



LINCOLNWOOD SCHOOL
DISTRICT 74
BOARD OF EDUCATION
Regular Meeting AGENDA
Thursday, August 4, 2022 at **7:30**
PM

BOARD OF EDUCATION
Kevin Daly, President
Rupal Shah Mandal, Vice President
John P. Vranas, Secretary
Maxie Boynton
Myra A. Foutris
Jay Oleniczak
Peter D. Theodore

ADMINISTRATION
Dr. David L. Russo, Superintendent of Schools
Dr. Dominick M. Lupo, Assistant Superintendent for
Curriculum and Instruction
Courtney Whited, Business Manager/CSBO

*Agenda of the Regular Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, to be held in the Lincolnwood Village Hall - Gerald C. Turry Village Board Room
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712,
on Thursday, August 4, 2022.*

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - (7:30 p.m.)

- ___ Kevin Daly
- ___ Myra A. Foutris
- ___ Elaina Geraghty
- ___ Jay Oleniczak
- ___ Rupal Shah Mandal
- ___ Peter D. Theodore
- ___ John P. Vranas

ADMINISTRATIVE TEAM MEMBERS

- | | |
|------------------------|--------------------------|
| ___ Dr. David L. Russo | ___ Dr. Dominick M. Lupo |
| ___ Courtney Whited | ___ Mark Atkinson |
| ___ Aliaa Ibrahim | ___ Joseph Segreti |
| ___ Jennifer Ruttkay | ___ Chris Harmon |
| ___ Jordan Stephen | ___ Kristine Vandenbroek |
| | ___ Renee Tolnai |

2. AUDIENCE TO VISITORS

3. INFORMATION/ACTION: CONSENT AGENDA

(Any member of the Board wishing to vote separately on a Consent Agenda item should request removal of that item from the Consent Agenda.)

a. APPROVAL OF MINUTES

- I. Regular Board Meeting Minutes - **JUNE 23, 2022**

6

b. EMPLOYMENT MATTERS

- I. Personnel Report
II. New Employment

1. **Jordan Clifford**, Instructional Technology Coach, Lincoln Hall, effective August 22, 2022, Class 3, Level 8, \$72,899
2. **Alyssa Burno**, General Music Teacher, Lincoln Hall, effective August 22, 2022, Class 1, Level 5, \$57,978
3. **Ryan Butler**, STEM Teacher, Rutledge Hall, effective August 22, 2022, Class 3, Level 11, \$78,168
4. **Zack Beyer**, Physical Education Teacher, Rutledge Hall, effective August 22, 2022, Class 3, Level 5 \$67,978

5. **Jenna George**, Paraprofessional, Lincoln Hall, effective August 22, 2022, \$16.56/hr
6. **Jessica Mamola**, 7th grade Humanities, Lincoln Hall, effective August 22, 2022 Class 3, Level 11, \$ 78,168
- III. Resignation
 1. **Brendan Ryan**, Rutledge Hall, Physical Education Teacher, effective June 29, 2022
 2. **Michael Wittenborn**, Rutledge Hall, 4th Grade Teacher, effective July 7, 2022
- c. Policy
 - I. Consent Only - Policies Excluded from 1st Reading for Approval*
 *These policies are excluded from 1st Reading because they only involve changes in citations or immediate compliance with the law or Illinois School Code.
 1. New Press Plus Issue #109 (May 2022)
 - (1) Press Plus Issue #109 - Draft Update - Rewritten
 - (1) 7:285 Anaphylaxis Prevention, Response, and Management Program 12
Title has been updated. Original Title: FoodAllergy Management Program - May 20, 2022 Policy Committee Kept in Committee for further review and Legal Counsel guidance.
 - (1) ISBE's Model Anaphylaxis Response Policy 16
 School boards have until Wednesday, August 17, 2022 - to "implement or update, as appropriate, its anaphylactic policy in accordance with those developed by the State Board." 105 ILCS 5/2-3.182(d).
- d. Grade 3 Reading Nook Rocking Chairs and Mobile Bookshelves 23
 The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve the purchase of Grade 3 rocking chairs and bookshelves from Library Furniture International in the amount of \$8,949.
- e. Fencing for Todd Hall Parking Lot Areas 26
 The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve the Todd Hall Fencing Base Bid #2 from Action Fence in the amount of \$61,780.
- f. Approval of the 2022-2023 School Year Parent-Student Handbook 46
 The Lincolnwood School District 74 Board of Education annually approves the Parent - Student Handbook so that it will be available within ten days of the start of school as stated in the Board of Education policies.
- g. FY23 Facility Rental Fee for Lincolnwood Baseball and Softball Association (LBSA) 103
 The Finance Committee concurs with the Administration to recommend to the Board of Education to waive facility rental fees during fiscal year 2023 for Lincolnwood Baseball and Softball Association (LBSA).
- h. Lincolnwood Baseball & Softball Association (LBSA) Batting Cage Usage in Gymnasium 105
 The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve this Shared Agreement with Lincolnwood Baseball & Softball Association (LBSA).
- i. Authorization to Allow Additional Expense on the Sitework Project 115
 The Facilities Committee concurs with the Administration to recommend that the Board of Education approve the Authorization to Spend Allowance from Murphy Construction Services for additional sitework materials and labor in the amount of \$46,339 which creates a cost of \$8,095 beyond the original contingency.
- j. Cyber Coverage on CLIC Insurance Invoice 2022-23 127
 The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the Cyber Insurance invoice in the amount of \$23,509 from CLIC for coverage beginning July 1, 2022 through June 30, 2023.
- k. Upcoming Staff Development Opportunities²

- I. IATD Fall Workshop (Title 1) for Dr. Dominick Lupo, Assistant Superintendent for Curriculum and Instruction, in Springfield, IL, September 19-21, 2022 as presented. 130
- II. Powerschool Users Group Midwest Conference, Scott Herman, Database Manager, Tech Services Assistant, in Michigan City, IN, October 17-19, 2022 as presented. 131
- I. Donation of Musical Instruments 132
The Finance Committee concurs with the Administration to recommend to the Board of Education to accept the donation of musical instruments from Magdalena Herlo.
- m. Annual Renewal of Formative at Rutledge Hall for 2022-2023 134
The Finance Committee concurs with the Administration to recommend to the Board of Education to renew the Formative license at Rutledge Hall for the amount of \$3,515.89 for the 2022-2023 school year.
- n. Interactive Display Refresh 139
The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the plan to replace 20 classroom displays in the amount of \$48,900 for the 2022-2023 school years.
- o. EntreCulturas – Spanish 1 Three-Year Subscription 148
The Finance Committee concurs with the Administration to recommend to the Board of Education to approve this Quote from Wayside Publishing for a three-year subscription to the EntreCulturas - Spanish 1 program in the amount of \$21,882.40.
- p. BrainPOP LLC Renewal Contract for 2022-2023 School Year 192
The Finance Committee concurs with the Administration to recommend to the Board of Education to renew the BrainPOP LLC subscription in the amount of \$7,460.25 for the 2022-23 school year.
- q. Frontline Education Applicant Tracking Subscription 2022-26 Renewal 197
The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the renewal of Frontline Education's Applicant Tracking subscription in the amount of \$6,700.08 from October 20, 2022 through June 30, 2026.
- r. Ultimate SLP Subscription 202
The Finance Committee concurs with the Administration to recommend to the Board of Education to accept this quote for a nine-month subscription to Ultimate SLP in the amount of \$443.16.

Rationale: As part of the regular meeting, the Board of Education routinely approves minutes, personnel items, Board policies, and routine business matters.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above.

Motion by member: _____ Seconded by: _____

4. UNFINISHED BUSINESS

5. NEW BUSINESS

6. COMMUNICATION FROM BOARD MEMBERS

- a. NTDSE/District 807: **John P. Vranas/Kevin Daly**
- b. IASB (Illinois Association of School Boards): **Elaina Geraghty/Myra A. Foutris**
- c. Finance Committee: **Peter D. Theodore/Jay Oleniczak**

- d. Facilities Committee: **John P. Vranas/Elaina Geraghty**
- e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris**
- f. President's Report: **Kevin Daly**

I. INFORMATION/DISCUSSION/ACTION: Bi-Annual Review of Closed Meeting Minutes 208

Rationale: The Board of Education semi-annually reviews closed session minutes per 5 ILCS 120/2(c)(21) and Board Policy 2:220.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education authorize the release of certain closed session minutes, as listed in the attachment between October 6, 2011 to June 1, 2022, which were reviewed by the Board of Education and recommended by the Secretary of the Board of Education, as no longer needing confidential treatment.

Motion by member: _____ Seconded by: _____

II. INFORMATION/DISCUSSION/ACTION: Destruction of Closed Meeting Audio Recordings 209

Rationale: The Board of Education approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist, per 5 ILCS 120/2(c)(21) and Board Policy 2:220.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education authorize the destruction of certain closed session audio recordings, as listed on the attachment, which were held prior to December 31, 2020, and for which approved minutes already exist, as reviewed by the Board of Education and recommended by the Secretary of the Board of Education.

Motion by member: _____ Seconded by: _____

7. COMMUNICATION TO THE BOARD OF EDUCATION

- a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Kevin Conley (Co-Presidents)**
- b. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**

8. ADMINISTRATIVE REPORTS

- a. Superintendent's Report: **Dr. David L. Russo**

I. INFORMATION/DISCUSSION: District Updates

- b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. Dominick M. Lupo**

I. INFORMATION/DISCUSSION: Curriculum Department Update

- c. Business and Operations, Business Manager/CSBO: **Courtney Whited**

I. INFORMATION/DISCUSSION: Finance Report - **MAY 2022** 210

II. INFORMATION/DISCUSSION: Tentative Budget for FY23 234
The Lincolnwood School District 74 Board of Education is being presented with the Tentative Budget for FY23.

It is the Administrative recommendation that the Finance Committee supports the presentation of the Tentative FY23 Budget to the Board of Education on August 4, 2022.

A public hearing and approval of the Lincolnwood School District 74 Tentative Budget for FY23 will be on the agenda for the scheduled September 1, 2022 Board of Education meeting.

III. INFORMATION/ACTION: Bills Payable in the Amount of \$1,795,348.26 297

Bills reviewed this month by: Peter D. Theodore and John P. Vranas

Rationale: The Board of Education routinely reviews and approves invoices and bills.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$1,795,348.26.

Motion by member: _____ Seconded by: _____

9. AUDIENCE TO VISITORS

10. RECESS INTO CLOSED SESSION

I move that the Lincolnwood School District 74 Board of Education recess into Closed Session for the purposes of: **5 ILCS 120/2(c)(1), amended by P.A. 101-459 - Personnel.**

Motion by member: _____ Seconded by: _____

11. ADJOURNMENT

Motion by member: _____ Seconded by: _____

Dr. David L. Russo, Superintendent of Schools

Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
REGULAR MEETING MINUTES
THURSDAY, JUNE 23, 2022 AT **7:30 PM**

BOARD OF EDUCATION
Kevin Daly, *President*
Rupal Shah Mandal, *Vice President*
John P. Vranas, *Secretary*
Myra A. Foutris
Elaina Geraghty
Jay Oleniczak
Peter D. Theodore

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

*Minutes of the Regular Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, was held in the Lincoln Hall Auditorium,
6855 North Crawford, Lincolnwood, IL 60712, on Thursday, June 23, 2022.*

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Daly called the Regular Meeting to order at 7:32 p.m. Roll call was taken and the Pledge of Allegiance was recited:

MEMBERS PRESENT

Kevin Daly
Myra A. Foutris
Elaina Geraghty
Jay Oleniczak
Rupal Shah Mandal
Peter D. Theodore
John P. Vranas

MEMBERS ABSENT

None

ADMINISTRATORS/STAFF PRESENT

Dr. Kimberly A. Nasshan	Jordan Stephen
Dr. David Russo	Kristi Vandenbroek
Courtney Whited	Aliaa Ibrahim
Chris Harmon	Renee Tolnai

2. AUDIENCE TO VISITORS

None

3. DISTRICT RECOGNITION

a. Honoring Lincolnwood School District 74 Retiree Dr. Kim Nasshan, Superintendent of Schools

A short video highlighting Dr. Kim Nasshan's career as well as a crystal vase were both presented to honor her June 30, 2022 retirement.

4. CONSENT AGENDA

a. APPROVAL OF MINUTES

I. Regular Board Meeting Minutes - **JUNE 1, 2022**

II. Regular Board Meeting - Closed Session Minutes - **JUNE 1, 2022**

b. EMPLOYMENT MATTERS

I. Personnel Report

II. New Employment

~~1. **Natalie Brady**, 7th Grade Humanities, effective August 22, 2022, Class 1, Level 3 \$54,910~~

III. Resignation

1. **Joleen Kragt**, Music Teacher, Lincoln Hall, effective June 7, 2022

2. **Nathan Pratt**, STEM Teacher, Rutledge Hall, effective June 9, 2022

c. Policy

I. Consent Only - Policies Excluded from 1st Reading for Approval*

*These policies are excluded from 1st Reading because they only involve changes in citations or immediate compliance with the law or Illinois School Code.

1. 4:70 Resource Conservation

2. 6:80 Teaching About Controversial Issues

3. 7:15 Student and Family Privacy Rights

4. 6:140 Education of Homeless Children

5. 6:290 Homework

6. 7:270 Administering Medicines to Students

d. 2023 Draft of Master Facilities Plan

The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve the draft of the 2023 Master Facilities Plan, as presented.

e. Illinois Public Risk Fund (IPRF) Workers' Compensation Plan 2022-23

The Finance Committee concurs to recommend to the Board of Education to approve the Illinois Public Risk Fund (IPRF) Workers' Compensation Plan renewal for 2022-23 in the amount of \$62,117.

f. 2022-23 Collective Liability Insurance Cooperative (CLIC) Property/Casualty and Fiduciary Insurance Renewal

The Finance Committee concurs to recommend to the Board of Education to renew the 2022-23

Property/Casualty and Fiduciary Liability insurance with Collective Liability Insurance Cooperative (CLIC) in an amount of \$92,356.

g. 2021-22 Niles Township School Treasurer Invoice

The Finance Committee concurs to recommend to the Board of Education to issue payment in the amount of \$111,317 for services rendered by the Niles Township School Treasurer's office during the 2021-22 fiscal year.

h. 3-Year ClassLink Integration Project

The Finance Committee concurs to recommend to the Board of Education to approve the ClassLink Contract in the amount of \$17,502.20 for the 2022-2025 school years.

i. 2022-2023 Learning A-Z Product Renewal

The Finance Committee concurs to recommend to the Board of Education to approve the renewal of Learning A-Z software in the amount of \$7,720.75 from August 8, 2022 to August 7, 2023.

j. Nearpod Renewal for 2022-2023 School Year

The Finance Committee concurs to recommend to the Board of Education to renew the Nearpod subscription in the amount of \$9,000 for the 2022-2023 school year.

k. Autism Spectrum Rating Scales (ASRS™) Complete Kit Subscription

The Finance Committee concurs to recommend to the Board of Education to approve this Agreement with Multi-Health Systems Inc for the Autism Spectrum Rating Scales (ASRS™) Complete Kit Subscription in the amount of \$699.

Secretary Vranas requested that item 4(b)(II)1 – New Employment – Natalie Brady be removed from the Consent Agenda

It was moved by Member Geraghty and seconded by Vice President Shah Mandal that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above excluding item 4(b)(II)1.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Shah Mandal, Vranas, Foutris, Oleniczak, Geraghty, Theodore, Daly

Nays: None

Absent: None

Motion passed.

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

CONCEPTUAL DEVELOPMENT PLAN FOR THE LINCOLNWOOD TOWN CENTER

Secretary Vranas attended the Village of Lincolnwood Board of Trustees Regular meeting at Village Hall on June 21, 2022. On the agenda was the consideration of a Resolution Adopting a Conceptual Development Plan for the Lincolnwood Town Center. Secretary Vranas urges the SD74 Board of Education members and Administration to stay involved in all development plans as they will have an impact on our District. Mayor Patel stated that the Village will keep the School District in mind in any development proposal and that the Village will continue to communicate with the community and the District when they move ahead with any plans.

7. COMMUNICATION FROM BOARD MEMBERS

a. NTDSE/District 807: *John P. Vranas/Kevin Daly*

- The NTDSE Governing Board last met and reorganized on June 8, 2022. Secretary Vranas was re-elected Vice President.
- The Molloy Education Center construction project remains on target.
- Last school year showed an uptick in student enrollment. The school year started with 250 students, and ended with 300. Specifically, SD74 started with 37 students, and ended with 45 students being serviced through NTDSE. The increased enrollment will have a financial impact on all township member districts.
- The next NTDSE Governing Board meeting is scheduled for August 11, 2022 at 6 p.m.

b. IASB (Illinois Association of School Boards): *Elaina Geraghty/Myra A. Foutris*

Member Geraghty reported on the email received from IASB regarding the IASB membership with the Consortium of State School Boards Associations (COSSBA).

c. Finance Committee: ***Peter D. Theodore/Jay Oleniczak***

The Finance Committee last met on June 9, 2022.

