

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BOARD OF EDUCATION - REGULAR MEETING
THURSDAY, AUGUST 8, 2019
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

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

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

ABSENT: No one.

ALSO PRESENT; Dr. Don Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction, and Mrs. Amy McPartlin, Business Manager.

IV. 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.

V. COMMUNICATIONS

VI. COMMITTEE REPORTS

A. BUILDING AND SITES:

Pat will report.

B. POLICY:

Kevin to report. PRESS Policy 101 recommendations are included on tonight's agenda for a 1st reading under New Business.

C. COMMUNITY RELATIONS:

Brian will report.

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

Carol will Report.

E. FINANCE:

Carol will report.

F. JOINT CONSTRUCTION OVERSIGHT:

Jim to report.

VII. CONSENT AGENDA

The consent agenda includes the minutes from the Regular Board Meeting and Executive Session on July 10, 2019 and the Personnel Report

I move to approve the Consent Agenda as presented.

A. Approval of Regular Meeting Minutes of July 10, 2019

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B. Approval of the Executive Meeting Minutes of July 10, 2019

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AGENDA

- C. Personnel Report 13
- VIII. **FINANCIAL REPORT**
- 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.**
- A. Monthly Invoices (Non-construction Items) 14
- B. Monthly Invoices (Construction Items) 51
- IX. **SUPERINTENDENT'S REPORT**
- A. District Goals Monitoring - INFORMATION 53
- Each Trimester, Administration will provide an overview of our Goals to keep the Board apprised of our progress. In addition to the visual timeline presented, the Strategic Goals, Curriculum and Program Updates, and Financial Monitoring documents are provided.**
- B. Enrollment and Staffing Update - INFORMATION 72
- Updated registration data and staffing projections will be presented. At this time, there are no recommendations for changes or additional staffing.**
- C. RDH Expert Witness Proposal - ACTION 74
- This proposal replaces the cancelled contract with Farnsworth group that was approved in July. RDH will provide the same expert analysis of our HVAC system and prepare documentation necessary for litigation.**
- I move to approve the contract with RDH as presented.**
- D. Approval for display of FY20 tentative budget, posting in newspaper and scheduling of public hearing. - ACTION 92
- Amy has prepared an overview of the tentative budget. You have been provided with the summary and supporting detail. The budget will continue to undergo minor adjustments as we finalize hiring, make insurance adjustments, salary adjustments for new hires, etc. The hearing for the final budget will be held in September. Please contact Amy or me if you have any questions.**
- I move to approve the posting of the FY 20 tentative budget, posting it in the newspaper and scheduling a public hearing for September 11, 2019 as presented.**
- E. Curriculum and Instruction Overview - PRESENTATION 105
- Dr. Zaher will present an overview of curriculum and instruction items for the 2019-20 school year. This will include a review of curriculum investigations, professional development themes, committee work, assessment schedule, and textbook/materials resources.**

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F. Census Participation - DISCUSSION

Administration is seeking direction from the Board regarding our position for participation in supporting the Census. As an educational institution, there are instructional opportunities for our students that administration supports. As a community entity, we may also participate in the Census process in a wide range of ways. Administration is open to supporting these efforts in a measured way, so as not to consume excessive time and energy.

G. Community Engagement - DISCUSSION

129

The Board will discuss opportunities for Community Engagement, including Back to School Events in August and September.

X. **RECOGNITION OF VISITOR PARTICIPATION**

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XI. **OLD BUSINESS**

A. Semi-Annual Review of Executive Session Minutes (ACTION)

Mari-Lynn reviewed the Executive Session minutes for the past six months. She is recommending the release of eight sessions.

I move that the Executive Session Minutes for January 9, February 13, March 13, April 10 (both sessions), May 8, May 29, and June 12 of 2019 be made available for public inspection, as they no longer require confidential treatment, and that Executive Session recordings over 18 months old be destroyed.

XII. **NEW BUSINESS**

A. Policy 1st Read - Discussion

PRESS Policy Vol. 101 includes DRAFT updates and 5 Year reviews. Policy Committee met on July 26 to review and provide recommendations.

- | | |
|---|-----|
| 1. 2:110 Qualifications, Term and Duties of Board Officers
Adopt as presented. | 130 |
| 2. 3:60 Administrative Responsibility of the Building Principal
5 Year Review: Adopt as presented. | 150 |
| 3. 4:90 Activity Funds
5 Year Review: Adopt as presented. | 151 |
| 4. 5:35 Compliance with the Fair Labor Standards Act
5 Year Review: Adopt as presented. | 152 |
| 5. 5:40 Communicable and Chronic Infectious Disease
5 Year Review: Adopt as presented. | 153 |
| 6. 6:40 Curriculum Development | 154 |

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Adopt as presented.	
7. 2:110 Qualifications, Term, and Duties of Board Officers	156
8. 2:140 Communications To and From the Board	158
Adopt as presented.	
9. 2:230 Public Participation at the Board of Education Meetings and Petitions to the Board	160
Adopt as presented with 30 minute minimum overall and 20 minute minimum per subject.	
10. 2:240 Board Policy Development	162
5 Year Review: Adopt as presented.	
11. 5:130 Responsibilities Concerning Internal Information	163
5 Year Review: Adopt as presented.	
12. 5:180 Temporary Illness or Temporary Incapacity	164
Adopt as presented.	
13. 5:310 Compensatory Time-Off	165
5 Year Review: Adopt as presented.	
14. 6:110 Programs for Students At Risk of Academic Failure and/or Dropping out of School	166
and Graduation Incentives Program	
5 Year Review: Adopt as presented.	
15. 6:340 Student Testing and Assessment Program	167
Adopt as presented.	
16. 7:170 Vandalism	168
5 Year Review: Adopt as presented.	

XIII. 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.

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AGENDA





PROSPECT HEIGHTS SCHOOL DISTRICT 23

MINUTES OF THE BOARD OF EDUCATION

Regular Meeting MacArthur Middle School 7:00 p.m. July 10, 2019

<p><u>Members Present</u> Jim Bednar, Board President Carol Botwinski Pat Chester Brian Greidanus Kevin Novak Gonca Paul Mari-Lynn Peters</p>	<p><u>Members Absent</u></p>
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<p><u>CALL TO ORDER</u></p>	<p>Mr. Bednar, Board President, called the meeting to order at 7:00 p.m.</p>
<p><u>PLEDGE OF ALLEGIANCE</u></p>	
<p><u>ROLL CALL</u></p>	<p>Present: Mr. Bednar, Mrs. Botwinski, Mr. Chester, Mr. Greidanus, Mr. Novak, Mrs. Paul and Mrs. Peters</p> <p>Absent: No one</p> <p>Also present: Dr. Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction, and Mrs. Amy McPartlin, Chief School Business Official.</p>
<p><u>EXECUTIVE SESSION</u></p>	<p>Mrs. Peters motioned, and Mrs. Paul seconded to move to Executive Session for the purpose of discussing ongoing litigation. We will return to open session and have action items following closed session.</p> <p>Motion carried by a vote of 7 Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.</p>
<p><u>OPEN SESSION</u></p>	<p>We returned to open session at 7:29 pm.</p>

<p><u>RECOGNITION OF VISITORS AND PARTICIPATION</u></p>	<p>No one addressed the Board.</p>
<p><u>COMMUNICATIONS</u></p>	<p>There was discussion about moving to digital correspondence instead of the current mailings. It was decided that the start of school year information will be sent digitally around August 14 2019. Two registration payment nights were planned for July, to assist families in making registration payments.</p>
<p><u>COMMITTEE REPORTS</u></p>	<p><u>BUILDING AND SITES</u> No report</p> <p><u>I.A.S.B.</u> There was discussion on parameters for reimbursement and options for vendor dinners at the Triple I Conference in November. After some discussion, it was determined that the reimbursement parameters will remain the same as last year: no reimbursement for incidentals, parking, food, or other member costs. Payment was received by IASB and hotels were assigned for the Board members as well as the Administrators. It was decided that we would attend the ARCON dinner on Friday.</p> <p><u>POLICY</u> No Report.</p> <p><u>COMMUNITY RELATIONS</u> No report.</p> <p><u>N.S.S.E.O.</u> There was a reception for the new NSSEO administrators, Brad Carter and Stacy Colgan. Mr. Lacy won the WGN Teacher of the Month contest.</p> <p>There was a presentation on the continuous improvement plan, and an update on the Miner playground project.</p> <p>They adopted some new goals for 2019-20 and presented an update on the redesign for Miner and Kirk Schools. There will be additional back to school visits for those students affected by the redesign.</p> <p>The needs assessment survey was reviewed.</p> <p><u>FINANCE</u> No report.</p>

	<p><u>NEGOTIATIONS</u> No Report.</p> <p><u>Joint Construction Committee</u> There were no change orders requiring Board or Committee action.</p>
<p><u>CONSENT AGENDA</u></p>	<p>The consent agenda included the minutes from the Regular Board Meeting and Executive Session on June 12, 2019, and Executive Session on June 12, 2019, the June personnel report, and a request for disposal of surplus equipment.</p> <p>Motioned by Mr. Novak, seconded by Mrs. Paul to approve the consent agenda as presented.</p> <p>Motion carried by a vote of 7 Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.</p>
<p><u>FINANCIAL REPORT</u></p>	<p>Mrs. McPartlin 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 Mrs. Botwinski, seconded by Mrs. Peters to approve the Financial Report as presented.</p> <p>Motion carried by a vote of 7 Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.</p>
<p><u>SUPERINTENDENT'S REPORT</u></p>	<p>Approval of Tuition Reimbursement Report</p> <p>Motioned by Mr. Novak, seconded by Mr. Greidanus to approve the tuition reimbursement report as presented.</p> <p>Motion carried by a vote of 7 Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.</p> <p>Review of Executive Session Minutes According to Board Policy 2:220, the Board must conduct a semi-annual review of Executive Session Minutes, and also review audio recordings of closed meetings to determine whether:</p> <ol style="list-style-type: none"> 1. there continues to be a need for confidentiality, or 2. the recordings no longer require confidential treatment and are available for public inspection. Additionally, after 18

months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved its destruction. The Board's past practice has been to appoint the Secretary to review these minutes in a meeting with the Superintendent and make a recommendation at the following Board meeting.

Motioned by Mr. Novak, seconded by Mrs. Paul to appoint the Secretary to conduct a semi-annual review of Executive Session Minutes and also review audio recordings of closed meetings.

Motion carried by a vote of 7 Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.

Approval of 2019-20 Stipends and Extra-Duty Allocations PHEA and BOE

Strategic Plan Goal 4.1 - Sustainable Resources: Develop a long-range financial plan that includes instruction, professional growth, technology, and facilities.

The Board reviewed stipends and allocations for PHEA and Board assigned activities.

Motioned by Mrs. Peters, seconded by Mr. Chester to approve the 2019-20 allocation of funds for PHEA and BOE Stipends and Extra-Duty assignments.

Motion carried by a vote of 7 Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.

Authorize Expert Witness Contract

Strategic Plan Goal 4.2 - Sustainable Resources: Provide spaces that support collaborative learning opportunities.

The Board discussed the need to retain an expert witness to conduct our study of HVAC performance issues as part of our ongoing litigation.

Motioned by Mrs. Peters, seconded by Mrs. Botwinski to approve the contract with Farnsworth Group in the amount of \$35,000.

Motion carried by a vote of 7 Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.

	<p>Transfer of Funds from transportation for use in litigation. Strategic Plan Goal 4.4 - Sustainable Resources: Engage stakeholders in the development of effective use of resources.</p> <p>The Board provided direction to CSBO Amy McPartlin to allocate \$100,000 from transportation fund in a set-aside fund for the purpose of litigation expenses.</p> <p>FOIA Response Legal Compliance Mr. DeBartolo responded to a Freedom of Information Act request from "Open the Books" who requested the following information:</p> <ol style="list-style-type: none"> 1. Copy of all private transportation service agreements or RFP documents for all vendors providing transportation services to the Prospect Heights School District 23 2. Yearly or contractual expenditure for private transportation services if not including with line 1.
<u>RECOGNITION OF VISITORS AND VISITOR PARTICIPATION</u>	No one addressed the Board.
<u>OLD BUSINESS</u>	None
<u>NEW BUSINESS</u>	None
<u>ADJOURN</u>	<p>Motioned by Mrs. Botwinski, seconded by Mr. Novak to adjourn the meeting at 8:19 pm.</p> <p>Motion carried by a vote of 7 Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 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 7:02 p.m. – 7:25 p.m. July 10, 2019

Members Present

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

Members Absent

ROLL CALL AND VISITORS

Superintendent Dr. Don Angelaccio; Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction; Mrs. Amy McPartlin, Chief School Business Official.

LITIGATION

Discussed HVAC litigation.

ADJOURNMENT

Motion moved by Mr. Novak and Mrs. Botwinski seconded the motion to return to Open Session at 7:25 p.m. Motion carried by a vote of 7 AYES (Mrs. Botwinski, Mrs. Paul, Mr. Greidanus, Mrs. Peters, Mr. Chester, Mr. Bednar, Mr. Novak).

Nays; 0

ABSENT: 0

Board President

Board Secretary

PERSONNEL REPORT 8/8/2019

<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>
Carrie Petrelis	School Office/Building Assistant	Cristina Jimenez	New Hire	0.625		8/5/19	Ross		\$18.86/hour
Justin Heller	Network Manager	Ioannis Bertzos	New Hire	1		7/29/19	Admin		\$75,000/year
Danielle Babich	Speech & Language Pathologist	Alyssa Hirsh	New Hire	1		8/19/19	MAC		\$51,286/year
Sandy Cary	Math Teacher	Allison Rubenstein (Dave Alexander)	New Hire	1		8/19/19	MAC		\$49,571/year
Christen Nolfi	LBS Teacher	Melissa Mariconda	New Hire	1		8/19/19	Sullivan		\$57,319/year
Ioannis Bertzos	Network Manager		Resignation	1		6/12/19	ADMIN		\$80,521/year
Alyssa Hirsh	Speech & Language Pathologist		Resignation	1		6/7/19	MAC		\$51,329/year
Allison Rubenstein	Math Teacher		Resignation	1		8/19/19	MAC		\$47,552/year
Melissa Mariconda	Special Ed. Teacher		Resignation	1		6/7/19	Sullivan		\$56,250/year
Stacey Hendricks	Art Teacher		Resignation	1		6/7/19	MAC		\$49,433/year



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

Date: August 8, 2019

Subject: Formal payment of bills from May 18, 2019 to June 9, 2019 pursuant to BOE Weekly Bill Payment Resolution Approved 5/8/2019

Prepared by: Amy McPartlin, Chief School Business Official

Pursuant to the Bill Payment Resolution for FY 2020 approved at the May 8, 2019 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 July 16, 2019 through August 13, 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 July 2019 AND the insurance benefit payments made for July 2019.

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



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

Date: August 8, 2019

Subject: Salaries and Benefits Paid July 2019

Prepared by: Amy McPartlin; Chief School Business Official

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

July 2019 Payroll and Insurance Information

PP 1 Hourly	\$23,359.75
PP 1 Salary	\$100,368.34
Total	\$123,728.09
PP 2 Hourly	\$37,424.81
PP 2 Salary	\$83,696.86
Total	\$121,121.67
Total Salaries	\$244,849.76
Insurance	\$253,910.75
Total Salary and Insurance	\$498,760.51

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

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1012

07/16/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A & J Sewer Service						
Check Group:						
MAC KITCHEN GREASE TRAP PUMPING		1	200044	58773 6/25/2019	20.5.0000.2542.319.01.0000 Professional Services	\$147.00
Check #: 0						
PO/InvoiceTotal:						\$147.00
Vendor Total:						\$147.00
A-Alert Lock And Alarm						
02654						
Check Group:						
DOOR HARDWARE REPAIR		1	200045	62719p3 6/27/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$150.00
Check #: 0						
PO/InvoiceTotal:						\$150.00
Vendor Total:						\$150.00
Air Cleaning Specialist, Inc.						
Check Group:						
HVAC FILTERS - ROSS		1	200052	182298 6/19/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$240.75
HVAC FILTERS - MAC		1	200052	182299 6/19/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$195.35
HVAC FILTERS - IKE		1	200052	182300 6/19/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$164.80
Check #: 0						
PO/InvoiceTotal:						\$600.90
Vendor Total:						\$600.90
Anderson Pest Solutions						
Check Group:						
JULY PEST CONTROL SERVICES		1	200047	5260981 7/1/2019	20.5.0000.2542.319.01.0000 Professional Services	\$220.37
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1012

07/16/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$220.37</u>
						Vendor Total: <u>\$220.37</u>
Apple Inc.						
Check Group:						
iPad Wi-Fi 32GB - Space Gray		9	200041	AA27079721 7/3/2019	10.5.0000.1110.410.01.4400 TITLE IV WHOLE CHILDSupplies	\$2,691.00
						Check #: 0
						PO/InvoiceTotal: <u>\$2,691.00</u>
						Vendor Total: <u>\$2,691.00</u>
ASCD	71829					
Check Group:						
ACSD Dues FY20		1	200065	ASCDMem.2020D A 7/12/2019	10.5.0000.2321.640.01.0000 Superintendent Dues & Fees	\$79.00
						Check #: 0
						PO/InvoiceTotal: <u>\$79.00</u>
						Vendor Total: <u>\$79.00</u>
BrainPOP	00918					
Check Group:						
School Combo 24/7 Unlimited Access to Brain POP, BrainPOP Jr. BrainPOP Espanol and BrainPOP Francais for School site (Includes home access) for 12 months. Subscriptions for usernames 3ross and sullivan school		2	200029	US190878 6/28/2019	10.5.0000.1110.316.01.0000 Elem Contracted Software Services (District)	\$5,100.00
						Check #: 0
						PO/InvoiceTotal: <u>\$5,100.00</u>
						Vendor Total: <u>\$5,100.00</u>
Brechts Database Solutions	80438					
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1012

07/16/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
EmbraceMTSS Program: MTSS-Annual Renewal:MTSS-Annual Renewal/IL EmbraceMTSS Program Subscription: 1 Year (2019-2020) School Year		1	200058	5135 6/1/2019	10.5.0000.1205.316.01.0000 Contracted Software/Websites	\$2,500.00
Check #: 0						
PO/InvoiceTotal:						\$2,500.00
Check Group:						
EmbraceIEP Program:IEP-Annual Renewal/IL Embrace IEP Projram Subscription: 1 Year (2019/2020) School Year)		1	200059	5134 6/1/2019	10.5.0000.1205.316.01.0000 Contracted Software/Websites	\$2,743.50
System Integration Services: Student Management Interface:Student Mgmt IF-Annual Renewal:SFTP (Secure File Transfer Protocol) Student Import-Renewal/IL SFTP (Secure File Transfer Protocol)Student Import: 1 Year (2019/2020 School Year)		1	200059	5134 6/1/2019	10.5.0000.1205.316.01.0000 Contracted Software/Websites	\$500.00
Check #: 0						
PO/InvoiceTotal:						\$3,243.50
Vendor Total:						\$5,743.50
BrightStar - Arlingdale Healthcare, Inc						
Check Group:						
ESY LPN - E. Trella		16.75	0	IVC4690214 6/30/2019	10.5.0000.1610.319.01.0000 Other Professional & Technical Services	\$871.00
Check #: 0						
PO/InvoiceTotal:						\$871.00
Vendor Total:						\$871.00
Cambium Learning Group						
Check Group:						
Pasaporte Lev B Stu Res PK		2	200031	2115503 6/28/2019	10.5.0000.1800.420.01.0000 Textbooks/Workbooks Bilingual	\$227.70
Pasaporte Lev D Stu Res PK		1	200031	2115503 6/28/2019	10.5.0000.1800.420.01.0000 Textbooks/Workbooks Bilingual	\$99.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1012

07/16/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$326.70</u>
						Vendor Total: <u>\$326.70</u>
Discovery Benefits						
Check Group:						
FSA Monthly - June 2019		25	0	1031314-IN 6/30/2019	10.5.0000.2520.319.01.0000 Professional Services	\$106.25
Check #: 0						
						PO/InvoiceTotal: <u>\$106.25</u>
						Vendor Total: <u>\$106.25</u>
EMCOR Services Team Mechanical Inc						
Check Group:						
SERVICE CALL FOR ROSS CLIMATE MASTER UNIT 303.1		1	200053	930014636 6/20/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$801.00
Check #: 0						
						PO/InvoiceTotal: <u>\$801.00</u>
						Vendor Total: <u>\$801.00</u>
IASPA						
Check Group:						
IASPA Membership Renewal 2019-2020 Carrie Vergil		1	0	MemDue.CV.2020 7/1/2019	10.5.0000.2640.312.01.0000 Professional Development	\$200.00
Check #: 0						
						PO/InvoiceTotal: <u>\$200.00</u>
						Vendor Total: <u>\$200.00</u>
Illinois Association of School Boards						
Check Group:						
Restricted Annual Dues for the 2019-2020 School Year		1	0	270594 7/1/2019	10.5.0000.2310.640.01.0000 BOE Dues & Fees	\$5,867.00
Check #: 0						

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1012

07/16/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$5,867.00
						Vendor Total: \$5,867.00
Illinois Associaton of School Admin	80801					
Check Group:						
IASA Dues FY20		1	200066	IASAMem.2020 DA 7/12/2019	10.5.0000.2321.640.01.0000 Superintendent Dues & Fees	\$1,538.50
						Check #: 0
						PO/InvoiceTotal: \$1,538.50
						Vendor Total: \$1,538.50
Istation						
Check Group:						
iStation Student Reading en Espanol - Sullivan		5	200035	SIN014083 7/8/2019	10.5.0000.1800.420.01.0000 Textbooks/Workbooks Bilingual	\$175.00
iStation Student Reading en Espanol - Ross		5	200035	SIN014083 7/8/2019	10.5.0000.1800.420.01.0000 Textbooks/Workbooks Bilingual	\$175.00
						Check #: 0
						PO/InvoiceTotal: \$350.00
						Vendor Total: \$350.00
Jessa Gianneschi						
Check Group:						
Mileage Reminbursement - J. Gianneschi		24	0	Mllege.6.2-10 7/11/2019	10.5.0000.1205.332.01.0000 Travel Expense	\$13.92
						Check #: 0
						PO/InvoiceTotal: \$13.92
						Vendor Total: \$13.92
Lakeshore Recycling System	80968					
Check Group:						
July Garbage and Recycling Services		1	200051	4191489 6/25/2019	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$1,764.74

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1012

07/16/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$1,764.74</u>
						Vendor Total: <u>\$1,764.74</u>
Loomis Armored US, LLC						
Check Group:						
Loomis Safe Charges - June 2019		1	0	12455961 6/30/2019	10.5.0000.2520.319.01.0000 Professional Services	\$383.16
Check #: 0						
						PO/InvoiceTotal: <u>\$383.16</u>
						Vendor Total: <u>\$383.16</u>
Milieu Design LLC						
Check Group:						
MAIN CAMPUS JUNE WEEKLY MOWING AND SEASONAL PRUNING		1	200050	138725 7/5/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$1,942.50
IKE - JUNE WEEKLY MOWING		1	200050	138726 7/5/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$440.00
Check #: 0						
						PO/InvoiceTotal: <u>\$2,382.50</u>
						Vendor Total: <u>\$2,382.50</u>
Personnel Planners, Inc						
Check Group:						
Quarterly UI Claims Management Fee 07/01/2019 - 09/30/2019		1	0	142154 7/1/2019	80.5.0000.2363.232.01.0000 Unemployment Compensation	\$85.00
Check #: 0						
						PO/InvoiceTotal: <u>\$85.00</u>
						Vendor Total: <u>\$85.00</u>
Robbins Schwartz						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1012

07/16/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Fees for Professional Services Rendered through May 31, 2019		1	0	849825 6/26/2019	10.5.0000.2369.318.01.0000 Legal Services	\$1,998.75
					Check #: 0	
						PO/InvoiceTotal: \$1,998.75
						Vendor Total: \$1,998.75
Scariano Himes & Petrarca	01221					
Check Group:						
Professional Services Rendered through 6/30/19		1	0	42172 7/1/2019	10.5.0000.2369.318.01.0000 Legal Services	\$267.75
					Check #: 0	
						PO/InvoiceTotal: \$267.75
						Vendor Total: \$267.75
Suburban Trim and Glass	00903					
Check Group:						
8X33 LAMINATED DOOR GLASS		1	200043	1140836 6/24/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$289.65
					Check #: 0	
						PO/InvoiceTotal: \$289.65
						Vendor Total: \$289.65
Sunbelt Staffing, LLC						
Check Group:						
ESY Contracted Services - week ending 6/29/19 - Catlin Carroll		16	0	10613099 6/30/2019	10.5.0000.1610.319.01.0000 Other Professional & Technical Services	\$1,376.00
ESY Contracted Services - week ending 6/29/19 - Leyla Mofleh		16	0	10613288 6/30/2019	10.5.0000.1610.319.01.0000 Other Professional & Technical Services	\$1,376.00
ESY Contracted Services - week ending 7/6/19 - Catlin Carroll		12	0	10630458 7/7/2019	10.5.0000.1610.319.01.0000 Other Professional & Technical Services	\$1,032.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1012

07/16/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ESY Contracted Services - week ending 7/6/19 - Leyla Mofleh		12	0	10630459 7/7/2019	10.5.0000.1610.319.01.0000 Other Professional & Technical Services	\$1,032.00
Check #: 0						
PO/InvoiceTotal:						\$4,816.00
Vendor Total:						\$4,816.00
Sylvias Flowers, Inc.						
Check Group:						
Planter for Brian Mullaney		1	0	04381479 6/8/2019	10.5.0000.2640.410.01.0000 Districtwide Staff/New Employee Supplies	\$42.95
Check #: 0						
PO/InvoiceTotal:						\$42.95
Vendor Total:						\$42.95
Warehouse Direct	80219					
Check Group:						
Admin - Office Supplies - Ellison		1	0	4339795-0 7/2/2019	10.5.0000.2520.410.01.0000 General Supplies	\$103.66
Admin - Office Supplies - Ellison		1	0	4342988-0 7/5/2019	10.5.0000.2520.410.01.0000 General Supplies	\$23.97
Check #: 0						
PO/InvoiceTotal:						\$127.63
Check Group:						
CUSTODIAL CLEANING SUPPLIES		1	200049	4323753-1 6/20/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$43.32
CUSTODIAL CLEANING SUPPLIES		1	200049	4328608-0 6/20/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$126.06
FLOOR SAVER, FELT SLIP OVERS FOR DESKS & CHAIRS		1	200049	4330945-0 6/28/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$1,050.00
Check #: 0						
PO/InvoiceTotal:						\$1,219.38

