures, the LEA certifies that the expenditures were incurred prior to submittal, and that they are the actual costs of the administrative activity undertaken in support of the IMAP in accordance with the principles established in 2 CFR Part 200 and in accordance with the cost allocation plan. The LEA certifies that the funds used for expenditures are not federal funds, or if they are federal funds, their use is authorized by federal law to match other federal funds. The LEA further certifies that the funds used for expenditures have not been used to match other federal funds.
- (f) The LEA shall provide to HFS all documents and other necessary information to allow HFS, as the Medicaid Single State Agency, to submit a request for Federal Financial Participation (FFP) and to monitor the program. This documentation shall be provided in a timely fashion to facilitate the request for reimbursement.
- (g) The LEA shall make necessary arrangements or contracts to acquire eligibility data needed to determine the claim for reimbursement of IMAP administrative expenditures.
- (h) The LEA shall use the claiming processes provided by HFS.
- (i) The LEA shall submit claims for reimbursement of IMAP administrative expenditures on a quarterly basis within the timeframes established in the HFS Illinois Administrative Guide for School-Based Health Services Administrative Claiming. Claims received by HFS after the established timeframes will not be processed.
- (j) The LEA shall submit claims for covered medical services within the timeframes established in Handbook for Local Education Agencies, Chapter U-200, HFS Medical Provider Handbooks. Claims received by HFS after the established timeframes will not be processed.
- (k) The LEA shall submit the annual cost report for claims for covered medical services in the timeframe outlined by HFS. Failure to submit the annual cost report in the required timeframe will result in the recoupment of ALL reimbursement received for claims for dates of service during the period of time covered by the annual cost report.
- (l) The LEA shall cooperate and comply with any reviews or audits by HFS, the State Auditor General, the US Department of Health and Human Services, the Medicaid Fraud Control Unit of the Office

## INTERGOVERNMENTAL AGREEMENT

of Inspector General and any other entity authorized by law to review state or federal expenditures related to the IMAP or this Agreement.

- (m) Documents in support of a claim for reimbursement of IMAP administrative expenditures shall include, but are not limited to, identification of sampled staff and allowable expenditures and expenses. The LEA shall maintain detailed records sufficient to meet the requirements of 2 CFR Part 200 and to document such compliance.
- (n) When the LEA is no longer required to retain IMAP customer information provided by HFS, that information, as well as all copies of the information, is to be deleted from any electronic storage medium in a manner to ensure that the data cannot be retrieved by any means. Any hard copy version of the IMAP customer information, including printed-paper or microfiche versions, is also to be destroyed, except as prohibited by law. Notwithstanding the foregoing, the LEA may retain for audit purposes the following data elements for each IMAP customer for a period not to exceed five (5) years after each IMAP customer reaches the age of 23 years:
  - (i) the IMAP customer's recipient identification number (RIN),
  - (ii) the beginning and end dates of the IMAP customer's period(s) of eligibility, and
  - (iii) the MANG P codes associated with each eligibility period.

### ARTICLE III REIMBURSEMENT AND ADJUSTMENTS

3.01 Administrative expenditures by the LEA attributable to the IMAP may be eligible for Federal Financial Participation (FFP). The LEA shall maintain detailed records sufficient to meet the requirements of 2 CFR Part 200 and to document such compliance.

3.02 The LEA must submit to HFS documentation of administrative activities that relate to allowable IMAP covered services. HFS, as the Medicaid Single State Agency, shall determine what expenditures are allowable through a cost allocation plan established and maintained by HFS in accordance with the provisions of 2 CFR Part 200. This plan, which is subject to approval by the United States Centers for Medicare and Medicaid Services, must be followed by the LEA whenever a claim is submitted.

3.03 HFS shall maintain detailed records sufficient to meet the requirements of 2 CFR 200 and to document such compliance. Documents in support of an administrative claim include, but are not limited to, sampling procedures, identification of sample staff and allowable costs and expenses. All programmatic methodologies used to calculate the administrative claim must be incorporated into the aggregate LEA Cost Allocation Plan and LEA must assure that claims for reimbursement of program costs are not duplicative of other LEA claims.

3.04 In order to offset the costs to the State for administering SBHS, the LEA agrees that:

- (a) HFS will transfer any fee or cost assigned to the Special Education Medicaid Matching Fund as directed by state statute. These fees can include, but are not limited to, any amount assessed the fund for services of the Auditor General and any amount directed by statute to be transferred out of the fund, and
- (b) Of the remaining funds, HFS shall retain an amount to cover the State's costs to administer the SBHS program. In no event shall said amount exceed four percent (4%) of the IMAP reimbursement to the LEA attributable to administrative expenses and net annual cost settlement amounts.

## INTERGOVERNMENTAL AGREEMENT

3.05 Upon completion of a review or audit that results in a finding that federal reimbursement under this Agreement was obtained or paid incorrectly, the LEA shall be furnished with a written notice containing the finding and necessary adjustment or requested repayment. In the event that the LEA objects or disagrees with the finding, it may request reconsideration, as allowed by HFS.

- (a) In the event that a federal audit results in a finding that FFP funds were obtained or paid incorrectly for services reimbursed under this Agreement, and the finding requires repayment of such funds, the repayment shall be processed through the current HFS FFP case draw-down procedure.
- (b) In the event that the finding results in additional reimbursement due from the federal government, the LEA may initiate an adjustment to affect future reimbursement.

### ARTICLE IV TERM

4.01 Term. This Agreement shall commence upon full execution by the Parties and, unless otherwise terminated by the Parties, shall remain in effect until terminated under Article V, below.

4.02 Termination on Notice. This Agreement may be terminated by either Party for any or no reason upon sixty (60) days' prior written notice to the other Party. Upon the mutual written consent of both Parties, the Agreement may be terminated sooner. In the event of termination, HFS shall process all claims for reimbursement of IMAP administrative expenditures incurred prior to the effective date of termination even though such processing activities may extend beyond the termination date.

4.03 Termination for Cause. In the event either Party breaches this Agreement and fails to cure such breach within ten (10) days' written notice thereof from the non-breaching Party, the non-breaching Party may terminate this Agreement upon written notice to the breaching Party.

4.04 Availability of Appropriation; Sufficiency of Funds. Agreement is contingent upon and subject to the availability of sufficient funds. A Party may terminate or suspend this Agreement, in whole or in part, without advance notice and without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Parties by the State or the Federal funding source, (ii) the Governor or one of the Parties reserves funds, or (iii) the Governor or the one of the Parties determines that funds will not or may not be available for payment. A Party shall provide notice, in writing, to all other Parties of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

4.05 Nothing contained herein shall be construed as an agreement to perform any illegal act or any act not permitted to be performed by either HFS or the LEA. In the event that this Agreement is determined to be invalid, it shall be terminated immediately, subject to processing data and matching fund requests for services provided prior to such termination. Should any portion or portions of the Agreement be found to be invalid, the said portion or portions shall not be construed to render the entire Agreement void but shall be severed from the Agreement upon such finding.