The Committee sent seven items to the Consent Agenda:

1. Illinois Public Risk Fund (IPRF) Workers' Compensation Plan 2022-23
2. 2022-23 Collective Liability Insurance Cooperative (CLIC) Property/Casualty and Fiduciary Insurance Renewal with Cyber to be determined
3. 2021-22 Niles Township School Treasurer Invoice
4. 3-Year ClassLink Integration Project
5. 2022-2023 Learning A-Z Product Renewal
6. Nearpod renewal for 2022-2023 School Year
7. Autism Spectrum Rating Scales (ASRS™) Complete Kit Subscription

A draft of the Fiscal Year 2023 Tentative Budget was presented to the Committee.

Courtney reviewed the collection of fees in the District for Tuition/Registration Payment Details as of May 31, 2022.

The Committee discussed Lincolnwood Baseball and Softball Association's facility rental class category. The Administration will evaluate the incidental costs associated with LBSA's facility usage and present at a future Committee meeting.

The next Finance Committee meeting is scheduled for Thursday, July 21, 2022 at 6:30 p.m. The public is welcome.

d. Facilities Committee: **John P. Vranas/Elaina Geraghty**

The Facilities Committee last met on June 7, 2022.

The request for a Variance to the Village Zoning Ordinance was approved unanimously at the Zoning Board of Appeals hearing. That request was approved by the Village Board at their meeting on June 7. The Ordinance granting a Landscaping Screening Variation has been reviewed by our attorney and will be signed by our President on behalf of the Board.

Administration will select trees for the Todd Hall Parking Lot Islands. They will seek out trees that would not require additional maintenance caused by excess debris from the trees. With the District's tender care, the locust tree that borders the southeast corner of the parking lot may survive the root cuts that will occur during the lot expansion.

Work started June 8, 2022 on the District General Work project. The seal coating in the Rutledge Hall parking lot was completed Thursday, June 10, 2022. The running path asphalt was laid this past Monday and the asphalt work in the play areas will follow. We are still waiting for the MWRD permit to begin work on the Todd Hall parking lot.

The Committee discussed the configuration of the walking track with three, 30-inch lanes painted with solid white lines and a plaque to show how many laps equals one mile. Now that the track is 9-foot wide, lanes can be widened to 36-inches. The track looks great, and we look forward to its use by our students and the Lincolnwood community.

Rutledge Hall Playground timeline was updated by the vendor. The equipment will ship June 21, 2022 and installation can take place in July. The Committee directed Administration to proceed with the playground installation if the equipment arrives on time. The vendor will assemble and place the playground equipment so it aligns with the concrete pour.

The Facilities Committee concurred with the Administration's recommendation to approve the 2023 Draft of the Master Facilities Plan as presented.

The next Facilities Committee meeting is scheduled for Tuesday, July 19, 2022 at 6:00 p.m. The public is welcome.

e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris**

I. 1st Reading by the Lincolnwood School District 74 Board of Education

1. 5:80 Court Duty

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

The Policy Committee last met on Friday, June 10, 2022.

The Committee sent two policies to 1st Reading and six policies to the Consent Agenda.

Policy 7:285 Anaphylaxis Prevention, Response, and Management Program was kept in Committee for further discussion and review of Legal Counsel's guidance.

The next Policy Committee meeting is scheduled for Friday, July 15, 2022 at 8:30 a.m. The public is welcome.

f. President's Report: **Kevin Daly**

President Daly shared important upcoming District dates.

I. Committee Appointments

<u>Description:</u>	<u>Delegate/Chair</u>	<u>Alternate/Co-Chair</u>
District 807/NTDSE:	John P. Vranas	Kevin Daly
Facilities Committee:	John P. Vranas	Elaina Geraghty
Finance Committee:	Peter D. Theodore	Jay Oleniczak
Policy Committee:	Rupal Shah Mandal	Myra A. Foutris
IASB Representative:	Elaina Geraghty	Myra A. Foutris

8. COMMUNICATION TO THE BOARD OF EDUCATION

a. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Stacy Panoutsos (Co-Presidents)**

Co-President Panoutsos congratulated Dr. Kim Nasshan on her upcoming retirement.

b. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**

No report.

9. ADMINISTRATIVE REPORTS

a. Superintendent's Report: **Dr. Kimberly A. Nasshan**

I. District Updates

Dr. Kim Nasshan shared her heartfelt gratitude for the opportunity to end her thirty-three year career in education at Lincolnwood School District 74. She is excited to watch how the District will continue to flourish under the new administrative leadership team.

b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. David L. Russo**

I. Curriculum Department Update

Assistant Superintendent Russo introduced Aliaa Ibrahim to the SD74 Administrative team. Mrs. Ibrahim will take over the role of Rutledge Hall's principal from Erin Curry.

c. Business and Operations, Business Manager/CSBO: **Courtney Whited**

I. Finance Report - **APRIL 2022**

Business Manager/CSBO Whited presented the April 2022 Finance Report.

II. Republic Bank Resolution Adding/Removing Signers on Account

It was moved by Member Geraghty and seconded by Vice President Shah Mandal that the Lincolnwood School District 74 Board of Education approves the bank resolution authorizing signatures, as presented.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Shah Mandal, Vranas, Foutris, Oleniczak, Geraghty, Theodore, Daly

Nays: None

Absent: None

Motion passed.

III. Bills Payable in the Amount of \$2,420,457.65

Bills reviewed this month by: Elaina Geraghty and Rupal Shah Mandal

It was moved by Member Geraghty and seconded by Vice President Shah Mandal that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$2,420,457.65.

President Daly submitted the motion to a vote and the following vote was recorded:

Ayes: Shah Mandal, Vranas, Foutris, Oleniczak, Geraghty, Theodore, Daly

Nays: None

Absent: None

Motion passed.

10. AUDIENCE TO VISITORS

None

11. ADJOURNMENT

It was moved by Secretary Vranas and seconded by Vice President Shah Mandal to adjourn the Regular meeting of the Lincolnwood School District 74 Board of Education.

President Daly submitted the motion to a vote and the motion passed at 8:02 p.m.

Kevin Daly, President

John P. Vranas, Secretary

Document Status: Draft Update - Rewritten

Students

7:285 Anaphylaxis Prevention, Response, and Management Program

Title has been updated. Original Title: Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. [PRESSPlus1](#) Students at risk for anaphylaxis benefit from a Board of Education policy that coordinates a planned response in the event of an anaphylactic emergency. [PRESSPlus2](#) Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. [PRESSPlus3](#)

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540. [PRESSPlus4](#)
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540. [PRESSPlus5](#)
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*. [Q1](#)
4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*. [PRESSPlus6](#)
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy. [PRESSPlus7](#)
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring [PRESSPlus8](#)

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy at least once every three years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions.

LEGAL REF.:

105 ILCS 5/2-3.182, 5/10-22.39(e), and 5/22-30.

23 Ill.Admin.Code §1.540.

Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

Questions and Answers:

***Required Question 1. Has the Board adopted the School District Supply of Undesignated Epinephrine Injectors subhead in policy 7:270, *Administering Medicine to Students*?

Note: Be sure that the Board's adoption of the subhead regarding Undesignated Epinephrine Injectors in policy 7:270 is in alignment with the District's implementation of 105 ILCS 5/22-30, amended by P.A. 102-413. If the district maintains a supply of undesignated epinephrine injectors, but has not adopted the subhead in policy 7:270, see the **PRESS** sample, available at **PRESS** Online by logging in at www.iasb.com, at f/n 12.

- ☐ Yes (default)
 - ☐ No (IASB will delete #3 in alignment with policy 7:270.)
-

PRESSPlus Comments

PRESSPlus 1. This policy is updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-413, requiring districts to adopt or update by 8-17-22 an anaphylaxis policy addressing prevention of and response to anaphylaxis in accordance with the model policy developed by the Ill. State Board of Education (ISBE), *Anaphylaxis Response Policy for Illinois Schools*, (*ISBE Model*), available at: www.isbe.net/Documents/Anaphylactic-policy.pdf.

It is presented as rewritten for PRESS Plus subscribers, however, a redlined version showing the changes made is available at **PRESS** Online by logging in at www.iasb.com.

The law requires the *ISBE Model*, and in turn a board's policy based on the *ISBE Model*, to include: (a) a procedure and treatment plan, including emergency protocols and responsibilities for school nurses and other appropriate school personnel, for responding to anaphylaxis, (b) requirements for a training course for appropriate school personnel on prevention and responding to anaphylaxis, (c) a

procedure and appropriate guidelines for the development of an individualized emergency health care plan for children with a food or other allergy that could result in anaphylaxis, (d) a communication plan for intake and dissemination of information provided by Illinois regarding children with a food or other allergy that could result in anaphylaxis, including a discussion of methods, treatments, and therapies to reduce the risk of allergic reactions, including anaphylaxis, (e) strategies for reducing the risk of exposure to anaphylactic causative agents, including food and other allergens, and (f) a communication plan for discussion with children who have developed adequate verbal communication and comprehension skills and with the parents or guardians of all children about foods that are safe and unsafe and about strategies to avoid exposure to unsafe food. 105 ILCS 5/2-3.182(b).

The *ISBE Model* is primarily focused on item (a). Little to no guidance for schools regarding items (b)-(f) exists in it other than to generally cite to voluminous resources made available by the Centers for Disease Control and Prevention (CDC) and National Association of School Nurses (NASN). This policy and its implementing procedures (available at **PRESS** Online by logging in at www.iasb.com) are designed to supplement the *ISBE Model* and further lead school officials to resources regarding items (b)-(f). 105 ILCS 5/2-3.182(b)(1-6).

Issue 109, May 2022

PRESSPlus 2. The *ISBE Model* does not provide a specific definition for *anaphylactic emergency*, but it appears to use that term and *anaphylaxis* interchangeably. **Issue 109, May 2022**

PRESSPlus 3. The *ISBE Model* provides that students at risk for anaphylaxis benefit from a policy that coordinates a planned response in the event of an anaphylactic emergency, and it emphasizes that an emergency plan should include all stakeholders. The clause “using a cooperative effort among students’ families, staff members, students, health care providers and emergency medical services, and the community” is optional and can be removed. The purpose of the clause is to share responsibility for management among all stakeholders. **Issue 109, May 2022**

PRESSPlus 4. Number one outlines the goals that the legislature directed ISBE to include in the topics covered by the *ISBE Model*. 105 ILCS 5/2-3.149(a)-(c). The *ISBE Model* is based on the *Virginia Dept. of Education Anaphylaxis Policy*, available at: www.doe.virginia.gov/support/health_medical/anaphylaxis_epinephrine/, and it incorporates NASN recommendations for a comprehensive anaphylaxis school policy. See the *NASN Sample Anaphylaxis Policy*, at: www.nasn.org/nasn-resources/resources-by-topic/allergies-anaphylaxis. Boards may add further expectations and include additional goals that reflect those expectations here. Ensure that any additional expectations or goals align with policy 7:270, *Administering Medicines to Students*. **Issue 109, May 2022**

PRESSPlus 5. Number two includes the biennial in-service training program required by 105 ILCS 5/10-22.39(e) and training required by 105 ILCS 5/22-30(g) for those staff members who will be *trained personnel*, authorized by 105 ILCS 5/22-30(b-10), to provide or administer undesignated epinephrine in specific situations. The law authorizes *school nurses* and *trained personnel* to administer undesignated epinephrine. See policy 5:100, *Staff Development Program* (or, if the board has not adopted the list of all training in the policy, see f/n 5 of the sample policy at **PRESS** Online, available by logging in at www.iasb.com), and 7:270-AP2, *Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon* (available at **PRESS** Online by logging in at www.iasb.com).

105 ILCS 5/22-30(b-5) does not specifically state that staff members authorized to administer (student-specific) epinephrine under a student's specific individual plan must also complete the more rigorous training required for *trained personnel*. However, the *ISBE Model* is clear that "[o]nly trained personnel should administer epinephrine to a student believed to be having an anaphylactic reaction," and it requires each building-level administrator to identify at least two employees, in addition to the school nurse (if any), to be *trained personnel*. The more in-depth training for staff members who may administer epinephrine (whether student-specific or undesignated) is also a best practice emphasized in the *CDC Guidelines*, which is referenced in the *ISBE Model*. **Issue 109, May 2022**

PRESSPlus 6. Number four refers to the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs*, at:

www.cdc.gov/healthyschools/foodallergies/pdf/20_316712-A_FA_guide_508tag.pdf (*CDC Guidelines*), which is cited in the *ISBE Model* as a resource for a "full food allergy and prevention of allergen exposure plan." Adopting the entire, voluminous *CDC Guidelines* document as policy is not practical. The *CDC Guidelines* also state that not every recommendation will be appropriate or feasible for every district's needs. The *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*, at: <http://www.nasn.org/nasn-resources/resources-by-topic/allergies-anaphylaxis>, are also linked as a resource in the *ISBE Model*. The *ISBE Model* acknowledges that not all schools have access to school nurses or other health staff on a regular basis, and it encourages districts to take this into consideration when developing building-level plans. **Issue 109, May 2022**

PRESSPlus 7. Number five is required by 105 ILCS 5/2-3.182(c), added by P.A. 102-413. The notification must include contact information for parents/guardians to engage further with the district to learn more about individualized aspects of the policy. For ease of administration, districts may want to include this notification in student handbook(s). The Ill. Principal's Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook* (MSH), at: www.ilprincipals.org/resources/model-student-handbook. **Issue 109, May 2022**

PRESSPlus 8. 105 ILCS 5/2-3.182(e) provides that ISBE shall review and update its model policy at least once every three years. Although this section does not expressly state that boards must also conduct a review within this time frame, that is the logical conclusion based on a board's duty in 105 ILCS 5/10-16.7 to direct the superintendent through policy. **Issue 109, May 2022**

ISBE'S MODEL POLICY

Anaphylaxis Response Policy for Illinois Schools



Students at risk for anaphylaxis benefit from a school district policy that coordinates a planned response in the event of an anaphylactic emergency. The outline for a model policy and links to policies can be found in this document. This policy relates to the care and response to a person having an anaphylaxis reaction and addresses the use of epinephrine in a school setting (National Association of School Nurses [NASN], 2014). See ["Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs,"](#) a document compiled by the Centers for Disease Control and Prevention, for a full food allergy and prevention of allergen exposure plan. Applicable state law as written in School Code (105 ILCS 5/22-30) and rule as provided in Administrative Code (23 Ill. Admin. Code 1.540) will serve as guidance for this Anaphylaxis Response Policy for Illinois Schools.



[Food Allergy and Prevention of Allergen Exposure Control Planning Tool](#)



[National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists](#)

NASN recommends the following considerations for a comprehensive anaphylaxis school policy. School districts and schools need to prepare for school anaphylactic reactions in all children and youth – with or without a prior history of allergies – considering state and local laws, policy, and protocol. A comprehensive school policy should address these elements:

1. Individuals covered, including those with first-time anaphylactic emergencies.
 2. School programs and environments covered.
 3. Epinephrine:
 - a. School prescription and standing order.
 - b. Stock Locations, usually multiple.
 - c. Ensure secure access.
 - d. Stock supply – dosages, number of doses.
 - e. Procurement – initial and periodic.
 - f. Disposal – after use and expiration.
 - g. Administration and documentation.
 - h. Reporting.
 4. Individuals authorized to administer.
 5. Emergency protocol for administration.
- (NASN, 2014)

Every staff member needs to be trained to know the signs and symptoms of anaphylaxis and know how to initiate the emergency protocol. A district's all-hazard emergency plan should address schools, parents, health care providers, emergency medical services (EMS), and the community at large.

Overview

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can occur up to one to two hours after exposure to the allergen. Illinois' model anaphylaxis policy is based on the Virginia Department of Education Anaphylaxis Policy.

It is the policy of the Illinois State Board of Education, according to [Public Act 102-0413](#), that each school district must have an anaphylaxis policy. Illinois School Code ([105 ILCS 5/2-3.182\(a-g\)](#) and [Section 22-30](#)) require that all public schools, nonsectarian nonpublic schools, and charter schools create and implement policies concerning anaphylaxis prevention and treatment. These policies must also be reviewed and reevaluated every three years and be updated to reflect any necessary and appropriate revisions.

Policy Limitations

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Individualized Education Program or Section 504 Plan.

This anaphylaxis response policy is not intended to replace student-specific orders or parent-provided individual medications. This model policy is intended to supplement the standing protocol in place for schools that already have undesignated epinephrine. This policy should address all school-sponsored activities (including transportation to and from school, field trips, and sporting events) in alignment with School Code ([105 ILCS 5/2-3.182\(a-g\)](#) and [Section 22-30](#)).

This policy addresses a school's response to anaphylactic reactions in a typical setting of a school and may not specify extenuating circumstances that may occur in a standard school setting. Schools should address anaphylactic emergencies in memoranda of understanding and contract agreements as they consider their response plan to take into account contracted providers who may have a presence in your buildings and provide health care. Not all schools have a school nurse or certified health staff on a regular basis. Schools are encouraged to take this into consideration in developing plans for the district. If your school has a school-based health center, consider collaboration to develop a comprehensive plan.

