

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
BOARD OF EDUCATION - REGULAR MEETING  
WEDNESDAY, DECEMBER 12, 2018  
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

*Achieving excellence in learning through an equitable education for all.*

**AGENDA**

**I. CALL TO ORDER**

Jeff Bowes, Board President, calls the meeting to order.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

PRESENT: Mrs. Peters, Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus

ABSENT: No one

ALSO PRESENT: Dr. Don Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent of Instruction, Mr. Micheal DeBartolo, Assistant Superintendent of Finance and Operations.

**IV. RECOGNITION OF VISITORS**

**At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the Board of Education. If you would like to address the board, please complete a Visitor Participation Form and present it to Mrs. O'Donnell, our recording secretary, at this time. The Board will be prepared to address those comments related to the agenda within a reasonable time.**

**V. COMMUNICATIONS - INFORMATION**

A. Thank you notes

6

**VI. COMMITTEE REPORTS - INFORMATION**

A. Building and Sites

**Pat will report.**

B. I.A.S.B. - No report

C. Policy - No report

Scheduling meeting for December.

D. School/Community Relations - No Report

E. N.S.S.E.O.

**Carol will report.**

F. Finance

**Carol will report.**

G. Negotiations

**Jeff will report.**

**Negotiations meeting was held on 12/5. Work groups for insurance and labor management have also met and are working on recommendations.**

**VII. CONSENT AGENDA - ACTION**

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
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**The consent agenda includes state reports, the Annual Statement of Affairs and the Annual Immunization Compliance Report, the minutes from the regular board meeting, minutes of November 14, 2018 and executive session on November 10, 2018, and the December personnel report.**

**I move to approve the consent as presented.**

- |                                                                                    |    |
|------------------------------------------------------------------------------------|----|
| A. Approval of the Regular Minutes of the Board Meeting November 14, 2018.         | 14 |
| B. Approval of Special Meeting Minutes of the Executive Session November 10, 2018. | 19 |
| C. Personnel Report                                                                | 21 |
| D. Disposal of Surplus Property                                                    | 22 |

**From time to time the District has personal property which is surplus to its inventory due to (a) the property no longer having any value to the District or (b) the property no longer having use by the District. When such incidences occur, the District disposes of the property pursuant to resolution, approved by the Board, either through actual disposal (garbage) or sale (public or private). The Resolution for Disposal of Property is attached and the personal property being disposed described in the Resolution.**

**I move to approve the Resolution for Disposal of Surplus Personal Property.**

**VIII. FINANCIAL REPORT - ACTION** 26

**Attached is the memo recommending payment of the voucher lists for materials, supplies and services paid since the last BOE meeting. In addition, the District payments for salaries and insurance benefits during the previous month are included for approval. Those documents are all included for your review.**

**I move to approve the Financial Report as presented.**

**IX. SUPERINTENDENT'S REPORT**

- |                                                     |    |
|-----------------------------------------------------|----|
| A. Annual Statement of Affairs - <b>INFORMATION</b> | 75 |
|-----------------------------------------------------|----|

**The Annual Statement of Affairs is required annually. It must be posted on the District's website and published in a local newspaper. The Annual Statement of Affairs is a summary statement of operations of the District reporting monies received by the District, monies spent by the District and paid to personnel by the District.**

- |                                                     |  |
|-----------------------------------------------------|--|
| B. End of Year Calendar Update - <b>INFORMATION</b> |  |
|-----------------------------------------------------|--|

**Due to the use of an emergency day on November 26, we will need to utilize a make up day in June. We do not need to officially adjust the calendar as our calendar included this provision. It is important, however, to notify parents and staff of this change. We will include information in school newsletters and the staff 411 to let everyone know that the updated last day is now Wednesday, June 5. This may yet change if more emergency days are used this Winter/Spring.**

- |                                                         |    |
|---------------------------------------------------------|----|
| C. Math Curriculum Adoption Update - <b>INFORMATION</b> | 89 |
|---------------------------------------------------------|----|

**Dr. Zaher will provide an update to the Board on the progress of the Math Curriculum committee. No presentation will be made, but Board members should feel free to ask**

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
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**AGENDA**

- questions if necessary.**
- D. Annual Immunization Compliance Report - **INFORMATION** 92  
**The Annual Immunization Compliance Report is filed with ISBE and shows 99.7% compliance. Our nurses track and document immunization records and exemptions while supporting parents to access required services. At the time of the reporting, 4 students were excluded due to noncompliance. Those students are now in compliance and no longer excluded.**
- E. Extended Day Program Fee Review - **INFORMATION** 93  
**Mr. DeBartolo and EDP Director Kris Lebrecht prepared an overview of program enrollment and services. At this time, administration is not recommending an increase in fees for the 2019-20 school year. A presentation will not be made, but Board members should feel free to ask questions if necessary.**
- F. Freedom of Information Requests - **INFORMATION**  
**The District received one Freedom of Information request. The request and documents are attached below.**
1. Smart Procure Request 95
- G. Approval of Annual Insurance premium for Property and Liability Coverage with SSCIP - **ACTION** 97  
**I move to approve the 2019 Premium for the District's property and liability insurance with SSCIP, the school district's insurance cooperative.**
- H. 2019 Board of Education Meeting Dates and Locations - **ACTION** 100  
**After receiving Board input during the discussion of this topic at the last meeting, Administration has prepared a calendar of Board of Education Meetings scheduled for the second Wednesday of each month at 7:00pm. Locations are established to visit each school once during each year with the balance of meetings held at the Grodsky Administration building.**
- I move to approved the dates, time, and locations of Board of Education Meetings for 2019 as presented.**
- I. eCube Proposal - **ACTION** 101
- J. Adoption of 2018 Tax Levy - **ACTION** 112  
**At the November 2018 meeting of the BOE, a presentation was made and the tentative levy for 2018 was approved. Tonight the Administration recommends approval of the 2018 Tax Levy as presented.**  
**I make a motion to approve the 2018 Tax Levy as presented.**
- K. Buildings and Grounds Update - **INFORMATION** 118  
**Director of Buildings and Grounds, Brian Rominski, will present an overview of the projects and timelines for anticipated work to be completed across the District in Spring/Summer 2019.**
- X. **RECOGNITION OF VISITORS AND VISITOR PARTICIPATION**

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At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the Board of Education. If you would like to address the board, please complete a Visitor Participation Form and present it to Mrs. O'Donnell, our recording secretary, at this time. The Board will be prepared to address those comments related to the agenda within a reasonable time.

**XI. OLD BUSINESS**

A. Triple I Conference 2018 - **DISCUSSION**

**Attendees are invited to share any feedback from their experience at the annual conference and highlights from sessions.**

B. Privacy Procedures Review - **DISCUSSION**

**XII. NEW BUSINESS**

**XIII. EXECUTIVE SESSION**

**I move we adjourn to Executive Session for matters regarding negotiations, litigation and personnel. There will be no action after Executive Session.**

A. 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.

B. 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.

C. 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.

123

**XIV. OPEN SESSION**

**XV. ADJOURN**

**DISTRICT ORGANIZATIONAL GOALS**

- **Student Success:** Ensure all students are well rounded and emotionally and academically prepared for success in high school.
- **Teaching, Learning, and Innovation:** Encourage a learning environment that emphasizes excellence and retains high-quality staff.
- **Family and Community Partnership:** Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and

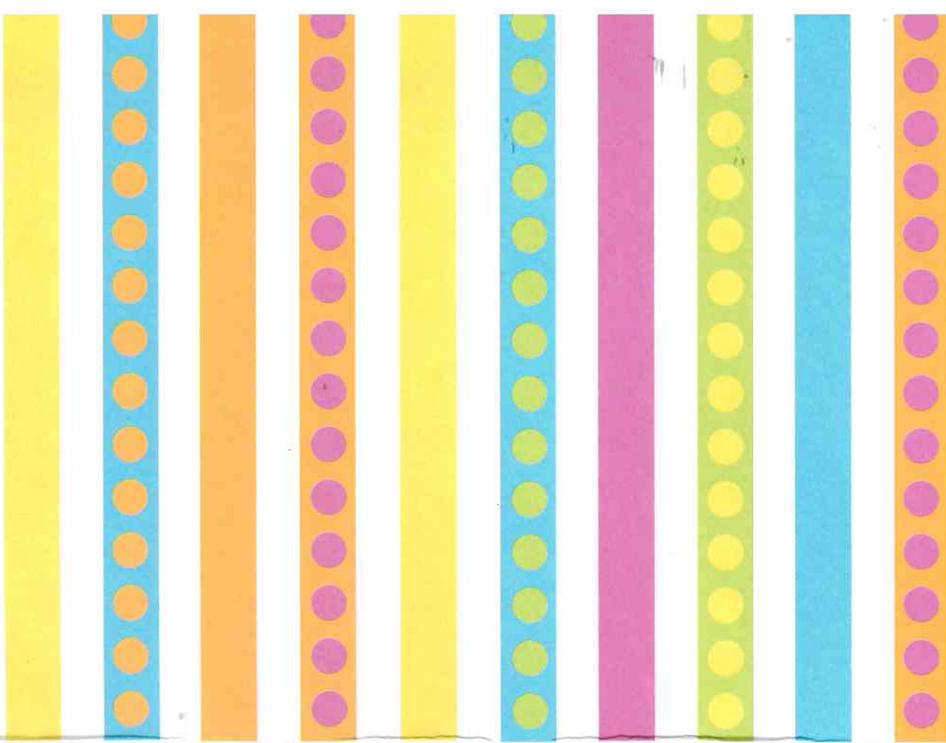
**PROSPECT HEIGHTS SCHOOL DISTRICT 23**  
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**AGENDA**

understanding of district priorities.

- **Sustainable Resources:** Advance effective use of resources to support safe, learner ready facilities that maximize student learning.



Dear Administration and Board Members,

Thank you for being so thoughtful. The individual selections were greatly appreciated by all. We also loved the personal deliveries, too!

Julie Mullaney  
Pam Conroy  
Susan Miller  
Teresa Hawkwind  
Dulcie Gardner  
Lisa Schmidt  
Michelle Valdez

Ann Walker

Ann Walker

Ann Walker

Christina  
Pufundt

Ann Walker



Administration and Board Members,  
Thank you so much for the  
personalized bag of goodies! It was  
the perfect "boost" we all needed!  
The monster in us was very  
satisfied! 😊



Dear Board of Education members

The PHEA members would like to say thank you & how much we appreciated the snacks the week of the 12-15<sup>th</sup>. It really helped those last few days before Thanksgiving Break.  
Thanks again PHEA.

Dear District 23  
Board and Administration,

Thank you so much  
for the treats on  
American Education  
Week! It was so  
thoughtful and really  
helped us get through  
our <sup>2<sup>nd</sup></sup> conference week!

**YOU'RE WONDERFUL!**

Thank you!

The Second Grade  
Team

11/15/18

Dear Admin Colleagues and School Board,

Thank you so much for the morning snack! I really enjoyed the treat, but the added touch of having it delivered made it extra special. Thanks for brightening my week during this very busy time of year. Finally, thanks for all you do ~~to~~ <sup>in</sup> continuing to make district 23 a great place for kids to grow!

Sincerely, *Marikene Brown*

thanks

Dear Board + Admin,

Thank you for the "American Education Week" snacks, what a treat. I'm saving the full size Snickers for later 😊. Thanks for thinking of us.  
Satti Walsh

your thoughtfulness  
meant so much



Dear Board of Education,

Thank you so much for  
the plant you sent in honor  
of my father. As much as  
we will miss him, he had  
93 great years. He knew all  
10 of his grandchildren +  
all 23 great-grandkids. He  
left us with a great legacy!

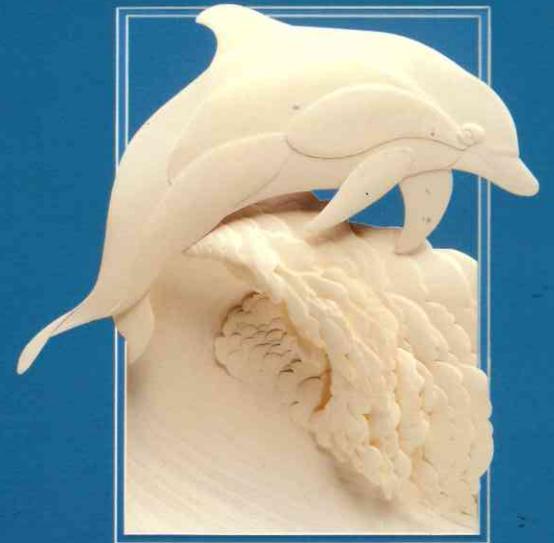
Sincerely,  
Nancy

Thank you for the  
treat bag in recognition  
of American Education  
week. It was so thoughtful  
of you to personalize the  
goodies.

With conferences (and the  
Book fair), it was  
especially nice.

Fondly,

Betsy Yager



© Carol Johnson '14

*Reading Provides Direction*



# PROSPECT HEIGHTS SCHOOL DISTRICT 23

## MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Anne Sullivan School 7:00 p.m. November 14, 2018

<p><u>Members Present</u>          Jeff Bowes, Board President          Mari-Lynn Peters          Carol Botwinski          Pat Chester          Brian Greidanus</p>	<p><u>Members Absent</u>          Kevin Novak          Jim Bednar</p>
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<p><b><u>CALL TO ORDER</u></b></p>	<p>Jeff Bowes, Board President, called the meeting to order at 7:02 p.m.</p>
<p><b><u>PLEDGE OF ALLEGIANCE</u></b></p>	<p>Members of the First Lego League Robotics Teams from Sullivan led the Board in reciting the Pledge of Allegiance. Dr. Angelaccio introduced the students and talked briefly about the program. After the pledge the students answered questions. Members of the team described how to build their robot and explained how to receive points and avoid penalties during the competition. There are two teams led by Miss Funk: The Moon Walkers and the UFOS. There will be a competition on December 15, 2018 with sixteen schools.</p>
<p><b><u>ROLL CALL</u></b></p>	<p>PRESENT: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Greidanus, and Mrs. Peters.</p> <p>ABSENT: Mr. Novak and Mr. Bednar</p> <p>ALSO PRESENT: Dr. Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction, and Mr. Micheal DeBartolo, Assistant Superintendent of Finance and Operations.</p>
<p><b><u>RECOGNITION OF VISITORS AND PARTICIPATION</u></b></p>	<p>No one addressed the Board.</p>
<p><b><u>COMMUNICATIONS</u></b></p>	<p>District 23 recognized our School Board, as National School Board Recognition Day was November 15, 2018. The Board received the IASB Governance Award and four members were awarded Master Board Member Recognition. Dr. Angelaccio presented the Board members with certificates and thanked them for all of their hard work,</p>

	<p>dedication, and service to the community.</p> <p>District 23 celebrated American Education November 12-16, 2018. Staff members were served a bag of treats delivered by Dr. Angelaccio, Dr. Zaher, Mr. DeBartolo and various Board members in appreciation for all of their contributions.</p> <p>2018 District and School Report Cards were published by the Illinois State Board of Education. Sullivan was designated as Exemplary, placing in the top 10% of Illinois schools. Eisenhower, Ross and MacArthur were all designated as Commendable which demonstrates the consistently high level of performance of our students and schools. Dr. Angelaccio praised Sullivan for their Exemplary status and the other schools for having achieved Commendable status.</p> <p>The Village of Wheeling thanked the district for the help in collecting items for the victims of the apartment fire over the summer.</p> <p>District 23 was recognized for Distinguished Service in partnership with District 214 Career Discovery Department. This award was presented to the District for its high level of collaboration with the Educator Prep program, for hosting a range of interns and work experiences, and for the integrated Wildstang/STEM offerings at MacArthur.</p>
<p><b><u>COMMITTEE REPORTS</u></b></p>	<p><u>Building and Sites</u> Mr. Chester reported on the meeting of November 2, 2018. Maintenance positions were discussed and will be presented at the December Board meeting. Recommendation to post position in January with approval at the March meeting.</p> <p>The Prospect Heights Youth Baseball/Softball Association will submit a proposal for the repairs and maintenance of the baseball field at Eisenhower.</p> <p><u>I.A.S.B/ED-RED</u> Mrs. Peters reported that the Board would attend the Triple I conference this upcoming weekend.</p> <p><u>Policy</u> No report.</p> <p><u>School/Community Relations</u> No report.</p> <p><u>N.S.S.E.O.</u> Mrs. Botwinski reported on the meeting of November 7, 2018. NSSEO raised \$36,000 at the 50<sup>th</sup> Anniversary Bash. Funds for the Timber Ridge gym project were discussed.</p>

	<p>There were no findings in the FY18 Audit Report.</p> <p>The transportation contract with Richlee Vans was renewed.</p> <p><u>Finance</u> Mrs. Peters reported on the two Finance Committee meetings on November 1, and November 6, 2018. The National Investigations Residency Verification findings were discussed.</p> <p>There was discussion of the 2018 Preliminary Tax Levy and the final 2018 tax levy to be approved at the December meeting.</p> <p>Rates for gas and electric service are locked in, and new contracts were recommended to be approved by both Finance and Buildings and Sites Committees.</p> <p>The petition period has expired for the issuance of the bonds, with no petitions received. The recommendation is to move forward with the issuance of the \$3,000,000 in bonds to be approved.</p> <p><u>Negotiations</u> Mr. Bowes reported that on November 2, 2018 the negotiation process began as planned.</p>
<p><b><u>CONSENT AGENDA</u></b></p>	<p>The consent agenda included the approval of minutes from Regular and Executive session on October 10, 2018 and special meeting on October 24, 2018. Also included was approval of the executed gas and electric contracts and the November personnel report.</p> <p>Motioned by Mrs. Peters, seconded by Mrs. Botwinski, to approve the Consent Agenda as presented. The motion passed by a vote 5 Ayes (Botwinski, Bowes, Chester, Greidanus, Peters) 0 Nays. 2 Absent (Novak, Bednar)</p>
<p><b><u>FINANCIAL REPORT</u></b></p>	<p>Mr. DeBartolo presented the memo recommending payment of the voucher lists for materials, supplies, and services paid since the last BOE meeting. Also, the District payments for salaries and insurance benefits during the previous month were included for approval.</p> <p>Motioned by Mr. Chester, seconded by Mr. Greidanus, to approve the Financial Report as presented. The motion passed by a vote 5 Ayes (Botwinski, Bowes, Chester, Greidanus, Peters) 0 Nays. 2 Absent (Novak, Bednar)</p>
<p><b><u>SUPERINTENDENT'S REPORT</u></b></p>	<p>Ms. Meziere presented the Sullivan State of the School/School Improvement Plan highlighting their mission and vision. She gave an overview of the school's goals and alignment to District initiatives. Principal Meziere celebrated the recent ISBE Exemplary Designation for Sullivan School citing the outstanding student growth and dedicated faculty. Ms. Meziere discussed the implementation of the</p>

use of Class Dojo as a school wide communications tool, to broaden parent/school communication. Mr. Greidanus had many positive comments about the use of Class Dojo. Guests were invited to tour their new innovation lab.

The Board received an update on the progress toward our Strategic Plan, which included highlights of the activities that have been completed.

The Board discussed the 2018 estimated tax levy and scheduled a public hearing at the December meeting to approve the levy. Motioned by Mrs. Peters, seconded by Mr. Bowes, to approve the Tentative Tax Levy for 2018 as presented and establish the time of the hearing on the approval of the 2018 Tax Levy for December 12, 2018 at the regular meeting of the Board of Education. The motion passed by a vote 5 Ayes (Botwinski, Bowes, Chester, Greidanus, Peters) 0 Nays. 2 Absent (Novak, Bednar)

The Board discussed the issuance of bonds as described in the resolution for the purpose of performing capital projects contained within the District's 10-year Health Life Safety Survey and Long-Range Facilities Plan.

Motioned by Mrs. Peters, seconded by Mr. Bowes to approve the Resolution providing for the issue of not to exceed \$3,000,000 General Obligation Limited Tax School Bonds, Series 2019A, and not to exceed \$1,500,000 Taxable General Obligation Limited Tax Refunding School Bonds, Series 2019B, of the District for the purpose of increasing the Working Cash Fund of the District and refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax to pay the principal and interest on the bonds, and authorizing the execution of a Bond Purchase Agreement with Raymond James & Associates, Inc., in connection with the proposed sale of the bonds. The motion passed by a vote 5 Ayes (Botwinski, Bowes, Chester, Greidanus, Peters) 0 Nays. 2 Absent (Novak, Bednar)

Enrollment projections for the 2018-2019 school year were presented as the first step in developing a staffing plan. Dr. Angelaccio explained all the components used to come up with these trends and numbers. Mr. Chester asked about the total number of students for the 19-20 school year.

The Board discussed the proposed IASB Resolutions. After reviewing the proposed resolutions, the Board directed Mrs. Botwinski to vote in support of items 4, 5, 6, 7 and 8 and against items 1, 2, and 3 as outlined in the memo.

Motioned by Mr. Chester, seconded by Mrs. Botwinski to approve the directed vote on IASB Resolutions. The motion passed by a vote 5

	<p>Ayes (Botwinski, Bowes, Chester, Greidanus, Peters) 0 Nays. 2 Absent (Novak, Bednar)</p> <p>2019 Board of Education Meeting dates were presented for discussion. Three options were presented, the Board members indicated preference to keep the meetings as scheduled. Next month there will be a final vote.</p>
<b><u>RECOGNITION OF VISITORS AND VISITOR PARTICIPATION</u></b>	No one addressed the Board.
<b><u>OLD BUSINESS</u></b>	none
<b><u>NEW BUSINESS</u></b>	Triple I Conference planning packet was presented.
<b><u>EXECUTIVE SESSION</u></b>	There was no Executive Session.
<b><u>ADJOURN</u></b>	Motioned by Mrs. Botwinski, seconded by Mr. Chester to adjourn the meeting at 8:40 pm. Voice vote followed 5 Ayes 0 Nays. Absent were Mr. Bednar and Mr. Novak.

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Board President

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Board Secretary



# PROSPECT HEIGHTS SCHOOL DISTRICT 23

## MINUTES OF THE EXECUTIVE SESSION OF THE SPECIAL BOARD OF EDUCATION MEETING

Executive Session    Grodsky Center    8:06 a.m. –10:35 a.m.    November 10, 2018

### Members Present

Jeff Bowes, Board President  
Mari-Lynn Peters  
Kevin Novak  
Carol Botwinski  
Jim Bednar  
Brian Greidanus  
Pat Chester

### Members Absent

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### ROLL CALL AND VISITORS

Superintendent Dr. Don Angelaccio; Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction; Mr. Micheal DeBartolo, Assistant Superintendent of Finance and Operations; Mr. Craig Curtis, Principal Betsy Ross Elementary School.

### NEGOTIATIONS

Discussed snow days and the calendar.

Discussed ESP professional development.

Discussed internal subbing.

Discussed stipends.

Discussed district insurance.

Discussed retirement incentives.

**AT 10:25 A.M. KEVIN NOVAK LEFT THE MEETING.**

### LITIGATION

A BOE member is needed for mediation meeting in January.

### PERSONNEL

Discussed expected termination of District employee.

**ADJOURNMENT**

Motion moved by Mr. Bednar and Mrs. Botwinski seconded the motion to return to Open Session at 10:35 a.m. Motion carried by a roll call vote of 6 AYES (Mrs. Botwinski, Mr. Bowes, Mr. Greidanus, Mrs. Peters, Mr. Bednar, Mr. Chester).

Nays; 0

ABSENT: 1 (Mr. Novak)

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Board President

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Board Secretary

**PERSONNEL REPORT 12/12/18**

<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>
Janina Babon	Night Custodian	Jaime Rojas Ramos	New Hire	1			MAC		\$15/hour
Maria Loreto Fernandez Puig	EL Tutor	Ania Rodriguez	New Hire	3.2 hrs/day			Ike		\$18.51/hour
Romina Salinas	EL Tutor	Claudia Kowalski	New Hire	3.2 hrs/day			Ross		\$18.51/hour
Sam Keopraseuth	Tech Support Technician		Resignation	1			Admin.		\$40,066

**RESOLUTION FOR THE DISPOSAL OF SURPLUS PERSONAL PROPERTY  
Tech Equipment & Supplies**

Board of Education  
Prospect Heights School District 23  
Cook County, Illinois

**WHEREAS**, Prospect Heights School District 23, Cook County, Illinois, has accumulated certain personal properties which is no longer functional to the school district;

**WHEREAS**, pursuant to Section 10-22.8 of the Illinois School Code (105 ILCS 5/10-22.8), a resolution declaring the property as surplus property and no longer needed for school purposes must be presented for consideration by the Board of Education;

**WHEREAS**, the District administration has prepared the resolution and inventory of property for the Board of Education to consider; and

**WHEREAS**, in compliance with the provisions of Section 10-22.8 of the Illinois School Code, the Board of Education considers the resolution sufficient and the inventory complete.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Education for Prospect Heights School District 23, Cook County, Illinois as follows:

- Section 1: The recitals above are incorporated herein by reference.
- Section 2: The property referenced above and attached hereto via Exhibit A is declared as surplus property and therefore qualified for disposal by public sale OR private sale OR disposal.
- Section 3: The disposal of the property shall be overseen by the Superintendent or her designee.

Section 4: This Resolution shall be in full force and effect upon its passage by the Board of Education.

ADOPTED this 12th day of December 2018 upon receiving a motion from Member \_\_\_\_\_, and a second of the motion by Member \_\_\_\_\_ followed by a roll call vote recorded as follows:

AYES:

\_\_\_\_\_

NAYS:

\_\_\_\_\_

ABSENT/ABSTAIN:

\_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education

**Exhibit A**

**Tech Items**

**Apple MacBook Pros (3 total)**

C02QQG4KG8WN

C02PVCYVG8WN

C02PWBEFG8WN

**Anne Sullivan Office Furniture**

**Office Chairs (3 total)**

Metal Frame with Fabric Cushions

*(no asset identification tag due to dollar amount when purchased)*

STATE OF ILLINOIS                    )  
                                                  ) SS  
COUNTY OF COOK                    )

**CERTIFICATION OF RESOLUTION AND MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified acting Secretary of the Board of Education of Prospect Heights School District 23, Cook County, Illinois (the "Board"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

**RESOLUTION FOR THE DISPOSAL OF SURPLUS PERSONAL PROPERTY  
Tech Equipment & Office Furniture**

as adopted by the Board at its meeting held on the 12th day of December, 2018.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 12<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Secretary, Board of Education



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

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**Date: December 5, 2018**

**Subject: Formal payment of bills from November 20, 2018 to December 11, 2018  
pursuant to BOE Weekly Bill Payment Resolution Approved 5/9/2018**

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

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Pursuant to the Bill Payment Resolution for FY 2019 approved at the 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 November 20, 2018, through December 11, 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 November 2018 AND the insurance benefit payments made for November 2015.

