

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BOARD OF EDUCATION - REGULAR MEETING
WEDNESDAY, APRIL 10, 2019
GRODSKY ADMINISTRATION CENTER at 6:15 PM**

Create opportunities that inspire all students to grow as learners, individuals, and citizens.

AGENDA

I. CALL TO ORDER

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

II. ROLL CALL

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

ABSENT: No one.

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

III. EXECUTIVE SESSION

I move we adjourn to Executive Session for matters regarding negotiations We will return to open session after Executive Session.

A. 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.

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IV. PLEDGE OF ALLEGIANCE

We will be joined by representatives of the MacArthur Wrestling team. These individuals earned the right to participate in the IESA State Wrestling Tournament. The students are Alex Lucas, Jimmy Finnegan, Vincent Lazzara, Max Katz and Patrick Tinsley.

V. RECOGNITION OF VISITORS AND PARTICIPATION

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.

VI. COMMUNICATIONS

A. Volunteer Appreciation

Representatives of the ePTO and MacPTO have been invited to receive a token of appreciation for their service as volunteers in our school community. Their leadership, time, and dedication allow us to provide enrichment activities for students and families including assemblies, room parties, Art in the Classroom, field trips, movie nights, Family Fun night, and many others.

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B. April Monthly Recognitions

April is recognized as School Library Month. We appreciate our Library Media Specialists Ms. Herzog, Mrs. Strachn, Mrs. Yager, and Mrs. McWilliams for their dedication and inspiration that leads our Media Centers into innovative and Future Ready places of learning. We also recognize Autism Awareness Month in April and thank all of our professionals who bring this specialized skill and expertise to serving our

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students and families. April 8th is the start of National Assistant Principal Appreciation week so we'd like to recognize our outstanding AP Chris Alms. Last, but certainly not least we celebrate Teacher Appreciation and Nurse Appreciation Week in early May. We thank all of our professionals for their dedicated service and contributions that make District 23 an amazing place in which students learn and grow.

C. ISBE Spotlight 29

In early October I applied for a recognition of our Unified PE program. ISBE selected our application and came out to interview the students, faculty, and administration. We are pleased to share the Statewide publication that recognized this amazing program and express our sincere pride in all that these teachers and students have done to make MacArthur a more respectful and inclusive place. The link to the story can be found on our District Website.

D. Registration for 2019-20 Open 30

As an update, our families have received information and we have opened the process for registration. We encourage all families to register during the month of April. Registered families will receive payment requests for school fees in July.

VII. SUPERINTENDENT'S REPORT

A. Board of Education and PHEA Negotiated Agreement - ACTION

Tonight's action is the culmination of many months of dedicated and focused work by PHEA, the Board and Administration. We thank all who contributed to the respectful, collaborative, and challenging process of negotiating this agreement. We are still in the process of refining clean-up language to the formal document, but the tentative agreements and details of negotiated sections of the contract have been processed. The PHEA presented to the membership on Monday, April 8 and conducted a vote on Tuesday, April 9. The membership voted to ?????? this negotiated agreement.

I move to approve the negotiated agreement between the District 23 Board of Education and the Prospect Heights Education Association for 2020-2024 as presented.

VIII. COMMITTEE REPORTS

A. BUILDING AND SITES

Pat will report.

B. I.A.S.B.

Mari-Lynn will report.

C. POLICY

Brian will report. Items discussed in the policy committee are presented for 1st reading under new business tonight.

D. COMMUNITY RELATIONS:

Jeff will report.

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

Carol will Report.

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F. **FINANCE:**

Carol will report.

G. **NEGOTIATIONS:**

No Report.

IX. **CONSENT AGENDA**

The consent agenda includes the minutes from the Regular Board Meeting and Executive Session on March 13, 2019, and the April personnel report. We are also adopting Resolutions recognizing Volunteer Appreciation week, Teacher Appreciation Week, and National School Nurse Week. Lastly, a contract for the next phase of our eRate funded project with Zones, Inc. is presented for approval.

I move to approve the Consent Agenda as presented.

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| A. Approval of Regular Meeting Minutes of March 13, 2019 | 31 |
| B. Approval of the Executive Meeting Minutes of March 13, 2019 | 41 |
| C. Personnel Report | 44 |

X. **FINANCIAL REPORT**

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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.

XI. **SUPERINTENDENT'S REPORT**

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| A. Math Curriculum Committee Report and Recommendation - ACTION | 81 |
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Dr. Zaher has prepared a memo and presentation that describes the process by which the Math Committee reviewed standards, identified curricular needs, evaluated materials, and identified Ready Math as their recommendation for adoption.

I move to approve the adoption of Ready Math in the amount of \$251,149 for use as the District's Core Math curriculum as presented.

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| B. Resolution for Honorable Dismissal of Certain Educational Support Personnel - ACTION | 92 |
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Illinois School Code requires that Educational Support Personnel (ESP) be notified 30 calendar days before the end of the school year if they are to be honorably dismissed for the following school year. ESP are honorably dismissed when there is an anticipated decrease in number of positions needed or particular type of service. These individuals will have recall rights to positions if they become available. This will effect six Instructional Assistants.

I move to approve the Resolution Authorizing the Honorable Dismissal of Educational

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Support Personnel Due to Reduction in Force.

- C. Resolution for Dismissal and Non-Renewal of Certain Educational Support Personnel 96
Pursuant to School Code, notice is required at least 30 days from the end of the school year to inform Educational Support Personnel that they will not be reemployed in the subsequent year. The attached resolution provides notice to ESP Brianna Harris of this action.

I move to adopt the resolution for dismissal and non-renewal of Brianna Harris as presented.

- D. Resolution to approve posting and notice of meeting for FY19 Amended Budget -- ACTION 100
The Illinois School Code and Board policy 4:10 Fiscal and Business Management, specify the required steps for a Board of Education to annually adopt an operating budget by September 30th of any given fiscal period and, if amending said budget, the District is to follow the same procedure to amend as it would if it were adopting the original budget. The amended budget must be approved and filed with the County Clerk and the ISBE by June 30th of the fiscal year.

District 23's Fiscal Year 2018-19 Amended Budget will be on public display for the Illinois State Code requirement of 30 calendar days prior to its consideration at the June 12, 2019 Board of Education meeting. The Board of Education, prior to its consideration of the budget adoption, will hold a Public Hearing.

The proposed budget amendments are necessary to account for changes in expected revenues and expenditures, especially as it relates to the February bond issue and the plans for summer construction.

I move to adopt the resolution to amend the fiscal year 19 budget and post notice for public hearing as presented.

- E. Contract for Phone Services 104
Provided for your review is a proposal for the new District telephone system to be paid for out of the capital fund and proceeds from the bond issuance. Materials for your review include the recommendation, proposal and a short slide presentation.

I recommend approval of the Sentinel proposal for District telephone system in the amount of \$117,081.00

- F. Review Insurance Rates for 2019-20 Budget - INFORMATION 121
The District has received its final insurance renewal rate information for following insurance coverages: Life, Accidental Death and Disability, HMO, PPO and Dental. These are all fully or partially paid District insurance benefits. The attached chart provides analysis on the rates for FY2020 compared to FY2019.

- G. Freedom of Information Request(s) - INFORMATION 123
The Freedom of Information request(s) received in the past month can be viewed below.

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XII. RECOGNITION OF VISITOR PARTICIPATION

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XIII. OLD BUSINESS

XIV. NEW BUSINESS

A. Policy 1st Read - DISCUSSION

- | | |
|--|-----|
| 1. Press Vol. 100 Overview | 125 |
| 2. 2:20 Powers and Duties of the Board of Education; Indemnification | 136 |
| 3. 2:40 Board Member Qualifications | 138 |
| 4. 2:50 Board Member Term of Office | 139 |
| 5. 2:60 Board Member Removal from Office | 140 |
| 6. 4:30 Revenue and Investments | 141 |
| 7. 4:100 Insurance Management | 143 |
| 8. 4:110 Transportation | 144 |
| 9. 4:150 Facility Management and Building Programs | 146 |
| 10. 4:160 Environmental Quality of Buildings and Grounds | 148 |
| 11. 4:190 Targeted School Violence Prevention Program | 149 |
| 12. 5:330 Sick Days, Vacation, Holidays, and Leaves | 151 |
| a. 5:330 Sick Days, Vacation, Holidays, and Leaves | 154 |
| 13. 6:15 School Accountability | 158 |
| 14. 6:65 Student Social and Emotional Development | 159 |
| 15. 7:185 Teen Dating Violence Prohibited | 160 |
| 16. 8:95 Parental Involvement | 161 |

XV. EXECUTIVE SESSION

I move we adjourn to Executive Session for matters regarding personnel. There will be action after Executive Session.

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| A. 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. | 162 |
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XVI. OPEN SESSION

- | | |
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| A. Non-PHEA and hourly Salary Rates for 2019-20 | 171 |
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Included in the packet is a placeholder for public notification without final salary amounts. These will be revised following Board Discussion during Executive session and then made public during the action.

I move to approve the Non-PHEA and hourly salary rates for 2019-20 as presented.

XVII. **ADJOURNMENT**

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

Joint Recommendations from Labor-Management Work Group:

1. Work Calendar: The work group recommends the following calendar for PHEA employees --



Employee Group	Student Days	Institute Days	Parent-Teacher Days	Work Days	Total Days
Teacher:	176	4	2	0	182
Aide:	176	1	0	0	177
Nurse/LPN:	176	4	0	5	185
Secretary:	176	4	2	11	193

2. Internal subbing:

The work group recommends following the language in the current contract which allows assignment to subbing for purposes of teaching or supervising students.

As part of discussion, the work group recommends that all schools should handle the internal subbing process the same way. The recommendation also includes the development of a procedure, formally or informally, that is utilized consistently.

This recommendation includes agreement that the principal has the right of assignment when it comes to internal subbing after the procedures, formal or informal, including volunteers, pulling back from PD or other meetings, are utilized.

3. ESP PD:

The work group recommends that the ESPs be present for 4 scheduled Monday department meetings and 2 building staff meetings.

The work group recommends that the dates are released no later than September 1st of each year.

The work group recommends that the ESPs be paid at the hourly rate of the individual for the 1 hour participation at each meeting.

4. Stipends:

The work group recommends eliminating Exhibit A in the current CBA that delineates the stipends paid.

The work group recommends that the current (updated yearly) stipend list be posted on the website to dictate what stipends are available and the rate paid for each stipend.

The work group recommends modifying the existing language in Article XV(N)(1), (N)(2), (N)(3) and (O) of the current negotiated agreement to state the existence of an Extra-Duty Committee, define the purpose of the Committee, state the tasks of the Committee, by when such tasks are completed by the Committee, and the total dollars for each year of the contract to be used for stipends.

The work group recommends that the Extra-Duty Committee review the current procedures and contract language to prepare a document that is to be posted on the website for review and consultation by members that determines (1) how new clubs are created, (2) how stipends are paid to new/existing stipends/clubs, (3) requirements for hours/number of meetings, (4) rate of pay and (5) other issues to be determined by the Extra-Duty Committee.



Recommendations from Insurance Work Group:

1. Premium structure:

The work group recommends the 2018-19 rates for HMO (Single/Family) and PPO (Single/Family) become the rates for health insurance coverage during the 2019-2023 Negotiated Agreement and for future contracts subject to negotiation.

The work group recommends premiums for employees that choose TO participate in Wellness Incentive Program to be as follows:

PPO	Single	Family		
PHEA	4.73%	23.52%		
BOE	95.27%	76.48%		
HMO	Single	Family		
PHEA	8.61%	27.47%		
BOE	91.39%	72.53%		

The work group recommends premiums for employees that choose NOT to participate in Wellness Incentive Program to be as follows:

Year	PPO	Single	Family	Year	PPO	Single	Family
1&2	PHEA	7.23%	26.02%	3&4	PHEA	7.73%	26.52%
	BOE	92.77%	73.98%		BOE	92.27%	73.48%
2.50%	HMO	Single	Family	3.00%	HMO	Single	Family
	PHEA	11.11%	29.97%		PHEA	11.61%	30.47%
	BOE	88.89%	70.03%		BOE	88.39%	69.53%

The work group recommends participation in wellness program be defined as employee participation in wellness exam event at a minimum.

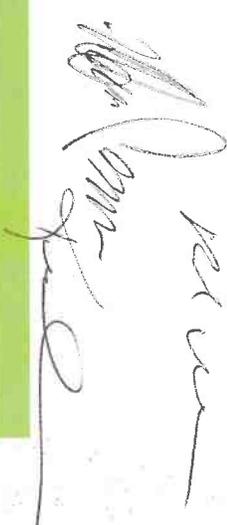
The work group recommends NO more BOE pick up of the initial 7% of any increase and NO more PHEA pick up of increase over 7%.

2. HMO Plan Additions:

The work group recommends the addition of HMO Blue Advantage at a reduction of 4.0% in total premium from HMO Illinois

3. Addition of High Deductible Health Plan:

The work group recommends the addition of a HDHP PPO at the PPO premiums stated above. The HDHP PPO shall be provided at the level below:



Deductible \$1,500 in network, \$4,500 out of network, two times family.
Coinsurance 80% in network, 60% out of network.
Out-of-Pocket \$4,500 in network, \$13,500 out of network, 2 times family (deductible included).
Wellcare covered at 100% with no Deductible.
All other services subject to deductible and coinsurance except for Wellcare.

The work group recommends the BOE MATCH employee contributions to an HSA as part of HDHP annually UP TO \$750 Single

The work group recommends the BOE MATCH employee contributions to an HSA as part of HDHP annually UP TO \$1,500 Family

4. Dedicated staff meeting for education of members:

The work group recommends having a dedicated portion of a staff meeting (building OR district-wide) to discuss the insurance program and/or wellness program.

Topics for future insurance committee research and deliberation:

The work group recommends the Insurance Committee research and deliberate changes to the following insurance areas annually:

Incentives for not using insurance or particular levels of insurance

Plan changes -- i.e. prescription, emergency room, co-insurance, deductibles, etc.

Expansion of wellness incentive

Other issues for which there is consensus



Recommendations from Negotiations Committee:

1. Salary structure:

Year 1 -- 2019-20	
HWE	3.00%
NON-HWE	3.75%
Year 2 -- 2020-21	
HWE	2.50%
NON-HWE	3.50%
Year 3 -- 2021-22	
HWE	2.25%
NON-HWE	3.25%
Year 4 -- 2022-23	
HWE	2.00%
NON-HWE	3.75%

HWE and NON-HWE to be renamed in new CBA



**ARTICLE V
WORK DAY, WORK YEAR AND ASSIGNMENT**

TEACHER

A. The teacher work year will be:

Employee Group	Student	Institute	Parent-Teacher	Work	Total Days
Certified	176	4	2	0	182

The usual teacher workday shall be seven (7) hours in length, including a duty-free lunch period of the same length as the students but not less than thirty (30) minutes. The Board and Association share a mutual belief regarding the importance of planning time in order to carry out professional duties.

NO CHANGES IN SECTIONS B – J, L

~~K. The teacher’s work year calendar will be 185 days. If only one emergency day is left at the end of the year, it will be designated as a Records Day. If at least two emergency days are left, one will be a Records Day and one other day will be deleted as a work day from the calendar. On Records Day, teachers may leave after completing their year end tasks. Teachers do not need to report on Records Day if they have completed their year end tasks.~~

~~If no emergency days remain at the end of the year, no Records Day or additional day off will be given.~~

EDUCATIONAL SUPPORT PROFESSIONAL

A. The educational support professional work year will be: ~~Secretaries – 196 days; Teacher Aides – 180 days; and Nurses – 188 days.~~

Employee Group	Student	Institute	Parent-Teacher	Work	Total Days
Aide	176	1	0	0	177
RN/LPN	176	4	0	5	185
Secretary	176	4	2	11	193

NO CHANGES SECTIONS B - K

L. Professional Development: ESPs are required to attend 4 scheduled Monday Department meetings and 2 Building Staff meetings each school year. In order to provide sufficient notice for the ESPs to be in attendance, the dates of the required meetings will be released no later than September 1st of each school year. ESPs will be paid at his/her hourly rate of pay for the 1 hour of participation required at each meeting.

~~NC.~~ Extra duty positions will not be open to administrators. If insufficient numbers of qualified bargaining unit members apply for extra duty positions, the Board shall have the right to hire other district employees or individuals from outside the district.

~~In order to create a new extra duty position the following steps need to be done:~~

Extra duty positions will be created and/or continued using the following steps:

1. Extra Duty Committee: The An Extra Duty Committee ~~will~~ consisting of four members chosen by the Association and two members chosen by the Board, ~~all~~ will meet prior to March 1st. The Extra Duty Committee will meet twice per year to approve new extra duties, review the success of the past year's programs, and approve the next year's extra duty schedule.
2. The Extra Duty List and Pay Schedule will be posted on the District website and provided to employees at the beginning of each school year.
3. The Extra Duty Committee will collaborate and develop procedures for determining how new extra duty positions will be created. The committee will also jointly determine whether or not to continue or eliminate any current extra duty positions. The revised Extra Duty List for the following year will be posted no later than May 1st in each building.
- ~~2. The applicant must first gain approval from the principal and then the Extra Duty Committee to initiate the program. The applicants must operate the program for a year. During this time the applicants must record the following information:
Number of hours spent outside school time preparing and supervising the duty.
b. Number of students involved in the activity.
c. Purpose and goal of the activity.
d. General job description for the position.~~
- ~~3. After completing the initial year, the applicant shall present the information to the principal and the Extra Duty Committee for payment.~~
4. Lunch and Bus Duty Stipend ~~Changes to Extra Duty Schedule~~
 - a. Lunch Duty Stipend will become a per diem for each day worked. All staff will continue to fill out time cards and will only be paid for days worked.
 - i. The ratio of students at the elementary buildings shall be 1 supervisor for every 50 students.

ii. The ratio of students at the middle school building shall be 1 supervisor for every 70 students.

b. Bus Duty Stipend will become a per diem for each day worked. All staff will continue to fill out time cards and will only be paid for days worked.

i. There will be 4 bus supervisors at Eisenhower School.

ii. There will be 5 bus supervisors at Ross School.

iii. There will be 4.5 bus supervisors at Sullivan School.

iv. There will be 4 bus supervisors at MacArthur School.

5. Other than year-long duties (e.g., lunch supervision) the stipend will be paid upon completion of the extra duty.

ØD. Extra Duty Pay

1. The Paid Extra Duty Schedule attached to this contract will be the benchmark list used to establish each annual cap on dollars that can be used to fund extra duty positions. Requests to add extra duty positions will come from the principal to the Extra Duty Committee to decide whether the position will be added. For Eisenhower, Ross and Sullivan, decisions to add extra duty positions will be based on needs that may arise as a result of the reconfiguration to Grade Level Centers. At MacArthur, any new duty added must replace one that already exists. Decisions to add extra duty positions need only come to the Board if the annual cap would be exceeded by the addition. The Board will consider whether to fund the new extra duty position above the annual cap.

21. In the first year of the four-year contract, all stipends shall increase by 3%. In the second year of the four-year contract, all stipends shall increase by 0.80%1.90%. In the third year of the four-year contract, all stipends shall increase by the CPI for the applicable year. In the fourth year of the four-year contract, all stipends shall increase by the CPI for the applicable year.

a. The benchmark used to establish each annual cap on dollars that can be used to fund extra duty positions will be established by the stipends paid during the 2018-19 school year.

i. The 2018-19 school year stipend dollars totaled \$154,651.90.

ii. The 2019-20 school year stipend dollars total \$159,291.45.

iii. The 2020-21 school year stipend dollars total \$162,318.00.

iv. The 2021-22 school year stipend dollars are TBD.

v. The 2022-23 school year stipend dollars are TBD.

B. Internal Substitution

The internal substitute teaching procedures will be determined collaboratively by a committee consisting of the PHEA President or his/her designee and the Superintendent or his/her designee. The internal substitute teaching procedures will be reviewed annually by the committee and listed on the District website for employee access.

1. A teacher who is requested by administration to provide volunteers to supervise during his/her duty-free lunch will be paid a stipend of \$30/hour for substitute teaching or supervision duties.
2. A teacher who volunteers or is requested by administration to provide substitute teaching services because an external substitute is unavailable will be paid \$30/hour.
3. Payment will be calculated in ~~fifteen (15)~~ ten (10) minute increments.
4. An ESP who is requested by administration to provide, during his/her duty-free periods, substitute teaching services or who is required to supervise students because a substitute is unavailable, will be paid the individual's hourly rate for substitute teaching or supervision duties.
5. Payment will be calculated in ~~fifteen (15)~~ ten (10) minute increments.

**ARTICLE XIV
EMPLOYEE INSURANCE BENEFITS**

The Board will provide employee insurance benefits as prescribed below. In order to educate staff regarding the District Insurance Plan, the Administration will annually dedicate a portion of a staff meeting (building OR district-wide) to discuss the insurance and wellness programs.

A. Employee Insurance Benefit Committee

1. On or before September 15th of each year, the Board will name up to three individuals to serve on an Employee Insurance Benefit Committee and the Association will name five individuals which includes one educational support professional. The purpose of the committee is to annually review and make recommendations to the Board related to Employee Benefits on options to improve insurance benefits and/or control the cost of insurance benefits. The committee is also to undertake the tasks listed more fully in the parties' side letter on committee duties. The individuals named by the Board do not need to be Board members, although they may be. The individuals named by the Association will be chosen by the Association's Executive Board.

B. The Board and the Association have agreed further that the Committee should undertake the following duties each school year:

1. The Committee members will commit to meet often enough to accomplish the work of the Committee.
2. The Committee will survey the insurance needs of the employees in order to assist the Committee in its annual study of the District's insurance plan.
3. The Committee will undertake regular communication with the employees and the Board on the workings of the Committee and on its progress in completing its annual tasks.
4. The committee shall issue a report to the Board prior to any change in the employee insurance benefit package, but in no event later than 90 days prior to the termination of the existing insurance benefit package.
5. All modifications or amendments to the employee benefit plan are subject to ratification by both the Association and the Board.
6. Should no recommendation be made and/or ratified by both the Association and the Board, the existing plan will remain in full force and effect.
7. Details of these insurance programs can be found in the district employee insurance booklet.

C. Life Insurance

1. The Board agrees to pay the cost of life insurance of \$25,000.00 for each teacher and educational support professional eligible to receive benefits. Upon the death of an association member the Board will make a contribution in the amount of \$25,000 to the spouse or estate of the deceased.
2. Additional life insurance may be purchased by the teacher or educational support professional at their expense from the District's insurance company if the company offers optional insurance.

D. Health, Dental and Vision Insurance Benefits

The District insurance plan will consist of options in HMO and PPO health insurance programs.

1. The Board and PHEA agrees to contribute the following percentages of the full premium for each eligible member of the bargaining unit for those individuals who DO participate in the District's Wellness Exam program.

2019-2023

<u>1a. Single HMO or PPO Premium</u>	<u>8.61% (Employee) – 91.39% (District)</u>
<u>Single PPO Premium</u>	<u>4.73% (Employee) – 95.27% (District)</u>

<u>b. Family Portion-HMO or PPO Premium</u>	<u>27.47% (Employee) – 72.53% (District)</u>
<u>Family PPO Premium</u>	<u>23.52% (Employee) – 76.48% (District)</u>

2. The Board and PHEA agrees to contribute the following percentages of the full premium for each eligible member of the bargaining unit for those individuals who do NOT participate in the District's Wellness Exam program.

2019-20 AND 2020-21

<u>a. Single HMO or PPO Premium</u>	<u>11.11% (Employee) – 88.89% (District)</u>
<u>Single PPO Premium</u>	<u>7.23% (Employee) – 92.77% (District)</u>

<u>b. Family Portion-HMO or PPO Premium</u>	<u>29.97% (Employee) – 70.03% (District)</u>
<u>Family PPO Premium</u>	<u>26.02% (Employee) – 73.98% (District)</u>

2021-22 AND 2022-23

<u>c. Single HMO or PPO Premium</u>	<u>11.61% (Employee) – 88.39% (District)</u>
<u>Single PPO Premium</u>	<u>7.73% (Employee) – 92.27% (District)</u>

d. Family Portion-HMO or PPO Premium	30.47% (Employee) – 69.53% (District)
Family PPO Premium	26.52%(Employee) – 73.48% (District)

3. The Board and PHEA agrees to contribute the following percentages of the full premium for each eligible member of the bargaining unit for those individuals who DO participate in the District’s Dental program.

a. Family & Single Dental Premium	0% (Employee) – 100% (District)
b. Family Dental Premium	0% (Employee) – 100% (District)

~~2. In addition to the Board contribution to insurance premiums, the Board of Education will pay up to 7% of any annual increase in health insurance premiums. The member will pay any increase in excess of 7% of any annual increase in health insurance premiums. See Appendix A for an example of how insurance increases will be calculated.~~

4. In addition, the Board will match employe contributions to the Health Savings Account (HSA) for individuals who participate in the High Deductible Health Plan PPO. The Board will match employee contributions up to \$750 dollars for individuals choosing single coverage and \$1,500 for individuals choosing family coverage.

35. Hepatitis B inoculations shall be provided by the Board. All participation shall be voluntary.

E. Only individuals employed for thirty (30) hours or more a week will be entitled to insurance benefits.

F. The Association may employ a co-consultant at its cost. He/she will have access to materials and can converse directly with vendors but must share his/her calculations and advice with the entire committee.