Terms Related to This Model Anaphylaxis Response Policy

Epinephrine auto-injector — A single-use device used for the automatic injection of a pre-measured dose of epinephrine into the human body.

There are different brands so make sure to become familiar with the one at your school. Provide specific directions for school personnel on how to administer. School personnel or volunteers who are trained to administer auto-injectors and know cardiopulmonary resuscitation (CPR) and use of an automated external defibrillator are considered trained personnel for the purposes of this policy.

School nurse — A registered nurse working in a school with or without licensure endorsed in school nursing.

Secure location — An unlocked location that is inaccessible to the students and/or is visually monitored by an adult during the normal school day under routine circumstances.

All personnel should know the location(s) where the undesignated epinephrine is kept for your school. A school's undesignated epinephrine auto-injector is meant to be administered to a person believed to be having an anaphylactic reaction.

Self-administration — A pupil's discretionary use of his or her prescribed epinephrine auto-injector.

Self-carry — A pupil's ability to carry his or her prescribed epinephrine auto-injector.

Students who have a known allergy may carry an auto-injector prescribed to them. Be sure trained personnel know who has prescribed epinephrine auto-injector and where they keep it on their person or in their bag. A student-specific epinephrine auto-injector is one that is prescribed to an individual who has a known allergy.

Standing protocol — According to [105 ILCS 5/22-30](#), may be issued by a physician licensed to practice medicine in all its branches, a licensed physician assistant with prescriptive authority, or a licensed advanced practice registered nurse with prescriptive authority.

Schools with established policies for undesignated epinephrine are to have a standing protocol in place.

Student-specific — For purposes of this model policy, student-specific means an epinephrine auto-injector provided to the student under a prescription in the individual's name.

Trained personnel — Any school personnel or volunteer personnel authorized in [Sections 10-22.34, 10-22.34a, and 10-22.34b](#) of the School Code who has completed training to recognize and respond to anaphylaxis and who has been certified to use (CPR) and automated external defibrillator.

Undesignated epinephrine auto-injector — A device prescribed in the name of a school district, public school, charter school, or nonpublic school to be used by any person that the school nurse or trained personnel in good faith believes is having an anaphylactic reaction, according to [105 ILCS 5/22-30](#) and [Section 2-3.182](#).

Recognizing Anaphylaxis

Anaphylactic reactions typically result in multiple symptoms, but reactions may vary. A single symptom may indicate anaphylaxis. Students with allergies that may lead to anaphylactic reactions sometimes have an accompanying diagnosis of asthma that could compound the reaction.

Possible Symptoms of Anaphylaxis

- Shortness of breath or tightness of chest; difficulty in or absence of breathing.
- Sneezing, wheezing, or coughing.
- Difficulty swallowing.
- Swelling of lips, eyes, face, tongue, throat, or elsewhere.
- Low blood pressure, dizziness, and/or fainting.
- Heartbeat complaints – rapid or decreased.
- Blueness around lips, inside lips, eyelids.
- Sweating and anxiety. (Watch for signs and behaviors that someone may be experiencing an allergic reaction.)
- Itching, with or without hives; raised red rash in any area of the body.
- Skin flushing or color becomes pale.
- Hoarseness.
- Sense of impending disaster or approaching death.
- Loss of bowel or bladder control.
- Nausea, abdominal pain, vomiting, and diarrhea.
- Burning sensation, especially face or chest. (Common symptoms of anaphylaxis may be wheezing; coughing; complaining of itchy throat; swelling of lips, face, tongue, or throat; blue tongue/lips; flushing of skin or paleness; hoarseness.)
- Loss of consciousness.

Epinephrine should be administered promptly at the first sign of anaphylaxis. It is safer to administer epinephrine than to delay treatment for anaphylaxis.

Responding to Anaphylaxis

- A. Student-specific orders that are on file should be followed for students with known life-threatening allergies and/or anaphylaxis. **Know when to act.** Follow school procedures and the individual's Emergency Action Plan to respond to suspected anaphylactic reaction for a student with a known allergy.
- B. If there is a suspected case of anaphylaxis, instruct someone to call 911 immediately.
 1. **If your school does not have undesignated epinephrine:**
 - a) Stay with the person until EMS arrives.
 - b) Monitor the person's airway and breathing.
 - c) Implement local emergency notification to activate trained personnel to respond. Call school nurse/front office school personnel immediately and advise of situation.
 - d) Direct someone to call parent/guardian.
 - e) Administer CPR, if needed.
 - f) EMS transports individual to the emergency room. Document individual's name, date, time of onset of symptoms, and possible allergen.
 2. **If your school does maintain undesignated epinephrine:**
 - a) Activate the emergency procedures of the school's Undesignated Epinephrine Standing Protocol. Implement local emergency notification (as provided in the school's standing protocol) to activate trained personnel to respond with undesignated epinephrine dose(s). **Call school nurse/front office school personnel and advise of situation.**
 - b) Select the appropriate dose according to the school's protocol and administer epinephrine. Note the time.

- c) Act quickly. It is safer to give epinephrine than to delay treatment. **This is a life-and-death decision.**
- d) Stay with the person until EMS arrives.
- e) Monitor the person's airway and breathing.
- f) Reassure and attempt to calm a person, as needed.
- g) Direct someone to call parent/guardian.
- h) If symptoms continue and EMS is not on the scene, administer a second dose of epinephrine five to 15 minutes after the initial injection. Note the time.
- i) Administer CPR, if needed.
- j) EMS transports the individual to the emergency room. Document individual's name, date, and time the epinephrine was administered on the epinephrine auto-injector that was used and give to EMS to accompany individual to the emergency room.

3. Even if symptoms subside, 911 must still respond and the individual must be evaluated in the emergency department or by their personal allergy health care provider. A delayed or secondary reaction may occur.

Once epinephrine is administered, the student should be transported to the emergency room for follow-up care. The symptoms sometimes go away, only to return one to three hours later. This is called a "biphasic reaction." Often, these second-phase symptoms occur in the respiratory tract and may be more severe than the first-phase symptoms. Therefore, follow-up care with a health care provider is necessary. The student will not be allowed to remain at school or return to school on the day epinephrine is administered.

Post-Event Actions

A. Reporting

- 1. Document the incident and complete local report as stated in the school's standing protocol.
- 2. The school's designated personnel should complete the Undesignated Epinephrine Report form. It must be submitted to the Illinois State Board of Education within three days of the incident.
- 3. Notify prescriber of undesignated epinephrine auto-injector, according to the school's standing protocol.

B. Replenishing stock

- 1. Replace epinephrine stock medication, according to the school's standing protocol.
- 2. Reorder epinephrine stock medication, as necessary.

Training

Building-level administration shall be responsible for identifying at least two employees, in addition to the school nurse (registered nurse or licensed practical nurse), to be trained in the administration of epinephrine by auto-injector. Only trained personnel should administer epinephrine to a student believed to be having an anaphylactic reaction. Training shall be conducted in accordance with Illinois School Code ([105 ILCS 5/22-30](#)). Training shall be incorporated into new school employee training, be held when an individual is identified at risk, and conducted schoolwide annually.

Standing Protocol for Undesignated Epinephrine

Acknowledge that the school has an agreement with an authorized physician licensed to practice medicine in all its branches, licensed physician assistant with prescriptive authority, or licensed advanced practice registered nurse with prescriptive authority to prescribe non-student-specific epinephrine to be administered to any individual believed to be having an anaphylactic reaction on school grounds during the academic day or school-sponsored event. Standing orders must be renewed annually and at a time when there is any change in the prescriber. ([105 ILCS 5/22-30](#))

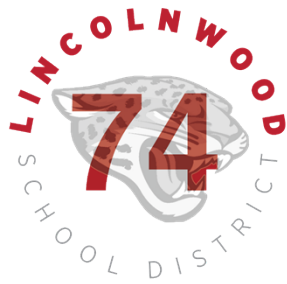
Storage, Access, and Maintenance

Storage, access, and maintenance of stock of undesignated epinephrine auto-injectors shall be included in the

school's standing protocol. Epinephrine should be stored in a safe, unlocked, and accessible location in a dark place at room temperature (between 59-86 degrees F). Epinephrine should not be maintained in a locked cabinet or behind locked doors. Trained staff should be made aware of the storage location in each school. It should be protected from exposure to hot, cold, or freezing temperatures. Exposure to sunlight will hasten deterioration of epinephrine more rapidly than exposure to room temperatures. The expiration date of epinephrine solutions should be periodically checked; the drug should be replaced if it is approaching the expiration date. The contents should periodically be inspected through the clear window of the auto-injector. The solution should be clear; if it is discolored or contains solid particles, replace the unit.

Each school should maintain documentation that stock epinephrine has been checked monthly to ensure proper storage, expiration date, and medication stability.

The school shall maintain enough extra doses of epinephrine for replacement of used or expired school stock on the day it is used or discarded in accordance with [105 ILCS 5/22-30\(f\)](#). Expired auto-injectors or those with discolored solution or solid particles should not be used. Discard them in a sharps container.



Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: Grade 3 Reading Nook Rocking Chairs and Mobile Bookshelves

PREPARED BY: David Russo

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

Prior to the Pandemic, 3rd grade classrooms had a reading area comprised of a rocking chair and shelving for a classroom library. When extraneous furniture was removed from classrooms, the rocking chairs and shelves were sent to storage. Some of the rocking chairs were the personal item of the teacher.

As we brought back furniture to return to normal classroom configurations, several of the shelving units were damaged and could not be reused. (There are sufficient shelving units for 4th and 5th grade classrooms.) Therefore, the Administration is recommending purchase of rocking chairs and shelving units that would create a level of standardization across classrooms and fit into an overall redesign of the millwork in Rutledge Hall classrooms should that project be undertaken in the future.

Fiscal Impact:

\$8,949

Recommendation:

The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve the purchase of Grade 3 rocking chairs and bookshelves from Library Furniture International in the amount of \$8,949.

7/8/2022

Factory: Whitney Brothers, Mediatechnologies

Lead Time: 8-10 weeks

LFI QT-3050 Proposal For:

Lincolnwood School Dist. 74

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
CH-1	6	Mediatechnologies		Rocking Chair	\$ 673.00	\$ 4,038.00

6



product representation

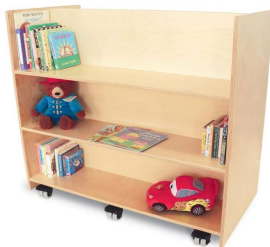
HR-N
980-200165-000
Heritage Rocker Mission Style
24.25"W x 29.25"D x 41.5"H
seat height 15.75"H
double scoop wood seat and
curved wood back, mission style
Oak hardwood with standard finish TBD

6

Upholstered Seat Cushion
Fabric: Momentum Agora II, color TBD

BTC-1	6	Whitney Brothers		Book Transportation Center	\$ 438.94	\$ 2,633.64
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6



product representation

WB1037
Two Sided Book Transportation Center
39.5"W x 19.25"D x 36.5"H
Birch plywood with clear finish

TOTAL FOB FACTORY \$ 6,671.64

INSTALLATION \$ 595.00

FREIGHT / DELIVERY \$ 1,682.36

** prevailing wage labor **

TOTAL \$ 8,949.00

50% DEPOSIT \$ 4,475

7/8/2022

Factory: Whitney Brothers, Mediatechnologies

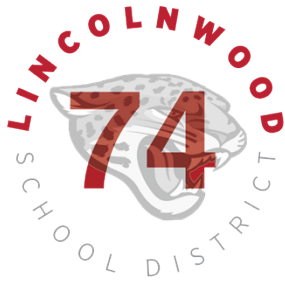
Lead Time: 8-10 weeks

LFI QT-3050 Proposal For:

Lincolnwood School Dist. 74

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				QUOTATION TERMS * quotes are valid for 30 days from date at top of this page * quotes are based on stated quantities; any change in quantity may require re-quoting * prices include standard materials/finishes unless otherwise noted * customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote * LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer. * Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge PAYMENT TERMS 50% deposit; balance due upon completion TO ACCEPT THIS QUOTE: * sign and date below as formal acknowledgement of the quote terms * please forward a deposit if one is required per the quote terms * please fax back to LFI at 847-564-9337 and we will begin processing your order * LFI will coordinate and schedule in-bound freight of your order. * An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory. * By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims. * Factories and freight carriers will require digital photography of any damage related issues.		
				Signature _____	Date _____	
TOTAL					\$	8,949.00



Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: Fencing for Todd Hall Parking Lot Areas

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

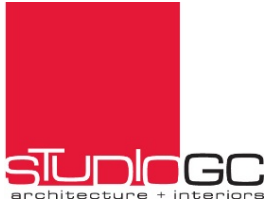
Due to the Todd Hall parking lot extension, a chain link fence has been removed and additional bollards will be installed. In order to maintain a safe parking lot barrier, the District issued a request for proposals for fencing that is consistent with the existing fences across the campus. Attached, are the bid materials and the recommendation from StudioGC.

Fiscal Impact:

\$61,780

Recommendation:

The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve the Todd Hall Fencing Base Bid #2 from Action Fence in the amount of \$61,780.



223 W. Jackson Blvd., Suite 1200
Fax: 312.253.3401
Chicago, IL 60606
Phone: 312.253.3400

July 8, 2022

Mrs. Courtney Whited
Business Manager/CSBO
Lincolnwood School District 74
6950 N. East Prairie Road
Lincolnwood, IL 60712

RE: Todd Hall Fencing
Project No. 21091B

Dear Ms. Whited:

Bids for the above referenced project were received at 2:00 p.m. on Thursday, July 7, 2022. There were three (3) bidders of record; two (2) bids were received. A bid tabulation sheet is herein attached for your review.

We have analyzed the bids and the qualifications of the bidders and recommend that the contract for the Todd Hall Fencing project be awarded to the lowest responsible, responsive bidder, **Action Fence Contractors**.

Contractors were asked to provide pricing for two base bid options. Action Fence Contractors provided the following prices:

Base Bid 1 Description

Bid Proposal

Provide steel fencing to match existing style and construction (pop-rivet detailing & channel brackets)

\$78,660.00

4 week lead time

Base Bid 2 Description

Bid Proposal

Provide aluminum fencing to match existing style, with alternate pass-through channel construction

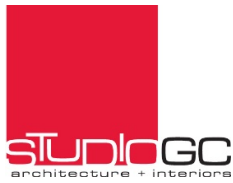
\$61,780.00

4 week lead time

There were no contingency allowances requested as part of this project.

StudioGC will be at the Facilities Committee Meeting to further discuss the bid results with the committee.

Please do not hesitate to contact me if you have any questions.

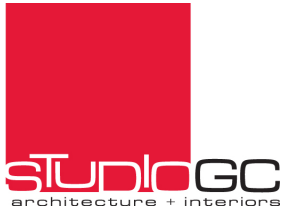


Sincerely,

Athi Toufexis, AIA, ALEP, LEED-AP

Enclosure – Bid Tabulation

cc: Vicki Luczynski, StudioGC



223 W. Jackson Blvd., Suite 1200
Chicago, IL 60606
P: 312.253.3400

Client: Lincolnwood School District 74
Project Name: Todd Hall Fencing

Project No.: 21091B
Bid Date: Thursday, July 7, 2022 @ 2:00 p.m.
Project Architect: Athi Toufexis

BID TAB WORKSHEET

Contractor	Base Bid No. 1	Base Bid No. 2	Addendum	Bid Bond	Remarks
			#1		
Action Fence 847-949-6690	\$78,660.00	\$61,780.00	X	X	
Northern Illinois Fence 815-756-3561	\$93,433.00	\$62,245.00	X	X	

Base Bid No. 1: Master Halco

Base Bid No. 2: Basis of Design - Ameristar

BASE BID 1

DIFFERENCES FROM BASE BID 2

MATCHES EXISTING CONSTRUCTION STYLE
-U-CORNER WITH POP-RIVETS AT
PICKETS ON STREET SIDE
-POP-RIVET BRACKETS

MATERIAL: STEEL

WARRANTY: 15 YEARS

SAME AS BASE BID 2

COLOR: BLACK

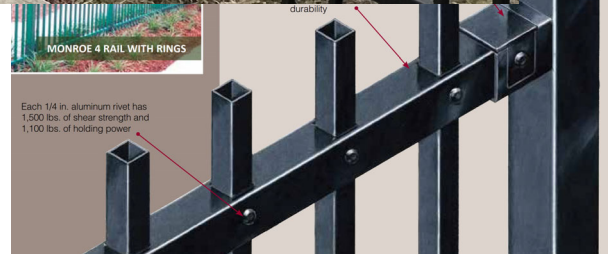
PICKETS: 3/4"

POSTS: 3" X 3" SQUARE

HEIGHT: VARIES (4' TO MATCH EXISTING
ALONG LUNT; +/- 2'-10" TO COORDINATE
WITH CONCRETE BOLLARDS)

LEAD TIME: 4 WEEKS

BID: \$78,660



BASE BID 2

DIFFERENCES FROM BASE BID 1

SIMILAR TO EXISTING STYLE
-U-CORNER WITH SLIDE-THROUGH/
PASS-THROUGH AT PICKETS

MATERIAL: ALUMINUM

WARRANTY: 20 YEARS

SAME AS BASE BID 1

COLOR: BLACK

PICKETS: 3/4"

POSTS: 3" X 3" SQUARE

HEIGHT: VARIES (4' TO MATCH EXISTING
ALONG LUNT; +/- 2'-10" TO COORDINATE
WITH CONCRETE BOLLARDS)

LEAD TIME: 4 WEEKS

BID: \$61,780



7.10.22

FENCE OPTIONS LINCOLNWOOD SD74 TODD HALL FENCING

21091B

1

3925 W Lunt Avenue, Lincolnwood, IL 60712

30

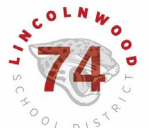


EXHIBIT A – BID FORM

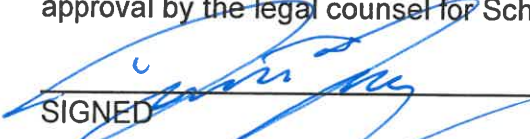
Lincolnwood School District No. 74 TODD HALL FENCING

After having read all the specifications and instructions for bidders and understanding same, I hereby submit the following bid(s) for the Todd Hall Fencing project of School District No. 74 in accordance with said Specifications, including bonds and insurance as stated in the Specifications:

	BASE BID #1 - FIXED PRICE
Including all parts, labor, materials, supplies, tools, equipment, and consumables.	\$ 78460.00
Include anticipated lead time/ construction commencement date of Base Bid #1 material	LEAD TIME: 4 WEEKS INSTALLATION 5 DAY

	BASE BID #2 - FIXED PRICE
Including all parts, labor, materials, supplies, tools, equipment, and consumables.	\$ 61780.00
Include anticipated lead time/ construction commencement date of Base Bid #2 material	LEAD TIME: 4 WEEKS INSTALLATION 5 DAY

I acknowledge that should this firm be selected, this firm will enter into an agreement substantially in accordance with the terms described in the specifications and subject to approval by the legal counsel for School District No. 74.