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



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

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**Date: December 7, 2018**

**Subject: Salaries and Benefits Paid November 2018**

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

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The Board of Education is asked to formally approve the salaries and insurance benefit amounts paid by the District for November 2018. Those amounts have been paid as follows:

November 2018 Payroll and Insurance Information

November Payroll

November 2018 Payroll and Insurance Information

November 15 <sup>th</sup> Hourly Wages	\$32,652.67
November 15 <sup>th</sup> Salary	\$557,548.72
Total	\$590,201.39
November 30 <sup>th</sup> Hourly	\$27,463.40
November 30 <sup>th</sup> Salary	\$557,361.48
Total	\$584,824.88
November 30 <sup>th</sup> Special Payroll	\$443.75
Total Salaries	\$1,175,470.02
Insurance	\$242,126.16
Total Salary and Insurance	\$1,417,596.18

## Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
1st Metropolitan Translation Services						
Check Group:						
P/T Polish Interpreter 11/8/18 & 11/15/18		6	190579	11-15-18-01 11/15/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$480.00
P/T Ukrainian/Russian Interpreter 11/8/18		3	190579	11-15-18-01 11/15/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$300.00
P/TVietnamese Interpreter 11/8/18		3	190579	11-15-18-01 11/15/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$360.00
P/T Russian Interpreter 11/15/18		3	190579	11-15-18-01 11/15/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$300.00
P/T Gujarati/Hindi Interpreter 11/15/18		3	190579	11-15-18-01 11/15/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$300.00
Mileage		6	190579	11-15-18-01 11/15/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$196.20

Check #: 0

PO/InvoiceTotal:	\$1,936.20
Vendor Total:	\$1,936.20

Accurate Document Destruction Inc. 05314

Check Group:

SEPT. DOCUMENT SHREDDING SERVICES		1	190603	15635536 9/30/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$181.53
OCTOBER ENERGY/ENV FEES		1	190603	15635536 9/30/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$31.98
OCTOBER DOCUMENT SHREDDING SERVICES		1	190603	15635536 9/30/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$150.15

Check #: 0

PO/InvoiceTotal:	\$363.66
Vendor Total:	\$363.66

Anderson Pest Solutions

Check Group:

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Monthly Pest Management Services		1	190602	4979150 11/1/2018	20.5.0000.2542.319.01.0000 Professional Services	\$220.37
Check #: 0						
PO/InvoiceTotal:						\$220.37
Vendor Total:						\$220.37
Apple Inc.						
Check Group:						
Mac mini: 3.6GHz quad-core Intel Core i3 processor, 128GB		11	190565	6769347995 11/7/2018	10.5.0000.2225.410.01.0000 General Supplies	\$8,569.00
Check #: 0						
PO/InvoiceTotal:						\$8,569.00
Vendor Total:						\$8,569.00
ARCON						
Check Group:						
REGISTERED ROOF CONSULTANT		15	190608	25036 10/31/2018	20.5.0000.2542.319.01.0000 Professional Services	\$2,730.00
DRAFTER		14	190608	25036 10/31/2018	20.5.0000.2542.319.01.0000 Professional Services	\$1,820.00
CLERICAL/ADMIN		4	190608	25036 10/31/2018	20.5.0000.2542.319.01.0000 Professional Services	\$356.00
REIMBURSABLES		1	190608	25036 10/31/2018	20.5.0000.2542.319.01.0000 Professional Services	\$15.39
Check #: 0						
PO/InvoiceTotal:						\$4,921.39
Vendor Total:						\$4,921.39
AssetGenie, Inc						
Check Group:						
Ipad 5 repair - 4096 - Cracked Glass		1	0	1340887 11/7/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$79.00
Check #: 0						

**Prospect Heights School District 23**

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$79.00</u>
						Vendor Total: <u>\$79.00</u>
AT & T						
Check Group:						
AT&T Monthly Charges - Oct 5 - Nov 4, 2018		1 0		84787003385974 x1118 11/4/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$373.19
AT&T Monthly Charges - Oct 5 - Nov 4, 2018		1 0		84787038779146 x1118 11/4/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$728.45
						Check #: 0
						PO/InvoiceTotal: <u>\$1,101.64</u>
						Vendor Total: <u>\$1,101.64</u>
Blue Lion Systems, Inc						
Check Group:						
MONTHLY SERVICE FOR SAFE SECURITY CAMERA		1	190597	315708 10/1/2018	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$14.99
MONTHLY SERVICE FOR SAFE SECURITY CAMERA		1	190597	316030 11/1/2018	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$14.99
						Check #: 0
						PO/InvoiceTotal: <u>\$29.98</u>
Check Group:						
CLOUD BASED SECURITY CAMERA @ DISTRICT SAFE		1	190610	316317 11/16/2018	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$14.99
						Check #: 0
						PO/InvoiceTotal: <u>\$14.99</u>
						Vendor Total: <u>\$44.97</u>
Constellation NewEnergy, Inc.						
Check Group:						
Monthy Electric Charges - 10/8/18 - 11/6/18	80148	1	0	7287540-2 11/7/2018	20.5.0000.2542.466.01.0000 Electricity	\$1,824.09

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$1,824.09</u>
						Vendor Total: <u>\$1,824.09</u>
DeFranco Plumbing						
Check Group:						
PLUMBING REPAIRS FOR BANGING WATER PIPES @ ROSS, SULL, MAC		1	190609	24764 10/31/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$1,209.34
LABOR/MATERIALS TO REPLACE 4 FLOODED HOT WATER EXPANSION TANKS		1	190609	24765 10/31/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$979.00
Check #: 0						
						PO/InvoiceTotal: <u>\$2,188.34</u>
						Vendor Total: <u>\$2,188.34</u>
31 Edward Stauber 00103						
Check Group:						
LCN CLOSER BODY 4111-3071		1	190585	043352 10/31/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$559.00
Check #: 0						
						PO/InvoiceTotal: <u>\$559.00</u>
						Vendor Total: <u>\$559.00</u>
First Point Mechanical Services, LLC						
Check Group:						
BI-ANNUAL HVAC ROOFTOP PM		1	190422	C003849 11/1/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$3,650.00
BI-ANNUAL BOILER/PUMP/WATER HEATER PM		1	190422	C003849 11/1/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$1,400.00
Check #: 0						
						PO/InvoiceTotal: <u>\$5,050.00</u>
						Vendor Total: <u>\$5,050.00</u>
Hadley Associates, Inc						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Wasco Skylight		1	190551	93257 11/3/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$643.00
Check #: 0						
PO/InvoiceTotal:						\$643.00
Vendor Total:						\$643.00
Holmes Middle School						
Check Group:						
MAC - 8th grade girls Volley Ball Tournament		1	0	MAC-VB8x1118 11/13/2018	10.5.0000.1503.640.04.0000 Interscholastic Sports Dues & Fees	\$125.00
Check #: 0						
PO/InvoiceTotal:						\$125.00
Vendor Total:						\$125.00
32 Home Depot	00063					
Check Group:						
12" SHELF BRACKET		2	190599	1602783 10/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$6.98
SHELF BRACKET		2	190599	1602783 10/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$7.94
TAPCON 1/4X1/4 75 PK		1	190599	7020273 10/18/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$16.24
1/4 IN X 25 FT AUGER		1	190599	9521877 10/16/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$29.98
GRABEASY 26"		1	190599	9521877 10/16/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$4.98
8PC METRIC FOLDING HEX SET		1	190599	9521877 10/16/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$5.97
Check #: 0						
PO/InvoiceTotal:						\$72.09
Vendor Total:						\$72.09

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Loomis Armored US, LLC						
Check Group:						
Loomis Armored Safe Fees - October		1	0	12320398 10/31/2018	10.5.0000.2520.319.01.0000 Professional Services	\$380.04
					Check #: 0	
					PO/InvoiceTotal:	\$380.04
					Vendor Total:	\$380.04
Milieu Design LLC						
80225						
Check Group:						
IKE - SEASONAL PRUNING/WEEDING		21	190594	133970 11/2/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$735.00
IKE - FALL WEED CONTROL		1	190594	133970 11/2/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$60.00
IKE - WEEKLY MOWING		4	190594	133970 11/2/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$440.00
IKE - FALL FERTILIZER		1	190594	133970 11/2/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$70.00
MAIN CAMPUS - FALL FERTILIZER		1	190594	133971 11/2/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$200.00
MAIN CAMPUS - WEEKLY MOWING		4	190594	133971 11/2/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$1,120.00
MAIN CAMPUS - SEASONAL PRUNING/WEEDING		34	190594	133971 11/2/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$1,190.00
MAIN CAMPUS - FALL WEED CONTROL		1	190594	133971 11/2/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$180.00
LJ FIELD - FALL WEED CONTROL		1	190594	133985 11/2/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$100.00
LJ FIELD - WEEKLY MOWING		3	190594	133985 11/2/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$300.00
LJ FIELD - FALL FERT		1	190594	133985 11/2/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$100.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$4,495.00
Vendor Total:						\$4,495.00
NCS Pearson, Inc.						
Check Group:						
Vineland-3 Q-global Comprehensive report (Includes Q-global administration, scoring, and reporting)	25	190577	11878888	11/13/2018	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$88.75
Check #: 0						
PO/InvoiceTotal:						\$88.75
Vendor Total:						\$88.75
Peckworth, Susan						
Check Group:						
MAC - 30 copies of A Christmas Carol	1	0	MAC - Books2018	11/13/2018	10.5.0000.1122.410.04.0000 Classroom Supplies - 7th	\$30.00
Check #: 0						
PO/InvoiceTotal:						\$30.00
Vendor Total:						\$30.00
Performance Chemical & Supply						
Check Group:						
MAC - H2ORANGE2 CONCENTRATE 117	1	190595	227424	11/2/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$156.82
SULL - SSS FOAMCLEAN SOAP	1	190595	227430	11/2/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$46.65
Check #: 0						
PO/InvoiceTotal:						\$203.47
Check Group:						
VACUUM BAG TORBADO CV30	2	190596	227580	11/9/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$28.16
Check #: 0						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$28.16
						Vendor Total: \$231.63
Pitney Bowes Inc.						
Check Group:						
Postage Meter Usage		1 0		05573121x11201 8 11/4/2018	10.5.0000.2630.410.01.0000  General Supplies	\$221.82
						Check #: 0
						PO/InvoiceTotal: \$221.82
						Vendor Total: \$221.82
Really Good Stuff						
Check Group:						
Desk name tags			1 190081	6771112 11/7/2018	10.5.0000.1110.410.05.0000  Classroom/Instructional Supplies (Eisenhower)	\$32.99
						Check #: 0
						PO/InvoiceTotal: \$32.99
						Vendor Total: \$32.99
Ritter, Stephanie						
Check Group:						
MAC - Science and Social Studies Lab Supplies			1 0	MAC.SCIx1118 11/9/2018	10.5.0000.1112.410.04.0000  Science Supplies	\$61.99
MAC - Science and Social Studies Supplies			1 0	MAC.SCIx1118 11/9/2018	10.5.0000.1121.410.04.0000  Classroom Supplies - 6th	\$3.99
						Check #: 0
						PO/InvoiceTotal: \$65.98
						Vendor Total: \$65.98
Sound Incorporated						
Check Group:						
Programming Changes to Intercom Call groups	02365		1 190586	D1334348 10/26/2018	20.5.0000.2542.323.01.0000  Repair & Maintenance Services	\$174.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$174.00
Check Group:						
WAC13S CLOCKS		4	190587	D1334774 11/12/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$480.00
Check #: 0						
PO/InvoiceTotal:						\$480.00
Check Group:						
BELL SCHEDULE ADJUSTMENTS @ IKE		1	190588	D1334838 11/12/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$174.00
Check #: 0						
PO/InvoiceTotal:						\$174.00
Vendor Total:						\$828.00
Stavropoulos, Maria						
Check Group:						
Student Centered Coaching - purchased as a resource for district institute day(s) cohort planning and sharing of materials relevant for our staff		1	0	INSTx1118 11/14/2018	10.5.0000.2225.410.01.0000 General Supplies	\$32.62
Check #: 0						
PO/InvoiceTotal:						\$32.62
Vendor Total:						\$32.62
Sylvias Flowers, Inc.						
Check Group:						
Dish Garden - Kris Comerford		1	0	04364261 10/12/2018	10.5.0000.2640.410.01.0000 General Supplies	\$42.95
Planter - Mr. Pat Chester		1	0	04364766 10/20/2018	10.5.0000.2640.410.01.0000 General Supplies	\$42.95
Dish Garden - Mr. Pat Chester		1	0	04364797 10/20/2018	10.5.0000.2640.410.01.0000 General Supplies	\$52.95

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Planter - The Wright Family		1	0	04364932 10/24/2018	10.5.0000.2640.410.01.0000 General Supplies	\$42.99
Planter - Nancy Sorensen		1	0	04364933 10/25/2018	10.5.0000.2640.410.01.0000 General Supplies	\$42.95
Check #: 0						
PO/InvoiceTotal:						\$224.79
Vendor Total:						\$224.79
The Center	01192					
Check Group:						
Amy Zaher		1	190564	28392 11/13/2018	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$140.00
Amy Zaher, Cam Nystrom		2	190564	28392 11/13/2018	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$220.00
Cam Nystrom		2	190564	28392 11/13/2018	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$280.00
Allison Mass		1	190564	28392 11/13/2018	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$140.00
Nina Espinos		1	190564	28392 11/13/2018	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$140.00
Nina Espinos		1	190564	28392 11/13/2018	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$35.00
Check #: 0						
PO/InvoiceTotal:						\$955.00
Vendor Total:						\$955.00
Warehouse Direct	80219					
Check Group:						
Ross - Colored Paper - Lavender		20	0	4087079-0 11/1/2018	10.5.0000.1110.412.01.0000 Copier Paper	\$128.00
Ross - Colored Paper - Cherry		20	0	4087079-0 11/1/2018	10.5.0000.1110.412.01.0000 Copier Paper	\$128.00

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Ross - Colored Paper - Green		20	0	4087079-0 11/1/2018	10.5.0000.1110.412.01.0000 Copier Paper	\$128.00
Ross - Colored Paper - Turquoise		20	0	4087079-0 11/1/2018	10.5.0000.1110.412.01.0000 Copier Paper	\$210.60
Ross - Colored Paper - Gray		20	0	4087079-0 11/1/2018	10.5.0000.1110.412.01.0000 Copier Paper	\$128.00
Check #: 0						
PO/InvoiceTotal:						\$722.60
Check Group:						
ICEMELT, SIZZLE, 50#BAGS		1	190589	4044970-0 10/25/2018	20.5.0000.2543.410.01.0000 General Supplies	\$471.00
FLOOR PROTECTOR 1-1/2" SLIP, 1,000 QUANTITY		1	190589	4070095-0 10/25/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$680.70
Check #: 0						
PO/InvoiceTotal:						\$1,151.70
Check Group:						
LINER, CAN 43X48		1	190590	4084441-0 10/31/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$23.82
SOAP, FOAM, BLUE, 1 LITRE, 8 PER CT		2	190590	4084441-0 10/31/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$112.48
TOWEL, TORK, 7.9 IN 800FT		2	190590	4084441-0 10/31/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$44.00
LINER, CAN 24X32		1	190590	4084441-0 10/31/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$15.06
MOP, LRG, WET, MICROFIBER		2	190590	4084445-0 10/31/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$17.50
Check #: 0						
PO/InvoiceTotal:						\$212.86
Check Group:						

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LINER, CAN 43X48		2	190591	4086219-0 11/1/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$47.64
TOWEL, TORK, 7.9IN, 800FT		3	190591	4086219-0 11/1/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$66.00
TISSUE, TORK, 1 PLY BATH		3	190591	4086219-0 11/1/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$153.84
Check #: 0						
PO/InvoiceTotal:						\$267.48
Check Group:						
SOAP, FOAM, BLUE 1 LITRE, 8CT		3	190592	4077079-0 10/24/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$168.72
TISSUE, TORK, 1 PLY BATH		2	190592	4086409-0 11/1/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$102.56
TOWEL, TORK, 7.9, 800 FT		4	190592	4086409-0 11/1/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$88.00
GLOVES, XL, NITRILE		4	190592	4086409-0 11/1/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$25.60
LINER, CAN, 24X32		3	190592	4086409-0 11/1/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$45.18
LINER, CAN, 43X48		4	190592	4086409-0 11/1/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$95.28
Check #: 0						
PO/InvoiceTotal:						\$525.34
Check Group:						
PUMP, 1OZX12		2	190593	4082609-0 10/29/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$11.70
BAGS, VACUUM, LITE TRACK, 10/PK		1	190593	4083577-0 10/30/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$13.00
LINER, CAN , 24X32		4	190593	4083577-0 10/30/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$60.24

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NAPKINS, SCOTT, MEGACART		2	190593	4083577-0 10/30/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$146.64
LINER, CAN, 43X48		7	190593	4083577-0 10/30/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$166.74
SOAP, FOAM BLUE, 1 LITRE , 8CT		2	190593	4083577-0 10/30/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$112.48
Check #: 0						
PO/InvoiceTotal:						\$510.80
Check Group:						
FREIGHT		1	190606	4085228-0 11/8/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$29.15
JAW CLAMP HANDLE		1	190606	4085228-0 11/8/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$11.25
DOUBLE BUCKET SYSTEM		1	190606	4085228-0 11/8/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$142.00
Check #: 0						
PO/InvoiceTotal:						\$182.40
Vendor Total:						\$3,573.18
Yes, You Can! Inc.						
Check Group:						
MAC - Appearance assembly on 12/13/18		1	0	MAC.ASSEMB.12 1318 11/8/2018	10.5.0000.1120.314.04.0000 Middle School Staff PD Services (Mac)	\$995.00
Check #: 0						
PO/InvoiceTotal:						\$995.00
Vendor Total:						\$995.00
Grand Total:						\$39,852.55

End of Report

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1133

11/20/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Arlington Heights School District 25	71838					
Check Group:						
Water Bottles - Special Ed Meetings-All Schools - Ordered by: Chrys Sroka		1 0		Food.AUG2018 9/1/2018	10.5.0000.1205.410.01.0000 LBS Classroom Supplies	\$20.92
EDP Breakfast and Snacks		1 0		Food.AUG2018 9/1/2018	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$2,247.95
Food Service Contract		1 0		Food.AUG2018 9/1/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$29,221.07
IKE - Ordered by: Luke Lambatos		1 0		Food.SEP2018 10/1/2018	10.5.0000.2560.410.05.0000 D25 Food Service	\$95.00
EDP Breakfast & Snacks		1 0		Food.SEP2018 10/1/2018	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$4,691.01
Food Service Contract		1 0		Food.SEP2018 10/1/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$38,761.27

Check #: 0

PO/InvoiceTotal: \$75,037.22

Vendor Total: \$75,037.22

First Student	00406					
Check Group:						
Regular - October Transportation		1 0		091 - H-004224 11/2/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$102,359.40
Kindergarten - October Transportation		1 0		091 - H-004224 11/2/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$9,020.00
Pre-K - October Transportation		1 0		091 - H-004224 11/2/2018	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$29,492.32
SpEd - October Transportation		1 0		091 - H-004224 11/2/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$20,472.32
Regular - August Transportation		1 0		091-H-004208 9/5/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$41,874.30

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1133

11/20/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Kindergarten - August Transportation		1	0	091-H-004208 9/5/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$717.50
Pre-K - August Transportation		1	0	091-H-004208 9/5/2018	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$12,065.04
SpEd - August Transportation		1	0	091-H-004208 9/5/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$8,375.04
Regular - September Transportation		1	0	091-H-004217 10/1/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$83,748.60
Kindergarten - September Transportation		1	0	091-H-004217 10/1/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$7,380.00
Pre-K - September Transportation		1	0	091-H-004217 10/1/2018	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$22,789.52
SpEd - September Transportation		1	0	091-H-004217 10/1/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$16,750.08

Check #: 0

PO/InvoiceTotal:	<u>\$355,044.12</u>
Vendor Total:	<u>\$355,044.12</u>
Grand Total:	\$430,081.34

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AbleNet, Inc.	80207					
Check Group:						
Skoog 2.0		1	190575	CI1812332 11/12/2018	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$218.90
Skoog Mounting Arm		1	190575	CI1812332 11/12/2018	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$121.00
				Check #: 0		
					PO/InvoiceTotal:	\$339.90
					Vendor Total:	\$339.90
All-Illinois Junior Band						
Check Group:						
AIJB Audition Fees		3	190614	2019084 11/14/2018	10.5.0000.1114.640.04.0000 VIM Dues & Fees	\$30.00
				Check #: 0		
					PO/InvoiceTotal:	\$30.00
					Vendor Total:	\$30.00
Amazon.com Corporate Credit Line						
Check Group:						
Universal Black and Red Printing Calculator Ribbon Spools-3 Pack		1	0	956958796948 10/30/2018	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$7.03
				Check #: 0		
					PO/InvoiceTotal:	\$7.03
Check Group:						
Refund for taxes paid		1	190351	458359753968 10/26/2018	10.5.0000.2225.410.01.0000 General Supplies	(\$1.00)
				Check #: 0		
					PO/InvoiceTotal:	(\$1.00)
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
10" plate 100 ct		2	190394	456855367456 10/27/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$49.50
Check #: 0						
PO/InvoiceTotal:						\$49.50
Check Group:						
Plastic cutlery		2	190497	439853965453 10/11/2018	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$32.98
Check #: 0						
PO/InvoiceTotal:						\$32.98
Check Group:						
Blue Noise-Cancelling Kids Headphones		5	190513	584965555874 10/22/2018	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$63.45
Lego Chew Necklace Variety Pack (6 pack)		1	190513	584965555874 10/22/2018	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$11.95
1lb Water Beads		1	190513	584965555874 10/22/2018	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$10.99
Check #: 0						
PO/InvoiceTotal:						\$86.39
Check Group:						
Nature via Nurture: Genes, experience and what makes us human		1	190514	453848596439 10/22/2018	10.5.0000.1120.312.04.0000 Middle School Staff Professional Development (Mac)	\$18.44
Check #: 0						
PO/InvoiceTotal:						\$18.44
Check Group:						
87W USB-C Power Adapter Charger		4	190515	436958765573 10/22/2018	10.5.0000.2225.410.01.0000 General Supplies	\$195.96
Promethean PRM-45 (Ross & 2 spares)		3	190515	446983488488 10/22/2018	10.5.0000.2225.410.01.0000 General Supplies	\$242.74

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
USB-C to VGA Adapter		2	190515	769584395879 10/23/2018	10.5.0000.2225.410.01.0000 General Supplies	\$27.98
Check #: 0						
PO/InvoiceTotal:						\$466.68
Check Group:						
BLACK headphones - Model Number KPH7		6	190516	663979666899 10/22/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$34.44
Check #: 0						
PO/InvoiceTotal:						\$34.44
Check Group:						
Water Beads		1	190517	444533374846 10/23/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$10.99
Check #: 0						
PO/InvoiceTotal:						\$10.99
Check Group:						
Caydo Craft Set		1	190520	637675647746 10/22/2018	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$10.68
Ball Jar set of 12		1	190520	637675647746 10/22/2018	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$31.99
Sterlite 30 Qt Storage 6 Pack		1	190520	799467379975 11/30/2018	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$54.99
LifeStory 5.7 L Storage 40 Pack		1	190520	799467379975 11/30/2018	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$54.09
Check #: 0						
PO/InvoiceTotal:						\$151.75
Check Group:						
WXBOOM 1400pcs Diameter Sticky Back Coins Hook & Loop Self Adhesive Dots Tapes 20mm/0.7" (700sets)		6	190524	458937685366 10/22/2018	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$83.94

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Velcro USA Loop 71/WI07525 70/71 TEXACRO Adhesive-Backed Loop-Side Only: 3/4" x 75 ft. / Loop-Side only, White		1	190524	458937685366 10/22/2018	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$38.19
Reorder of Velcro - wrong item previously shipped		1	190524	736568984464 11/30/2018	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$36.99
Refund for original Velcro shipment that was incorrect		1	190524	874335494764 11/2/2018	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	(\$38.19)
Check #: 0						
PO/InvoiceTotal:						\$120.93
Check Group:						
CASIII Vented Monitor Stand Riser for Computer Screen Display, Laptop Stand, iMac, Projector, Printer Platform Shelf with Height Adjustable Converter Settings 3.75 to 5.75 Inch Tall, CAS-081 Black		2	190528	455974747859 10/24/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$35.90
Check #: 0						
PO/InvoiceTotal:						\$35.90
Check Group:						
Color-Coded Therapy Putty		2	190531	447843497539 11/30/2018	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$25.98
Super Z Outlet Liquid Motion Bubbler		3	190531	465844856657 10/25/2018	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$20.85
21 Pack Sensory Toy Set		1	190531	639653783367 10/24/2018	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$14.99
Mpow Ear Protection Noise Cancelling Headphones for Kids		2	190531	639653783367 10/24/2018	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$25.38
Check #: 0						
PO/InvoiceTotal:						\$87.20
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Assessment and Intervention for Executive Function Difficulties (School-Based Practice in Action) 1st Edition by George McCloskey, Lisa Perkins, and Bob Van Divner		1	190532	455955699969 10/25/2018	10.5.0000.6000.000.00.0000 Provision for PRIOR YEAR Contingencies	\$37.47
What to Do When You Worry Too Much: A Kid's Guide to Overcoming Anxiety (What to Do Guides for Kids) Paperback by Dawn Huebner		1	190532	455955699969 10/25/2018	10.5.0000.6000.000.00.0000 Provision for PRIOR YEAR Contingencies	\$13.59
How to Reach and Teach Children and Teens with ADD/ADHD 3rd Edition by Sandra F. Rief		1	190532	455955699969 10/25/2018	10.5.0000.6000.000.00.0000 Provision for PRIOR YEAR Contingencies	\$22.30
Tier 3 of the RtI Model: Problem Solving Through A Case Study Approach by Kathy McNamara and Sawyer Hunley		1	190532	455955699969 10/25/2018	10.5.0000.6000.000.00.0000 Provision for PRIOR YEAR Contingencies	\$31.04
Check #: 0						
PO/InvoiceTotal:						\$104.40
Check Group:						
Someone Named Eva Novel		28	190536	884365897848 10/27/2018	10.5.0000.1110.420.02.0000 Textbooks/Workbooks (Sullivan)	\$223.72
Check #: 0						
PO/InvoiceTotal:						\$223.72
Check Group:						
500 PC Pom Pom		1	190547	783386347435 10/30/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$11.99
Check #: 0						
PO/InvoiceTotal:						\$11.99
Check Group:						
HDMI to RCA,HDMI to AV, GANA 1080P HDMI to 3RCA CVBS AV Composite Video Audio Converter Adapter Supports PAL/NTSC with USB Charge Cable for PC Laptop HDTV DVD-Black		1	190554	435489336956 10/31/2018	10.5.0000.1120.410.04.0000 General Supplies	\$10.88
Check #: 0						
PO/InvoiceTotal:						\$10.88

