

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **RECOGNITION OF VISITORS AND PARTICIPATION**
- V. **COMMUNICATIONS**
- VI. **COMMITTEE REPORTS**
 - VI.A. BUILDING AND SITES
 - VI.B. I.A.S.B.
 - VI.C. POLICY
 - VI.D. SCHOOL/COMMUNITY RELATIONS:
 - VI.E. N.S.S.E.O.:
 - VI.F. FINANCE:
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- VII. **CONSENT AGENDA**
 - VII.A. Approval of Regular Meeting Minutes of June 13, 2018
 - VII.B. Approval of the Executive Meeting Minutes of June 13, 2018
 - VII.C. Personnel Report
 - VII.D. Policy Approval
 - VII.D.1. 2:105 Ethics and Gift Ban
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 - VII.D.3. 2:260 Uniform Grievance Procedure
 - VII.D.4. 4:40 Incurring Debt
 - VII.D.5. 4:80 Accounting and Audits
 - VII.D.6. 4:140 Waiver of Student Fees
 - VII.D.7. 5:20 Workplace Harassment Prohibited
 - VII.D.8. 5:200 Terms and Conditions of Employment and Dismissal
 - VII.D.9. 6:30 Organization of Instruction
 - VII.D.10. 6:60 Curriculum Content
 - VII.D.11. 6:120 Education of Children with Disabilities
 - VII.D.12. 6:135 Accelerated Placement Program
 - VII.D.13. 6:190 Extracurricular and Co-Curricular Activities
 - VII.D.14. 6:230 Library Media Program
 - VII.D.15. 6:240 Field Trips
 - VII.D.16. 6:250 Community Resource Persons and Volunteers
 - VII.D.17. 7:50 School Admissions and Student Transfers To and From Non-District Schools
 - VII.D.18. 7:330 Student Use of Buildings - Equal Access
 - VII.D.19. 8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
- VIII. **FINANCIAL REPORT**

IX. SUPERINTENDENT'S REPORT

IX.A. Approval of Tuition Reimbursement Report

IX.B. Approval of 2018-19 Stipends and Extra-Duty Allocations -- PHEA and BOE

IX.C. Revenue Options - Discussion

IX.D. Every Student Succeeds Act Overview - Information

IX.E. Approval of Designation of Funds for Vocal Instrumental Music Program

X. RECOGNITION OF VISITOR PARTICIPATION

XI. OLD BUSINESS

XII. NEW BUSINESS

XII.A. Semi-Annual Review of Executive Session Minutes -ACTION

XII.B. Policy First Reading

XII.C. September Board Meeting Date Change

XIII. EXECUTIVE SESSION

XIII.A. Personnel -- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

XIII.B. Litigation -- Litigation, when an action against, affecting or on behalf of the public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

XIII.C. Collective Negotiations -- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

XIV. OPEN SESSION

XV. ADJOURNMENT

Prospect Heights School District 23

Finance Committee Meeting

Friday, July 6, 2018 10:00 AM

Grodsky Administration Center

- I. Call to order
- II. Discussion item(s)

- A. Designation of PHIL funds in BOE account for VIM purposes

As discussed previously, Evans Marshall & Pease has recommended that the District move the remainder of the PHIL dissolution funds into a BOE account as it was a "donation to the District" and not part of a yearly "cash in-cash out" student funded project/transaction series.

Therefore, the administration will prepare a memo outlining the money received (\$36,710.09), the money spent (\$2983.09 = \$2901.51 -- SuperState and \$81.58 -- Band Concert Supplies), the pending final transaction \$993.67 - - final SuperState bus payment) and pending total donation to be designated for VIM (\$32733.33) subject to final audit.

A motion will be placed on the July BOE agenda designating \$32733.33, OR final audited figure, for designation as VIM funds with a tally of funds remaining to be updated quarterly for public purposes. No new funds will be added to the designated amount. However, any funds raised by VIM or its individual areas (band, choir or orchestra) will be utilized for VIM purposes.

- B. 2018-19 PHEA and BOE Extra Duty Positions

The Finance Committee will review the contractual PHEA extra-duty rates stipends and the BOE issued stipends.

One additional stipend at the BOE level is being requested. The addition of a Team Leader Stipend for the Early Childhood Program is being requested. The total cost of such a stipend would be \$1,515.71 over what was budgeted in BOE stipends for 2017-18. Approximately \$1,000 in robotics stipends were unused for 2017-18 but have been included, with the 2.10% increase in the 2018-19 budget.

As for PHEA stipends, the contractually agreed upon stipend list has been updated based upon the work of the Extra-Duty Committee provided for in the negotiated agreement. The District has held to the 2.10% increase mandated by the contract. The overall budget has been increased by 3.57% over the stipends performed in 2017-18. The increase beyond 2.10% is based upon the inclusion of stipends that were not used in 2017-18 but have been continued/placed back into the rotation for 2018-19 by the Extra-Duty Committee.

 [2018-19 BOE Stipend Spreadsheet](#)

 [2018-19 PHEA Stipend Spreadsheet](#)

- C. Discussion of Tentative Budget Status and Expected Timeline for Rollout

The budget is progressing nicely. However, due to certain circumstances regarding the projection of expenses and revenues, the tentative budget will be presented to the Finance Committee by August 1st. This will still allow for the recommendation to the BOE of the tentative budget in August and approval of the final budget in September.

- III. Old business -- Item(s) discussed at previous Finance committee meeting(s)

- A. Approval of Minutes - June 6, 2018 Finance Committee Meeting

The Finance Committee recommends approval of the minutes from the June 6, 2018 as written.

 [Finance Committee Meeting Minutes 6-6-18](#)

- IV. New business -- Item(s) to be discussed at future Finance committee meeting(s)

- V. Adjournment

Minutes of Finance Committee Meeting

The Board of Education Prospect Heights School District 23

A Finance Committee Meeting of the Board of Education of Prospect Heights School District 23 was held Wednesday, June 6, 2018, beginning at 10:00 AM in the Grodsky Administration Center.

I. Call to order

Present: Mrs. Peters, Mrs. Botwinski, Mr. DeBartolo, and Dr. Angelaccio

II. Discussion item(s)

A. Prevailing Wage Resolution

The Board of Education is required to approve the rates for prevailing wages to be paid for certain kinds of work pursuant to Illinois law every year. The approval occurs in June each year.

The most current schedule is attached in addition to the recommendation for approval, resolution for approval and the notice for publication. On September 25, 2017, April 11, 2018, and May 24, 2018, IDOL published subsequent rounds of technical corrections to the Prevailing Wage schedules that were originally published on August 15, 2017. Rates revised on September 25, 2017 are highlighted in green in the county rate schedules in which they appear. Rates revised on April 11, 2018 are highlighted in blue in the county rate schedules in which they appear. Rates revised on May 24, 2018 are highlighted in gray in the county rate schedules in which they appear. The corrected rates published on September 25, 2017, April 11, 2018, and May 24, 2018 are effective as of the date of their publication.

B. Disposal of Property

End of year requests for disposal of property have been received and/or requested by the Tech Department and Student Services Department. Attached are the requests for disposal from the Tech Department for iPads and ThinkPads. The request for disposal from the Student Services Department has also been submitted.

C. Transfer of Funds

Attached are resolutions for the transfer of monies from the Education Fund and Operations/Maintenance Fund to the Capital Projects Fund. The purpose of sequestering the monies transferred is in order to begin completing items on the District's long-range capital facilities plan.

The monies from the Education Fund would be unspent contingency dollars that had been set aside for special education tuition, personnel leaves and other

projects that were not needed during fiscal year 2018. The monies from the Operations/Maintenance Fund would be the net revenue from the facilities rental program for fiscal year 2018.

After review of expected revenue and expenditures, we recommend the transfer of funds to capital projects as discussed last month.

D. Workers Compensation Renewal

.42% Reduction in overall rate for Workers Comp renewal. While not a significant financial savings, it is an improvement over our previous carrier and moving in the right direction. It reflects the ongoing work to improve training and documentation/response.

III. Old business -- Item(s) discussed at previous Finance committee meeting(s)

A. Approval of Minutes - May 1, 2018 Finance Committee Meeting

The Finance Committee recommends approval of the minutes from the May 1, 2018 as written.

Motion by Mrs. Peters, Second by Mrs. Botwinski – Approved 4-0

IV. New business -- Item(s) to be discussed at future Finance committee meeting(s)

V. Adjournment



PROSPECT HEIGHTS SCHOOL DISTRICT 23

MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Minutes Grodsky Administration 7:00 p.m. June 13, 2018

Members Present

Jeff Bowes, Board President
Mari-Lynn Peters
Carol Botwinski
Pat Chester
Brian Greidanus

Members Absent

Kevin Novak
Jim Bednar

CALL TO ORDER

Jeff Bowes, Board President, called the meeting to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE

The Board meeting began with the reciting of the Pledge of Allegiance led by American Legion Award winners, Belinda Lopez, Avery Meier, and Jack Wojtowicz.

ROLL CALL

Present:

Mr. Greidanus, Mrs. Peters, Mrs. Botwinski, Mr. Bowes, and Mr. Chester

Absent:

Mr. Novak, and Mr. Bednar

Also Present:

Dr. Angelaccio, Superintendent, Dr. Samojedny, Assistant Superintendent for Curriculum and Instruction and Mr. DeBartolo, Assistant Superintendent for Finance and Operations.

RECOGNITION OF VISITORS AND PARTICIPATION

No one addressed the Board.

COMMUNICATIONS

Thank you notes were received from staff members for the breakfast provided for Teacher Appreciation Day, as well as the Staff Recognition event of May 21st. Students sent thank you notes for classroom support shown by Board Members who visited classrooms. Also a thank you for flowers sent on behalf of the Board for a bereavement.

COMMITTEE REPORTS

BUILDING AND SITES

Mr. Chester reported that the Committee discussed the shifting of some custodial staff from one building to another due to a resignation. The committee discussed looking into filling two of our custodial vacancies through a temp agency over the summer. They are looking at agencies currently used by surrounding districts.

Mr. Rominski updated the committee on the status and timelines for planned summer projects. Ten summer employees have been hired to help with summer projects.

Discussion was held of the SEIU request for possible summer hours for the custodial staff consisting of 4 days per week for 10 hours per day.

I.A.S.B./ED-RED

Mrs. Peters reported on the Special Meeting of May 15th. Minutes of the meeting are included in the Consent Agenda. The Board Workshop was a good opportunity for the Board and the Superintendent to reflect upon their roles and responsibilities. Operating procedures and expectations were reaffirmed.

POLICY

Mr. Greidanus gave an update of the June 5th Policy Committee with recommendations of revisions and adoptions for the 24 Policies under review. A first reading will be under New Business. Three policies dealing with District Philosophy will be tabled for now. The rest of the packet recommended all minor changes. Also discussed were fund balances and curriculum philosophy.

SCHOOL/COMMUNITY RELATIONS

Mr. Greidanus reported on all the events happening at the end of the year. The May 21st Retirement and Recognition Event, Young Athletes Event, the Ross Field event, Sullivan's Get Yourself Moving event, and MacArthur Musical and Concerts, just to name a few. New this year was the Band and Orchestra offering an introduction to incoming 4th-grade students, giving the students a chance to try different instruments. Dr. Angelaccio thanked the BOE for all the events they came out to observe, noting it is a great relationship building effort. Mr. Bowes recognized the PHEA was in good attendance as well.

N.S.S.E.O

Mr. Greidanus reported on the NSSEO Governing Board Meeting. It was mentioned that NSSEO has a 30% administrative turnover this upcoming school year. A big part of the meeting was the recognition of all the employees leaving. The presentation of Shining Stars was the DHH program and the D21 students. The 2018-19 Annual Budget was accepted.

FINANCE

Mrs. Botwinski reported that the items discussed were Prevailing

Wage Rate Resolution, Disposal of Property from the Tech Department, Transfer of Contingency Education Funds (contingencies set aside for specials and long term subs) and Operations and Maintenance Funds (rental monies collected over the years) to the Capital Projects Fund. Also discussed were the Workers Compensation Insurance Renewal and the approval of the 5/1/18 Committee Minutes.

NEGOTIATIONS

No Report

CONSENT AGENDA

The consent agenda includes the minutes from the Regular Board Meeting and Executive Session Minutes from May 9, 2018. The Special Meeting minutes from May 15, 2018, and the Special Meeting Minutes from May 21, 2018, the June Personnel report, and the Disposal of Surplus Tech Equipment and Supplies.

Motioned by Mrs. Botwinski, seconded by Mr. Chester for the approval of the regular and executive minutes of May 9th, the Special meeting minutes of May 15th and 21st, the personnel report, and the Disposal of Surplus Personal Property, specifically tech equipment and supplies as presented.

The motion followed by a vote of 5 Ayes (Greidanus, Peters, Botwinski, Bowes, and Chester).

0 Nays

2 Absent (Novak, Bednar)

Following the vote, Dr. Angelaccio introduced Dr. Amy Zaher as our new Assistant Superintendent for Curriculum and Instruction.

FINANCIAL REPORT

Mr. DeBartolo recommended the payment of the voucher list for materials, supplies, and services paid since the last Board meeting. Also, the District payments for salaries and insurance benefits during the previous month in the amount of \$1,176,151.52.

Motioned by Mr. Bowes, seconded by Mrs. Peters to approve the Financial Report as presented. Followed by a vote of 5 Ayes (Greidanus, Peters, Botwinski, Bowes, and Chester).

0 Nays

2 Absent (Novak, Bednar)

SUPERINTENDENT'S REPORT

Review of Revenue Options

Ms. Hennessey from Raymond James shared a presentation explaining the revenue options for consideration. Mr. DeBartolo and Dr. Angelaccio provided additional input. The recommended Tiered Bonding option was discussed. Following Board member questions, Dr. Angelaccio suggested putting together a timeline of events for the Board, giving them a clearer picture of what would need to be done

and when; that will be presented in July. Dr. Angelaccio and the Board thanked Ms. Hennessey for all her time and service.

Review of Tech Plan 2.0 Data

Mrs. Stavropoulos, Director of Technology, provided an overview of data collected relating to the goals of the Tech Plan 2.0

Over the past 4-years, the District has been Planning and Piloting the 1:1 at MacArthur and Sullivan, and the 2:1 at Ross and Eisenhower. The goals of the Tech Plan are to increase and enhance the use of technology as a tool to improve engagement, elevate rigor, and transform instructional practices in the classroom as well as at home. Mrs. Stavropoulos presented data that showed the continued growth of the faculty and students as they use technology. Mrs. Stavropoulos and the TLT Committee will review the goals and develop the next version of the Tech Plan, as the current plan comes to an end next year.

Title I School Wide Building Plans

Dr. Samojedny shared a presentation providing information regarding the submission of the Title 1 Schoolwide plans for Eisenhower, Ross, Sullivan, and MacArthur schools. Each school qualified to submit a waiver for School Wide Programming. The waivers were submitted to our principal consultant from ISBE and approved on May 4, 2018. The board reviewed the School-wide plans submitted by principals and Dr. Samojedny.

Motioned by Mrs. Botwinski, seconded by Mr. Chester to approve the Title I Schoolwide Plan as presented. Followed by a vote of 5 Ayes (Greidanus, Peters, Botwinski, Bowes, and Chester).

0 Nays

2 Absent (Novak, Bednar)

Summer Curriculum Projects

Dr. Samojedny shared a presentation for curriculum, professional development and other projects to be carried out over the summer months. These projects have already begun and will continue through August.

Curriculum Review Cycle Update

Dr. Samojedny prepared an overview of the Curriculum Review Cycle. Curriculum review typically runs in a seven-year cycle. The review process occurs on three phases. A majority of staff indicated a preference to math as a priority. A district Curriculum Committee, comprised of administrators, and teacher representatives, will begin work in the fall in Phase 1 with an investigation of our K-8 math curriculum. The committee will bring recommendations to the Board in Spring 2019 for adoption of the selected curriculum. Phase 2 will begin in Summer/Fall 2019 for implementation of the new curriculum to begin in August 2019.

Trimester III Blueprint Goal Update

Dr. Angelaccio shared the updates to the current District 23 BluePrint including progress toward the goals and objectives over the past four years.

Enrollment and Staffing Update

Dr. Angelaccio shared an update to the Board regarding current levels of enrollment and implications for staffing. Current enrollment numbers are right on target. This year registration and payment were divided into two processes. In July the second phase of registration will begin by sending invoices to all registered families. The shift allows us to more accurately delineate funds into their appropriate fiscal year.

Receipt of Arlington Heights Impact Fees

Mr. DeBartolo shared our plan for the use of Village of Arlington Heights Impact Fees. We get a percent of the monies that affect District 23. The Village of Arlington Heights has collected \$2,380.84 in cash contributions in lieu of land dedication.

Workers Compensation Renewal

Mr. DeBartolo recommended the approval of the worker compensation insurance program for \$99,019 for the 2018-19 school year with ICRMT, the district's workers compensation Insurance carrier.

Motion by Mrs. Peters, seconded by Mrs. Botwinski to approve the worker's compensation insurance program with ICRMT for \$99,019. The motion followed by a vote of 5 Ayes (Greidanus, Peters, Botwinski, Bowes, and Chester).

0 Nays

2 Absent (Novak, Bednar)

Prevailing Wage

This Resolution is required by the State to be approved annually by the Board of Education.

Motioned by Mrs. Peters, seconded by Mr. Greidanus, to approve the Prevailing Wages as presented. Followed by a vote of 5 Ayes, (Greidanus, Peters, Botwinski, Bowes, and Chester).

0 Nays

2 Absent (Novak, Bednar)

Transfer of Contingency Funds from Education to Capital Projects Fund – Action

Mr. DeBartolo explained the District set aside funds for contingency in the Education Fund for possible use on items such as special education placements and capital supplies, personnel leaves, strategic planning and additional costs to certain programs based upon State of Illinois and state/federal grant funding. The

administration and finance committee recommended the transfer of these budgeted but unused funds for work on future capital projects.

Motioned by Mrs. Peters, seconded by Mr. Bowes to approve the transfer of the contingency funds as presented. The motion followed by a vote of 5 Ayes (Greidanus, Peters, Botwinski, Bowes, and Chester).

0 Nays

2 Absent (Novak, Bednar)

Transfer of Funds from Operations & Maintenance Fund to Capital Projects Funds

The District has expanded rental income under the new facility use procedure. Mr. DeBartolo is recommending that the revenue can be used as intended for future capital projects. The administration and finance committee recommends the transfer of these budgeted but unused funds for work on future capital projects.

Motioned by Mrs. Peters, seconded by Mr. Bowes, for the approval of the resolution authorizing the transfer of funds from the Operations and Maintenance Fund to the Capital Projects Fund for \$65,000. The motion followed by a vote of 5 Ayes (Greidanus, Peters, Botwinski, Bowes, and Chester).

0 Nays

2 Absent (Novak, Bednar)

RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

No one addressed the Board

OLD BUSINESS

Strategic Plan – Objectives

Dr. Angelaccio was happy to share the new Strategic Plan. The Mission Statement is to Create opportunities that Inspire ALL students to Grow as learners, individuals, and citizens. The Vision Statement in Prospect Heights School District 23 is a place where: Inspiration and Dedication lead to Student Growth.

Dr. Angelaccio explained the objectives and indicators would let us know how we are doing. There are 20 indicators for judging our success. August and September will have baseline data for the strategic plan.

NEW BUSINESS

August Board Meeting Date – Discussion

Currently, the August board meeting is scheduled for Wednesday, August 8th. The Administration is requesting to move this meeting one-week later to August 15th, this allows for more flexibility for last minute changes. The Board members agreed.

June 2018 – Policy Recommendations

The Policy Committee met on June 5th to review the PRESS edits and recommendations to policy. The following procedures are being recommended for adoption as written. These will be open for discussion at tonight's meeting and included in the consent agenda for approval in July.

1. 2:10 Ethics and Gift Ban 5 Year Review - Recommend Adoption as written.
2. 2:170 Procurement of Architectural, Engineering, and Land Surveying Services
5 Year Review - Recommend adoption as written.
3. 2:260 Uniform Grievance Procedure
Updated language to comply with new ethics legislation. Recommend adoption as written.
4. 4:40 Incurring Debt
Update policy by naming Assistant Superintendent for Finance and Operations. Recommend adoption as written.
5. 4:80 Accounting and Audits
Language and Statute edits. Recommend adoption as written.
6. 4:140 Waiver of Student Fees
5 Year Review - Recommend adoption as written.
7. 5:20 Workplace Harassment Prohibited Significant edits to align with new laws and practices. Recommend adoption as written and adoption of the resolution.
8. 5:200 Terms and Conditions of Employment and Dismissal
Updated language related to restrictions on School Social Workers providing services to District students in private settings. Recommend adoption as written.
9. 6:30 Organization of Instruction
5 Year Review - Recommend adoption as written.
10. 6:60 Curriculum Content New language due to mandate for cursive instruction. We are already compliant with instruction in grades 1-3. Recommend adoption with an indication of 3rd grade for cursive unit.
11. 6:120 Education of Children with Disabilities
5 Year Review - Recommend adoption as written.
12. 6:135 Accelerated Placement Program
New policy to comply with new mandates. Recommend adoption as written and acceptance of both options.
13. 6:190 Extracurricular and Co-Curricular Activities
5 Year Review - Recommend adoption as written.

14. 6:230 Library Media Program
5 Year Review - Recommend adoption as written.
15. 6:240 Field Trips
Updated language for continuity. Recommend adoption as written.
16. 6:250 Community Resource Persons and Volunteers
Updated language. Recommend adoption as written.
17. 7:50 School Admissions and Student Transfers To and From Non-District Schools
New language to comply with Accelerated and Early Entrance legislation. Recommend adoption as written.
18. 7:330 Student Use of Buildings - Equal Access
Updated. Recommend adoption as written.
19. 8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
5 Year Review - Recommend adoption as written.

EXECUTIVE SESSION

Motioned by Mr. Bowes, seconded by Mrs. Botwinski to adjourn to Executive Session at 9:20 p.m. for matters regarding personnel. There will be no action after Executive Session. Followed by a vote of 5 Ayes (Greidanus, Peters, Botwinski, Bowes, and Chester).
0 Nays
2 Absent (Novak, Bednar)

OPEN SESSION

Returned to open session at 10:43 p.m.

ADJOURN

Meeting adjourned at 10:44 p.m.