 SIGNED
 Donald Ziegler
 PRINT NAME OF SIGNATORY
 Action Fence Contractors Inc
 COMPANY NAME
 945 Tower Rd
 ADDRESS
 Mundelein IL 60060
 CITY STATE ZIP
 Donald Ziegler
 NAME OF CONTACT PERSON

July 6, 2022
 DATE
 President
 PRINT TITLE OF SIGNATORY
 36-2988180
 FEIN
 847-949-6690
 PHONE
 847-949-6499
 FAX
 dziegler@actionfence.com
 CONTACT PERSON'S EMAIL

14 WITNESSES CERTIFIED

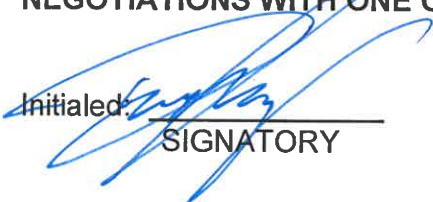
EXHIBIT A – BID FORM

REFERENCES

Provide up to five (5) references of Illinois based school district, government, or commercial customers with similar projects that you have completed within the last (5) years:

	School District	Contact Name, Address	Contact Phone, Email	Project
1.	Hinsdale Township High School District #86	Pepper Construction 411 Lake Zurich Rd Barrington IL 60010	Pete Jezyk 630-824-8306	Hinsdale South High School
2.	Hinsdale Township High School District #86	Pepper Construction 411 Lake Zurich Rd Barrington IL 60010	Pete Jezyk 630-824-8306	Hinsdale Central High School
3.	Elmhurst Community Unit School District 204	Abbey Paving Co 1949 County Line Rd Aurora IL 60502	Greg Wasson	York High School
4.	Mannheim School Dist #83	Mazur + Sons Const 8448 S. Archer Ave Willow Springs IL	Tom Mazur 708-839-5959	2021 Paving Repair + Site Work
5.	Glenview School Dist #34	Riemer Excavating 2401 N US Hwy 20 Pinegrove IL	Chris Wasko 847-394-6200	Henking and Westbrook Schools

THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT NO. 74 RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR ANY PART THEREOF, TO WAIVE ANY INFORMALITIES, ERRORS OR IRREGULARITY IN BIDS RECEIVED OR IN THE BIDDING PROCESS, AND TO ACCEPT THE BID OR BIDS THAT THE BOARD OF EDUCATION DEEMS THE MOST FAVORABLE TO ITS INTEREST AFTER ALL BIDS HAVE BEEN EXAMINED AND CANVASSED. THE BOARD RESERVES THE RIGHT TO ENTER INTO DISCUSSIONS OR NEGOTIATIONS WITH ONE OR MORE QUALIFIED VENDORS AT ANY TIME.

Initialed: 
SIGNATORY

Action Fence Contractors Inc. July 6, 2022
COMPANY DATE

BID SECURITY

A bid security in the form of a Bid Bond or cashier's check in an amount not less than 10% of the Bid Price (highest bid between Base Bid #1 and Base Bid #2) is included with this proposal. Bid Security may be forfeited if a bidder does not meet specifications.

Signature:  Date: July 6 2022

EXHIBIT A – BID FORM

ANTI-COLLUSION CERTIFICATION OF COMPLIANCE

Donald Ziegler, being first duly sworn, deposes and says:
(print name)

that he/she is an authorized representative of Action Fence Contractors (name of company) the party making the foregoing proposal, that such proposal is genuine and not collusive, or sham; that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the proposal price element of said proposal, or of that of any other proposer, or to secure any advantages against any other proposer or any person interested in the proposed contract.

Signature: 

Date: July 6, 2022

CERTIFICATE OF ELIGIBILITY TO BID

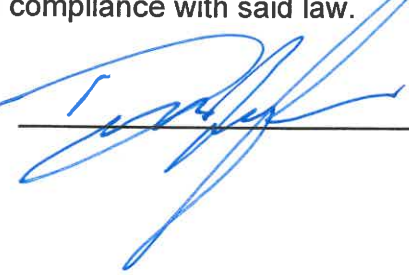
Action Fence Contractors Inc (bidder), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961, as amended, hereby certifies that neither he/she/its partners, officers, or owners of his/her/its business have been convicted in the past five (5) years of the offenses of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961, as amended, and that neither he/she/its business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended.

Signature: 

Date: July 6, 2022

COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

The undersigned hereby certifies that my firm has complied with the requirements of the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), as amended, with respect to sexual harassment policies and equal employment opportunities. The terms of that law, as applicable, are hereby incorporated into this contract. The Board of Education states that it is in compliance with said law.

Signature: 

Date: July 6, 2022

EXHIBIT A – BID FORM

DRUG FREE WORKPLACE CERTIFICATION

Pursuant to 30 ILCS 580/1 *et seq.* ("Drug Free Workplace Act"), the undersigned certifies to the Board of Education it will provide a drug-free workplace by:

1. Publishing a statement: A. notifying employees that unlawful manufacture, distribution, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace; B. specifying actions that will be taken against employees for violations of this prohibition; C. notifying employees that, as a condition of employment on this contract, employees will: 1. abide by the terms of the statement, 2. notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.

2. Establishing a drug-free awareness program to inform employees about: A. the dangers of drug abuse in the workplace; B. the Contractor's policy of maintaining a drug-free workplace; C. available drug counseling, rehabilitation, and employee assistance programs; D. penalties that may be imposed upon employees for drug violations.

3. Making it a requirement to give a copy of the statement in subsection "1" to each employee engaged in performance of the contract, and posting it in a prominent workplace location.

4. Notifying the District within ten days after receiving notice in subsection "1", paragraph "C", part "2", from an employee, or otherwise receiving actual notice of such conviction.

5. Imposing a sanction or requiring participation by a convicted employee, in a drug abuse rehabilitation program, as required by Section 5 of the Drug Free Workplace Act.

6. Assisting employees in selecting a course of action in the event drug counseling, treatment, and/or rehabilitation is required, and indicating that a trained referral team is in place.

7. Making a good-faith effort to maintain a drug-free workplace through implementation of Section 3 of the Drug Free Workplace Act.

Failure to abide by this Drug Free Workplace Certification will subject the contractor to penalties set forth in Sections 6, 7, and 8 of the Drug Free Workplace Act.

For: Action Fence Contractors Inc By: [Signature]
(company name) (signature)

Its: President Date: July 6, 2022
(owner, president, partner, etc.)

EXHIBIT A – BID FORM

CERTIFICATE OF COMPLIANCE CRIMINAL BACKGROUND CHECKS AND SEX OFFENDER DATABASE

The undersigned Contractor shall be responsible for conducting a criminal background check and a check of the Illinois Statewide Sex Offender Database as to all persons working within a school building or other indoor facility used for school purposes, and areas outside buildings and facilities, whether owned, leased or contracted by the School District. This includes all employees of the Contractor or any sub-contractor, all independent contractors, casual laborers, workers obtained through union halls or hiring halls, and all other individuals present on the School District's Property at any time during the performance of the Contract. No person shall be permitted to work on or within the School District's property who: 1) has been convicted of any of the enumerated criminal or drug offenses found in 105 ILCS 5/10-21.9(c), or 2) has been convicted, within seven (7) years of the date of this Certificate of Compliance, of any other felony under the laws of the State of Illinois or of any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in the State of Illinois, would have been punishable as a felony under the laws of this State, or 3) is on the Illinois Sex Offender Database. The Contractor must maintain such records and may be required to submit copies of such records directly to the School District to verify that the criminal background/sex offender checks have been performed on all persons working on or within School District property. All such records must be updated at least every twelve months.

The School District reserves the right to order the Contractor to remove any person from the School District's work who the School District determines to be a threat to safety of students, School District employees, other workers, parents, visitors, or otherwise. All workers must follow School District policies, regulations and rules as to building access and security.

For: Action Fence Contractors Inc. By: [Signature]
(company name) (signature)

Its: President Date: July 6, 2022
(owner, president, partner, etc.)

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Action Fence Contractors, Inc.

945 Tower Road, Mundelein, IL 60060

as Principal, hereinafter called the Principal, and Merchants Bonding Company (Mutual)

P.O. Box 14498, Des Moines, IA 50306-3498

a corporation duly organized under the laws of the State of IA

as Surety, hereinafter called the Surety, are held and firmly bound unto Lincolnwood School District No. 74

6950 N. East Prairie Rd., Lincolnwood, IL 60712

as Obligee, hereinafter called the Obligee, in the sum of Ten Percent of Amount Bid

Dollars (\$ 10%),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for 2022 Sitework Renovations- Todd Hall Fencing

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 5th day of July 2022

[Signature]
(Witness)

Action Fence Contractors, Inc.

(Principal)

By: [Signature]

(Title)

Merchants Bonding Company (Mutual)

(Surety)

(Seal)

By: [Signature]

Attorney-in-Fact Pramod Venkatesh

(Title)

John P. Harney

(Witness)

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually, Cassandra Stone; Christina Mountz; Haley Anderson; Jacquelyn M Norstrom; John P Harney; Josefina Rojo; Pramod Venkatesh; Steven L Wulff

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Secretary or any Assistant Treasurer or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 3rd day of September, 2021.

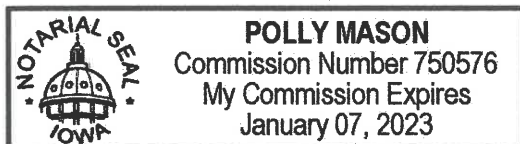


MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 3rd day of September, 2021, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission does not invalidate this instrument)

Polly Mason
Notary Public

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 5th day of July, 2022.

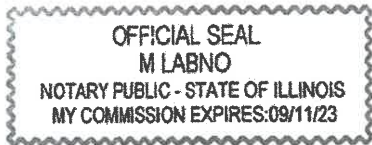


William Warner Jr.
Secretary

State of Illinois
County of Cook

On this 5th day of July 2022, before me personally appeared
Pramod Venkatesh, known to me to be the Attorney-in-fact of
Merchants Bonding Company (Mutual), the corporation that executed the
within instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the
aforesaid county, the day and year in this certificate first above written.



M Labno
(Notary Public)

(Seal)

EXHIBIT A – BID FORM

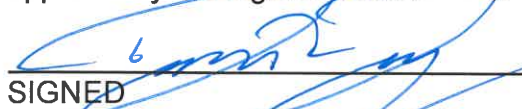
Lincolnwood School District No. 74
TODD HALL FENCING

After having read all the specifications and instructions for bidders and understanding same, I hereby submit the following bid(s) for the Todd Hall Fencing project of School District No. 74 in accordance with said Specifications, including bonds and insurance as stated in the Specifications:

	BASE BID #1 - FIXED PRICE
Including all parts, labor, materials, supplies, tools, equipment, and consumables.	\$ 78660.00
Include anticipated lead time/ construction commencement date of Base Bid #1 material	LEAD TIME: 4 WEEKS INSTALLATION 5 DAY

	BASE BID #2 - FIXED PRICE
Including all parts, labor, materials, supplies, tools, equipment, and consumables.	\$ 61780.00
Include anticipated lead time/ construction commencement date of Base Bid #2 material	LEAD TIME: 4 WEEKS INSTALLATION: 5 DAY

I acknowledge that should this firm be selected, this firm will enter into an agreement substantially in accordance with the terms described in the specifications and subject to approval by the legal counsel for School District No. 74.


SIGNED

Donald Ziegler
PRINT NAME OF SIGNATORY

Action Fence Contractors Inc
COMPANY NAME

945 Tower Rd
ADDRESS

Mundelein IL 60060
CITY STATE ZIP

Donald Ziegler
NAME OF CONTACT PERSON

July 6, 2022
DATE

President
PRINT TITLE OF SIGNATORY

36-2988180
FEIN

847-949-6690
PHONE

847-949-6499
FAX

dziegler@actionfence.com
CONTACT PERSON'S EMAIL

RECEIVED ADDENDUM #1

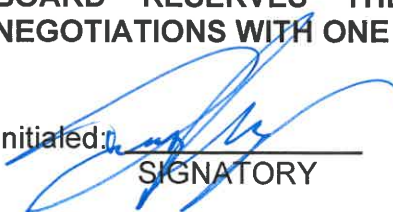
EXHIBIT A – BID FORM

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	School District	Contact Name, Address	Contact Phone, Email	Project
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4.	Mannheim School Dist #83	Mazur + Sons Const 8448 S. Archer Ave Willow Springs IL	Tom Mazur 708-839-5959	2021 Paving Repair + Site Work
5.	Glenview School Dist #34	Riemer Excavating 2401 N US Hwy 20 Pingree Grove IL	Chris Wasko 847-394-6200	Henking and Westbrook Schools

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Initialed: 
SIGNATORY

Action Fence Contractors Inc. July 6, 2022
COMPANY DATE

BID SECURITY

A bid security in the form of a Bid Bond or cashier's check in an amount not less than 10% of the Bid Price (highest bid between Base Bid #1 and Base Bid #2) is included with this proposal. Bid Security may be forfeited if a bidder does not meet specifications.

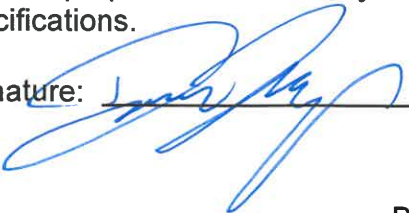
Signature:  Date: July 6, 2022

EXHIBIT A – BID FORM

ANTI-COLLUSION CERTIFICATION OF COMPLIANCE

Donald Ziegler, being first duly sworn, deposes and says:
(print name)

that he/she is an authorized representative of Action Fence Contractors (name of company) the party making the foregoing proposal, that such proposal is genuine and not collusive, or sham; that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the proposal price element of said proposal, or of that of any other proposer, or to secure any advantages against any other proposer or any person interested in the proposed contract.

Signature:  Date: July 6, 2022

CERTIFICATE OF ELIGIBILITY TO BID

Action Fence Contractors Inc (bidder), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961, as amended, hereby certifies that neither he/she/its partners, officers, or owners of his/her/its business have been convicted in the past five (5) years of the offenses of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961, as amended, and that neither he/she/its business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended.

Signature:  Date: July 6, 2022

COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

The undersigned hereby certifies that my firm has complied with the requirements of the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), as amended, with respect to sexual harassment policies and equal employment opportunities. The terms of that law, as applicable, are hereby incorporated into this contract. The Board of Education states that it is in compliance with said law.

Signature:  Date: July 6, 2022

EXHIBIT A – BID FORM

DRUG FREE WORKPLACE CERTIFICATION

Pursuant to 30 ILCS 580/1 *et seq.* ("Drug Free Workplace Act"), the undersigned certifies to the Board of Education it will provide a drug-free workplace by:

1. Publishing a statement: A. notifying employees that unlawful manufacture, distribution, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace; B. specifying actions that will be taken against employees for violations of this prohibition; C. notifying employees that, as a condition of employment on this contract, employees will: 1. abide by the terms of the statement, 2. notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.