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Universal Cuff		1	190556	753936744466 11/3/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$12.29
Check #: 0						
PO/InvoiceTotal:						\$12.29
Check Group:						
West Bend 33600 Highly Polished Aluminum Commercial Coffee Urn Features Automatic Temperature Control Large Capacity with Quick Brewing Smooth Prep and Easy Clean Up, 100-Cup, Silver		1	190557	458485959639 11/3/2018	10.5.0000.2640.410.01.0000 General Supplies	\$139.00
Check #: 0						
PO/InvoiceTotal:						\$139.00
Check Group:						
Anker USB C Hub		11	190566	959983399487 11/7/2018	10.5.0000.2225.410.01.0000 General Supplies	\$329.89
iPad Air 2 Case - Ike P.E.		1	190566	959983399487 11/7/2018	10.5.0000.2225.410.01.0000 General Supplies	\$23.99
UGREEN HDMI Switch 4K, 3 Ports HDMI Switcher Hub Splitter 4K@30Hz/2K/1080P/3D with IR Remote Control for PC Laptop, Xbox 360/One, PS4/PS3, Nintendo Switch, Blu-ray player, Apple TV, Roku/Fire Stick		1	190566	959983399487 11/7/2018	10.5.0000.2225.410.01.0000 General Supplies	\$21.99
Check #: 0						
PO/InvoiceTotal:						\$375.87
Vendor Total:						\$1,979.38
Ann E. Ladd	80303					
Check Group:						
MAC - Basketball Ref for 11/14/18		1	0	MAC.BB.REF111 418 11/15/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						
PO/InvoiceTotal:						\$70.00

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$70.00
Apple Inc.						
Check Group:						
Apple TV (4th generation) 32GB		4	190569	6770024329 11/9/2018	10.5.0000.1110.491.02.0000 Sullivan Furniture Purchases	\$596.00
Check #: 0						
PO/InvoiceTotal:						\$596.00
Vendor Total:						\$596.00
AssetGenie, Inc						
Check Group:						
iPad Air 2 Repair - 2950 - Black Lines broken LCD		1	0	1344993 11/20/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$219.00
Ipad 5 repair - 4323 - Shattered Glass		1	0	1345015 11/20/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$79.00
iPad Air 2 Repair - 3225 - Black Lines		1	0	1345119 11/20/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$219.00
Check #: 0						
PO/InvoiceTotal:						\$517.00
Vendor Total:						\$517.00
AT & T						
Check Group:						
Monthly Phone Charges - Sullivan - Nov 16-Dec 15/2018		1	0	R16-17273039x11 18 11/16/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$888.64
Check #: 0						
PO/InvoiceTotal:						\$888.64
Vendor Total:						\$888.64
AT & T Long Distance	01256					
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Monthly Long Distance Charges - 11/2018		1	0	834687562x1118 11/13/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$1,119.89
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,119.89</u>
						Vendor Total: <u>\$1,119.89</u>
Brechts Database Solutions	80438					
Check Group:						
EmbraceDS Program: Direct Service - 5%/IL (\$40,523.36		1	0	4422 9/6/2018	10.5.0000.2910.311.01.0000 Medicaid Claim Processing	\$2,026.17
					Check #: 0	
						PO/InvoiceTotal: <u>\$2,026.17</u>
						Vendor Total: <u>\$2,026.17</u>
CDW Government	80437					
Check Group:						
Google Chrome Management Console License		2	190570	PXW2011 11/12/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$60.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$60.00</u>
						Vendor Total: <u>\$60.00</u>
Citi Cards						
Check Group:						
Citi Cards - COSTCO WHSE #0779 - BOE meeting snack - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$15.99
Citi Cards - COSTCO WHSE #0779 - BPAC meeting food - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.3900.410.01.4909 Title III Parent Outreach Supplies	\$184.73
Citi Cards - Apple Store - ASFO Apple Mac Supplies - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.2520.410.01.0000 General Supplies	\$147.95

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Citi Cards - USPS PO 1642300525 La Grange, IL - Postage for mailing student records - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.2630.342.01.0000 Postage	\$7.15
Citi Cards - ILL Assoc HPERD (Bob Miller) - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.1110.312.03.0000 Elem Staff Professional Development (Ross)	\$140.00
Citi Cards - ILL Assoc HPERD (Bob Miller) - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.1110.640.03.0000 Building Staff Dues & Fees (Ross)	\$50.00
Citi Cards - Tony's Fresh Market - BOE Finance Committee Snacks - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$19.99
Citi Cards - Gail's Carriage Place - Institute Day Food - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.2210.410.01.0000 General Supplies	\$350.00
Citi Cards - Target - Institute Day Snacks - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.2210.410.01.0000 General Supplies	\$26.87
Citi Cards - COSTCO WHSE #0779 - Institute Day Snacks - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.2210.410.01.0000 General Supplies	\$132.88
Citi Cards - COSTCO WHSE #0779 - BOE/Conference Room Snacks - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$28.75
Citi Cards - COSTCO WHSE #0779 - BOE/Conference Room Snacks - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$28.75
Citi Cards - COSTCO WHSE #0779- Institute Day Snacks - M. DeBartolo		1	0	2744x1118 11/12/2018	10.5.0000.2210.410.01.0000 General Supplies	\$210.20

Check #: 0

PO/InvoiceTotal: \$1,343.26

Vendor Total: \$1,343.26

Constellation NewEnergy, Inc. 80148

Check Group:

Monthly Electric Charges - 10/12/18 - 11/9/18		1	0	8233140x1118 11/12/2018	20.5.0000.2542.466.01.0000 Electricity	\$8,662.69
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Check #: 0

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$8,662.69</u>
						Vendor Total: <u>\$8,662.69</u>
First Student	00406					
Check Group:						
MAC - Basketball - Wood Oaks		1	0	091-C-065487 11/7/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
ROSS - SpEd FT - Dollar Tree		1	0	091-C-065524 11/13/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
Check #: 0						
						PO/InvoiceTotal: <u>\$311.36</u>
						Vendor Total: <u>\$311.36</u>
Greg Chiakulas	81139					
Check Group:						
MAC Basketball Ref for 11/13/2018		1	0	MACBB.REF.111 3 11/15/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
MAC - Basketball Ref for 11/14/2018		1	0	MACBB.REF.111 4 11/15/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						
						PO/InvoiceTotal: <u>\$140.00</u>
						Vendor Total: <u>\$140.00</u>
Illinois Association of School Boards						
Check Group:						
BoardBook-A Calendar year subscription web-service for board agendas, packets and meetings		1	0	251910 10/12/2018	10.5.0000.2310.316.01.0000 BOE Contracted Software/Websites	\$2,000.00
School Board Policies Online (SBPOL) A calendar year subscription web-service for policy and procedures manual publishing		1	0	252126 10/12/2018	10.5.0000.2310.316.01.0000 BOE Contracted Software/Websites	\$2,500.00
Check #: 0						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
						PO/InvoiceTotal: <u>\$4,500.00</u>	
						Vendor Total: <u>\$4,500.00</u>	
Illinois Computing Educators	05652						
Check Group:							
ICE Conference Registration - 3 days		1	190605	130634 11/15/2018	10.5.0000.2225.312.01.0000 Professional Development	\$300.00	
ICE Conference Registration - 1 day		1	190605	223933 11/27/2018	10.5.0000.2225.312.01.0000 Professional Development	\$125.00	
ICE Conference 2 day and 1 day Admin Workshop		1	190605	279997 11/15/2018	10.5.0000.2225.312.01.1111 Tech Director Professional Development	\$425.00	
ICE Conference Registration - 3 days		1	190605	584546 11/27/2018	10.5.0000.2225.312.01.0000 Professional Development	\$300.00	
						Check #: 0	
						PO/InvoiceTotal: <u>\$1,150.00</u>	
						Vendor Total: <u>\$1,150.00</u>	
Midwest Principals Center	05641						
Check Group:							
Registration fee to The Mindset Revolution: Teaching Mathematics for a Growth Mindset		8	190006	3939 11/9/2018	10.5.0000.2210.312.01.0000 Professional Development	\$1,720.00	
						Check #: 0	
						PO/InvoiceTotal: <u>\$1,720.00</u>	
						Vendor Total: <u>\$1,720.00</u>	
National Investigations, Inc.	80930						
Check Group:							
Residency Re:LM - 11/16/18		1	0	RI-18-1902R 11/20/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50	
Residency Re:LM - 11/17/18		1	0	RI-18-1902R 11/20/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00	
Administrative Services		1	0	RI-18-1902R 11/20/2018	10.5.0000.2520.319.01.0000 Professional Services	\$25.00	

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Residency Re:AW - 11/16/18		1	0	RI-18-1912R 11/20/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
					Check #: 0	
						PO/InvoiceTotal: \$187.50
						Vendor Total: \$187.50
Nicor Gas						
Check Group:						
Monthly Gas Charges - 10/23/18 - 11/20/18		1	0	2305540000x111 8 11/21/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$124.39
					Check #: 0	
						PO/InvoiceTotal: \$124.39
						Vendor Total: \$124.39
Quinlan & Fabish Music	00867					
Check Group:						
Instrument Repair/Maintenance Plan		10	190580	10956448 11/27/2018	10.5.0000.1114.323.04.0000 Band Instrument Repair/Maintenance (Mac Arthur)	\$750.00
					Check #: 0	
						PO/InvoiceTotal: \$750.00
Check Group:						
Ghost Ship		1	190611	10945271 11/29/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$44.10
Gap of Dunloe		1	190611	10950016 11/23/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$36.00
Hiawatha		1	190611	10950016 11/23/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$36.00
Storm		1	190611	10950016 11/23/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$40.50
					Check #: 0	
						PO/InvoiceTotal: \$156.60

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$906.60
Relief Medical Services, Inc.						
Check Group:						
Sub Nursing Fees - IKE - 10/30/18 - M Arancillo		1 0		0010076254 11/3/2018	10.5.0000.2134.319.05.0000 Professional Services	\$412.30
Sub Nursing Fees - ROSS - 10/30/18		1 0		0010076254 11/3/2018	10.5.0000.2134.319.03.0000 Professional Services	\$403.00
Check #: 0						
PO/InvoiceTotal:						\$815.30
Vendor Total:						\$815.30
Robbins Schwartz						
Check Group:						
Current Charges forHVAC Defects - through 10/31/2018		1 0		284430 KMF 11/16/2018	10.5.0000.2369.318.01.0000 Legal Services	\$69.34
Check #: 0						
PO/InvoiceTotal:						\$69.34
Vendor Total:						\$69.34
School Health Corporation						
Check Group:						
Vinyl gloves Medium powder free		10	190561	3523069-00 11/14/2018	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$72.26
Vinly gloves Large Powder free		10	190561	3523069-00 11/14/2018	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$72.26
Junior bandage 3/8 x 1 1/2		1	190561	3523069-00 11/14/2018	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$3.01
Kid size bandage 5/8 x 2 1/4		1	190561	3523069-00 11/14/2018	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$3.90
Baby wipes		10	190561	3523069-00 11/14/2018	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$44.42
Check #: 0						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>                    </u>
						\$195.85
Check Group:						
Kleenex 2-Ply Tissues, 100/Box, 36 Boxes/Case		1	190572	3526078-00 11/20/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$66.71
School Health Premium Powder-Free Exam Gloves		3	190572	3526078-00 11/20/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$30.85
Therma Kool Hot/Cold Compress 4X6		100	190572	3526078-00 11/20/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$129.38
						Check #: 0
						PO/InvoiceTotal: <u>                    </u>
						\$226.94
						Vendor Total: <u>                    </u>
						\$422.79
Universal Medical Inc						
Check Group:						
One Piece VELCRO® Brand Strap - 6" W x 65"		2	190567	00052495 11/8/2018	10.5.0000.2131.410.01.0000 PT Materials & Supplies	\$122.17
						Check #: 0
						PO/InvoiceTotal: <u>                    </u>
						\$122.17
						Vendor Total: <u>                    </u>
						\$122.17
Village of Arlington Heights						
02889						
Check Group:						
Quarterly Water Charges - IKE - 8/29/18 - 10/31/18		1	0	50067-104994x11 11/22/2018	20.5.0000.2542.370.01.0000 Water/Sanitation	\$647.86
Quarterly Water Charges - Dale Ave - 8/29/18 - 10/31/18		1	0	50069-104998x11 11/22/2018	20.5.0000.2542.370.01.0000 Water/Sanitation	\$2,792.82
						Check #: 0
						PO/InvoiceTotal: <u>                    </u>
						\$3,440.68
						Vendor Total: <u>                    </u>
						\$3,440.68
Warehouse Direct						
80219						
Check Group:						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1142

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Thermal Paper Roll for Safe		1	0	4102759-0 11/15/2018	10.5.0000.2520.410.01.0000 General Supplies	\$25.05
					Check #: 0	
						PO/InvoiceTotal: \$25.05
						Vendor Total: \$25.05
Zinn, Michael						
Check Group:						
MAC - Basketball Ref for 11/13/18		1	0	MAC.BB.Ref1118 MZ 11/15/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
					Check #: 0	
						PO/InvoiceTotal: \$70.00
						Vendor Total: \$70.00
						Grand Total: \$31,638.11

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1143

12/04/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NSSEO	02336					
Check Group:						
DESC/Purchased Services - 1 Semester FY18-19		1 0		5089 11/19/2018	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$15,389.68
Technical Assistance to Districts - 1 Semester Billing FY 18-19		1 0		5099 11/19/2018	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$3,570.10

Check #: 0

PO/InvoiceTotal:	\$18,959.78
Vendor Total:	\$18,959.78
Grand Total:	\$18,959.78

End of Report

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
1st Metropolitan Translation Services						
Check Group:						
Translation of report cards into Ukrainian		1	0	11-07-18-02 11/7/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$90.50
Check #: 0						
PO/InvoiceTotal:						\$90.50
Vendor Total:						\$90.50
All-Ways Transportation Services, Inc.						
Check Group:						
SpEd Transportation (AC) for November 2018		16	0	7297 11/30/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$2,864.00
Check #: 0						
PO/InvoiceTotal:						\$2,864.00
Vendor Total:						\$2,864.00
Arlington Heights School District 25						
	71838					
Check Group:						
Admin - 4 Cases of Water for Board Room		4	0	AHSD25.OCT.AD MIN 11/1/2018	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$13.60
SpEd - 1 Case of Water		1	0	AHSD25.OCT.AD MIN 11/1/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$3.40
MAC - Student Recognition		1	0	AHSD25.OCT.AD MIN 11/1/2018	10.5.0000.2560.410.04.0000 D25 Food Service	\$6.25
SULL - Student Recognition		1	0	AHSD25.OCT.AD MIN 11/1/2018	10.5.0000.2560.410.02.0000 D25 Food Service	\$36.00
ECDEC - Melanie Clausen		1	0	AHSD25.OCT.AD MIN 11/1/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$15.43
EDP		1	0	AHSD25.OCT.AD MIN 11/1/2018	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$5,412.45

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Contract		1	0	AHSD25.OCT.AD MIN 11/1/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$44,954.42
Food Service Seamless Summer - ECDEC		1	0	AHSD25.SUM.AD MIN 9/1/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$1,534.20
Food Service Seamless Summer - ESY Program		1	0	AHSD25.SUM.AD MIN 9/1/2018	10.5.0000.1610.410.01.0000 General Supplies	\$130.50
Check #: 0						
PO/InvoiceTotal:						\$52,106.25
Check Group:						
Already had on 10/26/18 12 pizzas & 2 salads		1	190562	AHSD25.OCT.LL 11/16/2018	10.5.0000.2410.490.05.0000 Eisenhower Principal Staff/Student Food Account	\$200.00
Check #: 0						
PO/InvoiceTotal:						\$200.00
Check Group:						
Doritos, Cool Ranch and Nacho Cheese for Halloween Party supplies		2	190574	AHSD25.OCT.KL 11/22/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$40.34
Flaming Hot Cheetos for Halloween Party supplies		1	190574	AHSD25.OCT.KL 11/22/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$30.69
Check #: 0						
PO/InvoiceTotal:						\$71.03
Vendor Total:						\$52,377.28
AssetGenie, Inc						
Check Group:						
iPad Air 2 Repair - 3509 - Shattered Screen		1	0	1346006 11/26/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$219.00
iPad Air 2 Repair - 3530 - Black Lines		1	0	1346495 11/27/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$309.00
Check #: 0						

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$528.00</u>
						Vendor Total: <u>\$528.00</u>
AT & T Mobility	71927					
Check Group:						
Monthly Wireless Charges - Oct 20 - Nov 19, 2018		1	0	827020302x1127 18 11/27/2018	10.5.0000.2630.341.01.0000  Telephone/Network	\$122.14
						Check #: 0
						PO/InvoiceTotal: <u>\$122.14</u>
						Vendor Total: <u>\$122.14</u>
Bearcom						
Check Group:						
Replacement Batteries for emergency radios		6	190620	4755349 11/12/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$468.00
Shipping		1	190620	4755349 11/12/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$24.63
						Check #: 0
						PO/InvoiceTotal: <u>\$492.63</u>
						Vendor Total: <u>\$492.63</u>
Bulbs.com Inc.						
Check Group:						
F32T8 LIGHT BULBS		60	190623	DK2464 11/12/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$149.40
						Check #: 0
						PO/InvoiceTotal: <u>\$149.40</u>
						Vendor Total: <u>\$149.40</u>
Concepcion Elizabeth						
Check Group:						
Refund of 2/3 Registration Fees - child moved to AZ to live with Dad		1	0	REF.regfee.EC 11/30/2018	10.4.1810.0000.000.00.0000 Registration Income	\$166.66

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: \$166.66
						Vendor Total: \$166.66
Deresinski, Mark						
Check Group:						
MAC - Basketball Ref - 11/29/2018		1 0		MAC.REF.BB.112 9 11/29/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						
						PO/InvoiceTotal: \$70.00
						Vendor Total: \$70.00
First Student 00406						
Check Group:						
MAC - Basketball - 11/13/18		1 0		091-C-065523 11/13/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
MAC - Basketball - 11/14/18		1 0		091-C-065531 11/14/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
IKE - SpEd - Tony's Fresh Market		1 0		091-C-065616 11/27/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
Sullivan - SpEd - Petsmart		1 0		091-C-065622 11/28/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
MAC - SpEd - Prospect Heights Library		1 0		091-C-065639 11/29/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
Check #: 0						
						PO/InvoiceTotal: \$778.40
						Vendor Total: \$778.40
Follett School Solutions, Inc						
Check Group:						
22 books \$610.22 processing 46.74		1	190432	315480F 11/16/2018	10.5.0000.2222.430.02.0000 Library Books - Elementary	\$312.44
Check #: 0						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PO/InvoiceTotal:						\$312.44
Check Group:						
38 books ( 665.38) + processing 64.98		1	190525	340801A 11/14/2018	10.5.0000.2222.430.03.0000 Library Books - Elementary	\$303.95
Check #: 0						
PO/InvoiceTotal:						\$303.95
Vendor Total:						\$616.39
Granite Telecommunications, LLC						
Check Group:						
Monthly Phone Charges - November 2018		1	0	439783881 12/1/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$1,633.85
Check #: 0						
PO/InvoiceTotal:						\$1,633.85
Vendor Total:						\$1,633.85
Illinois Computing Educators	05652					
Check Group:						
1 day ICE Conference Registration Administrator Academy		1	190612	125469 11/30/2018	10.5.0000.2211.312.01.0000 Professional Development	\$200.00
1 day ICE Conference Registration for 8 teachers (2 per schools)		1	190612	172786 11/30/2018	10.5.0000.2210.312.01.0000 Professional Development	\$125.00
1 day ICE Conference Registration for 8 teachers (2 per schools)		1	190612	192379 11/30/2018	10.5.0000.2210.312.01.0000 Professional Development	\$125.00
1 day ICE Conference Registration for 8 teachers (2 per schools)		1	190612	238683 11/30/2018	10.5.0000.2210.312.01.0000 Professional Development	\$125.00
1 day ICE Conference Registration for 8 teachers (2 per schools)		1	190612	447268 11/30/2018	10.5.0000.2210.312.01.0000 Professional Development	\$125.00
1 day ICE Conference Registration for 8 teachers (2 per schools)		1	190612	584154 11/30/2018	10.5.0000.2210.312.01.0000 Professional Development	\$125.00

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
1 day ICE Conference Registration for 8 teachers (2 per schools)		1	190612	629305 11/30/2018	10.5.0000.2210.312.01.0000 Professional Development	\$125.00
1 day ICE Conference Registration for 8 teachers (2 per schools)		1	190612	755397 11/30/2018	10.5.0000.2210.312.01.0000 Professional Development	\$125.00
1 day ICE Conference Registration for 8 teachers (2 per schools)		1	190612	951224 11/30/2018	10.5.0000.2210.312.01.0000 Professional Development	\$125.00
Check #: 0						
PO/InvoiceTotal:						\$1,200.00
Vendor Total:						\$1,200.00
Joseph Behun	80073					
Check Group:						
MAC - Candy for Team Building		1	0	MAC.TB.JB 11/28/2018	10.5.0000.1123.410.04.0000 Classroom Supplies - 8th	\$5.59
Check #: 0						
PO/InvoiceTotal:						\$5.59
Vendor Total:						\$5.59
Lakeshore Recycling System	80968					
Check Group:						
IKE Recycling		1	190619	4029486 10/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$44.97
IKE Garbage		1	190619	4029486 10/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$187.50
MAC Garbage		1	190619	4029486 10/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$720.51
MAC Recycling		1	190619	4029486 10/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$111.30
ROSS Recycling		1	190619	4029486 10/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$32.60

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SULL Recycling		1	190619	4029486 10/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$35.97
SULL Garbage		1	190619	4029486 10/25/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$350.00
Check #: 0						
PO/InvoiceTotal:						\$1,482.85
Vendor Total:						\$1,482.85
Lewis Paper International, Inc						
Check Group:						
Ross - 1 Skid White Copy Paper		1	0	249289 11/29/2018	10.5.0000.1110.412.01.0000 Copier Paper	\$1,198.00
IKE - Skid of White Copy Paper		1	0	249300 11/29/2018	10.5.0000.1110.412.01.0000 Copier Paper	\$1,200.00
Check #: 0						
PO/InvoiceTotal:						\$2,398.00
Vendor Total:						\$2,398.00
McGraw-Hill School Education						
00596						
Check Group:						
McGraw-Hill My Math, Grade 3, Student Edition, Volume 1		2	190555	106042123001 11/12/2018	10.5.0000.1205.420.01.0000 LBS Textbooks/Workbooks	\$29.70
Check #: 0						
PO/InvoiceTotal:						\$29.70
Vendor Total:						\$29.70
Menards						
05060						
Check Group:						
AC2 8" Cedartone Decking		6	190616	26482 11/12/2018	20.5.0000.2543.323.01.0000 Repair & Maintenance Services	\$45.54
3"x21" Belt 40#		1	190616	26483 11/12/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$7.98
Check #: 0						

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
						PO/InvoiceTotal: <u>\$53.52</u>	
						Vendor Total: <u>\$53.52</u>	
Milieu Design LLC	80225						
Check Group:							
11/9/2018 SALTING @ IKE		1	190618	134302 11/16/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00	
11/9/18 SALTING @ MAIN CAMPUS		1	190618	134303 11/16/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00	
NOVEMBER WEEKLY MOWING AT IKE		4	190618	134417 11/28/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$440.00	
FALL CLEANUP AT IKE		19	190618	134417 11/28/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$665.00	
NOVEMBER WEEKLY MOWING AT LJ FIELD		4	190618	134418 11/28/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$400.00	
NOVEMBER WEEKLY MOWING @ MAIN CAMPUS		4	190618	134421 11/28/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$1,120.00	
11/20 FALL CLEANUP @ MAIN CAMPUS		5	190618	134421 11/28/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$175.00	
11/15 & 11/17 SALTING @ MAIN CAMPUS		2	190618	134520 11/30/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$310.00	
11/15 & 11/17 SALTING @ IKE		2	190618	134521 11/30/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$310.00	
						Check #: 0	
						PO/InvoiceTotal: <u>\$3,730.00</u>	
						Vendor Total: <u>\$3,730.00</u>	
National Investigations, Inc.	80930						
Check Group:							
Residency:NC #20210002-9-2-18		1	0	RI-18-1676 9/11/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00	