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5.07 Entire Agreement. This Agreement constitutes the entire agreement between the Parties; no promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, shall be binding upon either Party.

5.08 Notices. All written notices, requests and communications may be made by regular mail, telefacsimile or electronic mail (email) to the addresses set forth below. Notices under Article V shall be: (i) delivered in person, obtaining a signature indicating successful delivery; (ii) sent by a recognized

INTERGOVERNMENTAL AGREEMENT

overnight delivery service, obtaining a signature indicating successful delivery; (iii) sent by certified mail, obtaining a signature indicating successful delivery; or (iv) transmitted by telefacsimile, producing a document indicating the date and time of successful transmission, to the address or telefacsimile number set forth below. Either Party may at any time give notice in writing to the other Party of a change of name, regular mail or email address, telephone or telefacsimile number.

To HFS: Bureau of Program and Policy Coordination  
201 S. Grand Avenue East, 2nd Floor  
Springfield, IL 62763  
Telephone 217/ 782-3953  
Telefacsimile 217/ 524-2530  
Email HFS.SBHS@illinois.gov

To LEA: Insert LEA name, regular mail or email addresses, telephone and telefacsimile numbers from provider enrollment information.

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Salt Creek School District 48

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1110 South Villa Avenue

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Villa Park IL 60181

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630-279-8400

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630-279-6167

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INTERGOVERNMENTAL AGREEMENT

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Salt Creek School District 48 LEA

ILLINOIS DEPARTMENT OF HEALTHCARE AND  
FAMILY SERVICES

By Rebecca J Allard

\_\_\_\_\_

Printed Name: Rebecca J Allard

Theresa Eagleson, HFS Director

Title Director of Operations & Business Services

Date: June 21, 2023

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

National Provider Identification (NPI) 1447374707

Region-County-District Code 19-022-0480-02

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
THE ILLINOIS DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES  
AND  
SALT CREEK SCHOOL DISTRICT 48**

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**LOCAL EDUCATION ASSOCIATION  
REGARDING REIMBURSEMENT OF EXPENDITURES FOR  
THE SCHOOL BASED HEALTH SERVICES PROGRAM  
2022-37-004**

The Illinois Department of Healthcare and Family Services (HFS) and Salt Creek School District 48 the Local Education Agency (LEA), pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, hereby enter into this Intergovernmental Agreement (Agreement) to delineate respective roles, responsibilities, resources, and financial obligations associated with the administration of the HFS' School Based Health Services Program (SBHS). HFS and LEA are collectively referred to herein as "Parties" or individually as a "Party."

**ARTICLE I  
INTRODUCTION**

1.01 Purpose. HFS and LEA hereby enter into this Agreement to delineate the Parties' respective roles, responsibilities, resources, and financial obligations associated with the administration of the Illinois Medical Assistance Program (IMAP) authorized under Title XIX and XXI of the Social Security Act as administered by HFS, for providing mutually agreed upon support to the SBHS, and maintaining clear communications between both Parties in the interest of the Parties' mutual IMAP consumers. The purpose of this Agreement is to define an intergovernmental relationship whereby HFS shall submit certain LEA costs that are documented to be funding allowable IMAP services, as well as certain administrative functions necessary for the efficient administration of the IMAP. Upon Centers for Medicare and Medicaid Services (CMS) acceptance of such costs, HFS shall transfer earned Federal Financial Participation (FFP), pursuant to the provisions of this Agreement.

1.02 Covered Medical Services. Covered medical services for purpose of this Agreement are those services that meet all of the following criteria:

- (a) The individual receiving services is an eligible IMAP customer.
- (b) The service is a covered IMAP service in accordance with approved state plan methodologies.
- (c) The provider is an IMAP enrolled provider.
- (d) The rates for services are consistent with state plan requirements.
- (e) IMAP payments do not duplicate other specific payments for the same service.
- (f) HFS and LEA maintain auditable documentation to support claims for Federal Financial Participation (FFP).
- (g) HFS conducts appropriate financial oversight over LEA billing practices.
- (h) Third Party Liability requirements are met. (CMS does not view public schools carrying out general responsibilities to ensure access to needed health care as legally liable third parties.)
- (i) All other statutory, regulatory, and policy requirements for service, payment, and associated claiming are met.

## INTERGOVERNMENTAL AGREEMENT

1.03 Covered Administrative Costs. Covered administrative costs for purpose of this Agreement are those costs defined and documented pursuant to the HFS Illinois Guide for SBHS Administrative Claiming. See: <https://www2.illinois.gov/hfs/MedicalPrograms/sbhs/Pages/default.aspx>

1.04 Federal Requirements. In accordance with 42 CFR 431.10, HFS exercises administrative discretion in the administration and supervision of the IMAP and issues policies, rules, and regulations related to that administration subject to requirements of CMS.

### ARTICLE II DUTIES AND OBLIGATIONS OF THE PARTIES

2.01 Mutual Responsibilities.

- (a) Both Parties agree to develop interagency procedures to facilitate the necessary implementation of this Agreement, to include the procedures in their respective policy manual or like documents, and to act in conjunction with each other in communications, both written and oral, with CMS regarding inquiries, concerns, or other activities which are related to SBHS.
- (b) Each party shall designate a representative for regular intergovernmental communications. The representative shall report all requests for interpretation of this Agreement to their respective supervisors who shall clarify policy and pursue any necessary changes to this Agreement pursuant to the procedures outlined in Section 6.02.
- (c) The Parties shall use child and family information provided under this Agreement only for the purposes contemplated by this Agreement.
- (d) The Parties agree to comply with, to require their contractors to comply with, and to protect the confidentiality of the information consistent with, HIPAA, HITECH, the Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act, to the extent that each party's functions and records are covered by either act and the regulations promulgated thereunder [45 CFR Parts 160 and 164; 34 CFR Part 99; 105 ILCS 10 and 23 Ill. Admin. Code Part 375].
- (e) The Parties recognize that all information, records, data, and data elements pertaining to applicants for and recipients of SBHS is confidential and each party shall ensure that it be protected from unauthorized disclosure by that party and its employees, and by such party's subcontractors and their employees, pursuant to 305 ILCS 5/11-9, 11-10, and 11-12, 42 CFR Part 431, Subpart F, and 89 Ill. Admin. Code 102.30, the federal Family Educational Rights and Privacy Act and the Illinois Schools Student Records Act.
- (f) Personally identifiable information maintained by both Parties is subject to the confidentiality provisions of Federal and State statutes, rules and regulations, including, but not limited to, Title XIX of the *Social Security Act (42 USC 1396 et seq.)*. When personally identifiable information is exchanged or shared between LEA and HFS, the following rules shall apply: (i) the confidential nature of the information must be preserved; (ii) the information furnished must be used only for the purposes for which it was made available; (iii) assurance must be given that the proper steps shall be taken to safeguard the information; and (iv) access to such information shall be limited to personnel who require the information to perform their duties or for whom access is permitted by statute or regulation. The release of personally identifiable information, data, or records by either Party and/or their respective staff to any unauthorized person may subject HFS or LEA and their respective staff to criminal and/or civil penalties as imposed by law.
- (g) The Parties shall abide by the Individuals with Disabilities Education Act (IDEA), the Social Security Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), the Illinois

## INTERGOVERNMENTAL AGREEMENT

Human Rights Act and all other federal and state constitutional provisions, laws, regulations or orders which prohibit discrimination. The parties further agree to take affirmative action to ensure that no unlawful discrimination is committed.