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3. Making it a requirement to give a copy of the statement in subsection "1" to each employee engaged in performance of the contract, and posting it in a prominent workplace location.

4. Notifying the District within ten days after receiving notice in subsection "1", paragraph "C", part "2", from an employee, or otherwise receiving actual notice of such conviction.

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6. Assisting employees in selecting a course of action in the event drug counseling, treatment, and/or rehabilitation is required, and indicating that a trained referral team is in place.

7. Making a good-faith effort to maintain a drug-free workplace through implementation of Section 3 of the Drug Free Workplace Act.

Failure to abide by this Drug Free Workplace Certification will subject the contractor to penalties set forth in Sections 6, 7, and 8 of the Drug Free Workplace Act.

For: Action Fence Contractors Inc By: [Signature]
(company name) (signature)

Its: President Date: July 6, 2022
(owner, president, partner, etc.)

EXHIBIT A – BID FORM

CERTIFICATE OF COMPLIANCE CRIMINAL BACKGROUND CHECKS AND SEX OFFENDER DATABASE

The undersigned Contractor shall be responsible for conducting a criminal background check and a check of the Illinois Statewide Sex Offender Database as to all persons working within a school building or other indoor facility used for school purposes, and areas outside buildings and facilities, whether owned, leased or contracted by the School District. This includes all employees of the Contractor or any sub-contractor, all independent contractors, casual laborers, workers obtained through union halls or hiring halls, and all other individuals present on the School District's Property at any time during the performance of the Contract. No person shall be permitted to work on or within the School District's property who: 1) has been convicted of any of the enumerated criminal or drug offenses found in 105 ILCS 5/10-21.9(c), or 2) has been convicted, within seven (7) years of the date of this Certificate of Compliance, of any other felony under the laws of the State of Illinois or of any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in the State of Illinois, would have been punishable as a felony under the laws of this State, or 3) is on the Illinois Sex Offender Database. The Contractor must maintain such records and may be required to submit copies of such records directly to the School District to verify that the criminal background/sex offender checks have been performed on all persons working on or within School District property. All such records must be updated at least every twelve months.

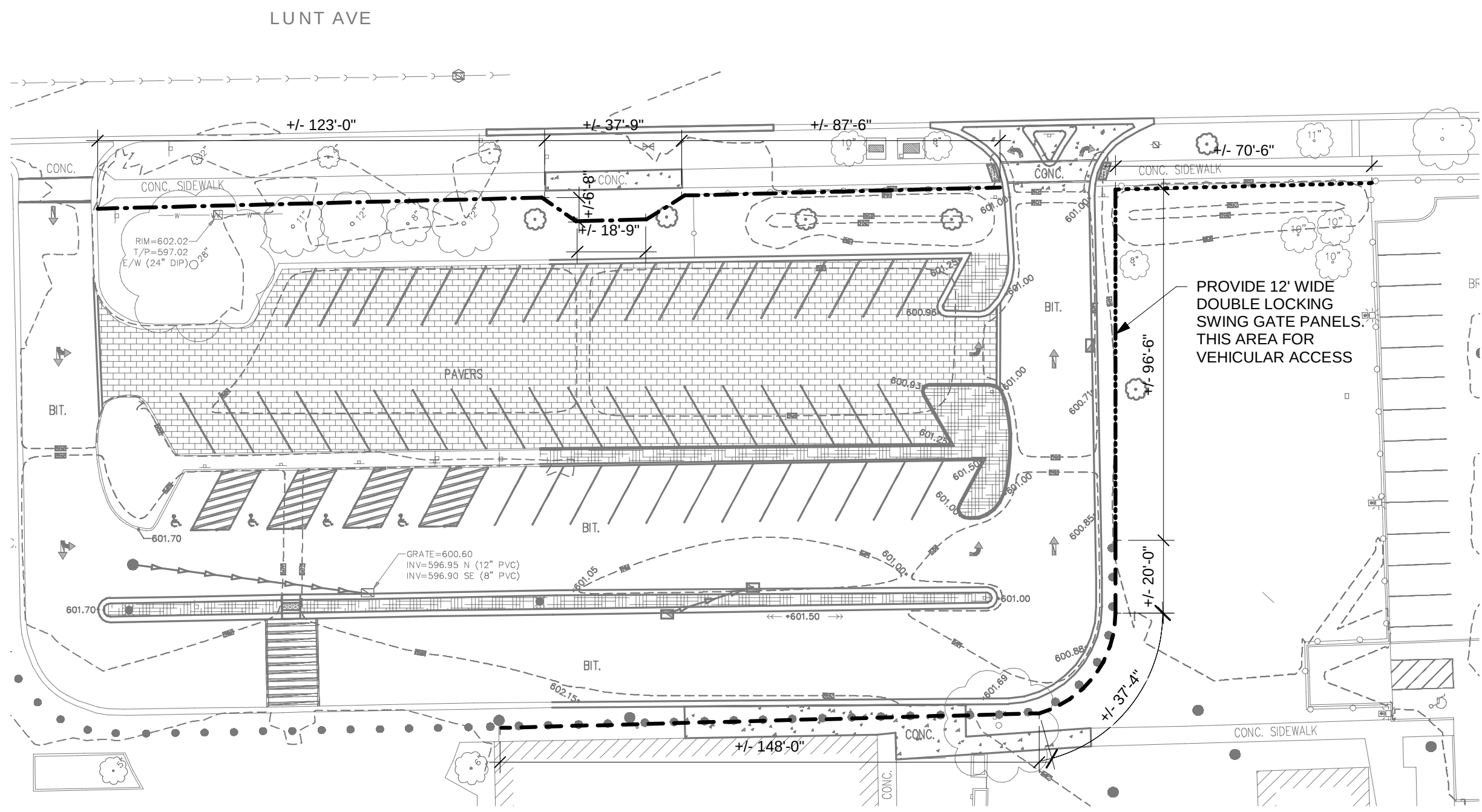
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For: Action Fence Contractors Inc. By: 
(company name) (signature)

Its: President Date: July 6, 2022
(owner, president, partner, etc.)

NO	ISSUE	DATE
1	BIDDING	06/23/22

SITE PLAN



1 SITE PLAN
1/32" = 1'-0"

- TYPE A - 2'-9" HIGH BLACK ORNAMENTAL FENCE MOUNTED TO CONCRETE BOLLARDS
- TYPE B - 2'-9" HIGH BLACK ORNAMENTAL FENCE
- - - - - TYPE C - 4'-0" HIGH BLACK ORNAMENTAL FENCE
- TYPE C - REMOVE EXISTING FENCE AND PROVIDE NEW 4'-0" HIGH BLACK ORNAMENTAL FENCE

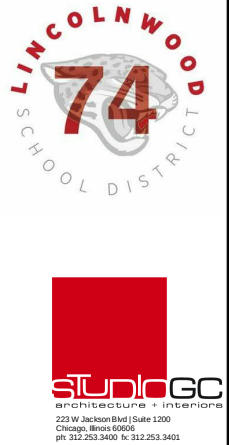
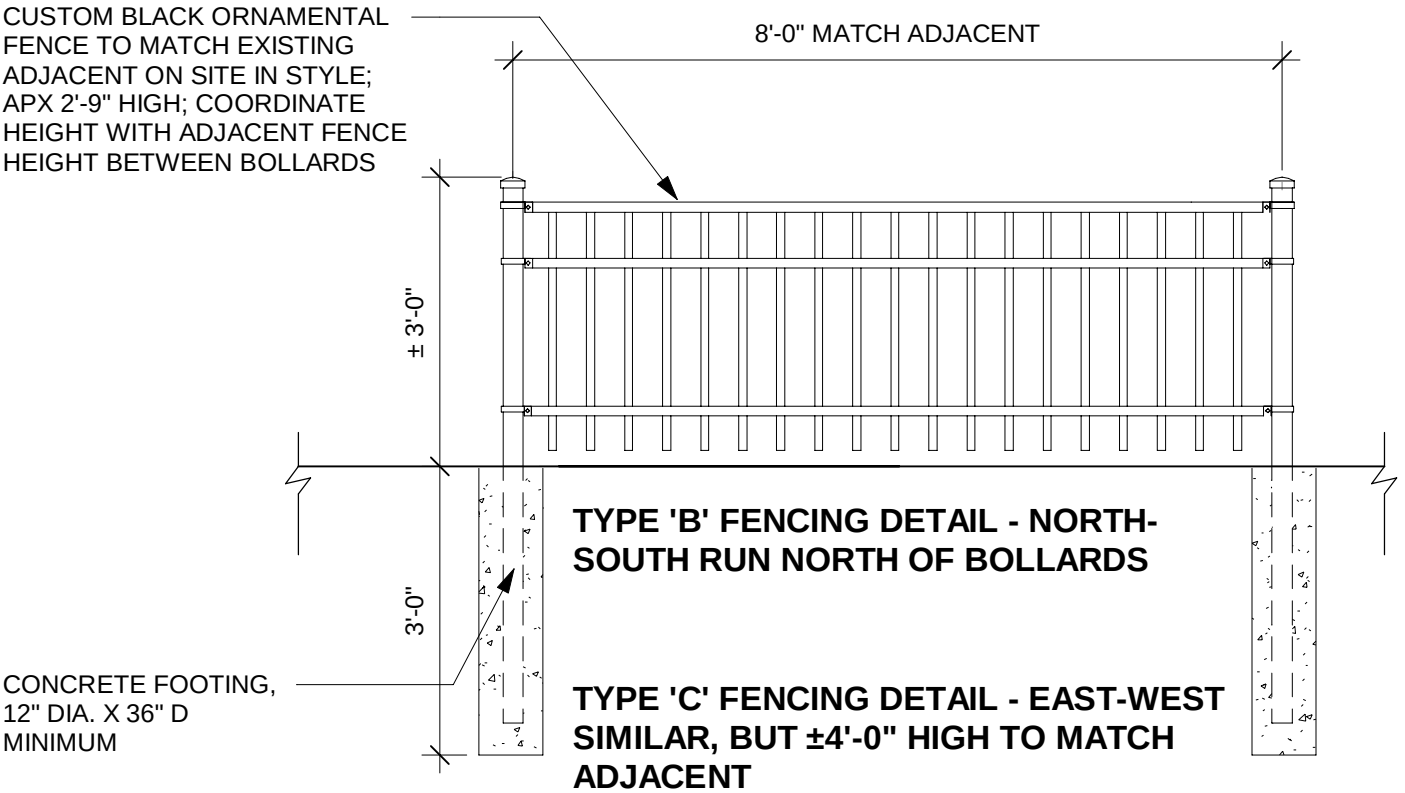
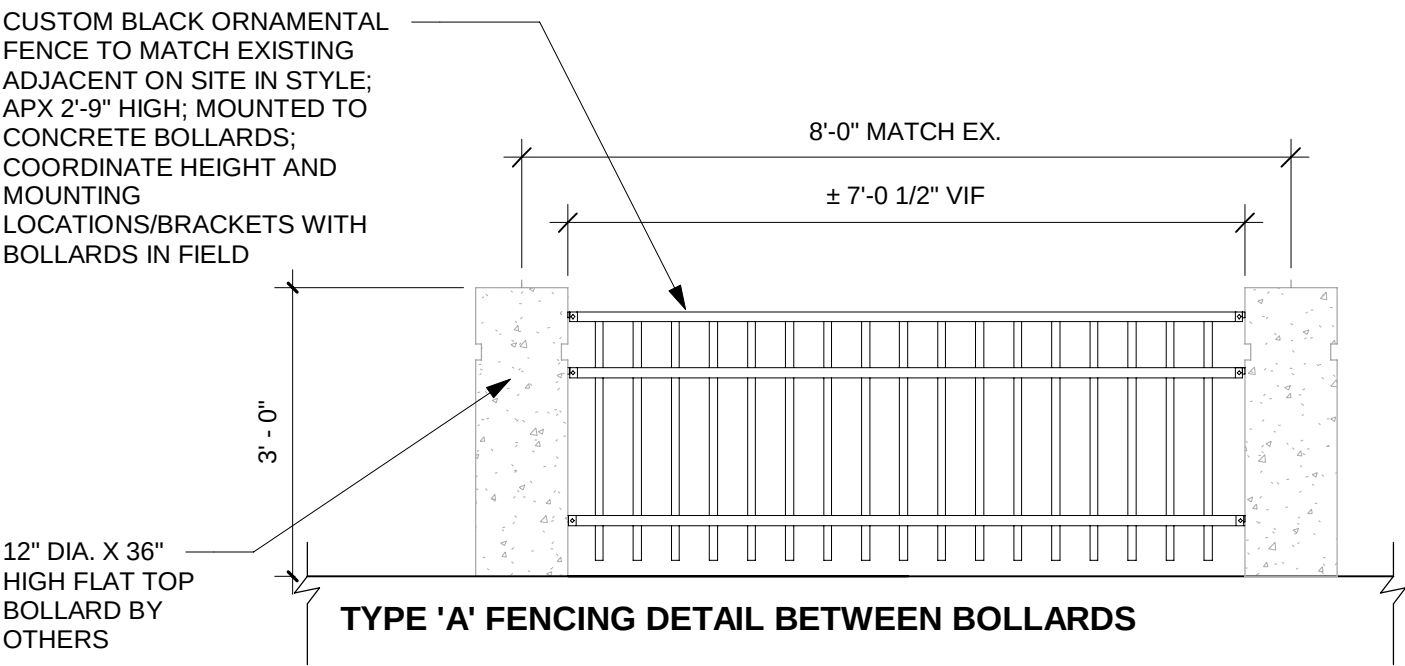
PICTURES SHOWN FOR REFERENCE ONLY



EXISTING FENCE TO BE REMOVED AND REPLACED WITH NEW ±4'0" HIGH FENCE TO MATCH EXISTING ADJACENT, VIF



NEW BOLLARDS WILL MATCH THESE EXISTING



TODD HALL FENCING

LINCOLNWOOD SD74
3925 W Lunt Avenue, Lincolnwood, IL 60712

NO	ISSUE	DATE
1	BIDDING	06/23/22
...	...	...
...	...	...

FENCING DETAILS

Parent-Student Handbook

August 2022 – July 2023



LINCOLNWOOD SCHOOL DISTRICT 74

BOARD OF EDUCATION

Kevin Daly, President
Rupal Shah Mandal, Vice
President
John P. Vranas, Secretary
Myra A. Foutris
Elaina Geraghty
Jay Oleniczak
Peter D. Theodore

DISTRICT OFFICE

Marvin Garlich Administration Building
6950 N. East Prairie Road
Lincolnwood, IL 60712

Phone: (847) 675-8234
Fax: (847) 675-4207
District Website: www.sd74.org

First Student Bus Company

Superintendent of Schools: Dr. David L. Russo
Assistant Superintendent for Curriculum and Instruction: Dr. Dominick Lupo
Business Manager/CSBO: Courtney L. Whited

TODD HALL SCHOOL

Grades: Pre-Kindergarten – 2
3925 West Lunt Avenue
Lincolnwood, Illinois 60712

Phone: 847-675-8235
Fax: 847-675-9378

Christopher N. Harmon, Principal
Jessica Tarnoff, Administrative Assistant

RUTLEDGE HALL SCHOOL

Grades: 3 – 5
6850 N. East Prairie Road
Lincolnwood, Illinois 60712

Phone: 847-675-8236
Fax: 847-675-9320

Aliaa Ibrahim, Principal
Raisa Martin, Administrative Assistant

LINCOLN HALL MIDDLE SCHOOL

Grades: 6 – 8
6855 N. Crawford Avenue
Lincolnwood, Illinois 60712

Phone: 847-675-8240
Fax: 847-675-8124

Mark Atkinson, Principal
Joseph Segreti, Assistant Principal
Carol Krikorian, Administrative Assistant
Melanie Jarosz, Administrative Assistant

To email a District 74 staff member: type initial of first name with full last name @sd74.org

LINCOLNWOOD SCHOOL DISTRICT 74

2022-2023 School Calendar

*Board-Approved (originally) 12.5.19
Board-Approved (amended) 6.24.21
Board-Approved (amended) 4.7.22*

August 2022

S	M	T	W	T	F	S
21	22	23	24	25	26	27
28	29	30	31			

September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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30	31					

November 2022

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December 2022

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January 2023

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Opening/Closing Days of School

Wednesday, August 24, 2022 First day of school
Wednesday, June 7, 2023 Last day of school
(pending no emergency days used)
Wednesday, June 14, 2023 Possible last day of school if emergency days are used

Student Non-Attendance Days

Monday, August 22 Teacher Institute Day*
Tuesday, August 23 Teacher Institute Day*
Monday, September 5 Labor Day
Monday, October 10 Columbus Day
Tuesday, October 11 Teacher Institute Day*
Tuesday, November 8 Election Day
Monday, November 21 No School
Tuesday, November 22 No School
Wednesday, November 23 No School
Thursday, November 24 Thanksgiving
Friday, November 25 No School
Monday, December 26- Winter Break (10 days)
Friday, January 6
Monday, January 16 Martin Luther King, Jr. Day
Monday, February 20 Presidents' Day
Friday, March 3 Teacher Institute Day*
Monday, March 6 Casimir Pulaski Day
Monday, March 27- Spring Break (5 days)
March 31
Monday, May 29 Memorial Day

AM ONLY - Student Attendance

Friday, September 16
Monday, October 31
Friday, November 18
Friday, December 23
Friday, January 27
Friday, February 17
Friday, April 28

Parent-Teacher Conferences

Fall 2022 Two dates in November
Spring 2023 Two dates in March

Please check individual school calendars online for specific dates at each school.