Board President

Board Secretary

PERSONNEL REPORT 7/11/2018

<u>Name</u>	<u>Positon</u>	<u>Replacing</u>	<u>Action</u>	<u>FTE</u>	<u>Number of Positions</u>	<u>Effective</u>	<u>School</u>	<u>PHEA or BOARD</u>	<u>2018-2019 Amount</u>	
Erin Sullivan	Teacher-3rd Grade	Kim Strahn	New Hire	1		8/20/18	Ross		\$44,602	
Cristina Jimenez	Part-time Building Assistant	Jan Lange	New Hire	0.625		8/6/18	Ross		\$18.51/hour	
Jaime Rojas Ramos	Custodian-Night	Myrteza Kola	New Hire	1		7/5/18	Ross		\$15.00/hour	
Elizabeth Hirsch	Part-time Occupational Therapist	New Allocation	New Hire	0.5		8/20/18	Ike		\$34,466	
Amy Banas	Technology Integration Specialist		Resignation	1		6/11/18	Ike		\$59,966	
Laura Ducharme	Teacher-PE		Resignation	1		6/11/18	Ike		\$46,365	
Micheal DeBartolo	Assistant Superintendent for Finance		Other-Carry Over 5 vacation days from 2017-18 school year							

Document Status: 5-Year-Review - Needs Review

BOARD OF EDUCATION

2:105 Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and Board of Education members:

1. No employee shall intentionally perform any "political activity" during any "compensated time," as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

Limitations on Receiving Gifts [PRESSPlus1](#)

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not

been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.

10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. As soon as possible after a complaint is filed, the Superintendent shall appoint a 3-member Ethics Commission. If the Superintendent is the subject of the complaint, the Board President shall perform this duty. Commission members may be any District resident, except that no person shall be appointed who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint. If the Commission finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or recommend disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, [5 LCS 430/1-5](#).

"Political activity" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, “compensated time” includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

“**Prohibited source**” means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

“**Gift**” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

LEGAL REF.:

[5 ILCS 430/](#), State Officials and Employees Ethics Act.

[10 ILCS 5/9-25.1](#), Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED: November 13, 2013

PRESSPlus Comments

PRESSPlus 1. This policy is unchanged. A footnote is updated in response to 30 ILCS 708/, the Grant Accountability Transparency Act (GATA) and federal procurement standards, and the text is provided here for informational purposes.

5 ILCS 430/10-10 through 10-30 (Gift Ban); 30 ILCS 708/ (Grant Accountability Transparency Act (GATA)); and 2 C.F.R. §200.318(c)(1)(uniform federal procurement standards prohibit board members from soliciting or accepting gratuities, favors, or anything of monetary value from contractor performing work under a contract supported by a federal grant award). GATA adopts the uniform federal rules for State agencies’ administration of eligible State and federal grants.

Generally, 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. For more discussion on conflict of interest, see sample policy 2:100, *Board Member Conflict of Interest*. Specifically, 2 C.F.R. §200.318(c)(1) requires school districts to “set standards for situations in which the gift is an unsolicited item of nominal value (*standards*),” along with “disciplinary actions to be applied for violations (*disciplinary actions*)” without defining *nominal value*.

To avoid confusion and because 2 C.F.R. §200.318(c)(1) provides flexibility to school boards regarding setting *standards* and *disciplinary actions*, sample policy 2:100, *Board Member Conflict of Interest*, refers to this sample policy’s subheads: **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 – 10-30 (for the federal regulation’s *standards*), and **Enforcement** at 5 ILCS 430/50-5 (discussing the specific penalties available under the Ill. Ethics Act for the federal regulation’s *disciplinary actions*).

If a board wishes to develop further *standards* and *disciplinary actions* than the Gift Ban section of the SOEEA requires, consult the board attorney.

For further discussion, see the *Grant Accountability and Conflicts of Interest* section in the Ill. Council of School Attorneys’ publication, **Answers to FAQs, Conflict of Interest and Incompatible Offices** at: www.iasb.com/law/COI_FAQ.pdf.

Issue 98, May/June 2018

Document Status: 5-Year-Review - Needs Review

BOARD OF EDUCATION

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

The Board of Education selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.:

Shively v. Belleville Township High School District 201, 769 N.E.2d 1062 (Ill App.5, 2002), *appeal denied*.

[40 U.S.C. § 541](#).

[50 ILCS 510/1](#) *et seq.*, Local Government Professional Services Selection Act.

[105 ILCS 5/10-20.21](#).

ADOPTED: February 13, 2013

Document Status: Draft Update

BOARD OF EDUCATION

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following: [PRESSPlus1](#)

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) et seq.
6. Sexual harassment (State Officials and Employee Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972) [PRESSPlus2](#)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#) (P.A. 100-29, final citation pending)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#).
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), [410 ILCS 513/](#) and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), [42 U.S.C. §2000ff](#) et seq.)
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to ~~the~~ [this](#) grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired [PRESSPlus3](#)

The right of a person to prompt and equitable resolution of a complaint filed ~~here~~ [under this policy](#) shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy. ~~The Superintendent will keep the Board informed of all complaints.~~

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

Nondiscrimination Coordinator and Complaint Managers:

Please refer to either the student handbook or faculty handbook to obtain the names and contact information for the current district discrimination coordinator and complaint Managers.

LEGAL REF.:

Age Discrimination in Employment Act, [29 U.S.C. §621](#) *et seq.*

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

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e et seq.](#)

Equal Pay Act, [29 U.S.C. §206\(d\).](#)

Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff et seq.](#)

Immigration Reform and Control Act, [8 U.S.C. §1324a et seq.](#)

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

Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)

Title VI of the Civil Rights Act, [42 U.S.C. §2000d et seq.](#)

Title IX of the Education Amendments, [20 U.S.C. §1681 et seq.](#)

State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\).](#)

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60 (P.A. 100-29, final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

Illinois Genetic Information Privacy Act, [410 ILCS 513/.](#)

Illinois Whistleblower Act, [740 ILCS 174/.](#)

Illinois Human Rights Act, [775 ILCS 5/.](#)

Victims' Economic Security and Safety Act, [820 ILCS 180/](#), [56 Ill.Admin.Code Part 280.](#)

Equal Pay Act of 2003, [820 ILCS 112/.](#)

Employee Credit Privacy Act, [820 ILCS 70/.](#)

[23 Ill.Admin.Code §§1.240](#) and [200.40.](#)

CROSS REF.: [2:105 \(Ethics and Gift Ban\)](#), [5:10 \(Equal Employment Opportunity and Minority Recruitment\)](#), [5:20 \(Workplace Harassment Prohibited\)](#), [5:30 \(Hiring Process and Criteria\)](#), [6:120 \(Education of Children with Disabilities\)](#), [6:140 \(Education of Homeless Children\)](#), [6:170 \(Title I Programs\)](#), [6:260 \(Complaints About Curriculum, Instructional Materials, and Programs\)](#), [7:10 \(Equal Educational Opportunities\)](#), [7:15 \(Student and Family Privacy Rights\)](#), [7:20 \(Harassment of Students Prohibited\)](#), [7:180 \(Prevention of and Response to Bullying, Intimidation, and Harassment\)](#), [7:310 \(Restrictions on Publications; Elementary Schools\)](#), [8:70 \(Accommodating Individuals with Disabilities\)](#), [8:95 \(Parental Involvement\)](#), [8:110 \(Public Suggestions and Concerns\)](#) [PRESSPlus4](#)

ADOPTED: [February 14, 2018](#)

PRESSPlus Comments

PRESSPlus 1. Including the phrase “guaranteed by the State or federal Constitution, State or federal statute, or Board policy” broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy. **Issue 97, January/February 2018**

PRESSPlus 2. The State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires school districts to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment by January 15, 2018. Though that date has passed, there are no penalties in the law for failing to pass the resolution by that date. The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report. See policy 5:20, *Workplace Harassment Prohibited*. **Issue 97, January/February 2018**

PRESSPlus 3. The phrase “prompt and equitable resolution” comes from Title IX implementing regulation 34 C.F.R. §106.8(b) which requires schools to “adopt and publish grievance procedures providing for prompt and equitable resolution of student and

employee complaints” of sex discrimination. **Issue 97, January/February 2018**

PRESSPlus 4. Cross References are added to policies that cross reference 2:260, note it as a mechanism to resolve a complaint, or refer to it as providing opportunities for parental involvement. **Issue 97, January/February 2018**

Document Status: Draft Update

OPERATIONAL SERVICES

4:40 Incurring Debt

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law. [PRESSPlus1](#)

Section A

The purpose for which debt can be issued shall be in accordance with applicable State of Illinois and Federal Statutes. It shall be the policy of the board to avoid issuing debt for operating expenses unless needed to meet short-term cash flow needs.

Section B

In order to access the credit markets at the lowest borrowing cost possible, the district shall maintain operating reserves equal to the amount stipulated in fund balance policy 4:20. The operating budget is defined in the footnotes of the annual audited financial statements. The district shall not issue debt in excess of the statutory limit. Changes in fiscal conditions that would adversely affect the district's credit rating shall be promptly reported to the Board of Education.

Section C

Outside professionals shall be used to the extent necessary to insure compliance with primary market disclosure and continuing disclosure requirements per SEC Rule 15c212.

Section D

The district will issue a Request for Proposal for investment services for bond sale proceeds. Such proposals will stipulate that the successful submitter monitor and analyze the investment and use of bond proceeds and calculate rebate liabilities. Arbitrage rebate liabilities shall be calculated and funded annually.

Section E

The length of maturity of any debt instrument will not exceed the average life of the asset being financed.

Section F

All operating fund debt including leases, installment contract certificates, alternate revenue bonds and debt certificates shall be subject to the District's debt policy. The cash flow impact of the debt service payments on the operating funds will be evaluated in light of the district's fund balance policy.

Section G

The District shall not employ derivative products, approved by the State such as swaps and swaptions.

Section H

The District will maintain post issuance compliance procedures

Bond Issue Obligations [PRESSPlus2](#)

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from *gross income* for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection. [PRESSPlus3](#)

LEGAL REF.:

Securities Act of 1933, 15 U.S.C. §77a *et seq.*

Securities Exchange Act of 1934, 15 U.S.C. §78a *et seq.*

17 C.F.R. §240.15c2-12.

Bond Authorization Act, 30 ILCS 305/2 ~~and~~

Bond Issue Notification Act, 30 ILCS 352/1 ~~et seq.~~

Local Government Debt Reform Act, 30 ILCS 350/.

Tax Anticipation Note Act, 50 ILCS 420/.

[105 ILCS 5/17-16](#), [5/17-17](#), [5/18-18](#), and [5/19-1](#) *et seq.*

CROSS REF.: 4:10 (Fiscal and Business Management)

ADOPTED: ~~February 13, 2013~~

Question 1. See Comment PRESSPlus 1. What title would the Board like to list in this policy as the person who performs the duties described? You may enter Superintendent, Business Manager, Chief School Business Official, or another locally-equivalent title.

Answer:

Question 2. See Comment PRESSPlus 2. Has the Board adopted the new, optional subsection Bond Issue Obligations? Type yes to adopt this language, or type no if the Board did not adopt the Bond Issue Obligations subsection.

Answer:

Question 3. See Comment PRESSPlus 3. If the Board has adopted the optional Bond Issue Obligations section, the final paragraph is optional. Type yes to adopt the final paragraph, or type no if the Board did not adopt the Bond Issue Obligations subsection.

Answer:

PRESSPlus Comments

PRESSPlus 1. Boards that employ business managers may want to substitute “Business Manager”, “Chief School Business Official”, or another locally-equivalent title for “Superintendent or designee” and “Superintendent” as they appear throughout this policy; the business manager most commonly performs the duties described in this policy. Please see **Question 1** to indicate the appropriate title for your district. **Issue 97, January/February 2018**

PRESSPlus 2. For continuous improvement purposes, a new, optional section has been added to expressly address districts’ obligations to comply with federal securities laws in connection with bond issues, and to authorize the creation of written procedures to protect the status of tax-exempt (or otherwise tax-advantaged) bonds issued by a board. As a matter of best practice and to reduce potential future liabilities, many attorneys recommend that board policy address these obligations. Consult the board attorney and/or bond counsel for guidance.

The Internal Revenue Service strongly encourages, but does not currently require, issuers of tax-exempt bonds to establish written post-issuance compliance monitoring procedures. For guidance regarding the recommended content of such procedures, see *IRS Publication 4079, Tax-Exempt Governmental Bonds*, at: www.irs.gov/pub/irs-pdf/p4079.pdf. Such procedures may be included in a written bond resolution for a specific bond issue, and/or they may be established more generally. Consult the board attorney and/or bond counsel regarding the establishment of such procedures for tax-exempt bonds.

For a detailed set of sample procedures designed to facilitate a district’s compliance with disclosure requirements of federal securities laws, see 4:40-AP, *Preparing and Updating Disclosures*, available by logging in to PRESS Online at www.iasb.com.

Please see **Question 2** to indicate whether your Board has adopted this new, optional section. **Issue 97, January/February 2018**

PRESSPlus 3. The final paragraph in this subsection is optional. Boards that regularly utilize outside professionals to assist them in meeting bond disclosure requirements may want to include this language to memorialize their current practice. Contracts for the services of individuals possessing a high degree of professional skill, such as attorneys and financial consultants, are exempt from competitive bidding requirements. 105 ILCS 5/10-20.21(a)(i). See **Question 3** to delete the last paragraph of this subsection if the board does not want to include a sentence in this policy that addresses the use of outside professionals for assistance with compliance. **Issue 97, January/February 2018**

Document Status: Draft Update

OPERATIONAL SERVICES

4:80 Accounting and Audits

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

Annual Audit

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

Annual Financial Report

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

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of District Property

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

Taxable Fringe Benefits

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

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

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

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action. [PRESSPlus1](#)

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

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

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

LEGAL REF.:

[2 C.F.R. §200 et seq.](#)

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

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

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

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

[ADOPTED: August 17, 2016](#)

PRESSPlus Comments

PRESSPlus 1. Updated in response to ISBE best practice recommendations concerning the prevention of fraud, waste, and abuse in the administration of grants covered by the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/. **Issue 98, May/June, 2018**

Document Status: 5-Year-Review - Needs Review

OPERATIONAL SERVICES

4:140 Waiver of Student Fees

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee must follow the verification requirements of [7 C.F.R. 245.6a](#) when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

LEGAL REF.:

[105 ILCS 5/10-20.13](#), [5/10-22.25](#), [5/27-24.2](#), and [5/28-19.2](#).

[23 Ill.Admin.Code §1.245](#) [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services)

ADOPTED: August 7, 2013

Document Status: Draft Update

General Personnel

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited [PRESSPlus1](#)

The School District shall provide a workplace environment free of ~~unwelcome sexual advances, requests for sexual favors, and other verbal, or physical, or other conduct~~ or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, ~~or physical, or other~~ conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint ~~Enforcement~~ [PRESSPlus2](#)

~~A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, Uniform Grievance Procedure).~~

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved ~~employees~~ ~~persons~~, ~~who if they~~ feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

~~Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.~~

Whom to Contact with a Report or Complaint [PRESSPlus3](#)

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, *Workplace Harassment Prohibited*

Nondiscrimination Coordinator and Complaint Managers:

Please refer to either the student handbook or faculty handbook to obtain the names and contact information for the current district discrimination coordinator and complaint Managers.

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement

A violation of this policy may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee~~person~~ making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies [PRESSPlus4](#)

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

LEGAL REF.:

Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) et seq., implemented by [29 C.F.R. §1604.11](#).

Title IX of the Education Amendments of 1972, [20 U.S.C. §1681](#) et seq., implemented by [34 C.F.R. Part 106](#).

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).

Ill. Human Rights Act, [775 ILCS 5/2-101\(E\)](#), [5/2-102\(D\)](#), [5/2-102\(E-5\)](#), [5/5-102](#), and [5/5-102.2](#).

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Burlington Industries v. Ellerth](#), 524 U.S. 742 (1998).

[Crawford v. Metro. Gov't of Nashville & Davidson County](#), 555 U.S. 271 (2009).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).

[Oncale v. Sundown Offshore Services](#), 523 U.S. 75 (1998).

[Porter v. Erie Foods International, Inc.](#), 576 F.3d 629 (7th Cir. 2009).

[Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n](#), 233 Ill.2d 125 (Ill. 2009).

[Vance v. Ball State University](#), 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

ADOPTED: February 14, 2018

PRESSPlus Comments

PRESSPlus 1. The State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires school districts to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment by January 15, 2018. Though that date has passed, there are no penalties in the law for failing to pass the resolution by that date. The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

For more information, please see the footnotes available by logging into PRESS Online at www.iasb.com. **Issue 97, January/February 2018**

PRESSPlus 2. School districts are not required to train employees regarding workplace harassment, including sexual harassment; however, it is best practice. For districts that wish to provide such trainings, best practices suggest annual trainings work best, including on applicable board policies and procedures, what constitutes workplace harassment, complaint and enforcement mechanisms, and employees' legal rights. **Issue 97, January/February 2018**

PRESSPlus 3. 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines *ethics officers* as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer. **Issue 97, January/February 2018**

PRESSPlus 4. 5 ILCS 430/70-5(a), amended by P.A. 100-554, (how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the Ill. Dept. of Human Rights). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts (5 ILCS 430/1). **Issue 97, January/February 2018**

Document Status: Draft Update - New

5:20-E Resolution to Prohibit Sexual Harassment

New/Unpublished Section

PRESSPlus1 WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A. 100-554) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report;

THEREFORE, BE IT RESOLVED, by the Board of Education of *[insert name]*, *[insert county]* County, Illinois, as follows:

Section 1: The Board adopts Board policy 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report.

Section 2: Any prior versions of Board policy 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this ____ day of _____, 20__.

Attested by: _____, Board President

Attested by: _____, Board Secretary

Question 1. If including this Resolution in the Board Policy Manual, please indicate the county or counties to be inserted in the body. If not including the Resolution, type "Not Including" and select Not Adopted as the status before saving.

Answer:

PRESSPlus Comments

PRESSPlus 1. The State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires school districts to adopt a resolution establishing a policy to prohibit sexual harassment. See pending **Issue 97** updates to policy 5:20, *Workplace Harassment Prohibited*. This Resolution is not required to be included with the Board Policy Manual. If the Board would like to include it, the updated policy 5:20, *Workplace Harassment Prohibited* must be adopted as well. **Issue 97, January/February 2018**

Document Status: Draft Update

Professional Personnel

5:200 Terms and Conditions of Employment and Dismissal

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

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

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

School Social Worker Services Outside of District Employment

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

Nursing Mothers

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

LEGAL REF.:

[105 ILCS 5/10-19, 5/10-20.60](#) (P.A. 100-356, final citation pending), [PRESSPlus1 5/14-1.09a, 5/18-8, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20](#).

[820 ILCS 260/1](#) *et seq.*

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

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

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

ADOPTED: ~~February 14, 2018~~

PRESSPlus Comments

PRESSPlus 1. The Legal Reference was updated with PRESS Issue 96, but this edit was inadvertently left out. **Issue 97, January/February 2017**

Document Status: 5-Year-Review - Needs Review

INSTRUCTION

6:30 Organization of Instruction

The School District has instructional levels for grades Pre-K through 8. The Superintendent shall annually present to the Board of Education a plan for organizing instructional levels and assigning them to school facilities in order to:

1. Support the District's educational program,
2. Maximize facility usage without undue overcrowding, and
3. Provide substantially comparable instructional programs across the District.

Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

Kindergarten

The District maintains a half-day kindergarten with an instructional program that fulfills the District's curriculum goals and objectives and the requirements of the State law.

LEGAL REF.:

[105 ILCS 5/10-20.19a](#), [5/10-20.37](#), and [5/10-22.18](#).

[23 Ill.Admin.Code §1.420](#).

CROSS REF.: 6:40 (Curriculum Development), 6:170 (Title I Programs), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED: February 13, 2013

Document Status: Draft Update

INSTRUCTION

6:60 Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. [PRESSPlus1](#)
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. In addition, in all grades, gang resistance education and training must be taught.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
11. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

12. In grade 7, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
13. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi

atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

14. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
15. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.:

[5 ILCS 465/3](#) and [465/3a](#).

[20 ILCS 2605/2605-480](#).

105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, [5/27-20.7](#), 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.

[625 ILCS 5/6-408.5](#).

[23 Ill.Admin.Code §§1.420, 1.425, 1.430](#), and [1.440](#).

Consolidated Appropriations Act of 2005, [Pub. L. No. 108-447](#), Section 111 of Division J.

Protecting Children in the 21st Century Act, [Pub. L. No. 110-385](#), Title II, 122 stat. 4096 (2008).

[47 C.F.R. §54.520](#).

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 7:190 (Student Discipline); 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment, 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

ADOPTED: February 14, 2018

Question 1. Would the Board like to specify in policy the grade level(s) in which cursive instruction will be offered? If no, type no. If yes, indicate the grade level(s) in which cursive instruction will be offered. See Comment PRESSPlus 1 for more information.
Answer:

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/27-20.7, added by P.A. 100-548, eff. 7-1-18, requires districts to offer students a unit of cursive instruction before they complete grade 5, and to include this requirement in Board policy. Other than before completing grade 5, the law is silent about what grade level(s) in which students must receive their unit of cursive instruction. This provides an opportunity for a board to have a conversation with the superintendent about local community expectations and direct him or her to determine the appropriate grade level(s) in which students will be offered a unit of cursive instruction.

Use the following alternative if the board would like to specify in policy the grade level(s) before the end of grade 5 in which cursive instruction will be offered: "A unit of cursive instruction will be offered in grade(s) _____." See **Question 1** to indicate whether the Board would like to specify the grade level(s) in policy. **Issue 98, May/June 2018**

Document Status: 5-Year-Review - Needs Review

INSTRUCTION

6:120 Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "*children with disabilities*," as used in this policy, means children between ages 3 and 15 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.:

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

Individuals With Disabilities Education Improvement Act of 2004, [20 U.S.C. § 1400](#) *et seq.*

Rehabilitation Act of 1973, Section 504, [29 U.S.C. § 794](#).

[105 ILCS 5/14-1.01](#) *et seq.*, [5/14-7.02](#), and [5/14-7.02b](#).

[23 Ill.Admin.Code §226](#).