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1012 07/16/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$1,347.01
WOW Business	81068					
Check Group:						
Monthly Internet Charges - Main		1 0		014047166x719 7/1/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$3,673.00
Monthly Internet Charges - Eisenhower		1 0		140147134x719 7/1/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$400.00
Check #: 0						
PO/InvoiceTotal:						\$4,073.00
Vendor Total:						\$4,073.00
Grand Total:						\$42,256.65

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1013

07/16/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ECRA Group Inc.	80054					
Check Group:						
ECRISS annual subscription for the 2019-2020 school year as per contract		1	200048	9947 7/1/2019	10.5.0000.2620.314.01.0000 Professional Services	\$25,000.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$25,000.00</u>
						Vendor Total: <u>\$25,000.00</u>
Ocono DTC aka Genesee Lake School						
Check Group:						
SpEd Tuition Regular - SP - June 2019		12	0	474155 7/1/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$2,782.80
Residential Services - SP - June 2019		30	0	474155 7/1/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$10,089.60
					Check #: 0	
						PO/InvoiceTotal: <u>\$12,872.40</u>
						Vendor Total: <u>\$12,872.40</u>
						Grand Total: <u>\$37,872.40</u>

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1022

07/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A & J Sewer Service						
Check Group:						
QUARTERLY SEWER PUMPING AND JETTING		1	200333	59140 7/19/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$924.00
					Check #: 0	
					PO/InvoiceTotal:	\$924.00
					Vendor Total:	\$924.00
AbleNet, Inc. 80207						
Check Group:						
MEville to WEville Curriculum		2	200056	CI1907667 7/12/2019	10.5.0000.1205.420.01.1200 SPED Textbooks/Workbooks	\$1,749.00
					Check #: 0	
					PO/InvoiceTotal:	\$1,749.00
					Vendor Total:	\$1,749.00
Accurate Document Destruction Inc. 05314						
Check Group:						
DOCUMENT SHREDDING SERVICES		1	200334	15659066 6/30/2019	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$256.10
					Check #: 0	
					PO/InvoiceTotal:	\$256.10
					Vendor Total:	\$256.10
Bratko, Tanya L						
Check Group:						
Mileage Reimbursement - July 2019		3.6	0	Mileage.July2019 7/2/2019	10.5.0000.1205.332.01.0000 Travel Expense	\$2.09
					Check #: 0	
					PO/InvoiceTotal:	\$2.09
					Vendor Total:	\$2.09
Brechts Database Solutions 80438						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1022

07/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
EmbraceDS Program: Direct Service Percentage Billing 5%/IL		1	0	5555 7/17/2019	10.5.0000.2910.311.01.0000 Medicaid Claim Processing	\$495.69
Check #: 0						
						PO/InvoiceTotal: <u>\$495.69</u>
						Vendor Total: <u>\$495.69</u>
BrightStar - Arlingdale Healthcare, Inc						
Check Group:						
ESY LPN - July 1, 2019 - Holly O.		4.5	0	4700695 7/7/2019	10.5.0000.1610.319.01.0000 Other Professional & Technical Services	\$234.00
Check #: 0						
						PO/InvoiceTotal: <u>\$234.00</u>
						Vendor Total: <u>\$234.00</u>
Cambium Learning Group						
Check Group:						
Language! Live Digital Only Student License Access		14	200062	2121054 7/13/2019	10.5.0000.1205.316.01.0000 Contracted Software/Websites	\$826.00
Language! Live Level 1 and 2 Annual Teacher License (license period 8-1 through 7-31)		3	200062	2121054 7/13/2019	10.5.0000.1205.316.01.0000 Contracted Software/Websites	\$327.00
Check #: 0						
						PO/InvoiceTotal: <u>\$1,153.00</u>
						Vendor Total: <u>\$1,153.00</u>
Chrystyna Sroka						
Check Group:						
ESY Supplies		1	0	Reimb.ESY2019 7/16/2019	10.5.0000.1610.410.01.0000 General Supplies	\$49.95
Check #: 0						
						PO/InvoiceTotal: <u>\$49.95</u>
						Vendor Total: <u>\$49.95</u>

City of Prospect Heights

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1022

07/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Quarterly Sewer Charges - 4/1/19 - 6/30/10		1	0	45018.719 7/15/2019	20.5.0000.2542.370.01.0000 Water/Sanitation	\$73.50
Check #: 0						
PO/InvoiceTotal:						\$73.50
Vendor Total:						\$73.50
Constellation NewEnergy, Inc.	80148					
Check Group:						
Monthly Elecgrtric Charges - Ike - 6/10/19 - 7/10/19		1	0	7287540-2x719 7/11/2019	20.5.0000.2542.466.01.0000 Electricity	\$1,314.10
Check #: 0						
PO/InvoiceTotal:						\$1,314.10
Vendor Total:						\$1,314.10
ETA Hand2Mind	05052					
Check Group:						
From PO 191107 - Geosolids Foam set		4	0	60167865 7/10/2019	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$42.00
Check #: 0						
PO/InvoiceTotal:						\$42.00
Vendor Total:						\$42.00
Handwriting Without Tears						
Check Group:						
Letters and Numbers for Me		2	200064	INV27275 7/17/2019	10.5.0000.1205.420.01.1200 SPED Textbooks/Workbooks	\$22.17
Kick Start Kindergarten		2	200064	INV27275 7/17/2019	10.5.0000.1205.420.01.1200 SPED Textbooks/Workbooks	\$22.17
My Printing Book		2	200064	INV27275 7/17/2019	10.5.0000.1205.420.01.1200 SPED Textbooks/Workbooks	\$22.16
Check #: 0						
PO/InvoiceTotal:						\$66.50

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1022

07/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$66.50
Home Depot	00063					
Check Group:						
MISC. MAINT. SUPPLIES		1	200330	2062848 5/31/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$7.66
MISC. MAINT. SUPPLIES		1	200330	5063386 6/7/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$67.94
MISC. MAINT. SUPPLIES		1	200330	6614371 6/6/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$37.60
MISC. MAINT. SUPPLIES		1	200330	7614305 6/5/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$103.16
Refund		1	200330	7614305 6/5/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	(\$11.92)
MISC MAINT. SUPPLIES		1	200330	9080045 6/13/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$71.58
Check #: 0						
PO/InvoiceTotal:						\$276.02
Vendor Total:						\$276.02
Honeywell International Inc						
Check Group:						
100 HID ACCESS CARDS		1	200335	5248691237 7/11/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$396.00
Check #: 0						
PO/InvoiceTotal:						\$396.00
Vendor Total:						\$396.00
Illinois Associaton of School Admin	80801					
Check Group:						
IASA State Conference		1	200067	AC 80.DA2019 7/15/2019	10.5.0000.2321.312.01.0000 Professional Development	\$369.00
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1022

07/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$369.00</u>
						Vendor Total: <u>\$369.00</u>
Michael Wagner & Sons, Inc.	00974					
Check Group:						
MISC. PLUMBING SUPPLIES		1	200332	1466387 7/9/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$46.32
						Check #: 0
						PO/InvoiceTotal: <u>\$46.32</u>
						Vendor Total: <u>\$46.32</u>
National Investigations, Inc.	80930					
Check Group:						
Surveillance - DS - 11/15/19, 1/16/19, 1/23/19		9.75	0	RI-18-1696S 5/16/2019	10.5.0000.2520.319.01.0000 Professional Services	\$633.75
Admin Services		3	0	RI-18-1696S 5/16/2019	10.5.0000.2520.319.01.0000 Professional Services	\$75.00
						Check #: 0
						PO/InvoiceTotal: <u>\$708.75</u>
						Vendor Total: <u>\$708.75</u>
Northwest Electrical Supply	00695					
Check Group:						
Supplies for new monitors @ MAC		1	0	17430534 7/9/2019	10.5.0000.1120.491.04.0000 MacArthur Furniture Purchases	\$1,008.51
						Check #: 0
						PO/InvoiceTotal: <u>\$1,008.51</u>
						Vendor Total: <u>\$1,008.51</u>
O'Donnell, Michelle						
Check Group:						
Binding PHEA Contracts		1	0	Reimb.PHEA.MO 7/15/2019	10.5.0000.2310.410.01.0000 BOE General Supplies	\$55.80
						Check #: 0

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1022

07/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$55.80</u>
						Vendor Total: <u>\$55.80</u>
Performance Chemical & Supply						
Check Group:						
MAC WHITE ROLL TOWELS		1	200336	233916 7/12/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$363.00
IKE WHITE ROLLS TOWELS		1	200336	233917 7/12/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$181.50
ROSS WHITE ROLL TOWELS		1	200336	233918 7/12/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$181.50
SULLIVAN WHITE ROLL TOWELS		1	200336	233919 7/12/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$181.50
SULLIVAN AUGUST CUSTODIAL SUPPLIES		1	200336	233969 7/16/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$230.72
						Check #: 0
						PO/InvoiceTotal: <u>\$1,138.22</u>
						Vendor Total: <u>\$1,138.22</u>
Processing Point, Inc.						
Check Group:						
UAttend Subscription and Fees		1	0	EST002502 7/19/2019	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$393.00
						Check #: 0
						PO/InvoiceTotal: <u>\$393.00</u>
						Vendor Total: <u>\$393.00</u>
Proforma Cohrs Group						
Check Group:						
Pencil		2000	200329	0R92000197 7/15/2019	10.5.0000.2321.490.00.0000 Superintendent Special Projects	\$448.00
Umbrella		25	200329	0R92000204 7/15/2019	10.5.0000.2321.490.00.0000 Superintendent Special Projects	\$467.22

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1022

07/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Set Up		1	200329	0R92000204 7/15/2019	10.5.0000.2321.490.00.0000 Superintendent Special Projects	\$48.28
					Check #: 0	
						PO/InvoiceTotal: <u>\$963.50</u>
						Vendor Total: <u>\$963.50</u>
Step Forward Therapy, Inc.						
Check Group:						
Long Term Sub - May 2019 - E. Bergen		1	0	3680 6/29/2019	10.5.0000.2130.319.01.0000 Other Professional & Technical Services	\$7,245.00
Long Term Sub - June 2019 - E. Bergen		1	0	3692 7/12/2019	10.5.0000.2130.319.01.0000 Other Professional & Technical Services	\$1,575.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$8,820.00</u>
						Vendor Total: <u>\$8,820.00</u>
Sunbelt Staffing, LLC						
Check Group:						
ESY Nurse - week ending 7/13/19 - C. Carroll		20	0	10644983 7/14/2019	10.5.0000.1610.319.01.0000 Other Professional & Technical Services	\$1,720.00
ESY Nurse - weekending 7/13/19		20	0	10644985 7/14/2019	10.5.0000.1610.319.01.0000 Other Professional & Technical Services	\$1,720.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$3,440.00</u>
						Vendor Total: <u>\$3,440.00</u>
Teacher Innovations, Inc.	81057					
Check Group:						
12 month subscription to planbookcom for 36 teacher/admin accounts		36	200328	621056 7/16/2019	10.5.0000.2225.316.01.0000 Contracted Software/Websites	\$486.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$486.00</u>

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1022

07/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$486.00
TouchMath/Learning Concepts	80660					
Check Group:						
Explore Rtl Second Grade - Basic Program		1	200060	200185640 7/19/2019	10.5.0000.1205.420.01.1200 SPED Textbooks/Workbooks	\$639.00
Check #: 0						
PO/InvoiceTotal:						\$639.00
Vendor Total:						\$639.00
Vanities Manufacturing	00960					
Check Group:						
LAMINATE TOP REPLACEMENT ROSS ROOM 214		1	200331	212140 7/11/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$815.00
Check #: 0						
PO/InvoiceTotal:						\$815.00
Vendor Total:						\$815.00
Warehouse Direct	80219					
Check Group:						
Admin - Office Supplies		1	0	4348242-0 7/11/2019	10.5.0000.2520.410.01.0000 General Supplies	\$87.06
Check #: 0						
PO/InvoiceTotal:						\$87.06
Vendor Total:						\$87.06
WASBO Foundation						
Check Group:						
2019 WASBO Facilities Masters Conference , Rominski & Sabo		1	200070	7554.MS 7/12/2019	20.5.0000.2541.312.01.0000 Professional Development	\$235.00
2019 WASBO Facilities Masters Conference , Rominski & Sabo		1	200070	7555.BR 7/12/2019	20.5.0000.2541.312.01.0000 Professional Development	\$235.00
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1022

07/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$470.00
						Vendor Total: \$470.00
						Grand Total: \$26,472.11

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1023

07/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
First Student	00406					
Check Group:						
Summer School Transportation D23		2 0		11601562 7/11/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$6,744.48
ECDEC (will be billed)		1 0		11601562 7/11/2019	40.5.0000.2551.331.01.0000 Regular Transportation	\$3,372.24
Check #: 0						
						PO/InvoiceTotal: \$10,116.72
						Vendor Total: \$10,116.72
PowerSchool Group, LLC						
Check Group:						
SW-PU-S-IPR: Unified Administration Enrollment Registration Invoice Period: 07/01/2019 - 06/30/2020		1	200073	INV184475 7/1/2019	10.5.0000.2112.316.01.0000 Contracted Software/Websites	\$10,930.72
SW-IS-S-ISLAN: Unified Admin Enrollment Additional Language Invoice Period: 07/01/2019 - 06/30/2020		1	200073	INV184475 7/1/2019	10.5.0000.2112.316.01.0000 Contracted Software/Websites	\$1,060.90
MS-PS-S-PSMSR: PowerSchool SIS Maintenance & Support Invoice Period: 07/01/2019 - 06/30/2020		1597	200073	INV1884402 7/1/2019	10.5.0000.2112.316.01.0000 Contracted Software/Websites	\$8,559.92
HS-PS-S-PSH: PowerSchool SIS Hosting Invoice Period: 07/01/2019 - 06/30/2020		1597	200073	INV1884402 7/1/2019	10.5.0000.2112.316.01.0000 Contracted Software/Websites	\$6,771.28
HS-PS-S-PSSL: PowerSchool SIS Hosting SSL Certificate Invoice Period: 07/01/2019 - 06/30/2020		1	200073	INV1884402 7/1/2019	10.5.0000.2112.316.01.0000 Contracted Software/Websites	\$424.36
Check #: 0						
						PO/InvoiceTotal: \$27,747.18
						Vendor Total: \$27,747.18
						Grand Total: \$37,863.90

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1024

07/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MasterCard						
Check Group:						
BMO Harris MC - Schnucks Carlyle Avenu - Nystrom, Camron		1 0		705474-1907 7/26/2019	10.5.0000.6000.000.01.0000 Provision for CURRENT YEAR Contingencies	\$1,000.00
BMO Harris MC - Schnucks Carlyle Avenu - Nystrom, Camron		1 0		705474-1907 7/26/2019	10.5.0000.6000.000.01.0000 Provision for CURRENT YEAR Contingencies	\$918.34
BMO Harris MC - Enterprise Rent-A-Car - Lynch, Abigail		1 0		705474-1907 7/26/2019	10.5.0000.1205.332.01.0000 Travel Expense	\$380.00
BMO Harris MC - Nasp Online - Sroka, Chrystyna		1 0		705474-1907 7/26/2019	10.5.0000.2140.640.01.0000 Psychologists Dues & Fees	\$210.00
BMO Harris MC - Nasp Online - Sroka, Chrystyna		1 0		705474-1907 7/26/2019	10.5.0000.2140.640.01.0000 Psychologists Dues & Fees	\$210.00
BMO Harris MC - North Cook Intermediat - Curtis, Craig		1 0		705474-1907 7/26/2019	10.5.0000.2410.312.03.0000 Principal Professional Development	\$200.00
BMO Harris MC - Iatp Statewide Confere - Sroka, Chrystyna		1 0		705474-1907 7/26/2019	10.5.0000.2159.312.01.0000 Assistive Tech Professional Development	\$175.00
BMO Harris MC - Iatp Statewide Confere - Sroka, Chrystyna		1 0		705474-1907 7/26/2019	10.5.0000.2159.312.01.0000 Assistive Tech Professional Development	\$175.00
BMO Harris MC - Citgo Pm1315 Inc, - Lynch, Abigail		1 0		705474-1907 7/26/2019	10.5.0000.1205.332.01.0000 Travel Expense	\$53.05
BMO Harris MC - Jewel-Osco - Lynch, Abigail		1 0		705474-1907 7/26/2019	10.5.0000.1610.410.01.0000 General Supplies	\$52.67
BMO Harris MC - Jewel-Osco - Sroka, Chrystyna		1 0		705474-1907 7/26/2019	10.5.0000.1610.410.01.0000 General Supplies	\$41.93
BMO Harris MC - Jewel-Osco - Lelito, Jessica		1 0		705474-1907 7/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$10.27
BMO Harris MC - L & M Food & Deli Inc - Nystrom, Camron		1 0		705474-1907 7/26/2019	10.5.0000.6000.000.01.0000 Provision for CURRENT YEAR Contingencies	\$4.33

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1024

07/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Crown Awards Inc - Alms, Christopher		1	0	705474-1907 7/26/2019	10.5.0000.2222.410.04.0000 General Supplies	(\$9.87)
Check #: 0						

PO/InvoiceTotal:	<u>\$3,420.72</u>
Vendor Total:	<u>\$3,420.72</u>
Grand Total:	<u>\$3,420.72</u>

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1025

07/30/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon.com Corporate Credit Line						
Check Group:						
CAT6 Ethernet Cable, 12 ft [2 Pack] LAN, UTP (3.6 Meters) CAT 6, RJ45, Network, Patch, Internet Cable - (12 ft)		4	200015	555996836863 6/27/2019	10.5.0000.2225.410.01.0000 General Supplies	\$33.96
(2 Pack) 6 Feet RJ12 6P6C Data Cable, Male to Male 72" Modular Data Cord (Black - Straight Wiring)		4	200015	569338978674 6/27/2019	10.5.0000.2225.410.01.0000 General Supplies	\$46.36
Check #: 0						PO/InvoiceTotal: \$80.32
Check Group:						
Cable Matters 10Gb 40Gb OFNP Plenum Rated Multimode Duplex 50/125 OM3 Fiber Cable (Fiber Optic Cable/LC to LC Fiber Patch Cable) 3m		5	200016	566496766464 6/28/2019	10.5.0000.2225.410.01.0000 General Supplies	\$74.95
Check #: 0						PO/InvoiceTotal: \$74.95
Check Group:						
Logitech MK320 Wireless Keyboard/Mouse Combo		1	200036	845843567473 7/4/2019	10.5.0000.2520.410.01.0000 General Supplies	\$29.86
Check #: 0						PO/InvoiceTotal: \$29.86
Check Group:						
Pink Color Coding Labels		2	200037	594367779549 7/3/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$17.98
Yellow Color Coding Labels		4	200037	594367779549 7/3/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$10.72
Green Color Coding Labels		4	200037	594367779549 7/3/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$10.72
Blue Color Coding Lables		4	200037	594367779549 7/3/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$11.72

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1025

07/30/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Red Color Coding Labels		4	200037	594367779549 7/3/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$10.72
					Check #: 0	
						PO/InvoiceTotal: \$61.86
						Vendor Total: \$246.99
American Taxi	05741					
Check Group:						
SpEd Transportation - FF - June 2019		1	0	190619 7/16/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$894.00
					Check #: 0	
						PO/InvoiceTotal: \$894.00
						Vendor Total: \$894.00
Constellation NewEnergy, Inc.	80148					
Check Group:						
Monthly Electric Charges - Main - 6/12/19 - 7/12/19		1	0	7287540-1.719 7/15/2019	20.5.0000.2542.466.01.0000 Electricity	\$7,057.01
					Check #: 0	
						PO/InvoiceTotal: \$7,057.01
						Vendor Total: \$7,057.01
Don Johnston	05337					
Check Group:						
First Author Classroom Set		1	200055	446329 1 7/17/2019	10.5.0000.1205.420.01.0000 LBS Textbooks/Workbooks	\$699.00
Implementation fee		1	200055	446329 1 7/17/2019	10.5.0000.1205.420.01.0000 LBS Textbooks/Workbooks	\$55.92
					Check #: 0	
						PO/InvoiceTotal: \$754.92
						Vendor Total: \$754.92
Fast Signs	01114					
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1025

07/30/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Wall Frame Insert - Amy McPartlin		1	0	447-37803 5/23/2019	10.5.0000.2640.410.01.0000 Districtwide Staff/New Employee Supplies	\$7.50
Business Cards - Amy McPartlin		1	0	447-37959 6/6/2019	10.5.0000.2640.410.01.0000 Districtwide Staff/New Employee Supplies	\$39.25
Banner Stand - Amy McPartlin		1	0	447-37959 6/6/2019	10.5.0000.2640.410.01.0000 Districtwide Staff/New Employee Supplies	\$5.85
Check #: 0						
PO/InvoiceTotal:						\$52.60
Vendor Total:						\$52.60
Fed Ed	00376					
Check Group:						
Membership Dues 19-20 Don Angelaccio		1	0	MEMB.DA.1920 7/22/2019	10.5.0000.2310.640.01.0000 BOE Dues & Fees	\$325.00
Check #: 0						
PO/InvoiceTotal:						\$325.00
Vendor Total:						\$325.00
First Student	00406					
Check Group:						
Summer School Transportation D23 - July 2019		1	0	11602939 7/19/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$3,934.28
ECDEC Summer Transportation (will bill ECDEC)		1	0	11602939 7/19/2019	40.5.0000.2551.331.01.0000 Regular Transportation	\$1,967.14
Check #: 0						
PO/InvoiceTotal:						\$5,901.42
Vendor Total:						\$5,901.42
Hotel Arista						
Check Group:						
Lodging for Admin. Retreat 8/5- 8/7/19		1	200340	Conf13468911 7/15/2019	10.5.0000.2321.332.01.0000 Travel Expense	\$2,358.30
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1025

07/30/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$2,358.30</u>
						Vendor Total: <u>\$2,358.30</u>
Tyler Technologies, Inc.	81079					
Check Group:						
IVEE Electronic Shopping Interface Support - Aug 31, 2020		1	0	025-266269 7/24/2019	10.5.0000.2520.319.01.0000 Professional Services	\$505.00
						Check #: 0
						PO/InvoiceTotal: <u>\$505.00</u>
						Vendor Total: <u>\$505.00</u>
US Games	05221					
Check Group:						
FG SW License - Hosted Renewal		2	200046	905586619 7/15/2019	10.5.0000.2230.415.01.0000 Testing Materials	\$298.00
						Check #: 0
						PO/InvoiceTotal: <u>\$298.00</u>
						Vendor Total: <u>\$298.00</u>
Village of Arlington Heights	02889					
Check Group:						
Sewer Service - Meter Read Date 6/27/19 - Eisenhower		1	0	50067-104994.71 9 7/22/2019	20.5.0000.2542.370.01.0000 Water/Sanitation	\$498.34
Sewer Services - Meter Read Date 6/27/19 - Main		1	0	50069-104998.71 9 7/22/2019	20.5.0000.2542.370.01.0000 Water/Sanitation	\$2,018.94
						Check #: 0
						PO/InvoiceTotal: <u>\$2,517.28</u>
						Vendor Total: <u>\$2,517.28</u>
						Grand Total: <u>\$20,910.52</u>

End of Report

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1026

07/30/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Apple Inc.						
Check Group:						
iPads for Ike, Ross, and Sullivan 4th-grade		600	200004	AA28409371 7/26/2019	10.5.0000.2225.410.01.0000 General Supplies	\$176,400.00
					Check #: 0	
						PO/InvoiceTotal: \$176,400.00
						Vendor Total: \$176,400.00
Arlington Heights School District 25	71838					
Check Group:						
Catering - Student Services - ESY Supplies - Chrys Sroka		1	0	FoodServJune 2019 7/19/2019	10.5.0000.1610.410.01.0000 General Supplies	\$713.47
Catering - Sullivan - 5th Grade Breakfast - Traci Meziere		1	0	FoodServJune 2019 7/19/2019	10.5.0000.2560.410.01.0000 D25 Food Service	\$230.52
EDP		1	0	FoodServJune 2019 7/19/2019	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$1,309.06
Contract		1	0	FoodServJune 2019 7/19/2019	10.5.0000.2560.315.01.0000 Contracted Food Service	\$10,107.64
					Check #: 0	
						PO/InvoiceTotal: \$12,360.69
						Vendor Total: \$12,360.69
CDW Computer Center	01060					
Check Group:						
Gumdrop DropTech Case for 9.7" iPad (6th Gen) - Black		660	200018	TDP9844 7/22/2019	10.5.0000.2225.410.01.0000 General Supplies	\$17,160.00
					Check #: 0	
						PO/InvoiceTotal: \$17,160.00
						Vendor Total: \$17,160.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1026

07/30/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$205,920.69

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1028

08/06/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AT & T Mobility	71927					
Check Group:						
Monthly Wireless Phone Charges July/Aug 2019		1	0	827020302.819 7/19/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$241.98
Check #: 0						
PO/InvoiceTotal:						\$241.98
Vendor Total:						\$241.98
City of Prospect Heights						
Check Group:						
Quarterly Sewer Charges - Eisenhower 4/1/19 - 6/30/19		1	0	4.5019.819 7/15/2019	20.5.0000.2542.370.01.0000 Water/Sanitation	\$73.50
Check #: 0						
PO/InvoiceTotal:						\$73.50
Vendor Total:						\$73.50
EMS LINQ						
Check Group:						
eSV Website Hosting and Support		1	200360	38175 7/1/2019	10.5.0000.2630.316.01.0000 Contracted Software/Websites	\$5,388.00
eSV - Instant Connect		1	200360	38175 7/1/2019	10.5.0000.2630.316.01.0000 Contracted Software/Websites	\$1,825.05
Check #: 0						
PO/InvoiceTotal:						\$7,213.05
Vendor Total:						\$7,213.05
Fox Valley Fire & Saftey Co	00315					
Check Group:						
ANNUAL FIRE ALARM RADIO MONITORING		1	200348	IN00282020 7/15/2019	20.5.0000.2542.319.01.0000 Professional Services	\$99.00
ANNUAL FIRE ALARM RADIO MONITORING		1	200348	IN00282021 7/15/2019	20.5.0000.2542.319.01.0000 Professional Services	\$99.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1028

08/06/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ANNUAL FIRE ALARM RADIO MONITORING		1	200348	IN00282022 7/15/2019	20.5.0000.2542.319.01.0000 Professional Services	\$99.00
ANNUAL FIRE ALARM RADIO MONITORING		1	200348	IN00282023 7/15/2019	20.5.0000.2542.319.01.0000 Professional Services	\$99.00
					Check #: 0	
						PO/InvoiceTotal: \$396.00
						Vendor Total: \$396.00
Granite Telecommunications, LLC						
Check Group:						
Monthly Phone Charges - Aug 2019		1	0	459157025.819 7/1/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$3,626.04
					Check #: 0	
						PO/InvoiceTotal: \$3,626.04
						Vendor Total: \$3,626.04
Homer Industries						
Check Group:						
BI-ANNUAL CERTIFIED PLAYGROUND MULCH INSTALL		1	200355	#S134141 7/31/2019	20.5.0000.2543.323.01.0000 Repair & Maintenance Services	\$3,840.00
					Check #: 0	
						PO/InvoiceTotal: \$3,840.00
Check Group:						
MULCH INSTALL @ PLANTING BEDS AROUND BUILDINGS		1	200356	#S134142 7/31/2019	20.5.0000.2542.553.01.0000 Capital Expenditures	\$3,950.00
					Check #: 0	
						PO/InvoiceTotal: \$3,950.00
						Vendor Total: \$7,790.00
Interstate 02083						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1028