***All Staff are in attendance on Institute Days.**

February 2023

S	M	T	W	T	F	S
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March 2023

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April 2023

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30						

May 2023

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June 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

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*In cases where Board Policy changes during the school year, revised Board Policy will be followed.
Board Policies are available on the District's website and in the Superintendent's office.*

DISTRICT INFORMATION

Non-Discrimination Policy

7:10 *Equal Education Opportunities*

2:260 *Uniform Grievance Procedure*

It is the policy of the District not to discriminate on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy in its educational programs or employment policies as required by the Illinois School Code and federal law.

The non-discrimination policy also applies to students' access to courses and programs, athletics and physical education, guidance and counseling, financial assistance, remuneration, and other matters related to student personnel.

Inquiries regarding compliance with state and federal law, including Section 504 of the *Rehabilitation Act of 1973*, should be directed to:

Dr. Dominick Lupo
Assistant Superintendent
Lincolnwood School District 74
6950 N. East Prairie Road
Lincolnwood, IL 60712

Aliaa Ibrahim
Rutledge Hall Principal
Rutledge Hall School
6850 N. East Prairie
Lincolnwood, IL 60712

Building Access

8:70 *Accommodating Individuals with Disabilities*

Individuals with disabilities are provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities, and will not be subject to illegal discrimination. Individuals with disabilities should notify the Building Principal or the Superintendent if they have a disability, which will require special assistance. This notification should occur as far as possible before the school-sponsored function.

Attendance Boundaries/Re-Enrollment

The District attendance boundaries coincide with the boundaries of the Village of Lincolnwood. Todd Hall serves children in grades Pre-K-2. Rutledge Hall serves children in grades 3-5. Lincoln Hall serves children in grades 6-8. Parent(s)/guardian(s) must re-register and prove residency for children, annually, to help the administration determine appropriate class enrollments and staffing.

Board Members

The philosophy, goals, policies, and budget of the School District are approved by the Board of Education. The Board consists of seven members elected from among the registered voters of the District. The full term of office is four years. Four Board members are elected during an odd numbered year and three Board members are elected during the next odd numbered year. The current members of the Board of Education are:

<u>Board Member</u>	<u>Term Expiration</u>
Kevin Daly, President	April, 2025
Rupal Shah Mandal, Vice President	April, 2025
John P. Vranas, Secretary	April, 2023
Myra A. Foutris	April, 2023
Elaina Geraghty	April, 2023
Jay Oleniczak	April, 2023
Peter D. Theodore	April, 2025

Board Meetings

The Board of Education conducts its regular monthly meetings during the first week of every month. These meetings are typically held in Lincolnwood Village Hall Chambers. Board agendas and Board packets are posted on the District website (sd74.org). The meetings are open to the public and are also televised to residents of the District (AT&T channel 99 and Comcast channel 6) and can be viewed online through the District website. The Board encourages members of the community to attend its meetings. Minutes of all meetings are posted on the District website following each meeting. The Board of Education conducts special meetings as needed.

SCHOOL PERSONNEL

Superintendent

The Superintendent is employed by the School Board to carry out the philosophy, goals and policies of the District. The Superintendent also reviews the operation of the District and makes recommendations to the Board concerning programs, staff, activities, and budget.

Assistant Superintendent for Curriculum and Instruction

The Assistant Superintendent for Curriculum and Instruction is responsible for curriculum, programming, instruction and staff development. The Assistant Superintendent for Curriculum and Instruction works with the Superintendent to carry out the philosophy, goals, and policies of the District.

Business Manager

The Business Manager is responsible for the financial workings of the District including planning, budgeting, operations, human resources, and reporting.

Director of Special Education

The Director of Special Education is responsible for the operations of special education procedures, including student identification and service delivery.

Director of Technology

The Director of Technology is responsible for the planning and implementation of technology integration, equipment, operations, and staff development using technology as a tool for instruction.

Director of Community Relations

The Director of Community Relations is responsible for communicating all District and school news to the community.

Principals

The Principals are the instructional leaders of the schools with responsibility over staff, students, programs, budgets, and activities.

Assistant Principal

The Assistant Principal supports his/her respective Principal with administrative responsibilities and duties as an instructional leader as assigned.

Teachers and Support Staff

The District employs State-certified, highly qualified teachers and educational support personnel to provide instructional and support services to the students of the District.

Substitute Teachers

All of our substitute teachers are qualified and certified by the State. A substitute teacher follows plans left by the teacher to ensure continuous learning for our students.

Classroom Teacher Qualifications

5:190 Certification

All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, STEM, and mathematics) must meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

GENERAL SCHOOL INFORMATION

School Admissions

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

7:100 *Health, Eye, and Dental Examination; Immunizations; and Exclusion of Students*

All students must register for school and prove residency each school year on the dates and at the place designated by the Superintendent.

Parent(s)/guardian(s) of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate or other reliable proof, as determined by the State Police, of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. The District will notify police if a person enrolling a student fails to comply with the requirement within 30 days of enrollment or submits an affidavit that appears inaccurate or suspicious in form or content. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of required immunizations and an Illinois State health examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examination; Immunizations; and Exclusion of Students*, must be submitted by October 15th. Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time are required to present proof of an eye exam from a licensed eye doctor submitted before October 15th of the school year. Parent(s)/guardian(s) of students entering kindergarten, 2nd grade, and 6th grade are required to present proof of a dental examination by May 15th, but we encourage all children to have a dental examination.

Place of Residence

7:60 *Residence*

Parent(s)/guardian(s) are required to register their children for school and prove residency each school year. New student registration takes place continuously throughout the school year. Information may be obtained by calling the District office at 847-675-8234.

Only students who are residents of the District may attend a District school, except as otherwise provided by State and federal law and Board Policy. A student's residence is the same as the person(s) who has legal custody of the student.

Any person(s) asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child; (b) the reason the child lives with him or her, other than to receive an education in the District; and (c) he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent(s), if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person(s) with whom their child is living; and (b) that the person(s) with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

If the Superintendent or designee determines that a student already enrolled is not a resident of the District, notice of the decision and an opportunity for a hearing shall be given. The notice shall state the tuition amount that is due and detail the specific reasons why the District believes that the student is a nonresident of the District. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the Illinois *School Code*. If requested, the hearing will be conducted by the Board of Education or a hearing officer appointed by the Board and a decision shall be rendered in accordance with the procedures specified in the Illinois *School Code*. If, following the hearing, the Board of Education determines that the student is a non-resident of the District, the person who enrolled the student may appeal that decision to the Regional Superintendent of Schools as provided by the Illinois *School Code*.

School Hours

Todd Hall School

Pre-Kindergarten

AM 8:25 a.m. – 11:10 a.m.

PM 12:10 p.m. – 2:55 p.m.

Kindergarten, First, and Second Grade

8:25 a.m. – 2:55 p.m.

Half-day hours: 8:25 a.m. – 11:25 a.m.

The Todd Hall office is open from 7:30 a.m. until 3:30 p.m.

The office phone number is 847-675-8235.

Rutledge Hall School

8:00 a.m. – 2:45 p.m.

Half-day hours: 8:00 a.m. – 11:05 a.m.

The Rutledge Hall office is open from 7:30 a.m. until 3:30 p.m.

The office phone number is 847-675-8236.

Lincoln Hall Middle School

8:05 a.m. – 3:25 p.m.

Half-day hours: 8:05 a.m. – 11:05 a.m.

The Lincoln Hall office is open from 7:30 a.m. until 4:00 p.m.

The office phone number is 847-675-8240.

Extended Hours for Student Support

Extended supervised time is available, daily, in the Lincoln Hall Library for students who would like to work on or complete homework. Available daily times are 7:30-8:00 a.m. and 3:25-4:20 p.m. Students should have quiet work with them to work on during these times. Rutledge Hall homework help is also available to students daily from 7:30-8:00 a.m.

Recess

Weather permitting; students in Lincoln Hall, Rutledge Hall and Todd Hall are given a recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Always make sure your child is dressed appropriately for outside recess. All students must be on the playground during outside recess unless otherwise determined by school staff. Students with a physician's note or a medical excuse will be allowed to remain in the building and provided an alternative, supervised activity during recess.

Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, playing music, etc., are usually allowed by the staff members in charge.

School Lunch Program

4:120 Food Services

4:130 Free and Reduced-price Food Services

6:50 School Wellness

The District offers to all students at a minimal cost, fresh entrees cooked daily which include fresh fruits and vegetables. Students who bring their lunch may purchase skim chocolate milk, 1% white milk, or water. Also, a free salad bar is available to all students at Lincoln Hall and Rutledge Hall. Students are not permitted to go home for lunch. The prices and practices are subject to yearly review. Menus, including dietary information, are posted on the District website.

Free and reduced priced lunches are available to families who qualify under state and federal guidelines. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility

guidelines (family-size and income standards), set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. Additional information and applications are available in the District Office. You may contact the District's Business Office at 847-675-8234 for more information on how to apply for free and reduced price lunches. Lunches will be served in the cafeteria beginning with the first full day of school. The menu will follow the dietary allowance requirements according to Lincolnwood School Board Policies and the Illinois School Code. Please use the District Web Store to replenish lunch funds.

Homeless Students

6:140 Education of Homeless Children

Further information regarding the educational rights of homeless students may be obtained by contacting the District's Homeless Student Liaison at (847) 675-8234. The District's Homeless Student Liaison works to ensure that homeless students are not segregated or stigmatized because of their homeless status.

Kindergarten Entrance/Grade Placement

7:50 School Admissions

Children enrolling in Kindergarten must be five (5) years of age on or before September 1st of the year of enrollment. A child entering first grade must be six (6) years of age on or before September 1st of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. Specific grade/class placement is the sole responsibility of the administration whose decision shall be final.

Transfers

Students transferring to the District from another school district must present a Student Transfer Form (or the equivalent out-of-State form) from their previous school indicating whether or not they are "in good standing," and whether or not their health examination and immunization records are up-to-date. All transfer students serving terms of suspension or expulsion from any public or private out-of-state or Illinois school must serve the entire duration of the suspension or expulsion and meet all applicable residency requirements **before** being enrolled in the District. In addition, transfer students must present a certified copy of the student's birth certificate, complete health examination and immunization records, and any other necessary enrollment documents.

Students who plan to move out of District 74 should contact their school office as soon as possible, providing the expected departure date. On the final day of attendance, the student will be given a transfer form. Student records will be released directly to the new school upon request. Copies of health records may be released directly to parent(s) for presentation to the new school.

Withdrawal from School

Students withdrawing or transferring from school shall initiate the process in the school office. All textbooks, other school property, and unpaid fees are to be presented to the school secretary. Refund checks to parent(s)/guardian(s) will be sent upon receipt of written request from the parent(s)/guardian(s). Refunds will be given on non-consumable textbook rental as follows:

K-8 Refund Schedule

K-8 Refund Schedule		
Withdrawing within	All School Fees	Lunch
First 12 weeks	66%	100% refund of the remaining balance in your account.
Second 12 weeks	33%	
Third 12 weeks	No refund	

Book Rental & Fees

4:140 Waiver of Student Fees

6:210 Instructional Materials

Textbooks are furnished to pupils on a rental basis. Fees are assessed and determined on course consumables and non-textbook activities. This amount is payable at the time of enrollment. If a book is lost, misused, or damaged, the child's parent(s)/guardian(s) must pay for the book. If the parent(s)/guardian(s)

fails to pay for textbook rental, supplemental materials, and other fees, the District may refer them to a collection agency. District practice provides that the cost of collections through the collection agency is charged to the parent(s)/guardian(s). A processing fee will be charged for late payment of fees. The District retains the right to restrict participation in extra-curricular activities and field trips until all outstanding sums have been paid in full.

Registration fees will be waived for students who: (1) are eligible for free lunches; (2) are currently receiving Illinois Public Aid; or (3) otherwise qualify for a waiver pursuant to Board Policy 4:140.

Students receiving fee waivers are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment. There is no exemption for bus enrollment fees.

The Superintendent or designee will notify the parent promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Infosnap

Infosnap is a secure, online registration system for all students, Pre-K through Grade 8, for re-registration and new registration to District 74. Infosnap can be accessed online through the District's website. The user should complete all information fields required by District 74. Users also have the option to upload medical forms, residency forms, and other necessary forms. **All student registration must be completed through Infosnap.**

District Web Store

The District Web Store is a secure, online payment system that allows families to pay school fees 24 hours a day, seven days a week, without leaving their homes. Lincolnwood School District 74 accepts Visa, MasterCard, Discover, and electronic checks online or by phone.

Users go to www.sd74.org and click the dollar sign icon (\$) to access the District Web Store. Here you will be able to pay the following fees:

- | | | |
|---|------------------|-------------------------------------|
| • Registration (incl. iPad fee-5th-8th) | • Pre-K Payments | • Graduation Fees |
| • Lunch Accounts | • P.E. Uniforms | • 1:1 iPad Damage Claim Deductibles |
| • Sports, Club & Musical Fees | • Band/Orchestra | |

Visitors in the Buildings

8:30 Visitors to and Conduct on School Property

All visitors must present a valid picture ID (e.g. driver's license) at the office and to obtain a visitor's pass. All IDs will be checked through a management system that screens and tracks visitors.

Parent(s)/guardian(s) shall be permitted reasonable access to their child's classroom and District facilities and programs during the school day. Parent(s)/guardian(s) shall arrange visits to their child's classroom and/or District facilities and programs through the Building Principal. As the first priority of the District is the provision of educational services to students, parent(s)/guardian(s) visitation will not be permitted during times when such visitation would interfere with instruction.

When a student forgets his/her lunch, homework, musical instrument, etc., parents may bring these items to the school office. This will ensure that classrooms and the instructional process will not be disrupted. Please be sure students have everything they need before leaving home.

The District also provides equal access to hold meetings in its facilities by organizations so long as the organization requests to hold meetings on District property pursuant to District policy.

Home/School Communication

District 74 encourages open communication between parents and teachers. If there is a concern to discuss with a teacher, please call and make an appointment to meet before or after school. To email a child's teacher, use their first initial followed by their last name and then followed by @sd74.org. An online staff directory may be found on District 74's website at www.sd74.org.

Ongoing communication between home and school is vital in providing a quality education to students. A variety of information is sent home to inform parents about curricular and extracurricular events and topics. Check your child's school website often. Also, District 74's bi-weekly newsletter, *Tuesday Newsday*, will be delivered to the email address the District has on record.

District 74 Messaging System

District 74 utilizes a communication broadcast system that enables school personnel to notify all households and parents by phone and electronic mail within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service will also be used to communicate general announcements or reminders. When used, the service will simultaneously call the main home phone number and email address maintained in our student information system and will deliver a recorded message. Please be sure to update your phone numbers and/or email addresses if anything changes, so that the District has your current information on file.

Compliment/Complaint Inquiry

3:30 *Chain of Command*

In order that a compliment/concern of a parent be addressed by the appropriate official(s), the Board of Education requires the following procedure:

If parents have a compliment/concern about their child, the parent will:

1. First contact the child's teacher;
2. If not satisfied, contact the Building Principal who will submit a written report to the Superintendent with respect to the contact and any follow-up activity;
3. If not satisfied, contact the Superintendent who will prepare a written report with respect to the contact and any follow-up activity; and
4. If not satisfied: 1) submit a written communication to the Board of Education as set forth in 2:140; or 2) attend a Board of Education meeting and address the Board of Education at the audience to visitors segment of the meeting; or 3) request a closed session meeting to address the Board of Education if allowable under 2:200.
5. Parents shall be provided with copies of the written reports required in 2 and 3 above irrespective of whether requested by the parent. The written reports shall contain sequential identification numbers in chronological order and will be submitted to the Board of Education as directed by the Board of Education.

Parent(s)/guardian(s) also may file a complaint with a District Complaint Manager pursuant to Board Policy 2:260, Uniform Grievance Procedure, if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy.

Parent-Teacher Conferences/Portfolio Nights

Parent-Teacher conferences are formally scheduled each year in the fall and spring. Conferences offer an opportunity for parents and teachers to share information related to the academic, social, emotional, and personal growth of each child. Portfolio Nights are held in the spring. Students share their academic progress over the year. These are important events to ensure the academic success of every child. You are strongly encouraged to attend.

School Information on the Web

School information is available on District 74's web page at: www.sd74.org. Visit our website regularly for current news and announcements.