### 2.02 HFS Responsibilities.

- (a) In accordance with 42 CFR 431.10, HFS exercises administrative discretion in the administration and supervision of the IMAP and issues policies, rules, and regulations related to the IMAP.
- (b) HFS shall enroll LEA as an eligible medical provider to participate in the IMAP, as long as it otherwise qualifies as such a provider, and through this agreement, as an administrative extension of HFS.
- (c) HFS shall maintain the separate account with the State Treasury for the purposes of receipt and disbursement of federal funds received for SBHS and shall request the necessary appropriation from the General Assembly.
- (d) HFS shall receive, review and process in a timely fashion any claim for reimbursement of IMAP administrative expenditures, and the documentation related thereto, provided by the LEA.
- (e) HFS shall process data in a timely fashion for the purpose of claiming federal financial participation (FFP).
- (f) HFS shall draw FFP for the reimbursement of the eligible expenditures of the LEA in accordance with the federal rules and regulations as prescribed in the Cash Management Improvement Act Agreement between HFS and the US Treasurer, and, except as otherwise provided herein, deposit such FFP into the Special Education Medicaid Matching Fund.
- (g) HFS shall expeditiously authorize the Comptroller to disburse the FFP attributable to services provided and administrative activities hereunder, to the LEA in a timely manner, less any amount off set pursuant to Article III. below.
- (h) HFS shall monitor the operation of services reimbursed under the IMAP, and in compliance with the applicable standards, including but not limited to inspecting individual service records, including Individualized Education Programs (IEPs) and/or Individualized Family Service Plans (IFSPs). Monitoring shall include, but is not limited to, reviews of the following:
  - (i) IMAP customer eligibility;
  - (ii) Claims;
  - (iii) IEP and/or IFSPs;
  - (iv) Other medical plans of care;
  - (v) Rates; and
  - (vi) Annual Cost Reports.
- (i) HFS shall recognize the IEPs and IFSPs and other medical plans of care as described in the HFS Chapter U-200 Handbook as determinative of the medical necessity of the services provided.
- (j) HFS shall monitor the application of the cost allocation plan to administrative expenditures incurred by the LEA. Said monitoring may include, but not be limited to, inspecting LEA personnel and expenditure records, and conducting interviews.
- (k) HFS shall report all deficiencies and problems noted in the course of such monitoring in writing to the LEA in order that the LEA may correct the deficiencies.
- (l) HFS shall be responsible for the coordination and implementation of State and Federal audit requirements.
- (m) HFS shall furnish LEA on a timely and regular basis such data, reports and information as may be required to ensure that LEA may satisfy State and Federal fiscal responsibility requirements governing all services funded under Titles XIX and XXI of the Social Security Act. Such data, reports

## INTERGOVERNMENTAL AGREEMENT

and information shall include but not be limited to IMAP customer, fiscal, provider and service data as agreed upon by LEA and HFS.

- (n) HFS shall administer the Medicaid Management Information System (MMIS), and expeditiously process IMAP claims for payments to the LEA. The maximum rate allowed, amount, timing and nature of claims processed through the MMIS shall be determined by HFS in accordance with Federal regulations.
- (o) HFS shall provide for a process by which the LEA may seek an informal reconsideration of, or an adjustment to, HFS' decision to reject any portion of any claim for reimbursement of IMAP administrative expenses. This process shall include a right to notice and an opportunity to be heard.

### 2.03 LEA Responsibilities.

- (a) The LEA agrees to comply with all policies and instructions promulgated by HFS and communicated to the LEA from time to time.
- (b) The LEA shall enroll as a medical provider in the IMAP and, through this agreement, as an administrative extension of HFS.
- (c) The LEA shall submit to HFS properly prepared IMAP claims for processing through the MMIS.
- (d) The LEA shall maintain documentation of the basis for any claim for reimbursement of IMAP administrative expenditures pursuant to this agreement.
- (e) By submitting to HFS a claim for reimbursement of IMAP administrative expenditures, the LEA certifies that the expenditures were incurred prior to submittal, and that they are the actual costs of the administrative activity undertaken in support of the IMAP in accordance with the principles established in 2 CFR Part 200 and in accordance with the cost allocation plan. The LEA certifies that the funds used for expenditures are not federal funds, or if they are federal funds, their use is authorized by federal law to match other federal funds. The LEA further certifies that the funds used for expenditures have not been used to match other federal funds.
- (f) The LEA shall provide to HFS all documents and other necessary information to allow HFS, as the Medicaid Single State Agency, to submit a request for Federal Financial Participation (FFP) and to monitor the program. This documentation shall be provided in a timely fashion to facilitate the request for reimbursement.
- (g) The LEA shall make necessary arrangements or contracts to acquire eligibility data needed to determine the claim for reimbursement of IMAP administrative expenditures.
- (h) The LEA shall use the claiming processes provided by HFS.
- (i) The LEA shall submit claims for reimbursement of IMAP administrative expenditures on a quarterly basis within the timeframes established in the HFS Illinois Administrative Guide for School-Based Health Services Administrative Claiming. Claims received by HFS after the established timeframes will not be processed.
- (j) The LEA shall submit claims for covered medical services within the timeframes established in Handbook for Local Education Agencies, Chapter U-200, HFS Medical Provider Handbooks. Claims received by HFS after the established timeframes will not be processed.
- (k) The LEA shall submit the annual cost report for claims for covered medical services in the timeframe outlined by HFS. Failure to submit the annual cost report in the required timeframe will result in the recoupment of ALL reimbursement received for claims for dates of service during the period of time covered by the annual cost report.
- (l) The LEA shall cooperate and comply with any reviews or audits by HFS, the State Auditor General, the US Department of Health and Human Services, the Medicaid Fraud Control Unit of the Office

## INTERGOVERNMENTAL AGREEMENT

of Inspector General and any other entity authorized by law to review state or federal expenditures related to the IMAP or this Agreement.