[34 C.F.R. §300](#).

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: November 13, 2013

Document Status: Draft Update - New

6:135 Accelerated Placement Program

New/Unpublished Section

The District provides an Accelerated Placement Program (APP).^{PRESSPlus1} The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential.^{PRESSPlus2} The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade.^{PRESSPlus3} Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);^{PRESSPlus4}
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement.^{PRESSPlus5} Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.^{PRESSPlus6}

LEGAL REF.:

105 ILCS 5/14A.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

PRESSPlus Comments

PRESSPlus 1. State law requires this subject matter to be covered by policy and controls its content. 105 ILCS 5/14A, amended by P.A. 100-421, eff. 7-1-18 (the Accelerated Placement Act (APA)). See the footnotes available at PRESS Online for more information. **Issue 98, May/June 2018**

PRESSPlus 2. Optional. Ensure this statement matches the board's current educational philosophy and objectives; see Board policy 6:10, *Educational Philosophy and Objectives*. If edits are adopted, select **Adopted with Additional District Edits** as the Save Status, and edit as adopted by the Board. **Issue 98, May/June 2018**

PRESSPlus 3. Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 The APA requires accelerated placement to include early entrance to kindergarten and early entrance to first grade. 105 ILCS 5/10-20.12 *permits* districts to offer early entrance to kindergarten or first grade "based upon an assessment of the student's readiness to attend school." 105 ILCS 5/10-20.12 also states that students may enter first grade early when they: (1) are assessed for readiness; (2) have attended a non-public preschool and continued their education at that school through kindergarten; (3) were taught in kindergarten by an appropriately certified teacher; and (4) will attain the age of 6 years on or before December 31. See also policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. **Consult the board attorney for guidance. Issue 98, May/June 2018**

PRESSPlus 4. 105 ILCS 5/14A-32(a)(2), added by P.A. 100-421, eff. 7-1-18, requires that the accelerated placement policy include "a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians" but does not specify what individuals are to be involved or limit those individuals to district employees. Amend this

listing to align with the local board's preference. If edits are adopted, select **Adopted with Additional District Edits** as the Save Status, and edit as adopted by the Board. **Issue 98, May/June 2018**

PRESSPlus 5. Optional. 105 ILCS 5/14A-32(b)(1) permits, but does not require "procedures for annually informing the community at-large, including parents or guardians, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement." If edits are adopted, select **Adopted with Additional District Edits** as the Save Status, and edit as adopted by the Board. **Issue 98, May/June 2018**

PRESSPlus 6. Optional. 105 ILCS 5/14A does not require this, but it is a recommended best practice and aligns with sample policy 7:10, *Equal Educational Opportunities*. If edits are adopted, select **Adopted with Additional District Edits** as the Save Status, and edit as adopted by the Board. **Issue 98, May/June 2018**

Document Status: 5-Year-Review - Needs Review

INSTRUCTION

6:190 Extracurricular and Co-Curricular Activities

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Academic Criteria for Participation

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

LEGAL REF.:

[105 ILCS 5/10-20.30](#) and [5/24-24](#).

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 8:20 (Community Use of School Facilities)

ADOPTED: August 7, 2013

Document Status: 5-Year-Review - Needs Review

INSTRUCTION

6:230 Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Illinois State Board of Education rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

LEGAL REF.:

[23 Ill.Admin.Code §1.420\(o\)](#).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials)

ADOPTED: February 13, 2013

Document Status: Draft Update

INSTRUCTION

6:240 Field Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board of Education. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees* free or reduced school lunches. [PRESSPlus1](#) All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.:

[105 ILCS 5/29-3.1.](#)

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

~~ADOPTED: August 7, 2013~~

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 98, May/June 2018**

Document Status: Draft Update

INSTRUCTION

6:250 Community Resource Persons and Volunteers

The Board of Education encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee; [PRESSPlus1](#)
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the *Child Murderer and Violent Offender Against Youth Registration Act*, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

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

720 ILCS 5/12C-50.1, *Failure to Report Hazing*.

730 ILCS 150/1 *et seq.*, *Sex Offender Registration Act*.

730 ILCS 152/101 *et seq.*, *Sex Offender Community Notification Law*. ~~and~~

730 ILCS 154/75 *et seq.* ~~105~~, *Murderer and Violent Offender Against Youth Community Notification Law*.

730 ILCS 154/101 *et seq.*, *Murderer and Violent Offender Against Youth Registration Act*.

CROSS REF.: 4:170 (Safety), 4:175 (*Convicted Child Sex Offender; Screening; Notifications*), 5:90 (*Abused and Neglected Child Reporting*), 5:280 (*Duties and Qualifications*), 8:30 (*Visitors to and Conduct on School Property*), 8:95 (*Parental Involvement*)

~~ADOPTED: April 9, 2014~~

PRESSPlus Comments

PRESSPlus 1. Updated to reflect a long-standing School Code provision that schools may use resource persons and volunteers for crisis intervention services. **Issue 98, May/June 2018**

Document Status: Draft Update

STUDENTS

7:50 School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. [PRESSPlus1](#) A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, [Accelerated Placement Program](#). [PRESSPlus2](#)

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's [temporary permanent](#) [PRESSPlus3](#) record, and return the [original certified copy](#) to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

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

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion when the penalty was for:

- knowingly possessing in a school building or on school grounds, a weapon as defined in the Gun Free Schools Act;
- knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis;
or
- battering a staff member of the school.

LEGAL REF.:

8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.
20 U.S.C. §1232, Family Educational Rights and Privacy Act.
20 U.S.C. §1400 *et seq.*, Individuals With Disabilities Education Improvement Act.
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1,
105 ILCS 10/8.1, Ill. School Student Records Act.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
325 ILCS 50/, Missing Children Records Act.
325 ILCS 55/, Missing Children Registration Law.
410 ILCS 315/2e, Communicable Disease Prevention Act.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.

23 Ill.Admin.Code Part 226, Special Education.

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation); 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

ADOPTED: February 8, 2017

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-20.12. **Issue 98, May/June 2018**

PRESSPlus 2. 105 ILCS 5/14A-17, added by P.A. 100-421, eff. 7-1-18 (the Accelerated Placement Act (APA)). Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12. See **Comment PRESSPlus 3** in NEW policy 6:135, *Accelerated Placement Program* for a discussion about reconciling the APA and 105 ILCS 5/10-20.12. **Consult the board attorney for guidance.** Districts should consider implementing specific and objective criteria for early admissions and address such issues as who pays the costs for assessments, etc. Using this exception defeats the age requirement rules because it only relies upon a child's readiness, regardless of his or her age. **Issue 98, May/June 2018**

PRESSPlus 3. 23 Ill.Admin.Code §375.10 states that the *student permanent record* shall include basic identifying information, including the student's name, birth date and place, and gender, and evidence required under 325 ILCS 50/5(b)(1). **Issue 98, May/June 2018**

Document Status: Draft Update

STUDENTS

7:330 Student Use of Buildings - Equal Access

Student groups or clubs that are not school sponsored are granted free use of school premises for a meeting or series of meetings under the following conditions:

1. The meeting is held during those noninstructional times identified by the Superintendent or designee for noncurricular student groups, clubs, or organizations to meet. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. "Noncurricular student groups" are those student groups, clubs, or organizations that do not directly relate to the curriculum.
2. All noncurriculum related student groups that are not District sponsored receive substantially the same treatment.
3. The meeting is student-initiated, meaning that the request is made by a student.
4. Attendance at the meeting is voluntary.
5. The school will not sponsor the meeting.
6. School employees are present at religious meetings only in a non-participatory capacity.
7. The meeting and/or any activities during the meeting do not materially or substantially interfere with the orderly conduct of educational activities.
8. Non-school persons do not direct, conduct, control, or regularly attend the meetings.
9. The school retains its authority to maintain order and discipline.
10. A school staff member or other responsible adult is present in a supervisory capacity.
11. The Superintendent or designee approves the meeting or series of meetings.

The Superintendent or designee shall develop administrative procedures to implement this policy.

LEGAL REF.:

Equal Access Act, [20 U.S.C. §4071](#) et seq.

[Board of Education of Westside Community School Dist. v. Mergens](#), 496 U.S. 226, 110 S.Ct. 2356, 110 L.Ed.2d 191 (1990).

Gemetzke v. Kenosha Unified School Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), cert. denied, 122 S.Ct. 1606.

CROSS REF.: 7:10 (Equal Education Opportunities), 8:20 (Community Use of School Facilities)

ADOPTED: February 13, 2013

Document Status: 5-Year-Review - Needs Review

COMMUNITY RELATIONS

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

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) student newspapers or yearbooks; (4) scoreboards; or (5) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Superintendent or designee is needed for all commercial or political advertisements. No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

LEGAL REF.:

Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).

DiLoreto v. Downey Unified School Dist., 196 F.3d 958 (9th Cir. 1999).

Hedges v. Wauconda Community Unit School Dist., No. 118, 9 F.3d 5 (7th Cir. 1993).

[*Lamb's Chapel v. Center Moriches Union Free School Dist.*](#), 113 S.Ct. 2141 (1993).

[*Sherman v. Community Consolidated School Dist. 21*](#), 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).

Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 132 S.Ct. 592 (2011).

CROSS REF.: 7:325 (Student Fund-Raising Activities)

ADOPTED: August 7, 2013



**Prospect Heights School District 23
Board Memorandum
Action/Discussion Item**

Date: July 6, 2018

Subject: Formal payment of bills from June 19, 2018 to July 10, 2018 Pursuant to BOE Weekly Bill Payment Resolution Approved 4/26/2017 & 5/9/2018

Prepared by: Micheal DeBartolo, Assistant Superintendent for Finance & Operations

Pursuant to the Bill Payment Resolutions for FY 2018 approved April 26, 2017 meeting and FY2019 approved May 9, 2018 meeting, the Board reviews bills proposed for payment on a weekly basis. Upon review, the Board provides consent to payment of these bills with final, formal Board approval occurring at the next regular, monthly meeting of the Board.

Attached to the Finance Report are the bills that were paid from June 19, 2018, through July 10, 2018.

In addition, the Board approves the salaries and benefits paid during the previous month. Attached to the Finance Report are the hourly and salaried amounts paid for the pay periods in June 2018 AND the insurance benefit payments made for June 2018.

The Business Office recommends approval of this month's Finance Report.



Prospect Heights School District 23
Board Memorandum
Action/Discussion Item

Date: July 6, 2018

Subject: Salaries and Benefits Paid June 2018

Prepared by: Micheal DeBartolo, Assistant Superintendent for Finance & Operations

The Board of Education is asked to formally approve the salaries and insurance benefit amounts paid by the District for June 2018 – this includes the payrolls for the remainder of the 2017-18 school year payable July-August but included in Fiscal Year 2018. Those amounts have been paid as follows:

June 15, 2018 Payroll

Salary	\$562,464.84
Hourly Payroll	\$27,604.36
<i>TOTAL</i>	<i>\$590,069.20</i>

June 29, 2018 Payroll

Pay Period 24 Salary	\$531,779.10
Hourly	\$74,073.99
Pay Period 25 Salary	\$388,379.90
Hourly	\$0
Pay Period 26 Salary	\$388,379.90
Hourly	\$841.40
Pay Period 27 Salary	\$388,379.90
Hourly	\$0
Pay Period 28 Salary	\$388,375.10
Hourly	\$0
<i>TOTAL</i>	<i>\$2,160,209.20</i>

June 2018 Total Payroll Cost

TOTAL ***\$2,750,278.59***

June 2018 Insurance Benefits Cost

TOTAL ***\$244,137.37***

June 2018 Payroll and Insurance Benefits Cost

TOTAL ***\$2,994,415.86***

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1000

07/05/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Apple Inc.						
Check Group:						
Payment 3 of 3 Sullivan Apple Lease		1	0	59386593 5/31/2018	30.5.0000.5370.610.01.0000 Capital Lease Principal	\$55,666.17
					Check #: 0	
					PO/InvoiceTotal:	\$55,666.17
					Vendor Total:	\$55,666.17
De Lage Landen Public Finance LLC						
Check Group:						
Lease of copiers and printers		1	0	59230377 5/12/2018	30.5.0000.5370.610.01.0000 Capital Lease Principal	\$50,444.52
Printer and copy maintenance agreement		1	0	59230377 5/12/2018	10.5.0000.2570.319.01.0000 Contracted Services - Copier	\$30,741.60
					Check #: 0	
					PO/InvoiceTotal:	\$81,186.12
					Vendor Total:	\$81,186.12
IL Counties Risk Management Trust						
Check Group:						
Annual Premium 7/1/18-7/1/19		1	0	R5-10000567-181 9-01 7/1/2018	80.5.0000.2362.380.01.0000 Worker's Compensation Ins.	\$99,018.00
					Check #: 0	
					PO/InvoiceTotal:	\$99,018.00
					Vendor Total:	\$99,018.00
InfoSnap, LLC						
80574						
Check Group:						
MS-PS-S-PSMSR (PS SIS M&S Recurring) (7/2018-6/2019)		1	0	149549 7/1/2018	10.5.0000.2112.316.01.0000 Contracted Software/Websites	\$8,304.40

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1000

07/05/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HS-PS-S-PSH (PS SIS Hosting) (7/2018-6/2019)		1	0	149549 7/1/2018	10.5.0000.2112.316.01.0000 Contracted Software/Websites	\$6,579.64
HS-PS-S-PSSL (PS SIS SSL Certificate) (7/2018-6/2019)		1	0	149549 7/1/2018	10.5.0000.2112.316.01.0000 Contracted Software/Websites	\$412.00
Payment for SW-PU-S-IPR Registration (annual fee 7/2018-6/2019)		1	0	150019 6/13/2018	10.5.0000.2112.316.01.0000 Contracted Software/Websites	\$10,612.35
Payment for SW-IS-S-ISLAN Registration -- add'l language (annual fee 7/2018-6/2019)		1	0	150019 6/13/2018	10.5.0000.2112.316.01.0000 Contracted Software/Websites	\$1,030.00
Check #: 0						
PO/InvoiceTotal:						\$26,938.39
Vendor Total:						\$26,938.39
NWEA						
Check Group:						
Web-based MAP for Math, Reading and Language Usage 2nd - 8th grade		1220	190022	INV00069728 7/1/2018	10.5.0000.2230.415.01.0000 Testing Materials	\$15,250.00
Web-based MAP for Primary Grades, K-1		300	190022	INV00069728 7/1/2018	10.5.0000.2230.415.01.0000 Testing Materials	\$3,750.00
Check #: 0						
PO/InvoiceTotal:						\$19,000.00
Vendor Total:						\$19,000.00
Grand Total:						\$281,808.68

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1001

07/05/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Arthur J. Gallagher Risk Management	80274					
Check Group:						
Renewal Premium		1	190026	2601303 6/1/2018	10.5.0000.2510.381.00.0000 Asst Supt Finance -- BOND	\$1,700.00
					Check #: 0	
						PO/InvoiceTotal: \$1,700.00
						Vendor Total: \$1,700.00
BrainPOP	00918					
Check Group:						
School Combo 24/7 Licenses for Ross and Sullivan		2	190011	US173516 7/2/2018	10.5.0000.1110.316.01.0000 Elem Contracted Software Services (District)	\$4,790.00
					Check #: 0	
						PO/InvoiceTotal: \$4,790.00
						Vendor Total: \$4,790.00
Correct Monitoring Services						
Check Group:						
Annual Fire & Security Alarm Monitoring @ Ike		1	190025	CMSx5.15.18 5/15/2018	20.5.0000.2542.319.01.0000 Professional Services	\$300.00
Annual Fire & Security Alarm Monitoring @ Mac		1	190025	CMSx5.15.18 5/15/2018	20.5.0000.2542.319.01.0000 Professional Services	\$300.00
Annual Fire & Security Alarm Monitoring @ Ross/Sull/Admin		1	190025	CMSx5.15.18 5/15/2018	20.5.0000.2542.319.01.0000 Professional Services	\$300.00
					Check #: 0	
						PO/InvoiceTotal: \$900.00
						Vendor Total: \$900.00
Frontline Technologies Group, LLC						
Check Group:						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1001

07/05/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Absece & Sub Management software		1	0	CDUS5105 6/13/2018	10.5.0000.2640.316.01.0000 Contracted Software/Websites	\$7,055.38
Applicant tracking software		1	0	CDUS5105 6/13/2018	10.5.0000.2640.316.01.0000 Contracted Software/Websites	\$2,000.00
				Check #: 0		
					PO/InvoiceTotal:	\$9,055.38
					Vendor Total:	\$9,055.38
Illinois Association of School Boards						
Check Group:						
Annual dues for membership		1	0	193786 6/13/2018	10.5.0000.2310.640.01.0000 BOE Dues & Fees	\$5,667.00
				Check #: 0		
					PO/InvoiceTotal:	\$5,667.00
					Vendor Total:	\$5,667.00
Illinois Principals Association	05157					
Check Group:						
4-5 Building		1	190028	261633 5/31/2018	10.5.0000.2630.310.01.0000 On-Line Services	\$350.00
				Check #: 0		
					PO/InvoiceTotal:	\$350.00
					Vendor Total:	\$350.00
IntraData	80813					
Check Group:						
ReadnQuiz subscription for Ross/Sullivan		1	190029	201735 6/5/2018	10.5.0000.1110.316.01.0000 Elem Contracted Software Services (District)	\$966.00
				Check #: 0		
					PO/InvoiceTotal:	\$966.00
					Vendor Total:	\$966.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1001

07/05/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
KS State Bank						
Check Group:						
2nd District payment of 5 on instrumnt lease/purchase		1	0	3351833 8/1/2018	10.5.0000.1118.553.04.0000 Capital Expendture Orcehstra Instruments	\$2,193.00
Check #: 0						
PO/InvoiceTotal:						\$2,193.00
Vendor Total:						\$2,193.00
Learning A-Z						
Check Group:						
Classroom subscriptions to Learning A-Z for 18-19		42	190016	1957979 6/14/2018	10.5.0000.1110.316.01.0000 Elem Contracted Software Services (District)	\$7,389.90
Check #: 0						
PO/InvoiceTotal:						\$7,389.90
Vendor Total:						\$7,389.90
Lex Alexander Photography, Inc.						
Check Group:						
Commercial Photography-School Photos 1 Day		1	0	1874 6/6/2018	10.5.0000.2321.490.00.0000 Superintendent Special Projects	\$800.00
Check #: 0						
PO/InvoiceTotal:						\$800.00
Vendor Total:						\$800.00
MasterLibrary, LLC						
Check Group:						
ML Work Orders		1	190024	2018-1564 6/13/2018	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$1,620.00
ML Schedules		1	190024	2018-1564 6/13/2018	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$1,620.00
Check #: 0						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1001

07/05/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$3,240.00</u>
						Vendor Total: <u>\$3,240.00</u>
Scholastic Classroom Magazines						
Check Group:						
Map Skills Books, Grade 3, Maps Across America	128	190021	17208613	17208613 5/13/2018	10.5.0000.1110.420.03.0000 Textbooks/Workbooks (Ross)	\$690.62
						Check #: 0
						PO/InvoiceTotal: <u>\$690.62</u>
						Vendor Total: <u>\$690.62</u>
School Specialty						
Check Group:						
Explode the Code 1.5 STU 2/E	15	190007	202501557584	202501557584 6/18/2018	10.5.0000.1110.420.03.0000 Textbooks/Workbooks (Ross)	\$108.00
Explode the Code 2 STU 2/E	9	190007	202501557584	202501557584 6/18/2018	10.5.0000.1110.420.03.0000 Textbooks/Workbooks (Ross)	\$64.80
Explode the Code 3 STU 2/E	14	190007	202501557584	202501557584 6/18/2018	10.5.0000.1110.420.03.0000 Textbooks/Workbooks (Ross)	\$100.80
Exlode the Code 3.5 STU 2/E	7	190007	202501557584	202501557584 6/18/2018	10.5.0000.1110.420.03.0000 Textbooks/Workbooks (Ross)	\$89.29
						Check #: 0
						PO/InvoiceTotal: <u>\$362.89</u>
						Vendor Total: <u>\$362.89</u>
TCI						
80458						
Check Group:						
SS Alive Regions of our Country (4th grade) Student Subscriptions	30	190015	INV41296	INV41296 6/13/2018	10.5.0000.1110.420.02.0000 Textbooks/Workbooks (Sullivan)	\$540.00
SS Alive America's Past (5th grade) Student Subscriptions	15	190015	INV41296	INV41296 6/13/2018	10.5.0000.1110.420.02.0000 Textbooks/Workbooks (Sullivan)	\$330.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1001

07/05/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$870.00
Vendor Total:						\$870.00
VocabularySpellingCity						
Check Group:						
SpellingCity Premium Membership		380	190027	1146088Q 5/21/2018	10.5.0000.1110.420.02.0000 Textbooks/Workbooks (Sullivan)	\$969.00
Check #: 0						
PO/InvoiceTotal:						\$969.00
Vendor Total:						\$969.00
Warehouse Direct						
Check Group:						
Classroom Supplies - S. Miller - IKE	80219		1 0	3926948-) 6/8/2018	10.5.0000.1110.410.05.0000 Classroom/Instructional Supplies (Eisenhower)	\$180.54
Check #: 0						
PO/InvoiceTotal:						\$180.54
Vendor Total:						\$180.54
Grand Total:						\$40,124.33

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1278 06/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
05020					
	1	0	486.25556 6/13/2018	10.5.0000.1503.640.04.0000 Interscholastic Sports Dues & Fees	\$475.00

IESA

Check Group:

IESA Registration 2018-2019

Check #: 205153

PO/Invoice Total: \$475.00
Vendor Total: \$475.00
Grand Total: \$475.00

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A-Alert Lock And Alarm	02654					
Check Group:						
BEST O/S SPRING		1	180974	52818p7 5/28/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$24.00
BEST I/S SPRING		1	180974	52818p7 5/28/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$22.00
LABOR		1	180974	52818p7 5/28/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$260.00
					Check #: 0	
					PO/InvoiceTotal:	\$306.00
					Vendor Total:	\$306.00
Accurate Document Destruction Inc.	05314					
Check Group:						
April Shredding Services		1	180929	15621920 4/30/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$150.15
Energy/Environmental Fee		1	180929	15621920 4/30/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$27.78
					Check #: 0	
					PO/InvoiceTotal:	\$177.93
					Vendor Total:	\$177.93
Alexian Brothers Behavioral Hospital	80528					
Check Group:						
Home and Hospital Services -Mac 4/16-4/26/18		1	0	Alex60169x53118 5/31/2018	10.5.0000.1205.314.01.0000 Contracted Sp. Ed. Inst./Tutor	\$520.00
Outisd eplacement of student for educational services		1	0	H08003520759x4. 15.18 6/12/2018	10.5.0000.1205.112.01.0000 SPED Homebound Tutoring	\$640.00
					Check #: 0	
					PO/InvoiceTotal:	\$1,160.00
					Vendor Total:	\$1,160.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
All-Ways Transportation Services, Inc.						
Check Group:						
Sped Wheelchair bus - Mac 5/2018		1 0		6896 5/31/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$4,356.00
Sped Bus- Ross - PM only 5/2018		1 0		6897 5/31/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$1,521.00
Sped Bus - Ross - 6/2018		1 0		6996 6/8/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$422.50
Sped Wheelchair bus - Mac - 6/2018		1 0		6997 6/8/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$1,412.50
Check #: 0						
PO/InvoiceTotal:						\$7,712.00
Vendor Total:						\$7,712.00
Alms, Christopher						
Check Group:						
Dinner for Honor Society Helpers 5/31/18		1 0		HonorSocx6118 6/1/2018	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$54.93
Check #: 0						
PO/InvoiceTotal:						\$54.93
Vendor Total:						\$54.93
American Taxi	05741					
Check Group:						
American Taxi Charges billing period 4/30-6/1/18		1 0		180525 6/8/2018	40.5.0000.2900.331.01.0000 Transportation - Homeless	\$1,900.00
Check #: 0						
PO/InvoiceTotal:						\$1,900.00
Vendor Total:						\$1,900.00
Anderson Pest Solutions						
Check Group:						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Monthly Pest Management Service @ All Schools		1	180964	4736383 5/1/2018	20.5.0000.2542.319.01.0000 Professional Services	\$213.95
Check #: 0						
PO/InvoiceTotal:						\$213.95
Check Group:						
C-Barrier Treatment @ all 4 Schools		1	180984	4782791 6/1/2018	20.5.0000.2542.319.01.0000 Professional Services	\$237.56
June Service Pest Management Services		1	180984	4782791 6/1/2018	20.5.0000.2542.319.01.0000 Professional Services	\$213.95
Check #: 0						
PO/InvoiceTotal:						\$451.51
Vendor Total:						\$665.46
AssetGenie, Inc						
Check Group:						
Repair of screen; black lines		1	0	1291028 5/16/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$219.00
Repair "ghosting" on touch screen		1	0	1291411 5/17/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$79.00
Repair of shattered screen		1	0	1291776 6/1/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$219.00
Repair of shattered glass		1	0	1291778 5/18/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$159.00
iPad battery replacement		1	0	1292278 6/1/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$89.00
iPad battery replacement		1	0	1292279 5/21/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$89.00
iPad screen replacement for black lines		1	0	1292611 5/22/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$219.00
iPad shattered screen replacement		1	0	1292615 5/22/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$219.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
iPad shattered screen replacement		1	0	1292616 5/22/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$219.00
iPad repair screen black lines		1	0	1293017 5/23/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$219.00
Repair screen for black lines		1	0	1293020 5/23/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$219.00
Check #: 0						
PO/InvoiceTotal:						\$1,949.00
Vendor Total:						\$1,949.00
AT & T						
Check Group:						
AT&T Monthly Charges (5374) 5/5-6/4/18		1	0	847870385206x6 28 6/15/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$1,105.45
Check #: 0						
PO/InvoiceTotal:						\$1,105.45
Vendor Total:						\$1,105.45
AT & T Mobility						
Check Group:						
AT&T Wireless Monthly Charges 4/20-5/19/18	71927	1	0	827020302X0527 2018 6/14/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$120.14
Check #: 0						
PO/InvoiceTotal:						\$120.14
Vendor Total:						\$120.14
B.E.A.R. Awards, Inc						
Check Group:						
Award plaque engraving-Orchestra		1	0	Awardx52918 5/29/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$14.70
Check #: 0						
PO/InvoiceTotal:						\$14.70

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$14.70
Bearcom						
Check Group:						
MOT XPR3500E UHF 4W 128C / Refresh HI CAP BAT		3	180857	558081x5518 4/13/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$1,526.11
IP Site Connect		3	180857	558081x5518 4/13/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$180.00
Credit Mot Customer Touch Program		1	180857	558081x5518 4/13/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	(\$50.00)
Discount		1	180857	558081x5518 4/13/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	(\$220.00)
Check #: 0						
PO/InvoiceTotal:						\$1,436.11
Vendor Total:						\$1,436.11
Bearwald, Kristen 01164						
Check Group:						
Rewards for Students of the Season award - Mac		1	0	BlizzMacx6618 6/6/2018	10.5.0000.1122.410.04.0000 Classroom Supplies - 7th	\$33.75
Check #: 0						
PO/InvoiceTotal:						\$33.75
Vendor Total:						\$33.75
Blue Lion Systems, Inc						
Check Group:						
Eagle Eye Camera Bridge		1	180949	AAAQ2783 5/7/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$329.00
Eagle Eye Dome DD05 Camera		1	180949	AAAQ2783 5/7/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$229.00
Shipping		1	180949	AAAQ2783 5/7/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$19.99

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Bridge Programming & Setp		1	180949	AAAQ2783 5/7/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$150.00
Cloud Hosted Video Recording 30 Days - 720p		1	180949	AAAQ2783 5/7/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$14.99
Check #: 0						
PO/InvoiceTotal:						\$742.98
Vendor Total:						\$742.98
Boyer, Jonathan						
Check Group:						
Payment for piano accompanist on 4/5/18 MAC		1	0	AccompOrchx510 18 5/10/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$50.00
Frames for award certificates for 7th-8th grade students		1	0	Awardsx52318 5/23/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$25.00
Celebration of final concert for Mac Orchestra		1	0	Finalconcx52318 5/23/2018	10.5.0000.1118.319.04.0000 Orchestra Professional Services (Mac Arthur)	\$55.00
Check #: 0						
PO/InvoiceTotal:						\$130.00
Vendor Total:						\$130.00
CDW Government						
80437						
Check Group:						
Bretford Charging Cart		1	180959	JTJR097 6/6/2018	10.5.0000.1110.553.01.4300 District Title I Capital Purchase	\$1,724.67
Check #: 0						
PO/InvoiceTotal:						\$1,724.67
Vendor Total:						\$1,724.67
Christsie Stocking						
80953						
Check Group:						
Professional Development workshop out of district-3/23/18		1	0	Profdevx52318 5/23/2018	10.5.0000.2130.312.01.0000 Professional Development	\$239.99
Check #: 0						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u> </u>
						Vendor Total: <u> </u>
City of Prospect Heights						
Check Group:						
Crossing Guards 5/11/18, 5/25/18		1	0	CG5-18 5/31/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$4,533.94
						Check #: 0
						PO/InvoiceTotal: <u> </u>
						Vendor Total: <u> </u>
Community Consolidated SD 59						
Check Group:						
Transportation Services 2/5-3/30/18		1	0	1024102D2323 5/9/2018	40.5.0000.2900.331.01.0000 Transportation - Homeless	\$60.00
Transportation services 4/1-4/27/18		1	0	1024104D2344 5/17/2018	40.5.0000.2900.331.01.0000 Transportation - Homeless	\$160.00
						Check #: 0
						PO/InvoiceTotal: <u> </u>
						Vendor Total: <u> </u>
Curtis, Craig						
Check Group:						
Ross Garden: Raised garden bed purchase (To be re-incumbered by epto)		1	0	PlanterRoss53118 5/31/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$738.12
						Check #: 0
						PO/InvoiceTotal: <u> </u>
						Vendor Total: <u> </u>
Customink, LLC						
Check Group:						
Next Level 60/40		30	180944	21024988 6/4/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$366.30

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Jerzees 50/50		56	180944	21024988 6/4/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$551.04
Jerzees 50/50		6	180944	21024988 6/4/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$80.04
Port & Company 100		6	180944	21024988 6/4/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$94.68
Check #: 0						
PO/InvoiceTotal:						\$1,092.06
Vendor Total:						\$1,092.06
Dairy Queen Prospect Heights	80035					
Check Group:						
BPAC Supplies		1	0	BAPCx51718 5/17/2018	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$225.00
7th Grade Moving on Up Awards		1	0	DQDillyx53018 6/14/2018	10.5.0000.1122.410.04.0000 Classroom Supplies - 7th	\$142.50
Check #: 0						
PO/InvoiceTotal:						\$367.50
Vendor Total:						\$367.50
DeFranco Plumbing						
Check Group:						
INVESTIGATION - PLUMBING LABOR		1	180981	24053 5/25/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$298.00
Check #: 0						
PO/InvoiceTotal:						\$298.00
Vendor Total:						\$298.00
Demco Inc.	00220					
Check Group:						
4 items for library supplies, labels/protectors		1	180827	V750876 6/1/2018	10.5.0000.2222.410.03.0000 General Supplies	\$206.20
Check #: 0						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$206.20</u>
						Vendor Total: <u>\$206.20</u>
Discovery Benefits						
Check Group:						
FSA - Monthly - May 2018		1 0		00008820262-IN 5/31/2018	10.5.0000.2640.319.01.0000 Professional Services	\$110.50
						Check #: 0
						PO/InvoiceTotal: <u>\$110.50</u>
						Vendor Total: <u>\$110.50</u>
Dolwick, Erin						
Check Group:						
Reimbursement for 7th grade recognition assembly -		1 0		Reimbrecx6718 6/7/2018	10.5.0000.1122.410.04.0000 Classroom Supplies - 7th	\$22.26
						Check #: 0
						PO/InvoiceTotal: <u>\$22.26</u>
						Vendor Total: <u>\$22.26</u>
Donald Angelaccio						
	80938					
Check Group:						
ISAL Travel Reimbursement 12/1-2, 2017		1 0		TravelReimbx529 5/29/2018	10.5.0000.2321.332.01.0000 Travel Expense	\$162.18
Travel Reimbursement to ISAL leadership courses-Springfield Roundtrip 1/26-27, 3/16-17, 5/1		1 0		Travelx52518 5/25/2018	10.5.0000.2321.332.01.0000 Travel Expense	\$686.70
						Check #: 0
						PO/InvoiceTotal: <u>\$848.88</u>
						Vendor Total: <u>\$848.88</u>
Easy Way Safety Services						
Check Group:						
EZ-On Vest Only back adj small		1 0		45466 5/9/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$153.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$153.00
						Vendor Total: <u> </u>
						\$153.00
Edward Stauber	00103					
Check Group:						
LCN CLOSER 4011-3071		2	180973	042793 6/15/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$414.00
FREIGHT		1	180973	042793 6/15/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$24.00
LCN CLOSER 4111-3071		1	180973	042793 6/15/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$202.00
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$640.00
						Vendor Total: <u> </u>
						\$640.00
First Point Mechanical Services, LLC						
Check Group:						
Labor Charge to investigate Bard Unit Room 707		1.5	180966	W24248 5/29/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$210.00
Blower Motor Replacement		1	180966	W24248 5/29/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$950.00
Labor for blower motor replacement		1	180966	W24248 5/29/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$682.00
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$1,842.00
Check Group:						
Spring Roof Top Equipment PM @ All Sites		1	180980	V564663 6/15/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$3,650.00
Service Call for MAC Little Theatre Climate Master Unit		1	180980	V564663 6/15/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$140.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Service call for IKE Conference Room Climate Master Unit		1	180980	V564663 6/15/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$280.00
Service Call for Ross Food Service Commercial Fridge		1	180980	V564663 6/15/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$226.00
Check #: 0						
PO/InvoiceTotal:						\$4,296.00
Vendor Total:						\$6,138.00
Global Equipment Company, Inc.						
Check Group:						
Knob Set Latch		4	180948	112533410 4/24/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$83.57
Strike & Keeper		4	180948	112533410 4/24/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$26.62
Check #: 0						
PO/InvoiceTotal:						\$110.19
Vendor Total:						\$110.19
Hahn, Mary Ellen						
Check Group:						
EDP Supplies for the end of the year activities		1	0	Walx61418 6/14/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$15.25
Check #: 0						
PO/InvoiceTotal:						\$15.25
Vendor Total:						\$15.25
Herzog, Kristen						
Check Group:						
Title 1 Summer Reading Supplies		1	0	17239284 6/6/2018	10.5.0000.1110.410.01.4300 FY18 Title I Application SUPPLIES (placeholder)	\$218.00
Check #: 0						
PO/InvoiceTotal:						\$218.00
Vendor Total:						\$218.00

Prospect Heights School District 23

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Home Depot	00063					
Check Group:						
Sleeve Anchor, Drill bit, Scr Eye Lag		1	0	60353225024174 74x528 5/28/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$31.70
					Check #: 0	
					PO/InvoiceTotal:	\$31.70
					Vendor Total:	\$31.70
Itcovici, Bettina Ines	80673					
Check Group:						
Contracted Translation for District May/June 2018		1	0	10019 6/7/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$500.00
					Check #: 0	
					PO/InvoiceTotal:	\$500.00
					Vendor Total:	\$500.00
Jeff Bowes						
Check Group:						
Exit Interview with Assit. Super C Samojedny		1	0	ExitIntCSamx611 8 6/1/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$29.19
					Check #: 0	
					PO/InvoiceTotal:	\$29.19
					Vendor Total:	\$29.19
Lakeshore Learning Materials						
Check Group:						
Flex Space Comfy Floor Seats- Blue		2	180887	4913090518 5/17/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$114.98
					Check #: 0	
					PO/InvoiceTotal:	\$114.98
Check Group:						

Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
heavy duty 8 cubby		3	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$824.59
Room dividers		2	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$296.71
Art and craft center		2	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$114.70
Draw and write touch board		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$40.24
survive the quake		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$34.49
puzzles		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$22.99
Touch and feel capsules		2	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$68.98
Whats the sound capsules		2	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$68.98
Crystal climbers		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$28.74
calming color seats		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$55.19
Blue comfy floor seats		2	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$114.98
4 way teach and store		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$401.37
Easy reach book stand		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$263.36
Read and relax couch		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$516.37
Plastic baskets		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$45.99

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Baskets 2		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$24.73
book stand		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$274.86
Baskets 3		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$45.99
dress up center		2	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$756.73
dress up clothes		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$401.37
All in one Kitchen		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$780.88
House cleaning set		2	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$114.98
Stand for house cleaning set		2	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$103.48
Space saver writing center		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$460.01
Lakeshore writing center		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$573.87
Store and explore science cart		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$343.86
Kentic sand		2	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$103.48
See inside magnetic blocks		1	180896	5155020518 5/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$80.49

Check #: 0

PO/InvoiceTotal: \$6,962.41

Vendor Total: \$7,077.39

Lakeshore Recycling System

80968

Check Group:

Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IKE - 96 Gallon Recycling		1	180934	0003910355 4/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$40.88
MAC - 10 yard trash		1	180934	0003910355 4/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$720.51
MAC - 2 Yard Recycling		1	180934	0003910355 4/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$101.18
ROSS - 96 Gallon Recycling		1	180934	0003910355 4/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$29.64
SULL- 96 Gallon Recycling		1	180934	0003910355 4/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$32.70
Check #: 0						
PO/InvoiceTotal:						\$924.91
Check Group:						
IKE - RECYCLING 96 GALLON		1	180977	0003932086 5/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$40.88
MAC - TRASH 10 YARD		1	180977	0003932086 5/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$720.51
MAC - RECYCLING 2 YARD		1	180977	0003932086 5/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$101.18
ROSS - RECYCLING 96 GALLON		1	180977	0003932086 5/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$29.64
SULL - RECYCLING - 96 GALLON		1	180977	0003932086 5/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$32.70
Check #: 0						
PO/InvoiceTotal:						\$924.91
Vendor Total:						\$1,849.82
Lebrecht, Kris A						
Check Group:						
EPD Supplies fot the end of the year activities		1	0	EDPx61418 6/14/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$53.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$53.00
Vendor Total:						\$53.00
Lynn, Samantha M						
Check Group:						
Travel for State Track Meet in Peoria - 5/19/18		1	0	Trackx52418 5/24/2018	10.5.0000.1503.332.04.0000 Travel Expense	\$191.84
Check #: 0						
PO/InvoiceTotal:						\$191.84
Vendor Total:						\$191.84
Matkovic, Susan L.						
Check Group:						
Reading Workshop Professional Deveopment - Sullivan		1	0	Readingx6818 6/8/2018	10.5.0000.2210.319.01.0000 Professional Development	\$800.00
Check #: 0						
PO/InvoiceTotal:						\$800.00
Vendor Total:						\$800.00
McGraw-Hill School Education						
00596						
Check Group:						
My Math K student book volume 1		1	180911	212381x6718 6/7/2018	10.5.0000.1205.420.01.0000 LBS Textbooks/Workbooks	\$14.85
Check #: 0						
PO/InvoiceTotal:						\$14.85
Vendor Total:						\$14.85
Michael Wagner & Sons, Inc.						
00974						
Check Group:						
Vacume Break - Wall Hydrant		1	180983	1439264 6/7/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$46.02
Check #: 0						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$46.02</u>
						Vendor Total: \$46.02
Midwest Irrigation						
Check Group:						
IKE Spring Irrigation Startup		1	180735	127766 4/26/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$235.00
ROSS Spring Irrigation Startup		1	180735	127766 4/26/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$225.00
IKE Sprinkler Controller Replacement , 2 Valves, 4 Sprinkler Heads		1	180735	127766 4/26/2018	20.5.0000.2543.553.01.0000 Capital Expenditures	\$757.75
						Check #: 0
						PO/InvoiceTotal: <u>\$1,217.75</u>
						Vendor Total: \$1,217.75
Milieu Design LLC						
80225						
Check Group:						
IKE - Tree Planting		1	180932	130023 5/3/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$280.00
MAIN CAMPUS - Weekly Mowing 4/25/18		1	180932	130023 5/3/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$280.00
IKE - Weekly Mowing 4/25/18		1	180932	130023 5/3/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$110.00
						Check #: 0
						PO/InvoiceTotal: <u>\$670.00</u>
Check Group:						
LJ FIELD - 5/16 & 5/17 1ST MOW		1	180976	130319 6/15/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$250.00
LJ FIELD - 5/24 CUT		1	180976	130319 6/15/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$100.00
LJ FIELD - FERT APPL		1	180976	130319 6/15/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$40.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LJ FIELD - WEED CONTROL APP		1	180976	130319 6/15/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$40.00
IKE - 5/2, 5/9, 5/16, 5/24 CUT		4	180976	130319 6/15/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$440.00
IKE - WEED CONTROL APP		1	180976	130319 6/15/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$60.00
MAIN CAMPUS - 5/2,5/9,5/16,5/24 CUT		4	180976	130319 6/15/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$1,120.00
MAIN CAMPUS - WEED CONTROL APP		1	180976	130319 6/15/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$180.00
SEASONAL WEEDING		1	180976	130319 6/15/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$682.50
Check #: 0						
						PO/InvoiceTotal: <u>\$2,912.50</u>
Check Group:						
Additional Services Shovel Sidewalks		3	180986	128760x21118 2/11/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$180.00
Additional Services Salting		1	180986	128760x21118 2/11/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
Check #: 0						
						PO/InvoiceTotal: <u>\$335.00</u>
						Vendor Total: <u>\$3,917.50</u>
Napa Auto Parts	00654					
Check Group:						
Batt Cable Connector		1	180926	3563088375 5/2/2018	20.5.0000.2545.410.01.0000 General Supplies	\$17.49
Check #: 0						
						PO/InvoiceTotal: <u>\$17.49</u>
						Vendor Total: <u>\$17.49</u>

Nicor Gas

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Nicor Gas Charges - Ross 4/24-5/23/18		1	0	72741700008x52 518 5/25/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$245.26
Check #: 0						
PO/InvoiceTotal:						\$245.26
Vendor Total:						\$245.26
O'Donnell, Michelle						
Check Group:						
Retirement gift for Gwen Fialkowski		1	0	Retiregiftreimbx53 01 5/30/2018	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$27.00
Check #: 0						
PO/InvoiceTotal:						\$27.00
Vendor Total:						\$27.00
Performance Chemical & Supply						
Check Group:						
SSS Matrix Ultra High Solids Floor Finish		50	180852	223230 6/12/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$4,583.50
Check #: 0						
PO/InvoiceTotal:						\$4,583.50
Check Group:						
ROSS - H2Orange2 117 COncentrate		1	180937	221815 4/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$156.82
ROSS - 16x16 Microfiber Cloth Red		1	180937	221815 4/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$12.04
ROSS - 16x16 Microfiber Cloth Blue		1	180937	221815 4/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$12.26
ROSS - Green Seal Certified Neutral Floor Cleaner		1	180937	221815 4/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$108.14

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SULL - SSS FoamClean Soap		2	180937	221815 4/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$93.30
SULL - Ultrasnap Enzyme Swab ATP		1	180937	221815 4/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$64.53
SULL - SSS FoamClean Dispensors		1	180937	221815 4/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$33.11
Check #: 0						
PO/InvoiceTotal:						\$480.20
Vendor Total:						\$5,063.70
Performance Foodservice Chicago						
Check Group:						
Mobile Heated Cabinet		1	180967	V835117 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$3,393.24
Check #: 0						
PO/InvoiceTotal:						\$3,393.24
Vendor Total:						\$3,393.24
Quinlan & Fabish Music						
00867						
Check Group:						
Arctic Fire Score		3	180746	10410094 3/29/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$45.00
Check #: 0						
PO/InvoiceTotal:						\$45.00
Vendor Total:						\$45.00
Racusen, Carly						
Check Group:						
Parking for IESA State meal 5/22/18		1	0	ParkIESAx52218 5/22/2018	10.5.0000.1503.332.04.0000 Travel Expense	\$18.01
Check #: 0						
PO/InvoiceTotal:						\$18.01
Vendor Total:						\$18.01