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Residency Re:AP @20210014 - 8-2-18		1 0		RI-18-1678 9/11/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency Re:AP @20210014 - 8-4-18		0.5 0		RI-18-1678 9/11/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency Re:EL & EL 9-2-18		1 0		RI-18-1693 9/11/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency Re:DM & DM 9-2-18		1.5 0		RI-18-1697 9/11/2018	10.5.0000.2520.319.01.0000 Professional Services	\$97.50
Residency Re: RP & KP 11-16-18		1 0		RI-18-1901R 11/30/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency Re: RP & KP 11-18-18		0.5 0		RI-18-1901R 11/30/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency Re: EL 11-17-18		0.5 0		RI-18-1904R 11/30/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency Re: EL 11-18-18		1.5 0		RI-18-1904R 11/30/2018	10.5.0000.2520.319.01.0000 Professional Services	\$97.50
Residency Re: VD, CD, ED 11-17-18		1 0		RI-18-1905R 12/3/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency Re: VD, CD, ED 11-19-18		1 0		RI-18-1905R 12/3/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency Re: AS 11-18-18		2 0		RI-18-1910R 11/30/2018	10.5.0000.2520.319.01.0000 Professional Services	\$130.00
Residency Re: AG 11-16-18		0.5 0		RI-18-1911R 11/30/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency Re: AG 11-17-18		0.5 0		RI-18-1911R 11/30/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency Re: AG 11-18-18		1 0		RI-18-1911R 11/30/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency Re: JM, OM 11-18-18		2 0		RI-18-1918R 12/3/2018	10.5.0000.2520.319.01.0000 Professional Services	\$130.00

Check #: 0

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$1,072.50
						Vendor Total: \$1,072.50
Nguyen Khye						
Check Group:						
Paid for EDP twice - once on Revtrak one with check 1186	1	0		REF.EDP.KN 11/30/2018	10.4.1993.0000.000.01.0000 EDP Fees	\$186.00
						PO/InvoiceTotal: \$186.00
						Vendor Total: \$186.00
Nicor Gas						
Check Group:						
Monthly Gas Charges - SULLIVAN - 10/23/18-11/21/18	1	0		138570010x1118 11/29/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$344.18
Monthly Gas Charges - MAC - 10/23/18-11/21/18	1	0		138570020x1118 11/29/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$208.82
Monthly Gas Charges - ROSS - 9/21/18-10/23/18	1	0		138570030x1018 11/29/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$120.05
Monthly Gas Charges - ROSS - 10/23/18-11/21/18	1	0		138570030x1118 11/29/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$119.84
						PO/InvoiceTotal: \$792.89
						Vendor Total: \$792.89
Oaktree Products, Inc.						
Check Group:						
PK - DAI Cable with 3.5 MM Stereo Jack, Binaural	1	190568		1296737 11/27/2018	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$47.30
						PO/InvoiceTotal: \$47.30
						Vendor Total: \$47.30

Office Images Inc dba Trainers Warehouse

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Original Reusable Name Card - two-sided, dry-erase tents, LARGE		16	190578	557299A 11/13/2018	10.5.0000.1205.410.01.0000 LBS Classroom Supplies	\$64.03
Check #: 0						
PO/InvoiceTotal:						\$64.03
Vendor Total:						\$64.03
Paddock Publications						
Check Group:						
ASA 18 ACC Ad 651 Lines		1	0	T4513240 11/20/2018	10.5.0000.2630.350.01.0000 Advertising/Publications	\$878.85
Check #: 0						
PO/InvoiceTotal:						\$878.85
Vendor Total:						\$878.85
Perille, Stephen J.						
Check Group:						
MAC - Basketball Ref - 11/27/18		1	0	MAC.REF.BB.SP 11/27/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
MAC - Basketball REF - 11/28/18		1	0	MAC.REF.BB.SP. 1 11/29/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						
PO/InvoiceTotal:						\$140.00
Vendor Total:						\$140.00
Relief Medical Services, Inc.						
Check Group:						
Sub Nurse - 11/10/18 M Arancillo		7	0	10076290 11/10/2018	10.5.0000.2134.319.05.0000 Professional Services	\$412.30
Sub Nurse - 11/08/18 M Arancillo		7	0	10076290 11/10/2018	10.5.0000.2134.319.05.0000 Professional Services	\$412.30

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Sub Nurse 11/12/18 J. Cordero		7.5	0	10076324 11/17/2018	10.5.0000.2134.319.04.0000 Professional Services	\$441.75
Sub Nurse 11/15/18 J. Cordero		6.25	0	10076324 11/17/2018	10.5.0000.2134.319.04.0000 Professional Services	\$368.13
Check #: 0						
PO/InvoiceTotal:						\$1,634.48
Vendor Total:						\$1,634.48
Riddiford Roofing Company						
Check Group:						
Roof Cores Collected @ IKE		1	190624	0017682-IN 11/14/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$947.40
Roof Repairs @ Sullivan School		1	190624	0017704-IN 11/15/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$1,279.00
Check #: 0						
PO/InvoiceTotal:						\$2,226.40
Vendor Total:						\$2,226.40
Ritter, Stephanie						
Check Group:						
NSTA Membership Fee		1	0	MAC.NSTA.SR18 11/30/2018	10.5.0000.1120.640.04.0000 Dues & Fees MAC Teachers	\$29.00
Science Scope Subscription		1	0	MAC.NSTA.SR18 11/30/2018	10.5.0000.1112.410.04.0000 Science Supplies	\$35.00
Check #: 0						
PO/InvoiceTotal:						\$64.00
Vendor Total:						\$64.00
Route 12 Rental Inc.						
Check Group:						
Snow Blower Repairs		1	190615	87842 11/9/2018	20.5.0000.2544.319.01.0000 Equipment Repairs	\$75.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Snow Blower Repairs		1	190615	87987 11/15/2018	20.5.0000.2544.319.01.0000 Equipment Repairs	\$75.00
					Check #: 0	
					PO/InvoiceTotal:	\$150.00
					Vendor Total:	\$150.00
School Health Corporation						
Check Group:						
Baby wipes		24	190600	3527257-00 11/21/2018	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$113.04
Med. exam gloves		20	190600	3527257-00 11/21/2018	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$214.85
2 x 2		8	190600	3527257-00 11/21/2018	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$25.03
plastic medicine cups		16	190600	3527257-00 11/21/2018	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$36.08
Credit from prior purchase		1	190600	3527257-00 11/21/2018	10.5.0000.2134.410.01.0000 General Supplies - Nurse	(\$238.11)
					Check #: 0	
					PO/InvoiceTotal:	\$150.89
					Vendor Total:	\$150.89
Speedway LLC	80327					
Check Group:						
Monthly Fuel Charges - 10/26/18-11/25/18		1	0	FB235x1118 11/26/2018	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	\$199.89
					Check #: 0	
					PO/InvoiceTotal:	\$199.89
					Vendor Total:	\$199.89
The Center	01192					
Check Group:						

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Mark Atkinson		1	190601	28585 11/27/2018	10.5.0000.2210.312.01.4909 LIP/LEP Prof Dev	\$140.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$140.00</u>
						Vendor Total: <u>\$140.00</u>
Warehouse Direct	80219					
Check Group:						
MAC - Art Supplies - Stacy Hendricks		1	0	4096459-0 11/9/2018	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$203.96
SULLIVAN - Colored Paper		1	0	4114504-0 11/29/2018	10.5.0000.1110.412.01.0000 Copier Paper	\$646.20
					Check #: 0	
						PO/InvoiceTotal: <u>\$850.16</u>
						Vendor Total: <u>\$850.16</u>
WOW Business	81068					
Check Group:						
Monthly Internet Charges - Main - 11/30/18 - 12/29/18		1	0	014047166x1218 12/1/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$3,673.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$3,673.00</u>
						Vendor Total: <u>\$3,673.00</u>
Zinn, Michael						
Check Group:						
MAC - Basketball Ref 11/29/18		1	0	MAC.REF.BB.MZ 11/29/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$70.00</u>
						Vendor Total: <u>\$70.00</u>

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# Prospect Heights School District 23

## Voucher Detail Listing

Voucher Batch Number: 1145

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$81,129.30

End of Report

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1146

12/11/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NSSEO	02336					
Check Group:						
NSSEO Tuition		1 0		5107 11/20/2018	10.5.0000.4220.671.01.0000 NSSEO Tuition	\$78,550.66
NSSEO Purchased Service		1 0		5107 11/20/2018	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$11,117.95
Formula Billings - 2nd Semester FY 18-19		1 0		5151 11/20/2018	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$18,297.50
					Check #: 0	
						PO/InvoiceTotal: \$107,966.11
						Vendor Total: \$107,966.11
						Grand Total: \$107,966.11

**End of Report**

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**This page must be sent to ISBE and retained within the district/joint agreement administrative office for public inspection.**

**ILLINOIS STATE BOARD OF EDUCATION**  
 School Business Services  
 (217)785-8779  
**ANNUAL STATEMENT OF AFFAIRS FOR THE FISCAL YEAR ENDING**  
 June 30, 2018

**Note: For submitting to ISBE, the "Statement of Affairs" can be submitted as one file to avoid separating worksheets.**

SCHOOL DISTRICT/JOINT AGREEMENT NAME: Prospect Heights School District 23  
 RCDT NUMBER: 05-016-0230-02  
 ADDRESS: 700 N. Schoenbeck Road, Prospect Heights, IL 60070  
 COUNTY: COOK  
 NAME OF NEWSPAPER WHERE PUBLISHED: Daily Herald (Paddock Publications)

**DISTRICT TYPE**

Elementary   
 High School   
 Unit

**ASSURANCE**

The statement of affairs has been made available in the main administrative office of the school district/joint agreement and the required Annual Statement of Affairs Summary has been published in accordance with Section 10-17 of the School Code.

**X YES**

CAPITAL ASSETS	VALUE
WORKS OF ART & HISTORICAL TREASURES	0
LAND	405,938
BUILDING & BUILDING IMPROVEMENTS	788,721
SITE IMPROVMENTS & INFRASTRUCTURE	19,568,680
CAPITALIZED EQUIPMENT	2,200,273
CONSTRUCTION IN PROGRESS	0
<b>Total</b>	<b>22,963,612</b>

NUMBER OF PUPILS ENROLLED PER GRADE	
PRE-KINDERGARTEN	74
KINDERGARTEN	137
FIRST	153
SECOND	165
THIRD	176
FOURTH	187
FIFTH	152
SIXTH	156
SEVENTH	201
EIGHTH	179
SPECIAL	
<b>Total Elementary</b>	<b>1,580</b>
NINTH	0
TENTH	0
ELEVENTH	0
TWELFTH	0
SPECIAL	0
<b>Total Secondary</b>	<b>0</b>
<b>Total District</b>	<b>1,580</b>

SIZE OF DISTRICT IN SQUARE MILES	7
NUMBER OF ATTENDANCE CENTERS	4
9 MONTH AVERAGE DAILY ATTENDANCE	1,439
<b>NUMBER OF CERTIFICATED EMPLOYEES</b>	
FULL-TIME	132
PART-TIME	5
<b>NUMBER OF NON-CERTIFICATED EMPLOYEES</b>	
FULL-TIME	66
PART-TIME	16
<b>TAX RATE BY FUND (IN %)</b>	
EDUCATIONAL	2.5616
OPERATIONS & MAINTENANCE	0.2940
BOND & INTEREST	0.2217
TRANSPORTATION	0.2325
MUNICIPAL RETIREMENT	0.0655
SOCIAL SECURITY	0.0655
WORKING CASH	0.0000
FIRE PREVENTION & SAFETY	0.0000
TORT IMMUNITY	0.0381
CAPITAL PROJECTS	0.0000
SPECIAL EDUCATION	0.0000
LEASING	0.0000
OTHER	0.0000
OTHER	0.0000
<b>DISTRICT EQUALIZED ASSESSED VALUATION (EAV)</b>	<b>553,717,876</b>
<b>EQUALIZED ASSESSED VALUATION PER ADA PUPIL</b>	<b>384,925</b>
<b>TOTAL LONG-TERM DEBT ALLOWED</b>	<b>38,206,533</b>
<b>TOTAL LONG-TERM DEBT OUTSTANDING AS OF June 30, 2018</b>	<b>7,706,508</b>
<b>PERCENT OF LONG-TERM DEBT OBLIGATED CURRENTLY</b>	<b>20.17%</b>

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**STATEMENT OF ASSETS AND LIABILITIES  
AS OF JUNE 30, 2018**

Description	Acct	(10) Educational	(20) Operations &	(30) Debt Service	(40) Transportation	(50) Municipal Retirement	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention &
<b>CURRENT ASSETS (100)</b>										
Cash (Accounts 111 thru 115)		6,192,660	878,199	489,030	851,389	32,131	220,945	3,978	80,065	
Investments	120									
Taxes Receivable	130									
Interfund Receivables	140									
Intergovernmental Accounts Receivable	150									
Other Receivables	160									
Inventory	170									
Prepaid Items	180									
Other Current Assets	190									
<b>Total Current Assets</b>		<b>6,192,660</b>	<b>878,199</b>	<b>489,030</b>	<b>851,389</b>	<b>32,131</b>	<b>220,945</b>	<b>3,978</b>	<b>80,065</b>	<b>0</b>
<b>CURRENT LIABILITIES (400)</b>										
Interfund Payables	410									
Intergovernmental Accounts Payable	420									
Other Payable	430									
Contracts Payable	440									
Loans Payable	460									
Salaries & Benefits Payable	470									
Payroll Deductions & Withholdings	480	136,123	(2,873)		36					
Deferred Revenues & Other Current Liabilities	490									
Due to Activity Fund Organizations	493									
<b>Total Current Liabilities</b>		<b>136,123</b>	<b>(2,873)</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LONG-TERM LIABILITIES (500)</b>										
Long-Term Debt Payable	511									
<b>Total Liabilities</b>		<b>136,123</b>	<b>(2,873)</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Reserved Fund Balance	714		881,072	489,030	851,353	32,131	220,945		80,065	
Unreserved Fund Balance	730	6,056,537						3,978		
Investments in General Fixed Assets										
<b>Total Liabilities and Fund Balances</b>		<b>6,192,660</b>	<b>878,199</b>	<b>489,030</b>	<b>851,389</b>	<b>32,131</b>	<b>220,945</b>	<b>3,978</b>	<b>80,065</b>	<b>0</b>

**STATEMENT OF REVENUES RECEIVED/REVENUES, EXPENDITURES DISBURSED/EXPENDITURES, OTHER SOURCES/USES  
AND CHANGES IN FUND BALANCE - FOR YEAR ENDING JUNE 30, 2018**

Description	Acct	(10) Educational	(20) Operations &	(30) Debt Service	(40) Transportation	(50) Municipal Retirement	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention &
<b>RECEIPTS/REVENUES</b>										
Local Sources	1000	14,856,580	1,700,385	1,191,857	1,148,321	591,154	216	45	208,131	0
Flow-Through Received/Revenue from One District to Another	2000									
State Sources	3000	2,198,527	0		502,183					
Federal Sources	4000	1,079,519								
<b>Total Direct Receipts/Revenues</b>		<b>18,134,626</b>	<b>1,700,385</b>	<b>1,191,857</b>	<b>1,650,504</b>	<b>591,154</b>	<b>216</b>	<b>45</b>	<b>208,131</b>	<b>0</b>
Rec./Rev. for "On Behalf" Payments	3998	7,662,158								
<b>Total Receipts/Revenues</b>		<b>25,796,784</b>	<b>1,700,385</b>	<b>1,191,857</b>	<b>1,650,504</b>	<b>591,154</b>	<b>216</b>	<b>45</b>	<b>208,131</b>	<b>0</b>
<b>DISBURSEMENTS/EXPENDITURES</b>										
Instruction	1000	10,946,924				274,720				
Support Services	2000	6,103,511	1,422,763		1,369,930	381,018			157,702	
Community Services	3000	193,554				14,833				
Payments to Other Districts & Govt Units	4000	552,440			66,645					
Debt Services	5000			1,299,393						
<b>Total Direct Disbursements/Expenditures</b>		<b>17,796,429</b>	<b>1,422,763</b>	<b>1,299,393</b>	<b>1,436,575</b>	<b>670,571</b>	<b>0</b>		<b>157,702</b>	<b>0</b>
Disb./Expend. for "On Behalf" Payments	4180	7,662,158	0	0	0	0	0		0	0
<b>Total Disbursements/Expenditures</b>		<b>25,458,587</b>	<b>1,422,763</b>	<b>1,299,393</b>	<b>1,436,575</b>	<b>670,571</b>	<b>0</b>		<b>157,702</b>	<b>0</b>
Excess of Direct Receipts/Revenues Over (Under) Direct		338,197	277,622	(107,536)	213,929	(79,417)	216	45	50,429	0
<b>Other Sources of Funds</b>	7000	19,498		141,031			215,000			
<b>Other Uses of Funds</b>	8000	291,031	65,000							
<b>Total Other Sources/Uses of Funds</b>		<b>(271,533)</b>	<b>(65,000)</b>	<b>141,031</b>	<b>0</b>	<b>0</b>	<b>215,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
Excess of Receipts/Revenues & Other Sources of Funds (Over/Under) Expenditures/Disbursements & Other Uses of Funds		66,664	212,622	33,495	213,929	(79,417)	215,216	45	50,429	0
<b>Beginning Fund Balances - July 1, 2017</b>		<b>5,989,873</b>	<b>668,450</b>	<b>455,535</b>	<b>637,424</b>	<b>111,548</b>	<b>5,729</b>	<b>3933</b>	<b>29,636</b>	
Other Changes in Fund Balances Increases (Decreases)										
<b>Ending Fund Balances June 30, 2018</b>		<b>6,056,537</b>	<b>881,072</b>	<b>489,030</b>	<b>851,353</b>	<b>32,131</b>	<b>220,945</b>	<b>3,978</b>	<b>80,065</b>	<b>0</b>

## ANNUAL STATEMENT OF AFFAIRS SUMMARY FOR FISCAL YEAR ENDING JUNE 30, 2018

**The summary must be published in the local newspaper.**

Copies of the detailed Annual Statement of Affairs for the Fiscal Year Ending June 30, 2018 will be available for public inspection in the school district/joint agreement administrative office by December 1, annually. Individuals wanting to review this Annual Statement of Affairs should contact:

PROSPECT HEIGHTS SCHOOL DISTRICT 23	700 N. Schoenbeck Road, Prospect Heights, IL 60070	847-870-3850	8:00 AM TO 4:00 PM
School District/Joint Agreement Name	Address	Telephone	Office Hours

Also by **January 15, annually** the detailed Annual Statement of Affairs for the **Fiscal Year Ending June 30, 2018**, will be posted on the Illinois State Board of Education's website@ [www.isbe.net](http://www.isbe.net).

**SUMMARY:** The following is the Annual Statement of Affairs Summary that is required to be published by the school district/joint agreement for the past fiscal year.

**Statement of Operations as of June 30, 2018**

		Educational	Operations & Maintenance	Debt Services	Transportation	Municipal Retirement/Social	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
Local Sources	1000	14,856,580	1,700,385	1,191,857	1,148,321	591,154	216	45	208,131	0
Flow-Through Receipts/Revenues from One District to Another District	2000	0	0	0	0	0	0	0	0	0
State Sources	3000	2,198,527	0	0	502,183	0	0	0	0	0
Federal Sources	4000	1,079,519	0	0	0	0	0	0	0	0
<b>Total Direct Receipts/Revenues</b>		18,134,626	1,700,385	1,191,857	1,650,504	591,154	216	45	208,131	0
<b>Total Direct Disbursements/Expenditures</b>		17,796,429	1,422,763	1,299,393	1,436,575	670,571	0	0	157,702	0
Other Sources/Uses of Funds		(271,533)	(65,000)	141,031	0	0	215,000	0	0	0
<b>Beginning Fund Balances - July 1, 2017</b>		5,989,873	668,450	455,535	637,424	111,548	5,729	3,933	29,636	0
Other Changes in Fund Balances		0	0	0	0	0	0	0	0	0
<b>Ending Fund Balances June 30, 2018</b>		6,056,537	881,072	489,030	851,353	32,131	220,945	3,978	80,065	0

SALARY SCHEDULE OF GROSS PAYMENTS FOR CERTIFICATED PERSONNEL AND NON-CERTIFICATED PERSONNEL

This listing must be published in the local newspaper, sent to ISBE, and retained within your district/joint agreement administrative office for public inspection.

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GROSS PAYMENT FOR CERTIFICATED PERSONNEL

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<u>Salary Range: Less Than \$25,000</u>	<u>Salary Range: \$25,000 - \$39,999</u>	<u>Salary Range: \$40,000 - \$59,999</u>	<u>Salary Range: 60,000 - \$89,999</u>	<u>Salary Range: \$90,000 and over</u>
Adamski, Beth	Baran, Nicole A	Akhteebo, Megan	Alexander, David	Anderson, Gail
Ambler, Susan A	Fleischmann, Candice M	Atkinson, Mark	Alms, Christopher	Angelaccio, Donald
Asaulenko, Donika	Gianneschi, Jessa	Balla, Stacy	Banas, Amy	Brunner, Kim
Batista Mendez, Erich	Walker, Ann	Becker, Michael	Basile, Kim	Caspari, Amy
Bernardi, Diane		Boyer, Crystalyn	Bearwald, Kristen	Casurella, LuAnn
Bowman, Elizabeth		Boyer, Jonathan	Behun, Joseph	Curtis, Craig
Bozio, Alexandra		Broms, Marianne	Bennett, Inge	DeBartolo, Micheal A
Brosinski, Michelle M		Butts, Emily	Brusso, Lisa	Garceau, Pamela
Bullock, Celia M		Castronovo, Lindsey	Chartouni, Nazera	Gardiner, Debbie
Busse, Jennifer		Cegielski, Eva	Craig, Sara	Gember, Mary Ann
Cabrera, Elizabeth		Derrico, Kristen	Curran, Rachel	Henehan, Ingrid
Ciorobitca, Malgorzata		Ducharme, Laura	Czarkowski, Lawrence	Hernandez, Jodi
Cisneros, Jose		Fahey, Kayleen	Dolwick, Erin	Jenkins, Marlys
Closs, Ellen M		Ginsberg, Michelle	Donohue, Cindy	Kalaras, Athena
Collins, Kurt		Godek, Kasey	Emberton, Sheena	Kutcher, Michelle
Custer, Barbara		Goscinski-Jones, Joy	Espinosa, Nina	Lambatos, Lucas
Daulton, Terry		Hallman, Anna K	Funk, Kelly	MacTavish, Tara
Dewar, Wendy		Hauschild, Iwona	Ganek, Kristene	Mailloux, Amy
Duffy, Cara		Hendricks, Stacey	Grafman, Joel	Meziere, Traci A
Frank, Gretchen E.		Hirsh, Alyssa A	Grischow, Sherrie	Miller, Robert
Gerstung, Bonnie		Howitz, Michael	Halpin, Jill	Murray, Julie
Goff, Renee		Kolka, Kaitlin	Hartmann, Linda	Nystrom, Camron J
Grippo, Michael P		Lelito, Jessica J	Herzog, Kristen	Petrusha, Carol
Hampe, Cheryl A		Lett, Kelly L	Joffe, Melissa	Samojedny, Evelyn C
Hanes, Priscilla		Lim, Erin	Kaspari, Tammy	Sroka, Chrystyna
Hankins, Rachel M		Lynch, Abigail V	Kevil, Meghan	Stavropoulos, Maria
Harris, Ilene		Lynn, Samantha M	Kreiman, Cheryl	Walsh, Patricia
Heineman, Ann M		Mariconda, Melissa	Leja, Maggie	Weadley, Catherine
Jasper, Leslie A		Marwitz, Mary	Levato, Angela	Wright, Lisa
Johnson, Jean		Mass, Allison	Lopez, Meghan	Yager, Betsy
Kahn, Mark J		Mkrtschjan, Laura	Magid, Ani	Zbaraz, Bonnie
Karpenski, Nikmarie M		O'Brien, Christine	Mahoney, Alison	
Kelly, Donna		O'Connor, Stephanie	Matthews, Rachel	
Kersch, Jeffrey M		Paeth, Kelsey	McWilliams, Mary Beth	
Kiefer, Sharon M		Pufundt, Christina	Mullaney, Julie	
Klein, Lauren A		Quesea, Bryan J	Murray, Megan	
Krupp, Melanie		Samiotakis, Vasiliki	Nelson, Marilyn	
Malek, Marian		Simpson, Samuel	Peckworth, Susan	
Margeson, John F		Sullivan, Carly	Pennell, Susan	
Martin, Katherine E		Sutter, Hannah	Perillo, Daniel	
Masini, Ericson S		Valladares Oropeza, Denisse	Polster, Kristine	
Millin, Natalia		Windsor, Megan	Racusen, Carly	
Morris, Jamie		Zarafonitis, Demetra G	Rieger, Megan	
Ozawa, Teresa			Ritter, Stephanie	
Rasmussen, Michael R			Robertson, Lora	

Robbins, Barry Schoeny, Rachel E Schwarz, Vicki Seiler, Jessica Snell, Mary Susan Spinner, Sara Stoken, Beth Strzelecki, Marianne Sutton, Jennifer Temple, Maureen N Tisza, Janet Trossman, Sheila Voltaire, Carolle Walker, Roberta J Wessel, Jennifer L. Whowell, Joseph M			Rollefson, Gail Rozner, Amy Sabath, Michelyn Schlomann, Jill Schmidt, Lisa Stasi, Christina Stolton, Gina Strachn, Kimberly Teramoto, Jeni Tomasik, Margaret Ubert, Nadine Valderrama, Michelle Vasilakos, Sandra Wright, Leon Zaveduk, Abra
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**GROSS PAYMENT FOR NON-CERTIFICATED PERSONNEL**

<u>Salary Range: Less Than \$25,000</u>	<u>Salary Range: \$25,000 - \$39,999</u>	<u>Salary Range: \$40,000 - \$59,999</u>	<u>Salary Range: \$60,000 and over</u>
Abusaleh, Suha Adams, Michelle J Aoraha, Jacklin Aquino, Alexander Ashley, Jenna N Ashley, Justin T Bahena Fitz, Estefany Baker, Michael C. Barr, Michelle A Beckley, Marjorie Biagini, Gail Blancas Grimaldo, Mariel Botwinski, Colin Brant, JoAnn G Broms, Michelle Calcagno, Frank Chester, Abigail L. Cooney, Andrea Cooney, Nathan Corrigan-Quirk, Colleen Crask, Debra Dahm, Patricia DeFrenza, Anna Dewar, Margaret A Diaz, Michelle DiCristofano, Kyle E Dorcey, Carol Dorcey, Nicole Downum, Ryan Ellison, Brian S Engstrom, Joanne Falk-Kopala, Lisa Fang, Rachel E Goldberg, Paula	Birschbach, Jill Collins, Carolyn Fialkowski, Gwen Forst, Barbara Jaeschke, Laura Keopraseuth, Sam Koepke, Susan Kola, Myrteza LaCaeyse, Debbie Lebrecht, Kris A Lilly, Pamela Miller, Susan Mullaney, Brian P Ross, Melissa Samp, Debra Shah, Pragna Unger, Joy Werneske, Donald Wilson, Debra Wojtalewicz, Suzanne Zachariah, Jaya	Blanco, Jose Blanco, Wilber Brand, Kris Carlson, Lissa Chavez-Munoz, Juan Ellison, Lorrie Ewanio II, Richard Hehn, Victoria Hitzeman, Brian Macek, Debra A. O'Donnell, Michelle Parisi, Lisa Quatman, Kathleen Reibel, Patricia Rubio, Carlos Rubio, Miguel Stephens, Tracy M	Bertsos, Ioannis Bratko, Tanya L Rominski, Brian Sabo, Marcus Schmidt, Curtis Sorensen, Nancy Stocking, Christie Vergil, Carrie Ann Walsh, Patricia C.