- (m) Documents in support of a claim for reimbursement of IMAP administrative expenditures shall include, but are not limited to, identification of sampled staff and allowable expenditures and expenses. The LEA shall maintain detailed records sufficient to meet the requirements of 2 CFR Part 200 and to document such compliance.
- (n) When the LEA is no longer required to retain IMAP customer information provided by HFS, that information, as well as all copies of the information, is to be deleted from any electronic storage medium in a manner to ensure that the data cannot be retrieved by any means. Any hard copy version of the IMAP customer information, including printed-paper or microfiche versions, is also to be destroyed, except as prohibited by law. Notwithstanding the foregoing, the LEA may retain for audit purposes the following data elements for each IMAP customer for a period not to exceed five (5) years after each IMAP customer reaches the age of 23 years:
  - (i) the IMAP customer's recipient identification number (RIN),
  - (ii) the beginning and end dates of the IMAP customer's period(s) of eligibility, and
  - (iii) the MANG P codes associated with each eligibility period.

### ARTICLE III REIMBURSEMENT AND ADJUSTMENTS

3.01 Administrative expenditures by the LEA attributable to the IMAP may be eligible for Federal Financial Participation (FFP). The LEA shall maintain detailed records sufficient to meet the requirements of 2 CFR Part 200 and to document such compliance.

3.02 The LEA must submit to HFS documentation of administrative activities that relate to allowable IMAP covered services. HFS, as the Medicaid Single State Agency, shall determine what expenditures are allowable through a cost allocation plan established and maintained by HFS in accordance with the provisions of 2 CFR Part 200. This plan, which is subject to approval by the United States Centers for Medicare and Medicaid Services, must be followed by the LEA whenever a claim is submitted.

3.03 HFS shall maintain detailed records sufficient to meet the requirements of 2 CFR 200 and to document such compliance. Documents in support of an administrative claim include, but are not limited to, sampling procedures, identification of sample staff and allowable costs and expenses. All programmatic methodologies used to calculate the administrative claim must be incorporated into the aggregate LEA Cost Allocation Plan and LEA must assure that claims for reimbursement of program costs are not duplicative of other LEA claims.

3.04 In order to offset the costs to the State for administering SBHS, the LEA agrees that:

- (a) HFS will transfer any fee or cost assigned to the Special Education Medicaid Matching Fund as directed by state statute. These fees can include, but are not limited to, any amount assessed the fund for services of the Auditor General and any amount directed by statute to be transferred out of the fund, and
- (b) Of the remaining funds, HFS shall retain an amount to cover the State's costs to administer the SBHS program. In no event shall said amount exceed four percent (4%) of the IMAP reimbursement to the LEA attributable to administrative expenses and net annual cost settlement amounts.

## INTERGOVERNMENTAL AGREEMENT

3.05 Upon completion of a review or audit that results in a finding that federal reimbursement under this Agreement was obtained or paid incorrectly, the LEA shall be furnished with a written notice containing the finding and necessary adjustment or requested repayment. In the event that the LEA objects or disagrees with the finding, it may request reconsideration, as allowed by HFS.

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INTERGOVERNMENTAL AGREEMENT

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Springfield, IL 62763  
Telephone 217/ 782-3953  
Telefacsimile 217/ 524-2530  
Email HFS.SBHS@illinois.gov

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Salt Creek School District 48

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IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Salt Creek School District 48 LEA

ILLINOIS DEPARTMENT OF HEALTHCARE AND  
FAMILY SERVICES

By Rebecca J Allard

\_\_\_\_\_

Printed Name: Rebecca J Allard

Theresa Eagleson, HFS Director

Title Director of Operations & Business Services

Date: June 21, 2023

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

National Provider Identification (NPI) 1447374707

Region-County-District Code 19-022-0480-02

# Update Memo

Please distribute to board members and appropriate staff.

# PRESS

## Policy Reference Education Subscription Service

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**Revisions to Policies, Administrative Procedures, and Exhibits (numerical table)** ..... p. 3

**Next Issue: Legislative Update**

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Issue 112 Lead Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219, Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226; Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated Policy Reference Manual (PRM) pages.



The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words a.k.a "tracked changes".

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to [www.iasb.com/policy/](http://www.iasb.com/policy/) to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), now available on IASB's website.

### Online Instructions

Please follow these four easy steps to log in to **PRESS**:

- Go to [www.iasb.com](http://www.iasb.com) and click on the  button on the top navigation.
- Enter your email address and password.
  - If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder for an email from [info@iasb.com](mailto:info@iasb.com), if you do not see it in your email inbox.
  - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
  - If you continue to have difficulty signing on to [www.iasb.com](http://www.iasb.com), please contact Michael Ifkovits at [mifkovits@iasb.com](mailto:mifkovits@iasb.com).
- Click the  button on the top navigator bar. This will bring you to your account page
- Under "**My Account Links**," click on "**PRESS Login**."

### PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 3.

Please spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS** Online. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.



## PRM Five-Year Reviews

**PRESS** Editors have a quality assurance goal to ensure that a review of each piece of the 1400+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 450 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 3.

The following **PRESS** materials are updated in response to five-year reviews:

- 2:80, Board Member Oath and Conduct
- 2:80-E, Board Member Code of Conduct
- 2:170, Procurement of Architectural, Engineering, and Land Surveying Services
- 4:45, Insufficient Fund Checks and Debt Recovery
- 4:50-E, School District Payment Order
- 4:55-E, Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards
- 4:60-E, Notice to Contractors
- 4:80-AP1, Checklist for Internal Controls
- 4:100, Insurance Management
- 4:160-AP, Environmental Quality of Buildings and Grounds
- 5:230, Maintaining Student Discipline
- 6:10, Educational Philosophy and Objectives
- 6:40-AP, Curriculum Development
- 6:120-AP1, E1, Notice to Parents/Guardians Regarding Section 504 Rights
- 6:190, Extracurricular and Co-Curricular Activities
- 6:220-E1, Authorization to Participate in Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement
- 6:220-E2, Bring Your Own Technology (BYOT) Program Student Guidelines
- 6:240, Field Trips
- 6:240-AP, Field Trip Guidelines
- 7:15-E, Notification to Parents of Family Privacy Rights
- 7:150-AP, Agency and Police Interviews
- 7:275, Orders to Forgo Life-Sustaining Treatment
- 7:280-E3, Prevention of Staphylococcal Infections for Schools - **REWRITTEN**
- 7:300-E2, Certificate of Physical Fitness for Participation in Athletics
- 7:305, Student Athlete Concussions and Head Injuries
- 7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries
- 7:330, Student Use of Buildings - Equal Access
- 7:330-E, Application for Student Groups that Are Not School Sponsored to Request Free Use of School Premises for Meetings
- 8:25, Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
- 8:95, Parental Involvement