08/06/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BATTERY REPLACEMENTS FOR EMERGENCY LIGHTS AND EXIT LIGHTS		1	200350	1903901021142 7/17/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$318.30
				Check #: 0		
					PO/InvoiceTotal:	\$318.30
					Vendor Total:	\$318.30
Lakeshore Recycling System	80968					
Check Group:						
AUGUST WASTE & RECYCLING SERVICES		1	200361	4214729 7/25/2019	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$1,717.04
				Check #: 0		
					PO/InvoiceTotal:	\$1,717.04
					Vendor Total:	\$1,717.04
Milieu Design LLC	80225					
Check Group:						
ADDITIONAL FIELD DAY CUT @ LOU JOHNSON FIELD		1	200352	138055 6/7/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$262.50
				Check #: 0		
					PO/InvoiceTotal:	\$262.50
					Vendor Total:	\$262.50
Northwest Electrical Supply	00695					
Check Group:						
HVAC DUCT SUPPLIES		1	200349	17431698 7/19/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$33.07
				Check #: 0		
					PO/InvoiceTotal:	\$33.07
					Vendor Total:	\$33.07
Proforma Cohrs Group						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1028

08/06/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Formulate Backdrop Frame and Graphic		1	200357)R92000209 7/24/2019	10.5.0000.2321.490.00.0000 Superintendent Special Projects	\$840.00
				Check #: 0		
					PO/InvoiceTotal:	\$840.00
					Vendor Total:	\$840.00
Suburban Superintendents' Association						
Check Group:						
January 10, 2020 meeting		1	200364	EdTech2019.DA 8/1/2019	10.5.0000.2321.312.01.0000 Professional Development	\$50.00
				Check #: 0		
					PO/InvoiceTotal:	\$50.00
					Vendor Total:	\$50.00
Supt. Roundtable of Northern IL						
Check Group:						
Yearly membership and 4 luncheons		1	200362	SRTMember2019. DA 8/1/2019	10.5.0000.2321.312.01.0000 Professional Development	\$225.00
				Check #: 0		
					PO/InvoiceTotal:	\$225.00
					Vendor Total:	\$225.00
Textbook Warehouse						
Check Group:						
(New) Reading 2011 Spanish Decodable Copyright (2009)		1	200063	SI0636448 7/23/2019	10.5.0000.1110.420.05.0000 Textbooks/Workbooks (Eisenhower)	\$202.90
(New) Reading 2011 Spanish Decodable Copyright (2009)		1	200063	SI0636448 7/23/2019	10.5.0000.1110.420.05.0000 Textbooks/Workbooks (Eisenhower)	\$202.90
(New) Reading 2011 Spanish Decodable Copyright (2009)		1	200063	SI0636448 7/23/2019	10.5.0000.1110.420.05.0000 Textbooks/Workbooks (Eisenhower)	\$202.90
Reading 2011 readers and writers notebook grade 3 (Natl) - Copyright (2009)		32	200063	SI0636448 7/23/2019	10.5.0000.1110.420.03.0000 Textbooks/Workbooks (Ross)	\$233.60

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1028

08/06/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
(New) Map Skills for Today: Grade 3 - Copyright (2018)		158	200063	SI0636448 7/23/2019	10.5.0000.1110.420.03.0000 Textbooks/Workbooks (Ross)	\$489.80
					Check #: 0	
						PO/InvoiceTotal: \$1,332.10
						Vendor Total: \$1,332.10
Tyler Technologies, Inc.	81079					
Check Group:						
July 8 JoAne Suggs - IVEE Consulting Time Card Interface Testing full file with Uattend		4	0	025-266435 8/17/2019	10.5.0000.2520.319.01.0000 Professional Services	\$500.00
					Check #: 0	
						PO/InvoiceTotal: \$500.00
						Vendor Total: \$500.00
Warehouse Direct	80219					
Check Group:						
Admin (Business) Supplies		1	0	4367796-0 7/30/2019	10.5.0000.2520.410.01.0000 General Supplies	\$30.87
Admin - Supplies		1	0	4367796-0 7/30/2019	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$20.86
Admin (Supt) Office Supplies		1	0	4367796-0 7/30/2019	10.5.0000.2321.410.01.0000 General Supplies	\$158.81
Tech Office Supplies		1	0	4367796-0 7/30/2019	10.5.0000.2225.410.01.0000 General Supplies	\$54.06
					Check #: 0	
						PO/InvoiceTotal: \$264.60
Check Group:						
JULY CUSTODIAL SUPPLIES		1	200351	4352520-0 8/16/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$78.85
					Check #: 0	
						PO/InvoiceTotal: \$78.85

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1028

08/06/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$343.45
WOW Business	81068					
Check Group:						
Monthly Internet Charges 7/30/19 - 8/29/19 - Main		1	0	14047166.819 7/31/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$5,394.97
PO/InvoiceTotal:						\$5,394.97
Vendor Total:						\$5,394.97
Grand Total:						\$30,357.00

Check #: 0

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1029

08/06/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Mauro Sewer Construction, Inc						
Check Group:						
2019 SEWER STRUCTURE REPAIR WORK		1	200358	1936-01 7/19/2019	20.5.0000.2542.553.01.0000 Capital Expenditures	\$17,000.00
					Check #: 0	
					PO/InvoiceTotal:	\$17,000.00
					Vendor Total:	\$17,000.00
					Grand Total:	\$17,000.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1027

08/09/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Allstar Asphalt, Inc.	80453					
Check Group:						
Eisenhower Asphalt Repairs		1 0		18102.819 7/22/2019	60.5.0000.2530.553.01.2002 Summer 2020 Asphalt Project	\$74,762.73
					Check #: 0	
						PO/InvoiceTotal: <u>\$74,762.73</u>
						Vendor Total: <u>\$74,762.73</u>
Elens & Maichin Roofing & Sheet Metal						
Check Group:						
Roofing Projects - Admin, Eisenhower		1 0		18103.819 7/29/2019	60.5.0000.2530.553.01.2001 Summer 2020 Roofing Project	\$310,770.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$310,770.00</u>
						Vendor Total: <u>\$310,770.00</u>
EMCOR Services Team Mechanical Inc						
Check Group:						
Eisenhower Renovations 2019		1 0		193012-02.819 7/30/2019	60.5.0000.2530.553.01.2004 Summer 2020 HVAC Retrofit Project	\$88,520.85
					Check #: 0	
						PO/InvoiceTotal: <u>\$88,520.85</u>
						Vendor Total: <u>\$88,520.85</u>
Happ Builders	80689					
Check Group:						
Life Safety General Construction		1 0		18104.819 7/23/2019	60.5.0000.2530.553.01.2003 Summer 2020 General Construction Project	\$256,167.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$256,167.00</u>
						Vendor Total: <u>\$256,167.00</u>
Honeywell International Inc						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1027

08/09/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Eisenhower 2019 HVAC Retrofit		1	0	19514775.819 7/15/2019	60.5.0000.2530.553.01.2004 Summer 2020 HVAC Retrofit Project	\$34,700.00

Check #: 0

PO/InvoiceTotal:	\$34,700.00
Vendor Total:	\$34,700.00
Grand Total:	\$764,920.58

End of Report

53



Prospect Heights School District 23

1. Student Success: Ensure all students are well rounded and emotionally and academically prepared for success in high school.

80%

1.1 Further develop and examine the effectiveness of core curriculum, interventions, and supports for all student groups.

100%



Facilitate math committee to investigate and adopt a new math curriculum for 2019-20 implementation.

8/2/2018 - 6/12/2019 Amy Zaher

100%



Grow STEM curriculum and offerings.

8/9/2018 - 6/12/2019 Amy Zaher

100%



Plan and develop process to audit the MTSS process in the district.

8/9/2018 - 6/12/2019 Amy Zaher & Chrys Sroka

20%



Facilitate MTSS Committee to continue focus on Tier I Supports and Interventions, investigate and implement Tier II and Tier III Supports, and Interventions, and develop guidance manual.

8/9/2018 - 6/10/2020 Amy Zaher & Chrys Sroka

0%



Continue math committee to monitor adoption of Ready Math

7/30/2019 - 6/12/2020 Amy Zaher

0%



Implement and monitor Library Media Curriculum.

7/30/2019 - 6/12/2020 Amy Zaher

0%



Explore ELA Standards and Curricular shifts in preparation for review in 2020-21 and adoption in 2021-22.

7/30/2019 - 6/11/2021 Amy Zaher

55%

1.2 Ensure all students have access to curriculum and instruction that matches their skills and inspires growth.

55%



Support district improvement team to review district/building data.



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

1. Student Success: Ensure all students are well rounded and emotionally and academically prepared for success in high school.

55%

1.2 Ensure all students have access to curriculum and instruction that matches their skills and inspires growth.

8/9/2018 - 6/14/2023 Don Angelaccio

0%

Implement FAST assessment tools in place of MAP.

7/30/2019 - 6/12/2020 Amy Zaher

100%

1.3 Support the whole child including the development of social/emotional and life skills.

100%

Conduct pilot of SAEBERS tool to develop formal method of enhancing identification of at-risk students.

8/2/2018 - 6/12/2019 Chrys Sroka

100%

Launch PBIS training and investigation to improve implementation and consistency.

8/2/2018 - 6/12/2019 Amy Zaher

0%

Implement SAEBRS assessment tool.

7/30/2019 - 6/12/2020 Chrys Sroka

0%

Facilitate MTSS Committee to continue focus on Tier I Supports and Interventions, investigate and implement Tier II and Tier III Supports, and Interventions, and develop guidance manual.

7/30/2019 - 6/12/2020 Amy Zaher & Chrys Sroka



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

1. Student Success: Ensure all students are well rounded and emotionally and academically prepared for success in high school.

70%

1.4 Evaluate program development and innovations including ELL, Special Education, At-Risk students and optimal length and start of the school day.

100%



Complete ISBE compliance audit.



8/2/2018 - 6/12/2019



Don Angelaccio

100%



Facilitate TLT Committee to investigate and develop the Tech Plan 3.0.



8/2/2018 - 6/12/2019



Maria Stavropoulos

100%



Develop a systematic approach to special education curriculum review.



8/9/2018 - 6/12/2019



Chrys Sroka

50%



Facilitate EL/ Bilingual Committee to clearly define and implement program, support with assessments, core instruction and intervention, and explore Polish bilingual supports and services.



8/9/2018 - 6/9/2021



Amy Zaher

0%



Facilitate TLT Committee to implement Educational Technology Plan 3.



7/30/2019 - 6/10/2022



Maria Stavropoulos



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

1. Student Success: Ensure all students are well rounded and emotionally and academically prepared for success in high school.

100%

1.5 Explore accessibility and expansion of extra-curricular and foreign language experiences.

100%



Expand and Strengthen Special Olympics and Unified Champion Schools program in the district.

8/9/2018 - 6/12/2019 Chrys Sroka

0%



Conduct analysis of participation and extracurricular offerings to enhance planning and decision making process.

7/30/2019 - 6/12/2020

0%



Explore Spanish offerings and needs of students, expanding to Heritage Spanish for Biliteracy.

7/30/2019 - 6/12/2020

0%



Continue partnership with PTO to provide Language Adventures program to students.

7/30/2019 - 6/12/2020



Prospect Heights School District 23

2. Teaching, Learning & Innovation: Encourage a learning environment that emphasizes excellence and retains high-quality staff.

95%

2.1 Continue to seek and retain high quality professional staff and leaders.

100%  Launch induction and mentoring program to support new teachers.

 8/2/2018 - 6/12/2019  Amy Zaher & Carrie Vergil

100%  Enhance “on-boarding” process to support efficient processes.

 8/9/2018 - 6/12/2019  Carrie Vergil

100%  Strengthen benefits options and facilitate improved communication to membership.

 8/9/2018 - 6/12/2019  Micheal DeBartolo & Carrie Vergil

100%  Strengthen student teacher process and procedures to find and develop quality candidates for potential positions within the district.

 8/9/2018 - 6/12/2019  Carrie Vergil

70%  Establish sub orientation/training program to retain quality list of subs.

 8/9/2018 - 6/10/2020  Carrie Vergil

0%  Continue and refine induction and mentoring program to support new teachers.

 7/30/2019 - 6/12/2020  Amy Zaher & Carrie Vergil

0%  Improve recruitment through social media/district website for job opportunities.

 7/30/2019 - 6/12/2020  Carrie Vergil

0%  Continue growing and supporting leadership among departments and team leaders to facilitate collaborative responsibility and shared decision making.

 7/30/2019 - 6/11/2021

0%  Strengthen benefits options and facilitate improved communication to membership.

 7/30/2019 - 6/12/2020  Amy McPartlin & Carrie Vergil



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

2. Teaching, Learning & Innovation: Encourage a learning environment that emphasizes excellence and retains high-quality staff.

95%

2.1 Continue to seek and retain high quality professional staff and leaders.

0%

Facilitate Wellness Committee to develop a wellness program and enhance incentives/reduce premiums.

7/30/2019 - 6/11/2021 Amy McPartlin & Carrie Vergil

55%

2.2 Identify gaps in student learning and develop instructional approaches to meet the needs of all students.

100%

Review blended learning literacy tools to support intervention programs.

8/9/2018 - 6/10/2020 Amy Zaher & Maria Stavropoulos

25%

Identify gaps in student learning (IEP) and determine needs for professional development to improve student learning.

8/9/2018 - 6/14/2023 Amy Zaher & Chrys Sroka

0%

Pilot/Implement Student Centered Planning in SAIL program and with TIS.

7/30/2019 - 6/12/2020

100%

2.3 Develop and communicate an aligned curricular map of expected learning standards.

100%

Finalize science curriculum maps.

8/9/2018 - 6/12/2019 Amy Zaher

0%

Monitor and validate math curriculum maps.

7/30/2019 - 6/12/2020 Amy Zaher



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

2. Teaching, Learning & Innovation: Encourage a learning environment that emphasizes excellence and retains high-quality staff.

90%

2.4 Provide job-embedded professional development aligned to 21st Century learner needs.

100%



Strengthen instruction through continued professional development cohort model (Inquiry Based Learning, Differentiation, Instructional Tech).

8/9/2018 - 6/12/2019 Amy Zaher

50%



Continue focus on math shifts and implementation of new curriculum.

8/2/2018 - 6/10/2020 Amy Zaher

0%



Support Team/Grade level embedded PD to strengthen teacher leadership, reboot PLC purpose and processes, maximize flexible instructional spaces, increase student engagement, and increase use of instructional tools and strategies.

7/30/2019 - 6/12/2020



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

2. Teaching, Learning & Innovation: Encourage a learning environment that emphasizes excellence and retains high-quality staff.

90%

2.5 Support positive and collaborative culture that enhances professional learning and practice.

100%  Explore universal use of Instructional Rounds.

 8/9/2018 - 6/12/2019  Amy Zaher

100%  Implement Staff Apple Purchase Program.

 8/9/2018 - 6/12/2019  Maria Stavropoulos

100%  Support Growth Mindset to enhance culture of improved learning.

 8/9/2018 - 6/14/2019  Don Angelaccio

50%  Continue relationship building and visibility to enhance morale and build culture.

 8/9/2018 - 6/10/2020  Don Angelaccio

0%  Continue work of Evaluation Committee to review and revise evaluation process and procedures.

 7/30/2019 - 6/11/2021  Don Angelaccio

0%  Expand use of Instructional Rounds to support collaborative culture and professional development.

 7/30/2019 - 6/12/2020



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

3. Family and Community Partnership: Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.

90%

3.1 Use relevant, on-going communication tools and methods to engage parents and community.

100%



Launch our new website to engage our community.



8/2/2018 - 6/12/2019



Maria Stavropoulos

75%



Monitor social media use and impact.



8/9/2018 - 6/10/2020



Maria Stavropoulos

50%



Continue to strengthen the use of Constant Contact to increase readership of newsletters.



8/9/2018 - 6/12/2020



Don Angelaccio

0%



Launch #Proud2BD23 campaign to increase awareness and celebration of District 23, schools, staff and students.



7/30/2019 - 6/11/2021



Don Angelaccio

0%



Revise and update Parent/Student Handbook posted on website.



7/30/2019 - 6/12/2020



Amy Zaher



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

3. Family and Community Partnership: Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.

90%

3.2 Assist parents with understanding student learning standards, expectations and district priorities.

100%  Develop and pilot alternate spring conference options.

 8/9/2018 - 6/12/2019  Don Angelaccio

75%  Develop community dashboard to identify and monitor key performance indicators.

 8/9/2018 - 6/10/2020  Don Angelaccio

0%  Implement PowerSchool Report Card system for all grades.

 7/30/2019 - 6/12/2020

0%  Explore alternate reporting tools to better reflect whole-child approach.

 7/30/2019 - 6/11/2021

0%  Support families with children with special needs through implementation of Key2Ed IEP facilitation process.

 7/30/2019 - 6/12/2020  Chrys Sroka

0%  Continue increasing parent involvement through alternate spring conference, parent and community involvement in grade level service learning projects, and investigation and facilitation of parent nights around topics related to future ready schools, multiculturalism, and student programming.

 7/30/2019 - 6/12/2020

0%  Finalize and post curriculum maps for science and math.

 7/30/2019 - 6/12/2020  Amy Zaher



Prospect Heights School District 23

3. Family and Community Partnership: Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.

65% 3.3 Expand community partnerships.

70%  Align service learning projects to support community partnerships.

 8/9/2018 - 6/10/2020  Amy Zaher

50%  Continue supporting families with students with special needs by having parent information and social nights.

 8/9/2018 - 6/10/2020  Chrys Sroka

50%  Continue partnership with D214 through Educator Prep and internship programs.

 8/9/2018 - 6/12/2020  Amy Zaher

50%  Continue active participation in Link Together coalition.

 8/9/2018 - 6/12/2020  Don Angelaccio

50%  Strengthen relationships with PTO.

 8/9/2018 - 6/10/2020  Don Angelaccio

0%  Strengthen relationships with community partners through Heads of Government, Rotary, and Chamber of Commerce.

 7/30/2019 - 6/12/2020

0% 3.4 Support positive and collaborative community culture that enhances connections between families.

0%  Continue increasing parent involvement through alternate spring conference, parent and community involvement in grade level service learning projects, and investigation and facilitation of parent nights around topics related to future ready schools, multiculturalism, and student programming.

 7/30/2019 - 6/12/2020



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

3. Family and Community Partnership: Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.

75%

3.5 Develop a community relations and engagement plan targeted to future school district needs and priorities.

50%

Continue facilitation of Superintendent Advisory Council.



8/9/2018 - 6/10/2020



Don Angelaccio

0%

Launch #Proud2BD23 campaign to increase awareness and celebration of District 23, schools, staff and students.



7/30/2019 - 6/11/2021



Don Angelaccio

0%

Investigate long range communications needs of the District.



7/30/2019 - 6/12/2020



Don Angelaccio



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

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

100%

4.1 Develop a long-range financial plan that includes instruction, professional growth, technology, and facilities.

100%



Facilitate negotiations to implement fair and responsible agreement.

8/2/2018 - 6/12/2019 Don Angelaccio

100%



Conduct transportation analysis to review hazardous routes, community needs, and appropriate fee.

8/2/2018 - 6/12/2019 Micheal DeBartolo

100%



Conduct bond issuance to facilitate implementation of life safety and long range facilities plan.

8/9/2018 - 6/12/2019 Micheal DeBartolo

0%



Coordinate construction projects for timely completion within budget parameters.

7/30/2019 - 6/12/2020 Amy McPartlin & Brian Rominski

0%



Implement site-based reporting in alignment with ESSA requirements.

7/30/2019 - 6/12/2020 Amy McPartlin

0%



Facilitate Insurance Committee to investigate insurance provision and plan options.

7/30/2019 - 6/12/2020 Amy McPartlin

0%



Refine registration and payment process for ease of use by parents and maximum collection/reporting by staff.

7/30/2019 - 6/12/2020 Amy McPartlin

0%



Enhance use of residency system.

7/30/2019 - 6/12/2020 Amy McPartlin



Prospect Heights School District 23

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

100%

4.1 Develop a long-range financial plan that includes instruction, professional growth, technology, and facilities.

0%



Develop, submit, and monitor all grants, including IDEA/EC when responsibility shifts.



7/30/2019 - 6/12/2020



Amy McPartlin & Amy Zaher

0%



Evaluate services and status of SEIU contract.



7/30/2019 - 6/12/2020



Amy McPartlin & Brian Rominski

60%

4.2 Provide spaces that support collaborative learning opportunities.

50%



Continue investigation and communication of building/facility needs.



8/9/2018 - 6/10/2020



Brian Rominski

40%



Continue furniture replacement, investigation, and planning.



8/9/2018 - 6/9/2021



Amy McPartlin & Amy Zaher

0%



Re-evaluate and update the capital long range plan.



7/30/2019 - 6/12/2020



Amy McPartlin & Brian Rominski

0%



Install and train for use of new phone system.



7/30/2019 - 6/12/2020



Maria Stavropoulos

0%



Monitor technology infrastructure and plan for improvements/upgrades to support instructional needs.



7/30/2019 - 6/12/2020



Maria Stavropoulos



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

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

10%

4.3 Ensure safe and secure learning environments in collaboration with first responders.

10%



Examine safety action plan (ALICE) and develop improved emergency response protocols.

8/9/2018 - 6/10/2020

Don Angelaccio

0%



Implement RAPTOR visitor management system at all schools.

7/30/2019 - 6/12/2020

0%



Facilitate TLT subcommittee to review and create data and cyber security plan.

7/30/2019 - 6/12/2020

Maria Stavropoulos



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

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

100%

4.4 Engage stakeholders in the development of effective use of resources.

100%



Conduct transportation analysis.



8/9/2018 - 6/12/2019



Micheal DeBartolo

50%



Continue to implement system of reporting on revenues, expenses and fund balances to fully inform stakeholders of District outlook; place on website dashboard.



8/9/2018 - 6/12/2020



Amy McPartlin

50%



Continue facilitation of Superintendent Advisory Council to determine the goals and demands of the community for the students and facilities.



7/30/2019 - 6/12/2020



Don Angelaccio

0%



Continue Growing Green Project roadmap implementation.



7/30/2019 - 6/12/2020



Brian Rominski

0%



Enhance use of financial software for effective and efficient purchasing in order to maximize use of funds/save money; eProcurement/ML Schedules.



7/30/2019 - 6/12/2020



Amy McPartlin



PROSPECT HEIGHTS SCHOOL DISTRICT 23

Prospect Heights School District 23

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

65%

4.5 Explore shared service opportunities, cost-saving consortiums and ventures.

50%

Maintain ECDEC/Harper EC classroom/program.



8/9/2018 - 6/12/2020



Chrys Sroka

50%

Explore options with Arlington Heights and Prospect Heights Park Districts for shared use facility and revenue generating opportunities.



8/9/2018 - 6/10/2020



Amy McPartlin

30%

Explore partnership to expand EC offerings.



8/9/2018 - 6/14/2023



Don Angelaccio

0%

Improve facility use procedures and invoicing schedule.



7/30/2019 - 6/12/2020



Brian Rominski

0%

Investigate transportation contract extension with District 21.