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Grafman, Deborah M  
 Guza, Elizabeth  
 Hahn, Mary Ellen  
 Hargrove, Exzavior  
 Harris, Briana  
 Haug, Margaret  
 Heuer, Sue  
 Hulse, Christine M  
 Hurley, Janice  
 Jacobson, Richard S  
 Jelaca, Pamela  
 Jimenez, Violet  
 Johnson, Ethan C.  
 Karras, Christian G  
 Klingner, Kristopher  
 Koepke, Hayley  
 Kolometz, Carly  
 Konstant, Jacqueline N  
 Kowalski, Claudia S  
 Lancaster, John C.  
 Lange, Jan  
 Lebrecht, Joseph C.  
 Lee, Steven  
 Lewandowski, Surina M  
 Lieggi, Stephen M  
 Litsogiannis, Joanna  
 Luke, Jennifer L  
 Lunardini, Sharlene  
 Macek, Hunter  
 Maloney, Robert J  
 Maradkel, Ingrid  
 Martinez-Mendes, Juan M  
 Mayen Nava, Fabiola  
 Mendieta, Jenny  
 Menzia, Genie  
 Milanez, Suzanne  
 Moore, Soo J  
 Morain, Alexander J.  
 Nguyen, Nga T  
 Pape, Anthony  
 Parisi, Cali R  
 Parisi, Elli  
 Patel, Alpa J  
 Patel, Nisha  
 Pateras, Janet  
 Peterson, Deborah  
 Pietrowski, Shirley  
 Pitts, Deborah L  
 Plough, Kristopher M  
 Pupek, Debra  
 Retsky, Kathleen  
 Reynolds, Mary Jo  
 Robideau, Linda  
 Robideau, Patrick B  
 Rodiek, Nicole  
 Rodriguez, Ania P  
 Rodriguez, Jovenae M

Ruth, Donna M  
 Samson, Jack A.  
 Sanchez, Christina L  
 Santiago, Analiza  
 Scarpaci, Christina  
 Schafernak, Laura  
 Seelig, June  
 Shah, Varsha  
 Smith, Laura L  
 Spizziri, Amy J  
 Stasiuk, Lesia  
 Stepuszek, Nancy  
 Stivers, Carol  
 Stockey, Eric C  
 Thiruvatra Pisharath, Seema  
 Travis, Alan  
 Travis, Laurie  
 Trom, Diane  
 Unamboowe, Gail  
 Uribe-Lopez, Sandra  
 Vergil-Alvarado, Miguel A  
 Voltz, Daniel R.  
 Voutiritsas, Georgia  
 Wallace, Yoshi  
 Whiteside, Barbara  
 Wilson, Jean  
 Zawacki, Meredith  
 Zhekova, Temenuga M

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**Payments over \$2,500, excluding wages and salaries.**

***This listing must be published in the local newspaper, sent to ISBE, and retained within your district/joint agreement administrative office for public inspection***

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05-016-0230-02

<u>Person, Firm, or Corporation</u>	<u>Aggregate Amount</u>
Gopher Sport	2,508
National Heat & Power Corp.	2,516
Yfantis, Zachary	2,560
News-2-You Inc.	2,616
SuperFleet MasterCard Program	2,631
Lipsey, Kristen P.	2,700
Scariano Himes & Petrarca	2,774
Pearson Clinical Assessment	2,782
West Interactive Services Corporation	2,896
Bleacher America Inc.	2,910
Itcovici, Bettina Ines	2,910
Demco Inc.	2,919
Elemental Solutions, LLC	2,956
Zenon Company	3,011
MasterLibrary, LLC	3,240
PH District 23	3,275
Fox Valley Fire & Safety Co	3,282
TeachTown, Inc	3,384
Sound Incorporated	3,518
Township High School District 214	3,570
JCB Electric Inc.	3,650
School Health Corporation	3,735
Anderson Pest Solutions	3,763
Dick Blick Art Materials	3,866
Scholastic Classroom Magazines	3,949
Midwest PBIS Network	\$3,955.00
Flinn Scientific	\$4,121.83
Schoology, Inc	\$4,160.00
JCD Repair, LLC	\$4,245.00
Tobii Dynavox LLC	\$4,424.50
Other World Computing, Inc.	\$4,599.96
BrainPOP	\$4,790.00
Specialized Data Systems	\$4,800.00
BMO Harris Bank N. A.	\$4,900.04
Scholastic, Inc	\$5,047.89
Midwest Principals Center	\$5,184.00
Fast Signs	\$5,229.10

<u>Person, Firm, or Corporation</u>	<u>Aggregate Amount</u>
Quinlan & Fabish Music	\$10,032.46
Zaner-Bloser	\$10,257.64
Robbins Schwartz	\$11,246.34
Lakeshore Learning Materials	\$11,579.24
Lakeshore Recycling System	\$12,002.46
Lewis Paper International, Inc	\$12,240.00
KS State Bank	\$12,333.75
Teaching Strategies	\$12,471.00
Frontline Technologies Group, LLC	\$12,928.09
Evans, Marshall, and Pease	\$12,965.00
Performance Chemical & Supply	\$13,309.82
Forecast 5 Analytics, Inc.	\$13,729.00
Horace Mann Auto Insurance	\$13,831.31
Village of Arlington Heights	\$14,558.89
InfoSnap, Inc.	\$14,916.19
Relief Medical Services, Inc.	\$15,063.70
JAMF Software, LLC	\$17,390.62
ARCON	\$17,506.00
Northwest Evaluation Association	\$18,900.00
Illinois Association of School Boards	\$19,002.00
First Point Mechanical Services, LLC	\$19,384.44
Mystery Science Inc.	\$19,479.00
Imbert International Inc.	\$20,111.58
Citi Cards	\$21,146.72
Follett School Solutions, Inc	\$21,785.89
Metro Federal Credit	\$22,211.18
Heinemann	\$22,850.60
DeFranco Plumbing	\$24,822.15
CDW Government	\$24,947.78
AT & T	\$25,671.82
Tyler Technologies, Inc.	\$26,284.81
Constellation NewEnergy Gas Division	\$27,714.48
McGraw-Hill School Education	\$28,362.61
<u>Amazon.com</u>	\$28,482.88
Apple Inc. c/o Apple Financial Service	\$29,017.53
BMO Harris MasterCard	\$29,223.43
Edmentum	\$31,362.50

MealTime The CLM Group, Inc.	\$5,288.00
Homer Industries	\$5,760.00
RMM Chicago, LLC	\$5,761.70
Levato Group Inc.	\$5,766.50
The Booksource, Inc.	\$5,938.02
United Analytical Services, Inc.	\$6,140.00
Gallagher Bassett Services Inc.	\$6,589.01
SEIU Local 73	\$6,600.80
Illinois Associaton of School Admin	\$6,808.23
Pearson Education Inc.	\$6,826.95
Reserve Account	\$7,000.00
Brenthaven	\$7,311.17
Terryberry	\$7,972.39
WMA Consulting Engineers, Ltd.	\$8,100.00
Don Johnston	\$8,126.28
COTG360	\$8,137.60
Rosetta Stone Ltd	\$8,586.00
Nicor Gas	\$8,732.73
Performance Foodservice - Chicago	\$8,738.24
TS Landscaping LLC	\$8,762.50
Really Good Stuff	\$8,788.25
EastBridge Learning	\$9,000.00
Brechts Database Solutions, Inc.	\$9,070.58
Infinite Cohesion	\$9,076.80
Impact Networking, LLC	\$9,181.30
Walsworth Publishing Company	\$9,223.85
Villa Park Office Equipment	\$9,438.50
AG iRepair	\$9,613.00
VSP IL	\$9,720.76
Iste	\$9,835.00
Smoothwall	\$10,000.00

Maul Paving, Inc.	\$31,904.00
Step Forward Therapy, Inc.	\$34,695.00
All-Ways Transportation Services, Inc	\$39,961.00
ECRA Group Incorporated	\$43,987.00
Milieu Design LLC	\$45,749.87
WOW Business	\$48,876.00
City of Prospect Heights	\$52,063.22
Apple, Inc. Lease Agreement	\$55,666.17
Suburban School Coop. Insurance Poo	\$57,771.00
Warehouse Direct	\$58,843.44
Graham C Stores Company	\$71,616.18
De Lage Landen Public Finance LLC	\$82,412.68
Zones Inc.	\$90,479.12
PHEA	\$96,250.24
IL Counties Risk Management Trust	\$99,441.00
Constellation NewEnergy, Inc.	\$108,274.63
Honeywell International Inc	\$111,177.00
Apple Computer Inc.	\$172,522.00
AAEC Credit Union	\$199,216.97
THIS-Teacher Health Insurance	\$215,333.93
OMNI	\$316,125.96
Arlington Heights School District 25	\$420,384.74
IMRF	\$444,904.47
NSSEO	\$618,652.84
TRS-Board Share	\$1,011,169.96
Amalgamated Bank of Chicago	\$1,158,362.50
First Student	\$1,237,670.39
EBC	\$2,895,676.25

## PAYMENTS TO PERSON, FIRM, OR CORPORATION OF \$1,000 TO \$2,500

*This listing must be sent to ISBE, and retained within your district/joint agreement administrative office for public inspection.*

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05-016-0230-02

**Payments of \$1,000 to \$2,500, excluding wages and salaries**

<u>Person, Firm, or Corporation</u>	<u>Aggregate Amount</u>
Tyler Business Forms	\$1,006.84
Riddiford Roofing Company	\$1,017.94
Raymond Geddes	\$1,022.44
Ablenet Inc.	\$1,032.90
Grainger W W, Inc.	\$1,038.14
Zeller and Associates	\$1,055.68
Arlington Heights Garibaldis	\$1,079.72
Customink, LLC	\$1,092.06
Alexian Brothers Behavioral Hospital	\$1,160.00
Systems Forms Inc.	\$1,185.93
Matkovic, Susan L.	\$1,200.00
Textbook Warehouse	\$1,208.00
Laminator.com Inc.	\$1,239.07
Homer Tree Care, Inc.	\$1,250.00
School Specialty	\$1,260.29
TIME For Kids	\$1,262.25
Daily Herald	\$1,290.60
TCI	\$1,302.00
A & J Sewer Service	\$1,325.00
Discovery Benefits	\$1,341.60
Triarco Arts & Crafts	\$1,409.44
The Center	\$1,435.00
North American Corporation	\$1,463.89
Advanced Fire Protection and Safety Inc.	\$1,475.00
Positive Promotions	\$1,476.15
Learning A-Z	\$1,483.09
April Building Services Inc.	\$1,500.00
AssetWorks LLC	\$1,500.00
Raymond James and Associates, Inc	\$1,500.00
Robert Crown Center for Health Education	\$1,510.00

<u>Person, Firm, or Corporation</u>	<u>Aggregate Amount</u>
Discovery Education	\$1,600.00
Phonak Communications, Inc.	\$1,605.99
Illinois ASCD	\$1,660.00
Attainment Company Inc.	\$1,664.55
Arthur J. Gallagher Risk Management	\$1,700.00
Mitinet, Inc.	\$1,710.00
Oriental Trading Company	\$1,715.78
Hauser Izzo, LLC.	\$1,734.00
Penworthy Company LLC	\$1,744.18
Cambium Learning Group	\$1,780.24
Advantage Medical	\$1,790.00
Home Depot	\$1,829.53
Hotel Arista	\$1,841.48
SolarWinds	\$1,920.00
Midwest Irrigation	\$1,940.17
Bearcom	\$1,954.02
MHS INC.	\$1,972.87
American Taxi	\$2,035.00
Illinois ASBO	\$2,035.00
Anderson Lock Company, Ltd	\$2,081.20
Rifton Equipment	\$2,096.25
Illinois Computing Educators	\$2,110.00
BTS Solutions	\$2,174.00
Palos Sports Inc	\$2,177.93
Air Cleaning Specialist, Inc	\$2,186.20
Ed Red	\$2,250.00
TriMark Marlinn LLC	\$2,349.00
Michaels Uniform Company	\$2,376.24

AT & T Mobility	\$1,540.42
Edward Stauber	\$1,552.50
Accurate Document Destruction Inc.	\$1,559.17

## PAYMENTS TO PERSON, FIRM, OR CORPORATION OF \$500 TO \$999

*This listing must be retained within your district/joint agreement administrative office for public inspection.*

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05-016-0230-02

**Payments of \$500 to \$999, excluding wages and salaries.**

<u>Person, Firm, or Corporation</u>	<u>Aggregate Amount</u>	<u>Person, Firm, or Corporation</u>	<u>Aggregate Amount</u>
Pitney Bowes Inc.	\$502.37	Blue Lion Systems, Inc	\$742.98
Horace Mann Life Insurance	\$509.31	ISLMA	\$750.00
Sam Fleming Music, LLC	\$525.00	Illinois Grade School Music Assoc.	\$757.50
Istation	\$540.00	Compass Health Center LLC	\$765.00
IASPA	\$545.00	Purchase Power	\$765.80
IATD	\$550.00	Constant Contact, Inc.	\$771.50
Learning Resources	\$565.55	GSports Wrestling	\$789.80
School Mate	\$581.00	National Geographic Society	\$807.50
Ballard & Tighe Publishing	\$594.00	The Library Store	\$825.21
Educational Innovations, Inc.	\$597.96	Rourke Educational Media	\$858.60
Got-Special KIDS	\$603.90	CDW Computer Center	\$860.99
Goodman Company	\$610.00	Northern Illinois University	\$870.00
Crown Trophy	\$613.70	Computer Power Systems, LLC	\$895.00
Klobucher, Linda M.	\$625.00	Correct Monitoring Services	\$900.00
A-Alert Lock And Alarm	\$636.00	Squirrels, LLC	\$910.00
Bureau of Education/Research	\$657.00	AT & T Long Distance	\$910.66
IAASE	\$660.00	KI, Pallas Textiles	\$930.00
Route 12 Rental Inc.	\$664.00	EPS Literacy & Intervention	\$948.60
Panera Bread Company	\$680.66	IntraData	\$958.00
PSUG Events	\$698.00	Vernier Software & Technology	\$958.93
Thomas, Leslie	\$700.00	Garaventa USA Inc.	\$966.80
Classroom Direct	\$704.58	United Art and Education	\$976.82
Promethean Inc.	\$737.11	Easy Way Safety Services	\$977.00
Michael Wagner & Sons, Inc.	\$738.57	Advanced Fitness Systems USA	\$985.00
VocabularySpellingCity	\$741.75	Chicago Mercantile Exchange Inc.	\$989.37

**REPORT ON CONTRACTS EXCEEDING \$25,000 AWARDED DURING FY2018**

In conformity with sub-section (c) of Section 10-20.44 of the School Code [105 ILCS 5/10-20.44], the following information is required to be submitted in conjunction with submission of the Annual Statement of Affairs [105 ILCS 5/10-17].

**INSTRUCTIONS: (See the attached document (pdf) for additional guidance and definitions.)**

M:\ASA2011\  
Guidance Regardin

**ITEM 1.** – Count only contracts where the consideration exceeds \$25,000 over the life of the contract and that were awarded during FY2018 and record the number below in the space provided. Do not include: (1) multi-year contracts awarded prior to FY2018; (2) collective bargaining agreements with district employee groups; and (3) personal services contracts with individual district employees.

**ITEM 2.** – Aggregate the value of consideration of all contracts included in item 1 and record the dollar amount below in the space provided.

**ITEM 3.** - Count only contracts where the consideration exceeds \$25,000 over the life of the contract that were awarded during FY2018 to minority, female, disabled or local contractors and record the number below in the space provided. Do not include: (1) multi-year contracts awarded prior to FY2018; (2) collective bargaining agreements with district employee groups; and (3) personal services contracts with individual district employees.

**ITEM 4.** – Aggregate the value of consideration of all contracts included in item 3 and record the dollar amount below in the space provided.

1. Total number of all contracts awarded by the school district:	29
2. Total value of all contracts awarded:	6,890,846
3. Total number of contracts awarded to minority owned businesses, female owned businesses, businesses	3
4. Total value of contracts awarded to minority owned businesses, female owned businesses, businesses owned by person with disabilities, and locally owned businesses:	121,641



**Prospect Heights School District 23  
Board Memorandum  
Information Item**

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**Date:** December 12, 2018

**Subject:** Math Curriculum Committee Update

**Prepared by:** Dr. Amy Zaher

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The Prospect Heights District 23 Math Curriculum Committee will be responsible for recommending instructional materials that promote College and Career Readiness for all students in Math. The assistance of a number of people is critical in this recommendation. Without their generous support, this process would be possible. For their knowledge, dedication, and energy we thank the following individuals:

**K-5 Committee**

Kinder: Stacy Balla, Sherrie Grishchow

1st: Pam Garceau, Lisa Schmidt

2nd: Allison Mass, Julie Murray

3rd: Emily Butts, Nazera Chartouni

4th: Tara MacTavish

5th: Linda Hartmann

SPED: Christine Pufundt, Gina Stolton

TIS/Tech: Alison Mahoney, Yianni Bertzos

Administrators: Maria Stavropoulos, Traci Meziere, Luke Lambatos

**6th-8th Committee**

6th: Amy Mailloux

7th: Erin Dolwick, Mark Atkinson

8th: Dave Alexander

SPED: Jill Halpin

TIS/Tech: Hannah Sutter, Yanni Bertzos

Administrators: Maria Stavropoulos, Chris Alms

# Instructional Materials Selection Process

During the 2018-2019 School year, the Math Curriculum Committee will use the following process to select instructional materials that promotes Career and College Readiness for all students in Math.

	In Progress	Upcoming	Completed	Notes
Study of the math standards	x			
Develop the selection criteria and rubric to evaluate materials			x	
Research math materials			x	
Request samples and apply the rubric			x	
Narrow the selection	x			We started with 4 programs in K-5 and 4 in 6th-8th. We have narrowed the selection to 2 in K-5 and 3 in 6th-8th.
Develop questions for each publisher	x			
Publishers are called to present materials and address questions		x		Presentations are scheduled in January
Invite other teachers who are not on the committee to peruse materials and leave feedback		x		
Pilot some of the lessons	x			Our committee members are reviewing the sample materials and piloting lessons in their classrooms.
Determine the final recommendation		x		
Receive quotes from the recommended publishers		x		
Negotiate pricing of materials		x		
Present and recommend the final selection(s) to the Board of Education		x		The goal is to have a recommendation in the Spring.

# Board Policy Regarding Instructional Materials

## 6:210 Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the School Board. Anyone may inspect any textbook or instructional material. Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with a PG-13 or equivalent rating.

### Instructional Materials Selection and Adoption

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.:

[105 ILCS 5/10-20.8](#) and [5/28-19.1](#).

CROSS REF.: [6:30](#) (Organization of Instruction), [6:40](#) (Curriculum Development), [6:80](#) (Teaching About Controversial Issues), [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), [8:110](#) (Public Suggestions and Concerns)

ADOPTED: November 8, 2017





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

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**Date:** December 5, 2018

**Subject:** Update on 2018-19 Extended Day Program & Recommendation for Maintenance of Current Fees for 2019-20

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

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**BACKGROUND:**

Each December, the Board of Education reviews the current fees charged for the Extended Day Program (EDP) and considers whether to maintain the current fee structure, increase fees or decrease fees for the following year. This communication is intended to provide an update on the status of EDP and provide a recommendation for the 2019-20 program fees.

Last year's increase to fees was the first in many years. The discussion and decision of the Board centered around maintaining a quality program that was financially stable. In addition, the Board wanted to avoid fee increases becoming an annual occurrence. As such, Kris Lebrecht, the EDP Director, and the Business Office have worked together to ensure that the program maintained the offerings and opportunities for the children while still providing a safe and harmonious environment.

At the end of the 2017-18 school year, EDP had 65 students registered for the AM program and 169 students registered in the PM program. As you are aware, this was an increase of 14 students in the PM program because the District authorized the increase of maximum capacity from 150 students to 175 students maximum.

At the beginning of the 2018-19 school year, EDP had 70 students registered for the AM program and 207 students registered in the PM program. As of December 1, 2018, EDP has 74 students registered for the AM program and 188 students registered in the PM program.

The decrease is due to 10 students having never started the program – parents either moved out of district OR found different daycare options OR no longer required daycare. In addition, 9 students have left the program due to moving out of the district, no longer needing daycare or, in 2 cases, due to behavior reasons. While there have been some complaints regarding the increase in costs, no family that has left the program has stated that their withdrawal was due to the cost or inability to afford the program. As you are aware, EDP is still the most cost effective, least expensive daycare option for before- and after-school care available to the families of District 23.

One positive of expanding the program -- no wait list!

Several changes and/or improvements have been made to enhance the effectiveness of the program. Since April 2018, 5<sup>th</sup> and 6<sup>th</sup> graders are now housed at MacArthur as of April 2018. Parents also now have the option to pick up their 5<sup>th</sup> and 6<sup>th</sup> graders directly from MacArthur. An EDP doorbell is used at MacArthur for easy and safe pick up. After 5pm, parents must pick up all children at Ross.

In addition, new games and supplies have been purchased for both sites. Kids have more options to pass their time at EDP in a fun way, but they can still go to one of the homework rooms for quiet study. One of the other enhancements has been the introduction of a trivia program that was introduced at snack time. As for safety measures, additional EDP radios were purchased for better communication within the individual sites as well as for better communication between the two sites.

EDP is constantly looking at ways to improve the program for its students. The following enhancements are being contemplated for future implementation:

- Having the Wildstang program give a demonstration to all EDP children.
- Scheduling additional assemblies/special events including a high school theatre program presentation, DJ, Escape Room experience and a large trivia/game show event.
- Creating more physical activity options for the children at MacArthur
- Additional games and activity supplies must be replenished. Additional radios (at least 2 more) for improved communications between the supervisors and the front desk.
- Work with District 25 to create more snack options, increase snack rotation with a variety of options.

EDP also continues to review the safety procedures and development of its employees:

- Continue to improve communications with families, school staff and supervisors
- Staff training options
- Improve hallway procedures (checking in, bathroom/ drinking fountain) possible additional supervisor responsibilities
- Hire necessary supervisors for upcoming openings

Overall, 2018-19 has been off to a good start and the program continues to thrive.

#### RECOMMENDATION:

The Business Office and Director of EDP recommend no change in fees for the 2019-20 school year for the Extended Day Program.



Micheal DeBartolo &lt;mdebartolo@d23.org&gt;

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## SmartProcure FOIA Request to Prospect Heights School District 23 for PO/Vendor Information

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**Bethany Simpson** <bsimpson@smartprocure.com>

Fri, Nov 16, 2018 at 10:49 AM

To: mdebartolo@d23.org

Cc: l Ellison@d23.org

Good morning,

SmartProcure is submitting a commercial FOIA request to the Prospect Heights School District 23 for any and all purchasing records from 8-16-2018 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

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

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.com/?st=IL&org=ProspectHeightsSchoolDistrict23>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

**If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.**

Regards,

**Bethany Simpson**

Data Acquisition Specialist

**SmartProcure**

Email: [bsimpson@smartprocure.com](mailto:bsimpson@smartprocure.com)

**New Direct Phone #: 954-420-9900 ext: 684**



# Prospect Heights School District 23

700 N. SCHOENBECK ROAD, PROSPECT HEIGHTS, ILLINOIS 60070

**DISTRICT OFFICE**

Phone (847) 870-3850

Fax: (847) 870-3896

**EISENHOWER SCHOOL**

Phone (847) 870-3875

Fax: (847) 870-3877

**BETSY ROSS SCHOOL**

Phone (847) 870-3868

Fax: (847) 870-3898

**ANNE SULLIVAN SCHOOL**

Phone (847) 870-3865

Fax: (847) 870-8113

**MACARTHUR MIDDLE SCHOOL**

Phone (847) 870-3879

Fax: (847) 870-3881

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November 27, 2018

**SENT VIA ELECTRONIC MAIL and REQUESTED ELECTRONIC UPLOAD**

Ms. Bethany Simpson  
Data Acquisition Specialist/SmartProcure  
(bsimpson@smartprocure.com)

**Re: Response to FOIA Request**

Dear Ms. Simpson:

On November 16, 2018, Prospect Heights School District 23, Cook County, Illinois, ("School District") received from you a commercial request for information pursuant to the Illinois Freedom of Information Act for the disclosure "any and all electronic purchasing records from 8-16-2018 to current . . ."

The specific information requested is:

1. "Purchase order number;
2. Purchase order date;
3. Line item details;
4. Line item quantity;
5. Line item price;
6. Vendor ID number, name, address, contact person and email address; and
7. Beginning fiscal year."

Since the request is commercial in nature, the response is provided to you pursuant to Section 140/3.1 of the Freedom of Information Act (5 ILCS 140/3.1).

To the extent the records disclosed to you lack any of the above seven categories of information, it is because the responsive purchase orders possessed by the District lack that information.

Documents responsive to your request are provided to you via upload to the website you provided in your request. No fees are being assessed for this disclosure.

Sincerely,

*Micheal A. DeBartolo*

Micheal A. DeBartolo  
Asst. Superintendent for Finance and Operations  
Freedom of Information Act Officer

Cc: Dr. Don Angelaccio, Superintendent  
Board of Education



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

---

**Date:** December 5, 2018

**Subject:** Recommendation for approval of Property and Liability Insurance Coverage

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

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**BACKGROUND:**

The District is required to purchase liability insurance coverage to insure against any loss or liability of the District including civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits. Such coverage is to include defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to services provided to specific individuals who work or serve the District. In addition, the District is required to purchase comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount is for the replacement cost or the insurable value of such property.