Please also spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

## PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

**Policy.** The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

**After adoption by the board, each policy should have an adoption date.**

**Administrative Procedures.** Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

**It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.**

**Exhibits.** Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

**Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**

**Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.**

## Progress Report - The contents of this table frequently change.

Topics	Our Response
<p><b>Final Title IX Regulations Expected Soon</b></p> <p>The U.S. Department of Education is expected to release final Title IX regulations shortly. These regulations would replace 2020 Title IX regulations and would require extensive updates to existing policies and procedures governing discrimination based on sex, including sexual harassment.</p>	<p>Relevant <b>PRESS</b> materials, including policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>, and its accompanying procedures will be updated once the final regulations are issued.</p>
<p><b>School Wellness Policy Updates Coming This Fall</b></p> <p>In response to a request from the ISBE Nutrition Dept., 6:50, <i>School Wellness</i>, will be updated to include a new subhead for other school-based activities that promote student wellness. Including this subhead will allow districts to clearly show that this topic is addressed in policy as required by 7 C.F.R. §210.3 and as detailed in ISBE's <a href="http://www.isbe.net/Documents/Local-Wellness-Policy-Content-Checklist.pdf">Local Wellness Policy Content Checklist</a> at <a href="http://www.isbe.net/Documents/Local-Wellness-Policy-Content-Checklist.pdf">www.isbe.net/Documents/Local-Wellness-Policy-Content-Checklist.pdf</a>.</p>	<p>Policy 6:50, <i>School Wellness</i>, will be updated in the fall 2023 <b>PRESS</b> Issue.</p>

## Revisions to Policies, Administrative Procedures, and Exhibits

Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revision Table and Committee Worksheets with one or more of the following categories:

**NEW.** This material is brand new to the **PRM**.

**RENUMBERED.** This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

**RENAMED.** The title of the material has been amended.

**REWRITTEN.** The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

**REFORMATTED.** Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

Number and Title	Revision Descriptions
2:80, Board Member Oath and Conduct	The policy is unchanged. The footnotes are updated in response to a five-year review. An option is added to footnote 3 if a board wants to designate a local official to administer the oath of office. <input type="checkbox"/>
2:80-E, Board Member Code of Conduct	The exhibit is unchanged. <input type="checkbox"/>
2:170, Procurement of Architectural, Engineering, and Land Surveying Services	The Legal References and footnote 1 are updated in response to a five-year review. <input type="checkbox"/>
4:45, Insufficient Fund Checks and Debt Recovery	The policy, Legal References, and footnotes are updated in response to a five-year review. <input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

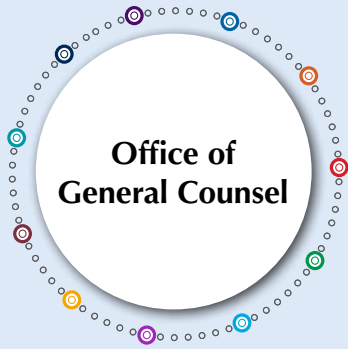
4:50-E, School District Payment Order	The exhibit is unchanged.	<input type="checkbox"/>
4:55-E, Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/ or Procurement Cards	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:60-E, Notice to Contractors	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:80-AP1, Checklist for Internal Controls	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:100, Insurance Management	The policy, Legal References, Cross References, and footnote 2 are updated in response to a five-year review.	<input type="checkbox"/>
4:160-AP, Environmental Quality of Building and Grounds	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:230, Maintaining Student Discipline	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
6:10, Educational Philosophy and Objectives	The policy and footnote 1 are updated in response to a five-year review.	<input type="checkbox"/>
6:40-AP, Curriculum Development	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:120-AP1, E1, Notice to Parents/Guardians Regarding Section 504 Rights	The exhibit and footnote 1 are updated in response to a five-year review.	<input type="checkbox"/>
6:190, Extracurricular and Co-curricular Activities	The policy is unchanged. Footnote 1 is amended and a new footnote 2 is added in response to a five-year review.	<input type="checkbox"/>
6:220-E1, Authorization to Participate in Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:220-E2, Bring Your Own Technology (BYOT) Program Student Guidelines	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:240, Field Trips	The policy is unchanged. Footnote 5 is updated in response to a five-year review.	<input type="checkbox"/>

## Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:240-AP, Field Trip Guidelines	The procedure and footnote 1 are updated in response to a five-year review.	<input type="checkbox"/>
7:15-E, Notification to Parents of Family Privacy Rights	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:150-AP, Agency and Police Interviews	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
7:275, Orders to Forgo Life-Sustaining Treatment	The policy and its footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:280-E3, Prevention of Staphylococcal Infections for Schools	<b>REWRITTEN.</b> The exhibit is updated and rewritten in response to a five-year review.	<input type="checkbox"/>
7:300-E2, Certificate of Physical Fitness for Participation in Athletics	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:305, Student Athlete Concussions and Head Injuries	The policy, Legal References, and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries	The procedure is updated in response to a five-year review and P.A. 102-1006, requiring that emergency medical dispatchers be included in the group of first responders who annually review the school-specific emergency action plans for interscholastic activities.	<input type="checkbox"/>
7:330, Student Use of Buildings – Equal Access	The policy, Cross References, and footnote 1 are updated in response to a five-year review.	<input type="checkbox"/>
7:330-E, Application for Student Groups that Are Not School Sponsored to Request Free Use of School Premises for Meetings	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
8:25, Advertising and Distributing Materials in Schools Provided by Non-School Related Entities	The policy is unchanged. Footnotes 1 and 5 are updated in response to a five-year review.	<input type="checkbox"/>
8:95, Parental Involvement	The policy is unchanged. Footnote 1 is updated in response to a five-year review.	<input type="checkbox"/>

### PRESS Issue 112 Trivia

61 PRM pages • 14,653 words • 30 PRM materials



The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.

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**Acknowledgement to PRESS Advisory Board**

The **Policy Reference Education Subscription Service (PRESS)** Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on **PRESS** Issues. We appreciate their contributions and thank them sincerely.

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**Ummehani Faizullahoy**, Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor

**Michael Ifkovits**, Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor

**Karis Li**, Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor





Salt Creek School District 48  
Board Memorandum  
Information Item

Date: August 17, 2023

Subject: SASSED, STARS Classroom

From: Dr. Emily Burnett, Director of Student Services and Human Resources

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This update is provided to keep the board informed of the partnership between SASSED and D48 for programming of students with disabilities.

**Student Programming:**

District 48 Partners with The School Association for Special Education in DuPage County (SASED). SASED provides a continuum of programs and services for students with disabilities. STARS (SASED's Teaching for Autism: Reflecting Success) classrooms provide programming and education for children in kindergarten through 8th grade who require intensive instruction and individualized intervention. The program offers a highly structured learning environment using an evidence-based curriculum that incorporates comprehensive best practice strategies for students on the Autism spectrum. Research-based methodologies from the field of Applied Behavior Analysis (ABA) serve as the foundation for designing each student's individualized cognitive, social, emotional and behavioral learning plan in the STARS classroom.