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Relief Medical Services, Inc.						
Check Group:						
Nurse Sub - Mac 5/10/208		1 0		0010075351 5/12/2018	10.5.0000.2134.319.04.0000 Professional Services	\$353.40
Nurse Agency Subs 5/18/2018		1 0		0010075396 5/19/2018	10.5.0000.2134.319.05.0000 Professional Services	\$441.75
Nurse Sub 5/31/18 - Ross		1 0		0010075469 6/2/2018	10.5.0000.2134.319.03.0000 Professional Services	\$382.85
Nurse Sub 6/1/18 - Ike		1 0		0010075469 6/2/2018	10.5.0000.2134.319.05.0000 Professional Services	\$353.40
Nurse Sbu 6/1/18 - Mac		1 0		0010075469 6/2/2018	10.5.0000.2134.319.04.0000 Professional Services	\$382.85
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,914.25</u>
						Vendor Total: <u>\$1,914.25</u>
Riddiford Roofing Company						
Check Group:						
IKE Roof Repairs		1	180968	0017259IN 5/9/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$1,017.94
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,017.94</u>
						Vendor Total: <u>\$1,017.94</u>
Rifton Equipment						
02026						
Check Group:						
Large HTS		1	180913	F199Z-1 5/15/2018	10.5.0000.2131.553.01.0000 Capitalized Equipment > \$1,000	\$2,096.25
					Check #: 0	
						PO/InvoiceTotal: <u>\$2,096.25</u>
						Vendor Total: <u>\$2,096.25</u>
Route 12 Rental Inc.						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Snow Blower Oil Changes Materials		2	180927	81557x42618 4/26/2018	20.5.0000.2545.323.01.0000 Repair & Maintenance	\$30.00
Snow Blower Oil Change LAbor		2	180927	81557x42618 4/26/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$120.00
					Check #: 0	
					PO/InvoiceTotal:	\$150.00
Check Group:						
White Box Truck Oil Change		1	180982	81979x5718 5/31/2018	20.5.0000.2545.323.01.0000 Repair & Maintenance	\$250.00
Walk Behind Snow Blower Maintenance		1	180982	81979x5718 5/31/2018	20.5.0000.2545.323.01.0000 Repair & Maintenance	\$100.00
					Check #: 0	
					PO/InvoiceTotal:	\$350.00
					Vendor Total:	\$500.00
Scariano Himes & Petrarca	01221					
Check Group:						
Professional Services Rendered through 5/31/2018		1	0	40806 5/31/2018	10.5.0000.2369.318.01.0000 Legal Services	\$204.00
					Check #: 0	
					PO/InvoiceTotal:	\$204.00
					Vendor Total:	\$204.00
Scholastic Book Fair						
Check Group:						
Title 1 Books - Sullivan		1	0	W3820983BF 6/2/2018	10.5.0000.1110.410.01.4300 FY18 Title I Application SUPPLIES (placeholder)	\$287.71
					Check #: 0	
					PO/InvoiceTotal:	\$287.71
					Vendor Total:	\$287.71
Sound Incorporated	02365					

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Repair Services & Install of new Rauland WAC 24 V Clock		1	180928	D1330544 4/30/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$241.00
Check #: 0						
PO/InvoiceTotal:						\$241.00
Vendor Total:						\$241.00
Spanish Horizons, Inc.						
Check Group:						
Advanced Spanish Lessons for Teachers- Private Lessons - 12 hours. Thursdays Start date June 14, 2018 -rz		1	180971	001099 6/14/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$430.00
Registration Fee - One Time		1	180971	001099 6/14/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$25.00
Spanish Book/Material		1	180971	001099 6/14/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$20.00
Check #: 0						
PO/InvoiceTotal:						\$475.00
Vendor Total:						\$475.00
Streamwood Behavioral Healthcare System						
Check Group:						
Hospital Tutoring Services	80409	1	0	8834 5/30/2018	10.5.0000.1205.314.01.0000 Contracted Sp. Ed. Inst./Tutor	\$210.00
Check #: 0						
PO/InvoiceTotal:						\$210.00
Vendor Total:						\$210.00
Thomas, Leslie						
Check Group:						
Accompanist for Mac Chorus Concert 5/24/18		1	0	1x52418 5/30/2018	10.5.0000.1117.319.04.0000 Chorus Professional Services (Mac Arthur)	\$200.00
Check #: 0						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$200.00</u>
						Vendor Total: <u>\$200.00</u>
Valladares, Denisse						
Check Group:						
BPAC night - 5/17/18 Make and Take Plants		1	0	BPACx5/17/18 5/29/2018	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$22.61
						Check #: 0
						PO/InvoiceTotal: <u>\$22.61</u>
						Vendor Total: <u>\$22.61</u>
Village of Arlington Heights						
Check Group:						
Village of Arlington Heights Charges 2/28-5/1/18 - Ike	02889			50067104994 5/22/2018	20.5.0000.2542.370.01.0000 Water/Sanitation	\$672.22
						Check #: 0
						PO/InvoiceTotal: <u>\$672.22</u>
						Vendor Total: <u>\$672.22</u>
Warehouse Direct						
Check Group:						
Pop up notes and pens - Main		1	0	3908849-0 5/22/2018	10.5.0000.2210.410.01.0000 General Supplies	\$32.79
Toner, Brother, TN450		1	0	3909253-0 5/23/2018	10.5.0000.2520.410.01.0000 General Supplies	\$49.79
						Check #: 0
						PO/InvoiceTotal: <u>\$82.58</u>
Check Group:						
Carpet Extractor, Liberator EVM		1	180897	38936080 5/24/2018	20.5.0000.2544.553.01.0000 Capital Equipment	\$4,616.25
Carpet Extractor Applicator		1	180897	38936080 5/24/2018	20.5.0000.2544.553.01.0000 Capital Equipment	\$365.00
						Check #: 0

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PO/InvoiceTotal:						\$4,981.25
Check Group:						
Custodial Cart , High Capacity		3	180898	38936140 5/8/2018	20.5.0000.2544.553.01.0000 Capital Equipment	\$987.00
Bin, 30 QT Organizer		3	180898	38936140 5/8/2018	20.5.0000.2544.553.01.0000 Capital Equipment	\$138.00
Receptacle, 23G Slim		3	180898	38936140 5/8/2018	20.5.0000.2544.553.01.0000 Capital Equipment	\$174.00
Container, RND, 55 GAL		3	180898	38936140 5/8/2018	20.5.0000.2544.553.01.0000 Capital Equipment	\$266.85
Check #: 0						
PO/InvoiceTotal:						\$1,565.85
Check Group:						
Double Bucket Wet Mop System		3	180899	38936760 5/11/2018	20.5.0000.2544.553.01.0000 Capital Equipment	\$493.07
Jaw Clamp Mop Handle		6	180899	38936760 5/11/2018	20.5.0000.2544.553.01.0000 Capital Equipment	\$67.50
Check #: 0						
PO/InvoiceTotal:						\$560.57
Check Group:						
ROSS - Tissue , Tork, 1 Ply,		1	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$51.28
SULL- Tissue , Tork, 1 Ply,		3	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$153.84
IKE- Cloth 16x16 Yellow Microfiber		1	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$11.25
MAC - Cloth 16x16 Blue Microfiber		1	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$11.25
SULL- Cloth 16x16 Blue Microfiber		1	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$11.25

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IKE- Cloth 16x16 Blue Microfiber		1	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$11.25
MAC- Cloth 16x16 pink Microfiber		1	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$11.25
SULL- Cloth 16x16 pink Microfiber		1	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$11.25
IKE- Cloth 16x16 pink Microfiber		1	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$11.25
SULL - Scraper, Safety		3	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$7.83
MAC - Scraper, Safety		6	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$15.66
IKE - Soap Foam, Blue, 1 litre, 8ct		2	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$108.10
MAC - Tape Gun 3"		3	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$63.87
IKE - Viper Floor Machine Repairs		1	180931	M400055x50118 6/14/2018	20.5.0000.2544.319.01.0000 Equipment Repairs	\$32.50
MAC - Liner, Can, 24x32		4	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$60.24
IKE - Can Liner 43x48		3	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$71.46
ROSS - Can Liner 43x48		3	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$71.46
SULL - Can Liner 43x48		5	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$119.10
MAC - Can Liner 43x48		6	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$142.92
SULL - Gloves XL		4	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$23.80

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ROSS - Gloves XL		4	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$23.80
IKE- Tissue , Tork, 1 Ply,		1	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$51.28
ROSS Towel, Tork, 7.9IN, 800Ft		4	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$88.00
IKE - Towel Universal		2	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$40.84
SULL - Towel Universal Roll		2	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$40.84
IKE- Liner, Can, 24x32		1	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$15.06
ROSS - Liner, Can, 24x32		2	180931	M400055x50118 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$30.12
Check #: 0						
						PO/InvoiceTotal: <u>\$1,290.75</u>
Check Group:						
Bag, Vacuum Sensor 10/pk		2	180965	38969320 5/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$21.62
Liner, Can, 24x32		4	180965	38969320 5/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$60.24
Check #: 0						
						PO/InvoiceTotal: <u>\$81.86</u>
Check Group:						
ROSS - CAN LINER 24X32		3	180975	39120310 5/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$45.18
ADMIN - TAPE 3"x55yd		2	180975	39120310 5/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$77.06
WATER, DISTILLED, 1 GAL		2	180975	39120310 5/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$66.46

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IKE - TOWEL, UNIVERSAL, ROLL, NATURAL		1	180975	39120310 5/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$20.42
IKE - SOAP, FOAM BLUE, 1 LITRE, 8 PER CT		1	180975	39120310 5/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$54.05
IKE - TISSUE, TORK, 1 PLY, BATH		1	180975	39120310 5/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$51.28
Check #: 0						
PO/InvoiceTotal:						\$314.45
Vendor Total:						\$8,877.31
Werneske, Donald A.						
Check Group:						
May Consulting Hours 8hrs @ \$23.50/hr		1	0	Consultmayx6518 5/5/2018	10.5.0000.2225.319.01.0000 Professional Services	\$188.00
Check #: 0						
PO/InvoiceTotal:						\$188.00
Vendor Total:						\$188.00
Wilmette Public School District 39						
Check Group:						
Reimbursement of a portion of sectional wrestling meet deficit		1	0	Wrestx52918 5/29/2018	10.5.0000.1503.640.04.0000 Interscholastic Sports Dues & Fees	\$65.16
Check #: 0						
PO/InvoiceTotal:						\$65.16
Vendor Total:						\$65.16
WOW Business 81068						
Check Group:						
WOW Service Charges 5/30-6/29		1	0	0140147134x531 18 5/31/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$400.00
WOW Service Charges 5/30-6/29		1	0	014047166x5311 8 5/31/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$3,673.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1279

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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Check #: 0

PO/InvoiceTotal: \$4,073.00

Vendor Total: \$4,073.00

Grand Total: \$80,768.22

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1280

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
First Student	00406					
Check Group:						
May 2018 Regular Transportation		1 0		091-H-004165 6/8/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$103,706.46
May 2018 Kindergarten Transportation		1 0		091-H-004165 6/8/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$8,800.00
May 2018 Pre-K transportation		1 0		091-H-004165 6/8/2018	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$28,772.48
May 2018 SPED Transportation		1 0		091-H-004165 6/8/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$17,180.02
Mac Shuttle-drop off at Ike- Young Athletes		1 0		091C064409 5/23/2018	40.5.0000.4120.331.01.0000 Spec. Education Transportation	\$267.80
Feed My Starving Children - Mac 6/5/18		1 0		091C064459 6/5/2018	40.5.0000.2551.339.04.0000 Field Trips - Curriculum	\$604.47
Feed My Starving Children - Mac 6/6/18		1 0		091C064467 6/8/2018	40.5.0000.2551.339.04.0000 Field Trips - Curriculum	\$575.39
June 2018 Regular Transportation		1 0		091H004171 6/8/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$23,569.65
June 2018 Kindergarten Transportation		1 0		091H004171 6/8/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$2,000.00
June 2018 SPED Transportation		1 0		091H004171 6/8/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$2,269.70
Check #: 0						
						PO/InvoiceTotal: <u>\$187,745.97</u>
						Vendor Total: <u>\$187,745.97</u>
NSSEO	02336					
Check Group:						
NSSEO SpEd Transportation Dec-Feb 2018		1 0		3832 6/6/2018	40.5.0000.4120.331.01.0000 Spec. Education Transportation	\$14,351.84
NSSEO Purchased Services		1 0		3860 6/5/2018	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$8,400.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1280

06/19/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NSSEO Tution		1	0	3867 6/8/2018	10.5.0000.4220.671.01.0000 NSSEO Tuition	\$35,539.75
NSSEO Purchased Services		1	0	3867 6/8/2018	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$17,756.88

Check #: 0

PO/InvoiceTotal:	<u>\$76,048.47</u>
Vendor Total:	<u>\$76,048.47</u>
Grand Total:	<u>\$263,794.44</u>

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1319

06/14/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amalgamated Bank of Chicago	80650					
Check Group:						
GO Limited School Bond Series 2013 -Interest		1 0		GO2013_6.15.201 8 6/14/2018	30.5.0000.5220.620.01.0000 General Ob. Bonds - Interest	\$108,000.00
GO Limited School Bond Series 2014 -Interest		1 0		GO2014_6.15.201 8 6/14/2018	30.5.0000.5220.620.01.0000 General Ob. Bonds - Interest	\$44,406.25
Check #: 0						
PO/InvoiceTotal:						\$152,406.25
Vendor Total:						\$152,406.25
Grand Total:						\$152,406.25

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A & J Sewer Service						
Check Group:						
Pump Grease Trap - MAC		1	0	53510 6/20/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$137.00
Check #: 0						
PO/InvoiceTotal:						\$137.00
Vendor Total:						\$137.00
Advantage Medical						
Check Group:						
Hi Low Changing Table - Graystone		1	180955	P317118301011 5/31/2018	10.5.0000.1205.553.01.0000 Capital Equipment > \$1000	\$1,790.00
Check #: 0						
PO/InvoiceTotal:						\$1,790.00
Vendor Total:						\$1,790.00
Anderson, Gail						
Check Group:						
Trip to Springfield-Tech 2018 Presentation w/2nd Grade		1	0	springx61518 6/15/2018	10.5.0000.1110.312.03.0000 Elem Staff Professional Development (Ross)	\$368.41
Check #: 0						
PO/InvoiceTotal:						\$368.41
Vendor Total:						\$368.41
AssetGenie, Inc						
Check Group:						
lpad repairs, shattered screen, glass, broken LCD		1	0	1299033 6/14/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$208.00
lpad repairs - broken home button		1	0	1299447 6/15/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$59.00
Check #: 0						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$267.00</u>
						Vendor Total: <u>\$267.00</u>
AT & T						
Check Group:						
AT&T Monthly Charges 5/17-6/16/18		1	0	847R16172706 6/16/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$635.91
						Check #: 0
						PO/InvoiceTotal: <u>\$635.91</u>
						Vendor Total: <u>\$635.91</u>
AT & T Long Distance						
01256						
Check Group:						
A T & T Monthly Charges -Long Distance		1	0	834687562x6131 6/13/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$184.39
AT&T Long Distance Credit		1	0	858605461 5/26/2018	10.5.0000.2630.341.01.0000 Telephone/Network	(\$88.32)
AT&T Long Distance Monthly Charge through 5/25/18		1	0	858609026x5261 5/26/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$9.19
						Check #: 0
						PO/InvoiceTotal: <u>\$105.26</u>
						Vendor Total: <u>\$105.26</u>
CDW Computer Center						
01060						
Check Group:						
Epson Powerlite 520 - 3LCD Projector - LAN		1	180970	NBS3867 6/14/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$711.99
Epson ELPMB45 Short-Throw Wall Mount for PowerLite 520		1	180970	NBS3867 6/14/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$149.00
						Check #: 0

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$860.99
						Vendor Total: \$860.99
CDW Government	80437					
Check Group:						
INFOBLOX PREMIUM MNT-ENTERPRISE		1	180987	JWBP730 6/14/2018	10.5.0000.2225.319.01.0000 Professional Services	\$1,061.00
						Check #: 0
						PO/InvoiceTotal: \$1,061.00
						Vendor Total: \$1,061.00
Chicago Mercantile Exchange Inc.						
Check Group:						
T-shirts Young Athletes		1	0	1793 5/15/2018	10.5.0000.1205.410.01.0000 LBS Classroom Supplies	\$494.69
T-shirts Young Athletes		1	0	1793 5/15/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$494.68
						Check #: 0
						PO/InvoiceTotal: \$989.37
						Vendor Total: \$989.37
Chrystyna Sroka						
Check Group:						
ESY Supplies		1	0	ESYx61818 6/18/2018	10.5.0000.1610.410.01.0000 General Supplies	\$196.72
ESY Supplies/Snacks		1	0	ESYx62518 6/25/2018	10.5.0000.1610.410.01.0000 General Supplies	\$145.28
						Check #: 0
						PO/InvoiceTotal: \$342.00
						Vendor Total: \$342.00
Citi Cards						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Senor Pollo-Working dinner to prepare for BOE meeting w/admin		1 0		2744x7818 6/12/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$126.89
Panera Bread-Building & Sites committee snacks		1 0		2744x7818 6/12/2018	10.5.0000.2310.490.00.0000 Board of Ed Food/Meals	\$21.14
Jewel-Finance Committee Snacks		1 0		2744x7818 6/12/2018	10.5.0000.2310.490.01.0000 Superintendent Recognition Event	\$16.99
Ideal Charter-Final Payment SuperState buses for band competition (to be reimbursed by VIM acct)		1 0		2744x7818 6/12/2018	10.5.0000.6000.000.01.0000 Provision for Contingencies	\$993.67
Costco		1 0		2744x7818 6/12/2018	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$158.87
Jimmy Johns-Staff/Admin food for Asst Supt int		1 0		2744x7818 6/12/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$122.67
Costco-Food and supplies for BOE room and admin mtgs		1 0		2744x7818 6/12/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$125.77
Above Split-Food and supplies for end of the year/retirement celebration		1 0		2744x7818 6/12/2018	10.5.0000.2640.410.01.0000 General Supplies	\$68.62
Costco-Food and supplies for end of the year/retirement celebration		1 0		2744x7818 6/12/2018	10.5.0000.2640.410.01.0000 General Supplies	\$62.39
HOME-Food and supplies for end of the year/retirement celebration		1 0		2744x7818 6/12/2018	10.5.0000.2640.410.01.0000 General Supplies	\$744.00
Target-Staff gift cards for wellness incentive achievement		1 0		2744x7818 6/12/2018	10.5.0000.2640.410.01.0000 General Supplies	\$3,388.00
Fed Ex-Shipping of final payment for 8th grade boat trip		1 0		2744x7818 6/12/2018	10.5.0000.2630.342.01.0000 Postage	\$26.45
Casey Automotive-District box truck repairs		1 0		2744x7818 6/12/2018	20.5.0000.2545.323.01.0000 Repair & Maintenance	\$179.84

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Panera-Building & Sites committee snacks		1	0	2744x7818 6/12/2018	10.5.0000.2310.490.00.0000 Board of Ed Food/Meals	\$29.22
Tony's Finer Foods-Finance Committee snacks		1	0	2744x7818 6/12/2018	10.5.0000.2310.490.00.0000 Board of Ed Food/Meals	\$19.21
Oteria Trulli-Admin group dinner before graduation		1	0	2744x7818 6/12/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$82.30
Costco-Summer in the park snacks for students		1	0	2744x7818 6/12/2018	10.5.0000.1111.410.01.4300 Grant Funded Reading Classroom Supplies	\$83.22
Above Split-Committee and staff snacks for meetings		1	0	2744x7818 6/12/2018	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$13.58
Panera-Admin retreat breakfast (2 days) and lunch (1 day)		1	0	2744x7818 6/12/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$224.06
Westwood Tavern-Admin retreat/end of the year working lunch (food only)		1	0	2744x7818 6/12/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$172.12
Potbelly-CBA contract review all day;working lunch		1	0	2744x7818 6/12/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$52.80
La Zingara-Working dinner to prepare for BOE meeting w/admin team		1	0	2744x7818 6/12/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$120.35

Check #: 0

PO/InvoiceTotal:	\$6,832.16
Vendor Total:	\$6,832.16

City of Prospect Heights

Check Group:

Crossing Guardfs: Gross Salary 6/8, 6/22		1	0	CG6-18 6/30/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$2,677.55
Crossing Guards: Employer Portion of OASDI (Social Security) 6/8, 6/22		1	0	CG6-18 6/30/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$166.02

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Crossing Guards: Employer Portion Medicare		1	0	CG6-18 6/30/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$38.84
Crossing Guards: Administrative Fee 6/8, 6/22		1	0	CG6-18 6/30/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$267.76
Crossing Guards: Check Fee 6/8, 6/22		1	0	CG6-18 6/30/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$50.00
Check #: 0						
PO/InvoiceTotal:						\$3,200.17
Vendor Total:						\$3,200.17
First Student	00406					
Check Group:						
Mac Bus to La Tasca Restaurant		1	0	091C064436 5/30/2018	40.5.0000.2551.339.04.0000 Field Trips - Curriculum	\$169.28
Mac Bus to Lexington Health Care 6/6/18		1	0	091C064469 6/6/2018	40.5.0000.2551.339.04.0000 Field Trips - Curriculum	\$151.88
Mac Bus to Gary Morava 6/6/18		1	0	091C064471 6/6/2018	40.5.0000.2551.339.04.0000 Field Trips - Curriculum	\$151.88
Check #: 0						
PO/InvoiceTotal:						\$473.04
Vendor Total:						\$473.04
Follett School Solutions, Inc						
Check Group:						
Lending Library Books		1	180940	V264944 6/11/2018	10.5.0000.1110.410.01.4300 FY18 Title I Application SUPPLIES (placeholder)	\$351.16
Check #: 0						
PO/InvoiceTotal:						\$351.16
Vendor Total:						\$351.16

ISTE

Check Group:

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ISTE Annual Conference & Exposition 6/24-6/27-PO# 180834		1	0	768517x6818 6/8/2018	10.5.0000.2640.312.01.4932 Title II Prof Development	\$550.00
					Check #: 0	
					PO/InvoiceTotal:	\$550.00
					Vendor Total:	\$550.00
Milieu Design LLC	80225					
Check Group:						
IKE 6/1 Weekly Mowing		1	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$110.00
Main Campus Seasonal Pruning/Weeding		15	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$525.00
IKE 6/11 Weekly Mowing		1	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$110.00
IKE 6/19 Weekly Mowing		1	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$110.00
IKE 6/29 Weekly Mowing		1	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$110.00
Main Campus 6/1 Weekly Mowing		1	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$280.00
Main Campus 6/11 Weekly Mowing		1	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$280.00
Main Campus 6/19 Weekly Mowing		1	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$280.00
Main Campus 6/29 Weekly Mowing		1	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$280.00
LJ Field 6/1 Weekly Mowing		1	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$100.00
LJ Field 6/11 Weekly Mowing		1	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$100.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LJ Field 6/19 Weekly Mowing		1	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$100.00
LJ Field 6/29 Weekly Mowing		1	180989	130913 6/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$100.00
Check #: 0						
PO/InvoiceTotal:						\$2,485.00
Vendor Total:						\$2,485.00
Other World Computing, Inc.						
Check Group:						
DIY KIT: USB 2.0 2.5" Enclosure +128		39	180961	SI-5658372 6/12/2018	10.5.0000.2225.410.01.0000 General Supplies	\$2,057.25
8.0GB DDR3L PC12800 1600MHz Kit (4GBx2)		39	180961	SI-5658372 6/12/2018	10.5.0000.2225.410.01.0000 General Supplies	\$2,651.61
Discount		1	180961	SI-5658372 6/12/2018	10.5.0000.2225.410.01.0000 General Supplies	(\$235.44)
Check #: 0						
PO/InvoiceTotal:						\$4,473.42
Vendor Total:						\$4,473.42
Relief Medical Services, Inc.						
Check Group:						
Substitute Nurse - Ross- 6/5,6/6,6/7		1	0	0010075510 6/9/2018	10.5.0000.2134.319.03.0000 Professional Services	\$1,207.46
Substitute Nurse - Mac - 6/6/18		1	0	0010075510 6/9/2018	10.5.0000.2134.319.04.0000 Professional Services	\$412.30
Check #: 0						
PO/InvoiceTotal:						\$1,619.76
Vendor Total:						\$1,619.76

Ritter, Stephanie

Check Group:

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Science Supplies for Lab		1	0	Sciencex6718 6/7/2018	10.5.0000.1121.410.04.0000 Classroom Supplies - 6th	\$20.28
				Check #: 0		
					PO/InvoiceTotal:	\$20.28
					Vendor Total:	\$20.28
Robbins Schwartz						
Check Group:						
Current Charges through 5/31/18		1	0	281693KMF 5/31/2018	10.5.0000.2369.318.01.0000 Legal Services	\$650.00
				Check #: 0		
					PO/InvoiceTotal:	\$650.00
					Vendor Total:	\$650.00
Salyards Kim						
Check Group:						
Supplies for 6th grade Make A Difference Day-MAC		1	0	MADDx6518 6/5/2018	10.5.0000.1121.410.04.0000 Classroom Supplies - 6th	\$19.03
				Check #: 0		
					PO/InvoiceTotal:	\$19.03
					Vendor Total:	\$19.03
SASED-Midwest PBIS Network						
Check Group:						
June 13th (half day) on-site training		1	180963	TTA65Y18 6/14/2018	10.5.0000.2640.312.01.4932 Title II Prof Development	\$475.00
August 6 and 8 (full day) training on-site		1	180963	TTA65Y18 6/14/2018	10.5.0000.2640.312.01.4932 Title II Prof Development	\$2,850.00
				Check #: 0		
					PO/InvoiceTotal:	\$3,325.00
					Vendor Total:	\$3,325.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
School Health Corporation						
Check Group:						
Exam Latex PF M Econmy		20	180972	3452541-00 6/13/2018	10.5.0000.1205.410.01.0000 LBS Classroom Supplies	\$257.87
Exam Latex PE Economy		20	180972	3452541-00 6/13/2018	10.5.0000.1205.410.01.0000 LBS Classroom Supplies	\$250.17
Check #: 0						
PO/InvoiceTotal:						\$508.04
Vendor Total:						\$508.04
Step Forward Therapy, Inc.						
Check Group:						
OT Treatment - 5/2-5/31/18		1	0	1605 6/1/2018	10.5.0000.2130.319.01.0000 Other Professional & Technical Services	\$3,840.00
OT Treatment - 5/2-5/31/18		1	0	1605 6/1/2018	10.5.0000.1205.319.01.0000 Contracted Services	\$1,695.00
OT treatment, consult, meetings, paperwork		1	0	1606 6/18/2018	10.5.0000.2130.319.01.0000 Other Professional & Technical Services	\$900.00
Check #: 0						
PO/InvoiceTotal:						\$6,435.00
Vendor Total:						\$6,435.00
Terryberry	80414					
Check Group:						
Recognition Gift-Sara Craig		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$118.41
Recognition Gift-Lorrie Ellison		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$142.13
Recognitionm Gift - Kelly Funk		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$135.76

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Recognition Gift - Joel Grafman		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$131.21
Recognition Gift - Jodi Hernandez		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$559.79
Recognition Gift - Lucas Lambatos		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$143.13
Recognition Gift-Angela Levato		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$134.81
Recognition Gift-Julie Murray		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$408.60
Recognition Gift-Carol Petrusha		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$492.66
Recognition Gift-Nancy Sorensen		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$508.91
Recognition Gift-Gina Stolton		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$145.66
Recognition Gift-Suzanne Wojtalewicz		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$131.21
Recognition Gift-Leon Wright		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$313.02
Recognition Gift-Bonnie Zbaraz		1	0	F00464 6/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$425.81
Recognition Gift-Juan Chaves-Munoz		1	0	F02731 6/6/2018	10.5.0000.2640.410.01.0000 General Supplies	\$440.03
Recognition Gift-Bob Miller		1	0	F03085 5/31/2018	10.5.0000.2640.410.01.0000 General Supplies	\$333.80
Recognition Gift-Patti Walsh		1	0	F03086 5/31/2018	10.5.0000.2640.410.01.0000 General Supplies	\$284.36
Recognition Gift-Brian Hitzeman		1	0	F03991 6/8/2018	10.5.0000.2640.410.01.0000 General Supplies	\$629.69

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$5,478.99
						Vendor Total: <u> </u>
						\$5,478.99
The Booksource, Inc.						
Check Group:						
Book for Mystery Scoence from PO#180832		1	0	746020 5/21/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$197.60
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$197.60
						Vendor Total: <u> </u>
						\$197.60
Tyler Technologies, Inc. 81079						
Check Group:						
Infinite Visions Consulting Troubleshooting Training 5/16 (PO 180680)		1	0	025-225243 5/23/2018	10.5.0000.2520.319.01.0000 Professional Services	\$250.00
Infinite Visions Consulting Troubleshooting Training 5/17 (PO 180680)		1	0	025-225243 5/23/2018	10.5.0000.2520.319.01.0000 Professional Services	\$125.00
Infinite Visions Consulting Troubleshooting Training 5/18 (PO 180680)		1	0	025-225243 5/23/2018	10.5.0000.2520.319.01.0000 Professional Services	\$125.00
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$500.00
Check Group:						
Annual Fee - Timecard Sytems Interface - Integration with 3rd Party Timecard System		1	180681	TTECHx31518 3/15/2018	10.5.0000.2520.316.01.0000 Contracted Software/Websites	\$505.00
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$505.00
Check Group:						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Consulting Day 5/29/2018-year end rollover		8	180943	025-227343 6/13/2018	10.5.0000.2660.319.01.0000 Data Processing Service	\$1,000.00
					Check #: 0	
					PO/InvoiceTotal:	\$1,000.00
					Vendor Total:	\$2,005.00
Warehouse Direct	80219					
Check Group:						
Manilla Folders		1	0	3933121-0 6/14/2018	10.5.0000.2321.410.01.0000 General Supplies	\$55.24
					Check #: 0	
					PO/InvoiceTotal:	\$55.24
Check Group:						
SULL -Pads, Surfprep, 14x20 maroon		2	180985	3931621-0 6/13/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$293.26
SULL - Pad, 14x20, Boost REd PAD		2	180985	3931621-0 6/13/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$71.88
MAC - Blade, Single Edge Razor		2	180985	3931621-0 6/13/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$15.44
MAC -Pads, Surfprep, 14x20 maroon		2	180985	3931621-0 6/13/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$293.26
MAC - Pad, 14x20, Boost REd PAD		2	180985	3931621-0 6/13/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$43.32
ROSS - Scraper SAFety		4	180985	3931621-0 6/13/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$10.44
Ross -Pads, Surfprep, 14x20 maroon		2	180985	3931621-0 6/13/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$293.26
Ross - Pad, 14x20, Boost REd PAD		2	180985	3931621-0 6/13/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$71.88

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Credit for 1 Pad 14x20 inv C3931621-0		1	180985	3931621-0 6/13/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	(\$146.63)
SULL- Pad 14x20 inv 3932933-0		1	180985	3931621-0 6/13/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$146.63
Repairs and Parts for Clarke Focus II Boost Floor Machine @ IKE		1	180985	3931621-0 6/13/2018	20.5.0000.2544.553.01.0000 Capital Equipment	\$1,391.30
Repairs and Parts for Clarke Focus II Boost Floor Machine @ ROSS		1	180985	3931621-0 6/13/2018	20.5.0000.2544.319.01.0000 Equipment Repairs	\$1,201.48
HOST Dry Cleaning Carpet 30LB Buckets		10	180985	3931621-0 6/13/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$517.50
SULL - Scraper SAfety		4	180985	3931621-0 6/13/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$10.44
Check #: 0						
PO/InvoiceTotal:						\$4,213.46
Check Group:						
ROSS - BLADE, SINGLE EDGE RAZOR		2	180988	3931621-1 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$15.44
SULL - BLADE, SINGLE EDGE RAZOR		2	180988	3931621-1 6/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$15.44
Check #: 0						
PO/InvoiceTotal:						\$30.88
Vendor Total:						\$4,299.58
Werneske, Donald A.						
Check Group:						
Consulting Fee for 6/18- 8.5 hrs x \$23.50		1	0	consult618 6/20/2018	10.5.0000.2225.319.01.0000 Professional Services	\$199.75
Check #: 0						
PO/InvoiceTotal:						\$199.75

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1320

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$199.75
						Grand Total: \$49,679.92

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1321

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Apple Inc.						
Check Group:						
MacBook Air 13-inch: 128GB		30	180958	6739099151 6/5/2018	10.5.0000.1110.553.01.4300 District Title I Capital Purchase	\$25,470.00
					Check #: 0	
					PO/InvoiceTotal:	\$25,470.00
					Vendor Total:	\$25,470.00
Arlington Heights School District 25	71838					
Check Group:						
EDP Snack and Breakfast		1	0	Apr 2018 INV 6/27/2018	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$6,575.17
FACS food for lesson Ordered by S Lynn		1	0	Apr 2018 INV 6/27/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$150.60
Student appreciation Ordered by Calms		1	0	Apr 2018 INV 6/27/2018	10.5.0000.2560.410.04.0000 D25 Food Service	\$15.25
Volunteer coffer Ordered y T meziere		1	0	Apr 2018 INV 6/27/2018	10.5.0000.2560.410.02.0000 D25 Food Service	\$43.25
Meeting snacks Ordered by J Engstrom		1	0	Apr 2018 INV 6/27/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$12.23
Contract for food services		1	0	Apr 2018 INV 6/27/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$45,203.07
EDP Snack and Breakfast		1	0	FEB 2018 INV 6/27/2018	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$3,076.75
Kris LebRecht D 25 catering for EDP event		1	0	FEB 2018 INV 6/27/2018	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$49.06
Reward treat for IKE kids Ordered by Sara Craig		1	0	FEB 2018 INV 6/27/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$5.23
ACCESS Test breakfast for students Ordered by D Valladares		1	0	FEB 2018 INV 6/27/2018	10.5.0000.2560.410.04.0000 D25 Food Service	\$18.60

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1321

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Teacher Conferences treats Ordered by V Hehn		1	0	FEB 2018 INV 6/27/2018	10.5.0000.2560.410.04.0000 D25 Food Service	\$29.00
Student recognition Ordered by C Alms		1	0	FEB 2018 INV 6/27/2018	10.5.0000.2560.410.04.0000 D25 Food Service	\$11.50
Wrestling food for tournament concessions		1	0	FEB 2018 INV 6/27/2018	10.5.0000.2560.410.04.0000 D25 Food Service	\$43.67
Monthly food contract service cost		1	0	FEB 2018 INV 6/27/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$37,910.55
EDP Snack and Breakfast		1	0	June 2018 INV 6/27/2018	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$926.01
Student recognition Ordered by M Zawacki		1	0	June 2018 INV 6/27/2018	10.5.0000.2560.410.02.0000 D25 Food Service	\$38.25
Food service contract		1	0	June 2018 INV 6/27/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$4,848.74
EDP Snack and breakfast		1	0	Mar 2018 INV 6/27/2018	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$4,217.69
FACS food for lesson Ordered by S Lynn		1	0	Mar 2018 INV 6/27/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$135.56
Meeting for Ordered by J Engstrom		1	0	Mar 2018 INV 6/27/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$18.89
Meeting food ordered by V Hehn		1	0	Mar 2018 INV 6/27/2018	10.5.0000.2560.410.04.0000 D25 Food Service	\$15.00
Meeting food ordered by C Samojedny		1	0	Mar 2018 INV 6/27/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$58.77
Meeting food ordered by C Vergil		1	0	Mar 2018 INV 6/27/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$99.34
Institute day food ordered by C Samojedny		1	0	Mar 2018 INV 6/27/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$180.00
Contract food services		1	0	Mar 2018 INV 6/27/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$35,805.81

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1321

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Student incentive Ordered by C Racusen		1	0	MAY 2018 INV 6/27/2018	10.5.0000.2560.410.04.0000 D25 Food Service	\$42.66
Staff meeting snacks Ordered by T Meziere		1	0	MAY 2018 INV 6/27/2018	10.5.0000.2560.410.02.0000 D25 Food Service	\$37.50
Food service contract		1	0	MAY 2018 INV 6/27/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$48,297.96
EDP Snack and Breakfast		1	0	MAY 2018 INV 6/27/2018	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$4,215.69
Summer School food Ordered by Joel Grafman		1	0	MAY 2018 INV 6/27/2018	10.5.0000.1610.410.01.0000 General Supplies	\$426.07
End of year celebration/Flip for Faculty Ordered by J Engstrom		1	0	MAY 2018 INV 6/27/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$311.88
Reward treat for Ike student Ordered by S Craig		1	0	MAY 2018 INV 6/27/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$5.23
Student incentive Ordered by C Alms		1	0	MAY 2018 INV 6/27/2018	10.5.0000.2560.410.04.0000 D25 Food Service	\$20.00

Check #: 0

PO/InvoiceTotal: \$192,844.98

Vendor Total: \$192,844.98

Constellation NewEnergy Gas Division LLC 80944

Check Group:

Monthly Constellation Charges 5/9-6/8/18 - Ike		1	0	12394915901 6/8/2018	20.5.0000.2542.466.01.0000 Electricity	\$1,817.37
Monthly Constellation Charges 5/11-6/12/18 - Main		1	0	12412318201 6/12/2018	20.5.0000.2542.466.01.0000 Electricity	\$8,263.36

Check #: 0

PO/InvoiceTotal: \$10,080.73

Vendor Total: \$10,080.73

Heinemann

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1321

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
Check Group:							
Fountas & Pinnell LLI Orange System, Second Edition		1	180962	6916401 6/11/2018	10.5.0000.1111.410.01.4300 Grant Funded Reading Classroom Supplies	\$3,143.36	
Fountas & Pinnell LLI Green System, Second Edition		1	180962	6916401 6/11/2018	10.5.0000.1111.410.01.4300 Grant Funded Reading Classroom Supplies	\$3,659.36	
Fountas & Pinnell LLI Blue System, Second Edition		1	180962	6916401 6/11/2018	10.5.0000.1111.410.01.4300 Grant Funded Reading Classroom Supplies	\$3,567.36	
Fountas & Pinnell Benchmark Assessment System 1, 3rd Edition		3	180962	6916401 6/11/2018	10.5.0000.1111.410.01.4300 Grant Funded Reading Classroom Supplies	\$1,518.36	
Fountas & Pinnell Benchmark Assessment System 2, 3rd Edition		8	180962	6916401 6/11/2018	10.5.0000.1111.410.01.4300 Grant Funded Reading Classroom Supplies	\$3,643.34	
Check #: 0							
						PO/InvoiceTotal: \$15,531.78	
						Vendor Total: \$15,531.78	
NSSEO	02336						
Check Group:							
NSSEO Purchased Services		1	0	3917 6/15/2018	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$24,500.00	
BCBA Consultation-		1	0	3976 6/15/2018	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$661.11	
Check #: 0							
						PO/InvoiceTotal: \$25,161.11	
						Vendor Total: \$25,161.11	
						Grand Total: \$269,088.60	

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1322

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon.com Corporate Credit Line						
Check Group:						
Lead Like a PIRATE: Make School Amazing for Your Students and Staff, Burgess, Shelley		1	0	464463643544 6/27/2018	10.5.0000.2321.410.01.0000 General Supplies	\$22.46
Lead with Culture: What Really Matters in Our Schools, Billy, Jay		1	0	464463643544 6/27/2018	10.5.0000.2321.410.01.0000 General Supplies	\$19.45
Jelly Comb 2.4G Slim Wireless Mouse with Nano Receiver, Less Noise, Portable Mobile Optical Mice for Notebook, PC, Laptop, Computer, Macbook - Silver and Black		1	0	536737667467 5/21/2018	10.5.0000.2520.410.01.0000 General Supplies	\$9.98
					Check #: 0	
					PO/InvoiceTotal:	\$51.89
Check Group:						
Plant Part books (5 titles, 6 copies each for 3rd grade)		1	180910	436438636335 5/26/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$63.08
Plant Part books (5 titles, 6 copies each for 3rd grade)		1	180910	445749864853 5/14/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$76.29
Plant Part books (5 titles, 6 copies each for 3rd grade)		1	180910	484747753364 5/17/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$8.95
					Check #: 0	
					PO/InvoiceTotal:	\$148.32
Check Group:						
		5	180920	848589335673 5/11/2018	10.5.0000.2225.410.01.0000 General Supplies	\$62.95
36pcs Hawaii Hula Leis		2	180920	848589335673 5/11/2018	10.5.0000.2225.410.01.0000 General Supplies	\$31.98
					Check #: 0	
					PO/InvoiceTotal:	\$94.93
Check Group:						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1322

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Dubble Bubble Bubble Gum 380		1	180921	785478394446 5/12/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$18.40
Tanmit 60 Color Gel Pens Art Set		2	180921	785478394446 5/12/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$23.19
500 Count Origami Paper, 30 Vivid Colors, 6" square		2	180921	785478394446 5/12/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$23.19
200 Count/Pack Balloons 12" Multicolor Thicken Latex		1	180921	785478394446 5/12/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$11.60
Coast Athletic Flying Disk Super Set 12 Pack		2	180921	785478394446 5/12/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$42.81
CREDIT MEMO - Duplicate Shipment Items Returned		1	180921	786567878766 6/27/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	(\$99.17)
Check #: 0						
PO/InvoiceTotal:						\$20.02
Check Group:						
Jiffy Pots 3 inch round (BPAC supplies)		3	180935	976454775667 5/9/2018	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$30.24
Check #: 0						
PO/InvoiceTotal:						\$30.24
Check Group:						
Leveled Book Libraries		1	180939	434836899336 5/21/2018	10.5.0000.1110.410.01.4300 FY18 Title I Application SUPPLIES (placeholder)	\$10.48
Leveled Book Libraries		1	180939	447563699686 5/21/2018	10.5.0000.1110.410.01.4300 FY18 Title I Application SUPPLIES (placeholder)	\$5.49
Leveled Book Libraries		1	180939	453499879879 5/21/2018	10.5.0000.1110.410.01.4300 FY18 Title I Application SUPPLIES (placeholder)	\$923.89
Leveled Book Libraries		1	180939	454343567775 5/25/2018	10.5.0000.1110.410.01.4300 FY18 Title I Application SUPPLIES (placeholder)	\$179.55
Check #: 0						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1322

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PO/InvoiceTotal:						\$1,119.41
Check Group:						
Epson Replacement Bulb - Mac RM311		1	180946	459945334735 5/22/2018	10.5.0000.2225.410.01.0000 General Supplies	\$68.16
Check #: 0						\$68.16
PO/InvoiceTotal:						
Check Group:						
Ergonomic Mesh Office Chair High Back Swiver Computer Desk Task Chairs with Adjustable Lumbar Support, Backrest, Headrest, Armrest and Seat Height for Home Office Conference Room		1	180950	447946795546 5/24/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$137.75
Standing Desk Converter - Table jack Table Top Sit stand up Desk riser - Gas spring powered Workstation for a dual monitor Setup - 32 X 22 inch - Black		1	180950	447946795546 5/24/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$149.97
Check #: 0						\$287.72
PO/InvoiceTotal:						
Check Group:						
Ergonomic Mesh Office Chair High Back Swiver Computer Desk Task Chairs with Adjustable Lumbar Support, Backrest, Headrest, Armrest and Seat Height for Home Office Conference Room		1	180951	436368555588 5/23/2018	10.5.0000.1110.410.05.0000 Classroom/Instructional Supplies (Eisenhower)	\$137.75
Standing Desk Converter - Table jack Table Top Sit stand up Desk riser - Gas spring powered Workstation for a dual monitor Setup - 32 X 22 inch - Black		1	180951	436368555588 5/23/2018	10.5.0000.1110.410.05.0000 Classroom/Instructional Supplies (Eisenhower)	\$149.97
Check #: 0						\$287.72
PO/InvoiceTotal:						
Check Group:						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1322

06/29/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Macbook Adapter, Thunderbolt 3 Hub For MacBook Pro 2016 2017 13" 15", MultiPort USB-C Hub With 4K HDMI, 40Gbps TB3, USB-C Data, SD/MicroSD, 2 USB 3.0 JDFLASH (Type c hub)		1	180952	588967757985 5/25/2018	10.5.0000.2520.410.01.0000 General Supplies	\$49.88
TOP CASE ? 2 in 1 Bundle Deal Vibrant Summer Graphics Rubberized Hard Case (13" Diagonally) + Keyboard Cover for MacBook Air 13" Model A1369/A1466 - Pink Hyacinth Turquoise Wooden		1	180952	588967757985 5/25/2018	10.5.0000.2520.410.01.0000 General Supplies	\$21.99
				Check #: 0		
					PO/InvoiceTotal:	\$71.87
Check Group: BPAC supplies for summer reading		1	180954	539533577683 5/29/2018	10.5.0000.3900.410.01.4909 Title III Other Community Services Supplies	\$89.53
				Check #: 0		
					PO/InvoiceTotal:	\$89.53
					Vendor Total:	\$2,269.81
					Grand Total:	\$2,269.81