Prospect Heights School District 23

2018-19 Medical Insurance Rates PHEA/SEIU

TOTAL YEARLY PREMIUM	<i>TOTAL MONTHLY PREMIUM</i>	BOE MONTHLY PREMIUM	<i>EMPLOYEE MONTHLY PREMIUM</i>	24 pays (BOE share)	<i>24 pays Employee</i>	20 pays (BOE share)	<i>20 pays Employee</i>
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2018-19 Health Insurance Rates

PPO

Single	\$8,400.36	\$700.03	\$666.92	\$33.11	\$333.46	\$16.56	\$400.15	\$19.87
Family	\$22,771.68	\$1,897.64	\$1,451.36	\$446.28	\$725.68	\$223.14	\$870.82	\$267.77

HMO

Single	\$7,814.88	\$651.24	\$595.18	\$56.06	\$297.59	\$28.03	\$357.11	\$33.64
Family	\$21,012.00	\$1,751.00	\$1,269.96	\$481.04	\$634.98	\$240.52	\$761.98	\$288.62

2018-19 Dental Insurance Rates

Single	\$395.04	\$32.92	\$32.92	\$0.00	\$16.46	\$0.00	\$19.75	\$0.00
Family	\$1,104.60	\$92.05	\$92.05	\$0.00	\$46.03	\$0.00	\$55.23	\$0.00

2018-19 Vision Insurance Rates

Single	\$70.56	\$5.88	\$0.00	\$5.88	\$0.00	\$2.94	\$0.00	\$3.53
Family	\$151.56	\$12.63	\$0.00	\$12.63	\$0.00	\$6.32	\$0.00	\$7.58

2018-19 Life Insurance Rates

Single	\$2.88	\$2.88	\$0.00	\$1.44	\$0.00	\$1.73	\$0.00
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2018-19 Flexible Spending

FSA Maximum	\$2,650.00
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DCAP Maximum	\$5,000.00
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Prospect Heights School District 23
2019-20 Medical Insurance Rates

SINGLE/FAMILY	TOTAL MONTHLY PREMIUM	BOE MONTHLY PREMIUM	EMPLOYEE MONTHLY PREMIUM	24 pays (BOE share)	24 pays Employee	20 pays (BOE share)	20 pays Employee
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PPO -- WITH INCENTIVE

Single	\$719.63	\$685.59	\$34.04	\$342.80	\$17.02	\$411.35	\$20.42
Family	\$1,950.77	\$1,491.95	\$458.82	\$745.98	\$229.41	\$895.17	\$275.29

PPO -- WITHOUT INCENTIVE

Single	\$719.63	\$667.60	\$52.03	\$333.80	\$26.02	\$400.56	\$31.22
Family	\$1,950.77	\$1,443.18	\$507.59	\$721.59	\$253.80	\$865.91	\$304.55

High Deductible PPO -- WITH INCENTIVE

Single	\$603.34	\$574.80	\$28.54	\$287.40	\$14.27	\$344.88	\$17.12
Family	\$1,635.53	\$1,250.86	\$384.67	\$625.43	\$192.34	\$750.52	\$230.80

High Deductible PPO -- WITHOUT INCENTIVE

Single	\$603.34	\$559.72	\$43.62	\$279.86	\$21.81	\$335.83	\$26.17
Family	\$1,635.53	\$1,209.97	\$425.56	\$604.98	\$212.78	\$725.98	\$255.34

Prospect Heights School District 23
2019-20 Medical Insurance Rates

SINGLE/FAMILY	TOTAL MONTHLY PREMIUM	BOE MONTHLY PREMIUM	EMPLOYEE MONTHLY PREMIUM	24 pays (BOE share)	24 pays Employee	20 pays (BOE share)	20 pays Employee
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HMO Illinois -- **WITH** INCENTIVE

Single	\$659.71	\$602.91	\$56.80	\$301.46	\$28.40	\$361.75	\$34.08
Family	\$1,773.85	\$1,286.57	\$487.28	\$643.29	\$243.64	\$771.94	\$292.37

HMO Illinois -- **WITHOUT** INCENTIVE

Single	\$659.71	\$586.42	\$73.29	\$293.21	\$36.65	\$351.85	\$43.98
Family	\$1,773.85	\$1,242.23	\$531.62	\$621.11	\$265.81	\$745.34	\$318.97

HMO Blue Advantage -- **WITH** INCENTIVE

Single	\$633.32	\$578.79	\$54.53	\$289.40	\$27.27	\$347.27	\$32.72
Family	\$1,702.90	\$1,235.11	\$467.79	\$617.56	\$233.90	\$741.07	\$280.67

HMO Blue Advantage -- **WITHOUT** INCENTIVE

Single	\$633.32	\$562.96	\$70.36	\$281.48	\$35.18	\$337.77	\$42.22
Family	\$1,702.90	\$1,192.54	\$510.36	\$596.27	\$255.18	\$715.52	\$306.22

Prospect Heights School District 23
2019-20 Medical Insurance Rates

SINGLE/FAMILY	TOTAL MONTHLY PREMIUM	BOE MONTHLY PREMIUM	EMPLOYEE MONTHLY PREMIUM	24 pays (BOE share)	24 pays Employee	20 pays (BOE share)	20 pays Employee
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Single	\$34.14	\$34.14	\$0.00	\$17.07	\$0.00	\$20.48	\$0.00
Family	\$95.46	\$95.46	\$0.00	\$47.73	\$0.00	\$57.28	\$0.00

2019-20 Vision Insurance Rates

Single	\$5.88	\$0.00	\$5.88	\$0.00	\$2.94	\$0.00	\$3.53
Family	\$12.63	\$0.00	\$12.63	\$0.00	\$6.32	\$0.00	\$7.58

2019-20 Life Insurance Rates

Single	\$2.88	\$2.88	\$0.00	\$1.44	\$0.00	\$1.73	\$0.00
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2019-20 Flexible Spending

FSA Maximum	\$2,700.00
DCAP Maximum	\$5,000.00

<p>Plan Year for ALL Benefits is 7/1/19 through 6/30/20 Medical and Dental Deductibles Begin 1/1 and go through 12/31 of each year</p>
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PROJECTED PHEA CERTIFIED SALARIES BASED UPON CURRENT STATUS FOR 2019-2023 CBA

CERTIFIED STAFF NAME	FTE	3.75%/2.00%		3.75%/3.00%		3.50%/2.50%		3.25%/2.25%		3.75%/2.00%	
		FY19Actual		FY20 Proposed		FY21 Proposed		FY22 Proposed		FY23 Proposed	
Boyer, Jonathan	1	\$ 48,104.00		\$ 49,907.90		\$ 51,654.68		\$ 53,333.45		\$ 55,333.46	
Baran, Nicole A	0.5	\$ 24,433.66		\$ 25,349.92		\$ 26,237.17		\$ 27,089.88		\$ 28,105.75	
Fleischmann, Candice M	0.8	\$ 51,364.00		\$ 53,290.15		\$ 55,155.31		\$ 56,947.85		\$ 59,083.40	
Walker, Ann	0.5	\$ 30,977.00		\$ 32,138.64		\$ 33,263.49		\$ 34,344.55		\$ 35,632.47	
Luehr, Karen W.	0.699999988	\$ 37,627.10		\$ 39,038.12		\$ 40,404.45		\$ 41,717.59		\$ 43,282.00	
Sullivan, Erin E.	1	\$ 44,602.39		\$ 46,274.98		\$ 47,894.60		\$ 49,451.18		\$ 51,305.60	
Wessel, Jennifer L.	1	\$ 44,602.39		\$ 46,274.98		\$ 47,894.60		\$ 49,451.18		\$ 51,305.60	
Lelito, Jessica J	1	\$ 45,323.19		\$ 47,022.81		\$ 48,668.61		\$ 50,250.34		\$ 52,134.73	
Quesea, Bryan J	1	\$ 45,323.19		\$ 47,022.81		\$ 48,668.61		\$ 50,250.34		\$ 52,134.73	
Simpson, Samuel	1	\$ 45,833.00		\$ 47,551.74		\$ 49,216.05		\$ 50,815.57		\$ 52,721.15	
Matthews, Rachel	1	\$ 91,803.42		\$ 95,246.05		\$ 98,579.66		\$ 101,783.50		\$ 105,600.38	
Finnander, Colleen M.	1	\$ 46,915.75		\$ 48,675.09		\$ 50,378.72		\$ 52,016.03		\$ 53,966.63	
Godek, Kasey	1	\$ 47,060.00		\$ 48,824.75		\$ 50,533.62		\$ 52,175.96		\$ 54,132.56	
Lynch, Abigail V	1	\$ 47,060.00		\$ 48,824.75		\$ 50,533.62		\$ 52,175.96		\$ 54,132.56	
Samiotakis, Vasiliki	1	\$ 47,207.99		\$ 48,978.29		\$ 50,692.53		\$ 52,340.04		\$ 54,302.79	
Zarafonitis, Demetra G	1	\$ 47,444.00		\$ 49,223.15		\$ 50,945.96		\$ 52,601.70		\$ 54,574.27	
Fahey, Kayleen	1	\$ 48,715.00		\$ 50,541.81		\$ 52,310.78		\$ 54,010.88		\$ 56,036.28	
Miller, Susan	1	\$ 48,715.00		\$ 50,541.81		\$ 52,310.78		\$ 54,010.88		\$ 56,036.28	
O'Connor, Stephanie	1	\$ 48,715.00		\$ 50,541.81		\$ 52,310.78		\$ 54,010.88		\$ 56,036.28	
Goldstein, Dana H.	1	\$ 49,432.73		\$ 51,286.46		\$ 53,081.48		\$ 54,806.63		\$ 56,861.88	
Hendricks, Stacey	1	\$ 49,432.73		\$ 51,286.46		\$ 53,081.48		\$ 54,806.63		\$ 56,861.88	
Howitz, Michael	1	\$ 49,771.00		\$ 51,637.41		\$ 53,444.72		\$ 55,181.68		\$ 57,250.99	
Hauschild, Iwona	1	\$ 51,288.85		\$ 53,212.18		\$ 55,074.61		\$ 56,864.53		\$ 58,996.95	
Hirsh, Alyssa A	1	\$ 51,329.00		\$ 53,253.84		\$ 55,117.72		\$ 56,909.05		\$ 59,043.14	
Lynn, Samantha M	1	\$ 51,329.00		\$ 53,253.84		\$ 55,117.72		\$ 56,909.05		\$ 59,043.14	
O'Brien, Christine	1	\$ 52,545.45		\$ 54,515.90		\$ 56,423.96		\$ 58,257.74		\$ 60,442.41	
Mkrtshjan, Laura	1	\$ 52,802.05		\$ 54,782.13		\$ 56,699.50		\$ 58,542.24		\$ 60,737.57	
Sutter, Hannah	1	\$ 53,305.45		\$ 55,304.40		\$ 57,240.06		\$ 59,100.36		\$ 61,316.62	
Valladares Oropeza, Denisse	1	\$ 53,305.45		\$ 55,304.40		\$ 57,240.06		\$ 59,100.36		\$ 61,316.62	
Butts, Emily	1	\$ 53,330.04		\$ 55,329.92		\$ 57,266.46		\$ 59,127.62		\$ 61,344.91	
Castronovo, Lindsey	1	\$ 53,753.00		\$ 55,768.74		\$ 57,720.64		\$ 59,596.56		\$ 61,831.44	

Lett, Kelly L	1	\$	53,753.00	\$	55,768.74	\$	57,720.64	\$	59,596.56	\$	61,831.44
Pufundt, Christina	1	\$	54,611.70	\$	56,659.64	\$	58,642.73	\$	60,548.61	\$	62,819.19
Cahill (Mass), Allison	1	\$	54,910.00	\$	56,969.13	\$	58,963.04	\$	60,879.34	\$	63,162.32
Becker, Michael	1	\$	55,247.00	\$	57,318.76	\$	59,324.92	\$	61,252.98	\$	63,549.97
Atkinson, Mark	1	\$	55,442.63	\$	57,521.73	\$	59,534.99	\$	61,469.88	\$	63,775.00
Mariconda, Melissa	1	\$	56,250.05	\$	58,359.43	\$	60,402.01	\$	62,365.07	\$	64,703.76
Akhteebo, Megan	1	\$	56,557.30	\$	58,678.20	\$	60,731.94	\$	62,705.72	\$	65,057.19
Travis, Laurie	1	\$	56,740.00	\$	58,867.75	\$	60,928.12	\$	62,908.29	\$	65,267.35
Schoeny, Rachel	1	\$	56,740.00	\$	58,442.20	\$	59,903.26	\$	61,251.08	\$	62,476.10
Broms, Marianne	1	\$	56,904.41	\$	59,038.33	\$	61,104.67	\$	63,090.57	\$	65,456.46
Balla, Stacy	1	\$	57,857.04	\$	60,026.68	\$	62,127.61	\$	64,146.76	\$	66,552.26
Cegielski, Eva	1	\$	58,481.00	\$	60,674.04	\$	62,797.63	\$	64,838.55	\$	67,270.00
Durbin, Rebecca A.	1	\$	58,481.00	\$	60,674.04	\$	62,797.63	\$	64,838.55	\$	67,270.00
Marwitz, Mary	1	\$	58,481.00	\$	60,674.04	\$	62,797.63	\$	64,838.55	\$	67,270.00
Sullivan, Carly	1	\$	58,481.00	\$	60,674.04	\$	62,797.63	\$	64,838.55	\$	67,270.00
Derrico, Kristen	1	\$	60,224.00	\$	62,482.40	\$	64,669.28	\$	66,771.04	\$	69,274.95
Kolka, Kaitlin	1	\$	60,224.00	\$	62,482.40	\$	64,669.28	\$	66,771.04	\$	69,274.95
Mahoney, Alison	1	\$	60,224.00	\$	62,482.40	\$	64,669.28	\$	66,771.04	\$	69,274.95
Racusen, Carly	1	\$	60,224.00	\$	62,482.40	\$	64,669.28	\$	66,771.04	\$	69,274.95
Murray, Megan	1	\$	60,235.43	\$	62,494.26	\$	64,681.56	\$	66,783.71	\$	69,288.10
Paeth, Kelsey	1	\$	62,030.72	\$	64,356.87	\$	66,609.36	\$	68,774.17	\$	71,353.20
Behun, Joseph	1	\$	62,215.00	\$	64,548.06	\$	66,807.24	\$	68,978.48	\$	71,565.17
Leja, Maggie	1	\$	62,215.00	\$	64,548.06	\$	66,807.24	\$	68,978.48	\$	71,565.17
Windsor, Megan	1	\$	62,215.00	\$	64,548.06	\$	66,807.24	\$	68,978.48	\$	71,565.17
Funk, Kelly	1	\$	63,891.64	\$	66,287.58	\$	68,607.64	\$	70,837.39	\$	73,493.79
Mullaney, Julie	1	\$	63,891.64	\$	66,287.58	\$	68,607.64	\$	70,837.39	\$	73,493.79
Rollefson, Gail	1	\$	64,081.45	\$	66,484.50	\$	68,811.46	\$	71,047.83	\$	73,712.13
Schmidt, Lisa	1	\$	64,081.45	\$	66,484.50	\$	68,811.46	\$	71,047.83	\$	73,712.13
Espinosa, Nina	1	\$	64,205.00	\$	66,612.69	\$	68,944.13	\$	71,184.82	\$	73,854.25
Kevil, Meghan	1	\$	64,205.00	\$	66,612.69	\$	68,944.13	\$	71,184.82	\$	73,854.25
Teramoto, Jeni	1	\$	64,205.00	\$	66,612.69	\$	68,944.13	\$	71,184.82	\$	73,854.25
McWilliams, Mary Beth	1	\$	66,197.00	\$	68,679.39	\$	71,083.17	\$	73,393.37	\$	76,145.62
Basile, Kim	1	\$	68,188.00	\$	70,745.05	\$	73,221.13	\$	75,600.81	\$	78,435.84
Bearwald, Kristen	1	\$	68,188.00	\$	70,745.05	\$	73,221.13	\$	75,600.81	\$	78,435.84
Tomasik, Margaret	1	\$	68,188.00	\$	70,745.05	\$	73,221.13	\$	75,600.81	\$	78,435.84

Vasilakos, Sandra	1	\$	68,188.00	\$	70,745.05	\$	73,221.13	\$	75,600.81	\$	78,435.84
Peckworth, Susan	1	\$	70,676.00	\$	73,326.35	\$	75,892.77	\$	78,359.29	\$	81,297.76
Perillo, Daniel	1	\$	70,676.00	\$	73,326.35	\$	75,892.77	\$	78,359.29	\$	81,297.76
Joffe, Melissa	1	\$	70,677.00	\$	73,327.39	\$	75,893.85	\$	78,360.40	\$	81,298.91
Kreiman, Cheryl	1	\$	70,677.00	\$	73,327.39	\$	75,893.85	\$	78,360.40	\$	81,298.91
Rieger, Megan	1	\$	70,677.00	\$	73,327.39	\$	75,893.85	\$	78,360.40	\$	81,298.91
Ritter, Stephanie	1	\$	70,677.00	\$	73,327.39	\$	75,893.85	\$	78,360.40	\$	81,298.91
Dolwick, Erin	1	\$	73,164.00	\$	75,907.65	\$	78,564.42	\$	81,117.76	\$	84,159.68
Levato, Angela	1	\$	73,164.00	\$	75,907.65	\$	78,564.42	\$	81,117.76	\$	84,159.68
Valderrama, Michelle	1	\$	75,596.00	\$	78,430.85	\$	81,175.93	\$	83,814.15	\$	86,957.18
Ganek, Kristene	1	\$	75,653.00	\$	78,489.99	\$	81,237.14	\$	83,877.34	\$	87,022.74
Robertson, Lora	1	\$	75,653.00	\$	78,489.99	\$	81,237.14	\$	83,877.34	\$	87,022.74
Schlomann, Jill	1	\$	75,653.00	\$	78,489.99	\$	81,237.14	\$	83,877.34	\$	87,022.74
Ubert, Nadine	1	\$	76,456.90	\$	79,324.03	\$	82,100.37	\$	84,768.64	\$	87,947.46
Stasi, Christina	1	\$	77,922.59	\$	80,844.69	\$	83,674.25	\$	86,393.66	\$	89,633.43
Herzog, Kristen	1	\$	77,923.00	\$	80,845.11	\$	83,674.69	\$	86,394.12	\$	89,633.90
Czarkowski, Lawrence	1	\$	78,142.00	\$	81,072.33	\$	83,909.86	\$	86,636.93	\$	89,885.81
Curran, Rachel	1	\$	78,143.00	\$	81,073.36	\$	83,910.93	\$	86,638.04	\$	89,886.96
Halpin, Jill	1	\$	78,143.00	\$	81,073.36	\$	83,910.93	\$	86,638.04	\$	89,886.96
Hartmann, Linda	1	\$	78,143.00	\$	81,073.36	\$	83,910.93	\$	86,638.04	\$	89,886.96
Grischow, Sherrie	1	\$	80,486.26	\$	83,504.49	\$	86,427.15	\$	89,236.03	\$	92,582.39
Polster, Kristine	1	\$	81,128.00	\$	84,170.30	\$	87,116.26	\$	89,947.54	\$	93,320.57
Kaspari, Tammy	1	\$	82,670.00	\$	85,770.13	\$	88,772.08	\$	91,657.17	\$	93,490.32
Sabath, Michelyn	1	\$	82,670.00	\$	85,770.13	\$	88,772.08	\$	91,657.17	\$	93,490.32
Pennell, Susan	1	\$	84,115.00	\$	87,269.31	\$	90,323.74	\$	93,259.26	\$	95,124.45
Stolton, Gina	1	\$	84,115.00	\$	87,269.31	\$	90,323.74	\$	93,259.26	\$	95,124.45
Strachn, Kimberly	1	\$	84,115.00	\$	87,269.31	\$	90,323.74	\$	93,259.26	\$	95,124.45
Brusso, Lisa	1	\$	84,778.26	\$	87,957.44	\$	91,035.96	\$	93,084.26	\$	94,945.95
Miller, Robert	1	\$	87,100.20	\$	90,366.46	\$	93,529.28	\$	95,633.69	\$	97,546.37
Rozner, Amy	1	\$	87,100.20	\$	90,366.46	\$	93,529.28	\$	95,633.69	\$	97,546.37
Bennett, Inge	1	\$	87,101.00	\$	90,367.29	\$	93,530.14	\$	95,634.57	\$	97,547.26
Chartouni, Nazera	1	\$	87,101.00	\$	90,367.29	\$	93,530.14	\$	95,634.57	\$	97,547.26
Wright, Leon	1	\$	88,719.00	\$	92,045.96	\$	94,347.11	\$	96,469.92	\$	98,399.32
Magid, Ani	1	\$	90,337.00	\$	93,724.64	\$	96,067.75	\$	98,229.28	\$	100,193.86
Nelson, Marilyn	1	\$	90,337.00	\$	93,724.64	\$	96,067.75	\$	98,229.28	\$	100,193.86

Zaveduk, Abra	1	\$ 90,337.00	\$ 93,724.64	\$ 96,067.75	\$ 98,229.28	\$ 100,193.86
Mailloux, Amy	1	\$ 93,571.00	\$ 97,079.91	\$ 99,506.91	\$ 101,745.82	\$ 103,780.73
Walsh, Patricia	1	\$ 96,807.00	\$ 99,711.21	\$ 102,203.99	\$ 104,503.58	\$ 106,593.65
Brunner, Kim	1	\$ 99,098.00	\$ 102,070.94	\$ 104,622.71	\$ 106,976.72	\$ 109,116.26
Caspari, Amy	1	\$ 99,098.00	\$ 102,070.94	\$ 104,622.71	\$ 106,976.72	\$ 109,116.26
Henehan, Ingrid	1	\$ 99,098.00	\$ 102,070.94	\$ 104,622.71	\$ 106,976.72	\$ 109,116.26
Kalaras, Athena	1	\$ 99,098.00	\$ 102,070.94	\$ 104,622.71	\$ 106,976.72	\$ 109,116.26
Kutcher, Michelle	1	\$ 99,098.00	\$ 102,070.94	\$ 104,622.71	\$ 106,976.72	\$ 109,116.26
Murray, Julie	1	\$ 99,098.00	\$ 102,070.94	\$ 104,622.71	\$ 106,976.72	\$ 109,116.26
Wright, Lisa	1	\$ 99,098.00	\$ 102,070.94	\$ 104,622.71	\$ 106,976.72	\$ 109,116.26
Petrusha, Carol	1	\$ 102,140.00	\$ 105,204.20	\$ 107,834.31	\$ 110,260.58	\$ 112,465.79
Yager, Betsy	1	\$ 103,154.00	\$ 106,248.62	\$ 108,904.84	\$ 111,355.19	\$ 113,582.30
Garceau, Pamela	1	\$ 104,154.00	\$ 107,278.62	\$ 109,960.59	\$ 112,434.70	\$ 114,683.39
Hernandez, Jodi	1	\$ 106,176.00	\$ 109,361.28	\$ 112,095.31	\$ 114,617.46	\$ 116,909.81
Gardiner, Debbie	1	\$ 106,738.00	\$ 109,940.14	\$ 112,688.64	\$ 115,224.14	\$ 117,528.62
MacTavish, Tara	1	\$ 106,738.00	\$ 109,940.14	\$ 112,688.64	\$ 115,224.14	\$ 117,528.62
Casurella, LuAnn	1	\$ 108,124.00	\$ 111,367.72	\$ 114,151.91	\$ 116,720.33	\$ 119,054.74
Jenkins, Marlys	1	\$ 108,124.00	\$ 111,367.72	\$ 114,151.91	\$ 116,720.33	\$ 119,054.74

Long Term Employee Salary Increase
POTENTIAL Long Term Employee Status -- Increase to ab adjusted if status attained

PROJECTED PHEA CLASSIFIED SALARIES BASED UPON CURRENT STATUS FOR 2019-2023 CBA

CLASSIFIED STAFF NAME	Position	FTE	3.75%		3.50%		3.25%		3.75%	
			FY19 Actual	FY20 Proposed	FY21 Proposed	FY22 Proposed	FY23 Proposed	Hourly Rate FY19		
Biagini, Gail	Teacher Aide - Special Ed	1	\$ 22,259.07	\$ 23,093.79	\$ 23,902.07	\$ 24,678.88	\$ 25,604.34	\$ 19.02		
Birschbach, Jill	Teacher Aide - Special Ed	1	\$ 27,518.40	\$ 28,550.34	\$ 29,549.60	\$ 30,509.96	\$ 31,654.09	\$ 23.52		
Collins, Carolyn	Teacher Aide - Special Ed	1	\$ 32,475.00	\$ 33,692.81	\$ 34,872.06	\$ 36,005.40	\$ 37,355.61	\$ 27.76		
DeFrenza, Anna	Teacher Aide - Special Ed	1	\$ 22,259.07	\$ 23,093.79	\$ 23,902.07	\$ 24,678.88	\$ 25,604.34	\$ 19.02		
Forst, Barbara	Teacher Aide - Special Ed	1	\$ 31,708.00	\$ 32,897.05	\$ 34,048.45	\$ 35,155.02	\$ 36,473.33	\$ 27.10		
Gianneschi, Jessa	Teacher Aide - Special Ed	1	\$ 22,007.70	\$ 22,832.99	\$ 23,632.14	\$ 24,400.19	\$ 25,315.20	\$ 18.81		
Guza, Elizabeth	Teacher Aide - Special Ed	1	\$ 22,259.07	\$ 23,093.79	\$ 23,902.07	\$ 24,678.88	\$ 25,604.34	\$ 19.02		
Harris, Briana	Teacher Aide - Special Ed	1	\$ 22,259.07	\$ 23,093.79	\$ 23,902.07	\$ 24,678.88	\$ 25,604.34	\$ 19.02		
Jaeschke, Laura	Teacher Aide - Special Ed	1	\$ 34,862.49	\$ 36,169.83	\$ 37,435.78	\$ 38,652.44	\$ 40,101.91	\$ 29.80		
Jimenez, Violet	Teacher Aide - Special Ed	1	\$ 22,007.70	\$ 22,832.99	\$ 23,632.14	\$ 24,400.19	\$ 25,315.20	\$ 18.81		
Koepke, Susan	Teacher Aide - Special Ed	1	\$ 29,536.93	\$ 30,644.56	\$ 31,717.12	\$ 32,747.93	\$ 33,975.98	\$ 25.25		
LaCaeyse, Debbie	Teacher Aide - Special Ed	1	\$ 26,243.82	\$ 27,227.96	\$ 28,180.94	\$ 29,096.82	\$ 30,187.95	\$ 22.43		
Luke, Jennifer	Teacher Aide - Special Ed	1	\$ 22,007.70	\$ 22,832.99	\$ 23,632.14	\$ 24,400.19	\$ 25,315.20	\$ 18.81		
Milanez, Suzanne	Teacher Aide - Special Ed	1	\$ 23,807.86	\$ 24,700.65	\$ 25,565.18	\$ 26,396.05	\$ 27,385.90	\$ 20.35		
Peterson, Deborah	Teacher Aide - Special Ed	1	\$ 23,807.86	\$ 24,700.65	\$ 25,565.18	\$ 26,396.05	\$ 27,385.90	\$ 20.35		
Retsky, Kathleen	Teacher Aide - Special Ed	1	\$ 22,259.07	\$ 23,093.79	\$ 23,902.07	\$ 24,678.88	\$ 25,604.34	\$ 19.02		
Ross, Melissa	Teacher Aide - Special Ed	1	\$ 30,239.84	\$ 31,373.83	\$ 32,471.92	\$ 33,527.26	\$ 34,784.53	\$ 25.85		
Santiago, Analiza	Teacher Aide - Special Ed	1	\$ 22,007.70	\$ 22,832.99	\$ 23,632.14	\$ 24,400.19	\$ 25,315.20	\$ 18.81		
Seiler, Jessica	Teacher Aide - Special Ed	1	\$ 22,007.70	\$ 22,832.99	\$ 23,632.14	\$ 24,400.19	\$ 25,315.20	\$ 18.81		
Shah, Pragna	Teacher Aide - Special Ed	1	\$ 33,256.00	\$ 34,503.10	\$ 35,710.71	\$ 36,871.31	\$ 38,253.98	\$ 28.42		
Stepuszek, Nancy	Teacher Aide - Special Ed	1	\$ 25,032.57	\$ 25,971.29	\$ 26,880.29	\$ 27,753.90	\$ 28,794.67	\$ 21.40		
Unamboowe, Gail	Teacher Aide - Special Ed	1	\$ 22,856.53	\$ 23,713.65	\$ 24,543.63	\$ 25,341.30	\$ 26,291.59	\$ 19.54		
Unger, Joy	Teacher Aide - Special Ed	1	\$ 28,848.35	\$ 29,930.16	\$ 30,977.72	\$ 31,984.49	\$ 33,183.91	\$ 24.66		
Valenzuela Muneton, Nora	Teacher Aide - Bilingual	1	\$ 21,657.55	\$ 22,469.71	\$ 23,256.15	\$ 24,011.97	\$ 24,912.42	\$ 18.51		
Whiteside, Barbara	Teacher Aide - Special Ed	1	\$ 22,259.07	\$ 23,093.79	\$ 23,902.07	\$ 24,678.88	\$ 25,604.34	\$ 19.02		
Wilson, Jean	Teacher Aide - Special Ed	1	\$ 22,007.70	\$ 22,832.99	\$ 23,632.14	\$ 24,400.19	\$ 25,315.20	\$ 18.81		
Wojtalewicz, Suzanne	Teacher Aide - Special Ed	1	\$ 31,708.00	\$ 32,897.05	\$ 34,048.45	\$ 35,155.02	\$ 36,473.33	\$ 27.10		
Zachariah, Jaya	Teacher Aide - Special Ed	1	\$ 23,807.86	\$ 24,700.65	\$ 25,565.18	\$ 26,396.05	\$ 27,385.90	\$ 20.35		
Zhekova, Temenuga M	Teacher Aide - Special Ed	1	\$ 22,259.07	\$ 23,093.79	\$ 23,902.07	\$ 24,678.88	\$ 25,604.34	\$ 19.02		
Carlson, Lissa	Nurse	1	\$ 53,830.00	\$ 55,848.63	\$ 57,803.33	\$ 59,681.93	\$ 61,920.01	\$ 40.90		
Quatman, Kathleen	Nurse	1	\$ 54,874.00	\$ 56,931.78	\$ 58,924.39	\$ 60,839.43	\$ 63,120.91	\$ 41.70		
Lakshminarayanan, Renukadavi	LPN	1	\$ 32,785.20	\$ 34,014.65	\$ 35,205.16	\$ 36,349.33	\$ 37,712.42	\$ 26.02		
Steinitz, Ashley	LPN	1	\$ 30,819.60	\$ 31,975.34	\$ 33,094.47	\$ 34,170.04	\$ 35,451.42	\$ 24.46		
Hehn, Victoria	Administrative Assistant	1	\$ 52,000.00	\$ 53,950.00	\$ 55,838.25	\$ 57,652.99	\$ 59,814.98	\$ 33.16		
Caffero, Kelly	Administrative Assistant	1	\$ 35,735.00	\$ 37,075.06	\$ 38,372.69	\$ 39,619.80	\$ 41,105.54	\$ 22.79		
Carpenter, Claudia	Administrative Assistant	1	\$ 33,712.00	\$ 34,976.20	\$ 36,200.37	\$ 37,376.88	\$ 38,778.51	\$ 21.50		
Parisi, Lisa	Administrative Assistant	1	\$ 45,686.00	\$ 47,399.23	\$ 49,058.20	\$ 50,652.59	\$ 52,552.06	\$ 29.14		
Reibel, Patricia	Administrative Assistant	1	\$ 45,686.00	\$ 47,399.23	\$ 49,058.20	\$ 50,652.59	\$ 52,552.06	\$ 29.14		

Tara	Anselmi
Andrea	Armstrong
Makedonka	Baloski
Michelle	Barr
Stephanie and	Cohrs
Tasha	Costello
Kristina	Dreyer
Karen	Gatta
Jen	Kane
Carmella	Karabatsos
Jon	Kee
Lisa	Lucas
Missy	Mabry
Rudy	Magana
Jacqueline	Mariquina
Grace	Martinez
Christina	Mellen
Meagan	Messer
Kathy	Miller
Diane	Miyares
Lisa	Mullen
Heather	Nobuhata
Katie	Pardun
Akville	Pavydis
Perla	Pervan
Robyn	Pflomm
Bridget	Piagari
Effie	Rouse Jr
Katie	Rugg
Gina	Salefski
Dave and Daw	Scheuerman
Erin	Struck
Shannon	Swierczek
Maureen	Temple
Amy	Thompson
Dawn	Toll
Julie	Tramba
Jamie	Vito
Liz	Williamson
Julie	Wood

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Unified in a Student-Led Culture of Respect

In Brief

- MacArthur Middle School needed to respond to student demand for opportunities for special and general education students to learn and lead together that aligned with the instructional inclusion model.
- The Special Education team worked with school and district leaders to build a unique program partnering students for physical education, life skills, and academic and extracurricular activities.
- Students apply to participate in Unified PE and Advisory, where they collaborate to create their own adaptive physical education and social-emotional curriculum. This group of student leaders create resources to build a culture of inclusivity schoolwide and beyond.