The District belongs to SSCIP, the Suburban School Cooperative Insurance Pool, which consists of over 100 suburban and downstate school districts. The membership in SSCIP provides benefits on insurance pricing due to the resources, liabilities and experience history being pooled with the other member school districts.

This year the premium for the District's property and liability coverage has been set at \$58,288. This represents a 0.89% increase over last year's premium of \$57,771. The increase is mostly based upon the District's property value (personal property and real property) increasing. However, the District's low total loss average over a 5-year period (0.30%) is a large factor in limiting the District's overall net increase.

The Business Office has investigated the cost effectiveness of the property and liability insurance program. At this time, unlike workers compensation insurance, the property and liability insurance does not appear to be at a disproportionate level.

**RECOMMENDATION:**

The Business Office recommends approval of the 2019 premium and coverage for property/liability insurance with SSCIP.

**Suburban School Cooperative Insurance Pool Invoice  
PROSPECT HGTS SD #23**

**SUMMARY OF 12/31/2018-2019 PREMIUMS AND COVERAGES  
Invoice Date: 12/31/18**

<u>COVERAGE</u>	<u>LIMIT OF LIABILITY</u>	<u>EFFECTIVE DATE</u>	<u>INSURANCE COMPANY</u>	<u>PREMIUM</u>
Property/Crime	\$1,000,000 - \$2,500 Ded	31-Dec-18	Great American Insurance Co.	\$18,907
General Liability	\$11,000,000	31-Dec-18	Great American Insurance Co.	\$16,543
Auto Liability	\$11,000,000	31-Dec-18	Great American Insurance Co.	\$2,836
Auto Physical Damage	ACV - \$2,500 Ded.	31-Dec-18	Great American Insurance Co.	\$473
School Board Legal	\$11,000,000	31-Dec-18	Great American Insurance Co.	\$8,508
Total Package Policy*				\$47,267
Boiler & Machinery	\$250,000,000	31-Dec-18	Travelers Property Casualty Ins. Co.	\$1,127
Excess Property	\$1,000,000,000	31-Dec-18	Hartford Fire Insurance Co.	\$6,540
Excess Liability	\$30,000,000	31-Dec-18	Halmark/Scion/Starstone	\$1,993
Cyber Risk Liability	\$1,100,000 Each Incident \$25,000,000 Aggregate Policy Term Limit	31-Dec-18	Lloyd's of London	\$1,430
Pollution Legal Liability	\$1,000,000 Each Incident \$10,000,000 Aggregate Policy Term Limit	31-Dec-18	Ironshore	\$1,361
<b>Preliminary 2018-2019 Insurance Premium</b>				<b>\$59,718</b>

**SURPLUS REDUCTION (\$1,430)**

**Total 2018-2019 Insurance Premium - Please Pay this amount \$58,288**

Total 2017-2018 Insurance Premium (incl. surplus reduction) \$57,771  
% Change in Premium 0.9%

<u>RATING VARIABLES:</u>	<u>PRIOR</u>	<u>CURRENT</u>	<u>% CHANGE</u>
Exposure (5 Year Avg.)			
Property Value	\$52,135,599	\$55,401,486	6.3%
Student Count	1,553	1,579	1.6%
Vehicle Value	\$32,000	\$35,000	9.4%
Loss Base (5 Year Avg. Capped at \$75k per year per coverage)	\$10,284	\$4,322	-58.0%

\*Package includes claims fees, administrative fees, crime coverage, and loss fund contribution.

VEHICLE COST (FOR STATE REPORTING PURPOSES):

PACKAGE POLICY	\$	516
EXCESS LIABILITY	\$	36
<b>TOTAL COST PER VEHICLE</b>	\$	<b>553</b>

Premiums are due and payable upon receipt of invoice.  
Please make your check payable to Suburban School Cooperative Ins. Pool  
Please send your remittance with a copy of this invoice by January 1, 2019 to:

Suburban School Cooperative Insurance Pool  
39206 Treasury Center  
Chicago, IL 60694-9200

## Suburban School Cooperative Insurance Pool

December 31, 2018 to December 31, 2019

Loss Fund and Premium Contribution

### PROSPECT HGTS SD #23

<u>Exposure</u>	<u>District Exposures</u>	<u>SSCIP Exposure</u>	<u>% of Total</u>	<u>Weight</u>	<u>Calculation</u>
<b>Allocation Calculation:</b>					
Property \$ (5-Year Average)	\$55,401,486	\$6,089,439,340	0.91%	35.0%	0.32%
Students (5-Year Average)	1,579	148,212	1.07%	55.0%	0.59%
Vehicles \$ (5-Year Average)	\$35,000	\$29,787,614	0.12%	10.0%	<u>0.01%</u>
<b>Total Exposure %</b>					<b>0.92%</b>
<b>Total Loss % (5-Year Average)</b>	\$4,322	\$1,445,700	0.30%	100.0%	<b>0.30%</b>
Exposure Weight					60%
Loss Weight					40%
Balance Factor					1.0201
<b>(1) Allocation % for Loss Fund &amp; Fixed Cost Premium</b>					<b>0.68%</b>
<b>Premium Calculation:</b>					
(2) Total Loss Fund Premium					\$3,495,000
(3) Total Package Premium & Fixed Costs					\$2,287,906
(4a) Preliminary Loss Fund Premium					\$23,915
(4b) Preliminary Package Premium & Fixed Costs					\$15,656
(5) Total Excess Property and Boiler & Machinery Premium					\$938,024
(6) Preliminary Excess Property and Boiler & Machinery Premium					\$8,534
(7) Total Excess Liability Premium					\$243,795
(8) Preliminary Excess Liability Premium					\$2,597
(9) Total Cyber Risk Premium					\$174,963
(10) Preliminary Cyber Risk Premium					\$1,864
(11) Total Pollution Premium					\$166,552
(12) Preliminary Pollution Premium					\$1,774
<b>(13) Preliminary Total Premium</b>					<b>\$54,339</b>
(14) Prior					\$57,771
(15) Initial Change from Prior					-5.9%
(16) Capped Change from Prior					0.9%
(17) Initial Premium (Excl. Surplus Reduction)					\$58,291
(18) Balance Factor					1.024
<b>(19) Final Total Premium (Excl. Surplus Reduction)</b>					<b>\$59,718</b>
<b>(20) Surplus Reduction</b>					<b>(\$1,430)</b>
<b>(21) Total Premium</b>					<b>\$58,288</b>

#### Notes

- (1) = [(Total Exposure % x Exposure Weight) + (Total Loss % x Loss Weight)] x Balance Factor
- (2) Provided by client
- (3) Provided by client
- (4a) = (2) x (1)
- (4b) = (3) x (1)
- (5) Provided by client
- (6) = (5) x 'Property \$ (5-Year Average) % of Total'
- (7) Provided by client
- (8) = (7) x 'Student Count (5-Year Average) % of Total'
- (9) Provided by client
- (10) = (9) x 'Student Count (5-Year Average) % of Total'
- (11) Provided by client
- (12) = (11) x 'Student Count (5-Year Average) % of Total'
- (13) = (4a) + (4b) + (6) + (8) + (10) + (12)
- (14) From prior invoice
- (15) = (14) / (13) - 1.0
- (16) = (15), bound by minimum and maximum % change selected by SSCIP board
- (17) = (14) x [1 + (16)]
- (18) Factor used so that sum of member premiums adds to total premium
- (19) = (17) x (18)
- (20) \$175,000 surplus reduction applied to loss fund and allocated to member
- (21) = (19) + (20)

## Board of Education Meeting Dates - 2019

<b>January 9</b>	<b>Grodsky Administration Bldg.</b> 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
<b>February 13</b>	<b>Grodsky Administration Bldg.</b> 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
<b>March 13</b>	<b>Betsy Ross Elementary School</b> 600 N. Schoenbeck Rd. Prospect Heights, IL 60070
<b>April 10</b>	<b>Grodsky Administration Bldg.</b> 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
<b>May 8</b>	<b>Dwight Eisenhower Elementary School</b> 1 N. Schoenbeck Rd. Prospect Heights, IL 60070
<b>June 12</b>	<b>Grodsky Administration Bldg.</b> 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
<b>July 10</b>	<b>Grodsky Administration Bldg.</b> 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
<b>August 14</b>	<b>Grodsky Administration Bldg.</b> 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
<b>September 11</b>	<b>Anne Sullivan Elementary School</b> 610 N. Schoenbeck Rd. Prospect Heights, IL 60070
<b>October 9</b>	<b>Grodsky Administration Bldg</b> 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
<b>November 13</b>	<b>Dwight Eisenhower Elementary School</b> 1 N. Schoenbeck Rd. Prospect Heights, IL 60070
<b>December 11</b>	<b>Grodsky Administration Bldg</b> 700 N. Schoenbeck Rd. Prospect Heights, IL 60070



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

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**Date:** December 5, 2018

**Subject:** Recommendation for approval of Commissioning Agent Proposal

**Prepared by:** Micheal DeBartolo, Assistant Superintendent for Finance & Operations  
Brian Rominski, Director of Buildings & Grounds

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**BACKGROUND:**

Please see the proposal attached to the recommendation in BoardBook. The proposal is from eCube, a 3rd party commissioning agent. The services of eCube would be used to serve as a peer-review of the design for the HVAC system retrofits that the District must pursue in order to rectify the issues with the system installed from 2012-2013 – 2015. Services include review of the current design, review shop drawings and equipment submittals for the retrofit, provide support during construction phase, and sample a portion of the final product to verify operation of the retrofit versus design. These services are critical to ensuring that the retrofit is successful.

The proposal being approved is the maximum cost to the District and, depending on the project efficiency and issues experienced, may result in a lower total fee.

As previously stated, this is a valuable service to ensure project success.

**RECOMMENDATION:**

The Business Office, in conjunction with the Buildings & Grounds Department, recommends approval of the eCube proposal.

# Commissioning Services Proposal

## Prospect Heights School District 23

October 31, 2018

October 31, 2018

Brian Rominski  
Director of Buildings and Grounds  
Prospect Heights School District 23

**Re: School District 23 Commissioning**

Dear Mr. Rominski:

**[Per your recent request, this document revises our original 10/15/18 retro-commissioning proposal to reflect the following: (1) In lieu of retro-commissioning of existing systems, the district would like to pursue design phase and construction phase commissioning of new systems only, as defined in the current Amsco Engineers design documents (latest set is 50% CD dated 10/31/18); (2) All services are to be limited to the Eisenhower School only – the Ross Sullivan and McArthur schools are not to be included. Changes are shown in bold text and strike-through and new pricing tables have been provided.]**

Per your recent communications with Mandeep Singh of our office, E Cube is pleased to present its proposal to provide retro-commissioning services for the Prospect Heights School District 23. E Cube is ideally suited to this project – we are confident we would be a great fit and provide significant benefit for reasons summarized below.

**Independent Cx Specialist:** Specializing solely in comprehensive building systems commissioning and facility optimization for over thirty years, E Cube provides highly effective services while retaining a truly independent, third party relationship with the project team – a hallmark of our approach. Commissioning comprises 90% of our workload and we have successfully completed over 600 diverse projects nationwide, including over 260 LEED projects. Many of these were under master service agreements and with repeat clients. As a nimble and innovative firm, E Cube is able to tailor services to our clients' needs in a timely, responsive and cost-effective fashion, providing excellent results.

**Extensive Relevant Experience:** E Cube is a national leader in providing high-quality retro-commissioning and energy performance analysis services. We have completed numerous large retro-commissioning projects nationwide, helping our clients resolve system operation issues, improve energy-efficiency, optimize building performance and reduce operating costs. Related to this, we have Master Service Agreements (MSAs) with several client to allow them to utilize our staff for on-going, as-needed trouble-shooting efforts.

Examples of our recent and relevant retro-commissioning project experience include:

- University of Chicago Hospitals, Central CHW Plant Energy Audit: Chicago, IL, 12,000 Tons
- Northwestern Memorial Hospital, Central CHW Plant Energy Audit: Chicago, IL, 2M SF
- Great Wolf Lodge Resort, Retro-Commissioning: Gurnee, IL, 430,000 SF
- 2550 N. Lakeview Luxury Condominiums, Retro-Commissioning: Chicago, IL, 1.2 Million SF
- Fourth Presbyterian Church, Gratz Center, Retro-Commissioning: Chicago, IL, 200,000 SF

**Approach:** Having built our process around industry guidelines such as ASHRAE Guideline 1-1996 (developed, in part, with material provided by E Cube), ASHRAE Guideline 0-2005, ASHRAE Standard 202, and the ASHE Health Facility Commissioning Guideline, and our own experience, we are thoroughly

familiar with what is necessary to achieve a high-quality facility.

Our time-tested commissioning approach ensures that the systems in the scope of work operate in accordance with the design intent, allowing for a successful and smooth transition to occupancy. We draw upon a proven and integrated approach based on the core principles of sustainability, occupant experience, and effective facility operations. We emphasize teamwork, proactive execution, hands-on fieldwork, and close coordination with the design, construction and facility management teams.

**Multi-disciplinary Cx Team:** Teamwork is a core principle at E Cube. Our diverse staff of engineers, architects, facility managers, commissioning specialists, test and balance technicians, and building automation technicians brings a combined 600 years of experience. This mix of technical engineering expertise, design knowledge, and hands-on field experience gives us a unique ability to efficiently identify and troubleshoot a wide range of issues.

For this project, we have assembled an industry leading, dedicated team including:

- Tom Vannatta, CPMP, HCC, LEED-AP – Senior PM / Technical Authority – 30 years' experience
- Mandeep Singh, CCP, LEED-AP – Project Manager – 25 years' experience
- Jim Radzienda – Assistant Project Manager / Commissioning Specialist – 35 years' experience
- Jason Hendrixson, P.E., CCP, LEED-AP – Project Engineer – 10 years' experience
- Steve Guinard and Mike Romito – Commissioning Specialists – 30 years' experience each

Mandeep Singh will be the main point of contact. He is well regarded for his ability to lead teams. Under his leadership, each team member will be aware of the project's status and progress, providing depth of knowledge and flexible client support. We are committed to providing reliable, efficient, high-quality services, focused on achieving your goals and encouraging the same in our colleagues.

Thank you for considering E Cube for this project. Please feel free to contact us if you have any questions or concerns. We are happy to tailor this proposal to meet your needs and budgets as this process moves forward. We look forward to the possibility of assisting School District 23.

Sincerely,



Joseph P. Havey, CEM®, MS RECM, RPA®, FMA®, SMA®, LEED® AP  
Chief Executive Officer

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# Scope of Work

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## Project Understanding

We understand Prospect Heights School District 23 is comprised of three separate school facilities: Ross-Sullivan, Eisenhower and McArthur. **Based on design documents developed in 2013, all three facilities were renovated in approximately 2014 with a new ground-source geothermal piping loop serving new water-source heat pumps and heat pump RTUs. The District is experiencing issues with some equipment installed as part of that 2014 project and has engaged AMSCO Engineers to develop a revised design scheme to address those issues. The District wishes to perform design and construction phase commissioning on this new 2018 re-design.**

## Base Services

Our understanding of the scope of commissioning services is to review design documents and review installation and operation of systems included in the 2018 re-design in order to provide a high level of confidence these systems perform according to the new design intent.

The scope of services includes the Eisenhower School only – The McArthur and Ross Sullivan Schools are not included.

The scope of services does not include any work, troubleshooting, analysis, etc. associated with existing systems: geothermal loop (piping, water quality, performance, etc.), associated pumps and any other existing-to-remain equipment. E Cube is not liable for any pre-existing conditions on this project.

The following is a list of commissioning tasks that will be completed for this project.

Task Description
<b>Design Phase</b>
<ul style="list-style-type: none"> <li>Review Design Documents and issue a design review report with relevant comments. Provide one back-check to help ensure incorporation of comments in one subsequent design document set.</li> <li>Attend up to two, 1-hour design phase meetings.</li> <li>Develop Commissioning Specifications to be inserted into the bid documents by the design team</li> <li>Develop a Commissioning Plan</li> </ul>
<b>Construction Phase</b>
<ul style="list-style-type: none"> <li>Coordinate and execute the Commissioning Process</li> <li>Update and expand the Commissioning Plan</li> <li>Conduct a Commissioning Kick-Off meeting at the beginning of the construction phase</li> <li>Conduct periodic commissioning meetings (once a month)</li> <li>Review submittals for systems/equipment under the scope of work</li> <li>Maintain a master issues log (Field Observation Notes). Distribute regularly.</li> <li>Maintain a Commissioning Status Report. Distribute regularly.</li> <li>Develop and complete Commissioning Pre-Functional Checklists. Conduct Pre-functional (installation verification) procedures.</li> <li>Review and witness a portion of contractor startup of major equipment.</li> <li>Conduct a 10% random sample review of BAS point-to-point testing results. Installing contractor to complete 100% testing prior to this review.</li> <li>Conduct a 10% random sample review of Test and Balance results. Installing contractor to complete 100% testing prior to this review.</li> </ul>

- Develop Functional Checklists and conduct Functional Procedures with assistance from installing contractors.
- Develop a final Commissioning Report

## Base Systems and Equipment

The following systems and equipment will be included in the scope of work.

The goal is to review a representative sample of each type of unit to evaluate proper installation and performance. This scope does not constitute an exhaustive effort to review all installed equipment / systems and spaces served.

*Please note: For most packaged equipment with integral (local) controls, assistance from manufacturer’s controls technicians will be needed in order to gain access to and manipulate these controls for the purposes of testing. Installing contractor shall procure services from the appropriate parties to complete this work.*

### Eisenhower School ONLY

Description	Total Quantity	Sampling Rate	Quantity to be Commissioned
Cabinet Heat Pumps (Bard)	16	25%	3
Vertical & Horizontal Heat Pumps (Climate Master)	14	25%	3
Rooftop Units (Climate Master)	2	100%	2
Exhaust Fans	7	100%	7

## Schedule

The scope of work and fee estimate is based the following estimated schedule. Please note that any significant changes to this schedule directed by the Owner, may require additional fees, subject to Owner’s pre-approval.

Phase	Start	End
• Design Phase		Nov 2018
• Construction Phase	Jan 2019	Jun 2019
• Final Report:	Aug 2019	Aug 2019

## Fee Summary

### Fee

The following tables summarize our estimated fees for the base scope of work. The values listed are based on a Fixed Fee.

**\$ 26,500      Twenty-Six Thousand, Five Hundred Dollars**

## Expenses

E Cube, Inc. makes a point of aggressively managing reimbursable expenses so that project costs may be used for more productive purposes such as additional time on-site working with the contractors. With this goal in mind, we re-allocate any remaining expense budgets to additional field time as appropriate. Expenses will be billed at their direct cost with no markup and are included in the Fee Summary above.

## Rates

The following rates will be used for tasks included in the scope of work on this project.

Staff Position	Staff Name	2018	2019	2020	2021
Principals, Project Executives	Joe Havey Leonard Rozek	\$216	\$224	\$233	\$243
VPs, Senior Associates	Tom Vannatta Mandeep Singh Trey King	\$186	\$194	\$201	\$209
Senior Project Managers	David Anderson	\$171	\$178	\$185	\$192
PMs, Associates, Senior Engineers	Bill Brown Jason Hendrixson Matt Worthington	\$159	\$165	\$172	\$178
Staff Engineers & Analyst, Level III	Jim Radzienda Mike Romito Steve Guinard	\$154	\$160	\$166	\$173
Staff Engineers & Analyst, Level II	Tally Metzger	\$152	\$158	\$164	\$171
Cx Engineer	Catherine Dressler Chris Cunningham Juan Guardian	\$100	\$104	\$108	\$112
Project Resource Manager	Jody Baca John Magnuson	\$72	\$75	\$78	\$81

## Assumptions and Clarifications

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### General

1. E Cube is an independent Commissioning Authority (CxA), not the project Engineer of Record (EOR) or Construction Manager (CM). As such, E Cube is not responsible for design concept, design criteria, system sizing, compliance with codes, design or construction scheduling, cost estimating or construction management.
2. This quotation does not include MEP coordination. Coordination of MEP trades including items such as planning for contractor testing, startup and operation, balancing etc. as well as any related scheduling, meetings, and communications necessary for the same shall be by the General Contractor.
3. This quotation is based on the currently available construction schedule, specifications and plans provided by the Owner/Construction Team.
4. Only the systems installed under the Scope of Systems presented in this document will be commissioned.
5. An addition of equipment or an increase in complexity to the scope (after approved Cx contract) shall result in an incremental increase in commissioning fees, subject to owner's pre-approval.
6. This quotation is based on the estimated allocation of hours shown in the fee summary and/or level of effort tables. Hours may be moved between tasks as needed and appropriate to meet the project's needs.

7. This quotation is based on all work performed during normal business hours: Monday through Friday from 7AM to 5PM. Any work required after these hours shall be billed at an agreed upon differential.
8. The scope of services does not include any work, troubleshooting, analysis, etc. associated with existing systems: geothermal loop (piping, water quality, performance, etc.), associated pumps and any other existing-to-remain equipment. E Cube is not liable for any pre-existing conditions on this project.

## Design Phase

1. This quotation assumes design documents are provided at a level of completeness appropriate for the given phase of design (i.e. SD, DD, CD). Any additional reviews required as a result of incomplete documents shall be at an additional cost. Such occurrences shall be presented to the Owner for approval prior to proceeding with work.
2. Design review services described in this proposal do not constitute a peer review. As such, review/verification of system sizing, loads, etc. are not included in the scope of work.

## Construction Phase

1. E Cube is not responsible for any construction means and methods, site safety, or site security.
2. E Cube will not authorize and/or approve any changes in construction schedule, cost (including change-orders), or contractual requirements, and has no contractual authority to do so.
3. Owner and Construction Team shall coordinate site-visit logistics.
4. E Cube is not responsible for schedule impacts due to incomplete systems or unforeseen problems or delays.
5. Construction Team shall coordinate meeting invites, attendance, participation from their subcontractors.
6. This quotation is based on equipment vendors (including owner supplied equipment) planning for, performing, and properly documenting the results of their respective factory-prescribed start-up procedures.
7. Functional procedures will be started upon systems being ready. This shall require written notice from Construction Team. **Systems that are not ready for successful completion of functional procedures after being represented as ready by the contractor will be subject to additional incurred costs (hourly rate(s), travel and other expenses) if additional work or return visits are required.** These situations will be documented and reported to the Owner/Construction Team for authorization to proceed.
8. This quotation is based on full cooperation from contractors during all commissioning procedures. Contractors shall provide experienced technicians, adequately knowledgeable of the project.
9. The relevant contractors shall provide any special / proprietary tools, test equipment and software as necessary during the commissioning process and/or as required by the commissioning specifications.
10. This quotation is contingent upon providing E Cube with no-cost access to the Building Automation System operator workstation for local and remote monitoring. Appropriate login ID's and passwords shall be provided by the BAS contractor to allow for complete monitoring and commissioning. Web-based access is acceptable and often preferred.
11. Should specialty data logging information be desired (particularly medium voltage electric values and/or power quality event recording from operating equipment), E Cube will notify Owner/Construction Team as soon as possible and will proceed only after obtaining authorization for any additional cost.
12. Once deficiencies are noted, reported and commented on and the responsible parties have provided written notification that the deficiencies have been resolved, E Cube will be available at no additional charge for **ONE (1) additional effort to confirm that the deficiencies have been resolved. E Cube's scope does not include further efforts should deficiencies remain unresolved. All work beyond the scope of this proposal will be at an added charge.**
13. E Cube will assist the Cx Team and work with the Owner/Construction Team to develop training requirements and guidelines for the project. Coordination and scheduling of training sessions shall be a joint effort by the Cx Team, and the Owner. E Cube will advise on coordination and scheduling of training sessions. E Cube will provide planning, guidance and program overviews. Contractors shall provide training agendas and schedules for review and approval by the project team. E Cube will not necessarily attend the actual training sessions.
14. This quotation assumes that any utility power outage simulation (blackout) testing is NOT included.

## Fee and Payments

1. This proposed fee is based upon E Cube's interpretation of the project's needs and our estimation of the required level of effort in person-hours and trips to the project site. This is based on our experience with adding value to projects of this type. Should you have any questions or concerns regarding our interpretation of the desired scope of services, please do not hesitate to contact us to discuss these matters.
2. Payment Terms: E Cube will invoice monthly, net 30 without retainage for labor and expenses for that month. E Cube will supply the standard AIA G702 and G703 forms with each invoice. Invoices that are not paid in full after 60 days will bear a 1 ½ % late charge against all outstanding balances until paid in full.
3. Reasonable and normal reimbursable expenses including long distance calls, printing, reproduction, shipping, equipment rental, and mileage expenses, will be billed at their direct cost with no markup, and are estimated in this document. Project-related expenses will be itemized and invoiced at direct cost. Vehicle charges will be invoiced at \$0.545/mile for project-related travel in 2018 or IRS approved rate, whichever is lower.