District 48 has 5 first and second grade students that attend the STARS program that is currently hosted in District 60 (Clarendon Hills). District 48 and SASED partnered to create a classroom for STARS to be held at Swartz Elementary School. This program will continue to be run and staffed by SASED. SASED currently leases 3 classrooms at Swartz, 2 Vision classrooms and 1 office/storage classrooms. The office/storage space will be turned back into a classroom to support the students in the STARS classroom. The lease will be modified to reflect the classroom title change.

## *District 88 Board Recap*

*June 12, 2023*

### Public Hearing

A public hearing took place on the amended budget for 2022-2023.

### The Consent Agenda, which included the following items, was approved by the Board:

#### A. Financial Reports

- 1) List of Bills- May 2023
- 2) List of Bills- Vendor checks from May 18- June 7, 2023

#### B. Fundraiser(s) Exceeding \$1,000

1. Addison Trail Boys Soccer will sell beef jerky and snack sticks from Adrenaline Fundraising. The proceeds will be used to purchase soccer balls, goal nets and clips, and soccer uniforms for JV2.

#### C. Purchase of SmartNet

#### D. Construction Project Pay Application #1 - Concession Stand

#### E. Construction Project Pay Application #1 - HVAC

#### F. Building Improvement Project Recommendation for 2024-25

#### G. Donation

- o A 2013 Chrysler 300C has been donated to the Addison Trail High School Auto Program.
- o The Knights of Columbus donated \$500 to the District 88 Transition Program.
- o The Knights of Columbus donated \$750 to the Addison Trail Best Buddies program.

#### H. Personnel

##### CERTIFIED STAFF APPOINTMENTS:

Fatin Zayed

Willowbrook Full-time World Language Teacher

Effective: August 14, 2023

##### CERTIFIED STAFF UNPAID LEAVE OF ABSENCE REQUEST:

Margaret Porter

Willowbrook Special Education Teacher

Effective: January 29, 2024 - March 22, 2024

##### CERTIFIED STAFF RESIGNATION:

MacKensye Guza

Willowbrook Special Education Teacher

Effective: June 30, 2023

##### CLASSIFIED STAFF APPOINTMENT:

Hugo Bruno

Addison Trail Full-time Student Supervisor

Effective: August 16, 2023

**CLASSIFIED STAFF CHANGE IN STATUS:**

Shelley Kanara

From Willowbrook Learning Services Department Secretary to Willowbrook Administrative Assistant

Effective: June 12, 2023

Robert Krawczykowski

From Willowbrook Student Supervisor to Addison Trail Student Supervisor

Effective: August 16, 2023

**CLASSIFIED STAFF RESIGNATION:**

Jibril Jones

Willowbrook Special Education Teacher Aide

Effective: June 2, 2023

Katie Bennette

Willowbrook Special Education Teacher Aide

Effective: June 2, 2023

**SUMMER SCHOOL STAFF APPOINTMENTS:**

<b>Title</b>	<b>Location</b>	<b>Staff</b>
Summer School Transition Program ESY Teacher Aide	District Office	Marianne Greco; Arba C'ako; Beata Zawojkska
Summer School Behind The Wheel Instructor	Willowbrook	Matthew Lawson
Summer School EL Teacher	Willowbrook	Georgianna Monnier
Summer School EL Teacher Aide	Willowbrook	Gabriel Ortiz

**Separate Action items, which include the following were approved by the Board:**

- A. SASSED Board of Control/Governing Board Appointment
- B. Amended Budget Fiscal Year 2022-23
- C. Interfund Transfer from Education Fund to Capital Projects Fund

**Discussion Items**

- A. Property/Casualty/Liability Insurance Renewal 2023-24

Mr. Edward Hoster, Chief Financial Officer, reported the district is a member of the Collective Liability Insurance Cooperative (CLIC), a self-funded insurance cooperative representing 190 school districts throughout Illinois. This year's annual premium reflects an increase of \$33,357 or 9.20%. This renewal reflects a five-year

loss ratio that decreased slightly to 101.4% from the prior year 104.5%, the hardening insurance market and unprecedented challenges to secure cyber risk coverage.

B. Review of Board Policies (1st Reading)- As reviewed by the Board Policy Committee on June 5, 2023

- 1) Review and Monitoring: 2:80, 2:80-E, 4:40, 5:285, 6:10, 6:190, 6:210, 6:240, 7:275, 7:330, 8:25, 8:70, 8:95
- 2) Updated Board Policies: 2:110, 2:170, 4:60, 4:100, 5:30, 5:90, 5:125, 5:150, 5:230, 5:260, 6:135, 6:230, 7:305, 8:20

## **School Recognitions**

### **Addison Trail**

- We wrapped up a great 2022-23 school year two weeks ago, and our first week of summer school was just as great. This summer, we have students recovering credits, taking a class or two to get ahead and open up their schedules, and students in our learning services program participating in transition activities.
- Summer camps also are off and running, but there is still time to join any of the camps. Visit our website to find out more information on athletic camps.
- Summer construction also is underway, as we look to centralize all of our PPS support in one office and make a few other changes. The biggest changes will be to the front drive, where our visitors and those needing handicap parking will now be able to park closer to the main entrance.
- This a friendly reminder that our building will be closed on June 19 in observance of Juneteenth.
- We hope everyone has a great, long, safe summer, and just a reminder that our first day of school is Aug. 16.

### **Willowbrook**

- Summer school continues this week for nearly 300 students who are completing courses from Semesters I & II as well as Driver Education, Consumer Management, Health, and Public Speaking.
- Congratulations to Christe Vasili (100M Run) and Alejandro Merida (Standing Long Jump) on qualifying for and competing at the Special Olympics State Track Meet this past weekend.
- Summer Athletic Camps began last week and will continue throughout the summer.  
<https://dupage88.revtrak.net/rw-wbhs-athletics>
  - We have over 1500 registrations for the available summer camps.
- Buildings will be closed on June 19 in observance of Juneteenth.

### **Action Necessitated by Closed Session**

- A. Resignation Agreement for Teacher
- B. Approval of Student Supervisor Contract 2023-2027
- C. Superintendent's Performance-Based Retirement Contract 2023- 2028

## **BOARD OF EDUCATION MEETING DATES**

**All meetings are at 7:30 p.m. in the District 88 Boardroom (unless otherwise noted)**

**Monday, June 26, 2023:Board of Education Meeting**

**Monday, August 14, 2023:Board of Education Meeting**

**DuPage High School District 88- 2 Friendship Plaza, Addison, IL 60101**

## *District 88 Board Recap*

*June 26, 2023*

### Recognition of District 88 Successes

#### A. State and National Level Recognition

The Principals from Addison Trail and Willowbrook High Schools presented the students who have received a State and National Level Recognition from Spring of 2023.