Students at MacArthur Middle School in Prospect Heights School District 23 work together with their teachers and administrators to create a culture of respect and inclusion. Based on this shared cultural focus, MacArthur teachers created a Unified PE and Advisory class for students with and without disabilities to partner for physical education, team-building,



More Information

Contact Information:

- Abigail Lynch, Learning Behavior Specialist
- Dr. Chrystyna Sroka, Director of Special Education
- Vicki Samiotakis, Physical Education/Unified Teacher

Key Resources:

- Unified Champion Schools (Special Olympics Illinois)
- Special Olympics Unified Physical Education Resources
- MacArthur Middle School Unified PE
- Respect Week Video (Created by students in Unified Advisory)

School Website

[View School Information](#)



**PROSPECT HEIGHTS
SCHOOL DISTRICT 23**

Register TODAY!!



**It's time to register for
the 2019-20 School Year.**

We encourage all families to register as soon as possible to assist in planning and placement for next school year.



You should have received a letter with your child's "Snapcode" and instructions to complete registration.

Please contact the office if you need any assistance.



PROSPECT HEIGHTS SCHOOL DISTRICT 23

MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Betsy Ross School 7:00 p.m. March 13, 2019

<p><u>Members Present</u> Jeff Bowes, Board President Kevin Novak Mari-Lynn Peters Carol Botwinski Jim Bednar Pat Chester Brian Greidanus</p>	<p><u>Members Absent</u></p>
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<p><u>CALL TO ORDER</u></p>	<p>Jeff Bowes, Board President, called the meeting to order at 7:00 p.m.</p>
<p><u>ROLL CALL</u></p>	<p>Present: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Greidanus, Mrs. Peters, Mr. Novak and Mr. Bednar</p> <p>Absent: No one</p> <p>Also present: Dr. Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction, and Mr. Micheal De Bartolo, Assistant Superintendent of Finance and Operations.</p>
<p><u>OPEN SESSION</u></p>	
<p><u>PLEDGE OF ALLEGIANCE</u></p>	<p>We will be joined by representatives of the Bulldog Ambassador Program from Betsy Ross School, sponsored by Megan Akhteebo, Eva Cegielski, Megan Rieger, and Sandy Vasilakos. These students will lead us in the Pledge of Allegiance.</p>
<p><u>RECOGNITION OF VISITORS AND PARTICIPATION</u></p>	<p>No one addressed the Board.</p>

<p><u>COMMUNICATIONS</u></p>	<p>Newspaper article on StudioGC Lawsuit - Geothermal HVAC issues lead to lawsuit in District 23</p> <p>Mr. Curtis, along with members from the PBIS and SIP Team, presented the Betsy Ross state of the school.</p> <p>Music in our Schools Month March is Music in our Schools Month and we celebrated the positive impact that music education plays in the lives of our students and community. We extend our appreciation to all of our music educators, Mimi Gember, Karen Luehr, Jonathan Boyer, Megan Murray, and Sam Simpson. We also thank our students and families for their dedication and commitment to our music programs.</p> <p>National School Social Work Month March is also National School Social Work Month and we recognized the important role that these mental health professionals play in the educational setting. We extend our appreciation to all of our social workers, Abra Zavaduk, Megan Rieger, Rachel Curran, and Carly Racusen.</p> <p>North Cook ISC Compliance Visit We are very pleased to report that District successfully completed our Compliance Audit with the North Cook ISC.</p>
<p><u>COMMITTEE REPORTS</u></p>	<p><u>Building and Sites</u> Mr. Bednar reported that the committee discussed the approval of the Eisenhower Summer HVAC Retrofit Proposals. Two proposals were discussed, The Business Office and the Department of Buildings and Grounds recommends the approval of the Emcor proposal.</p> <p>PHYBS visited the meeting and there was discussion on all of our needs. There was discussion concerning the relationship between the AHPD and District 23 and the outdoor fields and shared spaces. We have asked the AHPD to share the costs, they have paid for a survey. The AHPD provided their documentation on the survey, we do not have to conduct one.</p> <p>There was discussion concerning the maintenance position</p>

recommendations. We welcomed the newly hired custodian and congratulated our new Maintenance Supervisor.

The lost time/overtime report was discussed.

There was discussion about conducting a custodial services survey to obtain feedback from staff, administration and possibly parents.

There was some discussion of the Post-Winter assessment of the parking lot conditions.

There was a discussion as to the identification of funds for litigation of HVAC issues.

I.A.S.B

Dr Angelaccio, along with Dr. Zaher, Mrs. Botwinski, Mrs. Peters, will attend the North Cook dinner meeting on March 20, 2019 at Niles West High School.

Policy

A meeting is scheduled for March.

School/Community Relations

#Proud2BD23 Campaign

Mr. Greidanus reported on the discussion of the #Proud 2BD23 campaign. Products and activities were discussed that would help promote the campaign with the purpose of connecting the entire community to the District.

Teacher/Nurse Appreciation Week - March 18th

Different ideas were discussed regarding celebration of our Teachers and Nurses during the week. It was decided that a Waffle Breakfast for all buildings over March 19, 20, and 21 would be provided. There was also discussion on having a Winter Celebration at the Red Barn at the end of April.

Institute Day

On April 2, 2019 we will have our Wellness Fair at MacArthur.

Volunteer Appreciation

At the April 10 BOE Meeting, representatives will be recognized for their contributions to the District.

Calendar of Community Relations meetings

The next meeting will be held on April 12, 2019. The meetings will be held each August, October, December, February and April.

N.S.S.E.O.

Mrs. Botwinski reported that a D211 student at Kirk and an NSSEO employee were named the shining stars this month. Transition services (work program) student doing job on her own.

The Continuous Improvement Plan Highlighted Focus this month.

There was discussion on the 2019 NSSEO ESY proposal. Staffing was approved for ESY.

A legislative roundtable held last week, 70 attendees, with 5 legislators. Parents told their story about raising special needs children. There was much discussion on how to help families with special needs children when they graduate and leave the public school system.

IDEA Flow through letter for extension was approved.

Finance

Mrs. Peters reported on the discussion and recommendations of the the Eisenhower Summer HVAC Retrofit Proposals.

The approval of the survey proposal was discussed to establish the property boundaries and property structures, and buildings on the main campus. The AHPD provided their documentation on the survey, we do not have to conduct one.

There was discussion of the maintenance position recommendations.

There was discussion of the Bond Abatement Resolution for the transfer of the bond proceeds from the working cash fund to the eventual deposit into the capital project fund for completion of projects for which the bonds were issued.

The approval of eRate contract for 2019-20 was discussed, as well as the approval of the resolution to prepare FY2020 budget.

	<p>There was also discussion to identify the funds for the purpose of litigation of the HVAC issues.</p> <p>The new WOW! contract was discussed.</p> <p>There was discussion regarding the implementation of a Transportation registration fee, and it was decided that we will inform the parents of the transportation costs. The transportation fee discussion will come up again in the future.</p> <p><u>Calendar</u> Mr. Novak reported there was discussion on amending the calendar due to the number of weather days used this year. There was discussion on the length of the school day and the number of school days. The district will continue to align with D214 as much as possible.</p> <p>Parent teacher conferences were discussed.</p> <p><u>Negotiations</u> No report.</p>
<p><u>CONSENT AGENDA</u></p>	<p>The consent agenda included the minutes Regular Board Meeting and Executive Sessions of February 13, 2019, March personnel report, and the Policy second Reads.</p> <p>Motioned by Mr. Chester, seconded by Mr. Novak to approve the consent agenda as presented. The motion passed by a vote of 7 Ayes. (Peters, Botwinski, Novak, Greidanus, Bowes, Bednar and Chester) 0 Nays.</p>
<p><u>FINANCIAL REPORT</u></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 that were included for approval.</p> <p>Motioned by Mr. Greidanus, seconded by Mr. Bednar to approve the Financial Report as presented. The motion passed by a vote of 7 Ayes. (Peters, Botwinski, Novak, Greidanus, Bowes, Bednar and Chester) 0 Nays.</p>
<p><u>SUPERINTENDENT'S REPORT</u></p>	<p>Staffing Plan Proposal 2019-20 Dr. Angelaccio presented a proposed staffing plan for the 2019-20 school year, based upon discussion and board</p>

input from the February 13, meeting.

Motioned by Mr. Bednar, seconded by Mrs. Peters to approve the Staffing Plan as presented. The motion passed by a vote of 7 Ayes. (Peters, Botwinski, Novak, Greidanus, Bowes, Bednar and Chester) 0 Nays.

Approval Authorizing the Honorable Dismissal of Teacher(s) Due to Reduction in Force

Illinois School Code requires that probationary (non-tenured) teachers be notified 45 calendar days before the end of the school year if they are to be honorably dismissed for the following school year. Teachers are honorably dismissed when there is an anticipated decrease in number of sections needed or particular type of teaching services. This will affect one part-time Early Childhood teacher.

Motioned by Mr. Chester, seconded by Mr. Bednar to approve the authorizing of the Honorable Dismissal of a teacher due to Reduction in Force. The motion passed by a vote of 7 Ayes. (Peters, Botwinski, Novak, Greidanus, Bowes, Bednar and Chester) 0 Nays.

Student Registration and Lunch Fees 2019-20

Mr. DeBartolo will present the recommendation for student registration and lunch fees for 2019-20 based upon discussion and board input at the February meeting. It was decided not to move forward on implementing a transportation registration fee.

Motioned by Mrs. Peters, seconded by Mrs. Botwinski, to approve the student registration and lunch fees as presented. The motion passed by a vote of 6 Ayes. (Peters, Botwinski, Novak, Greidanus, Bednar and Chester) 1 Nay. (Bowes)

Calendar Amendment

The board of education amended the 2018-19 calendar to establish Friday, June 7th as the last day of school due to the use of emergency days.

Motioned by Mr. Novak, seconded by Mr. Greidanus, to approve the calendar amendment as presented. The motion passed by a vote of 7 Ayes. (Peters, Botwinski, Novak, Greidanus, Bowes, Bednar and Chester) 0 Nays.

Calendar Adoption

The joint PHEA and Board Calendar Committee met on March 7, 2019 to establish the recommended calendar for the 2020-21 School Year. The tentative calendar being proposed meets the 176 day of student attendance requirement.

Motioned by Mr. Chester, seconded by Mr. Greidanus, to approve the calendar for the 2020-21 School Year as presented. The motion passed by a vote of 7 Ayes. (Peters, Botwinski, Novak, Greidanus, Bowes, Bednar and Chester) 0 Nays.

Approval of Resolution Authorizing Budget

The Board of Education is required to appoint an individual to prepare the budget in accordance with the legal requirements outlined in the Illinois School Code. Traditionally, the District has appointed the CSBO to prepare the tentative and final budget for the upcoming fiscal year. Mr. DeBartolo will prepare the tentative budget for approval at the June 2019 BOE meeting.

Motioned by Mrs. Peters, seconded by Mr. Bowes to approve the resolution authorizing Mr. DeBartolo to prepare the budget for the upcoming fiscal year. The motion passed by a vote of 7 Ayes. (Peters, Botwinski, Novak, Greidanus, Bowes, Bednar and Chester) 0 Nays.

Resolution for Bond Abatement

The Board of Education issued \$3 million in working cash bonds in February 2019. The purpose of those bonds was to utilize the funds for performance of construction projects from the District's long range facilities plan. As part of issuing the bonds, the District needs to sequester those funds in the appropriate fund for the purpose of conducting the projects and paying the bills associated with the work. A resolution is required to make such a transfer. The monies must move from the Working Cash Fund to the Operations & Maintenance Fund and then to the Capital Projects Fund. Funds cannot be transferred directly into Capital Projects Fund due to the ISBE and statutory rules on transfers.

Motioned by Mrs. Peters, seconded by Mrs. Botwinski to approve the resolution transferring funds from Working Cash Fund to Operations & Maintenance Fund to Capital Projects Fund as presented. The motion passed by a vote of 7 Ayes. (Peters, Botwinski, Novak, Greidanus, Bowes, Bednar and Chester) 0 Nays.

Approval of Resolution Authorizing HVAC

Motioned by Mr. Bowes, seconded by Mr. Novak to approve the contracts for services with Emcor and Honeywell to retrofit the HVAC units at Eisenhower School during the summer of 2019. The motion passed by a vote of 7 Ayes. (Peters, Botwinski, Novak, Greidanus, Bowes, Bednar and Chester) 0 Nays.

Approval of Contracts Authorizing WOW for Internet/Ethernet Services

The District has utilized the request for proposal process outlined by the Federal government in order to secure services and funding contribution through the eRate program. In searching for the recommended internet service provider, the Technology Department worked with the District's eRate consultant, Gerry Zeller & Associates.

Motioned by Mr. Bednar, seconded by Mr. Novak to approve the contract for internet services with WOW. The motion passed by a vote of 7 Ayes. (Peters, Botwinski, Novak, Greidanus, Bowes, Bednar and Chester) 0 Nays.

Board Elections and Transition

Dr. Angelaccio presented an overview of the timeline and process for Board elections and transition. It was determined that the transition would take place on Wednesday April 24, 2019 at the Special Board Meeting.

Curriculum Update

Dr. Zaher provided the quarterly Curriculum update including highlights of professional development and

	<p>committee work. No presentation will be made, but Dr. Zaher is happy to answer any questions.</p> <p>Freedom of Information There were three Freedom of Information requests for Employee Information.</p> <p>CSBO Interview Process and Timeline The recruitment and interview process for our CSBO vacancy is outlined in the attached documents. The Illinois Association of School Business Officials (IASBO) provides information to superintendents to guide this process, including interview questions and rubrics. This information, the North Cook Salary Study, and input from Superintendent Colleagues provided support for the position parameters and salary range. The position has been posted and applications have been submitted.</p> <p>District 23, ECDEC, and Harper MOU Amendment Our collaborative partnership with ECDEC, Harper College and District 23 continues to be a success and support for at-risk students in our community. Due to limited District 23 students' eligibility and availability to access this full-day program, enrollment at the Harper location is under capacity. This amendment to the MOU provides access to this ECDEC program for non-District 23 students through the funding of ECDEC directly so that funds are used to serve the most students possible. Dr. Sroka is available for questions but only a signature from the Board President is required.</p>
<u>RECOGNITION OF VISITORS AND VISITOR PARTICIPATION</u>	No one addressed the Board.
<u>OLD BUSINESS</u>	
<u>NEW BUSINESS</u>	
<u>EXECUTIVE SESSION</u>	<p>Personnel The appointment, employment, compensation, discipline,</p>

	<p>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.</p> <p>Motioned by Mr. Bednar, seconded by Mrs. Botwinski to adjourn to Executive Session for matters regarding personnel and litigation. The motion passed by a vote of 7 Ayes. (Peters, Botwinski, Novak, Greidanus, Bowes, Bednar and Chester) 0 Nays.</p>
<u>OPEN SESSION</u>	
<u>ADJOURN</u>	<p>Motioned by Mr. Bednar, seconded by Mrs. Botwinski to return to open session at 10:35 pm. Motion carried by a vote of 7 Ayes (Botwinski, Bowes, Greidanus, Peters, Chester, Bednar and Novak). 0 Nays.</p>

Board President

Board Secretary



PROSPECT HEIGHTS SCHOOL DISTRICT 23

MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR BOARD OF EDUCATION MEETING

Executive Session Administration Building 9:16 p.m. – 10:35 p.m. March 13, 2019

Members Present

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

Members Absent

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.

NEGOTIATIONS

Discussed the change of prescription drug plan, its disruption and price mitigation. It is causing delay in settling the union contract.

At 10:01 p.m. Dr. Zaher and Mr. DeBartolo were excused.

PERSONNEL

The raises for non PHEA personnel were discussed.

ADJOURNMENT

Motion moved by Mr. Bednar and Mrs. Botwinski seconded the motion to return to Open Session at 10:35 p.m. Motion carried by a vote of 7 AYES (Mrs. Botwinski, Mr. Bowes, Mr. Greidanus, Mrs. Peters, Mr. Chester, Mr. Bednar, Mr. Novak).

Nays; 0

ABSENT: 0

Board President

Board Secretary

PERSONNEL REPORT 4/10/19

<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>Salary</u>
Amy McPartlin	Chief School Business Official	Micheal DeBartolo	New Hire	1		7/1/19	Admin.		\$125,000
Sara Craig	School Psychologist	New Allocation (.7 FTE)	Change of Status (FT to PT)	0.7		8/19/19	Ike		\$49,880
Karen Leuhr	Music Teacher	New Allocation (.3 FTE)	Change of Status (PT to FT)	1		8/19/19	Sullivan		\$55,769
Elizabeth Hirsch	Occupational Therapist		Resignation	0.5		3/28/19	Ike		\$34,466



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

Date: March 8, 2019

Subject: Formal payment of bills from March 19, 2019 to April 9, 2019 pursuant to BOE Weekly Bill Payment Resolution Approved 5/9/2018

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

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 March 19, 2019, through April 10, 2019.

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 March 2019 AND the insurance benefit payments made for March 2019.

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



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

Date: April 5, 2019

Subject: Salaries and Benefits Paid March 2019

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

The Board of Education is asked to formally approve the salaries and insurance benefit amounts paid by the District for February 2019. Those amounts have been paid as follows

March 2019 Payroll and Insurance Information

March 15, 2019 Payroll

March 15th Hourly	\$22,299.76
March 15th Salary	\$554,843.93
Total	\$577,143.69

March 30, 2019 Payroll

March 15th Hourly	\$33,161.37
March 15th Salary	\$578,526.65
Total	\$611,688.02

Total March 2019 Salaries	\$1,188,831.71
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March 2019 Insurance	\$241,507.73
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Total Salary and Insurance March 2019	\$1,430,339.44
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The Business Office recommends approval of this month's Finance Report.

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1238

03/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MasterCard						
Check Group:						
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1 0		705474-1903 3/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$18.95
BMO Harris MC - New Albertsons Inc - Lynch, Abigail		1 0		705474-1903 3/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$16.59
BMO Harris MC - Bear Estates #1 Llc - Quesea, Bryan		1 0		705474-1903 3/26/2019	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$15.48
BMO Harris MC - Marr Chicago Pizza Inc - Nystrom, Camron		1 0		705474-1903 3/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$15.47
BMO Harris MC - Sa Investments Llc - Nystrom, Camron		1 0		705474-1903 3/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$15.08
BMO Harris MC - Salerno S Mount Prospect - O Donnell, Michelle		1 0		705474-1903 3/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$14.00
BMO Harris MC - New Albertsons Inc - Lelito, Jessica		1 0		705474-1903 3/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$10.27
BMO Harris MC - New Albertsons Inc - Lynch, Abigail		1 0		705474-1903 3/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$7.78
BMO Harris MC - Aldi Oak Creek Divisio - Akhteebo, Megan		1 0		705474-1903 3/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$5.59
BMO Harris MC - Target Corporation - Akhteebo, Megan		1 0		705474-1903 3/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$4.88
BMO Harris MC - Aldi Oak Creek Divisio - Akhteebo, Megan		1 0		705474-1903 3/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$4.33
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1 0		705474-1903 3/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$4.02
BMO Harris MC - Adobe Systems Inc - Stavropoulos, Maria		1 0		705474-1903 3/26/2019	10.5.0000.2225.470.01.0000 Software	\$611.64

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1238

03/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Malnati Organization Llc - Nystrom, Camron		1	0	705474-1903 3/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$236.28
BMO Harris MC - National Science Teacher - Nystrom, Camron		1	0	705474-1903 3/26/2019	10.5.0000.1120.640.04.0000 Dues & Fees MAC Teachers	\$220.00
BMO Harris MC - Eventbrite Inc. - Alms, Christopher		1	0	705474-1903 3/26/2019	10.5.0000.1120.312.04.0000 Middle School Staff Professional Development (Mac)	\$155.08
BMO Harris MC - Salerno S Mount Prospect - O Donnell, Michelle		1	0	705474-1903 3/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$141.50
BMO Harris MC - Paypal - Stavropoulos, Maria		1	0	705474-1903 3/26/2019	10.5.0000.2225.640.01.1111 IT Director Dues & Fees	\$115.00
BMO Harris MC - New Albertsons Inc - Curtis, Craig		1	0	705474-1903 3/26/2019	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$100.00
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1	0	705474-1903 3/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$75.15
BMO Harris MC - Arlington Pizza Inc - O Donnell, Michelle		1	0	705474-1903 3/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$70.24
BMO Harris MC - Arlington Pizza Inc - O Donnell, Michelle		1	0	705474-1903 3/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$68.76
BMO Harris MC - Paypal - Nystrom, Camron		1	0	705474-1903 3/26/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$64.97
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1	0	705474-1903 3/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$56.32
BMO Harris MC - Randhurst Deli, Inc - Lambatos, Lucas		1	0	705474-1903 3/26/2019	10.5.0000.2410.490.05.0000 Eisenhower Principal Staff/Student Food Account	\$50.83
BMO Harris MC - Roundy S Supermarkets, Inc. - Mariconda, Melissa		1	0	705474-1903 3/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$50.40
BMO Harris MC - Consortium For School Ne - Stavropoulos, Maria		1	0	705474-1903 3/26/2019	10.5.0000.2225.312.01.1111 Tech Director Professional Development	\$50.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1238

03/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Consortium For School Ne - Stavropoulos, Maria		1	0	705474-1903 3/26/2019	10.5.0000.2225.312.01.0000 Professional Development	\$50.00
BMO Harris MC - Walgreen Co - Lambatos, Lucas		1	0	705474-1903 3/26/2019	10.5.0000.2410.490.05.0000 Eisenhower Principal Staff/Student Food Account	\$46.25
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1	0	705474-1903 3/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$45.00
BMO Harris MC - Js4 Inc - Lambatos, Lucas		1	0	705474-1903 3/26/2019	10.5.0000.2410.490.05.0000 Eisenhower Principal Staff/Student Food Account	\$39.75
BMO Harris MC - Nino S Pizzeria - Nystrom, Camron		1	0	705474-1903 3/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$39.00
BMO Harris MC - Toast Inc - Angelaccio, Donald		1	0	705474-1903 3/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$34.88
BMO Harris MC - Starbucks Corporation - Alms, Christopher		1	0	705474-1903 3/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$34.75
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1	0	705474-1903 3/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$34.53
BMO Harris MC - New Albertsons Inc - Alms, Christopher		1	0	705474-1903 3/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$31.95
BMO Harris MC - Roundy S Supermarkets, Inc. - Mariconda, Melissa		1	0	705474-1903 3/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$27.60
BMO Harris MC - Bear Estates #1 Llc - Queseaa, Bryan		1	0	705474-1903 3/26/2019	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$25.80
BMO Harris MC - Tony S Fresh Marke - Akhteebo, Megan		1	0	705474-1903 3/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$18.96

Check #: 0

PO/InvoiceTotal:	\$2,627.08
Vendor Total:	\$2,627.08
Grand Total:	\$2,627.08

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1239

03/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ARCON						
Check Group:						
Life Safety Work - IKE 2019		1	190884	25221 2/28/2019	60.5.0000.2533.319.01.2003 Summer 2020 Gen Con Project (architect services)	\$29,061.05
					Check #: 0	
					PO/InvoiceTotal:	\$29,061.05
Check Group:						
2019 HVAC Retrofits - IKE		1	190885	25222 2/28/2019	60.5.0000.2533.319.01.2004 Summer 2020 HVACRetro Project (architect services)	\$21,980.32
					Check #: 0	
					PO/InvoiceTotal:	\$21,980.32
Check Group:						
Roof Repairs & Masonry Improvements - 2019 Ike & District Office		1	190886	25220 2/28/2019	60.5.0000.2533.319.01.2001 Summer 2020 Roofing Project (architect services)	\$34,422.25
					Check #: 0	
					PO/InvoiceTotal:	\$34,422.25
					Vendor Total:	\$85,463.62
					Grand Total:	\$85,463.62

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1240

03/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Accurate Document Destruction Inc.	05314					
Check Group:						
Shredding Fees 2/21/19		1	190875	15648525 2/28/2019	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$206.00
					Check #: 0	
						PO/InvoiceTotal: \$206.00
						Vendor Total: \$206.00
Anderson Pest Solutions						
Check Group:						
Pest Control - March 2019		1	190874	5117856 3/1/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$220.37
					Check #: 0	
						PO/InvoiceTotal: \$220.37
						Vendor Total: \$220.37
AssetGenie, Inc						
Check Group:						
Glass/Digitizer and LCD		1	190880	1372356 2/25/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$159.00
Charging Port		1	190880	1374536 3/4/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$59.00
					Check #: 0	
						PO/InvoiceTotal: \$218.00
						Vendor Total: \$218.00
Bertsos, Ioannis						
Check Group:						
MAC - Wrestling - Food for State Qualifying Meet		1	0	WRES.food.YB20 19 3/11/2019	10.5.0000.1503.332.04.0000 Travel Expense	\$37.60
MAC - Overnight stay for State Wrestling Tournament		1	0	WREST.Hotel.YB 2019 3/11/2019	10.5.0000.1503.332.04.0000 Travel Expense	\$148.74