7/30/2019 - 6/12/2020

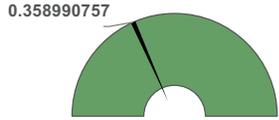


Amy McPartlin

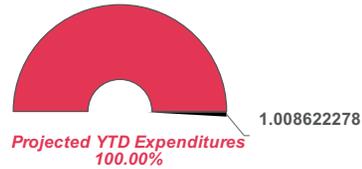
Expenditure Dashboard Summary

For the Period Ending June 30, 2019

Projected Year-End Balances as % of Budgeted Expenditures



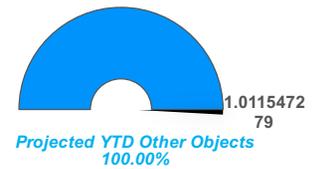
Actual YTD Expenditures



Actual YTD Salaries / Benefits



Actual YTD Other Objects

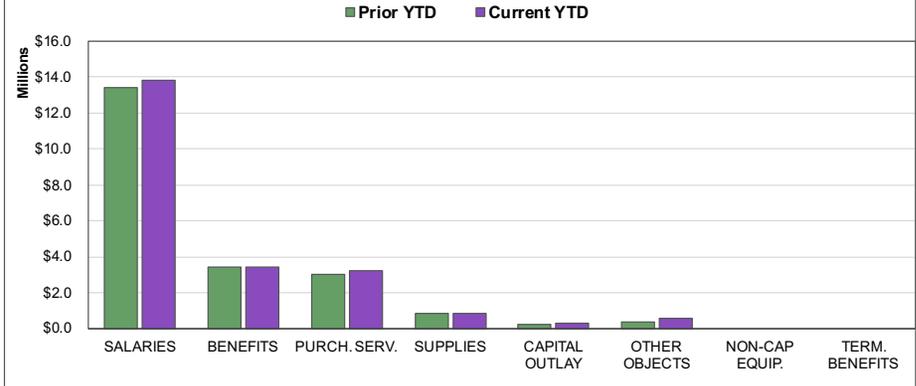


All Funds | Top 10 Expenditures by Program YTD

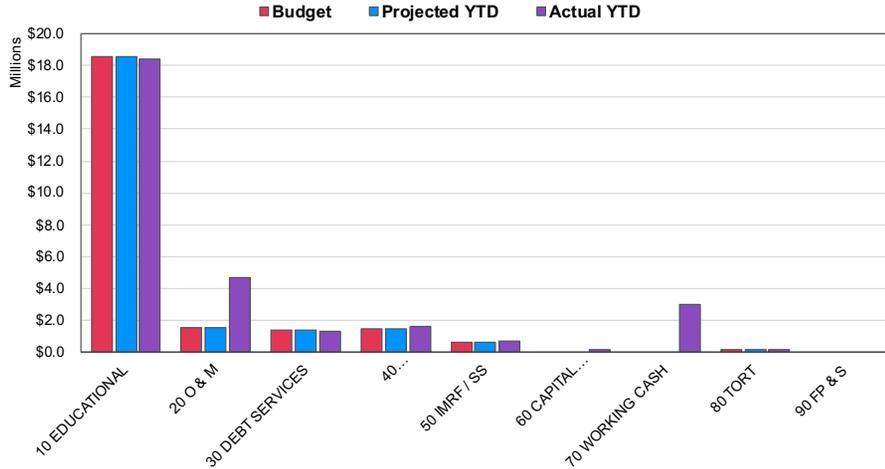
Regular Programs	\$7,051,264
Support Services - Business	\$4,189,039
Transfer to Capital Projects Fund	\$3,280,000
Other Financing Uses	\$3,000,000
Special Education/Remedial Programs	\$2,889,855
Support Services - Pupils	\$2,076,750
Support Services - Instructional Staff	\$1,935,816
Support Services - School Administration	\$1,173,278
Debt Services - Payments of Principal on Long-term Debt	\$1,016,988
Bilingual Programs	\$691,042

Percent of Total Expenditures Year-to-Date **92.20%**

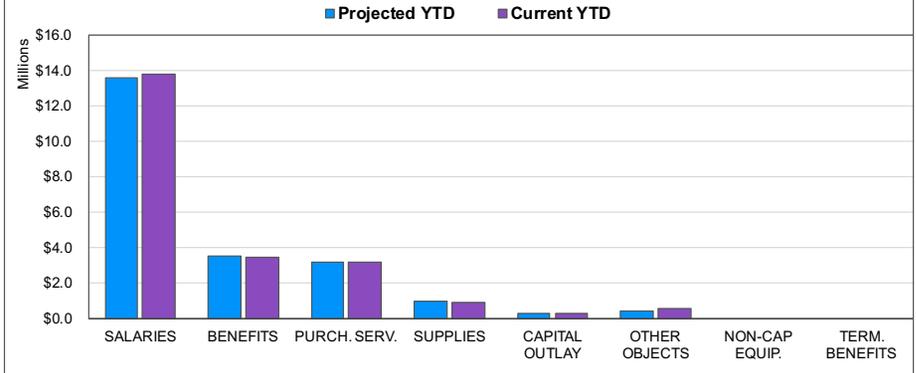
Aggregate Funds | Expenditures by Object



Expenditures by Fund



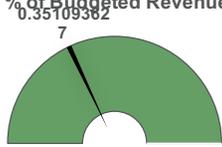
Aggregate Funds | Expenditures by Object



Revenue Dashboard Summary

For the Period Ending June 30, 2019

Projected Year-End Balances
as % of Budgeted Revenue



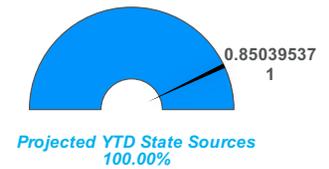
Actual YTD Revenues



Actual YTD Local Sources



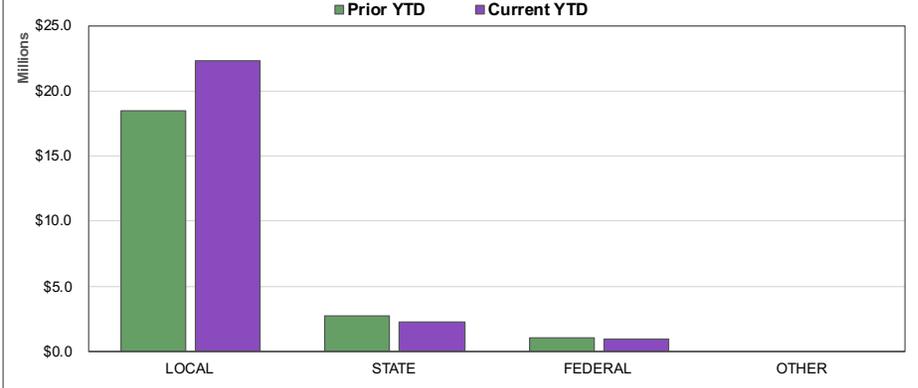
Actual YTD State Sources



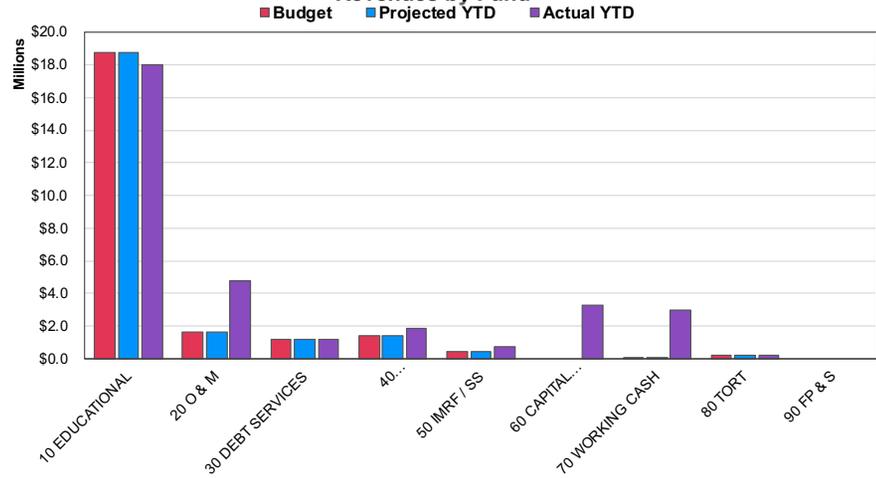
All Funds | Top 10 Sources of Revenue YTD

Ad Valorem Taxes	\$19,029,249
Local Sources	\$3,280,000
Proceeds from the Sale of Bonds	\$3,003,524
Transfers from Various Funds	\$3,000,000
Unrestricted Grants-in-Aid	\$1,753,620
Other Revenue from Local Sources	\$661,096
State Transportation Reimbursement	\$515,866
Federal Special Education	\$349,682
Textbook Income	\$267,432
Earnings on Investments	\$238,154
Percent of Total Revenues Year-to-Date	97.27%

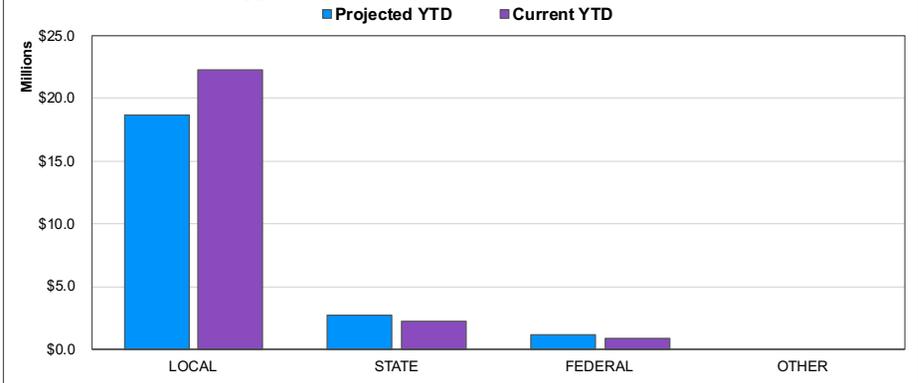
Aggregate Funds | Revenues by Source



Revenues by Fund



Aggregate Funds | Revenues by Source





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

Date: August 8, 2019

Subject: Enrollment Update

Prepared by: Don Angelaccio

As the Board will recall, we divide the registration and payment process into two separate components. One of the goals of this was to encourage more timely completion of the registration process. This enables administration to plan more effectively and complete scheduling/class assignments.

As you can see from the table below, (data pulled on 7/31) we have received 96% of all expected registration complete across all of the grade levels. Students “on hold” are those in our current system who have indicated that they are moving and will not return in the Fall. We maintain their record in our system until we have confirmed registration in a different district.

Grade	All Submissions	On Hold	Started	Notified/Not Started	Total Infosnap	Projected (19-20)	Difference to Date	% Complete	Not Started
K	130	1	1	2	134	139	9	94%	1%
1	158	1	0	0	159	173	15	91%	0%
2	141	0	0	1	142	140	-1	101%	1%
3	152	0	0	0	149	155	3	98%	0%
4	156	1	0	0	157	166	10	94%	0%
5	170	1	0	1	172	173	3	98%	1%
6	185	0	1	2	188	189	4	98%	1%
7	156	2	1	2	161	162	6	96%	1%
8	160	3	1	1	165	165	5	97%	1%
Total	1408		4	9	1427		54	96%	

The “projected” enrollment figures were developed by ForeCast5 and are used to provide a research based estimate. These data also do not yet account for any additional move in or move out students that will occur over the summer.

In July, we launched the second phase of registration by sending the invoices to all registered families seeking payment for school fees. This shift allows us to more accurately delineate funds into their appropriate fiscal year. As of July 31, we have received 66.7 % of expected registration fees.

The table below provides the Board with a snapshot of current projected class size averages based upon our most current registration data. While these also may change, these are the figures upon which our current scheduling and class placements are based.

The Board will notice that our current projection for Grade 1 is slightly less than we had projected in February. While we may still see increases in registration in Grade 1, the staffing

plan provides enough room for us to add students and remain within guidelines. Middle School enrollment is also below targets, but is a pattern we have historically seen correct itself over the summer. Here again, the current staffing plan provides room for the targeted enrollment.

At this time, we believe our staffing plan is complete and will support our enrollment for the 2019-20 school year.

**Class Size Projections
2019-2020 July 31, 2019**

	FY 2016	FY 2017	FY 2018	FY 2019	Core Teachers	Avg.	FY 2020 CURRENT ENR. #	Core Teachers	Avg.	Net Section Change
Eisenhower										
Kindergarten	143	130	139	148	5	18.5	131/101	5	17	0
First Grade	182	164	152	139	7	20.5	159/145	8	20.7	1
Ross										
Second Grade	191	184	166	157	7	23	142/130	7	21.6	0
Third Grade	138	196	178	162	8	21	149/132	7	22	-1
Sullivan										
Fourth Grade	161	147	187	172	8	21.5	157	7	22.4	-1
Fifth Grade	185	157	153	183	8	23	172	8	21.5	0
MacArthur										
Sixth Grade	178	196	160	160	7	23	188	8	23.5	1
Seventh Grade	154	180	201	163	7	23	161	7	23	0
Eighth Grade	173	160	179	200	8	25	165	7	23.5	-1
Total Enrollment	1505	1514	1515	1515	65 Total core tchrs		1424	64 Total core tchrs		Net Change
Classroom Guidelines	K	1-2	3-4	5	6-8					
	17-21	18-23	20-25	22-26	24-27					

TO Donald S. Angelaccio Ed.D.
Superintendent

22081.001
Prospect Heights School
District 23 - HVAC Review
Litigation Hourly Support

Prospect Heights School District 23
700 North Schoenbeck Road
Prospect Heights IL 60070

DATE July 31, 2019

REGARDING **Proposal and Agreement for Litigation Support Services**

Dear Donald,

As you have requested, RDH Building Science Inc. (RDH) is pleased to provide you with this proposal and fees for litigation services regarding the Eisenhower Elementary School HVAC issues following the proposed investigation (22081.000). The fees provided in this proposal are hourly and are used for time spent in court, arbitration, or direct preparation. Preparation includes review of documentation, conference calls, and any laboratory work or analysis in preparation for legal proceedings.

Fees and Terms of Agreement

This project will be billed hourly, plus expenses, at the rates shown in the fee table below. For all time and expense not related to litigation services other consulting rates may apply.

LITIGATION RATES FEE TABLE	RATES (\$/HR) USD
Senior Specialist – e.g. John Straube, Chris Schumacher	\$ 340/hr
Specialist – Senior Project Manager 2 – e.g. Aaron Grin, Wei Lam	\$ 295/hr
Senior Project Manager 1 – e.g. Jonathan Smegal	\$ 270/hr
Support Staff	\$ 190/hr

Should RDH be required to commence the work in advance of receiving written acceptance of this proposal, it is expressly agreed that the attached Terms of Agreement apply, and shall continue to apply, until such time as alternative terms are mutually agreed.

Expenses

Reimbursable expenses are billed separately at actual cost and are in addition to the project fees. Such expenses include travel expenses, printing expenses, and additional professional liability insurance if requested by the Client. Travel expenses, if required as part of our consulting services, include: airfare, hotel, rental car, fuel, mileage, parking, taxi, etc.

Closure

If our proposal and attached Terms of Agreement are acceptable, please sign a copy of this proposal in the space provided on the following page and return via email.

Please do not hesitate to contact me by phone or email should you wish to discuss any aspect of our proposal.

Yours truly,



Jonathan Smegal | MASC.
Associate, Senior Project Manager
jsmegal@rdh.com
978 210 6109
RDH Building Science Inc.

Aaron Grin | MASC. P.Eng.
Reviewed by

Acceptance of Proposal

RDH Project No.: 22081.001

Prospect Heights School District 23 - HVAC Review – Litigation
Hourly Support

July 31, 2019

Proposal and Agreement for Litigation Support Services

Accepted by: Prospect Heights School District 23

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

Acceptance may be emailed to:

Jonathan Smegal, MASc.
RDH Building Science Inc.
Email: jsmegal@rdh.com

Electronic Invoicing (Optional)

As part of RDH's dedication to sustainability, please provide an email address to which invoices should be directed.

Remittance E-mail Address: _____

Recipient Name: _____

Additional Comments: _____

(e.g. additional recipients)

General Terms and Conditions

1. GENERAL

- a) **Agreement.** The RDH Building Science, Inc. General Terms and Conditions, including the attached Schedule A: Rates and Reimbursable Expenses (the “Terms and Conditions”), supplement the proposal to provide professional services for the project known as Litigation Support Services (the “Project”) submitted by RDH’s Boston office to Prospect Heights School District 23 Board of Education (the “Client”) and dated July 31, 2019 (the “Proposal”). In the event of an inconsistency between the terms of the Proposal and the Terms and Conditions, the terms of the Proposal shall take precedence. The Proposal and the Terms and Conditions, together, make up the agreement between RDH and Client by which RDH shall provide the services described in the Proposal (the “Agreement”). Unless RDH and Client agree otherwise in writing, all services provided by RDH for Client related to the Project, at any time, are subject to this Agreement. RDH does not owe Client any duties related to the Services that are independent of this Agreement.
- b) **Professional Standard.** RDH shall provide the Services in a manner consistent with the degree of skill and care ordinarily exercised by members of the same profession currently practicing in the same locality as the Project, under similar circumstances (the “Professional Standard”). RDH disclaims all warranties, express or implied, including, without limitation, any implied warranties of merchantability or fitness for a particular purpose. Furthermore, this Agreement does not relate to, or provide for, a sale of goods under the uniform commercial code or related laws.

2. SERVICES

- a) **Services.** RDH shall provide the services set out in the Proposal (the “Services”) in accordance with the terms of this Agreement.
- b) **Additional Services.** Any services in addition to the Services may be provided by RDH after execution of this Agreement upon the written amendment of this Agreement by RDH and Client. Unless otherwise agreed in writing, Additional Services shall be provided on a Time and Expense basis.
- c) **Work Product.** The Services provided by RDH, as well as any reports, notes, memoranda, calculations, measurements, data, details or other materials (“Work Product”) prepared by RDH in the performance of such Services, shall be for Client’s sole and exclusive use and benefit. Work Product pertains to a specific project, site, or set of circumstances or conditions, and shall not be relied upon for other projects, sites, circumstances or conditions. Reliance on any Work Product is limited to reliance on the facts and representations set out in the Work Product which represent RDH’s opinion based upon its review and/or analysis of facts, information, documents, samples and/or other materials in existence and available to RDH at the time of the performance of the Services and preparation of the Work Product.

3. CLIENT RESPONSIBILITIES

- a) **Client Information.** Client, at its own expense, shall provide to RDH all relevant information, data, documents, samples, materials, plans and specifications (“Client Information”) pertinent to the Project which is required by RDH. Client represents and warrants that any Client Information will not infringe on any legal rights of any third party, and that unless RDH is otherwise notified in writing, all Client Information that Client or any of its agents or representatives supplies to RDH (including RDH’s agents, subconsultants and employees) is true, accurate, complete, and not misleading in any respect. Client acknowledges that RDH may rely on Client’s representation and warranty and on the Client Information, with no duty to verify.
- b) **Samples.** If the Services include testing products, materials, or equipment, then Client shall notify RDH promptly of any risk, safety issues or incidents in respect of any item delivered by Client to RDH. Samples provided by Client will be shipped pre-paid and will be collected or disposed of by Client (at the Client’s cost) within thirty (30) days after testing unless alternative arrangements are made by Client. In the event that such samples are not collected or disposed by Client within the required thirty (30) days period, RDH reserves the right to destroy the samples, at

Client's cost. Client acknowledges that any samples provided may become damaged or be destroyed in the course of testing as part of the necessary testing process and shall hold RDH harmless from any and all responsibility for such alteration, damage or destruction.

- c) **Additional Responsibilities.** Client further agrees: 1) to cooperate with RDH in all matters relating to the Services, 2) to appoint a representative in relation to the Services who shall be duly authorized to provide instructions on behalf of Client and to bind Client contractually as required, 3) to provide instructions and feedback to RDH in a timely manner, and 4) to give prompt notice of any defects or deficiencies in the Project related to or arising from RDH's services, or of any defect or deficiencies in the Services.

4. INVOICING AND PAYMENT

- a) **Payment of Fees.** RDH shall invoice Client monthly for the services according to the basis of compensation stated in the Proposal, and Client shall pay the charges. Payment is due upon receipt of RDH's invoice, and shall be made without retention, holdback, or offset. If payment is not received by RDH within thirty (30) days of the invoice date, RDH shall have the right to charge, and Client shall pay, interest on the unpaid amount, calculated from the due date of the invoice, at an annual rate of 12%. RDH may suspend services if payment is not received by RDH within sixty (60) days of the invoice date.

5. INTELLECTUAL PROPERTY RIGHTS

- a) **Prior Rights.** All rights to intellectual property belonging to a party prior to entry into this Agreement, including without limitation copyrights, trademarks (registered or unregistered), patents, patent applications (including the right to apply for patent), service marks, design rights, trade secrets and other like rights ("Intellectual Property Rights"), shall remain vested in that party. Nothing in this Agreement shall transfer intellectual property rights from one party to the other.
- b) **Rights to Work Product.** All Intellectual Property Rights in Work Product produced by RDH, or on behalf of RDH, pursuant to this Agreement shall belong to RDH. RDH grants to Client a nonexclusive license to use the Work Product for the purposes of this Agreement, provided that Client performs its obligations under this Agreement, including prompt payment of all sums due under this Agreement. The Work Product may not be used for any other purpose without RDH's prior written agreement.
- c) **Results and Inventions.** Client agrees and acknowledges that RDH retains any and all proprietary rights in concepts, ideas and inventions that may arise during the preparation or provision of any Work Product (including any deliverables provided by RDH to the Client) and the provision of the Services to the Client.

6. CONFIDENTIALITY

- a) **"Confidential Information"** means all information, in whatever form or manner presented, which is disclosed by RDH or Client to the other and that is marked, stamped or identified in writing as confidential by the disclosing party at the time of such disclosure. Notwithstanding the preceding sentence, Confidential Information does not include information that is generally available in the public domain; becomes available to the public through no act of the party that receives the information; or is independently known by the receiving party prior to receipt of the information.
- b) **Duty of Nondisclosure.** For a period of three (3) years from the effective date of this Agreement, the party that receives Confidential Information ("Receiving Party") shall use the same degree of care to prevent the disclosure of the Confidential Information as it uses to safeguard its own confidential information. The Receiving Party may disclose Confidential Information without the disclosing party's written authorization only: 1) to legal and financial advisers it has engaged for itself, 2) on a "need to know" basis when disclosure is necessary to perform the Services or to achieve the purposes of this Agreement, but only to persons or entities that are bound to obligations of confidentiality at least as onerous as those set out in this clause.
- c) **Disclosure Required by Law.** At any time, the Receiving Party may disclose the disclosing party's Confidential Information to the extent required by law or required by any regulatory authority, provided that the Receiving Party

has given the disclosing party prompt written notice of the requirement to disclose and where possible has given the disclosing party a reasonable opportunity to prevent the disclosure through appropriate legal means.

7. INSURANCE

- a) **General.** Each party shall be responsible for the arrangement and cost of its own individual or company insurance which includes, as appropriate and without limitation, professional liability insurance, workers compensation and employer's liability insurance, commercial general liability insurance, and automobile insurance. RDH disclaims liability to Client as an insurer or guarantor.
- b) **RDH Policies.** RDH will maintain commercial general liability and professional liability insurance policies from the date of execution of this Agreement and, subject to availability at reasonable cost, for 2 years after the date of the final invoice for Services or termination of this Agreement, with coverage limits as follows:
 - i) Commercial general liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate;
 - ii) Professional liability insurance in the amount of \$1,000,000 per claim and \$2,000,000 aggregate.
 - iii) RDH shall maintain workers compensation coverage in the amount required by law.

8. SUSPENSION OR TERMINATION

- a) **For Cause.** If either party to this Agreement fails to substantially perform in accordance with the terms of this Agreement (the "Default"), including without limitation the failure to pay invoices when due, through no fault of the non-defaulting party (the "Non-Defaulting Party") then the Non-Defaulting Party may, by written notice to the other party (the "Defaulting Party"), require the Default to be corrected. If within 7 days after receipt of such notice the Default has not have been corrected, the Non-Defaulting Party may, without limiting any other right or remedy he may have, immediately suspend or terminate this Agreement. In the event of suspension or termination not due to an RDH Default, RDH shall be compensated for services performed prior to the suspension or termination, together with Reimbursable Expenses then due, including anticipated profit on the value of the services provided, without prejudice to any other rights or recourse. In the event of suspension, RDH shall be reimbursed for all costs associated with resuming the services.
- b) **For Convenience.** RDH may terminate this agreement for convenience, with not less than ten (10) days' written notice to Client. In the event RDH terminates for convenience, RDH shall be compensated for services performed prior to termination and reimbursed for Reimbursable Expenses then due. However, RDH shall not be compensated for anticipated profit on the value of services provided in the event RDH terminates for convenience.

9. INDEMNIFICATION

- a) **RDH.** To the fullest extent permitted by law and subject to Section 12 Limitations of Remedy, RDH shall indemnify and hold harmless (but not defend) Client and its officers, employees, agents and successors ("Client Indemnified Parties") from and against all claims, losses, damages, liabilities, awards and judgments arising from or related to RDH's performance of Services pursuant to this Agreement, including reasonable defense costs such as attorneys' fees, costs, and expenses ("RDH Indemnified Claims"), but only to the extent such RDH Indemnified Claims are caused by the negligent acts, errors or omissions of RDH, its contractors or consultants, or anyone else for whose acts RDH is legally responsible.
- b) **Client.** To the fullest extent permitted by law, Client shall defend, indemnify and hold harmless RDH, its contractors and subconsultants, and the officers, employees, agents and successors of each ("RDH Indemnified Parties"), from and against all claims, losses, damages, liabilities, awards and judgments arising from or related to the Project or from any unauthorized use or modification of the Work Product, including reasonable defense costs such as attorneys' fees, costs, and expenses ("Client Indemnified Claims"), except to the extent such Client Indemnified Claims are caused by the negligent acts, errors or omissions of any RDH Indemnified Party.

10. DISPUTE RESOLUTION

- a) **Good Faith Negotiations.** The parties shall use their best efforts to resolve any dispute relating to this Agreement through good faith negotiations (“Good Faith Negotiations”).
- b) **Mediation.** At any time following a dispute either party to this Agreement may make a request in writing (“Dispute Notice”) to the other party to submit the dispute to non-binding mediation (“Mediation”).
- c) **Arbitration.** If a dispute is not resolved through Good Faith Negotiations or Mediation within 45 days from issuance of Dispute Notice, or such longer period as may be agreed to by the parties, either party may refer the dispute to binding arbitration. Unless the parties agree otherwise, the arbitration shall be administered, in the case of a project situate in the United States of America by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement, or in the case of a project situate in Canada under the Rules for Arbitration of Construction Disputes as provided in CCDC 40, except that arbitrations, in all instances, shall be conducted by a single arbitrator and not by a panel of arbitrators, and the parties shall be entitled to full discovery pursuant to the civil procedure rules of the Applicable Jurisdiction. Awards rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with the applicable law in any court having jurisdiction thereof.

11. TIME LIMITATION FOR CLAIMS

- a) As to all claims and causes of action against RDH, whether in contract, tort, or otherwise, arising out of or related to acts or omissions of RDH while providing services pursuant to this Agreement, such claims and causes of action shall be deemed to have accrued on the date of the acts or omissions giving rise to the claim or cause of action (“Accrual Date”), and all such claims and causes of action against RDH shall be brought by Client within 2 years of the Accrual Date, or such claims shall be waived, released and barred.

12. LIMITATIONS OF REMEDY

- a) **NO PERSONAL LIABILITY.** To the fullest extent permitted by law, Client’s remedy, and the remedy of any successor, assignee, beneficiary or indemnitee, for claims arising from this Agreement or from the performance of Services pursuant to this Agreement, shall be limited to claims against RDH, a corporation. RDH’s directors, officers, agents, shareholders, and employees (collectively, “RDH Principals”) shall not have any personal liability under this Agreement for any obligation at any time. Furthermore, Client shall look solely to the assets, including available insurance, of RDH for the satisfaction of any judgment or award arising from any claim arising from this Agreement or from the performance of services pursuant to this Agreement.
- b) **CLIENT’S LIMITED REMEDY.** To the fullest extent permitted by law, the total aggregate joint, several and individual liability of RDH (including its officers, directors, partners, and employees if Section 12 a) of this Agreement is not enforceable) to Client and anyone claiming by, through, or under Client, as well as to any successor, assignee, beneficiary, or indemnitee under this Agreement, for any claims, losses, costs or damages (“Liabilities”) whatsoever, arising out of, resulting from, or in any way related to the Project, this Agreement, or the Services provided pursuant to this Agreement, from any cause or causes, including but not limited to negligence, professional negligence, malpractice, strict liability, vicarious liability, breach of contract, breach of warranty, indemnity, or contribution, shall be limited in the aggregate to the amount of the total professional fees invoiced by RDH and paid by Client pursuant to this Agreement.
- c) **WAIVER OF CONSEQUENTIAL DAMAGES.** The Parties agree that the right to recover from the other party is limited to direct losses and each party specifically waives any and all claims arising from or related to loss of profits, loss of sales or business, loss of opportunity, loss of or damage of goodwill or reputation, loss of anticipated savings, any indirect, consequential or loss or punitive or special loss (even when advised of their possibility).