# Approval

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## Submitted by:

Company: E Cube, Inc.  
 Date: October 31, 2018  
 Authorized Agent: Joseph Havey, CEM®, MS RECM, RPA®, FMA®, SMA®, LEED® AP  
 Title: CEO




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## Signature

Offer is good for 90 days from date of proposal

## Approved by:

Company: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Authorized Agent: \_\_\_\_\_  
 Title: \_\_\_\_\_

---

## Signature

*P18134 Proposal 2018 1031.docx*

Original:    
 Amended:

**ILLINOIS STATE BOARD OF EDUCATION**  
 School Business and Support Services Division  
 217/785-8779

**CERTIFICATE OF TAX LEVY**

*A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.*

District Name <b>Prospect Heights</b>	District Number <b>23</b>	County <b>Cook</b>
------------------------------------------	------------------------------	-----------------------

**Amount of Levy**

<b>Educational</b>	\$ <u>14,902,736</u>	<b>Fire Prevention &amp; Safety *</b>	\$ <u>0</u>
<b>Operations &amp; Maintenance</b>	\$ <u>1,572,451</u>	<b>Tort Immunity</b>	\$ <u>216,002</u>
<b>Transportation</b>	\$ <u>1,224,449</u>	<b>Special Education</b>	\$ <u>0</u>
<b>Working Cash</b>	\$ <u>277,359</u>	<b>Leasing</b>	\$ <u>0</u>
<b>Municipal Retirement</b>	\$ <u>370,842</u>		\$ <u>0</u>
<b>Social Security</b>	\$ <u>370,842</u>	<b>Other</b>	\$ <u>0</u>
		<b>Total Levy</b>	\$ <u>18,934,681</u>

\* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

**We hereby certify that we require:**

the sum of 14,902,736 dollars to be levied as a special tax for educational purposes; and  
 the sum of 1,572,451 dollars to be levied as a special tax for operations and maintenance purposes; and  
 the sum of 1,224,449 dollars to be levied as a special tax for transportation purposes; and  
 the sum of 277,359 dollars to be levied as a special tax for a working cash fund; and  
 the sum of 370,842 dollars to be levied as a special tax for municipal retirement purposes; and  
 the sum of 370,842 dollars to be levied as a special tax for social security purposes; and  
 the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
 the sum of 216,002 dollars to be levied as a special tax for tort immunity purposes; and  
 the sum of 0 dollars to be levied as a special tax for special education purposes; and  
 the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
 the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and  
 the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
 on the taxable property of our school district for the year 2018

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2018 . \_\_\_\_\_  
 (President)

\_\_\_\_\_  
 (Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

**Number of bond issues of said school district that have not been paid in full** 1 .

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 23 , Cook County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2018 was filed in the office of the County Clerk of this County on 2018 .

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2018 , is \$ \_\_\_\_\_

\_\_\_\_\_  
 (Signature of County Clerk)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (County)

**C E R T I F I C A T E**

\_\_\_\_\_ **WE DO HEREBY CERTIFY** that we are respectively the duly elected, appointed and acting President and Secretary of the Board of Education of Prospect Heights School District 23, Cook County, Illinois.

\_\_\_\_\_ **WE DO FURTHER CERTIFY** that attached hereto is a true, correct and complete copy of a proper resolution adopted by the Board of Education of said School District on December 12, 2018 levying the sum of \$370,842 as a special tax for Illinois Municipal Retirement Fund purposes and \$370,842 for Social Security purposes in accordance with the provisions of Section 7-171 of the Illinois Pension Code (40 ILCS 5/7-171).

**DATED: December 12, 2018**

\_\_\_\_\_  
**President  
Board of Education**

\_\_\_\_\_  
**Secretary  
Board of Education**

**RESOLUTION TO INSTRUCT THE COUNTY CLERK  
HOW TO APPORTION 2018 TAX LEVY EXTENSION REDUCTIONS  
PROSPECT HEIGHTS SCHOOL DISTRICT 23, COOK COUNTY, ILLINOIS**

**WHEREAS**, 1-10 of the Property Tax Extension Limitation Law (“PTELL”) provides that the County Clerk shall extend a tax rate for the sum of a taxing district’s funds that is not greater than the limiting rate; and

**WHEREAS**, PTELL 1-10 further provides that if the County Clerk is required to reduce the aggregate extension of a taxing district, the clerk shall proportionally reduce the extension for each fund unless otherwise requested by the taxing district; and

**WHEREAS**, the Board of Education of Prospect Heights School District #23, County of Cook, State of Illinois, (hereinafter “the Board”) has adopted a levy for the year 2018 for taxes for the following purposes or funds of said district: Educational, Operations and Maintenance, Debt Service, Transportation, Municipal Retirement, Social Security and Tort Immunity; and

**WHEREAS**, the Board has determined that if the County Clerk must extend taxes in an amount that is less than the aggregate amount of the levy for 2018, such reduction shall not be proportionate in all funds but rather, shall be made as hereinafter specified;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Prospect Heights School District 23, County of Cook, State of Illinois, as follows:

**Section 1:** That the Board of Education hereby finds and determines that all of the recitals in the preambles to this Resolution are full, true, and correct and does hereby incorporate them into this Resolution by reference.

**Section 2:** If the County Clerk of Cook County is prohibited by the Property Tax Extension Limitation Law from extending taxes for the full amount of the 2018 aggregate levy of School District 23, then in the event the levy for each of the districts funds **shall not be reduced proportionally.**

**Section 3:** If the County Clerk of Cook County is prohibited by the Property Tax Extension Limitation Law from extending taxes for the full amount of the 2017 aggregate levy of School District 23, any necessary reduction of taxes shall be in the following order:

---

<b>Fund:</b>	<b>Percentage of Reduction:</b>
Education	100%

---

**Section 4:** This Resolution shall be in full force and effect forthwith upon its passage.

Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the members voted as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education  
Prospect Heights School District 23  
Cook County, Illinois

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education  
Prospect Heights School District 23  
Cook County, Illinois

DATED: \_\_\_\_\_

STATE OF ILLINOIS     )  
                                  ) SS  
COUNTY OF COOK     )

**CERTIFICATION OF RESOLUTION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education ("Board") of Prospect Heights School District 23, Cook County, Illinois ("District"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing is a full, true and complete copy of a resolution entitled:

**RESOLUTION TO INSTRUCT THE COUNTY CLERK  
HOW TO APPORTION 2018 TAX LEVY EXTENSION REDUCTIONS**

which resolution was adopted at a meeting of the Board held on the 12th day of December, 2018.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the School Code of the State of Illinois, as amended and that the Board has complied with all of the provisions of said Acts and said Codes and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this 12th day of December, 2018.

\_\_\_\_\_  
Secretary, Board of Education

**RESOLUTION AUTHORIZING TAX FOR ILLINOIS MUNICIPAL RETIREMENT PURPOSES**

WHEREAS, Section 7-171 of the Illinois Pension Code (40 ILCS 5/7-171) authorizing levy of a special tax for Illinois Municipal Retirement Fund purposes in accordance with the provisions set forth in said section of the Pension Code; and

WHEREAS, this Board does hereby intend to authorize such tax,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of School District 23, Cook County, Illinois as follows:

SECTION 1. This Board by this proper resolution does hereby levy the sum of \$370,842 for the year 2018 as a special tax for Illinois Municipal Retirement Fund purposes in accordance with the provisions of Section 7-171 of The Illinois Pension Code and the County Clerk is directed to extend taxes for such purpose to meet the needs of the District.

SECTION 2. The President and Secretary are hereby directed to file a certified copy of this resolution with the County Clerk of each county within which this district has taxable property and to request extension of such taxes for the 2018 tax year.

MEMBER \_\_\_\_\_ moved that the foregoing resolution be adopted and

MEMBER \_\_\_\_\_ seconded the motion, upon the roll being called the members voted as follows:

AYE:

NAY:

ABSENT:

The President declared the motion had been duly adopted.

\_\_\_\_\_  
President,  
Board of Education

\_\_\_\_\_  
Secretary,  
Board of Education

**Dated: December 12, 2018**

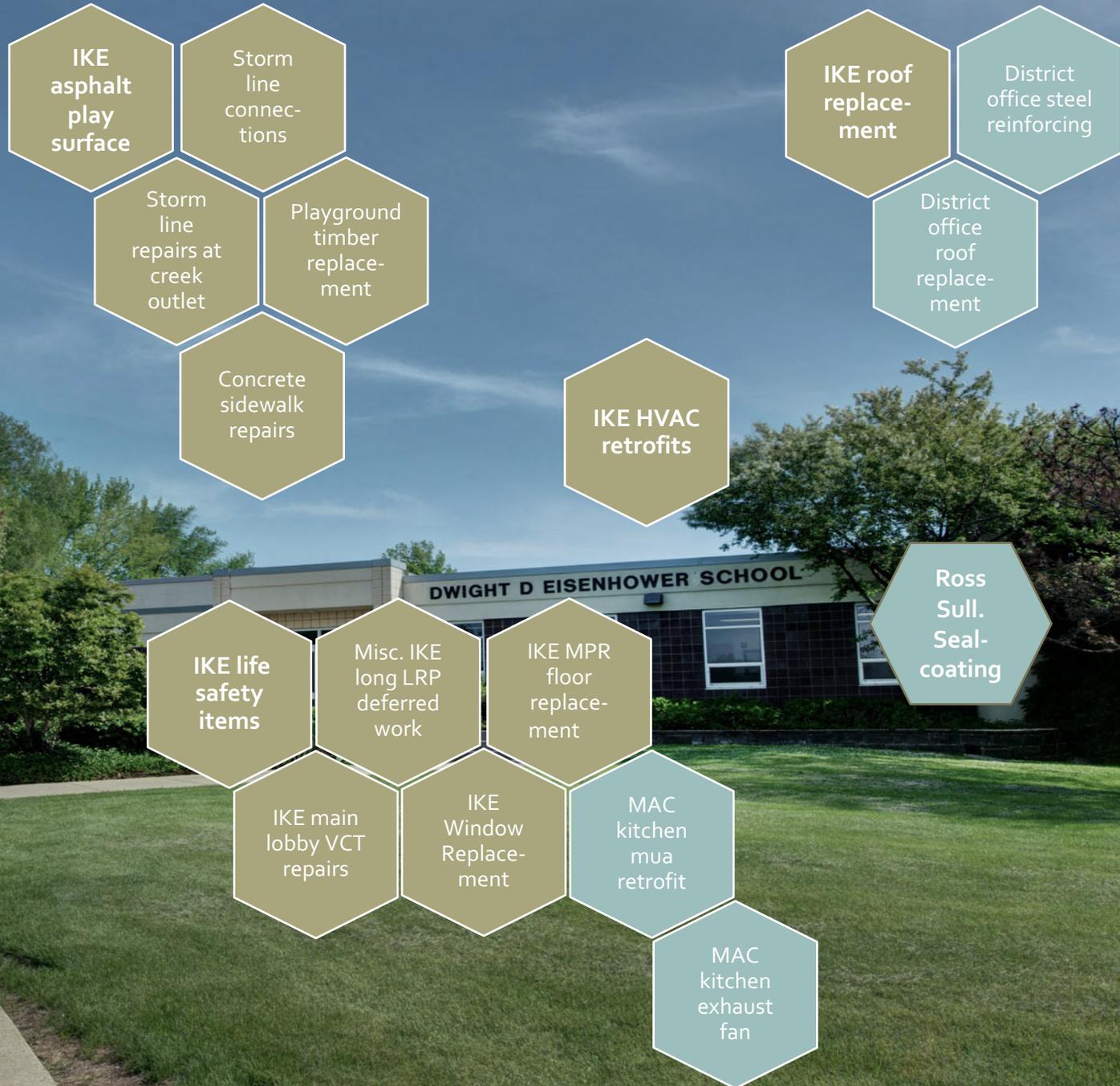
# 2019 Capital Projects Review

December 2018



# 3 Year Master Plan

2019 focused @ IKE



Project development team



120



## 2019 ROOF REPAIRS & MASONRY IMPROVEMENTS

at  
**DWIGHT D. EISENHOWER ELEMENTARY SCHOOL  
 GRODSKY ADMINISTRATION CENTER**  
 for the  
**BOARD OF EDUCATION**  
**Prospect Heights School District 23**  
**700 N. Schoenbeck Road, Prospect Heights, IL 60070**

LOCATION MAP			INDEX OF DRAWINGS			
	Sheet	Description	Sheet	Description	Sheet	Description
	001	COVER SHEET				
	A-1	COMPOSITE ROOF PLAN (DWIGHT D. EISENHOWER ELEMENTARY)				
	A-2	COMPOSITE ROOF PLAN (GRODSKY ADMINISTRATION BUILDING)				
	A-3	ROOF DETAILS				

## 2019 PAVING WORK

at  
**DWIGHT D. EISENHOWER ELEMENTARY SCHOOL**  
 for the  
**BOARD OF EDUCATION**  
**Prospect Heights School District 23**  
**700 N. Schoenbeck Road, Prospect Heights, Illi**

LOCATION MAP			INDEX OF DRAWINGS			
	Sheet	Description	Sheet	Description	Sheet	Description
	001	COVER SHEET				
	A-1.1	SITE PLAN				

## 2019 LIFE SAFETY WORK

at  
**DWIGHT D. EISENHOWER ELEMENTARY SCHOOL  
 DOUGLAS MACARTHUR MIDDLE SCHOOL**  
 for the  
**BOARD OF EDUCATION**  
**Prospect Heights School District 23**  
**700 N. Schoenbeck Road, Prospect Heights, Illinois**

LOCATION MAP			INDEX OF DRAWINGS			
	Sheet	Description	Sheet	Description	Sheet	Description
	001	COVER SHEET				
	3-1.1	SITE PLAN				
	3-1.0	FIRST FLOOR DEMOLITION PLAN				
	3-1.2	SECOND FLOOR DEMOLITION PLAN				
	3-1.3	MACARTHUR RCP				
	3-1.4	SECOND FLOOR PLAN				
	3-1.5	DOOR & FRAME SCHEDULE				
	3-1.6	WINDOW DETAILS				
	3-1.7	MACARTHUR RCP				
	3-1.8	WINDOW DETAILS				
	3-1.9	ROOM FINISH SCHEDULE				
	3-1.10	MECHANICAL GENERAL NOTES & SYMBOLS				
	3-1.11	1ST FLOOR MECHANICAL PLAN				
	3-1.12	MECHANICAL SCHEDULES				
	3-1.13	1ST FLOOR PLUMBING PLAN				
	3-1.14	2ND FLOOR PLUMBING PLAN				
	3-1.15	ELECTRICAL GENERAL NOTES & SYMBOLS				
	3-1.16	1ST FLOOR ELECTRICAL PLAN				
	3-1.17	2ND FLOOR ELECTRICAL PLAN				

## 2019 HVAC RETROFITS

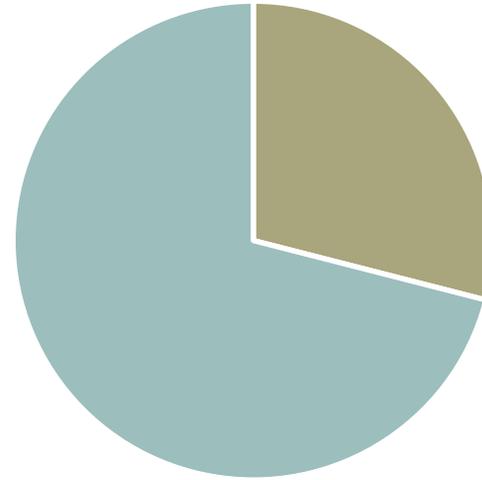
at  
**DWIGHT D. EISENHOWER ELEMENTARY SCHOOL**  
 for the  
**BOARD OF EDUCATION**  
**Prospect Heights School District 23**  
**700 N. Schoenbeck Road, Prospect Heights, Illinois 60070**

LOCATION MAP			INDEX OF DRAWINGS			
	Sheet	Description	Sheet	Description	Sheet	Description
	A-001	COVER SHEET				
	A-1.1	FIRST FLOOR				
	A-1.2	SECOND FLOOR				
	A-1.3	ROOF PLAN				
	A-1.4	MECH. GENERAL NOTES & SYMBOLS				
	A-1.5	1ST FLOOR MECHANICAL PLAN				
	A-1.6	2ND FLOOR MECHANICAL PLAN				
	A-1.7	MECHANICAL SCHEDULES				
	A-1.8	TEMPERATURE CONTROL				
	A-1.9	TEMPERATURE CONTROL				
	A-1.10	MECHANICAL SCHEDULES				
	A-1.11	MECH. GENERAL NOTES & SYMBOLS				
	A-1.12	1ST FLOOR ELECTRICAL PLAN				
	A-1.13	2ND FLOOR ELECTRICAL PLAN				
	A-1.14	ELECTRICAL SCHEDULES				

# 2019 Capital Work Dynamics

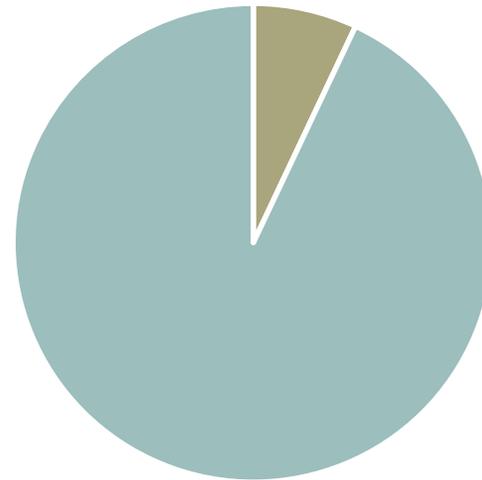
121

### % of WORK by PURPOSE



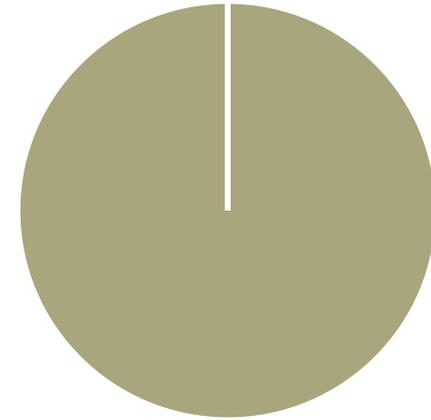
■ Life Safety ■ Long Range Plan

### % of WORK by VALUE



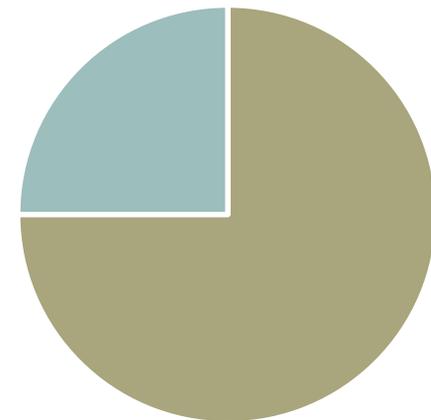
■ Life Safety ■ Long Range Plan

### % of LS survey items completed @ IKE



■ Completed ■ Deferred

### % of LRP items completed @ IKE (5 year window)



■ Completed ■ Outlay

# Project Bidding Schedule

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Documents completed by 1/4

Documents released for public bid 1/8

Bids received and evaluated 1/31

Bids presented to Board for approval 2/13

Preliminary results presented to Board committees 2/6

Prospect Heights School District 23  
Superintendent Evaluation Instrument

Superintendent: Don Angelaccio  
Evaluation Cycle: 2018 Calendar Year

This superintendent evaluation instrument focuses on superintendent performance using expectations set by the Prospect Heights School District 23 Board of Education. This instrument is comprised of three parts:

- Part 1: Superintendent Goals
- Part 2: Superintendent Performance Standards
- Part 3: Student Growth and Achievement Data

**Part 1: DISTRICT GOALS/SUPERINTENDENT GOALS**

All Superintendent goals are aligned to the approved PHSD23 Blueprint. The following specific goals are identified as key components to move the complete package of District goals forward.

**GOAL #1:** Superintendent will develop and lead a process to revise strategic planning to enhance educational programs and services.

- Develop and Facilitate District Improvement Team
  - Ongoing committee. State of the School presentations, articulation and alignment of Plans, and program data review are all evidence of this work.
- Facilitate Community Forums
  - Conducted Community forums and focus group discussions as part of the Strategic plan. Attended PTO meetings and held other meetings with community organizations and parent groups to gather input and insight into District Planning needs.
- Develop 2018-2023 Prospect Heights SD 23 Strategic Plan
  - Completed and presented initial plan. Trimester Updates will be made to the Board and annual revisions presented.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

**GOAL #2:** Superintendent will facilitate articulation opportunities with District 214, neighbor districts, and third party providers to develop reporting measures and methods.

- Facilitate scheduling of articulation opportunities
  - Advocated for and participated in multiple meetings with District 214. District 214 hosted a Math and Language Arts articulation meeting that we attended (administration and teachers). This year, administration has participated in tours of Hersey and Wheeling High Schools, attended the National Redefining Ready Summit, and advocated for increased articulation with District 214.
- Coordinate development of “profile” of District 23 graduate tied to Redefining Ready framework.
  - Ongoing research and collaboration with District 214 and ECRA. We have met multiple times to develop our draft of the framework and are now testing our data against student performance outcomes.
- Pilot development of ECRA student profile report to enhance measurement of and reporting on student strengths, needs, and growth.
  - Student Profile has been drafted by District Improvement Team.
  - Pilot teachers have been selected and trained.
  - Implementation during Spring Conferences 2019.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

**GOAL #3:** Superintendent will develop and implement communications plan.

- Identify goals/purpose of communications.
  - Developed and shared during Fall of 2017.
  - Implementation and Monitoring in 2018.
- Articulate target audiences and matched methodology.
  - Revised Board Update, Faculty 411, and School Scene. Building newsletters are aligned using Constant Contact.
  - Readership Increased from 40% to 55%.
- Refine use of communication tools including redesign of District/schools' websites.
  - Launched revised website and enhanced Social Media tools. Linked Facebook and Twitter feeds.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

**GOAL #4:** Superintendent will strengthen collaborative relationships with parents, staff and community members.

- Develop Superintendent’s Advisory Committee
  - Identified and invited guests
  - Held first session on 11/29/18 to review Strategic Plan and provide input into Dashboard Key Performance Indicators.
- Coordinate opportunities for Board member visibility and engagement
  - Opportunities to Engage included in all Board Updates.
  - Increased visibility at Institute Day, Teacher Appreciation, and Administrative team collaboration.
- Enhance communication and transparency
  - Facilitation of Board meetings and sharing of information through School Scene.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

**GOAL #5:** Superintendent will facilitate investigation and development of long-range District Financial Plan.

- Investigate revenue options and present recommendation to the Board for consideration
  - Reviewed long range financial options and facilitated passage of Bond Resolutions.
- Identify sustainable options related to expenses including salary, benefits, supplies, services, and third party contracts and present recommendation to the Board for consideration
  - Implementation of Negotiations process and facilitation of shared process.
  - Forecast 5 monthly reporting
  - Building and Sites monthly reporting
  - Reviews of current IGAs and transportation contract.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

Total Score for Part #1	
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**Part 2: SUPERINTENDENT PERFORMANCE STANDARDS**

The following performance standards were developed by the American Association of School Administrators to be used as objective categorizations of typical responsibilities of School Superintendents:

**Standard #1 – LEADERSHIP AND DISTRICT CULTURE**

Executive leadership, vision, shaping school culture, empowering others, multi-cultural understanding.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

**Standard #2 – POLICY AND GOVERNANCE**

Working with the Board, formulating district policy and procedures, describing public school governance in a democratic society.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

**Standard #3 – COMMUNICATIONS AND COMMUNITY RELATIONS**

Articulating District vision and purpose, media relations, community feedback and building consensus for community support.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

**Standard #4 – ORGANIZATIONAL MANAGEMENT**

Gathering, analyzing and using data for decision making, framing and solving problems and quality management.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

**Standard #5 – CURRICULUM PLANNING AND DEVELOPMENT**

Designing curriculum and strategies planning to enhance teaching and learning, using theories of cognitive development, using valid assessments and use of technology.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

**Standard #6 – INSTRUCTIONAL LEADERSHIP**

Knowledge and use of research findings on learning and instructional strategies and resources to maximize student achievement. Applying research and best practices.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

**Standard #7 – HUMAN RESOURCES LEADERSHIP**

Skill in developing staff evaluation and assessment and supervisory system to improve performance. Describing and applying legal requirements for selection, development, documentation, retention, dismissal, and alerting the BOE when problems first arise and the continued status and/or resolution thereof.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

**Standard #8 – VALUES AND ETHICS OF LEADERSHIP**

Understanding and modeling appropriate value systems, ethics and moral leadership. Exhibiting multi-cultural understanding coordinating social agencies and human services to help each student grow as caring, informed citizens.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

**Standard #9 – LABOR RELATIONS**

Understanding collective bargaining law and processes, contract management and effective relationships with bargaining groups.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score

Comments:

Total Score for Part #2	
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**Part 3: STUDENT GROWTH AND ACHIEVEMENT DATA**

Utilizing ECRA score reports, student growth and achievement measures are reflected via four color indicators. “Blue” indicates that students in the subgroup exceeded growth expectations. “Green” indicates that students in the subgroup demonstrated growth at an expected level. “Yellow” indicates that students did not make the anticipated growth. “Red” indicates that students are significantly below expected growth targets.

Excellent (2pts)	Proficient (1pt)	Needs Improvement (0 pts)	Total Score
At least 1 “Blue” school and all others “Green”	All schools “Green”	1 or more “Yellow or Red” school(s)	
	x		1

Total Score for Part #3	1
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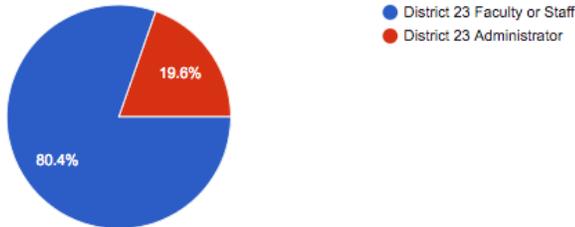
Board Member Overall Comments:

Total Score for Part #1	
Total Score for Part #2	
Total Score for Part #3	
Overall Score	

The Board also asked for a summary of 360 Evaluation data including feedback from Administration and Faculty. A survey was shared in November seeking input on leadership characteristics:

Please identify:

56 responses



Admin n=11  
Staff n=45

Scoring Rubric

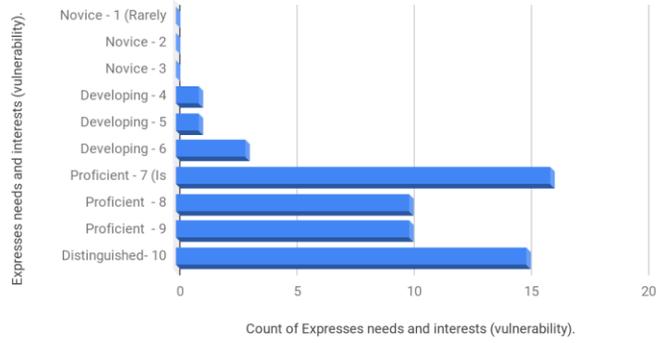
- Novice (1-3): The behavior is new and not yet established.
- Developing (4-6): The behavior is practiced at a rudimentary level.
- Proficient (7-9): The behavior is well established and effective.
- Distinguished (10): The behavior is integrated and intuitive.