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1240

03/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$186.34</u>
						Vendor Total: <u>\$186.34</u>
BrightStar - Arlingdale Healthcare, Inc						
Check Group:						
Long Term Sub for A Steinitz - w/e 3/1/19	39	0		4498169 3/3/2019	10.5.0000.2134.319.03.0000 Professional Services	\$2,028.00
Check #: 0						
						PO/InvoiceTotal: <u>\$2,028.00</u>
						Vendor Total: <u>\$2,028.00</u>
Citi Cards						
Check Group:						
Citi Cards - Tony's Fresh Market - Board Meeting Snacks - M. DeBartolo	1	0		4145x319 3/12/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$21.98
Check #: 0						
						PO/InvoiceTotal: <u>\$21.98</u>
						Vendor Total: <u>\$21.98</u>
Converse, Brian						
Check Group:						
Lunch balance was paid then child became free. Parent requested refund of money on account	1	0		REIM.lunch.BC20 19 3/11/2019	10.4.1611.0000.000.00.0000 Food Service Sales to Pupils	\$63.90
Check #: 0						
						PO/InvoiceTotal: <u>\$63.90</u>
						Vendor Total: <u>\$63.90</u>
First Student						
Check Group:						
MAC - Volleyball - Lincoln	1	0		091-C-066170 2/27/2019	40.5.0000.2551.339.04.0000 Field Trips - Curriculum	\$155.68
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
						PO/InvoiceTotal: <u>\$155.68</u>	
						Vendor Total: <u>\$155.68</u>	
Home Depot	00063						
Check Group:							
Building Supplies		1	190868	1622399 2/11/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$35.97	
Building Supplies		1	190868	2080278 2/20/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$48.74	
Building Supplies		1	190868	4073694 2/8/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$19.94	
Building Supplies		1	190868	5073595 2/7/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$33.41	
Building Supplies		1	190868	7084692 2/5/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$10.38	
Check #: 0							
						PO/InvoiceTotal: <u>\$148.44</u>	
						Vendor Total: <u>\$148.44</u>	
Hoos, William							
Check Group:							
MAC-Mileage to and from State Wrestling Tournament - 2019		116	0	WRES.Mileage.W H2019 3/12/2019	10.5.0000.1503.332.04.0000 Travel Expense	\$67.28	
Check #: 0							
						PO/InvoiceTotal: <u>\$67.28</u>	
Check Group:							
MAC - Head Wrestling Coach Stipend 2019		1	190867	WRES.Coach.WH 2019 3/11/2019	10.5.0000.1503.319.04.0000 Professional Services	\$3,484.92	
Check #: 0							
						PO/InvoiceTotal: <u>\$3,484.92</u>	
						Vendor Total: <u>\$3,552.20</u>	

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1240

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Illinois ASBO						
Check Group:						
2019 FACILTIES PROFESSIONAL CONFERENCE		1	190812	315670 2/21/2019	20.5.0000.2541.312.01.0000 Professional Development	\$102.00
Check #: 0						
PO/InvoiceTotal:						\$102.00
Vendor Total:						\$102.00
Jasculca Terman Strategic Communications						
Check Group:						
Professional Public Affairs Services for the month of February 2019 - Holly Bartecki, Rebeccas Reyes, Service & Tech fee		1	190882	48579 3/13/2019	10.5.0000.2310.319.01.0000 BOE Professional/Contracted Services	\$955.50
Check #: 0						
PO/InvoiceTotal:						\$955.50
Vendor Total:						\$955.50
Lee, Jung Hae						
Check Group:						
Grace Lee #20180432 graduated with a balance remaining on lunch account		1	0	REIM.lunch.GL20 19 3/12/2019	10.4.1611.0000.000.00.0000 Food Service Sales to Pupils	\$27.15
Check #: 0						
PO/InvoiceTotal:						\$27.15
Vendor Total:						\$27.15
Leja, Maggie						
Check Group:						
MAC - Science Consumables - M Leja		1	0	MAC.Sci.37.ML 3/7/2019	10.5.0000.1112.410.04.0000 Science Supplies	\$15.15
Check #: 0						
PO/InvoiceTotal:						\$15.15
Vendor Total:						\$15.15

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1240

03/19/2019

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Lewis Paper International, Inc						
Check Group:						
MacArthur - White Copy Paper		1 0		288623 3/13/2019	10.5.0000.1110.412.01.0000 Copier Paper	\$1,200.00
Sullivan - White Copy Paper		1 0		288624 3/13/2019	10.5.0000.1110.412.01.0000 Copier Paper	\$1,200.00
Ike - White Copy Paper		1 0		288625 3/13/2019	10.5.0000.1110.412.01.0000 Copier Paper	\$1,200.00
				Check #: 0		
					PO/InvoiceTotal:	\$3,600.00
					Vendor Total:	\$3,600.00
Loomis Armored US, LLC						
Check Group:						
Loomis Armoured Safe Fees - February 2019		1 0		12389946 2/28/2019	10.5.0000.2520.319.01.0000 Professional Services	\$384.02
				Check #: 0		
					PO/InvoiceTotal:	\$384.02
					Vendor Total:	\$384.02
Milieu Design LLC	80225					
Check Group:						
Snow Removal & Salting 2/1/19, 2/6/19 - Ross		1	190877	135524 2/6/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$1,230.00
				Check #: 0		
					PO/InvoiceTotal:	\$1,230.00
					Vendor Total:	\$1,230.00
Napa Auto Parts	00654					
Check Group:						
Parts		1	190869	169106 2/13/2019	20.5.0000.2545.410.01.0000 General Supplies	\$7.48
				Check #: 0		

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1240

03/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$7.48</u>
						Vendor Total: <u>\$7.48</u>
NSSEO	02336					
Check Group: 2						
Administrator Academy		1	190872	9149.1 3/7/2019	10.5.0000.1205.640.01.1111 SPED Director Dues and Fees	\$15.00
						Check #: 0
						PO/InvoiceTotal: <u>\$15.00</u>
Check Group:						
Administrator Academy		1	190873	9149 3/7/2019	10.5.0000.1205.312.01.1111 Professional Development -- SPED Director	\$50.00
						Check #: 0
						PO/InvoiceTotal: <u>\$50.00</u>
						Vendor Total: <u>\$65.00</u>
Performance Chemical & Supply						
Check Group:						
Cleaning Supplies - MAC		1	190881	230515 3/5/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$354.18
Cleaning Supplies - Ross		1	190881	230516 3/5/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$235.56
Roll Towels - Admin		1	190881	230517 3/5/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$92.13
Batteries - Ross		1	190881	230603 3/8/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$7.47
						Check #: 0
						PO/InvoiceTotal: <u>\$689.34</u>
						Vendor Total: <u>\$689.34</u>
Robbins Schwartz						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1240

03/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Professional Services Rendered through 2/28/19		1	0	286730 KMF 3/7/2019	10.5.0000.2369.318.01.0000 Legal Services	\$6,101.35
					Check #: 0	
						PO/InvoiceTotal: <u>\$6,101.35</u>
						Vendor Total: <u>\$6,101.35</u>
Schmidt, Curtis						
Check Group:						
Reimburse - Batteries for the door remote only found at Walgreens		1	0	REIMB.Batt.CS37 3/7/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$19.99
					Check #: 0	
						PO/InvoiceTotal: <u>\$19.99</u>
						Vendor Total: <u>\$19.99</u>
Streamwood Behavioral Healthcare System	80409					
Check Group:						
Hospital Tutoring Services - FR - February 2019		4	0	10188 3/4/2019	10.5.0000.1205.314.01.0000 Contracted Sp. Ed. Inst./Tutor	\$140.00
Hospital Tutoring Services - DS - February 2019		17	0	10260 3/11/2019	10.5.0000.1205.314.01.0000 Contracted Sp. Ed. Inst./Tutor	\$595.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$735.00</u>
						Vendor Total: <u>\$735.00</u>
Sunbelt Staffing, LLC						
Check Group:						
Long Term Sub for S. Craig - w/e 3/9/19		29	0	10355285 3/10/2019	10.5.0000.2140.319.01.0000 Pysch Extra Time	\$2,494.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$2,494.00</u>
						Vendor Total: <u>\$2,494.00</u>
The Cove School, Inc						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1240

03/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Private Therapeutic Day Tuition - AC - February 2019		20	0	SD23-0219 2/28/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$5,245.20
Check #: 0						
PO/InvoiceTotal:						\$5,245.20
Vendor Total:						\$5,245.20
VT Services, Inc.						
Check Group:						
Glass/Digitizer and LCD		1	190879	138184 3/12/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$125.00
Volume Button		1	190879	138184 3/12/2019	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$75.00
Check #: 0						
PO/InvoiceTotal:						\$200.00
Vendor Total:						\$200.00
Warehouse Direct						
80219						
Check Group:						
MAC - Colored Copy Paper - 10 boxes		1	0	4216951-0 3/6/2019	10.5.0000.1110.412.01.0000 Copier Paper	\$673.40
Admin - Green Cardstock		2	0	4218290-0 3/7/2019	10.5.0000.1110.412.01.0000 Copier Paper	\$49.52
Sullivan - Office Supplies - K Caffero		1	0	4219725-0 3/8/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$66.94
Check #: 0						
PO/InvoiceTotal:						\$789.86
Vendor Total:						\$789.86
Grand Total:						\$29,461.95

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

04/09/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AbleNet, Inc.	80207					
Check Group:						
Buddy Button - Green		1	190876	CI1903092 3/14/2019	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$71.50
					Check #: 0	
					PO/InvoiceTotal:	\$71.50
					Vendor Total:	\$71.50
Air Cleaning Specialist, Inc.						
Check Group:						
HVAC FILTERS @ MAC		1	190924	181701 3/28/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$494.75
HVAC FILTERS @ SULL		1	190924	181702 3/28/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$211.40
HVAC FILTERS @ IKE		1	190924	181703 3/28/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$202.10
HVAC FILTERS @ ROSS		1	190924	181704 3/28/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$290.10
					Check #: 0	
					PO/InvoiceTotal:	\$1,198.35
					Vendor Total:	\$1,198.35
All-Ways Transportation Services, Inc.						
Check Group:						
SpEd Transportation - AC - March 2019		16	0	7622 3/22/2019	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
American Taxi	05741					
Check Group:						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

04/09/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SpEd Transportation - FF - 2/1/19 - 2/28/19		1	0	190217 3/6/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$1,210.00
					Check #: 0	
						PO/InvoiceTotal: \$1,210.00
						Vendor Total: \$1,210.00
AT & T						
Check Group: 2						
Monthly Phone Charges - March 2019		1	0	R16-0112-1129 3/16/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$784.03
					Check #: 0	
Check Group:						
Monthly Phone Charges - March 2019		1	0	R16-17273039 3/16/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$888.50
					Check #: 0	
						PO/InvoiceTotal: \$1,672.53
						Vendor Total: \$1,672.53
AT & T Long Distance	01256					
Check Group:						
Monthly Long Distance Phone Charges - March 2019		1	0	834687562x319 3/13/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$615.73
					Check #: 0	
						PO/InvoiceTotal: \$615.73
						Vendor Total: \$615.73
AT & T Mobility	71927					
Check Group:						
Monthly Wireless Phone Charges - March 2019		1	0	827020302x319 3/19/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$122.15
					Check #: 0	
						PO/InvoiceTotal: \$122.15

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

04/09/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$122.15
Athletico Management LLC	80810					
Check Group:						
Wrestling Coverage		8	190912	817330 2/28/2019	10.5.0000.1503.319.04.0000 Professional Services	\$280.00
Check #: 0						
PO/InvoiceTotal:						\$280.00
Vendor Total:						\$280.00
Bearwald, Kristen	01164					
Check Group:						
MAC - Supplies of science project		1	0	Science.KB 3/15/2019	10.5.0000.1112.410.04.0000 Science Supplies	\$4.76
Check #: 0						
PO/InvoiceTotal:						\$4.76
Vendor Total:						\$4.76
Brechts Database Solutions	80438					
Check Group:						
Medicaid Claim Processing-Direct Service-5%IL		1	0	4853 3/15/2019	10.5.0000.2910.311.01.0000 Medicaid Claim Processing	\$631.66
Check #: 0						
PO/InvoiceTotal:						\$631.66
Vendor Total:						\$631.66
BrightStar - Arlingdale Healthcare, Inc						
Check Group:						
Long Term Sub for A. Steinitz week ending 3/8/19		38.25	0	4509185 3/10/2019	10.5.0000.2134.319.03.0000 Professional Services	\$1,989.00
Long Term Sub for A. Steinitz - weekending 3/15/19		39	0	4519716 3/17/2019	10.5.0000.2134.319.03.0000 Professional Services	\$2,028.00
Long Term sub for A. Steinitz - week ending 3/22/19		38.75	0	4531758 3/24/2019	10.5.0000.2134.319.03.0000 Professional Services	\$2,015.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

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Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$6,032.00
Vendor Total:						\$6,032.00
Businesssolver, Inc.						
Check Group:						
ACA Fulfillment - 1095C Employee Statement		217	0	0052835 3/21/2019	10.5.0000.2520.319.01.0000 Professional Services	\$325.50
ACA Fulfillment - 1095C Employee Statement-postage		217	0	0052835 3/21/2019	10.5.0000.2630.342.01.0000 Postage	\$119.35
Check #: 0						
PO/InvoiceTotal:						\$444.85
Vendor Total:						\$444.85
City of Prospect Heights						
Check Group:						
Prospect Heights Permit for IKE Paving Work		1	190826	CPH.B&G.IKE 4/5/2019	20.5.0000.2543.553.01.0000 Capital Expenditures	\$480.00
Check #: 0						
PO/InvoiceTotal:						\$480.00
Vendor Total:						\$480.00
Constellation NewEnergy Gas Division LLC						
Check Group:						
Monthly Gas Charges - 3/13/19	80944	1	0	BG-30483x31319 3/13/2019	20.5.0000.2542.465.01.0000 Natural Gas	\$350.10
Monthly Gas Charges - 3/21/19		1	0	BG-304843x3211 3/21/2019	20.5.0000.2542.465.01.0000 Natural Gas	\$465.92
Check #: 0						
PO/InvoiceTotal:						\$816.02
Vendor Total:						\$816.02
Dick Blick						
01552						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

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Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Chocolate Glaze		2	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$19.03
Dove Gray Glaze		2	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$19.03
Indigo Glaze		2	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$19.03
Economy White Posterboard		25	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$19.69
White Paper 50 Sheets		4	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$16.23
Assorted Paper 50 Sheets		4	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$9.07
Poster Board		20	190871	1289874 4/5/2019	10.5.0000.1120.410.04.0000 General Supplies	\$15.65
Assorted Colored Sharpies		8	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$159.53
Silver Paint		2	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$20.06
Gold Paint		2	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$20.06
White Art Clay		2	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$57.33
Trays		6	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$35.97
Trays		2	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$43.45
Model Magic		3	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$54.72
Balsa Wood		2	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$27.78

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Balsa Wood		4	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$29.21
White Glue		3	190871	1289874 4/5/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$34.61
Check #: 0						
PO/InvoiceTotal:						\$600.45
Vendor Total:						\$600.45
Education Framework						
Check Group:						
EdPrivacy Service (3 months service: April-June)		1	190837	1152 3/6/2019	10.5.0000.2225.316.01.0000 Contracted Software/Websites	\$868.00
Check #: 0						
PO/InvoiceTotal:						\$868.00
Vendor Total:						\$868.00
Fast Signs	01114					
Check Group:						
DESK NAME INSERT FOR NEW BOARD MEMBER		1	190907	447-37020 3/5/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$5.85
BUSINESS CARDS FOR NEW B&G EMPLOYEES		2	190907	447-37094 3/21/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$78.50
Check #: 0						
PO/InvoiceTotal:						\$84.35
Vendor Total:						\$84.35
Flinn Scientific	80636					
Check Group:						
Spirit-Filled Thermometer, -20 to 110 °C, Partial Immersion		12	190859	2325182 3/14/2019	10.5.0000.1112.410.04.0000 Science Supplies	\$84.87
Check #: 0						
PO/InvoiceTotal:						\$84.87

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

04/09/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Thermometer Storage Rack		2	190860	2325122 3/13/2019	10.5.0000.1112.410.04.0000 Science Supplies	\$105.45
					Check #: 0	
					PO/InvoiceTotal:	\$105.45
					Vendor Total:	\$190.32
Follett School Solutions, Inc						
Check Group:						
8 Titles / 10 Books		1	190840	437958 3/18/2019	10.5.0000.2222.430.04.0000 Library Books - Middle School	\$89.81
					Check #: 0	
					PO/InvoiceTotal:	\$89.81
					Vendor Total:	\$89.81
Fox Valley Fire & Saftey Co						
	00315					
Check Group:						
ANSUL SYSTEM CERTFICATION IN MAC KITCHEN		1	190906	IN00251619 3/22/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$174.50
					Check #: 0	
					PO/InvoiceTotal:	\$174.50
					Vendor Total:	\$174.50
Gopher Sport						
Check Group:						
balance step		2	190851	9574255 3/12/2019	10.5.0000.1116.410.03.0000 PE Instructional Supplies/Equipment (Ross)	\$315.90
					Check #: 0	
					PO/InvoiceTotal:	\$315.90
Check Group:						
strength bands		5	190852	9574256 3/12/2019	10.5.0000.1116.410.03.0000 PE Instructional Supplies/Equipment (Ross)	\$58.21
					Check #: 0	

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

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Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$58.21
Check Group:						
strength bands		5	190853	9574257 3/12/2019	10.5.0000.1116.410.03.0000 PE Instructional Supplies/Equipment (Ross)	\$64.06
						Check #: 0
						PO/InvoiceTotal: \$64.06
Check Group:						
Strength bands		5	190854	9574258 3/12/2019	10.5.0000.1116.410.03.0000 PE Instructional Supplies/Equipment (Ross)	\$69.91
						Check #: 0
						PO/InvoiceTotal: \$69.91
Check Group:						
Mats		2	190855	9574259 3/12/2019	10.5.0000.1116.410.03.0000 PE Instructional Supplies/Equipment (Ross)	\$67.74
						Check #: 0
						PO/InvoiceTotal: \$67.74
Check Group:						
soccer balls		1	190856	9574260 3/12/2019	10.5.0000.1116.410.03.0000 PE Instructional Supplies/Equipment (Ross)	\$52.59
						Check #: 0
						PO/InvoiceTotal: \$52.59
						Vendor Total: \$628.41
Granite Telecommunications, LLC						
Check Group:						
Monthly Phone Charges - March 2019		1	0	03983742x319 4/1/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$3,559.65
						Check #: 0
						PO/InvoiceTotal: \$3,559.65
						Vendor Total: \$3,559.65

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

04/09/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Hahn, Mary Ellen						
Check Group:						
EDP Supplies for Crafts/Activities		1 0		EDP.MH.319 3/18/2019	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$27.17
Check #: 0						
PO/InvoiceTotal:						\$27.17
Vendor Total:						\$27.17
IESA 05020						
Check Group:						
MAC - Athletic Fees for 19-20 School Year		1 0		MAC.Fees.319 3/20/2019	10.5.0000.1503.640.04.0000 Interscholastic Sports Dues & Fees	\$530.00
Check #: 0						
PO/InvoiceTotal:						\$530.00
Vendor Total:						\$530.00
Illinois Department of Public Health 05704						
Check Group:						
2019 Vision and Hearing Recertification - K Brand - MAC		1 190909		MAC-VHRecert.K B19 4/4/2019	10.5.0000.2134.312.01.0000 Professional Development	\$60.00
Check #: 0						
PO/InvoiceTotal:						\$60.00
Vendor Total:						\$60.00
Kutcher, Michelle						
Check Group:						
MAC - Jump Rope for Heart Fundraiser Prizes		1 0		MAC.SK.Heart 3/18/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$51.76
Check #: 0						
PO/InvoiceTotal:						\$51.76
Vendor Total:						\$51.76
Lakeshore Learning Materials						

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Prospect Heights School District 23

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Magnetic Write & Wipe Lapboard		5	190841	1392620319 3/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$41.94
				Check #: 0		
					PO/InvoiceTotal:	\$41.94
					Vendor Total:	\$41.94
Lakeshore Recycling System	80968					
Check Group:						
MARCH GARBAGE AND RECYCLING		1	190913	4129138 3/25/2019	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$1,648.83
				Check #: 0		
					PO/InvoiceTotal:	\$1,648.83
					Vendor Total:	\$1,648.83
LamTech Laminating Solutions, Inc.	80929					
Check Group:						
Laminator Repair - Sullivan		1	190896	4264 2/21/2019	10.5.0000.2222.323.02.0000 Repair & Maintenance	\$300.00
				Check #: 0		
					PO/InvoiceTotal:	\$300.00
					Vendor Total:	\$300.00
Leja, Maggie						
Check Group:						
MAC - Science Project (Oven Design)		1	0	MAC.Sci.ML319 3/20/2019	10.5.0000.1112.410.04.0000 Science Supplies	\$23.95
				Check #: 0		
					PO/InvoiceTotal:	\$23.95
					Vendor Total:	\$23.95
Lutheran General Hospital						
Check Group:						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

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Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
In-Hospital Tutoring Fees - JB - Feb 2019		10	0	Tutor.NM.219 4/2/2019	10.5.0000.1205.314.01.0000 Contracted Sp. Ed. Inst./Tutor	\$250.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$250.00</u>
						Vendor Total: <u>\$250.00</u>
M1E2 Inc, DBA Instant Imprints of IL						
Check Group:						
Uniform Shirts		6	190931	1169 3/11/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$174.00
Work Polos		3	190931	1172 3/13/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$87.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$261.00</u>
						Vendor Total: <u>\$261.00</u>
Mauro Sewer Construction, Inc						
Check Group:						
Went through all parking lot storm structures to identify hazardous or collapsing structures. Work completed on 3/27/19		1	190932	1916-02 3/27/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$504.40
					Check #: 0	
						PO/InvoiceTotal: <u>\$504.40</u>
						Vendor Total: <u>\$504.40</u>
ModularHose.com						
Check Group:						
ModularHose.com Adjustable Clamp Kit with Disc 24 inch arm		2	190888	39804 3/14/2019	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$123.12
					Check #: 0	
						PO/InvoiceTotal: <u>\$123.12</u>
						Vendor Total: <u>\$123.12</u>

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Voucher Batch Number: 1250

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
National Assoc. for Music Education						
Check Group:						
MIOSM Pencils		3	190883	1754127 3/20/2019	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$24.60
MISOM stickers		1	190883	1754127 3/20/2019	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$15.90
Check #: 0						
PO/InvoiceTotal:						\$40.50
Vendor Total:						\$40.50
National Investigations, Inc. 80930						
Check Group:						
Surveillance: AE 1/10/19		4	0	RI-18-1909S 2/8/2019	10.5.0000.2520.319.01.0000 Professional Services	\$260.00
Surveillance: AE 1/29/19		4.25	0	RI-18-1909S 2/8/2019	10.5.0000.2520.319.01.0000 Professional Services	\$276.25
Surveillance: AE 2/1/19		4.25	0	RI-18-1909S 2/8/2019	10.5.0000.2520.319.01.0000 Professional Services	\$276.25
Surveillance: AE 2/5/19		4.25	0	RI-18-1909S 2/8/2019	10.5.0000.2520.319.01.0000 Professional Services	\$276.25
Admin Services		4	0	RI-18-1909S 2/8/2019	10.5.0000.2520.319.01.0000 Professional Services	\$100.00
Residency - GG - 12/30/18		1	0	RI-18-2373 3/31/2019	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency - GG - 1/5/19		1.5	0	RI-18-2373 3/31/2019	10.5.0000.2520.319.01.0000 Professional Services	\$97.50
Residency - GG - 3/22/19		1	0	RI-18-2373 3/31/2019	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Check #: 0						
PO/InvoiceTotal:						\$1,416.25
Vendor Total:						\$1,416.25

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Prospect Heights School District 23

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Nicor Gas						
Check Group:						
Monthly Gas Charges - Ross - 3/19		1	0	7274170000x319 3/27/2019	20.5.0000.2542.465.01.0000 Natural Gas	\$125.73
					Check #: 0	
					PO/InvoiceTotal:	\$125.73
					Vendor Total:	\$125.73
Penworthy Company LLC						
Check Group:						
12 books -		1	190927	0057344 3/26/2019	10.5.0000.2222.430.02.0000 Library Books - Elementary	\$247.36
					Check #: 0	
					PO/InvoiceTotal:	\$247.36
					Vendor Total:	\$247.36
Performance Chemical & Supply						
Check Group:						
HAND SOAP		1	190925	231087 3/26/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$233.25
					Check #: 0	
					PO/InvoiceTotal:	\$233.25
					Vendor Total:	\$233.25
Personnel Planners, Inc						
	00734					
Check Group:						
Quarterly UI Claims Management Fee 04/01/2019 - 6/30/2019		1	0	141323 4/1/2019	80.5.0000.2363.232.01.0000 Unemployment Compensation	\$85.00
					Check #: 0	
					PO/InvoiceTotal:	\$85.00
					Vendor Total:	\$85.00
Positive Promotions						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

04/09/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Band Awards		40	190858	06233983 3/18/2019	10.5.0000.1114.410.01.1929 VIM Desingated Account-SUPPLIES- (former PHIL)	\$53.47
Band Ribbon		40	190858	06233983 3/18/2019	10.5.0000.1114.410.01.1929 VIM Desingated Account-SUPPLIES- (former PHIL)	\$22.08
Check #: 0						
PO/InvoiceTotal:						\$75.55
Vendor Total:						\$75.55
Quinlan & Fabish Music	00867					
Check Group:						
4/4 Step Up Cello Repair Invoice# 11170254		1	190893	11170254 3/15/2019	10.5.0000.1118.323.04.0000 Orchestra Instrument Repair (Mac Arthur)	\$258.00
4/4 Step Up Cello Repair Invoice#11170255		1	190893	11170255 3/15/2019	10.5.0000.1118.323.04.0000 Orchestra Instrument Repair (Mac Arthur)	\$207.00
Check #: 0						
PO/InvoiceTotal:						\$465.00
Vendor Total:						\$465.00
Relief Medical Services, Inc.						
Check Group:						
Nurse Sub - 3/21/19 - Ross - L. Mintz		6.5	0	0010076793 3/23/2019	10.5.0000.2134.319.03.0000 Professional Services	\$403.00
Check #: 0						
PO/InvoiceTotal:						\$403.00
Vendor Total:						\$403.00
Robbins Schwartz						
Check Group:						
HVAC Defects - Current Charges through 3/15/19		1	0	287245 KMF 3/15/2019	10.5.0000.2369.318.01.0000 Legal Services	\$109.35
Check #: 0						
PO/InvoiceTotal:						\$109.35

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Voucher Batch Number: 1250

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$109.35
Salyards, Kimberlee						
Check Group:						
Subbing for Teachers without subs 2/27, 3/1, 3/4, 3/5, 3/6, 3/7		240	0	MAC.Sub 3/29/2019	10.5.0000.2640.319.01.0000 Professional Services	\$120.00
Check #: 0						
PO/InvoiceTotal:						\$120.00
Vendor Total:						\$120.00
Samiotakis, Vasiliki						
Check Group:						
MAC - Jump Rope for Heart Prizes		1	0	MAC.Jump4Hrt.vs 3/18/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$26.00
Check #: 0						
PO/InvoiceTotal:						\$26.00
Vendor Total:						\$26.00
School Health Corporation						
Check Group:						
Gloves - Medium		40	190870	3574903-00 3/19/2019	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$330.42
Check #: 0						
PO/InvoiceTotal:						\$330.42
Vendor Total:						\$330.42
Step Forward Therapy, Inc.						
Check Group:						
Long Term Sub for E. Hirsch through 3/21/19		63	0	3500 3/21/2019	10.5.0000.2130.319.01.0000 Other Professional & Technical Services	\$5,670.00
Check #: 0						
PO/InvoiceTotal:						\$5,670.00
Vendor Total:						\$5,670.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Sunbelt Staffing, LLC						
Check Group:						
Long Term Sub for S. Craig - week ending 3/16/19		1 0		10370999 3/17/2019	10.5.0000.2140.319.01.0000 Pysch Extra Time	\$2,451.00
Long Term Sub for S. Craig - week ending 3/23/19		1 0		10387136 3/24/2019	10.5.0000.2140.319.01.0000 Pysch Extra Time	\$2,451.00
					Check #: 0	
					PO/InvoiceTotal:	\$4,902.00
					Vendor Total:	\$4,902.00
SuperFleet MasterCard Program						
Check Group:						
District Fuel Charges for 3/19		1 0		FB235x319 3/26/2019	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	\$260.05
					Check #: 0	
					PO/InvoiceTotal:	\$260.05
					Vendor Total:	\$260.05
The Cove School, Inc						
Check Group:						
Private Tuition - AC - March 2019		16 0		SD23-0319 3/31/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$4,196.16
					Check #: 0	
					PO/InvoiceTotal:	\$4,196.16
					Vendor Total:	\$4,196.16
Village of Arlington Heights						
02889						
Check Group:						
Water Charges - 1/02/19 - 2/27/19 - IKE		1 0		50067-104994x31 3/22/2019	20.5.0000.2542.370.01.0000 Water/Sanitation	\$485.56
Water Charges - 12/31/18 - 2/27-19 - Main		1 0		50069-104998x31 3/22/2019	20.5.0000.2542.370.01.0000 Water/Sanitation	\$3,073.29