13. MISCELLANEOUS

- a) **Force Majeure.** Neither party shall be liable for any failure of or delay performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to, acts of God, war, strikes or labor disputes, government orders, or any other force majeure event.
- b) **No Third-Party Beneficiary.** This Agreement does not give any rights or benefits to anyone other than Client or RDH, the RDH Indemnified Parties with respect to the indemnification provisions at Section 9 b. above and the RDH Principals with respect to the personal liability provisions at Section 12 a above. Any person who is not a party to this Agreement has no right to enforce its terms.
- c) **Entire Agreement.** This Agreement states the terms of the parties' agreement respecting its subject matter and supersedes and replaces in their entirety all prior and contemporaneous written or unwritten representations, negotiations, commitments and agreement. The representations made in this Agreement are the only representations that Client is relying make its decision to enter into this Agreement. This Agreement may not be modified or amended except by mutual agreement of both parties evidenced by a written instrument signed by both parties.
- d) **Assignment.** Neither party may assign their rights or obligations under this Agreement, except that RDH may utilize contractors or subconsultants to provide services, as provided in this Agreement.
- e) **Applicable Law.** This Agreement shall be governed by the laws of the jurisdiction within which the RDH facility making the Proposal is located (the "Applicable Jurisdiction"), and shall be enforced, construed, and interpreted in accordance with the laws of the Applicable Jurisdiction.
- f) **Severability.** In the event any provision of this Agreement is determined to be unlawful, the remainder shall be enforceable.
- g) **Disclosure Statement Regarding Cascadia Windows.** Some of the individuals who are shareholders of RDH also have a financial interest in a private company engaged in manufacturing and supplying building products. The company, Cascadia Windows Ltd., manufactures fiberglass framed windows and doors, and other construction products. Collectively, the individual RDH shareholders represent a minority ownership in Cascadia Windows Ltd.

Schedule "A" – Project Rates and Reimbursable Expenses

PROJECT RATES

Description	Project Rates (\$/hr)
Senior Specialist	340
Specialist	295
Senior Project Manager 2	270
Senior Project Manager 1	245
Senior Project Engineer	245
Senior Project Architect	245
Senior Project Designer / Consultant	215
Project Engineer	215
Project Architect	215
Project Designer / Consultant	190
Engineer	190
Architect	190
Designer / Consultant	145
Engineer (EIT) 2	145
Intern Architect (IA) 2	145
Technologist 4	125
Engineer (EIT) 1	125
Intern Architect (IA) 1	125
Technologist 3	115
Technologist 2	115
Coordinator	115
Drafter 2	105
Technologist 1	105
Drafter	105
Assistant	85

PROJECT RATE ADJUSTMENT

RDH reviews rates across the firm on a periodic basis and Project Rates are subject to adjustment consistent with that periodic review. Project Rates may be increased by no more than 10% per year.

REIMBURSABLE EXPENSES AND LITIGATION SUPPORT

The *Client* agrees to pay direct expenses, grossed up by 10% to cover overhead, reasonably incurred by *RDH* in the performance of the services.

Equipment will be provided by *RDH* as required to perform the services and will be charged at rates established periodically and provided to the *Client* upon request.

Attendance at, and preparation for, court, mediation, deposition, discoveries, or hearings are at the above rates plus 50%.

TO Donald S. Angelaccio Ed.D.
Superintendent
Prospect Heights School District 23
700 North Schoenbeck Road
Prospect Heights IL 60070

22081.000
Prospect Heights School
District 23 - HVAC Review
Design Review and Report

DATE July 31, 2019

REGARDING **Proposal and Agreement for Building Science Services**

Dear Donald,

As requested, RDH Building Science Inc. (RDH) is pleased to provide you with this proposal for a review of the existing HVAC design and the proposed HVAC modifications for Eisenhower Elementary School in Prospect Heights, IL.

RDH Services

Phase 1 – Review of Existing and Proposed HVAC Systems

The first phase of this investigation will be a review of all relevant documentation related to the existing and proposed HVAC Systems including:

- Original HVAC drawings/specifications
- Project Manual for 2019 HVAC Retrofits
- 2019 HVAC Retrofits Drawing Set (Issued November 1, 2018)
- Addendum No. 1 2019 HVAC Retrofits (dated November 14, 2018)
- Temperature and relative humidity data collected prior to retrofitting the test classrooms

The focus of this phase is to review the drawings and information that will be provided to us with the context that there have been reported moisture issues in the classrooms, determine potential causes of the moisture issues, and whether the proposed HVAC plan will address the excess humidity and moisture related issues in the classrooms.

Task 2 – Reporting

Following the review of the existing and proposed HVAC designs, a report will be written summarizing any key observations and conclusions from the review of Task 1. The main focus of the report will be whether the original HVAC design met the standard of care required of HVAC design when the original design was constructed. A secondary focus of the report is whether the proposed modifications to the HVAC are appropriate and likely to be effective at eliminating the moisture related issues.

Data collection has reportedly been conducted and analysis of the provided data pre and post retrofit in some test classrooms will be analyzed and included in the report. Based on our experience with data analysis of data provided to us, we have included the data analysis in the fixed cost for this project, however, if there are complications that arise from the data analysis that are beyond the control of RDH, this will be discussed with the client immediately as additional time may be required for analysis.

The report will include references to literature, and other reference materials such as the ASHRAE Handbook of Fundamentals, and ASHRAE HVAC Applications as well as other sources to demonstrate what an HVAC contractor/designer ought to have known at the time of design and construction, and whether the standard of care was met.

The fees shown in the table below also include 3 coordination conference calls and one draft report review cycle.

Based on initial discussions, the report will be completed approximately mid-September following some data collection post retrofit for comparison purposes.

Fees and Terms of Agreement

DESCRIPTION	FEE (USD)
Task 1 - Document Review	\$ 2,970
Task 2 - Literature Review, Data Analysis Reporting, and Coordination/Review Phone Calls	\$ 4,545
Project Total:	\$ 7,515

Should RDH be required to commence the work in advance of receiving written acceptance of this proposal, it is expressly agreed that the attached Terms of Agreement apply, and shall continue to apply, until such time as alternative terms are mutually agreed.

Expenses

Reimbursable expenses are billed separately at actual cost and are in addition to the project fees. Such expenses include travel expenses, test specimen materials, printing expenses, and additional professional liability insurance if requested by the Client. Travel expenses, as part of our consulting services, include: airfare, hotel, rental car, fuel, mileage, parking, taxi, etc. Note that no expenses are anticipated for the proposed scope of work.

Closure

If our proposal and attached Terms of Agreement are acceptable, please sign a copy of this proposal in the space provided on the following page and return via email.

Please do not hesitate to contact me by phone or email should you wish to discuss any aspects of our proposal.

Yours truly,

Jonathan Smegal | MASC.
 Associate, Senior Project Manager
 jsmegal@rdh.com
 978 210 6109
RDH Building Science Inc.

John Straube | PhD., P.Eng.
 Reviewed by

Acceptance of Proposal

RDH Project No.: 22081.000

Prospect Heights School District 23 - HVAC Review – Design Review and Report

July 31, 2019

Proposal and Agreement for Building Science Services

Accepted by: Prospect Heights School District 23

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

Acceptance may be emailed to:

Jonathan Smegal, MASC.
RDH Building Science Inc.
Email: jsmegal@rdh.com

Electronic Invoicing (Optional)

As part of RDH's dedication to sustainability, please provide an email address to which invoices should be directed.

Remittance E-mail Address: _____

Recipient Name: _____

Additional Comments: _____

(e.g. additional recipients)

General Terms and Conditions

1. GENERAL

- a) **Agreement.** The RDH Building Science, Inc. General Terms and Conditions, including the attached Schedule A: Rates and Reimbursable Expenses (the “Terms and Conditions”), supplement the proposal to provide professional services for the project known as **HVAC Review and Report** (the “Project”) submitted by RDH’s Waterloo office to **Prospect Heights School District 23 Board of Education** (the “Client”) and dated **July 31, 2019** (the “Proposal”). In the event of an inconsistency between the terms of the Proposal and the Terms and Conditions, the terms of the Proposal shall take precedence. The Proposal and the Terms and Conditions, together, make up the agreement between RDH and Client by which RDH shall provide the services described in the Proposal (the “Agreement”). Unless RDH and Client agree otherwise in writing, all services provided by RDH for Client related to the Project, at any time, are subject to this Agreement. RDH does not owe Client any duties related to the Services that are independent of this Agreement.
- b) **Professional Standard.** RDH shall provide the Services in a manner consistent with the degree of skill and care ordinarily exercised by members of the same profession currently practicing in the same locality as the Project, under similar circumstances (the “Professional Standard”). RDH disclaims all warranties, express or implied, including, without limitation, any implied warranties of merchantability or fitness for a particular purpose. Furthermore, this Agreement does not relate to, or provide for, a sale of goods under the uniform commercial code or related laws.

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Client's cost. Client acknowledges that any samples provided may become damaged or be destroyed in the course of testing as part of the necessary testing process and shall hold RDH harmless from any and all responsibility for such alteration, damage or destruction.

- c) **Additional Responsibilities.** Client further agrees: 1) to cooperate with RDH in all matters relating to the Services, 2) to appoint a representative in relation to the Services who shall be duly authorized to provide instructions on behalf of Client and to bind Client contractually as required, 3) to provide instructions and feedback to RDH in a timely manner, and 4) to give prompt notice of any defects or deficiencies in the Project related to or arising from RDH's services, or of any defect or deficiencies in the Services.

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- c) **Results and Inventions.** Client agrees and acknowledges that RDH retains any and all proprietary rights in concepts, ideas and inventions that may arise during the preparation or provision of any Work Product (including any deliverables provided by RDH to the Client) and the provision of the Services to the Client.

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- a) **"Confidential Information"** means all information, in whatever form or manner presented, which is disclosed by RDH or Client to the other and that is marked, stamped or identified in writing as confidential by the disclosing party at the time of such disclosure. Notwithstanding the preceding sentence, Confidential Information does not include information that is generally available in the public domain; becomes available to the public through no act of the party that receives the information; or is independently known by the receiving party prior to receipt of the information.
- b) **Duty of Nondisclosure.** For a period of three (3) years from the effective date of this Agreement, the party that receives Confidential Information ("Receiving Party") shall use the same degree of care to prevent the disclosure of the Confidential Information as it uses to safeguard its own confidential information. The Receiving Party may disclose Confidential Information without the disclosing party's written authorization only: 1) to legal and financial advisers it has engaged for itself, 2) on a "need to know" basis when disclosure is necessary to perform the Services or to achieve the purposes of this Agreement, but only to persons or entities that are bound to obligations of confidentiality at least as onerous as those set out in this clause.
- c) **Disclosure Required by Law.** At any time, the Receiving Party may disclose the disclosing party's Confidential Information to the extent required by law or required by any regulatory authority, provided that the Receiving Party

has given the disclosing party prompt written notice of the requirement to disclose and where possible has given the disclosing party a reasonable opportunity to prevent the disclosure through appropriate legal means.

7. INSURANCE

- a) **General.** Each party shall be responsible for the arrangement and cost of its own individual or company insurance which includes, as appropriate and without limitation, professional liability insurance, workers compensation and employer's liability insurance, commercial general liability insurance, and automobile insurance. RDH disclaims liability to Client as an insurer or guarantor.
- b) **RDH Policies.** RDH will maintain commercial general liability and professional liability insurance policies from the date of execution of this Agreement and, subject to availability at reasonable cost, for 2 years after the date of the final invoice for Services or termination of this Agreement, with coverage limits as follows:
 - i) Commercial general liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate;
 - ii) Professional liability insurance in the amount of \$1,000,000 per claim and \$2,000,000 aggregate.
 - iii) RDH shall maintain workers compensation coverage in the amount required by law.

8. SUSPENSION OR TERMINATION

- a) **For Cause.** If either party to this Agreement fails to substantially perform in accordance with the terms of this Agreement (the "Default"), including without limitation the failure to pay invoices when due, through no fault of the non-defaulting party (the "Non-Defaulting Party") then the Non-Defaulting Party may, by written notice to the other party (the "Defaulting Party"), require the Default to be corrected. If within 7 days after receipt of such notice the Default has not have been corrected, the Non-Defaulting Party may, without limiting any other right or remedy he may have, immediately suspend or terminate this Agreement. In the event of suspension or termination not due to an RDH Default, RDH shall be compensated for services performed prior to the suspension or termination, together with Reimbursable Expenses then due, including anticipated profit on the value of the services provided, without prejudice to any other rights or recourse. In the event of suspension, RDH shall be reimbursed for all costs associated with resuming the services.
- b) **For Convenience.** RDH may terminate this agreement for convenience, with not less than ten (10) days' written notice to Client. In the event RDH terminates for convenience, RDH shall be compensated for services performed prior to termination and reimbursed for Reimbursable Expenses then due. However, RDH shall not be compensated for anticipated profit on the value of services provided in the event RDH terminates for convenience.

9. INDEMNIFICATION

- a) **RDH.** To the fullest extent permitted by law and subject to Section 12 Limitations of Remedy, RDH shall indemnify and hold harmless (but not defend) Client and its officers, employees, agents and successors ("Client Indemnified Parties") from and against all claims, losses, damages, liabilities, awards and judgments arising from or related to RDH's performance of Services pursuant to this Agreement, including reasonable defense costs such as attorneys' fees, costs, and expenses ("RDH Indemnified Claims"), but only to the extent such RDH Indemnified Claims are caused by the negligent acts, errors or omissions of RDH, its contractors or consultants, or anyone else for whose acts RDH is legally responsible.
- b) **Client.** To the fullest extent permitted by law, Client shall defend, indemnify and hold harmless RDH, its contractors and subconsultants, and the officers, employees, agents and successors of each ("RDH Indemnified Parties"), from and against all claims, losses, damages, liabilities, awards and judgments arising from or related to the Project or from any unauthorized use or modification of the Work Product, including reasonable defense costs such as attorneys' fees, costs, and expenses ("Client Indemnified Claims"), except to the extent such Client Indemnified Claims are caused by the negligent acts, errors or omissions of any RDH Indemnified Party.

10. DISPUTE RESOLUTION

- a) **Good Faith Negotiations.** The parties shall use their best efforts to resolve any dispute relating to this Agreement through good faith negotiations (“Good Faith Negotiations”).
- b) **Mediation.** At any time following a dispute either party to this Agreement may make a request in writing (“Dispute Notice”) to the other party to submit the dispute to non-binding mediation (“Mediation”).
- c) **Arbitration.** If a dispute is not resolved through Good Faith Negotiations or Mediation within 45 days from issuance of Dispute Notice, or such longer period as may be agreed to by the parties, either party may refer the dispute to binding arbitration. Unless the parties agree otherwise, the arbitration shall be administered, in the case of a project situate in the United States of America by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement, or in the case of a project situate in Canada under the Rules for Arbitration of Construction Disputes as provided in CCDC 40, except that arbitrations, in all instances, shall be conducted by a single arbitrator and not by a panel of arbitrators, and the parties shall be entitled to full discovery pursuant to the civil procedure rules of the Applicable Jurisdiction. Awards rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with the applicable law in any court having jurisdiction thereof.

11. TIME LIMITATION FOR CLAIMS

- a) As to all claims and causes of action against RDH, whether in contract, tort, or otherwise, arising out of or related to acts or omissions of RDH while providing services pursuant to this Agreement, such claims and causes of action shall be deemed to have accrued on the date of the acts or omissions giving rise to the claim or cause of action (“Accrual Date”), and all such claims and causes of action against RDH shall be brought by Client within 2 years of the Accrual Date, or such claims shall be waived, released and barred.

12. LIMITATIONS OF REMEDY

- a) **NO PERSONAL LIABILITY.** To the fullest extent permitted by law, Client’s remedy, and the remedy of any successor, assignee, beneficiary or indemnitee, for claims arising from this Agreement or from the performance of Services pursuant to this Agreement, shall be limited to claims against RDH, a corporation. RDH’s directors, officers, agents, shareholders, and employees (collectively, “RDH Principals”) shall not have any personal liability under this Agreement for any obligation at any time. Furthermore, Client shall look solely to the assets, including available insurance, of RDH for the satisfaction of any judgment or award arising from any claim arising from this Agreement or from the performance of services pursuant to this Agreement.
- b) **CLIENT’S LIMITED REMEDY.** To the fullest extent permitted by law, the total aggregate joint, several and individual liability of RDH (including its officers, directors, partners, and employees if Section 12 a) of this Agreement is not enforceable) to Client and anyone claiming by, through, or under Client, as well as to any successor, assignee, beneficiary, or indemnitee under this Agreement, for any claims, losses, costs or damages (“Liabilities”) whatsoever, arising out of, resulting from, or in any way related to the Project, this Agreement, or the Services provided pursuant to this Agreement, from any cause or causes, including but not limited to negligence, professional negligence, malpractice, strict liability, vicarious liability, breach of contract, breach of warranty, indemnity, or contribution, shall be limited in the aggregate to the amount of the total professional fees invoiced by RDH and paid by Client pursuant to this Agreement.
- c) **WAIVER OF CONSEQUENTIAL DAMAGES.** The Parties agree that the right to recover from the other party is limited to direct losses and each party specifically waives any and all claims arising from or related to loss of profits, loss of sales or business, loss of opportunity, loss of or damage of goodwill or reputation, loss of anticipated savings, any indirect, consequential or loss or punitive or special loss (even when advised of their possibility).

13. MISCELLANEOUS

- a) **Force Majeure.** Neither party shall be liable for any failure of or delay performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to, acts of God, war, strikes or labor disputes, government orders, or any other force majeure event.
- b) **No Third-Party Beneficiary.** This Agreement does not give any rights or benefits to anyone other than Client or RDH, the RDH Indemnified Parties with respect to the indemnification provisions at Section 9 b. above and the RDH Principals with respect to the personal liability provisions at Section 12 a above. Any person who is not a party to this Agreement has no right to enforce its terms.
- c) **Entire Agreement.** This Agreement states the terms of the parties' agreement respecting its subject matter and supersedes and replaces in their entirety all prior and contemporaneous written or unwritten representations, negotiations, commitments and agreement. The representations made in this Agreement are the only representations that Client is relying make its decision to enter into this Agreement. This Agreement may not be modified or amended except by mutual agreement of both parties evidenced by a written instrument signed by both parties.
- d) **Assignment.** Neither party may assign their rights or obligations under this Agreement, except that RDH may utilize contractors or subconsultants to provide services, as provided in this Agreement.
- e) **Applicable Law.** This Agreement shall be governed by the laws of the jurisdiction within which the RDH facility making the Proposal is located (the "Applicable Jurisdiction"), and shall be enforced, construed, and interpreted in accordance with the laws of the Applicable Jurisdiction.
- f) **Severability.** In the event any provision of this Agreement is determined to be unlawful, the remainder shall be enforceable.
- g) **Disclosure Statement Regarding Cascadia Windows.** Some of the individuals who are shareholders of RDH also have a financial interest in a private company engaged in manufacturing and supplying building products. The company, Cascadia Windows Ltd., manufactures fiberglass framed windows and doors, and other construction products. Collectively, the individual RDH shareholders represent a minority ownership in Cascadia Windows Ltd.

Schedule "A" – Project Rates and Reimbursable Expenses

PROJECT RATES

Description	Project Rates (\$/hr)
Senior Specialist	270
Specialist	245
Senior Project Manager 2	
Senior Project Manager 1	225
Senior Project Engineer	
Senior Project Architect	205
Senior Project Designer / Consultant	
Project Engineer	
Project Architect	185
Project Designer / Consultant	
Engineer	
Architect	165
Designer / Consultant	
Engineer (EIT) 2	
Intern Architect (IA) 2	145
Technologist 4	
Engineer (EIT) 1	
Intern Architect (IA) 1	125
Technologist 3	
Technologist 2	
Coordinator	115
Drafter 2	
Technologist 1	
Drafter	105
Assistant	85

PROJECT RATE ADJUSTMENT

RDH reviews rates across the firm on a periodic basis and Project Rates are subject to adjustment consistent with that periodic review. Project Rates may be increased by no more than 10% per year.

REIMBURSABLE EXPENSES AND LITIGATION SUPPORT

The *Client* agrees to pay direct expenses, grossed up by 10% to cover overhead, reasonably incurred by *RDH* in the performance of the services.

Equipment will be provided by *RDH* as required to perform the services and will be charged at rates established periodically and provided to the *Client* upon request.

Attendance at, and preparation for, court, mediation, deposition, discoveries, or hearings are at the above rates plus 50%. A different rate schedule may apply for work undertaken in connection with an expert role.



Board Action Item

Date: August 8, 2019

Title: Recommendation for approval to post FY2019 tentative budget, post notice in newspaper and schedule public hearing

Contact: Amy McPartlin, Chief School Business Official

Background:

Per the *Illinois School Code*, School Districts in the State of Illinois must place their tentative budget on display for thirty (30) days prior to formal adoption of the budget. In addition, the School Board is required to hold a public hearing prior to adoption of the budget.

The Tentative Budget is a working document. As the administration receives additional information on State and Federal programs, grants, staffing, expenditures and revenues, changes will be made to the budget prior to adoption at the September 11, 2019 meeting of the Board of Education.

Attached please find the tentative expense budget for FY2020. It is with great pleasure that we can report that this budget comes once again with a zero net increase to all expenditures other than salaries and transportation. As you know, the administration continues to streamline the budgeting practices of the District in order to present a budget that contains the most accurate projections. This expenditure budget accomplishes that goal.

The expenses in the 4 major funds that the District actually spends money and controls that spending include Fund 10 – Education, Fund 20 – Operations and Maintenance, Fund 40 – Transportation and Fund 80 – Tort. While Fund 30 – Debt Service has also been provided, the District is bound by the terms of contracts/agreements that it has entered into and does not control the expenditure OR the levy for this Fund (i.e. Fund 30 – Debt Service).

As has been stated in previous discussions regarding the budget, long range plan and future goals, the District has promised to bring forward a flat budget in all areas other than salaries, benefits and transportation. Based upon the budget being presented, this goal has been accomplished. This was only accomplished through the efforts of the

building principals in conjunction with their staff members, directors, assistant superintendents and superintendent.

In an effort to provide more information on the function items that increased by 10% from the previous year, descriptions are provided in the attached “all operating fund outlook (plus Debt Service Fund) as Tentative Budget.

Attached to this document in support of the below recommendation are the following documents:

1. All Operating Fund Outlook (plus Debt Service Fund) as Tentative Budget;
2. Resolution to Approve Tentative Budget; and
3. Notice of Public Hearing.

Recommendation:

1. Approval of the Tentative Budget in conformance with the attached Resolution.
The administration recommends the Board of Education approve the Tentative Budget as presented.
2. Approve placement of the Tentative Budget on Display.
The administration recommends the Board of Education place the Tentative Budget in display in the Business Office of Prospect Heights School District 23 during regular business hours.
3. Approve the Date and Time of the Public Hearing on the Final Budget.
The administration recommends the Board of Education approve the date and time of the Public Hearing on the Final Budget as Wednesday, September 11, 2019 at 7:00 pm.
4. Approve the posting of Notice of the Public Hearing on the Final Budget.
The administration recommends the Board of Education approve the posting of the formal notice of the Public Hearing on the Final Budget in a paper of general circulation in accordance with the *Illinois School Code*.

**RESOLUTION FOR APPROVAL TO POST FY20 TENTATIVE BUDGET, POST
NOTICE IN NEWSPAPER and SCHEDULE PUBLIC HEARING**

WHEREAS, the Board of Education has reviewed and considered the Fiscal Year 2020 Budget prepared by the Superintendent or designee; and

WHEREAS, the Board of Education is required to make the Fiscal Year 2020 Tentative 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:

SECTION 1: The Budget as prepared by the Superintendent or designee is hereby approved as a Tentative Budget only, in the form attached and made a part of the document.

SECTION 2: The Tentative Budget shall be made available in its tentative form for public inspection for at least 30 days prior to final action thereon.

SECTION 3: Notice of the availability of the Tentative Budget for public inspection shall be given by publication in the **Daily Herald**, being a newspaper published in this School District in accordance with Exhibit A attached hereto and incorporated by reference.

SECTION 4: That a public hearing shall be held on the Fiscal Year 2020 Tentative Budget on the 11th of September, 2019 at the hour of 7:00 p.m. at the Grodsky Administration Center, 700 North Schoenbeck Road, Prospect Heights, Illinois

SECTION 5: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 8th day of August 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 Tentative Budget for said School District for the fiscal year beginning July 1, 2019 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 August 9, 2019.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said Tentative Budget will be held at 7:00 p.m. on the 11th day of September 2019 at the Board of Education Offices, located at 700 N. Schoenbeck Road, in the City of Prospect Heights, Illinois.

Dated this 8th day of August, 2019.

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

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 Tentative Budget for said School District for the fiscal year beginning July 1, 2019 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 August 9, 2019.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said Tentative Budget will be held at 7:00 p.m. on the 11th day of September 2019 at the Board of Education Offices, located at 700 N. Schoenbeck Road, in the City of Prospect Heights, Illinois.

Dated this 8th day of August, 2019.

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



**FY2020 Tentative Budget
Prospect Heights School District 23**

BACKGROUND AND ASSUMPTIONS:

The budget was prepared in conjunction with the building principals, directors, assistant superintendent and Superintendent.

The budget, as has been the case, is prepared by the expenditures in the major operating funds (Education, Operations & Maintenance, Transportation and Tort) plus the Debt Service Fund.

It should be noted that this document is in draft form, as further revisions will take place prior to final approval.

The health and dental insurance coverages for certain new employees have not yet been added at the actual rates as choices are unknown; Those costs are currently figured in at single coverage.

Anticipated grant dollars are identified at FY19 levels but, as is typical, may change as we secure approvals from ISBE and/or have the allocations modified.

The District experienced an increase in health insurance costs but the overall increase to the District is less than previous contracts due to the new structure of health insurance in the collective bargaining agreement.

The District also experienced savings from the retirements of certified staff members, resignations of senior teachers and the natural savings from hiring new teachers.