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1323

06/26/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MasterCard						
Check Group:						
BMO Harris MC - Learning In Hand - Stavropoulos, Maria		1 0		705474-1806 6/5/2018	10.5.0000.2225.312.01.0000 Professional Development	\$105.00
BMO Harris MC - Learning In Hand - Stavropoulos, Maria		1 0		705474-1806 6/5/2018	10.5.0000.2225.312.01.0000 Professional Development	\$105.00
BMO Harris MC - Learning In Hand - Stavropoulos, Maria		1 0		705474-1806 6/5/2018	10.5.0000.2225.312.01.0000 Professional Development	\$105.00
BMO Harris MC - Learning In Hand - Stavropoulos, Maria		1 0		705474-1806 6/5/2018	10.5.0000.2225.312.01.1111 Tech Director Professional Development	\$105.00
BMO Harris MC - Walgreen Co - Curtis, Craig		1 0		705474-1806 6/5/2018	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$100.00
BMO Harris MC - Impact Networking Llc - Stavropoulos, Maria		1 0		705474-1806 6/5/2018	10.5.0000.2225.312.01.0000 Professional Development	\$99.00
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1 0		705474-1806 6/5/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$86.58
BMO Harris MC - Otc Brands Inc - Samojedny, Evelyn C		1 0		705474-1806 6/5/2018	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$81.93
BMO Harris MC - Jewel - Angelaccio, Donald		1 0		705474-1806 6/5/2018	10.5.0000.2640.410.01.0000 General Supplies	\$79.88
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1 0		705474-1806 6/5/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$75.78
BMO Harris MC - Lou Malnatis - Nystrom, Camron		1 0		705474-1806 6/5/2018	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$74.85
BMO Harris MC - Assoc Superv And Curr - Nystrom, Camron		1 0		705474-1806 6/5/2018	10.5.0000.2410.312.04.0000 Principal Professional Development	\$70.92
BMO Harris MC - Lou Malnatis - Nystrom, Camron		1 0		705474-1806 6/5/2018	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$67.65
BMO Harris MC - Assoc Superv And Curr - Nystrom, Camron		1 0		705474-1806 6/5/2018	10.5.0000.2410.312.04.0000 Principal Professional Development	\$67.28

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1323

06/26/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Menard Inc - Curtis,Craig		1	0	705474-1806 6/5/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$65.07
BMO Harris MC - Office Depot - Sroka,Chrystyna		1	0	705474-1806 6/5/2018	10.5.0000.1205.410.01.0000 LBS Classroom Supplies	\$51.35
BMO Harris MC - Jewel - Lynch,Abigail		1	0	705474-1806 6/5/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$48.24
BMO Harris MC - Otc Brands Inc - Samojedny,Evelynn C		1	0	705474-1806 6/5/2018	10.5.0000.1110.410.01.4300 FY18 Title I Application SUPPLIES (placeholder)	\$43.97
BMO Harris MC - Portillos Hot Dogs Llc - Alms,Christopher		1	0	705474-1806 6/5/2018	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$42.91
BMO Harris MC - Unity School Bus Parts, - Sorensen,Nancy		1	0	705474-1806 6/5/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$41.01
BMO Harris MC - Tony S Fresh Marke - Samojedny,Evelynn C		1	0	705474-1806 6/5/2018	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$40.00
BMO Harris MC - Sp * Rourke - Samojedny,Evelynn C		1	0	705474-1806 6/5/2018	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$38.67
BMO Harris MC - Tony S Fresh Marke - Lynn,Samantha		1	0	705474-1806 6/5/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$37.91
BMO Harris MC - Tony S Fresh Marke - Akhteebo,Megan		1	0	705474-1806 6/5/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$31.71
BMO Harris MC - Tony S Fresh Marke - Lynn,Samantha		1	0	705474-1806 6/5/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$29.52
BMO Harris MC - Dominos - Nystrom,Camron		1	0	705474-1806 6/5/2018	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$17.47
BMO Harris MC - Tony S Fresh Marke - Lynn,Samantha		1	0	705474-1806 6/5/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$13.47
BMO Harris MC - Dollar Tree Stores, Inc. - Lebrecht,Kris		1	0	705474-1806 6/5/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$13.00
BMO Harris MC - Dollar Tree Stores, Inc. - Lebrecht,Kris		1	0	705474-1806 6/5/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$10.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1323

06/26/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Wal-Mart Stores, Inc. - Curtis,Craig		1	0	705474-1806 6/5/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$8.48
BMO Harris MC - Shop & Save - Lelito,Jessica		1	0	705474-1806 6/5/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$4.88
BMO Harris MC - Target Corporation - Curtis,Craig		1	0	705474-1806 6/5/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	(\$825.53)
BMO Harris MC - Target Corporation - Curtis,Craig		1	0	705474-1806 6/5/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$825.53
BMO Harris MC - Constant Contact, Inc - Stavropoulos,Maria		1	0	705474-1806 6/5/2018	10.5.0000.2630.319.01.0000 Professional Services	\$588.00
BMO Harris MC - National School Produc - Samojedny,Evelynn C		1	0	705474-1806 6/5/2018	10.5.0000.1800.420.01.0000 Textbooks/Workbooks Bilingual	\$416.15
BMO Harris MC - Cafe Zupa Wheeling - Meziere,Traci		1	0	705474-1806 6/5/2018	10.5.0000.2410.490.02.0000 Sullivan Principal Staff/Student Food Account	\$347.01
BMO Harris MC - Lou Malnatis - Nystrom,Camron		1	0	705474-1806 6/5/2018	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$213.80
BMO Harris MC - Salerno S Mount Prospect Inc - Angelaccio,Donald		1	0	705474-1806 6/5/2018	10.5.0000.2310.490.00.0000 Board of Ed Food/Meals	\$206.11
BMO Harris MC - Trophycentr - Nystrom,Camron		1	0	705474-1806 6/5/2018	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$186.93
BMO Harris MC - Gfs Marketplace Llc - Angelaccio,Donald		1	0	705474-1806 6/5/2018	10.5.0000.2640.410.01.0000 General Supplies	\$179.25
BMO Harris MC - Panera Bread #204093 - Sorensen,Nancy		1	0	705474-1806 6/5/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$140.96
BMO Harris MC - Gfs Marketplace Llc - Angelaccio,Donald		1	0	705474-1806 6/5/2018	10.5.0000.2640.410.01.0000 General Supplies	\$127.90
BMO Harris MC - Tony S Fresh Marke - Lynn,Samantha		1	0	705474-1806 6/5/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$109.76

Check #: 0

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1323

06/26/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$4,277.40
						Vendor Total: \$4,277.40
						Grand Total: \$4,277.40

End of Report

TUITION REIMBURSEMENT SUMMARY REPORT

	Employees Reimbursed	Hours Reimbursed	Total Amount Reimbursement
July 2018	10	34	\$5,075
March 2018	7	27	\$3,840
November 2017	10	48	\$6,588
July 2017	13	52	\$7,800
March 2017	9	50	\$6,390
November 2016	5	39	\$2,482
July 2016	13	62	\$8,632
March 2016	4	21	\$3,150
November 2015	5	27	\$3,701
July 2015	5	24	\$3,600
March 2015	6	30	\$4,500
November 2014	3	12	\$1,800
July 2014	8	33	\$5,400
March 2014	4	12	\$1,800
November 2013	5	27	\$3,075
July 2013	10	36	\$5,400

Only current employees are reimbursed with the exception of employees dismissed due to reduction in force.

APPENDIX A

EXTRA DUTY CALCULATOR

ACTIVITY	Account #	NUMBER of Positions (student ratio)	Paid Stipends	Budgeted Stipends
			2017-2018	2018-2019
Lunchroom Supervision				
MacArthur -- 9	10.5.0000.2560.134.01.0000	2:10	\$15.43	\$15.75
Ross -- 6	10.5.0000.2560.134.01.0000	1:50	\$15.43	\$15.75
Sullivan -- 6	10.5.0000.2560.134.01.0000	1:50	\$15.43	\$15.75
Eisenhower -- 5	10.5.0000.2560.134.01.0000	1:50	\$15.43	\$15.75
Bus Supervision				
MacArthur -- 4	40.5.0000.2551.134.01.0000	See Notes	\$7.74	\$7.90
Ross -- 5	40.5.0000.2551.134.01.0000	See Notes	\$7.74	\$7.90
Sullivan -- 4.5	40.5.0000.2551.134.01.0000	See Notes	\$7.74	\$7.90
Eisenhower -- 4/5	40.5.0000.2551.134.01.0000	See Notes	\$7.74	\$7.90
MIDDLE SCHOOL				
Sport Event Supervision		(per event)		
Girls Volleyball	1503.134	2	\$68.26	\$69.69
Boys Volleyball	1503.134	2	\$68.26	\$69.69
Wrestling	1503.134	2	\$68.26	\$69.69
Girls Basketball	1503.134	2	\$68.26	\$69.69
Boys Basketball	1503.134	2	\$68.26	\$69.69
Intercholastic Sports				
<u>A. Wrestling Coaches</u>				
Head Coach	1503.134	1	\$3,413.24	\$3,484.92
Assistant Coach	1503.134	1	\$2,559.93	\$2,613.69
<u>B. Basketball Coaches</u>				

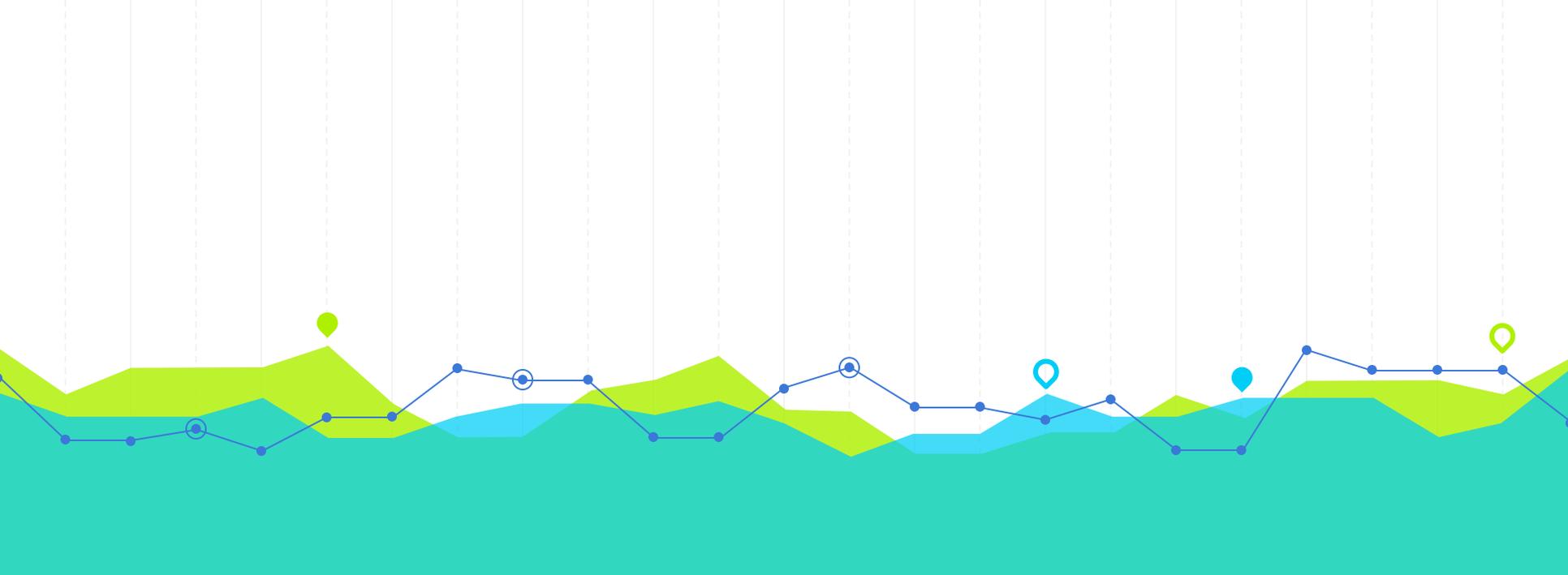
7th Grade Boys	1503.134	1	\$3,242.57	\$3,310.66
7th Grade Girls	1503.134	1	\$3,242.57	\$3,310.66
8th Grade Boys	1503.134	1	\$3,242.57	\$3,310.66
8th Grade Girls	1503.134	1	\$3,242.57	\$3,310.66
C. Volleyball Coaches				
7th Grade Boys	1503.134	1	\$3,242.57	\$3,310.66
7th Grade Girls	1503.134	1	\$3,242.57	\$3,310.66
8th Grade Boys	1503.134	1	\$3,242.57	\$3,310.66
8th Grade Girls	1503.134	1	\$3,242.57	\$3,310.66
D. Track Coaches				
Girls Head Coach	1503.134	1	\$3,242.57	\$3,310.66
Boys Head Coach	1503.134	1	\$3,242.57	\$3,310.66
Girls Assistant Coach	1503.134	2	\$2,389.26	\$2,439.43
Girls Assistant Coach (2nd Position)			\$2,389.26	\$2,439.43
Boys Assistant Coach	1503.134	2	\$2,389.26	\$2,439.43
Boys Assistant Coach (2nd Position)			\$2,389.26	\$2,439.43
E. Cross Country Coaches				
Girls Head Coach	1503.134	1	\$3,242.57	\$3,310.66
Boys Head Coach	1503.134	1	\$3,242.57	\$3,310.66
Girls Assistant Coach	1503.134	1	\$2,389.26	\$2,439.43
Boys Assistant Coach	1503.134	1	\$2,389.26	\$2,439.43
F. Pom Pon Sponsor				
Poms Coach	1501.134	2	\$2,389.26	\$2,439.43
Poms Coach (2nd Position)			\$2,389.26	\$2,439.43
Project Unify Poms	1501.134	1	\$1,228.76	\$1,254.56
Elementary Intramurals				
Sullivan	1504.134	0.75	\$1,791.96	\$1,829.59
Ross	1504.134	0.75	\$1,791.96	\$1,829.59

MacArthur Intramurals				
Badminton	1504.134	1	\$614.38	\$627.28
Co-Ed Basketball		2	\$614.38	\$627.28
Co-Ed Basketball (2nd position)			\$614.38	\$627.28
Co-Ed Bowling	1504.134	2	\$614.38	\$627.28
Co-Ed Bowling (2nd position)			\$614.38	\$627.28
Co-Ed Floor Hockey	1504.134	1	\$614.38	\$627.28
Co-Ed Volleyball	1504.134	1	\$614.38	\$627.28
Co-Ed Basketball	1504.134	1	\$614.38	\$627.28
Project Unify Soccer	1504.134	1	\$614.38	\$627.28
MacArthur Club Sponsors				
Literary Magazine Club	1501.134	1	\$853.31	\$871.23
Art Club	1501.134	1	\$1,023.97	\$1,045.47
Anime Club	1501.134	1	\$614.38	\$627.28
Applied Technology Club	1501.134	1	\$853.31	\$1,568.22
Creativity Club	1501.134	1	\$853.31	\$871.23
Innovation Club	1501.134	1	\$853.31	\$871.23
TBD New Club	1501.134	1	\$682.64	\$696.98
MacArthur Activity Sponsors				
Dance Club	1501.134	1	\$614.38	\$627.28
Talent Show	1501.134	1	\$1,023.97	\$1,045.47
Science Showcase	1501.134	2	\$614.37	\$627.27
Science Showcase (2nd Position)			\$614.37	\$627.27
Art Show	1501.134	1	\$1,023.97	\$1,045.47
MacArthur Student Senate Sponsor	1501.134	2	\$1,706.61	\$1,742.45
MacArthur Student Senate Sponsor (2nd Position)			\$1,706.61	\$1,742.45
MacArthur PALS Program				

Pals Coordinator	1501.134	1	\$2,389.26		\$2,439.43
Assistant Pals Coordinator	1501.134	1	\$1,706.61		\$1,742.45
Mac Project Unify Student Action	1501.134	2	\$614.38		\$627.28
Mac Project Unify Student Action (2nd Position)			\$614.38		\$627.28
Mac Allies	1501.134	1	\$614.39		\$627.29
		1	\$614.39		\$627.29
MacArthur Yearbook					
Advisor	1501.134	1	\$3,242.57		\$3,310.66
Assistant Advisor	1501.134	1	\$1,535.96		\$1,568.22
Mac Newspaper Sponsor (5 issues)	1501.134	1	\$1,535.96		\$1,568.22
Band Directors					
Middle School	1502.134	1	\$3,242.57		\$3,310.66
Elementary	1502.134	1	\$2,730.58		\$2,787.92
Orchestra Director	1502.134	1	\$3,242.57		\$3,310.66
Mac Choral Director	1502.134	1	\$1,877.28		\$1,916.70
Mac Swing Choir	1502.134	1	\$614.38		\$627.28
MacArthur School Production					
Director	1502.134	1	\$2,815.92		\$2,875.05
Director (2nd Position)		1	\$2,815.92		\$2,875.05
Scenery Director	1502.134	1	\$1,023.97		\$1,045.47
Stage Manager/Props & Costumes	1502.134	1	\$1,023.97		\$1,045.47
Sound and Light	1502.134	1	\$1,023.97		\$1,045.47

Set Construction	1502.134	1	\$1,023.97		\$1,045.47
Recital Night					
Accompanist	1502.134	1	\$443.73		\$453.05
Director	1502.134	1	\$273.06		\$278.79
ELEMENTARY SCHOOL					
Elementary Chorus Night		1			\$278.80
Elementary Choral Director	1502.134	1	\$841.30		\$858.97
Sullivan School Play					
Directors	1502.134	2	\$3,047.69		\$3,111.69
Directors (2nd Position)			\$3,047.69		\$3,111.69
Set Design	1502.134	2	\$853.31		\$871.23
Set Design (2nd Position)			\$853.31		\$871.23
Play Cast & Crew Director	1502.134	1	\$853.31		\$871.23
Elementary After School Computer					
Lab/Library Supervision					
Sullivan		1			\$2,439.44
Computer Club	1110.134.02	1	\$2,389.26		
School Website Facilitators					
Eisenhower	2225.134.01	1	\$2,218.60		\$2,265.19
Ross	2225.134.01	1	\$2,218.60		\$2,265.19
Sullivan	2225.134.01	1	\$2,218.60		\$2,265.19
MacArthur	2225.134.01	1	\$2,218.60		\$2,265.19

BOE EXTRA DUTY STIPENDS				
		Paid Stipends		Budgeted Stipends
ACTIVITY	NUMBER of Positions	2017-2018		2018-2019
MIDDLE SCHOOL				
Exploratory	1	\$1,484.53		\$1,515.71
Exploratory (2nd Position)	1	\$1,484.53		\$1,515.71
Team Leader Grade 6	1	\$1,484.53		\$1,515.71
Team Leader Grade 6 (2nd Position)	1	\$1,484.53		\$1,515.71
Team Leader Grade 7	1	\$1,484.53		\$1,515.71
Team Leader Grade 7 (2nd Position)	1	\$1,484.53		\$1,515.71
Team Leader Grade 8	1	\$1,484.53		\$1,515.71
Team Leader Grade 8 (2nd Position)	1	\$1,484.53		\$1,515.71
Mac Allies	1	\$614.39		\$627.29
Mac Allies (2nd Position)	1	\$614.39		\$627.29
ELEMENTARY SCHOOL				
<u>IKE</u>				
Team Leader Grade EC	1			\$1,515.71
Team Leader Grade K	1	\$1,484.53		\$1,515.71
Team Leader Grade 1	1	\$1,484.53		\$1,515.71
<u>Ross</u>				
Steam Club	3			\$600.00
Ross Steam Club (2nd Position)	unused			\$600.00



Revenue Option Discussion

Board of Education Presentation - July 11, 2018

Revenue Investigations

1. Why? Sustainable Resources

- Rooted in District BluePrint/Strategic Plan
- Financial Stability
- Responsible Stewards
- Review of Needs

2. How? Responsible and Effective Planning

- Identify and Interview Advisors
- Recommendation to Board

3. What? Discuss and Deliberate Options

- Discuss and Deliberate

4. When? Plan of Action

- Decide on timeline
 - Communicate need to community
 - Solicit support
- 

Sustainable Resources - Funding and Facilities

**Programming/
Services**

Reduce

Maintain

Expand



**Maintenance
and Facilities**

Basic

Moderate

Complete



Sustainable Resources - Considerations

- Currently in stable financial position.
- Costs and expenses are growing faster than revenue.
- Reductions would significantly impact current levels of service and programming.
- Preventative Maintenance and Construction costs increase over time.
- Well positioned to act based on needs assessments, information, and community input.



Sustainable Resources - Recommendation

Need to pursue revenue increases to support programming and address long range facility needs.

- Programming and services should align to community expectations and needs.
- Plan of action is necessary for sustainable financial planning.
- Need to address facility needs before they become more significant and costly.