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

04/09/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$3,558.85
Vendor Total:						\$3,558.85
Walsh, Patricia						
Check Group:						
ROss - Aspired Craft Project - P Walsh		1 0		ROSS.Aspired.P W 4/1/2019	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$27.51
ROSS - thank you cookies for the firemen who came to talk to the 2nd graders		1 0		ROSS.Firemen 3/20/2019	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$9.98
Check #: 0						
PO/InvoiceTotal:						\$37.49
Vendor Total:						\$37.49
75 Warehouse Direct	80219					
Check Group:						
MAC - Classroom Supplies - Bryan Quesea		1 0		4218601-0 3/7/2019	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$310.29
IKE - 1" View Binder - Lambatos		20 0		4238860-0 3/26/2019	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$35.80
ADMIN - Office Supplies - Debbie Macel		1 0		4241275-0 3/28/2019	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$21.85
Sullivan - White Card Stock - Nina Espinos		1 0		4241554-0 3/28/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$6.44
Check #: 0						
PO/InvoiceTotal:						\$374.38
Check Group:						
SULLIVAN - Building Supplies		1	190910	4213774-0 3/4/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$490.62
MAC - Building Supplies		1	190910	4213779-0 3/4/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$175.88

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

04/09/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ROSS - Building Supplies		1	190910	4213829-0 3/4/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$165.65
SULLIVAN - Building Supplies		1	190910	4216791-0 3/6/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$102.56
MAC - Building Supplies		1	190910	4218869-0 3/7/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$64.24
IKE - Building Supplies		1	190910	V831040 2/28/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$450.19
Check #: 0						
PO/InvoiceTotal:						\$1,449.14
Check Group:						
MAC - Cleaning Supplies		1	190911	4213779-1 3/11/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$80.35
Ross - Cleaning Supplies		1	190911	4213829-1 3/11/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$80.35
MAC - Cleaning Supplies		1	190911	4222572-0 3/11/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$102.56
Check #: 0						
PO/InvoiceTotal:						\$263.26
Vendor Total:						\$2,086.78
WOW Business	81068					
Check Group:						
Monthly Internet Charges - Main - 4/19		1	0	014047166x419 3/31/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$3,673.00
Monthly Internet Charges - IKE - April 2019		1	0	01407134x419 3/31/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$400.00
Check #: 0						
PO/InvoiceTotal:						\$4,073.00
Vendor Total:						\$4,073.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1250

04/09/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$54,922.95

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1251

04/09/2019

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:						
Catering - MAC - Exito Club- Ordered by: Denisse Valladeres		1 0		FOOD.FEB.2019 3/1/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$11.90
Catering - MAC -Wrestling Meet - Ordered by: Vicki Hehn		1 0		FOOD.FEB.2019 3/1/2019	10.5.0000.1503.410.04.0000 General Supplies	\$55.81
Catering - MAC -P/T Conference - Ordered by: Vicki Hehn		1 0		FOOD.FEB.2019 3/1/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$13.15
Catering - SpEd - Water - Ordered by: Chrys Sroka		1 0		FOOD.FEB.2019 3/1/2019	10.5.0000.1205.410.01.0000 LBS Classroom Supplies	\$3.33
Catering - MAC - Exito Club - Ordered by: Denisse Valladeres		1 0		FOOD.FEB.2019 3/1/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$13.75
Catering - Admin - Water - Ordered by: Michelle O'Donnell		1 0		FOOD.FEB.2019 3/1/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$14.64
EDP		1 0		FOOD.FEB.2019 3/1/2019	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$4,212.60
Contract		1 0		FOOD.FEB.2019 3/1/2019	10.5.0000.2560.315.01.0000 Contracted Food Service	\$40,461.40
Check #: 0						
PO/InvoiceTotal:						\$44,786.58
Vendor Total:						\$44,786.58
Constellation NewEnergy, Inc.	80148					
Check Group:						
Monthly Electric Charges - MAIN - 3/19		1 0		7287540-1x319 3/19/2019	20.5.0000.2542.466.01.0000 Electricity	\$14,226.61
Monthly Electric Charges - IKE - 3/19		1 0		7287540-2x319 3/14/2019	20.5.0000.2542.466.01.0000 Electricity	\$2,687.48
Check #: 0						
PO/InvoiceTotal:						\$16,914.09

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1251

04/09/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total:
First Student	00406					\$16,914.09
Check Group:						
SpEd Transportation - MAC - Steak n Shake		1 0		091-C-066232 3/8/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
SpEd Transportation - Tony's Fresh Market - IKE		1 0		091-C-066272 3/12/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
SpEd Transportation - Ross - Barnaby's		1 0		091-C-066342 3/19/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
SpEd Transportation - Sullivan - Barnaby's		1 0		091-C-066383 3/21/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
Regular - March 2019		1 0		091-H-004256 3/22/2019	40.5.0000.2551.331.01.0000 Regular Transportation	\$74,443.20
Kindergarten - March 2019		1 0		091-H-004256 3/22/2019	40.5.0000.2551.331.01.0000 Regular Transportation	\$6,150.00
Pre-K - March 2019		1 0		091-H-004256 3/22/2019	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$20,108.40
SpEd - March 2019		1 0		091-H-004256 3/22/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$14,888.96
						Check #: 0
						PO/InvoiceTotal:
						\$116,213.28
						Vendor Total:
NSSEO	02336					\$116,213.28
Check Group:						
D/HH Evaluations		1 0		5311 3/20/2019	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$2,200.00
ALD Service Calls		1 0		5311 3/20/2019	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$550.00
Hearing Screenings		1 0		5311 3/20/2019	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$1,200.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1251

04/09/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
2nd Semester FY 18-19 Direct Services		1	0	5350 4/1/2019	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$15,389.67
2nd Semester Billing FY 18-19		1	0	5359 4/1/2019	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$3,570.10
Check #: 0						
PO/InvoiceTotal:						\$22,909.77
Vendor Total:						\$22,909.77
Ocono DTC aka Genesee Lake School						
Check Group:						
Tuition - Regular - March 2019		20	0	10PAPASAM 3/31/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$4,638.00
Residential Services - March 2019		31	0	10PAPASAM 3/31/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$10,425.92
Check #: 0						
PO/InvoiceTotal:						\$15,063.92
Vendor Total:						\$15,063.92
Grand Total:						\$215,887.64

End of Report

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

Date: April 10, 2019

Subject: Math Curriculum Adoption - Action Item

Prepared by: Dr. Amy M. Zaher

This memo is intended to provide a summary of the investigation and recommendation of Ready Math as the Kindergarten through 8th grade Math curriculum adoption.

The Prospect Heights District 23 Math Curriculum Committee is 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 not 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 Cahill, Julie Murray, 3rd: Emily Butts, Nazera Chartouni, 4th: Tara MacTavish, 5th: Linda Hartmann, SPED: Christine Pufundt, Gina Stolton, TIS/Tech: Alison Mahoney, Yianni Bertso, Administrators: Maria Stavropoulos, Traci Meziere, Luke Lambatos, Craig Curtis and Amy Zaher

6th-8th Committee

6th: Amy Mailloux, Mike Howitz, 7th: Erin Dolwick, Mark Atkinson, 8th: Dave Alexander, SPED: Jill Halpin, TIS/Tech: Hannah Sutter, Yanni Bertso, Administrators: Maria Stavropoulos, Cam Nystrom, Chris Alms, and Amy Zaher

In 2013 our math curriculum was up for review and at that time, we selected Everyday Math for K-5 and Glencoe Math for 6th-8th. Due to the expiration of our contracts with these vendors and the curriculum review cycle, our Strategic Plan called for a review and recommendation for adoption of new materials. Throughout this school year, we presented on the progression of our Math Curriculum Committee to the Board of Education. We have continued to investigate the shifts in math on our current program in relationship to appropriate materials to forward those standards in the classroom. We viewed an array of programs, taught sample lessons and received presentations from the various vendors.

The Ready Math program is one of the highest rated programs according to EdReports.org. EdReports.org is an independent nonprofit designed to improve K-12 education. EdReports.org increases the capacity of teachers, administrators, and leaders to seek, identify, and demand the highest quality instructional materials. This program is unique because not only is it a highly rated core program, it also contains an online component that provides differentiated support for students at a remedial level as well as a challenge level. The Ready Math program had practically a unanimous vote among our teachers from both of our committees.

A successful implementation for any program includes the proper amount of staff development. Staff development and support for the implementation of Ready Math will be provided in May this school year, during the summer and through next school year. The goal is for teachers to have the teacher's guides before they leave for the summer so that they have time to review the materials before school begins.

Instructional Materials Selection Process

During the 2018-2019 School year, the Math Curriculum Committee will use the following process to select instructional materials that promote 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	Our committee 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 were scheduled in January/February.
Invite other teachers who are not on the committee to peruse materials and leave feedback			x	Teachers who are not on the committee were given access to the materials and encouraged to give input to their fellow colleagues on the committee.
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	The recommendation is to approve the Ready Math program for Kdg- 8th Grade.
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 bring our committee's recommendation to the BOE for approval at the April meeting.

Costs:

Ready Math Curriculum includes: <ul style="list-style-type: none">• 6 years of consumable materials• Free Teacher's Editions• 6 years of access to Teacher's Toolbox• 6 years of online student access to iReady differentiated learning platform	\$251,149
Ready Classroom and i-Ready Math Professional Development: Introduction to Ready Classroom <ul style="list-style-type: none">• Preparing to Teach Ready Classroom Mathematics• Developing Mathematical Thinkers Through Instructional Routines• Onsite Tailored Support (All sessions up to 6 hrs)	\$10,500

Recommendation: It is recommended that the Ready Math Curriculum for Kindergarten - 8th Grade is approved by the Board of Education as presented.

Rationale: Ready Math is recommended because we believe it is the best product for ALL District 23 students. This product was chosen by our staff members because it provides the focus, coherence and rigor that the math standards require. It also provides a great deal of differentiation for all of our diverse learners including special education, bilingual, general education as well as our advanced learners. Using this program will allow us to provide accelerated pathways for students who are ready to take on the challenge of High School coursework as well as provide extra support for students who are struggling. This is accomplished not only with the core program of Ready Math but it has an additional online blended learning platform named iReady which will provide further support and enrichment for all students.

Math Curriculum Adoption

2019-20

*Presentation to
PHSD 23 Board of Education
April 10, 2019*



Curriculum Review Cycle:

- Review the shifts of the Standards
- Identify gaps in current curriculum
- Identify student, teacher, and technology needs
- Shifts in Effective Practices

2018-19

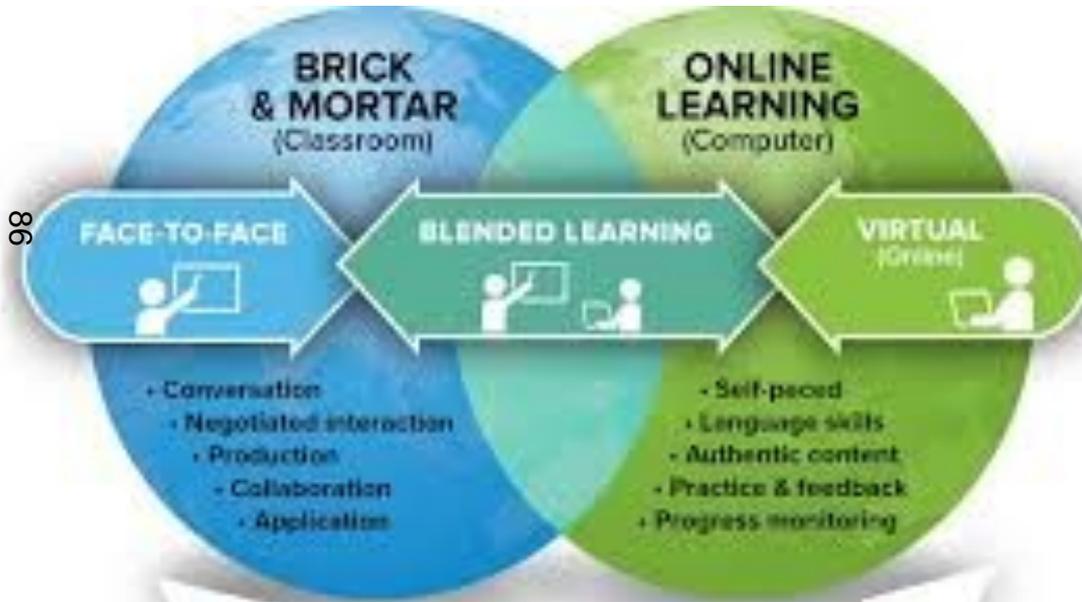
- Math
- Library Media Centers

District 23 Curriculum Review Cycle*

Curricular Area	FY Adopted	Series	Curriculum Review	FY Adoption & Implementation
Math (K-5)	2012-13	Everyday Math 4 th Edition K-5 (Common Core)	2018-19	2019-20
Math (6-8)	2012-13	Glencoe Common Core and Algebra 1	2018-19	2019-20
LMC	2013-14	Teacher Created	2018-19	2019-20
Reading/LA	2012-13	Pearson – Reading Street, Calle de Lectura, and My Sidewalks; Prentice Hall 6-8	2019-20	2020-21
STEM/Ind. Tech	2014-15	Teacher Created	2020-21	2021-22
Spanish	2014-15	Vista Learning- Descubre@2013	2020-21	2021-22
Art	2014-15	Teacher Created	2020-21	2021-22
Music	2014-15	Quaver.com	2020-21	2021-22
Family and Consumer Sciences	2014-15	Teacher Created	2020-21	2021-22
Social Emotional Learning (SEL)	2014-15	Common Sense Media, Social Thinking, Expect Respect, PBS	2020-21	2021-22
Physical Education	2014-15	Spark, FitnessGram, Teacher Created	2020-21	2021-22
Health	2009-10	Teen Health Course 3 Glencoe@2009	2020-21	2021-22
Social Studies	2015-16	TCI 2013-16 Gr. 4-8 Pearson MyWorld 2013 Gr. 2-3 Teacher Created Gr. K-1	2021-22	2022-23
Science	2016-17	Mystery Science K-5 STEMscopes, 6-8 (2015 adoption)	2022-23	2023-24
Early Childhood	2016-17	Creative Curriculum – Teaching Strategies Gold	2022-23	2023-24

*Curriculum review, recommendations and adoptions are all tentative and dependent upon needs, State requirements, and budgetary constraints.

Blended Learning



Blended learning combines **online delivery** of educational content with the **best features of classroom interaction** and live instruction to **personalize learning**, allow thoughtful reflection, and **differentiate instruction** from student to student across a diverse group of students.

Math

CCSS:

Key Shifts in
Mathematics

FOCUS:

Greater focus
on fewer topics

(narrow and deeper)

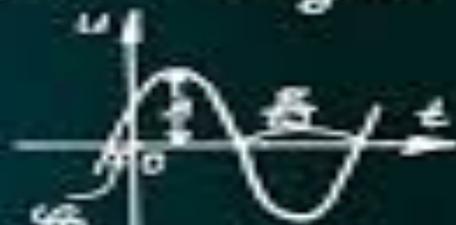
COHERENCE:

Linking topics and
thinking across
grades

RIGOR:

Pursue conceptual
understanding, fluency
and application with
equal intensity

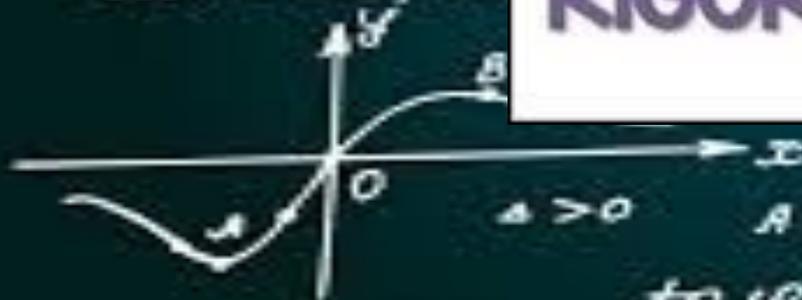
$$\begin{aligned}\sin 2\alpha &= 2 \sin \alpha \cos \alpha; \\ \cos 2\alpha &= \cos^2 \alpha - \sin^2 \alpha; \\ \tan 2\alpha &= \frac{2 \tan \alpha}{1 - \tan^2 \alpha};\end{aligned}$$



$$u = A \sin(\omega t + \phi)$$
$$r = a \sin \omega t + b \cos \omega t$$

$$\begin{aligned}\sin \alpha &= \frac{BC}{AB} = \frac{11}{13} \\ \cos \alpha &= \frac{OB}{AB} = \frac{12}{13} \\ \tan \alpha &= \frac{BC}{OB} = \frac{11}{12} \\ \cot \alpha &= \frac{OB}{BC} = \frac{12}{11} \\ \alpha^\circ &= \frac{180}{\pi} \alpha\end{aligned}$$

$$360^\circ = 2\pi; \quad 180^\circ = \pi$$



$$\Delta > 0$$

$$A \left(-\frac{b}{2a}, \frac{4ac - b^2}{4a} \right)$$

$$\tan \varphi = \pm a^2 \left(\frac{3}{2} \right)^2$$

$$x = -\frac{b}{2a}$$

$$\Delta = 4ac - b^2$$

$$a > 0;$$

Less - More

Students engage in memorization tasks without opportunities to develop deeper understanding of algorithms and when to use them.

In major topics, students pursue the following four aspects of mathematics with equal intensity:

- conceptual understanding,
- procedural skill,
- fluency, and
- application.

Instruction moves quickly from one topic to another without necessary scaffolding and practice to build deep understanding.

Students develop deep conceptual understanding of the math concepts identified in the CCSS and are assessed to determine the extent to which they have attained the desired learning.

Students are supplied with a problem and directed to the concept or procedure to use to solve the problem.

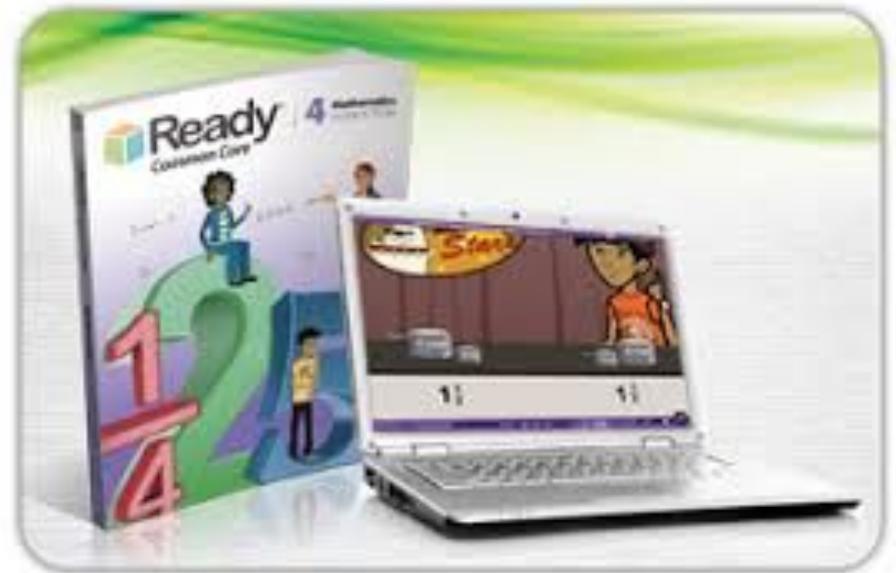
Students are able to apply a variety of appropriate procedures *flexibly* as they solve problems.

Worksheets and workbooks are used extensively.

Students can justify why a particular math statement is true or where a mathematical rule comes from.

Ready Math Components

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Math Curriculum Costs

Product	Costs
<p>Ready Math Curriculum includes:</p> <ul style="list-style-type: none">● 6 years of consumable materials● Free Teacher's Editions● 6 years of access to Teacher's Toolbox● 6 years of online student access to iReady differentiated learning platform	\$251,149
<p>Ready Classroom and i-Ready Math Professional Development:</p> <ul style="list-style-type: none">● Introduction to Ready Classroom● Preparing to Teach Ready Classroom Mathematics● Developing Mathematical Thinkers Through Instructional Routines● Onsite Tailored Support <p>(All sessions up to 6 hrs)</p>	\$10,500

Many Thanks...

K-5 Math Committee:

Kinder: Stacy Balla, Sherrie Grishchow,

1st: Pam Garceau, Lisa Schmidt,

2nd: Allison Cahill, 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, Craig Curtis and Amy Zaher

6th-8th Math Committee:

6th: Amy Mailloux, Mike Howitz,

7th: Erin Dolwick, Mark Atkinson,

8th: Dave Alexander,

SPED: Jill Halpin,

TIS/Tech: Hannah Sutter, Yanni Bertzos,

Administrators: Maria Stavropoulos, Cam Nystrom,
Chris Alms, Amy Zaher



Prospect Heights School District 23

ACTION ITEM

April 10, 2019

To: Board of Education

From: Don Angelaccio

Subject: Resolution Authorizing the Honorable Dismissal of Educational Support Personnel Due to Reduction in Force

PROPOSED ACTION BY THE BOARD OF EDUCATION

Motion to approve the attached resolution authorizing the honorable dismissal of educational support personnel due to reduction in force.

BACKGROUND

Illinois School Code requires that educational support personnel be notified 30 calendar days before the end of the school year if they are to be honorably dismissed for the following school year. Educational support personnel are honorably dismissed when there is an anticipated decrease in number of sections needed or particular type of educational support personnel service.

Recommended for approval by the Board of Education

Don Angelaccio, Ed.D.
Superintendent

**RESOLUTION AUTHORIZING THE
HONORABLE DISMISSAL OF
EDUCATIONAL SUPPORT PERSONNEL**

WHEREAS, the Board of Education has received reports and recommendations from the Superintendent and members of the administrative staff concerning the number of educational support personnel needed to be employed for the next school term;

WHEREAS, the Board of Education is required to notify educational support personnel of honorable dismissal at least thirty days before the close of the school term due to the Board's decision to decrease the number of educational support personnel employed by the Board or to discontinue some particular types of educational support service;

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

1. The educational support personnel named in Exhibit 1 shall be honorably dismissed effective at the close of the 2018-2019 school term. The notice of such action shall be substantially in the form of the attached Exhibit 2.

2. The Superintendent shall deliver by personal service the notices of honorable dismissal and a copy shall also be sent by regular mail. If personal service cannot be made, the notices shall be sent by certified mail, return receipt requested.

ADOPTED this ____ day of _____, 2019, by a roll call vote as follows:

YES: _____

NO: _____

ABSENT: _____

President, Board of Education

Attest:

Secretary, Board of Education

EXHIBIT 1

**EDUCATIONAL SUPPORT PERSONNEL
HONORABLY DISMISSED
AT THE CLOSE OF THE 2018-2019 SCHOOL TERM**

NA	POSITION	SCHOOL
June Seelig	Program Assistant (part-time)	Eisenhower
Nicole Baran	Program Assistant (part-time)	Eisenhower
Claudia Kowalski	Program Assistant (part-time)	Eisenhower
Jennifer Luke	Program Assistant (full-time)	Eisenhower
Jessa Gianneschi	Program Assistant (part-time)	Eisenhower
Jessica Seiler	Program Assistant (part-time)	Eisenhower/Sullivan

EXHIBIT 2

NOTICE OF HONORABLE DISMISSAL

Date

Name

Address

Dear _____:

We regret to inform you that the Board of Education has determined to decrease the number of educational support personnel employed in the School District and/or to discontinue some particular types of educational support personnel service. Therefore, you are hereby honorably dismissed as an educational support personnel and employee in the School District effective at the close of the 2018-2019 school term.

Very truly yours,

Board of Education
Prospect Heights District 23
Cook County, Illinois

By: _____
Board President

Attest:

Secretary

cc: Personnel File



Prospect Heights School District 23

ACTION ITEM

April 10, 2019

To: Board of Education

From: Don Angelaccio

Subject: Resolution Authorizing the Dismissal and Non-renewal of Educational Support Personnel Due

PROPOSED ACTION BY THE BOARD OF EDUCATION

Motion to approve the attached resolution authorizing the dismissal and non-renewal of educational support personnel

BACKGROUND

Illinois School Code requires that educational support personnel be notified 30 calendar days before the end of the school year if they are to be dismissed for the following school year.

Recommended for approval by the Board of Education

Don Angelaccio, Ed.D.
Superintendent

**RESOLUTION FOR DISMISSAL AND NON-RENEWAL
OF CERTAIN EDUCATIONAL SUPPORT PERSONNEL**

WHEREAS, the following staff were employed for the 2018-2019 school term as educational support personnel, and

WHEREAS, the Board of Education has determined that said educational support personnel will not be reemployed for the 2019-2020 school term, pursuant to Illinois School Code;

NOW THEREFORE, be it resolved by the Board of Education of Prospect Heights School District No. 23, Cook County, Illinois, that:

Section 1: The named educational support personnel on Exhibit 1 will not be reemployed for the 2019-2020 school term;

Section 2: The President and Secretary of the Board are authorized and directed to give said educational support personnel written Notice and Statement of Non-Renewal by certified mail, return receipt requested, at least thirty (30) days before the end of the school term. Copy of said notice is attached as Exhibit 2 and incorporated by reference.

Section 3: The Superintendent or designee shall also personally deliver a copy of said notice to the educational support personnel.

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

ADOPTED this 10th day of April 2019, by the following vote:

AYES:

NAYS:

ABSENT:

President, Board of Education

ATTEST:

Secretary, Board of Education

EXHIBIT 1

**EDUCATIONAL SUPPORT PERSONNEL DISMISSED AT THE CLOSE OF THE 2018-
2019 SCHOOL TERM**

NAME

Brianna Harris

POSITION

Program Assistant

EXHIBIT 2

NOTICE AND STATEMENT OF NON-RENEWAL

Date

Name
Address

Dear _____:

You are hereby notified that you are dismissed as an educational support personnel in this School District effective at the end of the present 2018-2019 school term and therefore, you will not be re-employed for the 2019-2020 school term.

Sincerely,

BOARD OF EDUCATION
Prospect Heights School District 23
Cook County, Illinois

BY: _____
President

ATTEST:

Secretary

**Certified Mail
Return Receipt Requested
and Personal Service**

RESOLUTION FOR APPROVAL TO POST FY19 AMENDED BUDGET, POST NOTICE IN NEWSPAPER and SCHEDULE PUBLIC HEARING

WHEREAS, the Board of Education has considered amending the Fiscal Year 2019 Budget prepared by the Superintendent or designee; and

WHEREAS, the Board of Education is required to make the Fiscal Year 2019 AMENDED Budget available to public inspection and to hold at least one public hearing thereon prior to final action thereon by Section 17-1 of the School Code (105 ILCS 5/17-1);

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 23, COUNTY OF COOK, STATE OF ILLINOIS, as follows:

1. That a public hearing shall be held on the 8th of May, 2019 at the District Administrative Office at Eisenhower School, 1 North Schoenbeck Road, Prospect Heights, Illinois 7:00 p.m. on the Fiscal Year 2018-19 Amended Budget.
2. That a copy of the Amended Budget be made conveniently available for public inspection at the Office of the Board of Education, &00 North Schoenbeck Road, Prospect Heights Illinois, Illinois on or before May 10th, 2019.
3. That the Secretary of this Board be directed to publish notice of hearing on the Budget and Appropriation Ordinance in the "Daily Herald", a newspaper of general circulation published in the school district.
4. This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 10th day of April 2019 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: _____

ABSTAIN: _____

ABSENT: _____

**BOARD OF EDUCATION OF
PROSPECT HEIGHTS SCHOOL,
DISTRICT NO. 23, COOK COUNTY, ILLINOIS**

By: _____
President, Board of Education

ATTEST:

Secretary

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN by the Board of Education of Prospect Heights School District 23, in the County of Cook, State of Illinois, that the Amended Budget for said School District for the fiscal year beginning July 1, 2018 will be on file and conveniently available for public inspection in the Grodsky District Administration Office located at 700 N. Schoenbeck Road, Prospect Heights, Illinois between the hours of 8:30 a.m. and 3:00 p.m. beginning on or before May 10, 2019.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said Amended Budget will be held at 7:00 p.m. on the 12th day of June 2019 at the Board of Education Offices, located at 700 N. Schoenbeck Road, in the City of Prospect Heights, Illinois.