Prospect Heights School District 23
FY 2020 EDUCATION FUND TENTATIVE BUDGET

Account	Description	FY19 Adopted	FY20 Proposed	Change +/-	Notes
10.5.0000.1110	Elementary Education Programs	\$ 3,635,134.37	\$ 3,652,131.05	0.5%	
10.5.0000.1111	Reading Resource Program	\$ 518,381.68	\$ 425,690.84	-17.9%	Decrease based on staffing changes
10.5.0000.1112	Science Program	\$ 2,700.00	\$ 3,200.00	18.5%	New allocation for needed repairs of equipment
10.5.0000.1113	Art Program	\$ 196,042.15	\$ 202,622.49	3.4%	
10.5.0000.1114	Band Program	\$ 210,550.73	\$ 133,533.60	-36.6%	Decrease based on staffing & supply changes
10.5.0000.1115	Music Program	\$ 37,498.04	\$ 58,518.74	56.1%	Increase based on staffing changes
10.5.0000.1116	Physical Education Program	\$ 519,619.27	\$ 548,716.49	5.6%	
10.5.0000.1117	Chorus Program	\$ 72,168.07	\$ 73,966.44	2.5%	
10.5.0000.1118	Orchestra Program	\$ 75,493.35	\$ 65,213.19	-13.6%	Decrease based on staffing changes
10.5.0000.1119	Foreign Language Program	\$ 385.00	\$ 385.00	0.0%	
10.5.0000.1120	Middle School Education	\$ 1,861,300.33	\$ 2,019,415.25	8.5%	
10.5.0000.1121	6th Grade Programs	\$ 1,200.00	\$ 1,200.00	0.0%	
10.5.0000.1122	7th Grade Programs	\$ 1,000.00	\$ 1,000.00	0.0%	
10.5.0000.1123	8th Grade Programs	\$ 1,000.00	\$ 1,000.00	0.0%	
10.5.0000.1205	Special Education Services	\$ 2,439,129.42	\$ 2,623,103.22	7.5%	
10.5.0000.1225	Early Childhood Program Services	\$ 241,998.76	\$ 305,973.73	26.4%	Increase based upon staffing increases
10.5.0000.1250	Title Programs	\$ 88,250.00	\$ -	-100.0%	Unallocated grant dollars
10.5.0000.1410	STEM Program	\$ 56,694.95	\$ 58,102.28	2.5%	
10.5.0000.1412	Family and Consumer Sciences Program	\$ 64,361.64	\$ 65,925.44	2.4%	
10.5.0000.1501	Extracurricular Clubs	\$ 35,563.99	\$ 33,730.46	-5.2%	
10.5.0000.1502	Co-curricular Club Programs	\$ 37,309.41	\$ 41,112.98	10.2%	
10.5.0000.1503	Interscholastic Sports Programs	\$ 68,599.60	\$ 73,027.17	6.5%	
10.5.0000.1504	Intramural Sports Programs	\$ 8,613.76	\$ 6,905.75	-19.8%	Reallocation of stipends
10.5.0000.1600	Summer School Programs	\$ 4,658.00	\$ -	-100.0%	Unallocated grant dollars
10.5.0000.1610	ESY Summer School	\$ 36,906.32	\$ 91,895.17	149.0%	Budgetary Projection - Fiscal year alignment
10.5.0000.1800	Bilingual Services	\$ 683,643.07	\$ 588,043.89	-14.0%	Unallocated grant dollars
10.5.0000.1912	Private Tuition	\$ 142,960.00	\$ 290,000.00	102.9%	Increase based upon 2-3 student outplacements that cannot be serviced at NSSEO
10.5.0000.2112	Support Services	\$ 32,000.00	\$ 36,800.00	15.0%	Increase based upon increase of software price
10.5.0000.2113	Social Work Services	\$ 353,983.32	\$ 377,655.52	6.7%	
10.5.0000.2130	Occupational Therapy Services	\$ 257,330.14	\$ 265,777.03	3.3%	
10.5.0000.2131	Physical Therapy Services	\$ 136,044.40	\$ 136,733.41	0.5%	
10.5.0000.2134	Nurse Services	\$ 295,022.84	\$ 311,671.79	5.6%	
10.5.0000.2140	Psychological Services	\$ 314,355.08	\$ 356,897.66	13.5%	Increase based upon increased staff offset by decrease in other purchased services
10.5.0000.2150	Speech Pathology/Audiology Services	\$ 491,280.80	\$ 510,815.36	4.0%	
10.5.0000.2159	Assistive Technology	\$ 26,825.00	\$ 22,825.00	-14.9%	Decrease based upon reduction of supplies needed for identified students
10.5.0000.2190	Other Support Services				
10.5.0000.2191	Crossing Guards	\$ 45,000.00	\$ 45,000.00	0.0%	
10.5.0000.2210	Improvement of Instruction -- Curriculum	\$ 379,223.90	\$ 313,095.48	-17.4%	Unallocated grant dollars
10.5.0000.2211	Office of the Assistant Superintendent Curriculum	\$ 171,969.84	\$ 178,695.36	3.9%	
10.5.0000.2222	School Library Services	\$ 392,332.08	\$ 419,423.08	6.9%	
10.5.0000.2225	Computer Assistaed Instruction Services	\$ 1,028,657.74	\$ 984,653.93	-4.3%	
10.5.0000.2230	Testing/Assessment	\$ 30,000.00	\$ 15,000.00	-50.0%	Decrease based upon change in testing instrument
10.5.0000.2310	Office of the Board of Education	\$ 51,500.00	\$ 66,500.00	29.1%	Increase for additional communications support
10.5.0000.2321	Office of the Superintendent	\$ 350,139.37	\$ 350,504.96	0.1%	
10.5.0000.2369	Legal Services	\$ 65,000.00	\$ 145,000.00	123.1%	Increase due to HVAC investigation/litigation
10.5.0000.2410	Office of Building Principals	\$ 1,139,689.40	\$ 1,162,132.46	2.0%	
10.5.0000.2510	Office of the Assistant Superintendent Finance	\$ 166,448.52	\$ 178,206.63	7.1%	
10.5.0000.2520	Fiscal Services	\$ 195,960.30	\$ 199,681.33	1.9%	
10.5.0000.2560	Food Service	\$ 479,965.00	\$ 494,150.00	3.0%	

10.5.0000.2570	Internal Services -- Copiers	\$ 35,750.00	\$ 31,000.00	-13.3%	
10.5.0000.2620	Planning/Research	\$ 25,000.00	\$ 25,000.00	0.0%	
10.5.0000.2630	Information Services	\$ 111,950.00	\$ 82,910.00	-25.9%	Reduction in postage and phone costs
10.5.0000.2640	Staff Services	\$ 153,332.24	\$ 152,632.20	-0.5%	
10.5.0000.2660	Data Processing	\$ 31,536.00	\$ 33,000.00	4.6%	
10.5.0000.2900	Support Services - Homeless	\$ 350.00	\$ -	-100.0%	Unallocated grant dollars
10.5.0000.2910	Medicaid Processing	\$ 500.00	\$ 750.00	50.0%	
10.5.0000.2920	Translation Services	\$ 3,250.00	\$ 4,000.00	23.1%	
10.5.0000.3500	Extended Day Program	\$ 218,579.52	\$ 235,652.50	7.8%	
10.5.0000.3900	Community Services	\$ 15,015.00	\$ -	-100.0%	Unallocated grant dollars
10.5.0000.4120	NSSEO Services	\$ 215,000.00	\$ 175,000.00	-18.6%	Decrease due to reduction in NSSEO contracted services (NOT tuition)
10.5.0000.4220	NSSEO Tuition	\$ 167,007.00	\$ 291,000.00	74.2%	Increase in NSSEO student tuitions
10.5.0000.6000	Contingencies	\$ 179,172.00	\$ 155,000.00	-13.5%	
	Substitutes (Multiple Accounts; Reorganized FY19)	\$ 225,000.00	\$ -	-100.0%	Funds have been allocated throughout fund 10 based on FY19 need
	Undesignated Grant Funds to be allocated	\$ -	\$ 206,805.00	100.0%	Title I-IV Expenditures
	TOTALS	\$ 18,825,331.40	\$ 19,328,381.88	2.67%	

Prospect Heights School District 23
 FY 2020 OPERATIONS & MAINTENANCE FUND TENTATIVE BUDGET

Account	Description	FY19 Adopted	FY20 Proposed	Change +/-	Notes
20.5.0000.2541	Office of Buildings and Grounds	\$ 127,507.96	\$ 133,823.87	5.0%	
20.5.0000.2542	Upkeep of Buildings	\$ 1,405,262.45	\$ 1,467,615.86	4.4%	
20.5.0000.2543	Upkeep of Grounds	\$ 102,640.00	\$ 102,640.00	0.0%	
20.5.0000.2544	Upkeep of Equipment	\$ 13,800.00	\$ 13,800.00	0.0%	
20.5.0000.2545	Upkeep of Vehicles	\$ 18,040.00	\$ 18,040.00	0.0%	
20.5.0000.2560	Food Services	\$ -	\$ 20,000.00	100%	Potential replacement of cafeteria equipment
	TOTALS	\$ 1,667,250.41	\$ 1,755,919.73	5.32%	

Prospect Heights School District 23

FY 2020 DEBT SERVICE FUND TENTATIVE BUDGET

Account	Description	FY19 Adopted	FY20 Proposed	Change +/-	Notes
30.5.0000.5220	Long Term Debt Interest	\$ 269,413.00	\$ 344,009.00	27.69%	
30.5.0000.5320	Long Term Principal and Fees	\$ 941,000.00	\$ 916,000.00	-2.66%	
30.5.0000.5370	Capital Lease Principal	\$ 106,110.69	\$ 123,543.00	16.43%	
	Totals	\$ 1,316,523.69	\$ 1,383,552.00	5.09%	

Prospect Heights School District 23

FY 2020 TRANSPORTATION FUND TENTATIVE BUDGET

Account	Description	FY19 Adopted	FY20 Proposed	Change +/-	Notes
40.5.0000.2551	General Education Transportation	\$ 1,260,222.42	\$ 1,291,245.00	2.46%	
40.5.0000.2552	Special Education Transportation	\$ 176,000.00	\$ 235,000.00	33.52%	Additional funds allocated based on FY19 actuals (private transport for SPED students)
40.5.0000.2900	McKinney-Vento Transportation	\$ 15,000.00	\$ 10,000.00	-33.33%	Decrease based upon FY19 history and enrolled students
40.5.0000.4120	NSSEO Transportation	\$ 145,000.00	\$ 160,000.00	10.34%	Increase based upon FY19 invoice billed in FY20
	TOTALS	\$ 1,596,222.42	\$ 1,696,245.00	6.27%	

Prospect Heights School District 23

FY 2020 TORT FUND TENTATIVE BUDGET

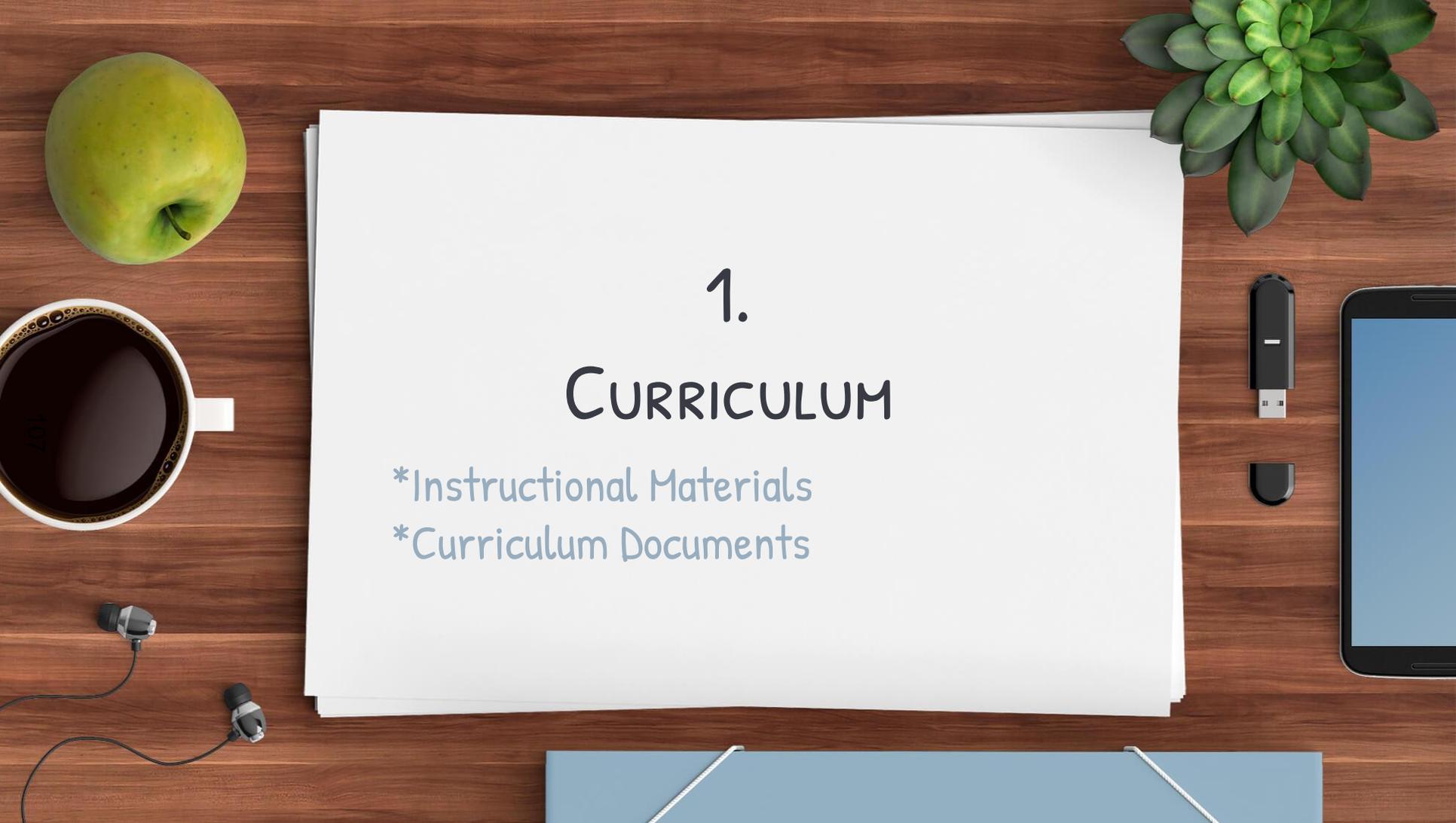
Account	Description	FY19 Adopted	FY20 Proposed	Difference	Notes
80.5.0000.2362	Worker's Compensation	\$ 99,018.00	\$ 93,348.00	-5.73%	
80.5.0000.2363	Unemployment Compensation	\$ 3,500.00	\$ 3,500.00	0.00%	
80.5..00002364	Property & Liability Insurance	\$ 61,425.00	\$ 61,500.00	0.12%	
80.5.0000.2369	Legal Services	\$ -	\$ -		
	TOTALS	\$ 163,943.00	\$ 158,348.00	-3.41%	

#Proud2BD23

CURRICULUM AND INSTRUCTION OVERVIEW

2019-2020

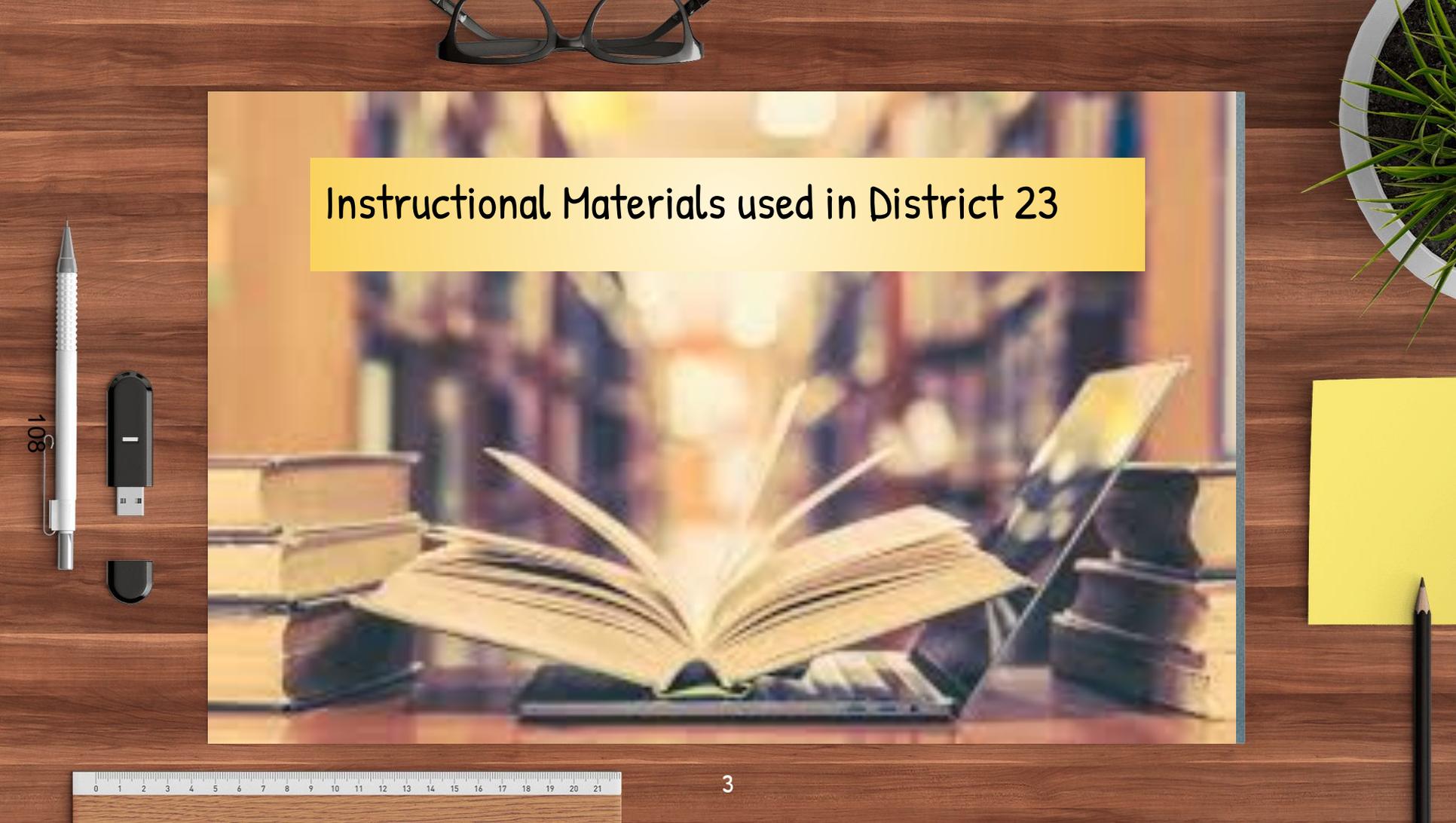




1.

CURRICULUM

- *Instructional Materials
- *Curriculum Documents



Instructional Materials used in District 23

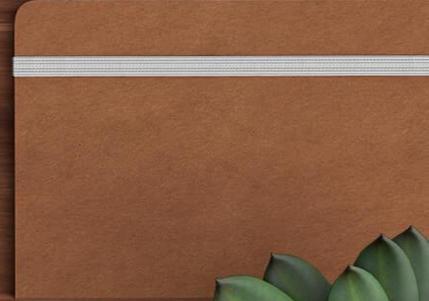
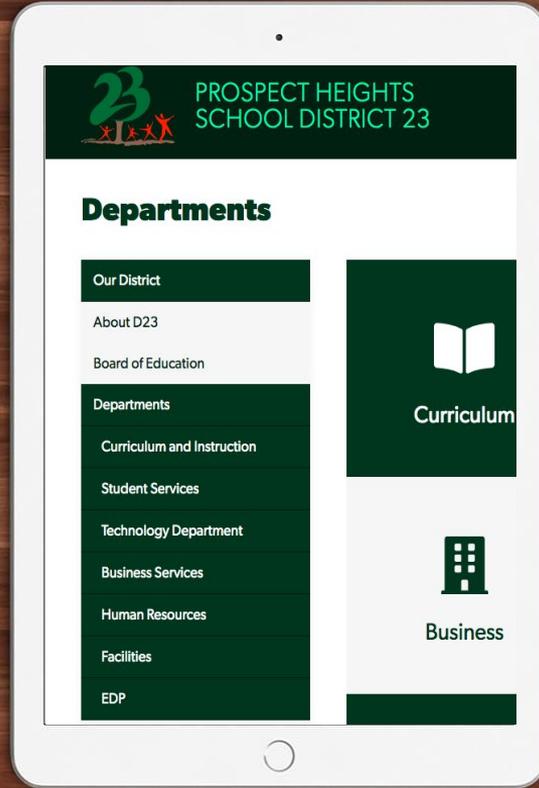
Curricular Area	FY Adopted	Series	Curriculum Review	FY Adoption & Implementation
Math (K-5)	2019-20	Ready Math & iReady	2018-19	2019-20
Math (6-8)	2019-20	Ready Math & iReady, Algebra 1	2018-19	2019-20
LMC	2019-20	Teacher Created	2018-19	2019-20
Reading/LA	2012-13	Pearson – Reading Street, Calle de Lectura, and My Sidewalks; Prentice Hall 6-8	2020-21	2021-22
STEM/Ind. Tech	2014-15	Teacher Created	2021-22	2022-23
Spanish	2014-15	Vista Learning- Descubre@2013	2021-22	2022-23
Art	2014-15	Teacher Created	2021-22	2022-23
Music	2014-15	Quaver.com	2021-22	2022-23
Family and Consumer Sciences	2014-15	Teacher Created	2021-22	2022-23
Social Emotional Learning (SEL)	2014-15	Common Sense Media, Social Thinking, Expect Respect, PBS	2021-22	2022-23
Physical Education	2014-15	Spark, FitnessGram, Teacher Created	2021-22	2022-23
Health	2009-10	Teen Health Course 3 Glencoe@2009	2021-22	2022-23
Social Studies	2015-16	TCI 2013-16 Gr. 4-8 Pearson MyWorld 2013 Gr. 2-3 Teacher Created Gr. K-1	2022-23	2023-24
Science	2016-17	Mystery Science K-5 STEMScopes, 6-8 (2015 adoption)	2023-24	2024-25
Early Childhood	2016-17	Creative Curriculum – Teaching Strategies Gold	2023-24	2024-25

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Curriculum Review Cycle



CURRICULUM DOCUMENTS
Will now be found on
the District 23 Website
under Curriculum and
Instruction



SCIENCE CURRICULUM DOCUMENT

D23 Science Curriculum

File Edit View Insert Format Data Tools Add-ons Help Last edit was made on July 10 by Jeni Teramoto

4th Grade

4th Grade				
	Trimester 1	Trimester 2	Trimester 3	
	Unit 1	Unit 2	Unit 3	Unit 4
Title	Human Machine	The Birth of Rocks	Waves of Sound	Engerizing Everything
Essential Question	How is the human body like a machine with moving parts and sensors?	How and why is the Earth constantly changing?	How are waves used to transfer information?	How is energy transferred and conserved?
Standards	4-LS1-1 4-LS1-2 4-PS4-2	4-ESS1-1 4-ESS2-1 4-ESS2-2 4-ESS3-2	4-PS4-1 4-PS4-3	4-PS3-1 4-PS3-3 4-PS3-4 3-5-ETS1-1 3-5-ETS1-2 3-5-ETS1-3
	Life Sciences	Earth and Space Sciences	Physical Sciences	Physical Sciences
	Physical Sciences			Engineering, Technology, and Application of Science
	Muscles & Skeleton Eyes & Vision	Volcanoes, Rock Cycle & Earth's Surface	Sound & Vibrations Sound, Vibrations & Waves	Speed & Energy Stored Energy, Speed, Collisions

MATH CURRICULUM DOCUMENT

D23 Math External Curriculum Map | 4th ☆

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	A	B	C	D	E	F	G
1		Trimester 1 12 Weeks 60 days		Trimester 2 12 Weeks		Trimester 3 12 Weeks	
2		Unit 1		Unit 3		Unit 4	
3		Unit 2		Unit 4		Unit 5	
4	Title	Whole Numbers: Place Value, Comparison, Addition, and Subtraction	Operations: Multiplication, Division, and Algebraic Thinking	Multi-Digit Operations and Measurement: Multiplication, Division, Perimeter and Area	Fractions and Decimals: Addition, Subtraction, Multiplication and Time, Money, and Length	Unit 4 con't	Geometry and Measurement: Figures, Classification, and Symmetry
5	Purpose <i>Why is this topic and skill set important?</i>	Add & subtract whole numbers	Multiplication and division whole numbers	Multi-digit operations and measurement	Operations with fractions and decimals		Geometry and Measurement
6	Goals & Outcomes <i>"Students will be able to..."</i>	Read and write numbers using number names; read and write numbers using expanded form; compare multi-digit whole numbers; round multi-digit whole numbers; add multi-digit whole numbers; subtract multi-digit whole numbers.	Multiply and divide to solve comparison problems; identify factor pairs for a number; identify multiples of a number; identify prime or composite numbers; describe rule in number and shape patterns; model and solve multi-step word problems.	Multiply a four-digit number by a two-digit number; multiply a two-digit number by a two-digit number; use multiplication to convert measurements; divide a three digit number by a one-digit number; divide a four-digit number by a one-digit number; use the perimeter formulas for rectangles; use the area formula for rectangles.	Compare fractions with unlike denominators; add and subtract fractions and mixed numbers; add and subtract fractions in line plots; multiply a fraction by a whole number; write decimals as fractions and write fractions as decimals; compare decimals; solve problems about time and money; solve problems about length, liquid volume, mass, and weight.		Identify points, line, line segments, rays, and perpendicular and parallel lines; measure angles using a protractor; add and subtract angle measures to solve problems; classify two-dimensional figures based on sides and angles; draw and identify lines of symmetry in shapes.
7	Standards <i>List only the standards which will be explicitly taught and assessed</i>	4.NBTA.1 A.2 A.3 NBT.B.4	4.OOA.1 A.2 A.3 B.4 C.5 4.NBT.B.4	4.NBT.B.5 B.6 4.MDA.1 A.3 4.OA.A.3	4.NFA.1 A.2 4.NFB.3 B.3a 3b 3c 3d 4a 4b 4c	4.NFC.5 C.6 C.7 4.MD.A.2	4.MD.C.5 5a 5c C.6 C.7 4.G.A.1 4.G.A.2 4.G.A.3
8	Topics Covered <i>Chapters, Lessons, etc.</i>	Understand Place Value Compare Whole Numbers Round Whole Numbers Add Whole Numbers Subtract whole Numbers	Understand Multiplication as a Comparison Multiplication and Division in Word Problems Multiplies and Factors Number and Shape Patterns Model and Solve Multi-step	Multiply by one and two digit numbers Use multiplication to convert measurements Divide three and four digit numbers Perimeter and Area	Understand equivalent fractions Compare fractions Understand fraction addition and subtraction Add and Subtract Fractions Add and Subtract Mixed Numbers	Fractions as Tenths and Hundredths Relate Decimals and Fractions Compare Decimals Problems About Time and Money Problems About Length, Liquid Volume, Mass and Weight	Points, Lines, Rays and Angles Angles Add and Subtract with Angles Classify Two Dimensional Figures Symmetry

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LIBRARY MEDIA TECH CURRICULUM DOCUMENT

D23 Library Media Curriculum Map | 4th

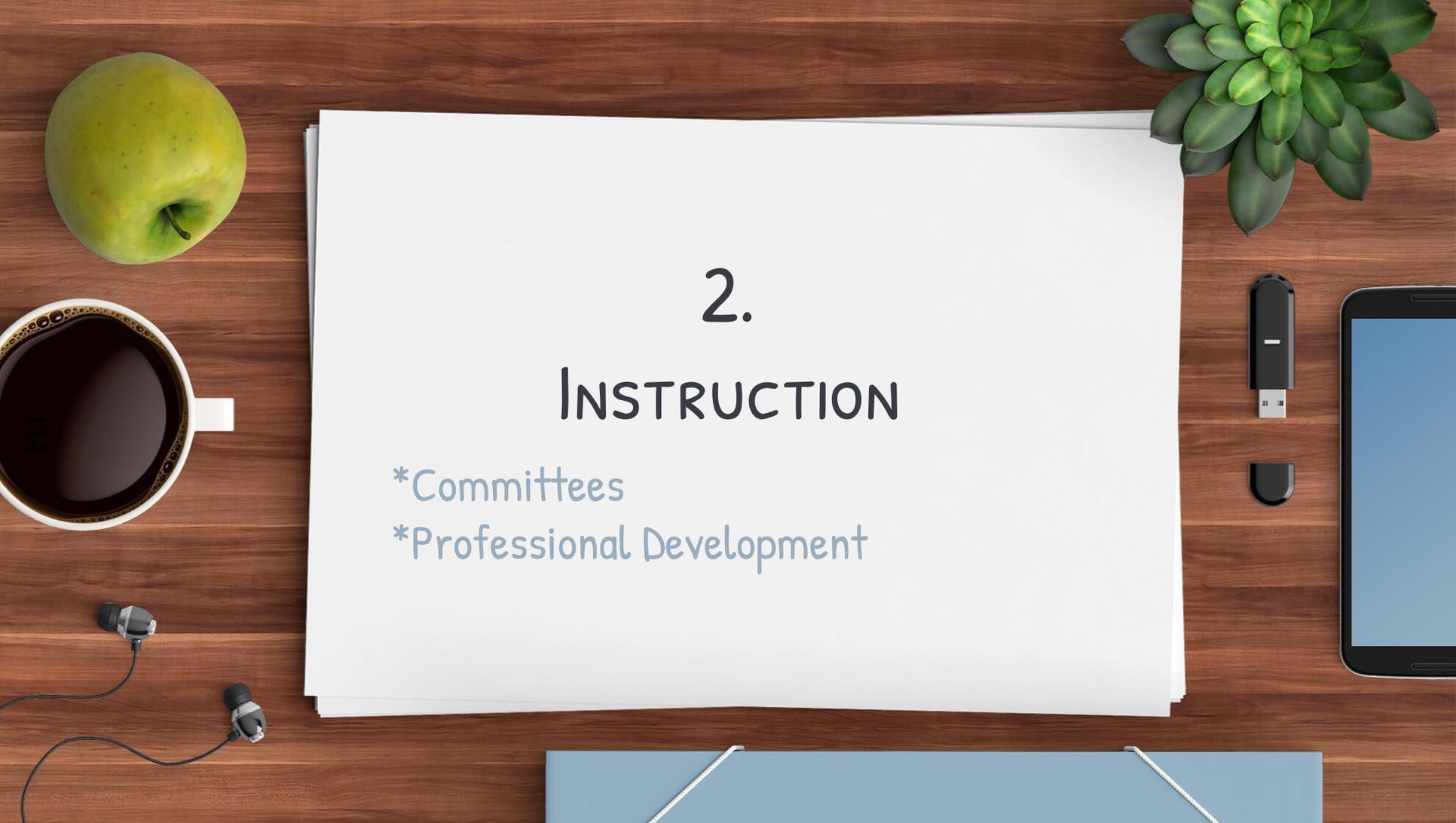
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4th Grade Library Media Curriculum Map*

Vision
The Library Media Centers in District 23 first, and foremost, serve the needs of our students as they are engaged in meaningful and rigorous learning opportunities. The LMCs are flexible and dynamic spaces that serve as the hub of information and technology in each faculty and as a resource to students. They support a love of reading and literature, engage students in active research, provide access to library instruction, and are aligned with State and National Standards for Library instruction and curriculum.