Curriculum

6:60 *Curriculum Content*

6:210 *Instructional Materials*

The District curriculum contains instruction on subjects required by state law and its regulations. Our curriculum is reviewed and updated using a 6-year Review Cycle. The curriculum is aligned with state and national standards. Parents are always welcome to view instructional materials. For more information contact the Assistant Superintendent for Curriculum and Instruction at 847-675-8234.

Grade Level Learning Standards

Grade level learning standards identify the essential knowledge and skills that should be taught and learned at each grade level. Grade level learning standards have been developed for Pre-Kindergarten through grade 8 and cover all content areas. Standards are reviewed and updated annually.

Curriculum Night

Curriculum Night is an event which takes place early in the school year, provides parents the opportunity to meet their child's teachers, find out about the curriculum and homework expectations, review parent participation guidelines, and receive information on teachers' classroom expectations. During this informative evening, parents will learn how students spend their school day.

Assessment

6:340 Student Testing and Assessment Program

The District Student Assessment Program provides information for determining individual student achievement and guidance needs, curriculum and instructional effectiveness, as well as school performance measured against District student learning standards and statewide norms. The District Assessment System conforms to the schedule required by state law.

Homework

6:290AP Homework

Homework is academically related assignments, which support learning in one of four ways: pre-learning, checking for understanding, practice, or processing.

Pre-learning: Homework is used to provide an introduction to a topic or background for a more in-depth lesson.

Checking for Understanding: Homework is used to have students show the classroom teacher what they know and understand at this point (i.e. sample math problems, journal responses on a science experiment, identify literacy devices in a short passage).

Practice: Homework is used to practice a skill previously learned.

Processing: Homework is used to have students reflect on concepts that were discussed in class.

Homework Guidelines

The following guidelines are meant to serve as a general, flexible framework within which the individual teacher should exercise her/his professional judgment. Consistency throughout the district in the assignment of homework will enable the students to react more positively to this kind of work. Gradual increases in the time spent on homework assignments as they progress through the grades should be encouraged. Individual students will work at different rates. ***The following are average amounts of homework suggested at each grade. It is highly recommended that students read independently on a daily basis. This is not included in the following guidelines.***

Kindergarten

- 10-15 minutes per day
- 3 times per week

Grade 4

- 40 to 50 minutes per day
- 4 times per week

Grade 1

- 10 to 20 minutes per day
- 4 times per week

Grade 5

- 50 to 60 minutes per day
- 4 times per week

Grade 2

- 20 to 30 minutes per day
- 4 times per week

Grade 6

- 60 to 70 minutes per day
- 4 or 5 times per week

Grade 3

- 30 to 40 minutes per day
- 4 times per week

Grade 7 – 8

- 70 to 90 minutes per day
 - 4 or 5 times per week
-

Teachers will:

- Teach homework how-to skills such as: how to get organized, how to use an assignment notebook, and how to locate and organize information.
- Coordinate assignments with other team members to avoid overload.

- Prepare students for homework in the same manner as they would present an assignment in class.
- Set specific due dates for completion of assignments.
- Review, evaluate and, when appropriate, return assignments with feedback in a timely fashion.
- Encourage students to utilize suggested time guidelines to study and review subject matter, in addition to completing written assignments.

Teachers will communicate to parents:

- General expectations for homework.
- How makeup and late assignments are handled.
- How homework is evaluated.
- Consequences of failing to complete assignments.
- The importance of two-way communication on homework issues.

Students will:

- Remember that homework is a high priority and responsibility.
- Listen carefully to assignment directions and adhere to due dates.
- Write down assignments and bring home required materials.
- Set aside a specific time and place to do homework with necessary materials.
- Review homework prior to turning it in.
- Utilize suggested time guidelines to study and review subject matter, in the absence of written assignments.
- Seek assistance, if needed, as a personal responsibility.

During the course of the school year, students are involved in evening programs or celebrating holidays. These may include school sponsored activities, band/orchestra programs, etc. In these situations, teachers are to be flexible and sensitive to the time constraints of that particular evening when assigning homework.

Field Trips

6:240 Field Trips

Field trips to nearby points of interest are scheduled by various classroom teachers/teams throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the area. Parents will receive notices of the field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Parent(s)/guardian(s) of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for any associated field trip costs. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to danger to students, staff, or chaperones. Monies deposited may be forfeited.

School Property

The schools and grounds are for educational use. Children should be reminded that they are to treat school property, including instructional materials, furniture, equipment, and the buildings, with respect. Students are allowed to ride bikes, skateboards or roller blades to and from school but will be required to walk once they are on school grounds.

Student Personal Property

The District is not responsible for lost, damaged, or stolen personal property brought to school or to a school activity. Students are advised not to bring valuables to school. Students should make sure lockers are fully locked. Engraving of personal calculators, computers and other valuables is recommended.

Distribution of Non-Curricular Material by Students

7:310 Restrictions on Publications

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside source as long as the material to be distributed or accessed is primarily prepared by students.

Creating, distributing, and/or accessing non-school-sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the District.

Accessing or distributing "on campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Lost and Found Centers

There are lost and found centers for students at each school. Lost books and personal items can be retrieved from these locations. Students are encouraged to report stolen items to the school office.

SPECIAL SERVICES

Response to Intervention

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

The District has implemented a system to identify and support all students in our schools. The process, called **Response to Intervention (RtI)**, helps teachers to better identify and provide interventions to students who are not making the progress that is expected. RtI utilizes a problem-solving approach that helps staff to: identify the problem a student is having, develop a plan for assisting, implement the plan, and then evaluate its effectiveness.

Response to Intervention is mandated by State law. "Each District shall implement the use of a process that determines how a child responds to scientific, research-based interventions as part of the evaluation procedure."

Teachers and staff will observe students, give formal and informal assessments, and provide leveled support to those students who are struggling academically. The result will be improved teaching and learning experiences to increase student performance levels.

Benchmark Day – Fall/Winter/Spring Curriculum Based-Assessments

These assessments give us a snapshot of each student to help us differentiate instruction.

Social and Emotional Needs of Children and Families

7:250 Student Support Services

Our teachers and school social workers provide support to our students when emotional or social needs interfere with learning. Through teaching, small groups, and individual consultation, the school social worker provides preventive and intervention measures that facilitate the daily progress of the student. The school social workers also provide ongoing consultation for students and families experiencing more long-term challenges. School social workers are available to parents and students. Please feel free to contact them for a phone consultation or meeting.

Educational and psychological testing services and the services of a school psychologist are provided as needed. In all cases, written permission to administer a psychological examination must be obtained from the parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.

Special Education

6:120 Education of Children with Disabilities

District 74 ensures that a free and appropriate public education (FAPE) is available to each child with a disability who resides and is enrolled in the District as required by Article 14 of the Illinois School Code, the *Individuals with Disabilities Education Act* (IDEA), Section 504 of the *Rehabilitation Act of 1973*, and the *Americans with Disabilities Act*.

Nondiscriminatory screening and identification procedures are used to identify all children with disabilities between the ages of 3 to 15 who reside within the District's boundaries. Appropriately credentialed personnel who participate in ongoing staff development perform such procedures. Information and records obtained/maintained as the result of the identification, evaluation or provisions of special education students shall be kept confidential pursuant to the requirements of the Illinois School Student Records Act and the federal Family Educational Rights and Privacy Act. Any concerned person, including school District personnel, the parent(s)/guardian(s) of the child, or an employee of the Illinois State Board of Education, may initiate referrals for an individual and full evaluation. For questions regarding Special Education, please contact the Director of Special Education at (847) 675-8234.

Discipline of Special Education Students

7:230 Misconduct by Students with Disabilities

A student with a disability under the *IDEA*, Section 504 of the *Rehabilitation Act of 1973*, the *Illinois School Code* and who has a current Individual Educational Program (IEP) or Section 504 Plan will be held, as much as possible and reasonable, to the same behavioral and social expectations and consequences as students without disabilities. However, when a student's disability prevents him or her from conforming to school rules and expectations, special considerations and procedures will be employed to the extent required by law.

A student with a disability may be suspended for no more than 10 cumulative school days during one school year in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disability. No student with a disability shall be suspended for more than 10 cumulative school days or expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. A manifestation determination team will determine if the student's conduct was a manifestation of the student's disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be disciplined, up to and including expulsion, pursuant to the discipline procedures applicable to all students, except that such disabled student shall continue to receive educational services during such period of expulsion.

Behavioral Interventions

7:230 Misconduct by Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for students with disabilities. The committee shall review the Illinois State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy. All students shall be informed annually of the existence of this policy and the behavior intervention procedures. This policy and the behavioral intervention procedures shall be furnished to the parents/guardians of all students with individual education plans (IEPs) within 15 days after their adoption or amendment by the Board of Education, or at the time an individual education plan (IEP) is first implemented for a student. At a student's annual individualized education plan (IEP) review meeting, a copy of this policy and procedures shall be reviewed and given to the parents/guardians. A copy of the policy and procedures shall be available upon request of the parents/guardians.

Project GATE (Gifted and Talented Education)

6:135 Accelerated Placement Program

The Illinois School Code (105 ILCS 5/14A-15) provides encouragement, assistance, and guidance to school districts in the development and improvement of educational programs for gifted and talented children and children eligible for accelerated placement as defined in Section 14A-20 and 14A-17 of the School Code. School districts shall continue to have the authority and flexibility to design education programs for gifted and talented children in response to community needs, but these programs must comply with the requirements established in Section 14A-30 of the School Code.

The School Code defines "gifted and talented children" as: "Children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared

with other children of their age, experience, and environment. A child shall be considered gifted and talented in any area of aptitude, and, specifically, in language arts and mathematics, by scoring in the top 5% locally in that area of aptitude" (105 ILCS 5/14A-20). The School Code defines "accelerated placement" as: "the placement of a child in an educational setting with curriculum that is usually reserved for children who are older or in higher grades than the child" and shall include, but need not be limited to, early entrance to kindergarten or first grade, accelerating a child in a single subject, and grade acceleration (105 ILCS 5/14A-17).

District 74 has a comprehensive K-8 program that is in compliance with Illinois State guidelines. District 74 offers a continuum of gifted services including:

Math/Reading Enrichment (K-1)
GATE Reading (2-8)
GATE Math (2-8)
Advanced Reading (3-5)
Accelerated Mathematics (3-8)
Advanced Reading/Language Arts (6-8)

Identification Process: Each component of gifted programming will have its own identification tools. The identification process will be a two-step process, where (1) all students in the District are screened and (2) students who qualify move to the second round of testing. The identification tools are as follows:

Step One:

- NWEA/MAP data
- FASTBridge data

Step Two (Required for GATE Reading/Math):

- CogAT (Cognitive Abilities Test)

Appeals Process: If for some reason the Identification Process does not show a true picture of a student's ability, a teacher or a parent may initiate the Appeal Process in the spring. Appeal applications may be requested from the Building Principal or they are available on the District website during the appeal window.

English Learners (EL)

6:160 English Learners

In compliance with Illinois Administrative Code (23 IL Adm. Code 228.15), all students are to have a *Home Language Survey* completed when entering in the District for the first time. The purpose is to identify students who have a language background other than English. When a Home Language Survey indicates another language is spoken in the home, the District is required to screen the student for English proficiency within 30 days of enrollment.

Identified students are placed in EL Programming based on their English Language Proficiency in four domains; listening, speaking, reading, and writing:

Level 1: Survival English Class/Language/Literacy Class
Levels 2-4: Language/Literacy Class
Level 4-5: Writing Support Class
Levels 5-6: Monitor Exited Student for Two Years

Parents will receive notification of their child's eligibility and services that will be provided. Parents must provide written revocation of services if they do not wish their child to participate in the program. The State requires non-participating students to take the ACCESS test annually until an exit composite score of 4.8 is achieved.

All identified students take the State ACCESS test annually to monitor progress in English proficiency.

Bilingual Education

According to the Illinois School Code (105 ILCS 5/14C-3), once a school site has 20 or more identified students of the same language attending that building, the school district is required to provide bilingual services in that language. These services must be provided by a teacher who is EL endorsed and has the Bilingual certification.

Once a student's English proficiency level is identified, these students will be placed in classes according to their English proficiency and taught by a teacher who is state certified and has a bilingual endorsement in that language.

Parents will receive notification of their child's eligibility and services that will be provided via letter from the school. Parents must provide written revocation of services if they do not wish their child to participate in the program. The State requires non-participating students to take the ACCESS test annually until an exit composite score of 4.8 is achieved.

Deaf, Hard of Hearing, Blind or Visually Impaired Students

All students that are deaf, hard of hearing, blind, or visually impaired may be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired. The Illinois School for the Deaf provides services such as medical, audio-logical, vision, and speech services. The Illinois School for the Visually Impaired provides services in all academic areas, orientation and mobility, compensatory skills such as Braille, and career education. More information regarding school services, admission criteria, and school contact information may be found at <http://www.illinoisdeaf.org/> . There are also schools, other than the Illinois School for the Deaf and the Illinois School for the Visually Impaired, that provide similar services. Contact the Director of Special Education at 847-675-8234 about these services for your student.

HEALTH

Students are encouraged to practice good hygiene by frequently washing their hands and covering their mouths and noses when coughing or sneezing, and to cough or sneeze into their sleeve at the elbow.

Students should not attend school if any of the following conditions are present:

- Temperature of 99.7 degrees or higher
- Vomiting
- Diarrhea
- Incessant or deep cough
- Red eye(s) with discharge and/or crusting on lashes, pain or irritation
- Unexplained rashes
- Contagious illnesses (including but not limited to strep throat, conjunctivitis (pink eye), chicken pox, impetigo, hand foot and mouth disease).

Symptoms should be absent before the student returns to school. When a student has been absent from school three (3) or more days due to illness, the school may require a doctor's note before the student can return to school. See Attendance section.

Communicable and Chronic Infectious Disease

7:280 Communicable and Chronic Infectious Disease

Please notify the school nurse or principal immediately if your student has contracted a communicable and chronic infectious disease so the school can take proper measures to prevent further transmission of the disease. The student may be excluded from school consistent with Illinois Department of Public Health ("IDPH") procedures. In addition, consistent with IDPH procedures, the District will report all suspected reportable communicable and chronic infectious diseases to the local health department. A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board of Education's policies.

Food Allergies

4:120 Food Services

7:285 Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, the District's Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. For students with food allergies, please contact

the health office so that protocols consistent with the District's Food Allergy Management Program can be developed. If your child has a diagnosed food allergy and you choose not to have medications accessible in the health office or carried by your child, a waiver needs to be signed and kept on file in the health office. A doctor's note must be provided before any changes can be made to a student's allergen plan and list.

Health Examinations, Immunizations, and Exclusion of Students

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

District 74 enforces State law and Lincolnwood Board of Education policies with respect to the required health examinations and immunizations. A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules:

- Within one year before entering pre-kindergarten, kindergarten, or the first grade when entering school for the first time;
- Upon entering the sixth grade; and
- Whenever a student first enrolls in a District 74 school, regardless of the student's grade.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board Policy 6:140, *Education of Homeless Children*, governs the enrollment.

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

- Religious reasons if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee signed by both parent and physician detailing the grounds for objection and the specific immunization and/or examination to which they object;
- Medical reasons if a physician provides written verification;
- Eye examination requirement if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Dental Examinations Required

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

By May 15 of each school year, all children in kindergarten, 2nd grade, and 6th grade must present proof that they have received a dental exam by a licensed dentist. If a child in the second or sixth grade fails to present proof by May 15, the school will request that the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Eye Examination

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. After October 15, the school still must receive the student's proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Vision and Hearing Screenings

Vision screenings will begin in the month of October for the following students: Pre-Kindergarten, Second Grade, Eighth Grade, transfer students, students in Special Education, and teacher referrals. Hearing screenings will also be done for Pre-Kindergarten, Kindergarten, First Grade, Second Grade, Third Grade, students in Special Education, transfer students, and teacher referrals.

Vision screenings are not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo a vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Health and Emergency Information

Health information, emergency contacts and telephone numbers must be updated by parent(s)/guardian(s) at registration and as information changes. First aid for minor injuries which occur at school will be provided in the health office. Paramedics will be called in an emergency. Health insurance is available at cost to all students enrolling in District 74 schools. If you have additional questions, please call your child's school office.

Medication or School Health Services

7:270 Administering Medicines to Students

It is District 74's policy that prescription and non-prescription medication should be administered in the home; however, we recognize that at certain times medication must be administered during the school day so that children can attend school. The District will not administer any medication without documented permission from the parent(s) or guardian(s) **and** a written order from a physician detailing the medication, dosage, and schedule for administration. Parents may obtain the required form from the school office or the school website. Non-prescription medication, such as acetaminophen (Tylenol), cough drops, and medicated creams, also require parent's permission **and** a written order from a physician.