Dated this 10th day of April, 2019.

Board of Education
Prospect Heights School District 23, Cook County, Illinois
Mari-Lynn Peters, Secretary, Board of Education



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

Date: March 22, 2019
Subject: Telephone System
Prepared by: Maria Stavropoulos, Yianni Bertso, and Micheal DeBartolo

BACKGROUND

This memo is intended to provide a summary of our phone system and recommendation for a replacement system.

As of January 2010, the district partnered with Sound Incorporated to install the NEC SV8100 IP Phone System. Along with support for the system in the early years of the contract. Unfortunately, the manufacturer has ended its support for the NEC phone system. This includes the replacement of units and parts. The districts tech team has made efforts in the past couple of years to locate replacement units through third-party vendors, but this option is no longer viable. Due to the lack of support and parts, the district is required to seek a replacement system.

Our goal for the replacement system takes the following items into consideration. The system needs to provide the end user with notifications, safety, and security options for current needs and into the future.

The district received five proposals* for this project. Not all vendors complied with the District's requirements. Those that did not comply with the requirements of the District were not included in the analysis of the proposals below.

Upon review and evaluation of these proposals, we recommend that district partner with SENTINEL as the preferred vendor for a new phone system. SENTINEL provides an industry leading CISCO phone system together with the InformaCast Advanced software it provides a mass internal notification system where we can set up instant alerts in cases of 911 calls being made throughout the district, where emails and phone-to-phone triggers are activated. The system provides softphones which allow us to leverage cell phone options for receiving and making calls. Additionally, InformaCast works with our current analog speakers and provides integration with the P.A. system, clocks, and security and safety upgrades for the future. A bonus feature that InformaCast provides is the option to display a message on the phone's display in case of emergency. Furthermore, of the proposals that met our requirements, SENTINEL was the only vendor that is in state and has experience with educational institutions.

RECOMMENDATION

The Technology and Business Office Teams are recommending the district move ahead with the Sentinel proposal in the amount of \$117,081.00. The monies to fund this materials and labor portion of the project will come from the Capital Fund where the bond proceeds have been transferred. Funds for the service agreement will be paid from the Education Fund and will likely be paid in full on the savings generated from the transfer of telephone services from AT&T to Granite.

	Initial Setup (Hardware, software, labor, 1-year support)	Recurring Cost (Maintenance, Support, Licensing)	Features
Sentinel *Negotiated contract	\$117,081.00	\$12,130.00 (Year 1 built-in) Breakdown: Core 1 Year HANS \$8,379.00 Gateways 1 Year HANS \$1,501.00 Informacast 1 Year HANS \$2,250.00 *Core HANS: server *Gateways: bridging digital to analog devices *Informacast: Software	<ul style="list-style-type: none"> ● CISCO IP Phones & Speaker Phone ● InformaCast Advanced Software ● Mass Notification (Safety) ● Integration with current intercom system, speakers, clocks ● Support Service ● Implementation & Training ● Add on options available for future needs ● Local Vendor ● Future integrations include; IP clocks and speakers (P.A.).
INTERDEV/ Fortinet	\$57,927.71	\$6,445.80 (Year 1 built-in) Server & Gateways	<ul style="list-style-type: none"> ● FortiVoice IP Phones, Speaker Phone & Touch Screen Option ● Basic notification system, similar to the current system ● Support Service ● Implementation & Training ● Add on options available ● Out of state Vendor
Granite	\$96,202.69	\$19,110.00	<ul style="list-style-type: none"> ● Avaya IP Phones

		(Year 1 built-in) Server, Gateways, and Zyma	<ul style="list-style-type: none"> ● Basic notification system, limited customizations ● Support Service ● Implementation ● Add on options available ● Out of state Vendor
--	--	--	---

*Our vendor Sound Inc. did not submit a formal proposal after numerous request to do so. A second vendor, BTSolutions did not fully meet the district requirements.

*All vendors can meet our installation timeframe of July 2019.

*All vendors support does not include end-user phones. In turn, the district is responsible for repairs/replacements.



Prospect Heights School District #23 Cisco Phone System

Presented By:

Colin Blackshaw
Sales Executive
Sentinel Technologies, Inc.
1-630-769-9714
cblackshaw@sentinel.com

Architect:

Ron Boscaccy / Kathy Petrella
VP Solution Engineering
Sentinel Technologies, Inc.
708-288-8634
rboscacc@sentinel.com

Hardware and Software

		Extended Price
Core	\$	22,773.00
Phones	\$	21,549.00
Gateways	\$	2,717.00
Informacast	\$	9,009.00
Informacase One Time Discount	\$	(1,000.00)
Hardware and Software Total	\$	55,048.00

Solution Maintenance & Support

		Extended Price
Core 1 Year HANS™	\$	8,379.00
Gateways 1 Year HANS™	\$	1,501.00
Informacast 1 Year HANS™	\$	2,250.00
Maintenance & Support Total	\$	12,130.00

TOTAL PROJECT - Project Total Cost is based on the combined purchase of all Hardware/Software, Professional Services and Solution Maintenance from Sentinel as detailed in the attached Bill of Materials. Unbundling or materially reducing any of these essential elements of the solution may result in modifications to the cost of the remaining elements.

		Extended Price
Hardware and Software	\$	55,048.00
Solution Maintenance & Support	\$	12,130.00
Professional Services	\$	49,903.00
Project Total	\$	117,081.00

*Quote is valid until 04/14/2019

Plus applicable tax, shipping & handling

Core				
Description	Qty	Unit Price	Ext Price	Special Notes
Cisco Business Edition 6000M (M5) Appliance, Export Restr SW	2	\$ 3,445.00	\$ 6,890.00	
Cisco UCS 770W AC Power Supply for Rack Server	2	\$ -	\$ -	
Cisco 12G Modular RAID controller with 2GB cache	2	\$ -	\$ -	
300GB 12G SAS 10K RPM SFF HDD	12	\$ -	\$ -	
Enable RAID 5 Setting	2	\$ -	\$ -	
16GB DDR4-2666-MHz RDIMM/PC4-21300/single rank/x4/1.2v	6	\$ -	\$ -	
2.2 GHz 4114/85W 10C/13.75MB Cache/DDR4 2400MHz	2	\$ -	\$ -	
Power Cord, 125VAC 13A NEMA 5-15 Plug, North America	2	\$ -	\$ -	
Embedded License, Cisco UC Virt. Hypervisor Plus 6.x (2-cpu)	2	\$ -	\$ -	
Cisco Business Edition 6000-Electronic SW Delivery-Top Level	1	\$ -	\$ -	
Business Edition 6000 v11.5 export restricted software	1	\$ -	\$ -	
BE6000 Starter Bundle with 35 UWL Standard Licenses	1	\$ 278.00	\$ 278.00	
Cisco Business Edition 6000 - Enhanced User Connect License	10	\$ 59.00	\$ 590.00	
Cisco Business Edition 6000 - Workspace License Standard	165	\$ 91.00	\$ 15,015.00	
BE6000 UCM v11 CUWL Standard User License	165	\$ -	\$ -	
BE6K UCM 11X Enhanced User Connect Lic - Single Fulfillment	10	\$ -	\$ -	
BE6K - Unity Connection 11x - VM Speech Connect Ports	2	\$ -	\$ -	
BE6000 Unity Connection v11 CUWL Standard License	165	\$ -	\$ -	
Expressway Series, Expressway-E PAK	1	\$ -	\$ -	
Enable GW Feature (H323-SIP)	4	\$ -	\$ -	
Enable Expressway-E Feature Set	2	\$ -	\$ -	
Enable TURN Relay Option	2	\$ -	\$ -	
Enable Advanced Networking Option	2	\$ -	\$ -	
License Key Software Encrypted	4	\$ -	\$ -	
Enable Expressway Series Feature Set	4	\$ -	\$ -	
Cisco Business Edition 6000 - PAK - Single Fulfillment	1	\$ -	\$ -	
BE6000 v11 UWL Standard Starter licenses	1	\$ -	\$ -	
Cisco Expressway-E Server, Virtual Edition	2	\$ -	\$ -	
Software Image for Expressway with Encryption, Version X8	1	\$ -	\$ -	
BE6K Starter Pack - Single Fulfillment Enforcement	1	\$ -	\$ -	
Expressway Desktop Endpoint License	210	\$ -	\$ -	
Cisco Expressway-C Server, Virtual Edition	2	\$ -	\$ -	
			Hardware Sub-Total:	\$22,773.00

Phones				
Description	Qty	Unit Price	Ext Price	Special Notes
Cisco UC Phone 7841	180	\$ 102.00	\$ 18,360.00	
Cisco 8832 in Charcoal with accessories for North America	1	\$ 444.00	\$ 444.00	
Cisco IP Conference Phone 8832 PoE Accessories for Worldwide	1	\$ 35.00	\$ 35.00	
Cisco IP Phone 8811 Series	20	\$ 124.00	\$ 2,480.00	
Spare Wallmount Kit for Cisco UC Phone 7800 Series	10	\$ 23.00	\$ 230.00	
			Hardware Sub-Total:	\$21,549.00

Gateways				
Description	Qty	Unit Price	Ext Price	Special Notes
Cisco ISR 4321 Bundle, w/UC License, CUBE-10	1	\$ 978.00	\$ 978.00	
IP Base License for Cisco ISR 4320 Series	1	\$ -	\$ -	
Unified Communication License for Cisco ISR 4320 Series	1	\$ -	\$ -	
AC Power Supply for Cisco ISR 4320	1	\$ -	\$ -	
AC Power Cord, Type C5, US, Canada	1	\$ -	\$ -	
4G Flash Memory for Cisco ISR 4300 (Soldered on motherboard)	1	\$ -	\$ -	
4G DRAM for Cisco ISR 4320 (Soldered on motherboard)	1	\$ -	\$ -	
Unified Border Element Enterprise License - 5 sessions	2	\$ -	\$ -	
Cisco ISR 4300 Series IOS XE Universal	1	\$ -	\$ -	
2-Port FXS/FXS-E/DID and 4-Port FXO Network Interface Module	1	\$ 389.00	\$ 389.00	
Blank faceplate for NIM slot on Cisco ISR 4400	1	\$ -	\$ -	
CUBE - 1 Standard Trunk Session License	50	\$ 27.00	\$ 1,350.00	
			Hardware Sub-Total:	\$2,717.00

Informacast					
Description	Qty	Unit Price	Ext Price	Special Notes	
InformaCast Advanced Notification - Endpoint Licensing - 250 License Bundle	1	\$ 5,500.00	\$ 5,500.00		
InformaCast Paging Gateway Plug-In (One Per InformaCast Server)	1	\$ 553.00	\$ 553.00		
Paging Gateway Hardware Appliance (One Per Remote Site)	4	\$ 467.00	\$ 1,868.00		
VALCOM SINGLE ZONE ONE - WAY STATION LEVEL PAGE CONTROL	4	\$ 173.00	\$ 692.00		
Valcom VP-412A 400 mA -12V DC Power Supply	4	\$ 12.00	\$ 48.00		
2-Port Analog Telephone Adapter	4	\$ 87.00	\$ 348.00		
Power Clip for ATA191 and ATA192, North America	4	\$ -	\$ -		
			Hardware Sub-Total:	\$9,009.00	

Core 1 Year HANS™					
Description	Qty	Unit Price	Ext Price	Ext Price	Special Notes
HANS™-GLD-24X7X4 Cisco Business Edition 6000M (M5) Applia	2	\$ 602.00	\$	1,204.00	12 Months
HANS™-GLD-SWU UPGRADES Cisco Business Editi	2	\$ -	\$	-	12 Months
HANS™-GLD-SWU UPGRADES BE6000 UCM v11 CUWL	165	\$ 39.00	\$	6,435.00	12 Months
HANS™-GLD-SWU UPGRADES BE6K UCM 10X Enhance	10	\$ 24.00	\$	240.00	12 Months
HANS™-GLD-SWU UPGRADES BE6000 v11 UWL Standard Starter licenses	1	\$ 500.00	\$	500.00	12 Months
				Maintenance & Support Sub-Total:	\$8,379.00

Gateways 1 Year HANS™					
Description	Qty	Unit Price	Ext Price	Special Notes	
HANS™-GLD-24x7x4 Cisco ISR 4321 UC Bundle, PVD4-32, UC L	1	\$ 651.00	\$ 651.00		
SWSS UPGRADES CUBE Standard Trunk Single Session - 1 S	50	\$ 17.00	\$ 850.00		
			Maintenance & Support Sub-Total:	\$1,501.00	

Informacast 1 Year HANS™				
Description	Qty	Unit Price	Ext Price	Special Notes
1 Year Maintenance Support - Per End Point License - Tier B (250 - 950 Endpoints)	250	\$ 9.00	\$ 2,250.00	
Maintenance & Support Sub-Total:				\$2,250.00

PHSD 23

Phone System Replacement

...



Prepared by
Yianni Bertzos and Maria Stavropoulos

Phone System Purpose

- Parent Communication
- Absentee Reporting
- Building to Building Communication
- Emergency Calls/Communication
- Mass Notification



Current Phone System

NEC SV8100



SV8100 Parent System

DT-700 Desk Phone



SV8100 Child System



Reasons For Replacement

- **Current Phone System...**
 - over 8 years old
 - has reached manufacturer end of life and parts are no longer being manufactured
 - Due to no more parts being manufactured sourcing parts from 3rd part vendors is harder and more expensive

- **With a new system we can...**
 - leverage mass notification tools for emergency situations
 - use it to assist with our aging PA system
 - have robust call reporting and logging



Recommendation for New Phone System

- Cisco Business Edition 6000M Phone System
- Informacast Advanced Emergency Notification System



Reasons For Choice

- Cisco is an Industry leading company with a product that is proven and trusted.
- Local Vendor with local referrals
- Phone System ability to provide for current and future needs
- Paired with Informacast allows for detailed mass notification during emergency events
- Allows for integration with PA system and Informacast can be used as an option to replace aging PA for much more affordable costs.

CHOICE

Prospect Hts SD #23 Renewal Rates

July 1, 2019 through June 30, 2020

LIFE		2018-19	2019-20		
Active Life		\$ 0.10	\$ 0.10		
AD&D		\$ 0.015	\$ 0.015		
MEDICAL					
BAHMO Plan					
	Employee		\$ 633.32	New plan 7/1/19	
	Family		\$ 1,702.90	Plan Changes	-4.0%
	Medicare Employee		\$ 583.89	Non-Grandfathered	
	Medicare Family		\$ 1,167.74		
HMO Illinois					
	Employee	\$ 651.24	\$ 659.71	Renewal:	1.3%
	Family	\$ 1,751.09	\$ 1,773.85	Non-Grandfathered	
	Medicare Employee	\$ 600.41	\$ 608.22		
	Medicare Family	\$ 1,200.79	\$ 1,216.40		
PPO Plan					
	Employee	\$ 700.03	\$ 719.63	Renewal:	2.8%
	Family	\$ 1,897.64	\$ 1,950.77	Non-Grandfathered	
	Medicare Employee	\$ 700.03	\$ 719.63		
	Medicare Family	\$ 1,400.05	\$ 1,439.25		
HDHP PPO Plan					
	Employee		\$ 603.34	New plan 7/1/19	
	Family		\$ 1,635.53	Plan Changes	-16.16%
	Medicare Employee		\$ 603.34	Non-Grandfathered	
	Medicare Family		\$ 1,206.67		
DENTAL					
	Employee	\$ 32.92	\$ 34.14	Renewal:	3.7%
	Family	\$ 92.05	\$ 95.46		

Prospect Heights School District 23

EBC Insurance Renewal Rates

July 1, 2018 through June 30, 2019

INSURANCE TYPE	2017-18	2018-19	2019-20	FY20 Increase/Decrease ACTUAL	FY20 Increase/Decrease PREV PROJECTED	3 Year History (Increase/Decrease)
LIFE INSURANCE						
Active Life	\$ 0.10	\$ 0.10	\$ 0.10	0%	0%	0%
Accidental Death & Dismemberment	\$ 0.015	\$ 0.015	\$ 0.015	0%	0%	0%
HEALTH INSURANCE						
HMO Illinois						
Single	\$ 685.52	\$ 651.24	\$ 659.71	1.30%	-0.70%	-4%
Family	\$ 1,843.25	\$ 1,751.00	\$ 1,773.85	1.30%	Difference of + 2.0%	-4%
(10 mos history MORE than 12 mos)						
HMO Blue Advantage						
Single	N/A	N/A	\$ 633.32	New Plan	N/A	N/A
Family	N/A	N/A	\$ 1,702.30	Reduction from HMO Illinois	-4.00%	N/A
PPO						
Single	\$ 715.05	\$ 700.03	\$ 719.63	2.80%	2.10%	1%
Family	\$ 1,938.34	\$ 1,897.64	\$ 1,950.77	2.80%	Difference of + 0.70%	1%
(10 mos history MORE than 12 mos)						
High Deductible PPO						
Single	N/A	N/A	\$ 603.34	New Plan	N/A	N/A
Family	N/A	N/A	\$ 1,635.53	Reduction from Traditional PPO	-16.16%	N/A
DENTAL INSURANCE						
Single	\$ 33.02	\$ 32.92	\$ 34.14	3.71%	4.60%	3%
Family	\$ 92.33	\$ 92.05	\$ 95.46	3.70%	(10 mos history LESS than 12 mos)	3%
OVERALL INCREASE						



Micheal DeBartolo <mdebartolo@d23.org>

Fwd: FOIA Records Request - January 22, 2018

Nathan Mihelich <nathan@irtaonline.org>
To: Micheal DeBartolo <mdebartolo@d23.org>

Mon, Apr 1, 2019 at 3:57 PM

Can you share the names and emails of any certified staff retiring this year (2019)?

Thanks, Nathan Mihelich

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image009.jpg
1K



Micheal DeBartolo <mdebartolo@d23.org>

Fwd: FOIA Records Request - January 22, 2018

Micheal DeBartolo <mdebartolo@d23.org>
 To: Nathan Mihelich <nathan@irtaonline.org>

Fri, Apr 5, 2019 at 4:24 PM

In response to your request for information pursuant to the Freedom of Information Act, please accept this timely response and the information below.

PERSONNEL REPORT 2/13/19									
Name	Position	Replacing	Action	FTE	Number of Positions	Effective	School	PHEA or BOARD	2018-2019 Amount
Joanne Brant	Day Custodian	Wilber Bianco	Change of Status	1	1	1/28/19	Sullivan		\$15.00/hour
Pamela Lilly	Program Assistant-Special Ed		Retirement	1		last day of school	MAC		\$30.80/hour
Debra Samp	Program Assistant-Special Ed		Retirement	1		last day of school	Sullivan		\$28.42/hour
David Alexander	Teacher-Grade 8		Retirement	1		last day of school	MAC		\$70,676/year
Mimi Gember	Teacher-Music		Retirement	1		last day of school	Sullivan		\$105,737/year
Curtis Schmitz	Maintenance Supervisor		Retirement	1		8/1/19	Admin.		\$90,409/year
Kris Brand	Nurse		Retirement	1		8/30/19	MAC		\$58,145/year

Micheal DeBartolo
 Assistant Superintendent for Finance & Operations

Prospect Heights School District 23
 700 North Schoenbeck Road
 Prospect Heights, Illinois 60070

(847) 870-5552 Telephone
 (847) 870-3896 Facsimile

[Quoted text hidden]

ISSUE 100
February/March 2019

Update Memo

Please distribute to board
members and appropriate staff.

PLATINUM
ISSUE

PRESS

Policy Reference Education Subscription Service

Contents

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Next Issue: Five-Year Reviews	

Online Instructions

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

1. Go to www.iasb.com and click on **MY ACCOUNT**.
2. Log in using your email address and password:
 - If you do not know your password, do not create a new account; reset your password using your district email address.
 - If you are still having difficulty logging in, please contact your district's superintendent or administrative assistant to make sure you are listed as an authorized user on the district roster.
 - If you continue to have difficulty, please contact Ken Carter at kcarter@iasb.com.
3. Under **My Account Links**, click on **PRESS Login**.

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

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

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

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

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

PRESS Bundles

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

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 7.

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

Targeted School Violence Prevention & Threat Assessment

Threats and acts of targeted school violence are an unfortunate reality that school districts must prepare to manage. Prevention is the best form of preparation.

In today's climate, an independent policy covering the topic is now a best practice, so we created **NEW** policy 4:190, *Targeted School Violence Prevention Program*.

It, along with its new suite of materials, has led to the creation of **NEW PRM** materials and the replacement and deletion of some existing **PRM** materials.

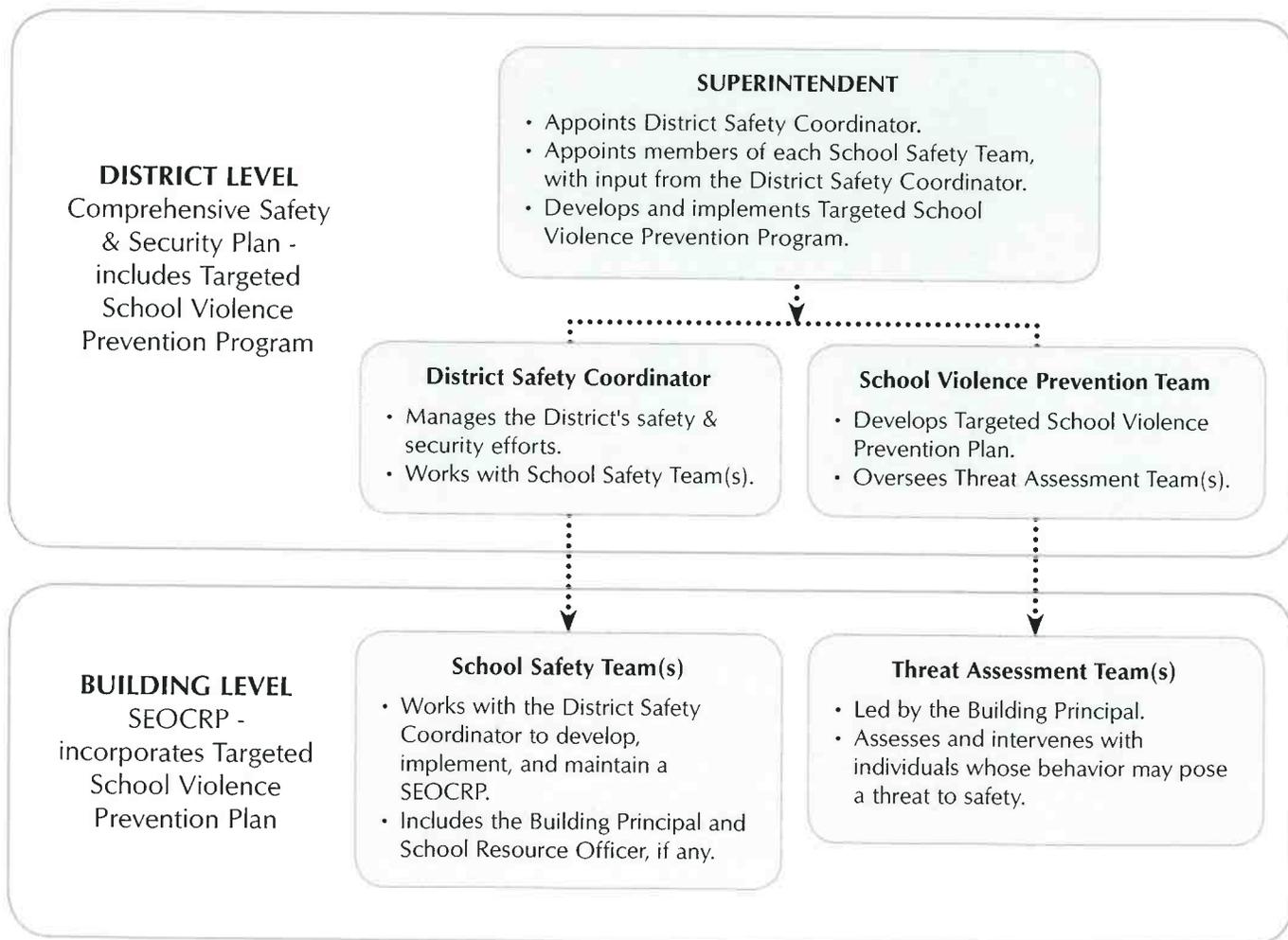
As illustrated below, a Targeted School Violence Prevention Program (Program) is still an integral part of the Comprehensive Safety and Security Plan. See policy 4:170, *Safety*, and its administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*. The Program's Targeted School Violence Prevention Plan is incorporated into each School Emergency Operations and Crisis Response Plan (SEOCRPs). See administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*, for further detail regarding the Comprehensive Safety and Security Plan and SEOCRPs, as well as the responsibilities of a superintendent, district safety coordinator, and school safety teams.

NEW policy 4:190, *Targeted School Violence Prevention Program*, is accompanied by two administrative procedures and seven exhibits. We adapted this new suite of materials from *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, which was produced for public use by the Virginia Center for School and Campus Safety and based upon a synthesis of established research and recognized standards of practice for threat assessment and management in public school settings. The new suite of materials begins at the district level and drills down to the building level to implement targeted

school violence prevention best practices: forming trained multi-disciplinary behavioral Threat Assessment Teams (TATs).

Implementing TATs is Recommendation #1 of the *Recommendations of the Illinois Terrorism Task Force School Safety Working Group*, presented to the Office of the Governor on April 5, 2018, at: www.iasb.com/safety/. TATs identify and assess every potential threat and manage each situation to prevent violence and mitigate harm. TATs work best when part of a district's overall Program and when implemented collectively by local school officials with members of the student body and community as a whole.

Adopting a policy that addresses targeted school violence prevention provides: (1) a way for boards to monitor that the work is being done, and (2) an opportunity for the board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Before adoption of policy 4:190, *Targeted School Violence Prevention Program*, each board may want to have a conversation with the superintendent to determine whether local conditions and resources and current practices will support full implementation of this policy and its accompanying administrative procedures. Implementation of policy 4:190, *Targeted School Violence Prevention Program*, will be most effective when it reflects local conditions and circumstances.



The following **PRESS** materials are replaced, deleted, or created:

- ~~4:170-AP7, Targeted School Violence Prevention Program – REPLACED BY 4:190-API~~
- ~~4:170-AP7, E1, Threat Assessment Decision Tree – DELETED~~
- ~~4:170-AP7, E2, Threat Assessment Documentation and Response – DELETED~~
- ~~4:170-AP7, E3, Targeted School Violence Prevention and Threat Assessment Education – REPLACED BY 4:190-AP2, E6~~
- 4:190, Targeted School Violence Prevention Program – **NEW**
- 4:190-API, Targeted School Violence Prevention Program – **REPLACES 4:170-AP7**
- 4:190-API, E1, Targeted School Violence Prevention Program Resources – **NEW**
- 4:190-AP2, Threat Assessment Team (TAT) – **NEW**
- 4:190-AP2, E1, Principles of Threat Assessment – **NEW**
- 4:190-AP2, E2, Threat Assessment Documentation – **NEW**
- 4:190-AP2, E3, Threat Assessment Key Areas and Questions; Examples – **NEW**
- 4:190-AP2, E4, Responding to Types of Threats – **NEW**
- 4:190-AP2, E5, Threat Assessment Case Management Strategies – **NEW**
- 4:190-AP2, E6, Targeted School Violence Prevention and Threat Assessment Education – **REPLACES 4:170-AP7, E3**

Prevailing Wage Act & Employment

Employment-related laws passed during the 100th General Assembly's veto session that impact the **PRM** include:

1. The Prevailing Wage Act, 820 ILCS 130/, amended by P.A. 100-1177, requires the Ill. Dept. of Labor to activate an electronic database for certified payrolls by April 1, 2020. At that time, contractors participating in public works will submit certified payrolls only to that database.
2. The Equal Pay Act of 2003, 820 ILCS 112/, amended by P.A. 100-1140, prohibits the payment of wages to an African-American at a rate less than the rate paid to a non-African-American for the same or substantially similar work, unless one of the four exceptions applies.
3. The Service Member Employment and Reemployment Rights Act, 330 ILCS 61/, added by P.A. 100-1101, consolidates and clarifies existing State employment rights and protections for service member employees.