District 23 Portrait of a Graduate <ul style="list-style-type: none">Academically skilled and Prepared for High SchoolProblem Solvers and Critical ThinkersGrowth Minded and ResilientPersonally and Socially responsibleKind, Caring and EmpatheticFlexible and Creative ThinkersWell-Rounded and Actively InvolvedCommunicators and Collaborators	21st Century Student Outcomes 4Cs <ul style="list-style-type: none">Critical ThinkingCommunicationCollaborationCreativity	Best Practices in Technology, Library Media Education Best instructional practices in the classrooms should: <ul style="list-style-type: none">Support and provide reliable, secure, and sustainable access to resources that promote studentAdapt to advancing educational technology resourcesSelect appropriate technology tools and content for personalized learningIntegrate appropriate technologies to achieve instructional objectivesCollaborate to explore and share new tools and learning approachesDevelop critical thinking skills and promote information literacyEmpower students with opportunities to explore creative solutionsInstill the practices of responsible digital citizenshipEncourage a love of readingDevelop effective consumers of technology, information, and ideasFoster students who are effective producers of information
ISTE Standards Standard 1: EMPOWERED LEARNER Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences. Students: <ul style="list-style-type: none">Articulate and set personal learning goals, develop strategies, leveraging technology to achieve them and reflect on the learning process itself to improve learning outcomes.Build networks and customize their learning environments in ways that support the learning process.Use technology to seek feedback that informs and improves their practices and to demonstrate their learning in a variety of ways.Understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their knowledge to explore emerging technologies. Standard 2: DIGITAL CITIZEN Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical. Students: <ul style="list-style-type: none">Cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world.Engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.Demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.Manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online. Standard 3: KNOWLEDGE CONSTRUCTOR Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others. Students: <ul style="list-style-type: none">Plan and employ effective research strategies to locate information and other resources for their intellectual or creative pursuits.Evaluate the accuracy, perspective, credibility and relevance of information, media, data or other resources.Curate information from digital resources using a variety of tools and methods to create collections of artifacts that demonstrate meaningful connections or conclusions.Build knowledge by actively exploring real-world issues and problems, developing ideas and theories and pursuing answers and solutions. Standard 4: INNOVATIVE DESIGNER	ISAIL Standards Standard 1: Students access information efficiently and effectively to inquire, think critically, and gain knowledge. <ul style="list-style-type: none">Recognize the need for informationFormulate questions based on information needsIdentify various potential sources of informationDevelop and use successful strategies for locating informationSeek information from diverse sources Standard 2: Students evaluate information critically and competently. Students: <ul style="list-style-type: none">Determine accuracy, relevance, and comprehensiveness of informationDistinguish among fact, point of view, and opinionIdentify inaccurate and misleading informationSelect information appropriate to the problem or question Standard 3: Student use information accurately, creatively, and ethically to share knowledge and to participate as a member of a democratic society. Students: <ul style="list-style-type: none">Organize information for practical applicationIntegrate new information into own schema	

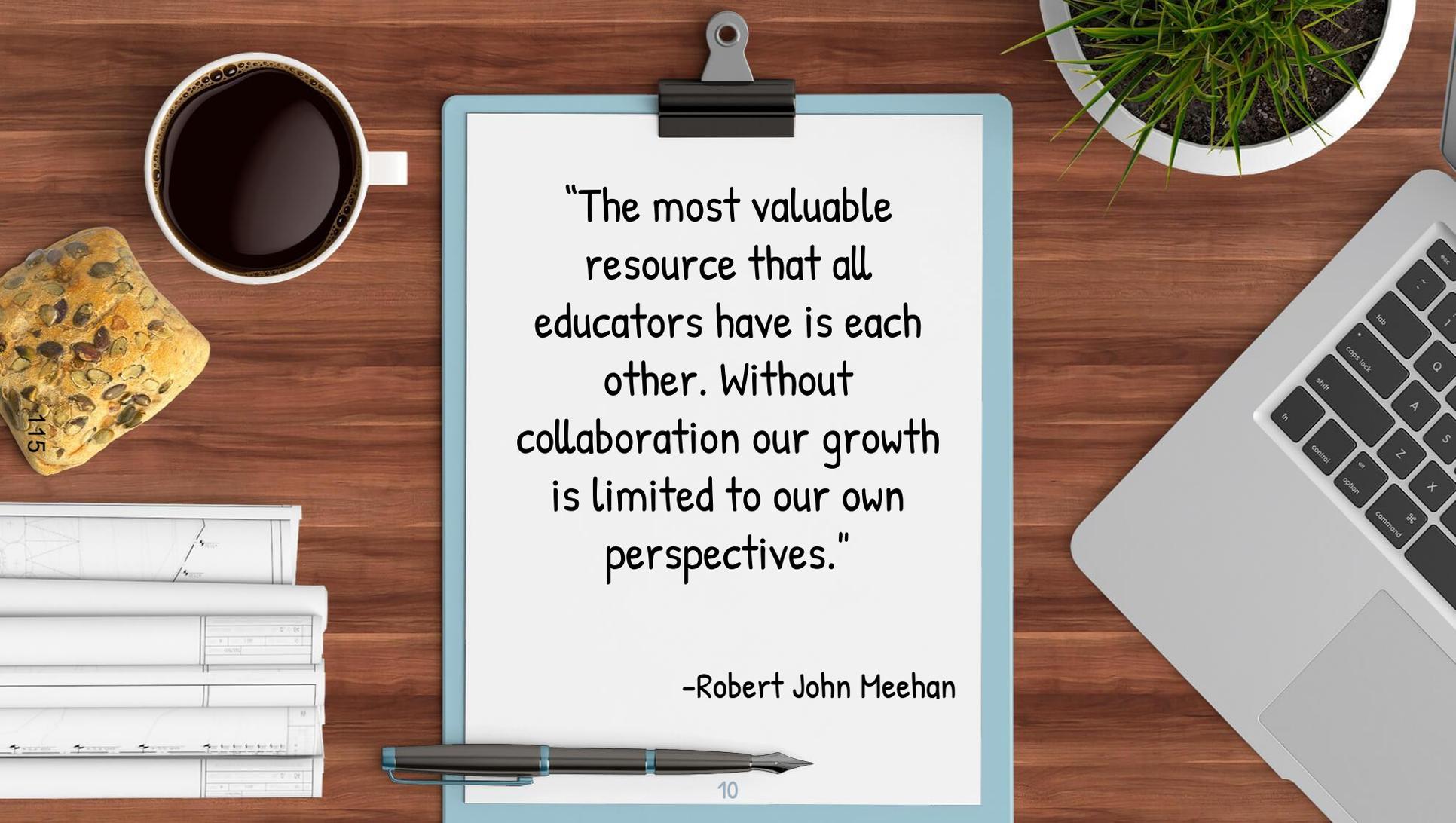


2.

INSTRUCTION

*Committees

*Professional Development



"The most valuable resource that all educators have is each other. Without collaboration our growth is limited to our own perspectives."

-Robert John Meehan

COMMITTEE WORK

- > Bilingual Committee
- > Teaching Learning and Technology (TLT) Committee
- > District Improvement Team (DIT)
- > Math Committee
- > ELA Committee
- > Positive Behavior Intervention Support (PBIS) Team
- > Multi Tiered System of Support (MTSS) Team



PROFESSIONAL DEVELOPMENT THEMES

Math

- *Using the Ready Math program with fidelity
- *Understanding the Standards for Math Practice

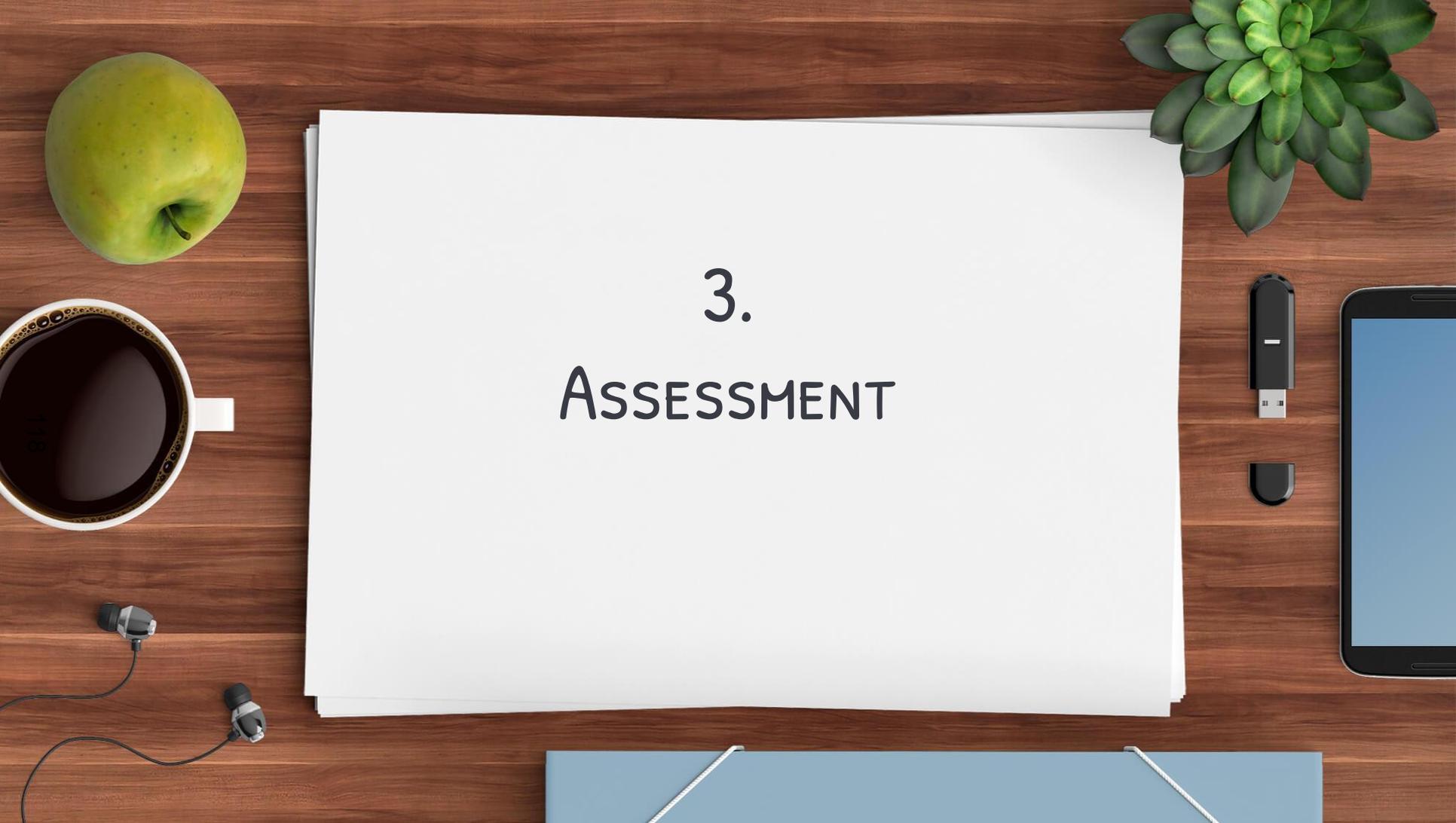
ELA

- *Studying the shifts in the Standards which include:
 1. Complexity: Practice regularly with complex text and its academic language.
 2. Evidence: Ground reading, writing, and speaking in evidence from text, both literary and informational.
 3. Knowledge: Build knowledge through content-rich nonfiction.

MTSS

- *Academic
- *Positive Behavior Interventions and Support (PBIS)
- *Building a Data Culture through Professional Learning Communities (PLC)s

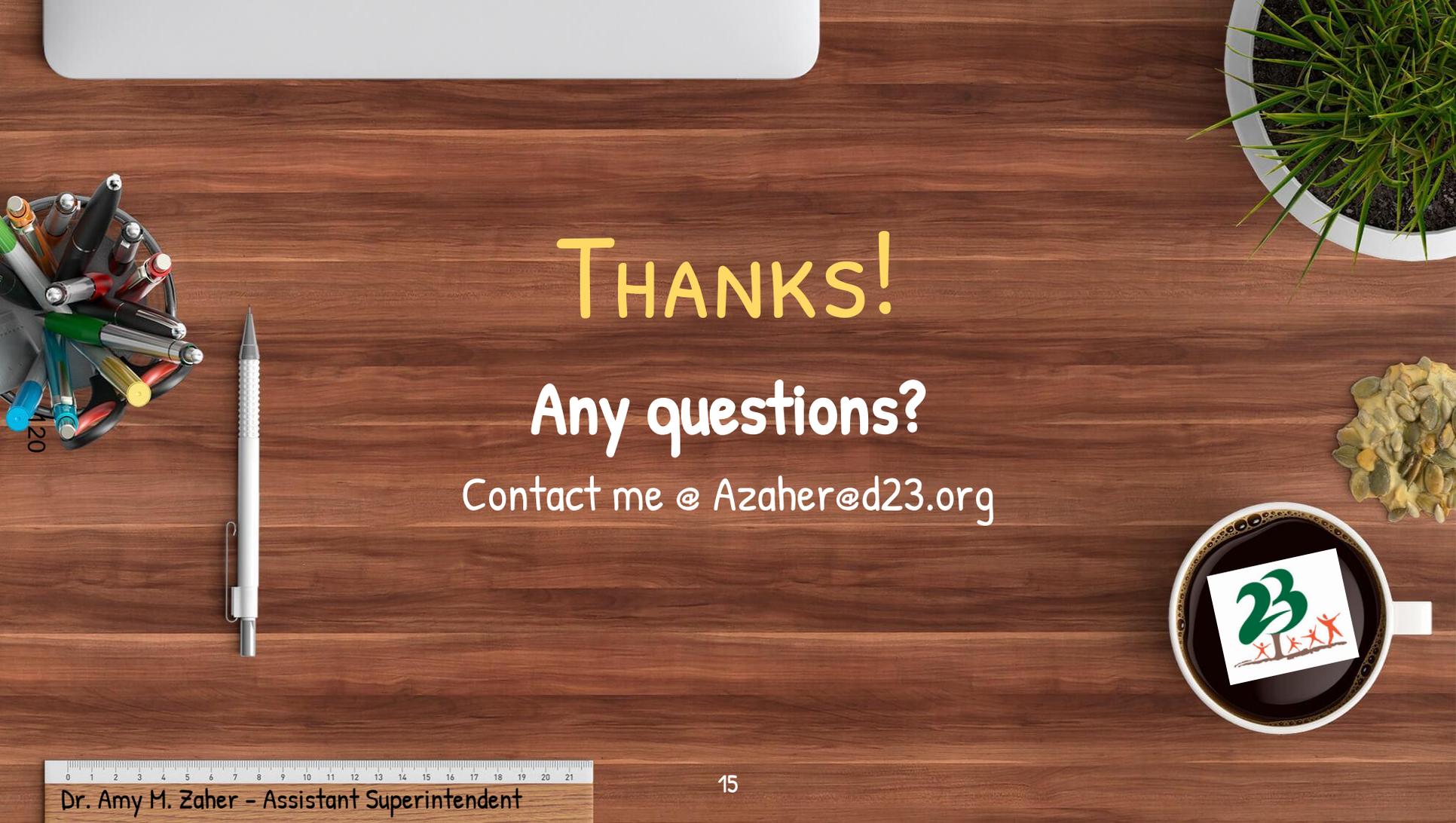




3.
ASSESSMENT

ASSESSMENT FOCUS

- > Updated Balanced Assessment System Schedule
- > FastBridge Assessment (Fall, Winter and Spring)
- > Focus on using data more effectively through Professional Learning Communities (PLC)s
- > K-2 Report Card Update



THANKS!

Any questions?

Contact me @ Azaher@d23.org

CREDITS

Special thanks to all the people who made and released these awesome resources for free:

- > Presentation template by [SlidesCarnival](#)
- > Photographs by [Unsplash](#)



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

Date: August 8, 2019

Subject: Curriculum Overview for 2019-2020

Prepared by: Amy M. Zaher, Ed.D., Assistant Superintendent of Curriculum and Instruction

This update is provided to keep the board informed of the curriculum, instruction, and assessment focus areas for School Year 2019-2020.

Curriculum

Instructional Materials: According to our Curriculum Review Cycle, we will not investigate any new instructional materials for Board adoption and purchase next school year. The next curriculum area we will investigate will be English Language Arts. As you are well aware, a major core curriculum area can be rather costly. We will take this year to save our funds to prepare for this major adoption in ELA in two years.

The new Ready Math instructional materials are scheduled to be delivered within the next few days. In fact, many supplementary materials in various subject areas have been delivered over the summer and will be shipped to the schools within the next week. Our goal is to make sure that all of our teachers and students have what they need to begin the school year on the right track.

Curriculum Documents: In an effort to make our practice more public, we will be posting our curriculum documents online so that parents and community members are aware of what we are teaching and when we teach it. The documents are designed to differentiate for parents. Some parents want a high-level overview of a general idea of what is being taught such as the major concepts and some want more information such as the standards that will be addressed. These documents will provide this information. The best resource in terms of curriculum, of course, is having a conversation with the classroom teachers. As we explore our curriculum areas, the goal is to create these documents as we revise and adopt a new curriculum.

Instruction

Committees: Committee work is one of the best ways we plan and make decisions for teaching and learning. Many of our committees have a diverse group of teachers, administrators and sometimes program assistants to help create the path for the work we do to educate our students. Below is a list of some of the committees that will meet this year and the scope of their work.

Bilingual Committee

This committee will provide oversight for Bilingual programs, planning for BPAC, assessment, and reporting. This committee will also investigate Biliteracy models of instruction in conjunction with the Administrative Team.

Teaching Learning and Technology (TLT) Committee

The TLT will offer oversight for instructional practice through the blended learning process. Identify and problem-solve professional development needs and pragmatic issues.

District Improvement Team

The DIT provides input on the assessment calendar, use of data, and program evaluation. They will also continue to work on the development of District and school improvement processes.

Math Curriculum Committee

This committee will touch base on curriculum implementation and determine math curriculum and professional development needs.

English Language Arts(ELA) Curriculum Committee

This committee will study the Shifts of the Common Core standards and discuss the professional development needs of the district. This committee will most likely continue the following year to continue this study of the standards as well as explore curriculum materials for the adoption in 21-22 School Year.

District Positive Behavior Intervention and Support (PBIS) Committee

The PBIS Committee will develop district-wide practices surrounding Tier 2 and Tier 3 interventions, including behaviors and consequences. Meetings include professional development around Tier 2 and Tier 3 interventions as well as Foundations Training for part of the committee.

Multi Tiered System of Support (MTSS) Review Committee

The MTSS committee will develop a district-wide common language and practice surrounding Universal/Tier 1 academic management. Meetings will include professional development for school teams as well as working time to create a district-wide MTSS Manual.

Professional Development: The District Professional Development committee and our school-based committees are established to provide input into the planning of professional development topics and activities, process and methods of delivery, and analysis of feedback data. Based on this input, evaluative feedback, needs assessment data, and continuous improvement planning, professional development activities are established for the 2019-20 school year.

Some of the major focus areas for our staff's professional development this year include:

- Math Curriculum Implementation and reviewing the Standards for Mathematical Practices
- Explore ELA Standards and Curricular shifts
- Using data-informed practices in MTSS to inform instruction through Professional Learning Communities
- Using technology tools to improve blended learning

We believe in differentiation for our students as well as our staff. Differentiated professional development will continue this year with the continuation of **Passport to Learning** where teachers will be able to choose some of the professional development that suits their needs. Passport to Learning sessions are done by the teachers and are geared for our teachers. This is a great way to provide leadership opportunities to our staff members as well as have our staff members learn from each other.

Assessment

This year we will be implementing the FastBridge assessments three times per year instead of two. We will no longer take the MAP assessment in the spring, but replace that assessment with the Spring FastBridge Assessment. This will align our assessment system so that we are able to look at growth from Fall to Spring with the same assessment. We gathered input from all of our grade-level teams and the majority of teachers are very happy with this change. We plan to communicate this change to parents early in the school year.

Also new this year, our primary teachers will no longer use a different program to generate report cards. Our Kindergarten through Second-grade teachers will now generate their report cards in PowerSchool just like the teachers in Grades 3-8. The report card itself only has some slight updates so many parents won't notice a difference in the look and the content that is being reported. The teachers are simply generating these reports in a different program.



District 23 Curriculum Review Cycle*

Curricular Area	FY Adopted	Series	Curriculum Review	FY Adoption & Implementation
Math (K-5)	2019-20	Ready Math & iReady	2018-19	2019-20
Math (6-8)	2019-20	Ready Math & iReady, Algebra 1	2018-19	2019-20
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Early Childhood	2016-17	Creative Curriculum – Teaching Strategies Gold	2023-24	2024-25

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



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

Date: August 8, 2019

Subject: Instructional Materials Update

Prepared by: Amy M. Zaher , Ed.D., Assistant Superintendent of Curriculum and Instruction

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

Subject Area	Grade Level	Title	Publisher	Year Approved
English Language Arts	K-5	Reading Street/ Calle de Lectura	Pearson	2013
English Language Arts	6-8	Prentice Hall Literature	Pearson	2013
Writing	6-8	Write Source	Houghton Mifflin	2013
Handwriting	K-3	Handwriting	Zaner-Bloser	2013
Math	K-8	Ready Math	Curriculum Associates	2019
Science	K-5	Mystery Science	Mystery Science	2017
Science	6-8	STEMScopes	Accelerate Learning	2017
Social Studies	2-3	My World	Pearson	2016
Social Studies	4-8	Social Studies Alive! History Alive!	TCI	2016
Physical Education	K-8	Spark, FitnessGram, Teacher Created	Spark U.S. Games	2015
Health	K-8	Teacher Created Teen Health	Glencoe	2015
STEM / Industrial Tech	6-8	Teacher Created		2015
Spanish	6-8	Descubre	Vista Learning	2015

Social Emotional Learning	K-8	Teacher Created	Common Sense Media, Social Thinking, Expect Respect, PBIS	2015
Music	K-8	Teacher Created	Quaver	2015
Art	K-8	Teacher Created		2015
Library / Media	K-8	Teacher Created		2019



Prospect Heights School District 23

2019-2020

Student Assessment Philosophy Statement

The assessment program for District 23 is designed to measure student growth as it relates to district standards that are aligned to the common core state standards. This information is used to guide instruction and support each student's academic and personal development.