5. Tiered Use of DSEB/Operating Funds

Pros:	Cons:
<ul style="list-style-type: none"> No referendum 	<ul style="list-style-type: none"> May require modification of fund balance policy
<ul style="list-style-type: none"> Provide funding of Priority Capital projects 	<ul style="list-style-type: none"> Operations may sustain slightly higher deficit spending for capital projects
<ul style="list-style-type: none"> Begin addressing Long Range Facility Plan avoiding deferred maintenance 	
<ul style="list-style-type: none"> Demonstrates prudent financial planning and responsibility 	
<ul style="list-style-type: none"> Keep referendum options available to future Boards 	

Recommended Option

The following tiered option generates less bond proceeds than one 20 year bond issue but keeps the payback on the bonds within 12 years and leaves the DSEB available for future bond issues:

- Issue \$3M in 2019 with small refunding
- Issue \$3M in 2023
- Issue \$4M in 2026 with additional room in 2030
- Budget \$200k annually for capital projects FY2019-2026 generating \$1.4M towards capital
- Total \$11.4M without referendum



Proposed \$3M in 2019, \$3M in 2023, \$4M in 2026 with room in 2030 for additional debt

Taxable Refunding in April 2019 with Tax-Exempt New Money Issues in 2019, 2023, 2026

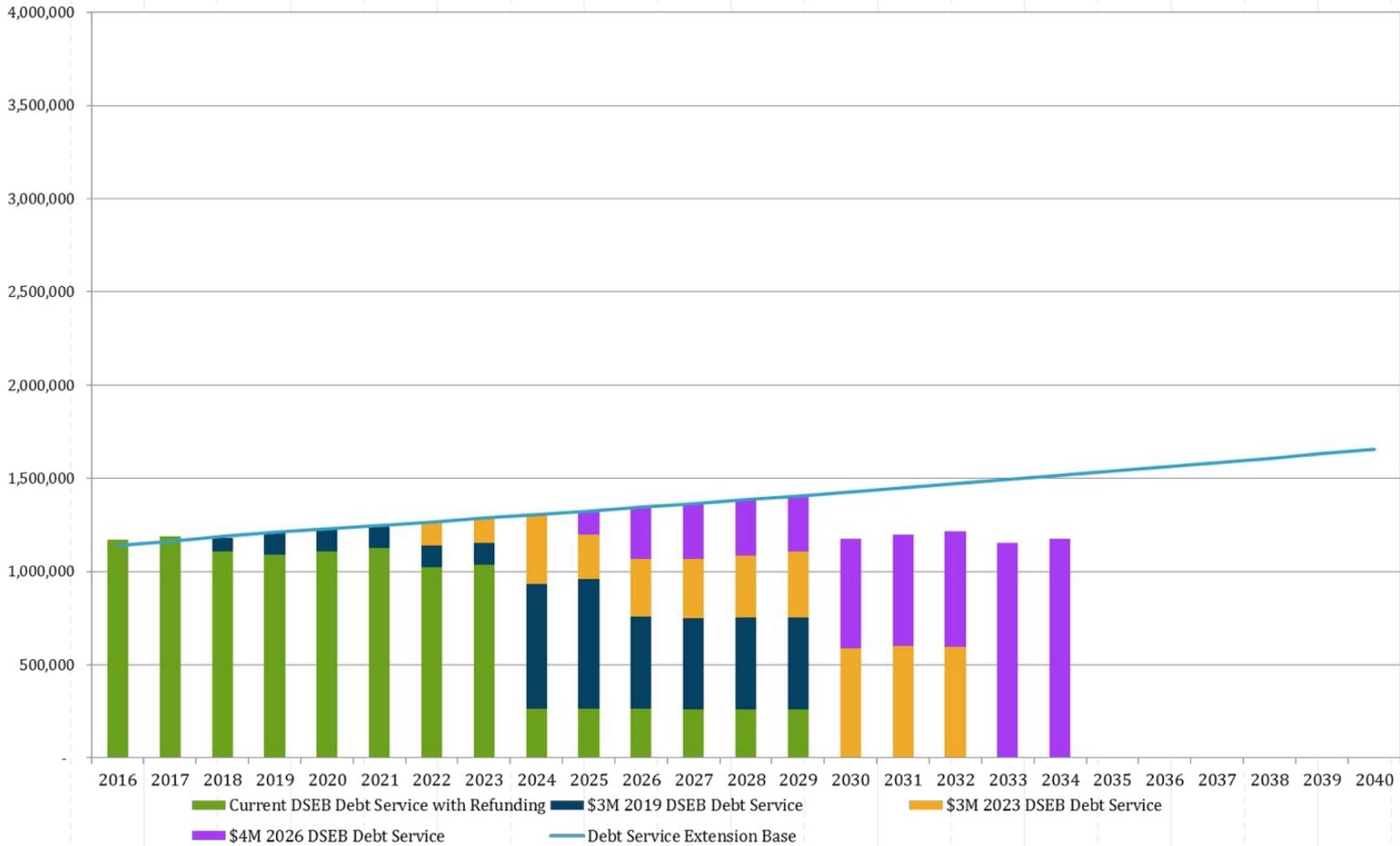
Tax Year	Debt Service Extension Base	CPI Growth (1)	Non-Referendum (DSEB/Limited Tax)					Total DSEB D/S	Remaining DSEB Capacity	
			Current DSEB D/S	Refunded Series 2013/14 Debt Service	Taxable Refunding Series 2019 Debt Service	\$3,000,000 Series 2019 Debt Service	\$3,000,000 Series 2023 Debt Service			\$4,000,000 Series 2026 Debt Service
2016	1,139,214	0.70%	1,170,013					1,170,013	(30,798)	
2017	1,163,138	2.10%	1,189,813					1,189,813	(26,675)	
2018	1,187,564	2.10%	1,209,413	(136,463)	35,799	73,173		1,181,922	5,642	
2019	1,211,315	2.00%	1,241,813	(208,063)	57,534	117,600		1,208,884	2,431	
2020	1,229,485	1.50%	1,261,413	(211,663)	57,534	117,600		1,224,884	4,601	
2021	1,247,927	1.50%	1,288,613	(219,863)	57,534	117,600		1,243,884	4,043	
2022	1,266,646	1.50%	1,313,013	(347,463)	57,534	117,600	125,538	1,266,221	424	
2023	1,285,645	1.50%	1,339,613	(359,663)	57,534	117,600	129,400	1,284,484	1,162	
2024	1,304,930	1.50%	-		262,534	672,600	369,000	1,304,134	797	
2025	1,324,504	1.50%	-		264,395	695,400	239,000	1,23,787	1,322,582	1,922
2026	1,344,372	1.50%	-		265,494	491,400	308,800	276,000	1,341,694	2,678
2027	1,364,537	1.50%	-		261,224	489,600	315,600	296,600	1,363,024	1,513
2028	1,385,005	1.50%	-		261,518	492,200	331,800	296,200	1,381,718	3,287
2029	1,405,780	1.50%	-		261,150	494,000	352,000	295,600	1,402,750	3,030
2030	1,426,867	1.50%	-		-	-	586,000	589,800	1,175,800	251,067
2031	1,448,270	1.50%	-		-	-	600,200	597,000	1,197,200	251,070
2032	1,469,994	1.50%	-		-	-	598,000	618,200	1,216,200	253,794
2033	1,492,044	1.50%	-		-	-	-	1,152,800	1,152,800	339,244
2034	1,514,425	1.50%	-		-	-	-	1,175,200	1,175,200	339,225
2035	1,537,141	1.50%	-		-	-	-	-	-	1,537,141
2036	1,560,198	1.50%	-		-	-	-	-	-	1,560,198
2037	1,583,601	1.50%	-		-	-	-	-	-	1,583,601
2038	1,607,355	1.50%	-		-	-	-	-	-	1,607,355
2039	1,631,465	1.50%	-		-	-	-	-	-	1,631,465
2040	1,655,937	1.50%	-		-	-	-	-	-	1,655,937
			10,013,700	(1,483,175)	1,899,781	3,996,373	3,955,338	5,421,187	23,803,203	
			All in True Interest Cost		4.44%	3.72%	4.21%	4.64%	All in True Interest Cost	
			PV Savings		\$ (84,204)	\$ 3,000,000	\$ 3,000,000	\$ 4,000,000	Proceeds	
			Cash Flow Savings		\$ (416,606)					

(1) EAV is assumed to increase by 15% in the triennial reassessment in levy year 2016; CPI is assumed to grow at 2.00% in 2019 and 1.5% in LY 2020 and thereafter

(2) Interest rates are based on current market spreads over Treasury rates (refunding portion) and AAA-MMD Index (new money portion) as of May 24, 2018

with 0.50% cushion for 2019 issues, 1.00% cushion for Series 2023, and 1.50% cushion for Series 2026.

Proposed \$3M in 2019, \$3M in 2023, \$4M in 2026 with room in 2030 for additional debt



Proposed Timeline

September 2018 - Resolution of Intent to issue Working Cash

October 2018 - Public hearing

November 2018 - Approve Bond Resolution

January 2019 - Bid Process for proposed work

March 2019 - Close Bond Issue



Proposed Projects

- Consultation with ARCON
- Identify Priority projects to
 - Address greatest needs
 - Maximize cost saving
 - Group/Align projects with common vendors or process to minimize costs



Proposed Projects - 2019

Mac Kitchen Make Up Air Retrofit	\$27,500.00
IKE HVAC RH Retrofit	\$80,000.00
IKE North Playground Lot Replacement	\$87,000.00
IKE Roof Replacement	\$350,000.00
District Office Roofing Replacement & Masonry Improvements	\$200,000.00
Wood Siding Replacement Study	\$25,000.00
Life Safety Items & Misc. LRP Deferred	\$75,000.00
<i>Subtotal</i>	<i>\$844,500.00</i>



Proposed Projects - 2020

Sullivan Roofing Replacement	\$295,000.00
Ross/Sullivan HVAC RH Retrofit	\$160,000.00
District Wide Phone/Intercom Upgrades and Replacement	\$120,000.00
Ross Staff Washroom	\$80,000.00
Wood Siding Replacement Phase 1	\$155,608.00
Life Safety Items & Misc. LRP Defferred	\$75,000.00
<i>Subtotal</i>	<i>\$885,608.00</i>



Proposed Projects - 2021

IKE MPR Flooring Replacement	\$ 58,000.00
MAC Roofing Replacement Phase 1	\$ 500,000.00
Wood Siding Replacement Phase 2	\$ 155,608.00
MAC HVAC RH Retrofit	\$ 160,000.00
Life Safety Items & Misc. LRP Deferred	\$ 75,000.00
<i>Subtotal</i>	<i>\$948,608.00</i>

Let's Grow Together!

Engage
Envision
Enact



District 23

ESSA/Evidence Based Funding

Presentation to Board of Education

July 11, 2018



ESSA

Every Student

Succeeds Act and

Illinois Evidence

Based Funding

Model

EBM

Academic Goals

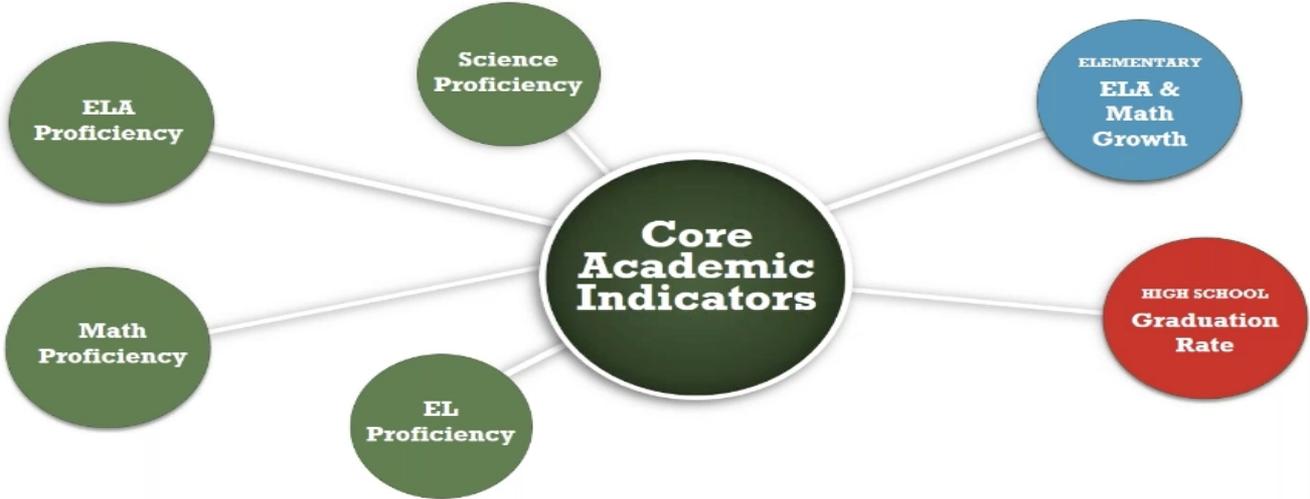
Long-Term Academic Goals by 2032

90% or more:

- 3rd grade students **reading** at/above grade level.
- 5th grade students meet or exceed expectations in **math**.
- 9th grade students are on track to **graduate** with cohort.
- Students graduate from HS **ready for college and career**.



Indicators: Academic 75%



Core Academic Indicators – 75%

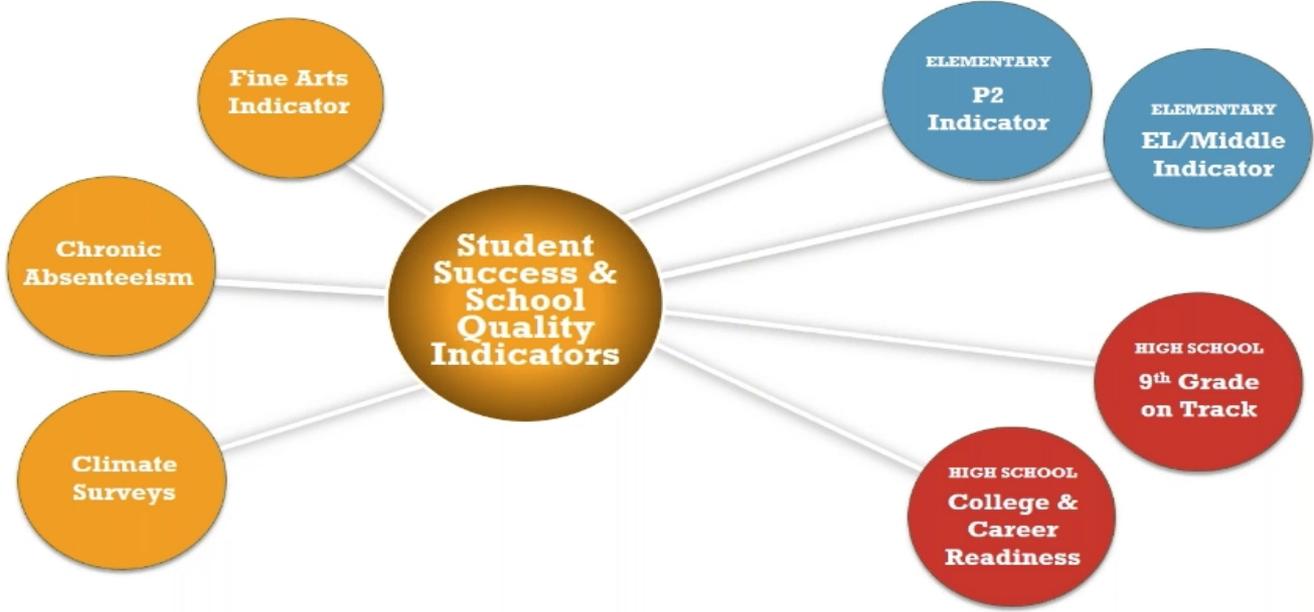
Accountability - Academic Indicators 75%

All Students and Subgroup (Subgroup N = 20)

Academic Indicators - 75%

- Illinois Academic Readiness Test (IAR) - Replaces PARCC (25%)
 - ELA Proficiency
 - Math Proficiency
 - Illinois Science Assessment
 - ACCESS - EL Proficiency
- Growth Indicators (50%)
- A-F Designation on Report Card, by school

Indicators: Quality 25%



Student Success/School Quality Indicators – 25%

Accountability - Quality 25%

- Absenteeism
- Climate Survey (5 Essentials)
- Fine Arts Indicator
- P2/Elementary/Middle School Indicators

Tier Designations

SUMMATIVE SCHOOL DESIGNATIONS

Tier 1 Exemplary School	A school that has no underperforming subgroups at or below the level of the "all students" group in the lowest 5 percent of Title 1 schools, a graduation rate of greater than 67 percent, and whose performance is in the top 10 percent of schools statewide.
Tier 2 Commendable School	A school that has no underperforming subgroups at or below the level of the "all students" group in the lowest 5 percent of Title 1 schools, a graduation rate greater than 67 percent, and whose performance is not in the top 10 percent of schools statewide.
Tier 3 Underperforming School	A school in which one or more subgroups is performing at or below the level of the "all students" group in the lowest 5 percent of Title I schools.
Tier 4 Lowest Performing School	A school that is in the lowest-performing 5 percent of Title I schools in Illinois and those high schools that have a graduation rate of 67 percent or less.

95%
participation
rate

TIER 3 – TARGETED

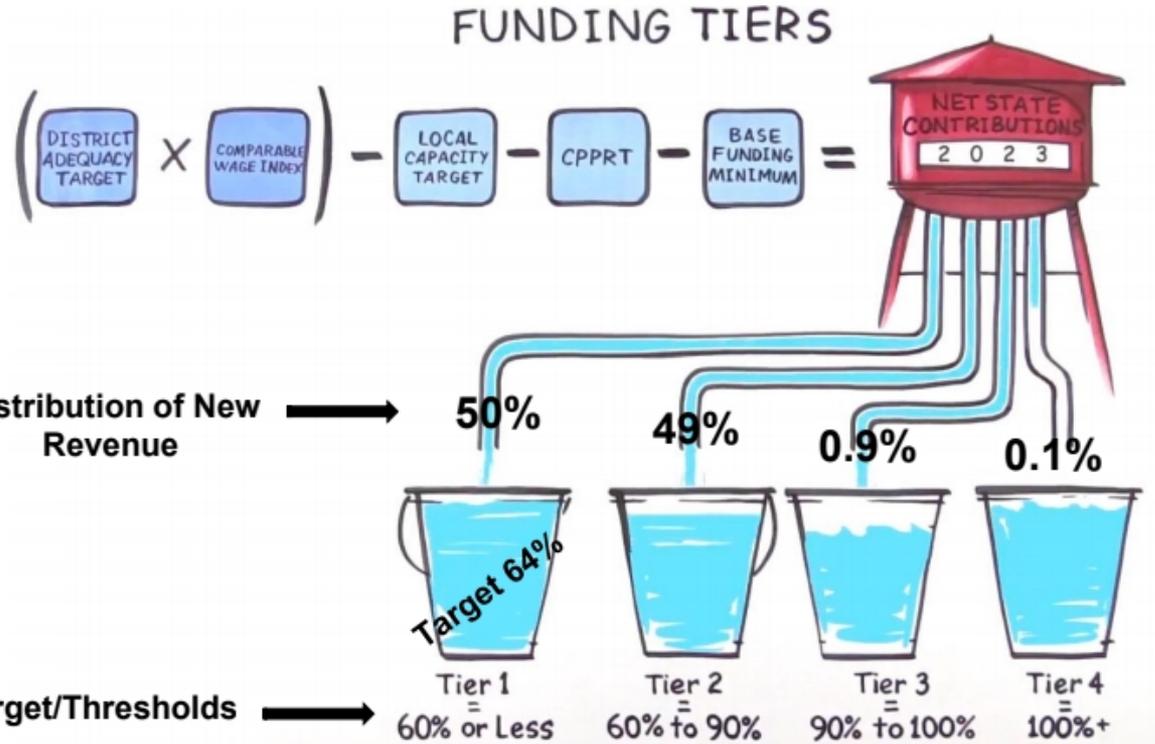
Definition:

Schools in which **one or more subgroup** is performing at or below the level of the *all students* group in the lowest 5% of Title 1 schools. **(3-year composite average beginning with 2016 as the baseline data year.)**

School will also be in Tier 3 if it has failed to meet a 95% assessment threshold in any subgroup for three straight years.

**EBM
Evidence Based
Model
(State Funding
Distribution)**

District 23



Tier 3

92% Adequacy

\$44,000 in new funds

27 Research Based Elements

Core Instructional FTE

- Core Teachers K-3
- Core Teachers 4-12
- Specialist Teachers
- Instructional Facilitators
- Core Intervention Teachers
- Substitute Teachers
- Guidance/Nurses
- Supervisory Aides
- Librarian/Library Aides
- Principal/Assistant Principal
- School Site Staff
- Full Day Kindergarten

27 Research Based Elements

Per Student Allocation

- Gifted
- Professional Development
- Instructional Materials
- Assessment
- Computer Technology
- Student Activities

Central Services

- Maintenance and Operations
- Central Office
- Employee Benefits

Diverse Learners

- Intervention (Poverty/EL)
- Pupil Support (Poverty/EL)
- Extended Day (Poverty/EL)
- Summer School (Poverty/EL)
- English Learner (EL)
- Special Education - Teachers, Psychologist, Aides



Next Steps

- Tell OUR story
 - Develop Dashboard Indicators
 - Support Faculty, Administration and Board in awareness/understanding of ESSA and EBM
 - Build Capacity and Understanding of monitoring Adequacy Target Indicators
 - Align Budget Priorities
 - Create Site Based funding report mechanisms.
-

SCHOOL DISTRICT ORGANIZATION

1:30 School District Philosophy

**It is the Mission of Prospect Heights School District 23 to:
Create Opportunities that Inspire ALL students to Grow as learners, individuals, and citizens.**

Prospect Heights School District 23 is a place where: Inspiration and Dedication lead to Student Growth.

We Believe:

- Students learn best in a safe, respectful, and inclusive environment.
- Students grow as citizens when their learning is connected to the community through service.
- An engaging and collaborative learning environment is critical to supporting all students.
- Our diversity is a strength that creates resilient, socially aware, compassionate citizens.
- Social and emotional competencies foster a positive and healthy learning environment.
- Goals are accomplished when thoroughly planned, implemented, and supported.
- Growth is enhanced through inspiration, high expectations, and shared responsibility for student learning.
- Effective and strategic communication promotes transparency and trust.
- Quality instruction stems from a culture of continuous professional improvement, innovation and support.
- Community members and agencies are essential partners in the achievement of our mission.
- Focused and appropriately applied use of technology enhances teaching and learning.
- A commitment to stable and sustainable fiscal management strengthens our organization and community.

CROSS REF: 6:10 (Educational Philosophy and Objectives)

ADOPTED: August 15, 2018

Prospect Heights School District 23

INSTRUCTION

6:10 Educational Philosophy and Objectives

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to inspire ALL students to be:

- Academically Skilled and Prepared for High School
- Problem Solvers and Critical Thinkers
- Growth Minded and Resilient
- Personally and Socially Responsible
- Kind, Caring and Empathetic
- Flexible and Creative Thinkers
- Well-Rounded and Actively Involved
- Communicators and Collaborators

The District 23 Educational program will provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, Equal Educational Opportunities.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Goals and Objectives), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

ADOPTED: August 15, 2018