#### **ADDISON TRAIL**

Giovanni Long	Baseball	All State All Academic
Lukas Trippiedi	Baseball	All State All Academic
Billy Stathopoulos	Baseball	All State All Academic
Christian Canino	Skills USA	2nd place full service auto
Sage Kopecky	Skills USA	3rd place full service auto
Kevin Guardado	Skills USA	5th place auto service technology
Jake Santini	Skills USA	5th place technical Drafting
Ravi Patel	BPA National Attendee	Fundamental Spreadsheet Application 5th in the nation
Anna Silezin	BPA National Attendee	Computer Modeling 3rd in State
Ruth Castillo	BPA National Attendee	Legal Office Procedures 4th in State
Zachary Morris	DECA National Attendee	Sports and Entertainment Marketing Operations Research 2nd in State
Peter Callas	DECA National Attendee	Financial Services 10th in State
Alexander Addison	DECA National Attendee	Financial Services 10th in State

#### **Willowbrook**

Neeraja Kumar	DECA	2nd place in Sports and Entertainment Marketing AND
Alexander Perry	DECA	2nd place in Integrated Marketing Campaign-Event
		Top 10 Entrepreneurship
		State 3rd, Nationals 7th (Fundamentals of Desktop Publishing)
Neeraja Kumar	BPA	
Diego Morales	BPA	2nd (C# Programming)
Perez	BPA	3rd (Advanced Accounting)
Mahnoor Fatani	BPA	5th in State - PROOF, State Champions - TECH
Caitlyn Burkeen	IHSA Dramatics	Midsize Set - Sportsmanship Award
		5th in State - PROOF, State Champions - TECH
Molly Borshell	IHSA Dramatics	Midsize Set - Sportsmanship Award
		5th in State - PROOF, State Champions - TECH
Jaclyn Bryers	IHSA Dramatics	Midsize Set - Sportsmanship Award
		5th in State - PROOF, State Champions - TECH
Megan Hasler	IHSA Dramatics	Midsize Set - Sportsmanship Award
		5th in State - PROOF, State Champions - TECH
Malachy Heneghan	IHSA Dramatics	Midsize Set - Sportsmanship Award
		5th in State - PROOF, State Champions - TECH
Molly Hield	IHSA Dramatics	Midsize Set - Sportsmanship Award
		5th in State - PROOF, State Champions - TECH
Norah Luedtke	IHSA Dramatics	Midsize Set - Sportsmanship Award
		5th in State - PROOF, State Champions - TECH
Ruth McNeilly	IHSA Dramatics	Midsize Set - Sportsmanship Award
		5th in State - PROOF, State Champions - TECH
Seth Rodrigues	IHSA Dramatics	Midsize Set - Sportsmanship Award
		5th in State - PROOF, State Champions - TECH
Maggie Wentworth	IHSA Dramatics	Midsize Set - Sportsmanship Award
		5th in State - PROOF, State Champions - TECH

Alix Bathje	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Adeline Callaghan	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Isabella Jacknow	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Jacob Frank	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Hira Khan	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
AJ Matthews	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Hailey Raffen	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Meridian Sutton	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Aubree Waca	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Gillian Falco	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Melvin Baez	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Francesca Cico	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Annabelle Deany	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Olivia Delgado	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Lucia DiTerlizzi	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Mary Goodhart	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Tessa Goodman	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Raymond Gajardo	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Sarah Librizzi	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Sean O'Brochta	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Sophia Pizarro	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Ethan Ronda	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Shun Todd	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Connor Welker	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Jackson Crowther	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Jace Bullivant	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Thomas Ciesla	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Robert Ernst	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award

Lia Galindo	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Autumn Gooding	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Jane Goodhart	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Henry Jarrett	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Abram Kamm	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Daniel Karl	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Sarah Kosanda	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Katy Latham	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Simon Luedtke	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Mack Mullen	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Caitlin O'Connor	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Logan Pufahl	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Yalith Ramirez	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Lainey Roknich	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Sami Tantilla	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Amelia Tortorici	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Grace Van Dyke	IHSA Dramatics	5th in State - PROOF, State Champions - TECH Midsize Set - Sportsmanship Award
Garrett Williams	IHSA Dramatics	Midsize Set - Sportsmanship Award
Joseph Weaver	Skills USA	1st in state for skills usa maintenance and light repair
Julian DePeralta	Skills USA	5th in state for maintenance and light repair
William Fetterhoff	Skills USA	4th in state for automotive service
Henry Jarrett	Skills USA	1st in state for automotive service
Danny Javier	Boys Gymnastics	6th Place-Vault
Kayleigh Dennison	Softball	Softball Coaches' Association 2nd Team All-State 3rd Place 100 Meter Dash-Illinois Special Olympics State Championship
Christe Vasili	Track	3rd Place Standing Long Jump- Illinois Special Olympics State Championship
Alex Merida	Track	

#### B. Recognition of Retiring Regional Superintendent Dr. Darlene Ruscitti

The District 88 Board of Education and Administration recognized and congratulated Dr. Darlene J. Ruscitti, Regional Superintendent of Schools for DuPage County, on her years of service and commitment to public education.

#### C. Recognition of Retiring Chief Financial Officer Edward Hoster

The District 88 Board of Education and Administration recognized and thanked Chief Financial Officer Ed Hoster for 10 years of dedicated service to the district. Hoster joined the District 88 family in May 2013 and will retire at the end of this month.

**Public Hearing Five Clock-Hour Waiver/Code Modification**

A public hearing took place on the proposed Five Clock-Hour Waiver/Code Modification.

**The Consent Agenda, which included the following items, was approved by the Board:**

A. Approve meeting minutes from May 1, 2023, through May 22, 2023.

B. Financial Reports

1) List of Bills- Vendor Checks from June 8, 2023- June 22, 2023

C. Environmental Consultant Service Proposal

D. Abatement Proposal

E. Fundraiser(s) Exceeding \$1,000

1. Addison Trail Orchesis will sell Christmas Wreaths. The proceeds will be used to purchase show lights, costumes and other items for the Orchesis performances.

2. Addison Trail Theatre will host a car wash. The proceeds will be used to purchase costumes and the set for the fall show.

3. Addison Trail Cheerleading will sell popcorn. The proceeds will be used to offset and/or cover the costs of choreography for the athletes, team dinners and the annual banquet.

4. Addison Trail Concert Choir will sell ads in performance programs and on tour t-shirts. The proceeds will be used to raise money for the 2024 choir tour.