Student Assessment Schedule

Assessments	Purpose	Schedule	Grades Administered																	
<i>State Assessments</i>																				
Kindergarten Individual Development Survey (KIDS) Assessment	Screening assessment to measure Kindergarten skills readiness. Administered in the first 60 days of school.	September		K																
ACCESS for English Learners (ELs)	Assessment to measure English Language proficiency for ELs in grades K-8	Jan 15 – Feb 18		K	1	2	3	4	5	6	7	8								
Illinois Constitution Test	Assessment required by the Illinois School Code to measure understanding of the Illinois Constitution.	Winter																		8
Illinois Assessment of Readiness (IAR) Reading and Math - formerly known as PARCC	State accountability measure for Illinois students enrolled in a public school district. IAR assesses the Illinois Learning Standards in English Language Arts and Mathematics.	Tentative: Mar 11 – April 24						3	4	5	6	7	8							
Dynamic Learning Maps (DLM)	Alternate assessment for special education students with significant cognitive disabilities in grades 3-8	Tentative: Mar 11 – April 24						3	4	5	6	7	8							
Illinois Science Assessment (ISA)	State accountability measure for Illinois students enrolled in a public school district. ISA assesses the Illinois Learning Standards in Science.	Mar 2 – April 30								5										8
Early Learning Scale (ELS)	Assessment to measure the progress of children ages 3-5 to determine school readiness.	Ongoing	E	C																
U.S. Constitution Test	Assessment required by the Illinois School Code to measure understanding of the U.S. Constitution.	Spring																	7	

Local Assessments													
◆Formative Assessment System for Teachers (FAST) Benchmarking a-Reading and a-Math	A fully automated computer adaptive measure of broad math skills. It is individualized for each student, but may be group administered. It is a component of a Multi Tiered System of Support (MTSS) which involves a strategic approach to providing targeted instruction for all students.	Fall/Winter/ Spring		K	1	2	3	4	5	6	7	8	

- All dates are tentative and represent “windows” in which testing may occur.
- ◆ Literacy Assessment is delivered in Spanish for students in the TBE program. Directions and responses in Spanish are permissible for Math benchmarks

Back to School Events 2019

Aug. 12 & 13	New Faculty Orientation
Aug. 14	Passport to Learning
Aug. 16	Mac 6th Grade and New Student
Aug. 19	Ike, Ross & Sullivan “Sneak Peek” Welcome @ Teacher Institute Day
Aug. 20	First Day of School
Aug. 27	First Day of Kindergarten
Aug. 28	Sullivan Parent Curriculum Night
Aug. 29	Ike Parent Curriculum Night
Sept. 4	Ross Parent Curriculum Night
Sept. 5	Mac 6th Grade Back to School Night
Sept. 10	Mac 7th & 8th Gr. BTS Night
Sept. 20	PTO Golf Outing

Document Status: Draft Update

2:110 Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. ~~Focus the Board meeting agendas on appropriate content and p~~Preside at all meetings; [PRESSPlus1](#)
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; and
11. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the appropriate Intermediate Service Center;
5. Act as the local election ~~official authority~~ [PRESSPlus2](#) for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to

perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a 1-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be the District Superintendent; and
3. Upon being appointed for his or her first term, be a certified public accountant or a certified chief school business official as defined in the School Code; experience as a township treasurer in a class II county school before July 1, 1989 is deemed equivalent.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

[5 ILCS 120/7](#) and [420/4A-106](#).

[105 ILCS 5/8-1](#), [5/8-2](#), [5/8-3](#), [5/8-6](#), [5/8-16](#), [5/8-17](#), [5/10-1](#), [5/10-5](#), [5/10-7](#), [5/10-8](#), [5/10-13](#), [5/10-13.1](#), [5/10-14](#), [5/10-16.5](#), and [5/17-1](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure)

ADOPTED: August 13, 2014

PRESSPlus Comments

PRESSPlus 1. The duties in #s 1 and 2 are separated into two items to distinguish between them. Of the listed duties, only the following are imposed by law: #1, preside at meetings; #6, sign minutes and sign certificate of tax levy; #7, call special meetings; and #8, serve as *head of the public body* for OMA and FOIA purposes. **Issue 101, June 2019**

PRESSPlus 2. Updated to align with a 2014 change to 105 ILCS 5/9-2 and 10 ILCS 5/1-3, reassigning the duties of the local election authority official. **Issue 101, June 2019**

Document Status: Draft Update

2:140 Communications To and From the Board

The Board of Education welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) that is posted on the District's website. In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board-quorum.

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response Provide the Board, such as in the Board meeting packet, with all emails that are received and any feedback regarding them. PRESSPlus1

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum. PRESSPlus2

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

50 ILCS 205/20, Local Records Act.

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

ADOPTED: April 8, 2015

PRESSPlus Comments

PRESSPlus 1. Amended in response to Press Advisory Board feedback that having questions or communications go only to the superintendent OR through the electronic link to the Board's email address(es) can be problematic and may not entirely comply with the 2014 requirement.

Directive #2 is optional and adds a step to increase efficient responses to communications concerning the operation or management of the district or a school. Adding this text allows a board to (1) monitor its compliance with 50 ILCS 205/20, (2) ensure that all board members stay informed of all questions and communications to the board, (3) align with IASB's *Foundational Principles of Effective Governance*, and (4) mirror a School Code requirement (105 ILCS 5/10-16) for the superintendent to report any FOIA requests during the board's regular meetings along with the status of the district's response.

Before adoption of this text, each board may want to have a conversation with the superintendent about the difference between

“staff work questions or communications” that do not need to be submitted to the board and “questions or communications submitted for the school board’s consideration” that do need to be submitted to the board. If the board does not wish to adopt Directive #2, strike the text and select "Adopted with Additional District Edits" as the Save Status.

Issue 101, June 2019

PRESSPlus 2. This paragraph is moved from above, and the phrase "through electronic communications" is added for clarity. **Issue 101, June 2019**

Document Status: Draft Update

2:230 Public Participation at Board of Education Meetings and Petitions to the Board

For an overall minimum of 30 minutes ^{PRESSPlus1} during ^{At} each regular and special open meeting, any person ^{members of the public and District employees} may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below. ^{PRESSPlus2} During public participation, there will be a 20-minute ^{PRESSPlus3} minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any person ^{The individuals} appearing before the Board ^{is} are expected to follow these guidelines. ^{PRESSPlus4}

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation ^{comments} shall be limited to five ⁵ minutes. In unusual circumstances, and when an individual has made a request ^{in advance} to speak for a longer period of time, the person ^{individual} may be allowed to speak for more than ⁵ five minutes.
3. Observe ^{the Board President's decision}, when necessary and appropriate, ^{to} the:
 - a. ^{Shortening of the time for each person to address the Board during public participation} ^{comment} to conserve time and give the maximum number of people ^{individuals} an opportunity to speak;
 - b. ^{Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject;} and/or
 - c. ^{4. Observe the Board President's decision to determine} ^{Determination} of procedural matters regarding public participation not otherwise covered in Board policy.
4. ^{5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy;} 8:30, *Visitors to and Conduct on School Property.*

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

LEGAL REF.:

5 ILCS 120/2.06, *Open Meetings Act*.

[105 ILCS 5/10-6](#) and [5/10-16](#).

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: February 13, 2013

Question 1. See Comment PRESSPlus 1. What is the length of minimum overall public participation time adopted by the Board?

Answer:

Question 2. See Comment PRESSPlus 3. What is the minimum total length of time for any one subject that has been adopted by the board?

Answer:

PRESSPlus Comments

PRESSPlus 1. The length of the minimum overall public participation time is at the local board's discretion, and it should be customized to ensure it is responsive to the community's public participation needs. See **Questions** to indicate the length of minimum overall public participation time adopted by the Board. **Issue 101, June 2019**

PRESSPlus 2. While some courts have upheld public bodies limiting public comment to certain subjects, such as only subjects on the agenda or only related to the business of the public body, this policy does not provide default text for limiting public comment to certain subjects. This is because 105 ILCS 5/10-16 requires school boards to allow members of the public "to comment to or ask questions of the board." The cases in which courts upheld limiting public comment to certain subjects involved public bodies with no governing statutes that required the public body to allow the public "to comment to or ask

questions of the board.” **Issue 101, June 2019**

PRESSPlus 3. See 5 ILCS 120/2.06, 105 ILCS 5/10-16, and PAO 19-2. Like the length of time for overall public participation, the minimum total length of time **for any one subject** is also at the local board’s discretion. See **Questions** to indicate the minimum total length of time for any one subject that has been adopted by the board. **Issue 101, June 2019**

PRESSPlus 4. OMA does not but PAO 19-2 does provide specific rules. These guidelines may be amended. The guidelines for public comment and the time minimums and limits should be reviewed with the board attorney. In PAO 19-2, the Ill. Public Access Counselor (PAC) ordered a board to refrain from applying unestablished and unrecorded rules to restrict public comment at future meetings stating, “Though a public body has inherent authority to conduct its meetings in an efficient manner and need not allow public comment to continue indefinitely, there was no evidence that capping public comment to 15 minutes was necessary to maintain decorum or that extending the comment period would have unduly interfered with the orderly transaction of public business.”

Issue 101, June 2019

Document Status: 5-Year-Review - Needs Review

2:240 Board Policy Development

The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.:

[105 ILCS 5/10-20.5](#).

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

ADOPTED: February 13, 2013

Document Status: 5-Year-Review - Needs Review

3:60 Administrative Responsibility of the Building Principal

Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.:

[10 ILCS 5/4-6.2.](#)

[105 ILCS 5/2-3.53a](#), [5/10-20.14](#), [5/10-21.4a](#), [5/10-23.8a](#), [5/10-23.8b](#), and [5/24A-15](#).

[105 ILCS 127/.](#)

[23 Ill.Admin.Code Parts 35](#) and [50](#), Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leaves of Absence)

ADOPTED: September 9, 2015

Document Status: 5-Year-Review - Needs Review

4:90 Activity Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes.

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Illinois State Board of Education rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund with a similar purpose.

LEGAL REF.:

[105 ILCS 5/8-2](#) and [5/10-20.19](#).

[23 Ill.Admin.Code §§100.20](#) and [100.80](#).

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fund-Raising Activities)

~~ADOPTED: February 13, 2013~~

Document Status: 5-Year-Review - Needs Review

5:35 Compliance with the Fair Labor Standards Act

Job Classifications

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

Workweek and Compensation

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

Overtime

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

For employees not covered by a current applicable bargaining agreement :

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

Suspension Without Pay

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

Implementation

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

LEGAL REF.:

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

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

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

ADOPTED: July 13, 2016

Document Status: Draft Update

5:180 Temporary Illness or Temporary Incapacity

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

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

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

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a licensed physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

LEGAL REF.:

Americans with Disabilities Act, 42 U.S.C. §12101 et seq., Americans with Disabilities Act.

105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.

Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965) 60 Ill.App.2d 56 (1st Dist. 1965).

School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987) 154 Ill.App.3d 375 (1st Dist. 1987).

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

ADOPTED: September 9, 2015

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-5, amended by P.A.s 99-173 and 100-513. **Issue 101, June 2019**

Document Status: Draft Update

6:40 Curriculum Development

Adoption

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Single-Gender Classes and Activities

The Superintendent may recommend a program of nonvocational single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.:

20 U.S.C. §1681, Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106. [PRESSPlus1](#)

[105 ILCS 5/10-20.8](#) and [5/10-19](#).

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Language Learners), 6:170 (Title I Programs) ,

6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities),7:15 (Student and Family Privacy Rights)

ADOPTED: September 9, 2015

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 101, June 2019**

Document Status: Draft Update

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system, known as the *Partnership for Assessment of Readiness for College and Careers Illinois Assessment of Readiness (PARCC IAR)*, *PRESSPlus1* to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/and guardians of students. *PRESSPlus2* Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, *Family Educational Rights and Privacy Act*.

Illinois School Student Records Act, 105 ILCS 10/, *Illinois School Student Records Act*.

105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: February 14, 2018

Question 1. See PRESSPlus Comments. Has the Board adopted the additional text "and to the community"? Type yes or no.
Answer:

PRESSPlus Comments

PRESSPlus 1. The Ill. State Board of Education (ISBE) selected the *Partnership for Assessment of Readiness for College and Careers (PARCC)* as the State assessment and accountability measure for grades 3-8 through the 2017-2018 school year. Beginning with the 2018-2019 school year, ISBE began transitioning from PARCC to the *Ill. Assessment for Readiness (IAR)*, which continues to use "an anchor set of PARCC items." See letter from State Superintendent Tony Smith, 2-8-19, along with other ISBE resource material at www.isbe.net/IAR. **Issue 101, June 2019**

PRESSPlus 2. Although not required by law, if a board wants to direct that this information be shared more broadly with the public for greater transparency, add "and to the community." See **Questions** to indicate whether this additional text has been adopted by the Board. **Issue 101, June 2019**

Document Status: 5-Year-Review - Needs Review

5:40 Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.:

Americans With Disabilities Act, [42 U.S.C. §12101 et seq.](#); [29 C.F.R. §1630.1 et seq.](#), amended by the Americans with Disabilities Act Amendments Act (ADAAA), [Pub. L. 110-325](#).

Rehabilitation Act of 1973, [29 U.S.C. §791](#); [34 C.F.R. §104.1 et seq.](#)

Department of Public Health Act, [20 ILCS 2305/6](#).

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

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

Control of Communicable Diseases, [77 Ill.Admin.Code Part 690](#).

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

~~ADOPTED: September 9, 2015~~

Document Status: 5-Year-Review - Needs Review

5:130 Responsibilities Concerning Internal Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board of Education meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.:

Family Educational and Privacy Rights Act, [20 U.S.C. §1232g](#).

Uses and Disclosures of Protected Health Information; General Rules, [45 C.F.R. §164.502](#).

Ill. Freedom of Information Act, [5 ILCS 140/](#).

Local Records Act, [50 ILCS 205/](#).

[105 ILCS 10/](#).

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

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: February 13, 2013

Document Status: 5-Year-Review - Needs Review

5:310 Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, [29 U.S.C. §201](#) *et seq.*, and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.:

Fair Labor Standards Act, [29 U.S.C. §201](#) *et seq.*; [29 C.F.R. Part 553](#).

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: February 13, 2013

Document Status: 5-Year-Review - Needs Review

6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.:

[105 ILCS 5/2-3.41](#), [5/2-3.66](#), [5/10-20.9a](#), [5/13B-1](#), [5/26-2a](#), [5/26-13](#), [5/26-14](#), and [5/26-16](#).

CROSS REF.: 6:280 (Grading and Promotion), 7:70 (Attendance and Truancy)

ADOPTED: April 8, 2015

Document Status: 5-Year-Review - Needs Review

7:170 Vandalism

The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.:

[740 ILCS 115/](#)

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: February 13, 2013

Document Status: 5-Year-Review - Needs Review

GENERAL SCHOOL ADMINISTRATION

3:60 Administrative Responsibility of the Building Principal

Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.:

[10 ILCS 5/4-6.2.](#)

[105 ILCS 5/2-3.53a](#), [5/10-20.14](#), [5/10-21.4a](#), [5/10-23.8a](#), [5/10-23.8b](#), and [5/24A-15](#).

[105 ILCS 127/.](#)

[23 Ill.Admin.Code Parts 35](#) and [50](#), Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leaves of Absence)

ADOPTED: September 9, 2015

Document Status: 5-Year-Review - Needs Review

OPERATIONAL SERVICES

4:90 Activity Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes.

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Illinois State Board of Education rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund with a similar purpose.

LEGAL REF.:

[105 ILCS 5/8-2](#) and [5/10-20.19](#).

[23 Ill.Admin.Code §§100.20](#) and [100.80](#).

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fund-Raising Activities)

ADOPTED: February 13, 2013

Document Status: 5-Year-Review - Needs Review

General Personnel

5:35 Compliance with the Fair Labor Standards Act

Job Classifications

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

Workweek and Compensation

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

Overtime

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

For employees not covered by a current applicable bargaining agreement :

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

Suspension Without Pay

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

Implementation

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

LEGAL REF.:

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

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

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

ADOPTED: July 13, 2016

Document Status: 5-Year-Review - Needs Review

General Personnel

5:40 Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.:

Americans With Disabilities Act, [42 U.S.C. §12101 et seq.](#); [29 C.F.R. §1630.1 et seq.](#), amended by the Americans with Disabilities Act Amendments Act (ADAAA), [Pub. L. 110-325](#).

Rehabilitation Act of 1973, [29 U.S.C. §791](#); [34 C.F.R. §104.1 et seq.](#)

Department of Public Health Act, [20 ILCS 2305/6](#).

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

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

Control of Communicable Diseases, [77 Ill.Admin.Code Part 690](#).

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED: September 9, 2015

Document Status: Draft Update

INSTRUCTION

6:40 Curriculum Development

Adoption

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Single-Gender Classes and Activities

The Superintendent may recommend a program of nonvocational single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.:

[20 U.S.C. §1681](#), Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106. [PRESSPlus1](#)

[105 ILCS 5/10-20.8](#) and [5/10-19](#).

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with

Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Language Learners), 6:170 (Title I Programs), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

ADOPTED: September 9, 2015

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 101, June 2019**

Document Status: Draft Update

BOARD OF EDUCATION

2:110 Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. ~~Focus the Board meeting agendas on appropriate content and p~~Preside at all meetings; [PRESSPlus1](#)
2. ~~Focus the Board meeting agendas on appropriate content;~~
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; and
11. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the appropriate Intermediate Service Center;
5. Act as the local election ~~official authority~~ [PRESSPlus2](#) for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a 1-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be the District Superintendent; and
3. Upon being appointed for his or her first term, be a certified public accountant or a certified chief school business official as defined in the School Code; experience as a township treasurer in a class II county school before July 1, 1989 is deemed equivalent.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

[5 ILCS 120/7](#) and [420/4A-106](#).

[105 ILCS 5/8-1](#), [5/8-2](#), [5/8-3](#), [5/8-6](#), [5/8-16](#), [5/8-17](#), [5/10-1](#), [5/10-5](#), [5/10-7](#), [5/10-8](#), [5/10-13](#), [5/10-13.1](#), [5/10-14](#), [5/10-16.5](#), and [5/17-1](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure)

ADOPTED: August 13, 2014

PRESSPlus Comments

PRESSPlus 1. The duties in #s 1 and 2 are separated into two items to distinguish between them. Of the listed duties, only the following are imposed by law: #1, preside at meetings; #6, sign minutes and sign certificate of tax levy; #7, call special meetings; and #8, serve as *head of the public body* for OMA and FOIA purposes. **Issue 101, June 2019**

PRESSPlus 2. Updated to align with a 2014 change to 105 ILCS 5/9-2 and 10 ILCS 5/1-3, reassigning the duties of the local election authority official. **Issue 101, June 2019**

Document Status: Draft Update

BOARD OF EDUCATION

2:140 Communications To and From the Board

The Board of Education welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) that is posted on the District's website. In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board-quorum.

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response. Provide the Board, such as in the Board meeting packet, with all emails that are received and any feedback regarding them. [PRESSPlus1](#)

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum. [PRESSPlus2](#)

LEGAL REF.:

5 ILCS 120/, [Open Meetings Act](#).

50 ILCS 205/20, [Local Records Act](#).

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

[ADOPTED: April 8, 2015](#)

PRESSPlus Comments

PRESSPlus 1. Amended in response to Press Advisory Board feedback that having questions or communications go only to the superintendent OR through the electronic link to the Board's email address(es) can be problematic and may not entirely comply with the 2014 requirement.

Directive #2 is optional and adds a step to increase efficient responses to communications concerning the operation or management of the district or a school. Adding this text allows a board to (1) monitor its compliance with 50 ILCS 205/20, (2) ensure that all board members stay informed of all questions and communications to the board, (3) align with IASB's *Foundational Principles of Effective Governance*, and (4) mirror a School Code requirement (105 ILCS 5/10-16) for the

superintendent to report any FOIA requests during the board's regular meetings along with the status of the district's response.

Before adoption of this text, each board may want to have a conversation with the superintendent about the difference between "staff work questions or communications" that do not need to be submitted to the board and "questions or communications submitted for the school board's consideration" that do need to be submitted to the board. If the board does not wish to adopt Directive #2, strike the text and select "Adopted with Additional District Edits" as the Save Status.

Issue 101, June 2019

PRESSPlus 2. This paragraph is moved from above, and the phrase "through electronic communications" is added for clarity. **Issue 101, June 2019**

Document Status: Draft Update

BOARD OF EDUCATION

2:230 Public Participation at Board of Education Meetings and Petitions to the Board

For an overall minimum of 30 minutes ^{PRESSPlus1} during ~~At~~ each regular and special open meeting, ~~any person members of the public and District employees~~ may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below. ^{PRESSPlus2} During public participation, there will be a 20-minute ^{PRESSPlus3} minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any person ~~The individuals~~ appearing before the Board ~~is~~ ^{are} expected to follow these guidelines: ^{PRESSPlus4}

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, ~~the time for any one person to address the Board during public participation~~ ^{comments} shall be limited to ~~five~~ ⁵ minutes. In unusual circumstances, and when an individual has made a request ~~in advance~~ to speak for a longer period of time, the person ~~individual~~ may be allowed to speak for more than ~~5~~ ^{five} minutes.
3. Observe ~~the Board President's decision~~, when necessary and appropriate, ~~to~~ the:
 - a. ~~Shortening of the time for each person to address the Board during public participation~~ ^{comment} to conserve time and give the maximum number of people ~~individuals~~ an opportunity to speak;
 - b. Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; ~~and/or~~
 - c. ~~4. Observe the Board President's decision to~~ ^{4. Determine} of procedural matters regarding public participation not otherwise covered in Board policy.
4. ~~5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy;~~ ^{8:30, Visitors to and Conduct on School Property.}

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

LEGAL REF.:

5 ILCS 120/2.06, Open Meetings Act.

[105 ILCS 5/10-6](#) and [5/10-16](#).

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

~~ADOPTED: February 13, 2013~~

Question 1. See Comment PRESSPlus 1. What is the length of minimum overall public participation time adopted by the Board?

Answer:

Question 2. See Comment PRESSPlus 3. What is the minimum total length of time for any one subject that has been adopted by the board?

Answer:

PRESSPlus Comments

PRESSPlus 1. The length of the minimum overall public participation time is at the local board's discretion, and it should be customized to ensure it is responsive to the community's public participation needs. See **Questions** to indicate the length of minimum overall public participation time adopted by the Board. **Issue 101, June 2019**

PRESSPlus 2. While some courts have upheld public bodies limiting public comment to certain subjects, such as only subjects on the agenda or only related to the business of the public body, this policy does not provide default text for limiting public comment to certain subjects. This is because 105 ILCS 5/10-16 requires school boards to allow members of the public "to 2:230

comment to or ask questions of the board.” The cases in which courts upheld limiting public comment to certain subjects involved public bodies with no governing statutes that required the public body to allow the public “to comment to or ask questions of the board.” **Issue 101, June 2019**

PRESSPlus 3. See 5 ILCS 120/2.06, 105 ILCS 5/10-16, and PAO 19-2. Like the length of time for overall public participation, the minimum total length of time **for any one subject** is also at the local board’s discretion. See **Questions** to indicate the minimum total length of time for any one subject that has been adopted by the board. **Issue 101, June 2019**

PRESSPlus 4. OMA does not but PAO 19-2 does provide specific rules. These guidelines may be amended. The guidelines for public comment and the time minimums and limits should be reviewed with the board attorney. In PAO 19-2, the Ill. Public Access Counselor (PAC) ordered a board to refrain from applying unestablished and unrecorded rules to restrict public comment at future meetings stating, “Though a public body has inherent authority to conduct its meetings in an efficient manner and need not allow public comment to continue indefinitely, there was no evidence that capping public comment to 15 minutes was necessary to maintain decorum or that extending the comment period would have unduly interfered with the orderly transaction of public business.”

Issue 101, June 2019

Document Status: 5-Year-Review - Needs Review

BOARD OF EDUCATION

2:240 Board Policy Development

The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.:

[105 ILCS 5/10-20.5](#).

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

ADOPTED: February 13, 2013

Document Status: 5-Year-Review - Needs Review

General Personnel

5:130 Responsibilities Concerning Internal Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board of Education meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.:

Family Educational and Privacy Rights Act, [20 U.S.C. §1232g](#).

Uses and Disclosures of Protected Health Information; General Rules, [45 C.F.R. §164.502](#).

Ill. Freedom of Information Act, [5 ILCS 140/](#).

Local Records Act, [50 ILCS 205/](#).

[105 ILCS 10/](#).

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

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: February 13, 2013

Document Status: Draft Update

General Personnel

5:180 Temporary Illness or Temporary Incapacity

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

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

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

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a licensed physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

LEGAL REF.:

~~Americans with Disabilities Act~~, 42 U.S.C. §12101 et seq., ~~Americans with Disabilities Act~~.

105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.

~~Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965)~~ 60 Ill.App.2d 56 (1st Dist. 1965).

~~School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987)~~ 154 Ill.App.3d 375 (1st Dist. 1987).

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

~~ADOPTED: September 9, 2015~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-5, amended by P.A.s 99-173 and 100-513. **Issue 101, June 2019**

Document Status: 5-Year-Review - Needs Review

Educational Support Personnel

5:310 Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, [29 U.S.C. §201](#) *et seq.*, and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.:

Fair Labor Standards Act, [29 U.S.C. §201](#) *et seq.*; [29 C.F.R. Part 553](#).

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: February 13, 2013

Document Status: 5-Year-Review - Needs Review

INSTRUCTION

6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.:

[105 ILCS 5/2-3.41](#), [5/2-3.66](#), [5/10-20.9a](#), [5/13B-1](#), [5/26-2a](#), [5/26-13](#), [5/26-14](#), and [5/26-16](#).

CROSS REF.: 6:280 (Grading and Promotion), 7:70 (Attendance and Truancy)

ADOPTED: April 8, 2015

Document Status: Draft Update

INSTRUCTION

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system, known as the *Partnership for Assessment of Readiness for College and Careers* Illinois Assessment of Readiness (PARCC IAR), [PRESSPlus1](#) to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/and guardians of students. [PRESSPlus2](#) Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

~~Family Educational Rights and Privacy Act~~, 20 U.S.C. §1232g, *Family Educational Rights and Privacy Act*.

~~Illinois School Student Records Act~~, 105 ILCS 10/, *Illinois School Student Records Act*.

105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

~~ADOPTED: February 14, 2018~~

Question 1. See PRESSPlus Comments. Has the Board adopted the additional text "and to the community"? Type yes or no.
Answer:

PRESSPlus Comments

PRESSPlus 1. The Ill. State Board of Education (ISBE) selected the *Partnership for Assessment of Readiness for College and Careers* (PARCC) as the State assessment and accountability measure for grades 3-8 through the 2017-2018 school year. Beginning with the 2018-2019 school year, ISBE began transitioning from PARCC to the *Ill. Assessment for Readiness* (IAR), which continues to use "an anchor set of PARCC items." See letter from State Superintendent Tony Smith, 2-8-19, along with other ISBE resource material at www.isbe.net/IAR. **Issue 101, June 2019**

PRESSPlus 2. Although not required by law, if a board wants to direct that this information be shared more broadly with the public for greater transparency, add "and to the community." See **Questions** to indicate whether this additional text has been adopted by the Board. **Issue 101, June 2019**

Document Status: 5-Year-Review - Needs Review

STUDENTS

7:170 Vandalism

The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.:

[740 ILCS 115/](#)

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

~~ADOPTED: February 13, 2013~~