The following **PRESS** materials are updated:

- 2:250, Access to District Public Records
- 4:60-E, Notice to Contractors
- 4:150, Facility Management and Building Programs
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:250, Leaves of Absence
- 5:330, Sick Days, Vacation, Holidays, and Leaves

PRESS Terminology

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

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

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

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

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

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

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

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

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

Accountability & Assessment

School accountability and assessment laws passed during the 100th General Assembly's veto session that impact the PRM include:

1. 105 ILCS 5/2-3.153, amended by P.A. 100-1046, requires that school climate surveys be administered annually (instead of biennially) to students in grades 4 through 12 (instead of 6 through 12).
2. 105 ILCS 5/2-3.25a, amended by P.A. 100-1046, revises the system of standards for school districts and schools and provides that accountability measures shall be outlined in the Ill. State Board of Education's State Plan

submitted to the U.S. Dept. of Education under the Every Student Succeeds Act.

3. 105 ILCS 5/10-29(a), amended by P.A. 100-1046, contains amended criteria for remote educational programs that must be addressed in school board policy.
4. 105 ILCS 5/10-17a, amended by P.A.s 100-807 and 100-1121, adds a school district's administrative costs and Ill. Youth Survey participation to each school's State report card.

The following **PRESS** materials are updated:

- 6:15, School Accountability
- 6:185, Remote Educational Program

Miscellaneous

The following **PRESS** materials are updated due to miscellaneous legislative, administrative rule, clean-up, and/or continuous improvement changes. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 7. The following **PRESS** materials are included in this catch-all bundle:

- 2:170-AP, Qualification Based Selection

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 4:30, Revenue and Investments
- 4:40-AP, Preparing and Updating Disclosures
- 4:110, Transportation
- 7:190-AP3, Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 7.

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

- 2:20, Powers and Duties of School Board; Indemnification
- 2:40, Board Member Qualifications
- 2:50, Board Member Term of Office
- 2:60, Board Member Removal from Office
- 2:250-E1, Written Request for District Public Records
- 4:100, Insurance Management
- 4:110-AP1, School Bus Post-Accident Checklist
- 4:110-AP3, School Bus Safety Rules
- 4:110-E, Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses
- 4:160, Environmental Quality of Buildings and Grounds
- 4:160-AP, Environmental Quality of Buildings and Grounds

- 4:170-AP2, E2, Letter to Parents/Guardians Regarding ~~Educational Programs About~~ the Dangers of Underage Drinking – **RENAMED**
- 4:170-AP2, E3, Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers
- 4:170-AP2, E4, Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting
- 4:170-AP6, Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED
- 4:170-AP6, E2, Notification to Staff and Parents/Guardians of CPR and AED Video
- 4:170-AP8, Moveable Soccer Goal Safety
- 4:175-AP1, E1, Informing Parents/Guardians About Offender Community Notification Laws
- 6:65, Student Social and Emotional Development
- 7:185, Teen Dating Violence Prohibited
- 8:95, Parental Involvement

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

Progress Report – The contents of this table frequently change.

Topics	Our Response
<p>Title IX Proposed Rules</p> <p>The U.S. Dept. of Education proposed revised regulations implementing Title IX of the Education Amendments Act of 1972 (Title IX) and accepted public comment on them through January 31, 2019 and again for one extra day, on February 15, 2019. Those comments are currently under review but there is no deadline by which the proposed regulations must be finalized.</p>	<p>No PRESS materials are affected at this time. We will monitor the situation and update materials when necessary.</p>
<p>New Federal Lunch Regulations</p> <p>Effective February 11, 2019, the U.S. Dept. of Agriculture adopted a final rule. 83 Fed. Reg. 63775. The rule codifies, with some extensions, flexibilities for school districts in menu planning for milk, whole grains, and sodium.</p>	<p>No PRESS materials are affected.</p>
<p>Teachers’ Retirement System (TRS) Rules on 3% Salary Cap</p> <p>To retain grandfather status, districts must submit all grandfathered employment contracts and collective bargaining agreements (CBAs) to TRS through its online portal by March 29, 2019. On February 4, 2019, TRS activated its new CBA/Contract Collection Portal within the Employer Access Area of the TRS website. This new portal has been established to help TRS and employers administer P.A. 100-0587, which may affect the amount of employer contributions paid to TRS.</p> <p>Note: Employees covered by grandfathered retirement policies also need to be identified through the portal. According to TRS, “[i]f the required information is not received by TRS, any year-over-year salary increases in the 2018-19 and future years will be subject to the 3 [%] threshold.” For more information, see the TRS Employer Bulletin 19-12 at: https://www.trsil.org/sites/default/files/documents/1912.pdf.</p>	<p>No PRESS materials are affected.</p>
<p>Illinois Minimum Wage Increase</p> <p>The Minimum Wage Law, 820 ILCS 105/, was amended by P.A. 101-1. Effective July 1, 2020, the State minimum wage rate for employees over the age of 18 will begin to increase until it reaches \$15 per hour for 2025. Under the new law, small employers with 50 or fewer full-time employees will be eligible to claim a tax credit for a percentage of the wage increase, which will gradually phase out by the end of 2025. The new increases will impact the wages and collective bargaining agreements in some districts. Districts may want to consult their board attorneys about the bargaining implications arising from this law.</p>	<p>No PRESS materials are affected.</p>
<p>ISBE Guidance on Instructional Day</p> <p>In November 2018, ISBE issued guidance regarding the flexible definition of an instructional day due to the repeal of the five-clock-hour requirement previously in 105 ILCS 5/18-8.05. Since then, legislation has been introduced in the 101st General Assembly to re-establish the five clock hour requirement.</p>	<p>No PRESS materials are affected at this time. We will monitor the situation, collaborate with ISBE, and update if necessary.</p>
<p>FLSA Overtime Rules</p> <p>In 2017, the U.S. Dept. of Labor sought input on existing rules for overtime exemptions. In the fall of 2018, the Trump Administration announced it intends to issue proposed rules in March 2019 “to determine the appropriate salary level for exemption of executive, administrative and professional employees.”</p>	<p>No PRESS materials are affected at this time. We will continue to monitor.</p>

Progress Report *continued* – The contents of this table frequently change.

Topics	Our Response
<p>Reducing the Risk of Skin Cancer and Excessive UV Exposure in Children Act</p> <p>The Risk of Skin Cancer and Excessive UV Exposure in Children Act, 410 ILCS 270/1, added by P.A. 100-1176, permits students to possess and use FDA-approved topical sunscreens on school property and at school-sponsored events and activities without a doctor’s note or prescription. The Act also provides that beginning with the 2019-2020 school year, a school district may include a unit of instruction on skin cancer prevention in its curriculum.</p>	<p>The footnotes in 6:60, <i>Curriculum Content</i>, will be updated in Issue 101 to include an option for instruction on skin cancer prevention.</p>
<p>IDPH Certificate of Child Health Examination Form</p> <p>The IDPH Social and Emotional Learning Stakeholder group began meeting in March 2018 to review changes to the IDPH Certificate of Child Health Examination Form and develop the rules required by 105 ILCS 5/27-8.1, amended by P.A. 99-927, that will require that health examinations to contain age-appropriate developmental and age-appropriate social and emotional screenings. The IDPH anticipates this process will take 12-18 months, and the law’s requirements will not be implemented until at least the 2019-2020 school year.</p>	<p>We will address any required changes once the IDPH Certificate of Child Health Examination Form is updated and IDPH rules are established, in approximately 12-18 months.</p>

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:20, Powers and Duties of the School Board; Indemnification	The policy and Legal References are updated in response to a five-year review. The word discipline is replaced with behavior to align with SB 100 changes in the PRM . Legal References include minor continuous improvement style changes. Footnotes are also updated to reflect changes in laws over the past five years.	<input type="checkbox"/>
2:40, Board Member Qualifications	The policy is unchanged. Footnotes are updated for continuous improvement.	<input type="checkbox"/>
2:50, Board Member Term of Office	The policy is unchanged. Footnotes are updated for continuous improvement.	<input type="checkbox"/>
2:60, Board Member Removal from Office	The policy is unchanged. Footnotes are updated for continuous improvement.	<input type="checkbox"/>
2:170-AP, Qualification Based Selection	The procedure is updated in response to an amendment to the Local Government Professional Services Selection Act, 50 ILCS 510/, amended by P.A. 100-968. It increases the threshold dollar amount at which a district can modify procedures in selecting a professional services firm. Other minor style changes are also made.	<input type="checkbox"/>
2:250, Access to District Public Records	The policy is unchanged. Footnotes are updated to incorporate: <ol style="list-style-type: none"> 1. Prevailing Wage Act, 820 ILCS 130/5, amended by P.A. 100-1177, changing the recordkeeping requirements for certified payrolls. 2. Minor Continuous improvement changes. 	<input type="checkbox"/>
2:250-E1, Written Request for District Public Records	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to 105 ILCS 5/10-17, amended by P.A.s 100-801 and 100-1121 (adding new types of data to the school report card). Footnotes are updated for continuous improvement.	<input type="checkbox"/>
4:30, Revenue and Investments	The policy and footnotes are updated in response to an amendment to the Public Funds Investment Act, 30 ILCS 235/, amended by P.A. 100-752. Footnotes are also updated to provide information about the Investment of Municipal Funds Act and for continuous improvement.	<input type="checkbox"/>
4:40-AP, Preparing and Updating Disclosures	The procedure is updated in response to 17 C.F.R. §240.15c2-12, amended by 83 Fed. Reg. 44741 (Securities and Exchange Commission rule establishing municipal securities disclosure obligations).	<input type="checkbox"/>
4:60-E, Notice to Contractors	The exhibit is updated for the reasons discussed in policy 2:250, <i>Access to District Public Records</i> , above, and for minor style changes.	<input type="checkbox"/>
4:100, Insurance Management	The policy, footnotes, and Legal References are updated. Minor style updates are made to the policy. The footnotes are updated with minor continuous improvements. A correction and minor style updates are made to the Legal References.	<input type="checkbox"/>
4:110, Transportation	The policy and footnotes are updated to incorporate an amendment to 105 ILCS 29-3, amended by P.A. 100-1142 (expanding the definition of serious safety hazard to include a course or pattern of criminal activity). The footnotes are also updated for continuous improvement. Corrections are made to Legal References.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

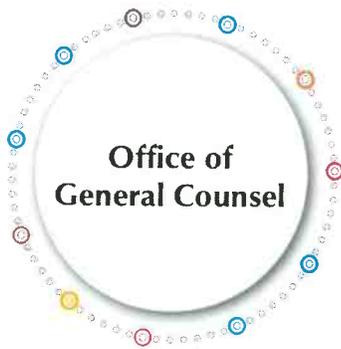
4:110-AP1, School Bus Post-Accident Checklist	The procedure is updated to align with the Illinois Professional School Bus Driver Training Curriculum and for other minor style changes.	<input type="checkbox"/>
4:110-AP3, School Bus Safety Rules	The procedure is updated with continuous improvement changes.	<input type="checkbox"/>
4:110-E, Emergency Medical Information for Students Having Special Needs or Medical Conditions who Ride School Buses	The exhibit is updated with a minor style change.	<input type="checkbox"/>
4:150, Facility Management and Building Programs	The policy, footnotes and Legal References are updated. Continuous improvement updates are made to the policy and footnotes to incorporate the 10-year life safety survey requirement for school buildings. The footnotes are also updated in response to an amendment to the Prevailing Wage Act, 820 ILCS 130/, amended by P.A. 100-1177, and for minor continuous improvements. Legal References are updated to reflect renumbering of a legal citation.	<input type="checkbox"/>
4:160, Environmental Quality of Buildings and Grounds	The policy is unchanged. The footnotes are updated for minor style changes and continuous improvement. The Legal References are updated to reflect renumbering of a citation and for minor style changes.	<input type="checkbox"/>
4:160-AP, Environmental Quality of Buildings and Grounds	The procedure and Legal References are updated for minor continuous improvements and style changes. The Legal References are also updated with a citation.	<input type="checkbox"/>
4:170-AP2, E1, Letter to Parents/Guardians Regarding Student Safety	The exhibit and its footnote are updated for minor continuous improvements.	<input type="checkbox"/>
4:170-AP2, E2, Letter to Parents/Guardians Regarding Educational Programs About the Dangers of Underage Drinking	RENAMED. The exhibit is updated for continuous improvement in response to a five-year review.	<input type="checkbox"/>
4:170-AP2, E3, Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers	The exhibit is updated for continuous improvement in response to a five-year review.	<input type="checkbox"/>
4:170-AP2, E4, Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting	The exhibit is updated for continuous improvement in response to a five-year review.	<input type="checkbox"/>
4:170-AP6, Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED	The procedure and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
4:170-AP6, E2, Notification to Staff and Parents/Guardians of CPR and AED Video	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

4:170-AP7, Targeted School Violence Prevention Program	REPLACED BY 4:190-AP1. See policy 4:190, <i>Targeted School Violence Prevention Program</i> , and administrative procedure 4:190-AP1, <i>Targeted School Violence Prevention Program</i> , below, for more discussion.	<input type="checkbox"/>
4:170-AP7, E1, Threat Assessment Decision Tree	DELETED. See the discussion in policy 4:190, <i>Targeted School Violence Prevention Program</i> , and administrative procedure 4:190-AP2, <i>Threat Assessment Team (TAT)</i> , below.	<input type="checkbox"/>
4:170-AP7, E2, Threat Assessment Documentation and Response	DELETED. See the discussion in policy 4:190, <i>Targeted School Violence Prevention Program</i> , and exhibit 4:190-AP2, E2, <i>Threat Assessment Documentation</i> , below.	<input type="checkbox"/>
4:170-AP7-E3, Targeted School Violence Prevention and Threat Assessment Education	REPLACED BY 4:190-AP2, E6. See the discussion in policy 4:190, <i>Targeted School Violence Prevention Program</i> , and exhibit 4:190-AP2, E6, <i>Targeted School Violence Prevention and Threat Assessment Education</i> , below.	<input type="checkbox"/>
4:170-AP8, Movable Soccer Goal Safety	The procedure and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
4:175-AP1, E1, Informing Parents/Guardians About Offender Community Notification Laws	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:190, Targeted School Violence Prevention Program	NEW. The policy is created in response to Recommendation #1 of the <i>Recommendations of the Illinois Terrorism Task Force School Safety Working Group</i> . It contains research-based best practices from <i>Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines</i> .	<input type="checkbox"/>
4:190-AP1, Targeted School Violence Prevention Program	REPLACES 4:170-AP7, Targeted School Violence Prevention Program. The procedure is updated with adaptations from <i>Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines</i> to implement policy 4:190, <i>Targeted School Violence Prevention Program</i> , above.	<input type="checkbox"/>
4:190-AP1, E1, Targeted School Violence Prevention Program Resources	NEW. The exhibit lists resources related to developing a Targeted School Violence Prevention Program.	<input type="checkbox"/>
4:190-AP2, Threat Assessment Team (TAT)	NEW. The procedure is adapted from <i>Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines</i> . It implements TATs and should be customized to each TAT's building-specific needs.	<input type="checkbox"/>
4:190-AP2, E1, Principles of Threat Assessment	NEW. The exhibit is adapted from <i>Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines</i> . It is a resource to educate TAT members about assumptions and principles underlying behavioral threat assessment.	<input type="checkbox"/>
4:190-AP2, E2, Threat Assessment Documentation	NEW. The exhibit is adapted from <i>Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines</i> . It provides a link to the Virginia Center for School and Campus Safety model <i>Threat Assessment Triage and Assessment Form</i> , designed to help TATs document their threat assessment and case management activities.	<input type="checkbox"/>
4:190-AP2, E3, Threat Assessment Key Areas and Questions; Examples	NEW. The exhibit is adapted from <i>Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines</i> . It provides example questions for TAT members to ask when assessing threats.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits – *continued*

4:190-AP2, E4, Responding to Types of Threats	NEW. The exhibit is adapted from <i>Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines</i> . It provides research-based appropriate responses to each threat level.	<input type="checkbox"/>
4:190-AP2, E5, Threat Assessment Case Management Strategies	NEW. The exhibit is adapted from <i>Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines</i> . It provides research-based case management strategies for TAT use when developing a case management plan in response to a threat.	<input type="checkbox"/>
4:190-AP2, E6, Targeted School Violence Prevention and Threat Assessment Education	REPLACES 4:170-AP7, E3, Targeted School Violence Prevention and Threat Assessment Education. The exhibit is updated with adaptations from <i>Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines</i> .	<input type="checkbox"/>
5:10, Equal Employment Opportunity and Minority Recruitment	The policy is unchanged. Footnotes are updated in response to: 1. Equal Pay Act of 2003, 820 ILCS 112/, amended by P.A. 100-1140 (prohibiting pay discrimination against African-Americans). 2. Other minor continuous improvement and style updates.	<input type="checkbox"/>
5:250, Leaves of Absence	The policy is updated in response to 105 ILCS 5/24-6, amended by P.A. 100-513 (added the term <i>registered to advanced practice registered nurse</i>), and for minor style changes. A footnote is updated in response to the Service Member Employment and Reemployment Rights Act, 330 ILCS 61/, added by P.A. 100-1101. Other minor continuous improvements are made to the footnotes. The Cross References are updated with a minor style change.	<input type="checkbox"/>
5:330, Sick Days, Vacation, Holidays, and Leaves	The policy and footnotes are updated for the reasons discussed in 5:250, <i>Leaves of Absence</i> , above, and for minor style changes. The Legal References and Cross References are updated with minor style changes.	<input type="checkbox"/>
6:15, School Accountability	The policy and footnotes are updated in response to 105 ILCS 5/2-3.153, amended by P.A. 100-1046, requiring that school climate surveys be administered annually (instead of biennially). The footnotes and Legal References are also updated due to the deletion of 105 ILCS 5/2-3.25d by P.A. 100-1046. Additional continuous improvement updates are made throughout.	<input type="checkbox"/>
6:65, Student Social and Emotional Development	The policy is unchanged. The footnotes are updated throughout in response to a five-year review with minor continuous improvements.	<input type="checkbox"/>
6:185, Remote Educational Program	The policy and footnotes are updated in response to 105 ILCS 5/10-29(a)(1)(E), amended by P.A. 100-1046 (required clock hours in a school day do not exist anymore). Other footnote updates are also made for continuous improvement.	<input type="checkbox"/>
7:185, Teen Dating Violence Prohibited	The policy is unchanged. The footnotes are updated with minor continuous improvement and style changes.	<input type="checkbox"/>
7:190-AP3, Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students	The procedure is updated in response to: 1. 705 ILCS 405/1-7(A)(8), amended by P.A. 100-1162 (defining <i>juvenile law enforcement records</i>). 2. New PRESS sample policy, 4:190, <i>Targeted School Violence Prevention Program</i> . 3. Minor style changes. Cross References are updated to incorporate 4:190, <i>Targeted School Violence Prevention Program</i> , and administrative procedure reference to 7:150-AP, <i>Agency and Police Interviews</i> is added.	<input type="checkbox"/>
8:95, Parental Involvement	The policy's administrative procedure reference is updated to reflect the renumbering of an administrative procedure. The footnotes are updated with minor continuous improvement and style changes.	<input type="checkbox"/>



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



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Document Status: Draft Update

BOARD OF EDUCATION

2:20 Powers and Duties of the Board of Education; Indemnification

The major powers and duties of the Board of Education include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student **behavior discipline** **PRESSPlus1** policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to [105 ILCS 5/10-22.34](#), [10-22.34a](#) and [10-22.34b](#)), mentors of certified staff (pursuant to [105 ILCS 5/2-3.53a](#), [2-3.53b](#), and [105 ILCS 5/21A-5 et seq.](#)), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.:

105 ILCS [5/2-3.25d](#), 5/10, 5/17-1, and 5/27-1.

115 ILCS 5/, [Illinois. Educational Labor Relations Act.](#)

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

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: December 10, 2014

PRESSPlus Comments

PRESSPlus 1. Updated in response to a 5-year review to align with SB 100. **Issue 100, February/March 2019**

Document Status: 5-Year-Review - Needs Review

BOARD OF EDUCATION

2:40 Board Member Qualifications

A Board of Education member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office and certain types of State or federal employment. A child sex offender, as defined in State law, is ineligible for Board of Education membership.

LEGAL REF.:

[Ill. Constitution, Art. 2, ¶ 1](#); [Art. 4, ¶ 2\(e\)](#); [Art. 6, ¶ 13\(b\)](#).

[105 ILCS 5/10-3](#) and [5/10-10](#).

CROSS REF.: 2:30 (Board of Education Elections), 2:70 (Vacancies on the Board of Education - Filling Vacancies)

~~ADOPTED: February 13, 2013~~

Document Status: 5-Year-Review - Needs Review

BOARD OF EDUCATION

2:50 Board Member Term of Office

The term of office for a Board of Education member begins immediately after both of the following occur:

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.

The term ends 4 years later when the successor assumes office.

LEGAL REF.:

[10 ILCS 5/2A-1.1](#), [5/22-17](#), and [5/22-18](#).

[105 ILCS 5/10-10](#), [5/10-16](#), and [5/10-16.5](#).

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of Education Meeting)

ADOPTED: February 13, 2013

Document Status: 5-Year-Review - Needs Review

BOARD OF EDUCATION

2:60 Board Member Removal from Office

If a majority of the Board of Education determines that a Board member has willfully failed to perform his or her official duties, it may request the appropriate Intermediate Service Center to remove such member from office.

LEGAL REF.:

[105 ILCS 5/3-15.5.](#)

CROSS REF.: 2:70 (Vacancies on the Board of Education - Filling Vacancies)

~~ADOPTED: February 13, 2013~~

Document Status: 5-Year-Review - Needs Review

OPERATIONAL SERVICES

4:30 Revenue and Investments

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the School District's investment activities are:

1. **Safety of Principal** - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. **Liquidity** - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. **Rate of Return** - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. **Diversification** - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest any District funds in any investment as authorized in [30 ILCS 235/2](#) and Acts amendatory thereto.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last 2 sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;

4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, [30 ILCS 235/](#). The Superintendent or designee shall keep the Board informed of collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3 Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.:

[30 ILCS 235/](#).

[105 ILCS 5/8-7](#), [5/10-22.44](#), [5/17-1](#), and [5/17-11](#).

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: February 13, 2013

Document Status: Draft Update

OPERATIONAL SERVICES

4:100 Insurance Management

The Superintendent shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including 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 any mentoring services provided to the District's certified staff members; Board of Education members; employees; volunteer personnel authorized by [105 ILCS 5/10-22.34](#), [5/10-22.34a](#), and [5/10-22.34b](#); mentors of certified staff members authorized in [105 ILCS 5/21A-5](#) *et seq.* (new teacher), [105 ILCS 5/2-3.53a](#) (new principal), and [2-3.53b](#) (new superintendents); and student teachers.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parent(s)/guardian(s) and the company.

LEGAL REF.: [PRESSPlus1](#)

Consolidated Omnibus Budget Reconciliation Act, Pub. L. 99-272, [§10001](#), 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 *et seq.*

[105 ILCS 5/10-20.20](#), [5/10-22.3](#), [5/10-22.3a](#), [5/10-22.3b](#), [5/10-22.3f](#), [5/10-22.34](#), [5/10-22.34a](#), and [5/10-22.34b](#).

215 ILCS 5/, [Ill. Insurance Code](#).

750 ILCS 75/, [Ill. Religious Freedom Protection and Civil Union Act](#).

820 ILCS 305/, [Workers' Compensation Act](#).

[ADOPTED: August 13, 2014](#)

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated with a correction and minor style updates. **Issue 100, February/March 2019**

Document Status: Draft Update

OPERATIONAL SERVICES

4:110 Transportation

The District shall make available free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing, ~~and adequate public transportation is not available.~~ or (b) a *course or pattern of criminal activity*, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/.^{PRESSPlus1} A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip or cellular radio telecommunication device and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.:

20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act, ~~20 U.S.C. §6312(c)(5)(B).~~

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act, ~~42 U.S.C. §11431 et seq.~~

105 ILCS 5/10-22.22 and 5/29-1 et seq.

105 ILCS 45/1-15 and /1-17.

625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, ~~5/12-813~~, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.

23 Ill.Admin.Code §§1.510 and 226.750; Part 120.

92 Ill.Admin.Code ~~§Part 440-3~~.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

~~ADOPTED: February 14, 2018~~

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate an amendment to 105 ILCS 5/29-3, amended by P.A. 100-1142. The Ill. Streetgang Terrorism Omnibus Prevention Act defines *course or pattern of criminal activity* as two or more gang-related criminal offenses committed in whole or in part within Illinois when: (1) one or more of the offenses was committed after 1-1-93, (2) both offenses were committed within five years of each other; and (3) at least one offense involved a felony or forcible felony under the Ill. Criminal Code of 1961 or 2012. 740 ILCS 147/10. It also includes criminal defacement of property that includes a streetgang sign or symbol. Id. The determination as to what constitutes a *serious safety hazard* due to a *course or pattern of criminal activity* under 105 ILCS 5/29-3 is made by the board, in accordance with guidelines determined by local law enforcement, in consultation with the State Superintendent of Education. **Issue 100, February/March 2019**

Document Status: Draft Update

OPERATIONAL SERVICES

4:150 Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable Board of Education policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the appropriate Intermediate Service Center and State Fire Marshal or designee, ~~and~~ (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code. [PRESSPlus1](#)

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$5,000, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the ~~Ill. Illinois~~ State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.:

[42 U.S.C. §12101](#) et seq., Americans with Disabilities Act of 1990, implemented by [28 C.F.R. Parts 35](#) and [36](#).

[20 ILCS 3130/](#), Green Buildings Act.

105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.6360 (P.A. 100-163, final citation pending), and 5/17-2.11.

[105 ILCS 140/](#), Green Cleaning Schools Act.

[105 ILCS 230/](#), School Construction Law.

[410 ILCS 25/](#), Environmental Barriers Act.

[820 ILCS 130/](#), Prevailing Wage Act.

[23 Ill.Admin.Code Part 151](#), School Construction Program; [Part 180](#), Health/Life Safety Code for Public Schools; and [Part 2800](#), Green Cleaning for Elementary and Secondary Schools.

[71 Ill.Admin.Code Part 400](#), Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: February 14, 2018

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement to incorporate the 10-year life safety survey requirement for school buildings. 105 ILCS 5/2-3.12 and 23 Ill.Admin.Code Part 180 contain the school building code and Health/Life and Safety Code for Public Schools (HLS Code), respectively. The board must hire a licensed architect or engineer to conduct a decennial inspection of its school buildings and produce a 10-year safety survey report, which is submitted to the Regional Superintendent (ROE) or Intermediate Service Center (ISC) and the State Superintendent for approval. The board must also report to the ROE or ISC annually on its completion of the report recommendations to comply with the HLS Code. See the Health Life Safety Handbook at www.isbe.net/Pages/Health-and-Life-Safety.aspx for more information about the safety survey process. **Issue 100, February/March 2019**

Document Status: Draft Update

OPERATIONAL SERVICES

4:160 Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, [225 ILCS 235/](#), and the Lawn Care Products Application and Notice Act, [415 ILCS 65/](#).

The Superintendent shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

LEGAL REF.:

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.~~300(e).700(b).~~ [PRESSPlus1](#)

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

105 ILCS 5/10-20.17a; 5/10-20.48-~~135/; and.~~

[105 ILCS 135/](#), Toxic Art Supplies in Schools Act.

[105 ILCS 140/](#), Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)

23 Ill.Admin.Code §1.330-~~Toxic Materials Training.~~

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

~~ADOPTED: August 13, 2014~~

PRESSPlus Comments

PRESSPlus 1. The prior citation was repealed and renumbered. **Issue 100, February/March 2019**

Document Status: Draft Update - New

4:190 Targeted School Violence Prevention Program

New/Unpublished Section

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. [PRESSPlus1](#) Providing students and staff with access to a safe and secure District environment is an important Board goal. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program) using the collective efforts of local school officials, staff, students, families, and the community helps the District reduce these risks to its environment.