F. Personnel

CERTIFIED STAFF APPOINTMENTS:

Jocelyn Antonio

Willowbrook Full-time World Language Teacher

Effective: August 14, 2023

Christina Kuo

Willowbrook Full-time Social Worker

Effective: August 14, 2023

Amy Peschke

Willowbrook Full-time Learning Services Department Chair

Effective: August 14, 2023

Darlene Vargas

Addison Trail Full-time Director of Deans

Effective: August 14, 2023

CERTIFIED STAFF UNPAID LEAVE OF ABSENCE REQUEST:

Tiffany Linwood

Willowbrook Special Education Teacher

Effective: February 20, 2024 through March 22, 2024

CERTIFIED STAFF RESIGNATION:

Nicholas Hildreth

Willowbrook Special Education Department Chair

Effective: June 30, 2023

CLASSIFIED STAFF APPOINTMENT:

Bradley Gilbert  
Addison Trail Full-time Buildings & Grounds 3rd Shift Custodian  
Effective: July 5, 2023

CLASSIFIED STAFF RESIGNATION:

Sean Kohrt  
Willowbrook Vocational Assistant  
Effective: June 14, 2023

Anna Wiesenmayer  
Addison Trail Literacy Teacher Aide  
Effective: June 21, 2023

**Separate Action items, which include the following were approved by the Board:**

- A. Treasurer's Report - May 2023
- B. Budget Status Report- May 2023
- C. Inter-Fund Transfer from Education Fund to Debt Service Fund
- D. Authorize the Placement of Tentative Budget 2023-24 for Public Display
- E. Approval of Five Clock-Hour Waiver/Code Modification
- F. Approval of Board Policies (2nd Reading)- As reviewed by the Board Policy Committee on June 5, 2023
  - 1) Review and Monitoring: 2:80, 2:80-E, 4:40, 5:285, 6:10, 6:190, 6:210, 6:240, 7:275, 7:330, 8:25, 8:70, 8:95
  - 2) Updated Board Policies: 2:110, 2:170, 4:60, 4:100, 5:30, 5:90, 5:125, 5:150, 5:230, 5:260, 6:135, 6:230, 7:305, 8:20

G. Spring 2024 WBHS Choir Trip Request

The Board of Education approved the Spring 2024 Willowbrook High School Choir Field Trip to Nashville, Tn from April 11, 2024 - April 14, 2024.

H. Spring 2024 ATHS BEYOND and WBHS BOSS Clubs Trip Request

The Board of Education approved the Spring 2024 Addison Trail High School BEYOND and Willowbrook High School BOSS Clubs trip to Washington, DC from March 23 to March 26, 2024.

**Information (no discussion)**

A. Freedom of Information Request

On June 8, 2023, DuPage High School District 88 received a request via email from Vince Espi of Prairie State Wire for the following information through the Freedom of Information Act (FOIA):

- Any contracts or agreements entered into between your school district and vendors providing Diversity, equity, and inclusion (DEI) services from January 1st, 2019, to the present day.
- Invoices, payment records, or financial documentation related to payments made to DEI vendors during the specified period.
- Any reports, assessments, or evaluations conducted by DEI vendors, including their findings and recommendations.

- Communications, including emails, letters, and memos, exchanged between your school district and DEI vendors, discussing the provision of services or any related matters.

FOIA request was sent to Vince Espi at foia@prairiestatewire.com on June 22, 2023.

On June 12, 2023, DuPage High School District 88 received a request via email from Rexal Alzona of SmartProcure for the following information through the Freedom of Information Act (FOIA):

All purchasing records from 01/01/2015 to current

The specific information requested from your record keeping system is:

- 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
- 2. Purchase date
- 3. Line item details (Detailed description of the purchase)
- 4. Line item quantity
- 5. Line item price
- 6. Vendor ID number, name, address, contact person and their email address

FOIA request was sent to Rexal Alzona at ralzona@smartprocure.com on June 13, 2023.

On June 16, 2023, DuPage High School District 88 received a request via email from Katy Smyser of NBC Chicago and Telemundo Chicago for the following information through the Freedom of Information Act (FOIA):

- All settlement agreements resolving any Freedom of Information Act (FOIA) lawsuits;
- All judgments or other court orders requiring you to pay attorney fees, costs, and/or civil penalties in any FOIA lawsuits;
- All invoices from law firms for work on any FOIA lawsuits or Public Access Counselor reviews, where the lawsuit or the PAC review was ultimately decided in favor of the requestor;
- All claims made to an insurance company for coverage involving a FOIA action;
- All studies, reports, or other records calculating or referencing the cost of FOIA lawsuits or PAC reviews on an annual or other time-period basis.
- I am requesting all such records from January 1, 2013 to the present.

FOIA request was sent to Katy Smyser at katy.smyser@nbcuni.com on June 20, 2023.

## B. Credit Card Summary

Mr. Hoster presented the credit card transactions for the month of May.

## School Recognitions

### Addison Trail

- Summer school will wrap up this week on Thursday.
- All of our classrooms, offices and large student spaces will continue to be cleaned, and the crew is off to a great start.
- The HVAC project in the CTE areas is well underway and seems to be going well.
- Our athletic summer camps currently have more than 700 participants spread out over 22 camps.
- First day of school for students is Aug. 16, so students should enjoy the next 51 days of summer because it will go by quickly!
- Thank you to the Board for another great year and congratulations to Mr. Hoster on behalf of the entire Addison Trail staff.

### Willowbrook

- The Marching Band will perform on Wednesday, June 28, at 6:00 p.m. at the gazebo and will march in the 4th of July Parade in Villa Park at 10:00 a.m.
- Theater Camp concluded last week with current and future Warriors rehearsing and performing throughout the week.
- Summer school concludes this week and more than 300 credits are anticipated to be earned through our Credit Recovery and Course Completion process. Overall, nearly 300 students are completing courses from Semester I & II as well as Driver Education, Consumer Management, Health, and Public Speaking.

### ATHLETICS

- Congratulations to Sarah Ball (Class of 2023) on being named to the National Football Foundation 2023 Team of Distinction.
- Congratulations to Kayleigh Dennison (Class of 2023) on being named to the Shaw Local All-Area Softball Team.
- Summer Athletic Camps continued this week and will continue throughout the summer.  
<https://dupage88.revtrak.net/rw-wbhs-athletics>

### Action Necessitated by Closed Session

- A. Approval of Principal Retirement Contract
- B. Approval of Clerical and Technical Staff Ratified Agreement
- C. Approval of Administrative Doctoral Incentive
- D. Adoption of Resolution of Closed Session Meeting Minutes

### BOARD OF EDUCATION MEETING DATES

**All meetings are at 7:30 p.m. in the District 88 Boardroom (unless otherwise noted)**

**Monday, August 14, 2023:Board of Education Meeting**

**Monday, August 28, 2023:Board of Education Meeting**

**DuPage High School District 88- 2 Friendship Plaza, Addison, IL 60101**