Overall AVG Scor3                      8.13

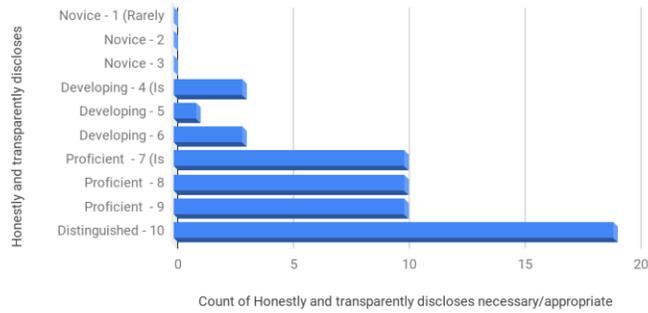
Standard	Admin (N-11)	Staff (N-45)
Challenges the status quo by diagnosing the system and identifying shortcomings.	8.9	7.31
Exposes conflict as it emerges and actively seeks productive resolution.	8.18	7.46
Respects resistance and the implementation dip.	8.54	7.46
Is clear about personal non-negotiables that conflict with district values and vision.	8.63	7.46
Recognizes that creativity results at the edges of chaos and encourages others to express unconventional or contrary opinions.	8.72	7.71
Mobilizes the system to consider new and better ways for innovation and improvement.	8.81	7.71
Systematically engages staff in dialogue about current theory and research.	8.45	7.73
Creates action plans by setting clear goals and establishing accountability for student learning.	8.54	7.75
Appreciates and recruits diverse partners and perspectives.	8.72	7.82

Examines individual and organizational alignment among values, purpose, and practice.	9.18	7.93
Generates ways to acquire needed knowledge and skills.	8.72	7.97
Keeps the focus on concrete goals for high expectations for student learning.	9	7.97
Creates coherence through collaborative alignments around mission, goals, actions, and resources (e.g., material resources, human resources, and organizational structures.)	9.18	7.97
Identifies the adaptive challenge by framing key questions and issues.	8.45	8.04
Expresses needs and interests (vulnerability).	8.72	8.06
Uses straight talk (candor)	8.72	8.17
Understands the role of emotional intelligence in the culture of a healthy organization.	8.9	8.17
Follows through as promised (reliability)	8.9	8.2
Shares power and control (openness).	8.45	8.24
Asks powerful questions that emanate from curiosity and create new possibilities.	9.09	8.28
Honestly and transparently discloses necessary/appropriate information (honesty).	9.18	8.31
Understands change as complex and uncertain and is comfortable with ambiguity.	9.18	8.31
Creates awareness of how initiatives are connected to vision and purpose.	9.36	8.33
Focuses on making a positive difference for students and the schools' community.	9.63	8.33
Creates collaborative culture that encourages knowledge sharing.	9.18	8.35
Systematically acknowledges and affirms accomplishments.	9	8.4
Is clear about core values and how they translate to educational purpose.	9.27	8.44
Listens deeply with empathy to hear both content and intent.	9.09	8.46
Is fully present to others (without internal or external distractions).	8.36	8.57
Performs tasks as expected in accordance to an appropriate standard (competence).	9.09	8.57
Creates a shared vision of what a great district/school looks like that supports student learning.	9.54	8.64
Understands and promotes collaboration.	8.9	8.66
Creates positive relationships.	9.09	8.71
Genuinely cares for others (benevolence).	9.63	9.04

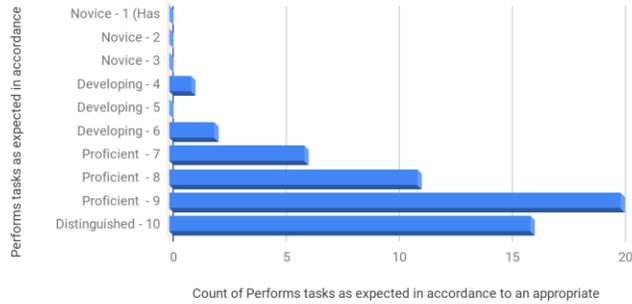
Count of Expresses needs and interests (vulnerability).



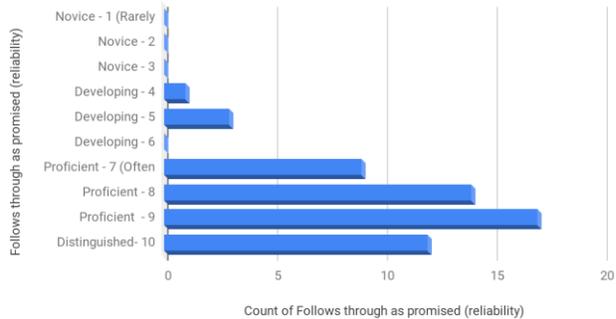
Count of Honestly and transparently discloses necessary/appropriate information (honesty).



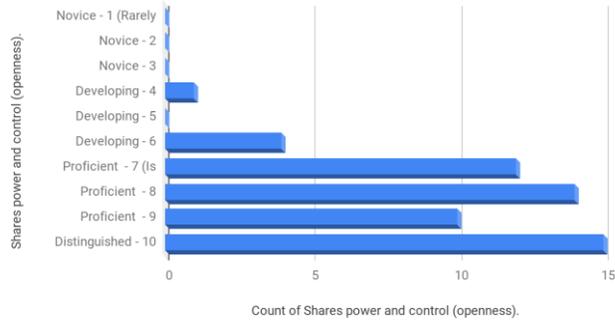
Count of Performs tasks as expected in accordance to an appropriate standard (competence).



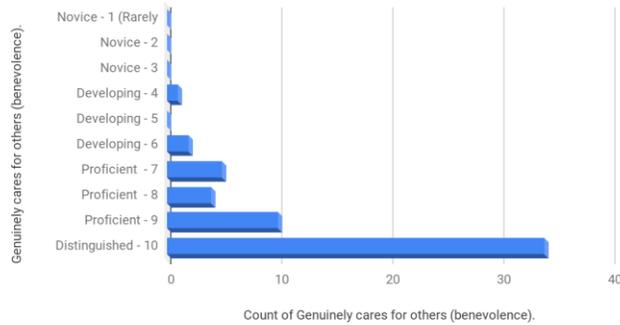
Count of Follows through as promised (reliability)



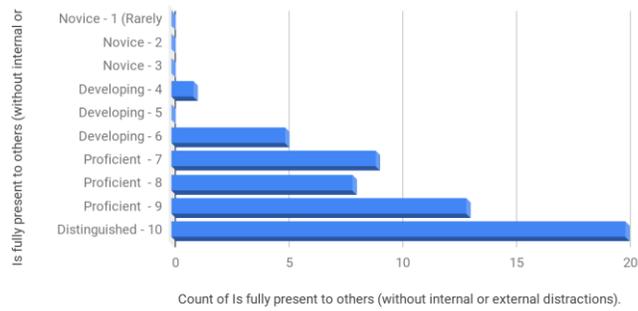
Count of Shares power and control (openness).



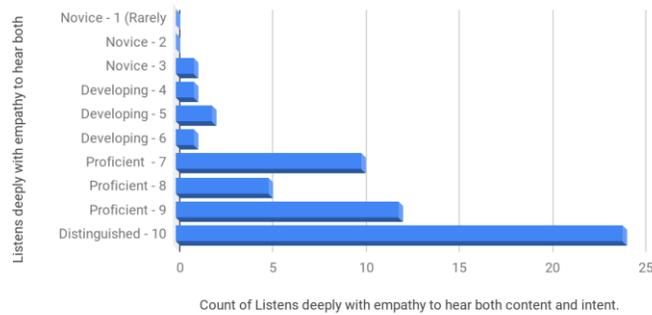
Count of Genuinely cares for others (benevolence).



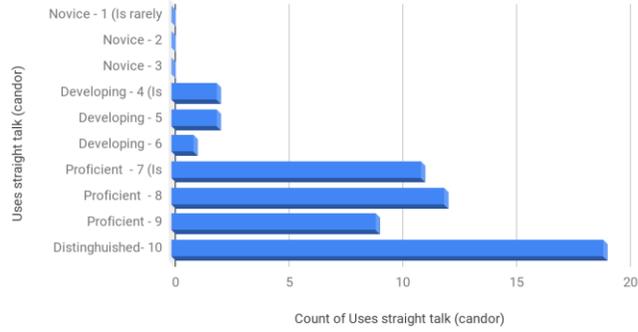
Count of Is fully present to others (without internal or external distractions).



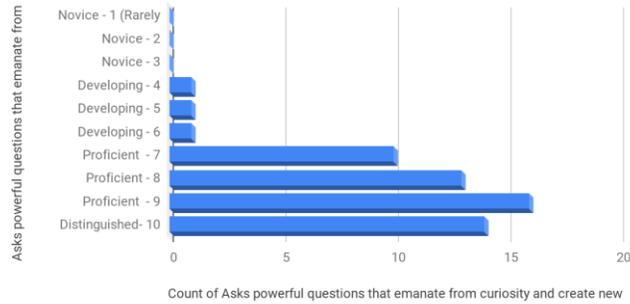
Count of Listens deeply with empathy to hear both content and intent.



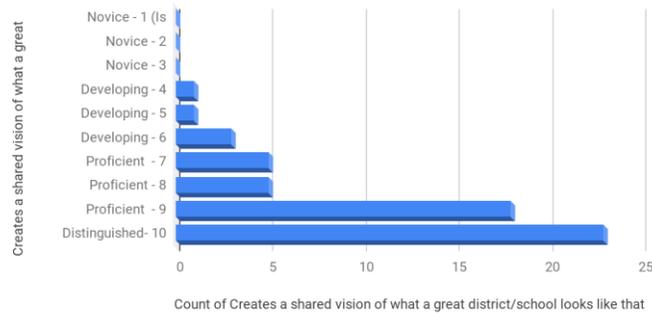
Count of Uses straight talk (candor)



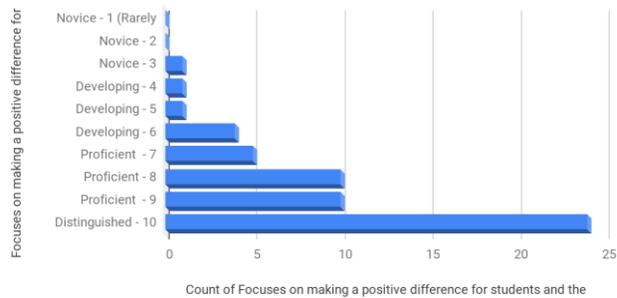
Count of Asks powerful questions that emanate from curiosity and create new possibilities.



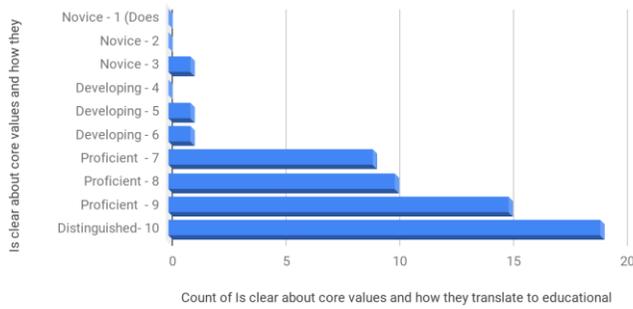
Count of Creates a shared vision of what a great district/school looks like that supports student learning.



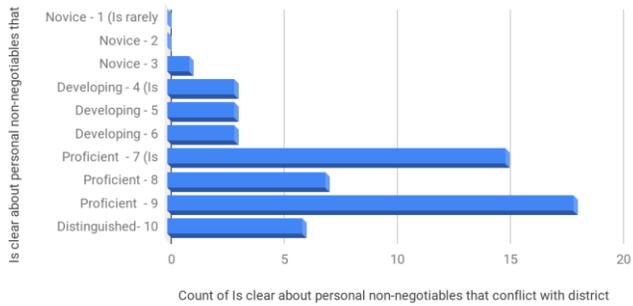
Count of Focuses on making a positive difference for students and the schools' community.



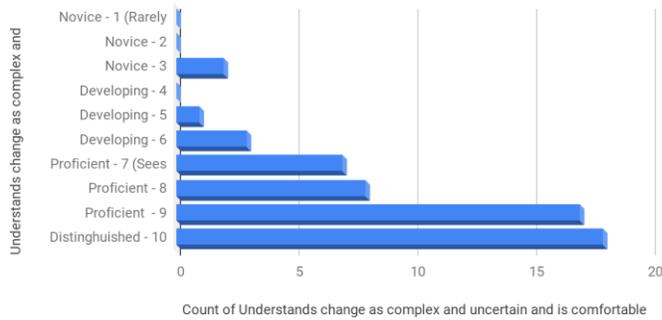
Count of Is clear about core values and how they translate to educational purpose.



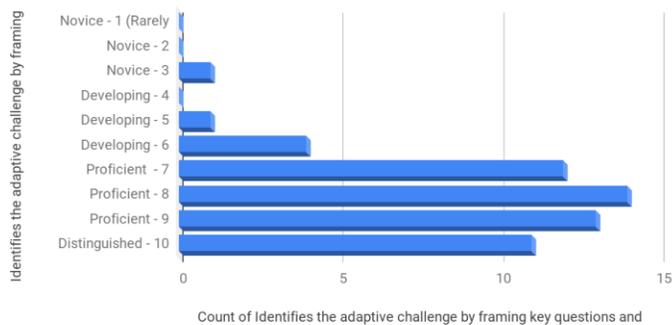
Count of Is clear about personal non-negotiables that conflict with district values and vision.



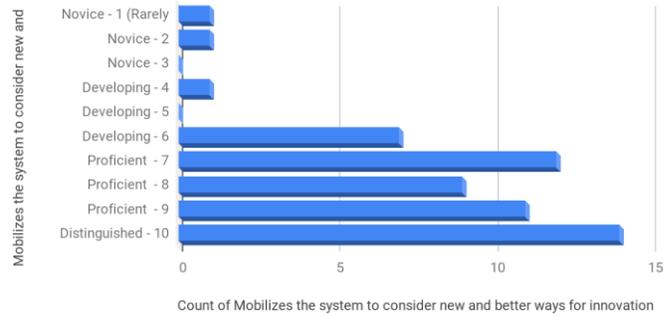
Count of Understands change as complex and uncertain and is comfortable with ambiguity.



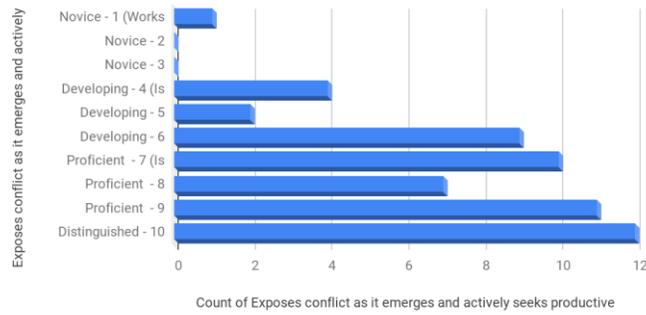
Count of Identifies the adaptive challenge by framing key questions and issues.



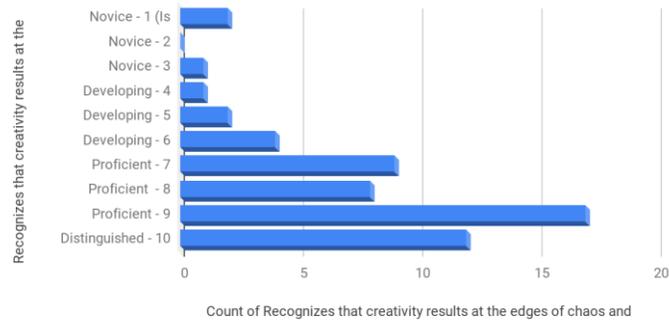
Count of Mobilizes the system to consider new and better ways for innovation and improvement.



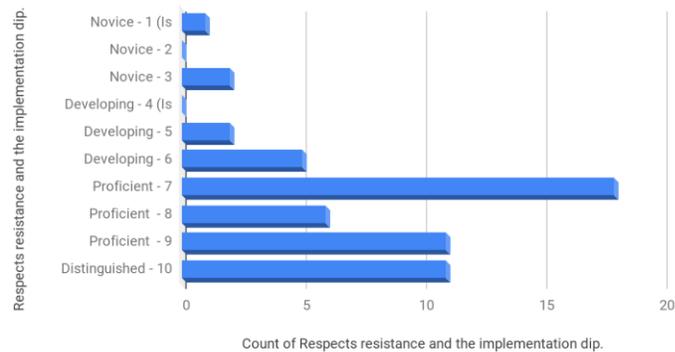
Count of Exposes conflict as it emerges and actively seeks productive resolution.



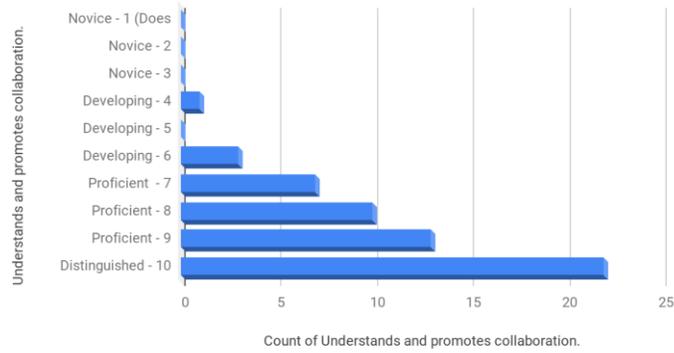
Count of Recognizes that creativity results at the edges of chaos and encourages others to express unconventional or



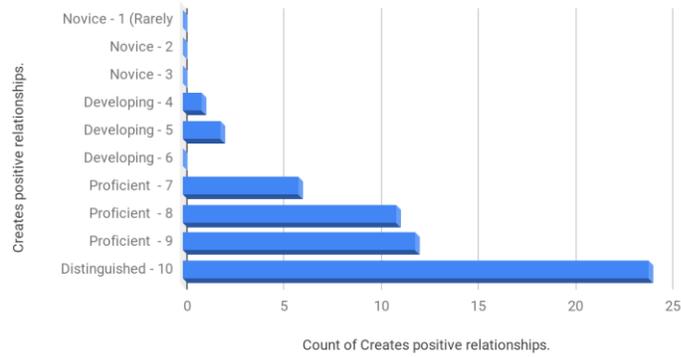
Count of Respects resistance and the implementation dip.



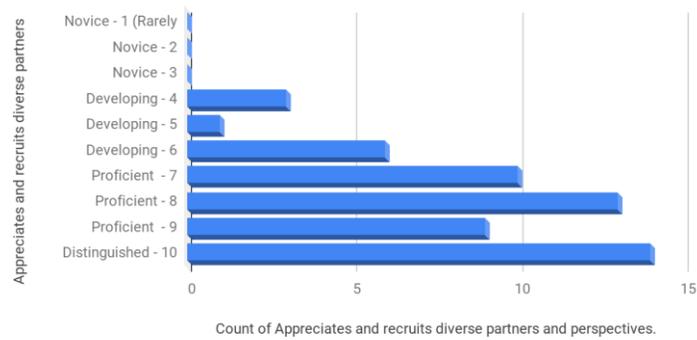
Count of Understands and promotes collaboration.



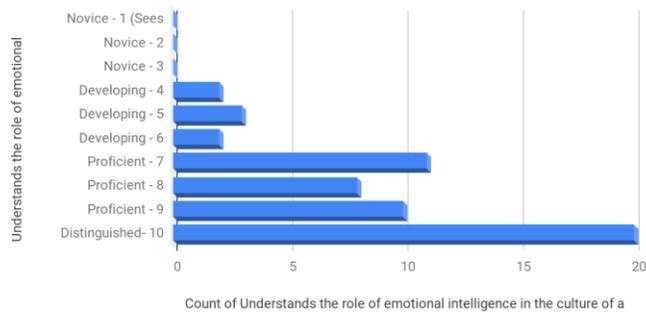
Count of Creates positive relationships.



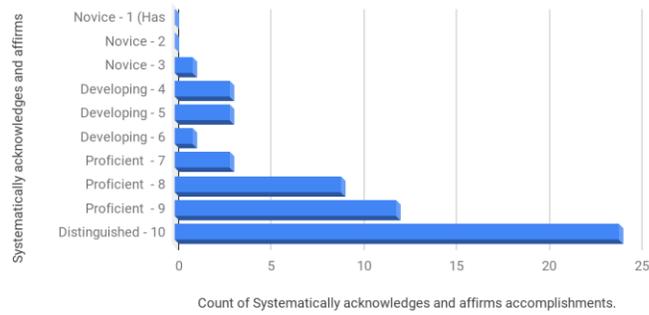
Count of Appreciates and recruits diverse partners and perspectives.



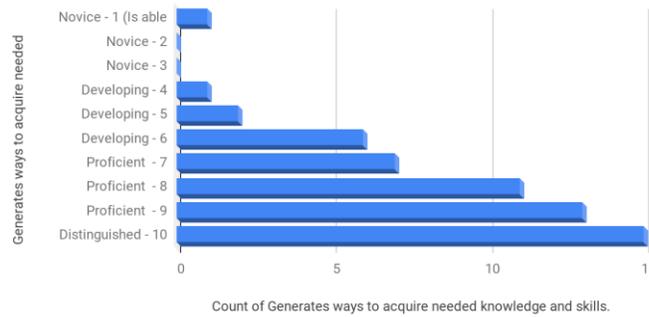
Count of Understands the role of emotional intelligence in the culture of a healthy organization.



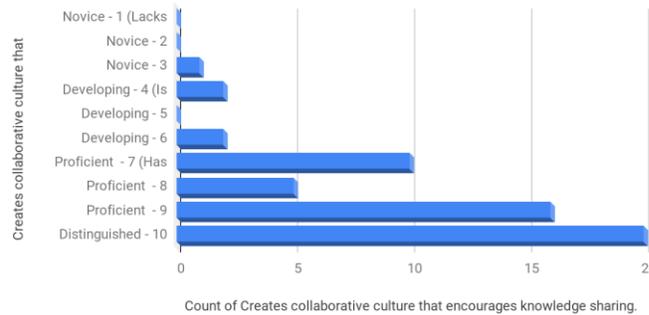
Count of Systematically acknowledges and affirms accomplishments.



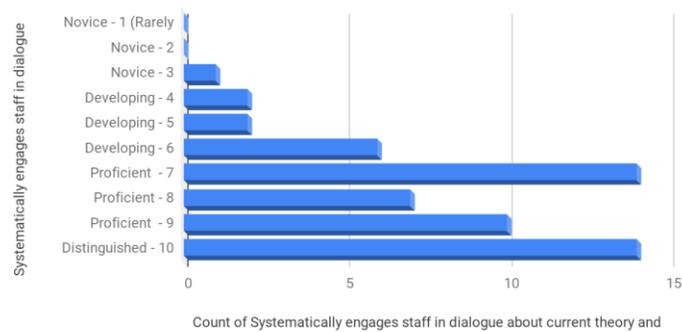
Count of Generates ways to acquire needed knowledge and skills.



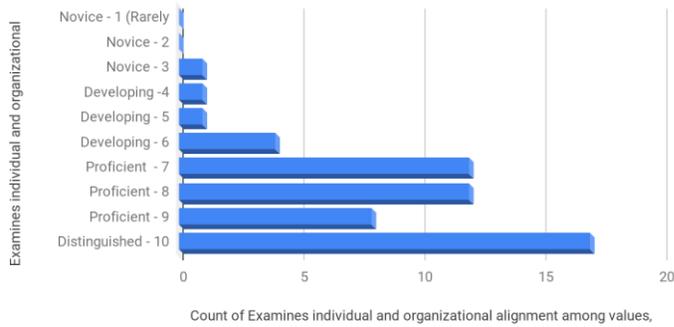
Count of Creates collaborative culture that encourages knowledge sharing.



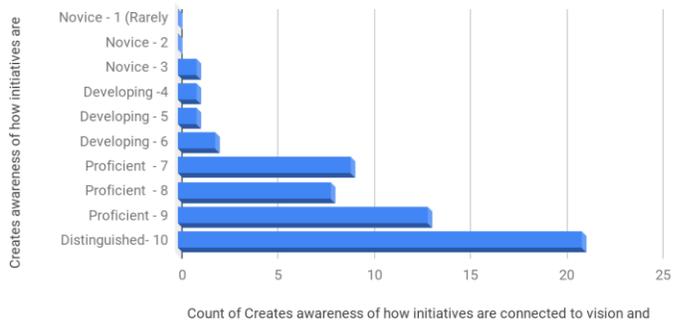
Count of Systematically engages staff in dialogue about current theory and research.



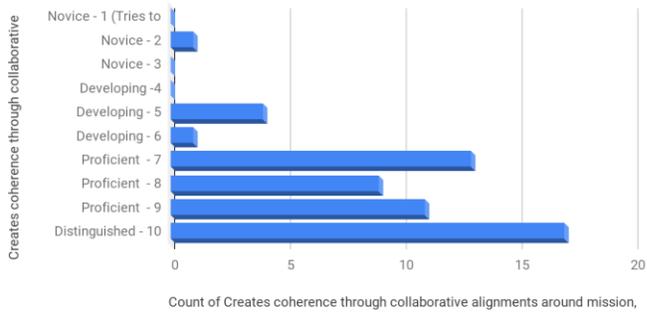
Count of Examines individual and organizational alignment among values, purpose, and practice.



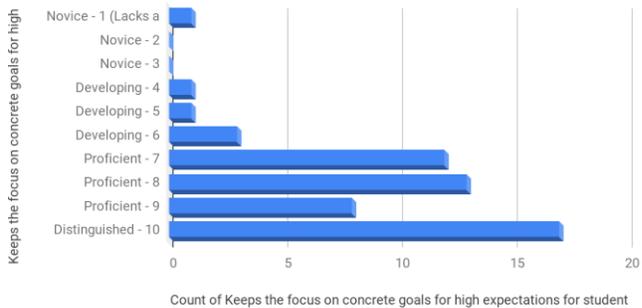
Count of Creates awareness of how initiatives are connected to vision and purpose.



Count of Creates coherence through collaborative alignments around mission, goals, actions, and resources (e.g., material



Count of Keeps the focus on concrete goals for high expectations for student learning.



Count of Creates action plans by setting clear goals and establishing accountability for student learning.