The Superintendent or designee shall develop and implement the Program. [PRESSPlus2](#) The Program oversees the maintenance of a District environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s). [PRESSPlus3](#)
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Comply with State and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within the District, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, District staff, or visitors. [PRESSPlus4](#)

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/27-23.7.

105 ILCS 128/, School Safety Drill Act.

745 ILCS 10/, Local Governmental and Governmental Employees Tort Immunity Act.

29 Ill.Admin.Code Part 1500.

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 7:140 (Search and Seizure), 6:270 (Guidance and Counseling Program), 7:150 (Agency and Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

PRESSPlus Comments

PRESSPlus 1. This policy is optional. It contains items from *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, Second Edition (August 2016), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services, at: www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/threat-assessment-model-policies-procedures-and-guidelinespdf.pdf. *Threat Assessment in Virginia Public Schools* is based upon a synthesis of established research and recognized standards of practice regarding threat assessment and management in school and workplace settings, including *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*, a 2002 publication of the U.S. Secret Service and the U.S. Dept. of Education, at: www.secretservice.gov/data/protection/ntac/ssi_guide.pdf.

Boards are authorized to adopt a policy on targeted school violence prevention programs even though State and federal law provide little guidance. Adopting a policy that addresses targeted school violence prevention provides (a) a way for boards to monitor that it is being done, and (b) an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject.

Before adoption of this policy, each board may want to have a conversation with the superintendent to determine whether local

conditions and resources and current practices will support full implementation of this policy and its accompanying administrative procedures. Its goals and program will be most effective when they reflect local conditions and circumstances. Please see the Issue 100 PRESS Update Memo for more information and for a complete listing of the accompanying sample procedures and exhibits for this policy. **Issue 100, February/March 2019**

PRESSPlus 2. Ensuring school safety begins with establishing a comprehensive targeted school violence prevention program, which “includes forming a multidisciplinary threat assessment team, establishing central reporting mechanisms, identifying behaviors of concern, defining the threshold for law enforcement intervention, identifying risk management strategies, promoting safe school climates, and providing training to stakeholders.” *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*, published by the U.S. Secret Service, at: www.dhs.gov/sites/default/files/publications/18_0711_USSS_NTAC-Enhancing-School-Safety-Guide.pdf. **Issue 100, February/March 2019**

PRESSPlus 3. The establishment of threat assessment teams in K-12 public schools is Recommendation #1 of the *Recommendations of the Illinois Terrorism Task Force School Safety Working Group*, presented to the Office of the Governor on 4-5-18, at: www.iasb.com/safety/. Illinois higher education institutions have required threat assessment teams since the passage of the Campus Security Enhancement Act of 2008 (110 ILCS 12/20(b)(2), eff. 1-1-09) in response to the shootings that took place at Virginia Polytechnic Institute and State University on 4-16-07 and Northern Illinois University on 2-14-08. **Issue 100, February/March 2019**

PRESSPlus 4. **Consult the board attorney for guidance concerning liability in this area.** Except for cases of willful and wanton conduct, the Local Governmental and Governmental Employees Tort Immunity Act (TIA) likely protects districts from liability for failure to properly identify and/or respond to a student’s behavior that results in injury or suicide. See 745 ILCS 10/3-108 and *Grant v. Board of Trustees of Valley View School Dist. No. 365-U*, 286 Ill.App.3d 642 (3rd Dist. 1997). Every situation is fact specific, and the issues require careful evaluation. A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its board attorney, to minimize liability, such as adding limiting phrases and ensuring other policies are followed.

In addition to the TIA, school officials and districts may also be entitled to qualified immunity in civil rights lawsuits that seek to hold them liable for a suicide. For further discussion, see f/n 13 in policy 7:290, *Suicide and Depression Awareness and Prevention*. **Issue 100, February/March 2019**

Document Status: Draft Update

Educational Support Personnel

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

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

Sick and Bereavement Leave, Association Leave, Other Extended Leaves of Absence, Unpaid Leaves of Absence

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

Parental Leave

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

Sick [PRESSPlus1](#) and Bereavement Leave

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

For employees not covered by a current applicable bargaining agreement:

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees who work at least half-time are entitled to sick days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

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

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered [PRESSPlus2](#) nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation

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

For employees not covered by a current applicable bargaining agreement:

Twelve-month educational support professionals who are not members of the bargaining unit shall be entitled to paid vacation as follows:

<u>Length of Employment</u>	<u>Duration of Vacation</u>
From: Beginning July 1 of	
Years 1-4	10 Days
Year 5-9	15 Days
Years 10+	20 Days

Part-time twelve-month educational support professionals will receive a pre-rated allocation of vacation leave based upon

the percentage of time they work. The educational support professional must have the authorization of the immediate supervisor prior to taking vacation leave. Vacation leave in excess of ten consecutive days requires the approval of the Superintendent.

Educational support professionals may carry over unused vacation days for use during the subsequent fiscal year July 1 - June 30. Unused vacation days from the current year which are not used in the next fiscal year will be forfeited; they do not accumulate.

In accordance with law, the Board will compensate the educational support professional for any unused vacation days upon termination of service to the district. The compensation will be at the salary rate prevailing at termination.

Holidays

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

For employees not covered by a current applicable bargaining agreement:

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

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

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

Twelve-Month Employee Leave

Twelve-month educational support professionals who are not members of the bargaining unit will be annually entitled to fifteen (15) days of paid sick leave, three (3) days of personal leave and three (3) bereavement days. Annual unused sick leave and personal days will be added to the employee's accumulated total of paid sick leave; there will be no limit on the accumulated total.

Personal Leave

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

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

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

Other Leaves

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

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. **Child Bereavement Leave.** [PRESSPlus3](#)
5. Leave to serve as an election judge.

LEGAL REF.:

[20 ILCS 1805/30.1](#) *et seq.*

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

820 ILCS 147 ~~and 180/~~, **School Visitation Rights Act.**

820 ILCS 154/, **Child Bereavement Leave Act.**

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).
CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

ADOPTED: July 13, 2016

PRESSPlus Comments

PRESSPlus 1. Consult the board attorney about the Employee Sick Leave Act 820 ILCS 191/, added by P.A. 99-841, eff. 1-1-17. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave to care for an ill or injured *family member* or to attend a medical appointment with a family member. The law defines family members as a child (biological, adopted, stepchild, or legal ward), spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent (*Id.* at 191/10(b)). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury. **Issue 93, October 2016**

PRESSPlus 2. Updated in response to 105 ILCS 5/24-6, amended by P.A. 100-513. **Issue 100, February/March 2019**

PRESSPlus 3. 820 ILCS 154/, added by P.A. 99-703 requires employers to offer this unpaid leave to employees that are *eligible employees* under FMLA. (29 U.S.C. 2601 et seq.)

See the Child Bereavement Leave subhead in policy 5:250, *Professional Personnel – Leaves of Absence*, for further information. **Issue 93, October 2016**

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

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

Sick and Bereavement Leave, Association Leave, Other Extended Leaves of Absence, Unpaid Leaves of Absence

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

Parental Leave

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

Sick and Bereavement Leave

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

For employees not covered by a current applicable bargaining agreement:

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees who work at least half-time are entitled to sick days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund. Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation

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

For employees not covered by a current applicable bargaining agreement:

The Board believes that employees are granted vacation time for the purpose of enhancing the physical and mental health necessary to be fully productive and happy employees. As such, the Board encourages employees that earn vacation days to utilize those days in furtherance of a healthy life-work balance.

Twelve-month educational support professionals and other twelve-month employees who are not members of the bargaining unit and not under a written employment contract shall be entitled to paid vacation as follows:

<u>Length of Employment</u>	<u>Duration of Vacation</u>
From: Beginning July 1 of	
Years 1-4	10 days
Years 5-9	15 days
Years 10+	20 days

Although all days are available "up front" for use by the employees referenced above, the vacation days will be prorated in case of early separation from employment with the district.

From the date of eligibility for vacation days, such vacation days will be earned under the following formula:

- a. From the date of employment, vacation days are earned at a rate of 0.87 days per month to a total of 10 days per year.
- b. After 4 full years of service, vacation days are earned at a rate of 1.25 days per month to a total of 15 days per year.
- c. After 9 full years of service, vacation days are earned at a rate of 1.67 days per month to a total of 20 days per year.

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~~Part-time twelve-month educational support professionals will receive a pre-rated allocation of vacation leave based upon the percentage of time they work. The educational support professional must have the authorization of the immediate supervisor prior to taking vacation leave. Vacation leave in excess of ten consecutive days requires the approval of the Superintendent.~~

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Educational support professionals may carry over up to ten (10) earned but unused vacation days for use during the subsequent fiscal year July 1 - June 30. Unused vacation days from the current year which are not used in the next fiscal year will be forfeited; they do not accumulate.

In accordance with law, the Board will compensate the educational support professional for any [vacation time earned but](#) unused vacation days upon termination of service to the district. The compensation will be at the salary rate prevailing at termination.

Holidays

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

For employees not covered by a current applicable bargaining agreement:

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

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casmir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

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

Twelve-Month Employee Leave

Twelve-month educational support professionals who are not members of the bargaining unit will be annually entitled to fifteen (15) days of paid sick leave, three (3) days of personal leave and three (3) bereavement days. Annual unused sick leave and personal days will be added to the employee's accumulated total of paid sick leave; there will be no limit on the accumulated total.

Personal Leave

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

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

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

Other Leaves

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

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Leave to serve as an election judge.

LEGAL REF.:

[20 ILCS 1805/30.1](#) *et seq.*

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

[820 ILCS 147](#) and [180/](#).

[820 ILCS 154/](#).

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

CROSS REF.: [5:180](#) (Temporary Illness or Temporary Incapacity), [5:185](#) (Family and Medical Leave), [5:250](#) (Professional Personnel - Leaves of Absence)

ADOPTED: ~~July 13, 2016~~ [May 8, 2019](#)

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Document Status: Draft Update

INSTRUCTION

6:15 School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with [See: 105 ILCS 5/2-3.153 of the School Code](#), annually administer [at least biennially a climate survey of learning conditions](#) on the instructional environment within the school to, at minimum, students in grades [4](#) through 8 and teachers. [PRESSPlus1](#)

LEGAL REF.:

105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, [5/2-3.25d](#), 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, [5/2-3.153](#), 5/10-21.3a, and 5/27-1.

[23 Ill.Admin.Code Part 1, Subpart A](#): Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

[ADOPTED: February 8, 2017](#)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/2-3.153, amended by P.A. 100-1046, requiring that school climate surveys be administered annually rather than biennially to students in grades 4-12. **Issue 100, February/March 2019.**

Document Status: 5-Year-Review - Needs Review

INSTRUCTION

6:65 Student Social and Emotional Development

Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards to be contained in the Illinois Learning Standards. The objectives for addressing the needs of students for social and emotional development through the educational programs are to:

1. Enhance students' school readiness, academic success, and use of good citizenship skills;
2. Foster a safe, supportive learning environment where students feel respected and valued;
3. Teach social and emotional skills to all students;
4. Partner with families and the community to promote students' social and emotional development; and
5. Prevent or minimize mental health problems in students.

LEGAL REF.:

Children's Mental Health Act of 2003, [405 ILCS 49/1](#) *et seq.*

CROSS REF.: 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services)

ADOPTED: February 13, 2013

Document Status: 5-Year-Review - Needs Review

STUDENTS

7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student in grades 6-8 or who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. *7:20, Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. *7:180, Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 6 through 8, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

[105 ILCS 110/3.10.](#)

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: April 9, 2014

Document Status: 5-Year-Review - Needs Review

COMMUNITY RELATIONS

8:95 Parental Involvement

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the Board of Education on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

~~ADMIN. PROC.: 6:170-E1 (District Level Parental Involvement Compact in Title I Programs), 6:170-E2 (School Level Parental Involvement Compact in Title I Programs)~~

~~ADOPTED: February 13, 2013~~

Prospect Heights School District 23

Confidential: For Executive Session Discussion Only

Date: April 10, 2019

Title: Proposed Salary increases for Non-PHEA Employees

Contact: Don Angelaccio

Background for Salary Increases for 2019

Salary Increases as a percentage of Non-PHEA payroll	2018-19 Total Salary	Percentage Increase	Total New Salary	Total Increase
Recommended Pay Increases for non-PHEA staff including administration, but excluding Superintendent, Assistant Superintendent for Finance and Maintenance Supervisor.	\$1,962,064	3.75%	\$2,035,641	\$73,577

- Superintendent salary increases governed by contract.
- Assistant Superintendent for Finance salary removed from calculation due to resignation and replacement.
- Maintenance Supervisor salary removed from calculation due to retirement and replacement by 2 individuals and off set by reductions in purchased services.

Current PHEA Salary Contract Language for 2019-20:

Certified and Non-certified PHEA Staff Members (Non-Long Term Employee) will receive 3.75% increases; Certified and Non-certified PHEA members earning \$90,720/year (Long Term Employee) will receive an increase equal to 3.00%. ☐

PHEA educational support staff will receive 3.75%.

Proposal for 2019-20 Salary Increases:

After Board Discussion in Executive Session on March 13, 2019, you provided me direction to calculate the total pool of funds for salary increases by aligning to the PHEA contract rate of 3.75% for the 2019-20 school year. As indicated above, the total pool of new funds for salary increases at that rate would be \$73,577.

Below are tables that indicate proposed salary increases for Non-PHEA staff in non-Administrative, Administrative categories, and hourly positions. The salary rate differential is based upon a CPI Plus model, as is modeled in my contract. The base raise of CPI + 1% is not an indication of dissatisfaction or poor performance; rather, performance above and beyond expectations are recognized with incremental rate increases.

Non-PHEA/Non Administrative Positions:

Name	Description	FTE 19	FY19 Salary	%	FY20 Salary	Diff
O'Donnell, Michelle	Administrative Assistant	1	\$60,000.00	1.044	\$62,640.00	\$2,640.00
Macek, Debra A.	Payroll & Acct. Specialist	1	\$57,098.81	1.0415	\$59,468.41	\$2,369.60
Ellison, Lorrie	Business Services Specialist	1	\$50,000.00	1.0415	\$52,075.00	\$2,075.00
Bertsos, Ioannis	Network Manager	1	\$77,127.75	1.044	\$80,521.37	\$3,393.62
Reglis, Chris	Tech. Support Technician	1	\$37,500.00	1.0188	\$38,205.00	\$705.00
Pitts, Deborah L	Application & Data Manager	1	\$60,750.00	1.0415	\$63,271.13	\$2,521.13
Bratko, Tanya L	Physical Therapist	1	\$93,132.23	1.0375	\$96,624.69	\$3,492.46
Craig, Sara	Psychologist	1 (.7)	\$68,681.46 (\$48,077.02)	1.0375	\$49,879.91	\$1,802.89
Emberton, Sheena	Psychologist	1	\$65,707.99	1.0375	\$68,172.04	\$2,464.05
Grafman, Joel	Psychologist	1	\$74,708.30	1.0375	\$77,509.86	\$2,801.56

Lim, Erin	Psychologist	1	\$62,131.00	1.0375	\$64,460.91	\$2,329.91
Stocking, Christie	Occupational Therapist	1	\$73,078.39	1.0375	\$75,818.83	\$2,740.44
Walsh, Patricia	Occupational Therapist	1	\$93,456.96	1.0375	\$96,961.60	\$3,504.64
					Sub Total	\$32,840.29

Non-PHEA Administrative Positions:

Name	Description	FTE	FY19 Amount	%	FY20 Amount	Diff
Alms, Christopher	Assistant Principal	1	\$86,062.00	1.029	\$88,557.80	\$2,495.80
Curtis, Craig	Principal	1	\$114,239.36	1.029	\$117,552.30	\$3,312.94
Lambatos, Lucas	Principal	1	\$127,707.64	1.029	\$131,411.16	\$3,703.52
Meziere, Traci	Principal	1	\$111,375.60	1.039	\$115,719.25	\$4,343.65
Nystrom, Camron	Principal	1	\$121,612.50	1.034	\$125,747.33	\$4,134.83
Lebrecht, Kris	EDP Director	1	\$41,500.00	1.039	\$43,118.50	\$1,618.50
Rominski, Brian	Director of Buildings and Grounds	1	\$102,258.00	1.044	\$106,757.35	\$4,499.35
Sroka, Chrystyna	Director of Special Education	1	\$110,317.55	1.039	\$114,619.93	\$4,302.38
Stavropoulos, Maria	Director of Technology	1	\$103,295.00	1.039	\$107,323.51	\$4,028.50
Vergil, Carrie Ann	Human Resources Coordinator	1	\$64,428.00	1.039	\$66,940.69	\$2,512.69
Zaher, Amy	Assistant Superintendent	1	\$126,500.00	1.044	\$132,066.00	\$5,566.00
					Sub Total	\$40,518.17
					TOTAL	\$73,358.46

Hourly position rate increases and starting salary rates as of July 1, 2019

Name	Description	FTE	FY19 Salary	%		Diff
Broms, Michelle	Building Office Assistant	0.625	\$19.03/hr	3.75	\$19.74/hr	\$0.71/hr
Zawacki, Meredith	Building Office Assistant	0.625	\$23.36/hr	3.75	\$24.23/hr	\$0.87/hr
Engstrom, Joanne	Registrar/ Receptionist	0.40	\$18.81/hr	3.75	\$19.51/hr	\$0.70/hr
Calcagno, Frank	Porter	0.6875	\$15.25/hr	3.75	\$15.82/hr	\$0.57/hr
Library Assistants			\$18.51/hr	1.9	\$18.86/hr	\$0.35/hr
Existing EDP Supervisor (Cap @ \$14.55/hr)	EDP Supervisor		varies	1.9		
Starting Rate	EDP Supervisor/ Substitute		\$12.79/hr	0		0
Starting Rate	Lunch (Non-PHEA)		\$15.75/hr	0		0
Starting Rate	Building Office Assistant/ Part-time Program Assistant/Library Assistant		\$18.51/hr	0		0
Daily Rate	Substitute Teacher		\$110.00		\$120.00	\$10

Prospect Heights School District 23

Date: April 10, 2019

Title: Succession Planning

Contact: Don Angelaccio

We'll start with the sad reality...

Certainly not unique to District 23 or even Illinois as a State, the teacher shortage is very real and is a significant problem. Fewer and fewer high quality college students choose to pursue a degree and career in education. While we are still fortunate to draw candidates from and to the Northwest Suburban area, we do see a decreasing pool and decreasing quality of the pool. This also translates into fewer and fewer quality candidates choosing to pursue administrative and leadership positions.

Grow your own...

Our response, when faced with this stark and sad reality, is that it is even more important to participate in activities that support the development and recruitment of talent. Starting with our commitment to District 214's Educator Prep program, we provide numerous opportunities for local students to volunteer and learn from our teachers. 80% of all teachers work within 20 miles of where they grew up. Therefore, it is imperative that we support and recruit underrepresented populations including bilingual and racially diverse students to join our field. Later this month, I have been asked to speak at the D214 Educator Prep "signing day" on behalf of the partners.

Each year, we also encourage teachers and our faculty to host student teachers or interns from various universities to learn and serve in our schools. In addition to serving the field and preparing these students, these relationships provide us opportunities for early identification of candidates and recruitment. We have hired many of our past student teachers who demonstrated high performance and a great fit for our community.

We also need to support the continued professional growth of our faculty and administrators. Whether in pursuit of an advanced degree or simply to strengthen their skills, this ongoing professional development is critical to building the capacity of our employee base. Cultivating shared leadership through formal and informal

roles allows us to meet necessary “leadership” demands.

Lastly, we participate annually in different recruitment events. We have attended job fairs within our state at Eastern Illinois, U of I, Illinois State, National Louis, Olivet, Northern Illinois and the Bilingual Job Fair hosted by the Illinois Resource Center. Depending on our level of need and vacancies, as well as the schedule and availability, we select 2-3 events each year to attend. We have identified some of our best new hires through these recruitment events. With a minimal financial cost and an appropriate time and labor cost, we reap the benefit of finding outstanding candidates who serve our community well for many, many years. Further, Carrie Vergil, our HR Coordinator, researches and shares our postings with colleges and universities, especially for “specialty” positions. (e.g. Band Director, Psychologist)

Succession Planning...

Specific to our needs for succession planning, we struggle as a small organization with a limited pool. The chart below indicates the current individuals and their corresponding leadership capacities:

Name	Current Role	Endorsement(s)	Succession Option
Dr. Amy Zaher	Assistant Supt.	Admin/Supt.	Superintendent
Dr. Chrys Sroka	Director of SpEd	Admin/SpEd	
Maria Stavropoulos	Director of Tech	Admin	
Dr. Luke Lambatos	Principal	Admin/CSBO/Supt	Asst. Supt./ CSBO/Supt
Dr. Cam Nystrom	Principal	Admin/Supt.	Superintendent
Craig Curtis	Principal	Admin * Supt in 2020	
Traci Meziere	Principal	Admin * Supt in 2022	
Chris Alms	Assistant Principal	Admin	Principal
Mark Atkinson	7th Gr. Teacher	*Admin in 2019	Asst. Principal
Kristen Bearwald	7th Gr. Teacher	Admin	Asst. Principal

Nazera Chartouni	3rd Gr. Teacher	Admin	Asst. Principal
Nina Espinos	4/5th Gr. Teacher	Admin	Asst. Principal
Debbie Gardiner	1st Gr. Teacher	Admin	Asst. Principal
Sherrie Grishow	Kinder. Teacher	Admin	Asst. Principal
Ingrid Henehan	SpEd Teacher	Admin	Asst. Principal
Meghan Kevil	7th Gr. Teacher	Admin	Asst. Principal
Bob Miller	PE Teacher	Admin	Asst. Principal
Marilyn Nelson	8th Gr. Teacher	Admin	Asst. Principal
Lora Robertson	6th Gr. Teacher	Admin	Asst. Principal

Obviously, in addition to proper certification, we must consider interest, capability, and fit for the position. I believe we will continue to struggle to identify internal candidates for leadership positions, but remain committed to building a strong culture of professional development and shared leadership capacity.

DIRECTOR OF EL & BILINGUAL PROGRAMS

PURPOSE: To support the District's strategic plan through the development, placement, implementation and evaluation of programs and services for children in ELL & Bilingual Programs in conformance to District, State and Federal objectives.

QUALIFICATIONS:

1. Possess valid Illinois Professional Educator License with General Administrative Endorsement;
2. Master's Degree Preferred;
3. At least five (5) years of successful teaching, administrative, and/or supervisory experience in the area of ELL & Bilingual Programs;
4. Understanding of ELL and Bilingual education laws/regulations and best practices K-8;
5. Knowledge of exemplary instructional practices related to student achievement;
6. Ability to work collaboratively with school and district personnel to improve student achievement;
7. Ability to establish and maintain effective organizational and community relationships;
8. Demonstrated leadership skills in curriculum and instruction.

PERFORMANCE RESPONSIBILITIES:

1. Plan, design, implement, and evaluate the District's ELL & Bilingual support programs K-8;
2. Plan, design, implement, and evaluate the District's summer school program;
3. Oversee curriculum development and implementation for the District's ELL & Bilingual programs;
4. Prepare, submit, manage, and evaluate state, federal, and competitive grants as assigned;
5. Work with appropriate staff in developing, maintaining, and revising ELL & Bilingual support programs;
6. Establish targets, set goals and monitor academic progress of ELL & Bilingual programs;
7. Serve as a resource person for administrators and instructional staff in ELL and Bilingual areas;
8. Provide assistance to schools and departments in designing, scheduling and delivering appropriate support for ELL & Bilingual students;
9. Ensure that federal and state laws and regulations in the areas of ELL, Bilingual, and summer school are observed;
10. Develop and coordinate appropriate training for all staff in ELL & Bilingual areas;
11. Demonstrate the use of appropriate and effective techniques for staff, community, and parent involvement in ELL & Bilingual programming;
12. Define program needs in ELL, Bilingual and summer school areas – ensuring that fiscal resources address the needs of students;
13. Keep well informed of current educational research, best practices, trends, materials, and process in the ELL and Bilingual areas; Gather data and prepare accurate reports related to ELL, Bilingual and summer school programs.
14. Evaluate ELL, Bilingual, Global Language and summer school personnel in collaboration with building administration as assigned;
15. Oversee and assist in the development of translations for District and building documents;
16. Utilize student assessment data to evaluate and appropriately adjust ELL & Bilingual support programs;
17. Provide support to staff as it relates to communication, screenings, and programming for ELL students in the early childhood program;
18. Other duties as assigned by the Assistant Superintendent for Curriculum, Instruction, and Assessment.



GLENVIEW 34
SCHOOL DISTRICT

**JOB
DESCRIPTION**

DIRECTOR OF EL & BILINGUAL PROGRAMS

(OVER)

TERM: 12 Months

ORGANIZATIONAL RELATIONSHIP: Reports to the Asst. Superintendent for Curriculum, Instruction, and Assessment.

SUPERVISES: ELL, Bilingual, and Global Language staff as determined.

May 2016

Prospect Heights School District 23

Date: April 10, 2019

Title: Proposed Salary increases for Non-PHEA Employees

Contact: Don Angelaccio

Background for Salary Increases for 2019

Salary Increases as a percentage of Non-PHEA payroll	2018-19 Total Salary	Percentage Increase	Total New Salary	Total Increase
Recommended Pay Increases for non-PHEA staff including administration, but excluding Superintendent, Assistant Superintendent for Finance and Maintenance Supervisor.	\$1,962,064			

- Superintendent salary increases governed by contract.
- Assistant Superintendent for Finance salary removed from calculation due to resignation and replacement
- Maintenance Supervisor salary removed from calculation due to retirement and replacement by 2 individuals and off set by reductions in purchased services.

Current PHEA Salary Contract Language for 2019-20:

Certified and Non-certified PHEA Staff Members (Non-Long Term Employee) will receive 3.75% increases; Certified and Non-certified PHEA members earning \$90,720/year (Long Term Employee) will receive an increase equal to 3.00%. ☐

PHEA educational support staff will receive 3.75%.

Non-PHEA/Non Administrative Positions:

Name	Description	FTE	FY20 Salary
O'Donnell, Michelle	Administrative Assistant	1	
Macek, Debra A.	Payroll & Acct. Specialist	1	
Ellison, Lorrie	Business Services Specialist	1	
Bertsos, Ioannis	Network Manager	1	
Reglis, Chris	Tech. Support Technician	1	
Pitts, Deborah L	Application & Data Manager	1	
Bratko, Tanya L	Physical Therapist	1	
Craig, Sara	Psychologist	1	
Emberton, Sheena	Psychologist	1	
Grafman, Joel	Psychologist	1	
Lim, Erin	Psychologist	1	
Stocking, Christie	Occupational Therapist	1	
Walsh, Patricia	Occupational Therapist	1	

Non-PHEA Administrative Positions:

Name	Description	FTE	FY20 Salary
Alms, Christopher	Assistant Principal	1	
Curtis, Craig	Principal	1	
Lambatos, Lucas	Principal	1	

Meziere, Traci	Principal	1	
Nystrom, Camron	Principal	1	
Lebrecht, Kris	EDP Director	1	
Rominski, Brian	Director of Buildings and Grounds	1	
Sroka, Chrystyna	Director of Special Education	1	
Stavropoulos, Maria	Director of Technology	1	
Vergil, Carrie Ann	Human Resources Coordinator	1	
Zaher, Amy	Assistant Superintendent	1	

Hourly Employees and starting salary as of July 1, 2019

Name	Description	FTE	FY20 Salary
Broms, Michelle	Building Office Assistant	0.625	
Zawacki, Meredith	Building Office Assistant	0.625	
Engstrom, Joanne	Registrar/ Receptionist	0.40	
Calcagno, Frank	Porter		
Existing EDP Supervisor (Cap @ \$14.55/hr)	EDP Supervisor		varies
Starting Rate	EDP Supervisor/ Substitute		\$12.79/hr
Starting Rate	Lunch (Non-PHEA)		\$15.43/hr
Starting Rate	Building Office		\$18.13/hr

	Assistant/ Part-time Program Assistant		
Daily Rate	Substitute Teacher		\$120.00