A student may possess and self-administer asthma medication or epinephrine auto-injector medication prescribed for use by the student on school grounds, at school activities, while under the supervision of school personnel, or before and after normal school activities, when: (a) the medication has been prescribed by a physician, a physician's assistant or an advanced practice registered nurse possessing the proper authority to prescribe medication; (b) the student's parent(s) or guardian(s) and student's health care provider have provided the school with written authorization for the self-administration and/or self-carry of asthma medication or epinephrine auto-injector; and (c) the student's parent(s) or guardian(s) have signed and submitted the District's "Hold Harmless and Indemnity Agreement for the Self-Administration of Asthma Medication and Epinephrine." Parents of students with specialized health needs may request an individualized health plan to be developed by the school nurse, parent(s) and/or other appropriate school personnel.

The student's parent or guardian must deliver all medications personally to a school representative in its original package, properly labeled by a pharmacy or a physician. The District reserves the right to reject any request for the administration of medication in the school. Students in possession of prescription or non-prescription medications in violation of this policy may be subject to disciplinary action.

Illness/Accident/Injury

If a student is injured or becomes ill at school, the child will be cared for temporarily by school personnel and the parent will be notified. If parent(s)/guardian(s) are unavailable, those listed as emergency contacts will be notified. School personnel will render first aid only. If school personnel deem necessary, paramedics will be called. *NOTE: The District is not responsible for expenses incurred as a result of an illness, accident, or injury.*

Excused from Physical Education

7:260 Exemption from Physical Education

A student may be excused from physical education based on a medical reason or religious prohibition.

A student may be excused from physical education classes for a maximum of two days with a note from his/her parent(s) or guardian(s) and approval of the school nurse. A signed doctor's note is required for students who need to miss more than two days of classes. Any student who has been excused from physical education class by a doctor for an extended period of time must obtain a written, signed doctor's release to return to physical education and submit it to the school nurse before resuming participation in physical education classes.

Students who are absent from school or excused from physical education classes due to a medical reason are not allowed to participate in after-school activities on those days. Students requiring the nurse's assistance during the day resulting in missing classes may not be allowed to attend after-school activities.

A student excused from physical education based on religious reasons must provide a signed statement from a member of the clergy that corroborates the religious reason for the request.

Head Lice

Lice infestations may occur in any age group, but it is more common among elementary school children. It is not considered to be a health-risk or a disease. Lice are usually passed from person to person by direct head contact but can also be spread through shared objects (combs, clothing, barrettes, hats, etc.). Sharing or exchanging of these items should be discouraged. Students may be checked at school for the presence of lice if symptoms are present. We encourage parents to learn about head lice and check their children regularly for the presence of live lice and nits (see www.cdc.gov for more information). This is the best way to detect head lice throughout the year. Identification and treatment for lice is a parent responsibility. The school will not do routine school screenings. Please inform the school when head lice are detected on your child.

Non-Smoking Policy

7:190 *Student Behavior*

8:30 *Visitors to and Conduct on School Property*

The District is a smoke-free campus. Smoking or use of tobacco products is not permitted in any of the schools or on school grounds.

CPR and AED Training

Many District employees are trained in CPR and AED use. The Illinois High School Association's website contains a video on the administration of cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED). All students and parents are encouraged to review the video, which can be found at <http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>.

Suicide and Depression Awareness and Prevention

7:290 *Suicide and Depression Awareness and Prevention*

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

WELLNESS

6:50 *School Wellness*

4:120 *Food Services*

Student Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). During the school day, all grades will be required to engage in physical education consistent with Illinois law, unless other exempted.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Birthday Recognition

In view of the District's focus on wellness and good nutrition, as well as the prevalence of various food allergies in our student population, please refer to the below examples for alternative ideas for birthday celebrations. *(Please note: All birthday party invitations should be delivered outside of school premises.)*

- Donating a book to the classroom or library;
- Donating a board game or computer game to the classroom, grade level, school;
- If a birthday remembrance is to be distributed to members of the class, suggested non-food items are: pencils, bookmarks, pencil erasers, etc.

School Celebrations/Rewards

Occasionally, students will be offered a treat as part of a school-wide celebration or reward. The administrator will be notified and shall work closely with school personnel and the parent community to provide safe, appropriate avenues for these moments.

Healthy Snacks

Students that are permitted by classroom teachers to bring a snack to school, please try to bring a healthy snack. Some examples include: fresh fruit, fresh vegetables, dried fruit, fruit bars, pretzels, baked chips, and rice cakes.

ATTENDANCE

7:70 *Attendance and Truancy*

The Illinois compulsory attendance law requires all children ages 6-17 to attend school. Children below the age of 6 years who are enrolled in kindergarten or higher are also required to attend school while in session during the regular school term. It is the responsibility of a parent or guardian to ensure his/her child attends school regularly in order to obtain the maximum benefits from the educational program.

A parent or guardian is to telephone the school office within 30 minutes of the start of school to report a child's absence. Parent(s)/guardian(s) who do not telephone the school will be contacted. Parent(s)/guardian(s) must provide at least one but not more than two telephone numbers at which they may be reached by the school regarding absence notification. If attempts to reach the student's parent(s)/guardian(s) are unsuccessful, other emergency contacts for the student will be called.

Students may be excused from school for personal illness or medical appointments, death in the immediate family, family emergency, observance of a religious holiday, certain court appearances, and other approved prearranged absences.

Death in the Immediate Family

When a death in a student's immediate family occurs, parent(s)/guardian(s) are encouraged to contact the school via telephone or written communication as soon as possible.

Student Illness

Parents must call the school within 30 minutes of the start of the school day to report a child's absence due to illness. When a student has been absent from school three (3) or more days due to illness, the school may require a doctor's note before the student can return to school.

Medical Appointment

Parent(s)/guardian(s) are encouraged not to make medical appointments for students during the school day unless absolutely necessary. Parents requesting their child to be excused for medical appointments may be required to bring documentation of the medical appointment to the office upon picking their child up from school and/or immediately following the doctor's appointment. This documentation must include date and time of requested dismissal, doctor's name and phone number, and parent/guardian signature. Failure to follow this procedure will result in an unexcused absence.

Religious Holiday

7:80 *Release Time for Religious Instruction/Observance*

A student may be released from school as an excused absence, to observe a religious holiday or for religious instruction. The student's parent(s)/guardian(s) must give prior written notice to the Building Principal before the student's anticipated absence.

Court Appearance

Parents requesting their child be excused due to a court appearance may be required to bring documentation from the appropriate authorities in order for the absence to be excused.

Vacations

Parents are highly discouraged from taking vacations outside of the District's planned vacation times. Time out of school can be detrimental to a child's progress, growth, and success in school. It is not the responsibility of the teaching staff to prepare work prior to a trip. **Students who are on vacation for more than ten consecutive, regularly scheduled school days will be dropped from the rolls.** Upon return, parents will need to re-register their child(ren).

Excessive Absenteeism/Truancy

A chronic or habitual truant is a child subject to compulsory attendance laws who is absent without valid cause from school for 5% or more of the previous 180 regular attendance days. (A person who willfully attempts to encourage a child to not attend school is guilty of a Class C misdemeanor.) Schools may implement one or more of the following consequences:

1. Parent or guardian conference;
2. Student and/or family counseling;
3. Information about community agency services;
4. All future absences must be verified by a physician or dentist;
5. Restriction or prohibition on the participation in extracurricular or intramural activities, field trips or other activities.

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the North Cook Intermediate Service Center. The Board of Education, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers. No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

Parents Out of Town

It is the responsibility of parent(s)/guardian(s) to inform the office if they will be unavailable for a period of time. The authorized person appearing in the student's emergency contact information must call the office if the student is absent from school. If another adult is designated by the parent(s)/guardian(s) to excuse their child from school, the parent/guardian must notify the office in writing or by phone to identify the other adult prior to the parents/guardians leaving town. Failure to follow the above procedures will result in an unexcused absence for the student.

Home and Hospital Instruction

6:150 Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Leaving the School Grounds

Once a student has arrived on school grounds, at no time is he/she to leave the school grounds during the school day unless approved by the parent, Building Principal, or designee.

Late Arrival/Early Departure Procedures

Parent(s) or guardian(s) are responsible for making sure students arrive at school on time every day. Students arriving at school after the school start time must be signed in at the office by a parent or guardian. Students arriving late by any method of transportation, other than a District 74 school bus, will be counted tardy. Excessive tardiness is considered to be three or more tardies per trimester. For an early release, a parent or guardian must sign out the student.

Loitering

Outside supervision before and after school start and end times respectively is provided only during the designated times below. Parents are asked to not allow their children on campus during unsupervised times.

Todd Hall 8:10 a.m. – 8:25 a.m. and 2:55 p.m. – 3:10 p.m.
Rutledge Hall 7:45 a.m. – 8:00 a.m. and 2:45 p.m. – 3:00 p.m.
Lincoln Hall 7:45 a.m. – 8:05 a.m. and 3:25 p.m. – 3:40 p.m.

All students not participating in school-sponsored activities must exit the building and school grounds immediately upon dismissal.

Make-Up Work

The responsibility for making up missed work rests with the student. When a student is absent for one day, the assignments should be obtained from a classmate or from the teacher as soon as possible the following day. If the absence is two days or longer, homework may be obtained by calling the office and requesting all assignments be sent to the office. Parent(s)/guardian(s) must make arrangements to pick up books and assignments by calling the school office by the morning of the absence. The student will have five days upon return to complete all missing work. Parents will be notified if excessive work is missing.

If a test or an assignment is long-range (five days or more, such as a research paper, project, or report), the teacher may use his/her discretion in setting due dates, accepting late work, and determining make-up conditions. Students who have an excused absence on the due date of a long-range assignment can receive full credit if they turn in the assignment on the day they return to school. In the event of a prolonged excused absence, special arrangements may be made to extend the time period allowed for the assignment. A student who is in attendance the day before a scheduled test/quiz shall take the test/quiz the first day he/she returns to school. At Lincoln Hall, students may access most work on Schoology and can also email their teachers.

Good Standing

A student in good standing has full rights with respect to participation in activities of the school, academic, co-curricular and extra-curricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time he/she is under suspension or expulsion, regardless of whether he/she may be allowed to attend school. A student not in good standing may **not** participate in any school activity, contest, practice, ceremony, dance, or trip, whether academic, co-curricular, or extra-curricular, except as may be allowed by the Principal.

Report Cards

Report cards are issued at trimesters. All reports will be issued through the email that you provided at the time of registration. We encourage families to work with their student(s) to review the information presented on the report cards.

Promotion/Retention

6:280 *Grading and Promotion*

A child may not be promoted based upon age or any other social reason unrelated to his/her academic performance. EL (English Learners) students may not be retained solely on English language proficiency. Decisions regarding promotion, retention, or remediation shall be based on a student's successful completion of the curriculum, attendance, performance based on standardized achievement tests, and other District criteria. Decisions to retain a student shall be made by the Building Principal after consultation with the teacher, parents, and members of the building support team (i.e., social worker, instructional resource staff, etc.) pursuant to Board policy.

Promotion to High School

To be eligible for promotion, a student must fulfill the following requirements:

1. Pass the Constitution test as required by Illinois law.
2. Have all required schoolwork completed (no incomplete grades).
3. Achieve a level of learning of "D" or above in all subjects, as indicated by report card grades.

Graduation

Graduation exercises and activities, including the graduation ceremony, are considered privileges. If an 8th grade student has displayed poor behavior or has not fulfilled the requirements under Promotion to High School above, s/he may be excluded from promotion exercises such as the graduation ceremony and/or 8th

grade end-of-year activities. Student diplomas may be withheld until the student successfully completes all requirements for promotion.

EXTRACURRICULAR PARTICIPATION/ATTENDANCE

Participation in any and all extracurricular activities is dependent upon school attendance, academic performance, and behavior. Students who are not in attendance for a half-day of school attendance will not participate in that day's extracurricular activities.

Extra-Curricular Activities Academic Eligibility Criteria (Lincoln Hall Students Only)

6:190 Extracurricular and Co-Curricular Activities

Extra-curricular activities are a privilege, not a right. The school district provides opportunities for students to develop talents beyond the classroom. These extra-curricular activities are optional school-sponsored activities that meet on a regular basis, and are not part of an academic class. Therefore, they are not graded.

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy certain academic standards and must comply with the activity's rules and the student conduct code in order to be eligible to participate in extra-curricular activities. The sponsor of the activity will distribute eligibility criteria.

Expectations for Eligibility for Extra-Curricular Participation

In order to participate in extra-curricular activities, the student must be in good behavioral standing. Students may not participate in an extra-curricular activity on days when they are fulfilling a disciplinary consequence. If misbehavior becomes repetitive, a student may be ineligible to participate in extra-curricular activities. Sponsors will further explain expectations.

Participants **may not leave school grounds and return for the activity**. Participants must stay in the supervised area(s) provided, either in the cafeteria or with a teacher in his/her classroom.

Extra-Curricular Athletics (Lincoln Hall Students Only)

6:190 Extracurricular and Co-Curricular Activities

7:240 Code of Conduct for Participants in Extracurricular Activities

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
2. Middle School students must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
3. Middle School students only: No less than five (5) business days prior to trying out practicing or participating, the student must obtain a sports physical examination by a licensed physician, certifying in the form that the student's health status allows for extracurricular active athletic participation. The sports physical examination is valid for one year from the date of the examination and must be on file in the School Nurse's office.
4. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee shall, subject to local, state, federal and District confidentiality requirements, maintain the necessary records to ensure student compliance with this policy.

Failure to meet these requirements will result in a student not being allowed to tryout or participate in the activity.

SAFETY PROCEDURES

School Safety Drills

4:170 Safety

One of the District's priorities is maintaining a safe and secure learning environment for all students, staff and visitors. Periodically, we will have drills at each of our buildings during the school year focusing on safety procedures. In each classroom, signs are posted clearly explaining what staff and students must do in case of emergencies. Our schools work closely with the police and fire departments, always striving for orderly and efficient drills that help students and staff be better prepared in the unlikely event of an emergency.

Sex Offender Website

4:170AP Criminal Offender Notification Laws

The Illinois Sex Offender Community Notification Law requires principals or teachers of public or private elementary or secondary schools to notify parents that information about sex offenders is available to the public. This sex offender information is available at the following web address:

<http://www.isp.state.il.us>

Hazardous and Infectious Materials

4:160 Environmental Quality of Buildings and Grounds

When school is in session, the Building Principal will notify students and parent(s)/guardian(s) in their building at least four (4) business days before a pesticide application in or on school buildings or grounds is applied.

Asbestos Management Plan

The District will provide notice to parents, teachers, and employee organizations of inspections, response actions, and post-response action activities regarding the management of asbestos on District property. The plan is available for review at each school and in the District office during normal business hours.

EMERGENCY PROCEDURES

4:170 Safety

Fire

These procedures should be followed any time the fire alarm is sounded.

1. Students, staff, and visitors will use the fire exits that are posted in each room or a safe alternative exit.
2. All students must remain silent throughout the entire alarm.
3. Students shall walk, not run.
4. Doors should be closed after everyone has left the room(s).
5. Students will be escorted by their teachers to a safe distance from the building.
6. Teachers will stay with their classes at all times and take attendance at their designated safe area.
7. No one shall return to the building until the all-clear signal is given by the Principal or person in charge.

Tornado

When a tornado warning is issued, the District students will be moved to designated safe areas as posted in each classroom. Students will remain in safe areas until that warning is lifted, even if the warning extends beyond the normal school day. No student will be allowed to leave the school premises during a tornado warning. Students are not to talk, run, or push at any time during a drill.

Lockdown

In the event of a situation where the safety of our students is being threatened, the District will institute a lockdown procedure. At that point, students will be directed to safe areas of the classroom and/or school by the staff and they will remain quiet until the "all clear" signal is given. No one except for police officials will be allowed to enter the building during a lockdown.

PLEASE DO NOT CALL THE SCHOOL, PRINCIPAL, OR THE SUPERINTENDENT OR ATTEMPT TO COME TO THE SCHOOL during the lockdown situation. Phone lines must be kept open for emergency communications. Communication will be made to families as quickly as possible consistent with the District's emergency management/safety plan.

Emergency Closings

The Superintendent is authorized to delay the start of school, close District schools, or dismiss students early from school in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. If conditions affect only a single school, only that school's schedule shall be changed. Parents will be notified by the District's Messaging System phone system if school will be closed or delayed. Parents are required to provide up-to-date contact information. All school activities will be cancelled in the event of emergency closings.

IMPORTANT: Parent(s)/guardian(s) should have a family emergency plan in case schools are dismissed early, the start of school is delayed, or school is cancelled (location of house key, alternative shelter, telephone number to call, etc.). Students and childcare providers must be aware of the plan.

PLEASE DO NOT CALL THE SCHOOL, PRINCIPAL, OR THE SUPERINTENDENT. Phone lines must be kept open for emergency communications.

STUDENT RIGHTS AND RESPONSIBILITIES

Non-Discrimination Procedures/Complaint Process

2:260 Uniform Grievance Procedure

Students, parent(s)/guardian(s), employees or community members should notify any District Complaint Manager if they believe that the School Board, its employees or agents have violated their rights guaranteed by state or federal law, the state or federal constitution, or Board Policy.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably consistent with the procedures set forth in Board Policy 2:260.

Non-Discrimination Coordinator/Complaint Manager:

Dr. Dominick Lupo, Assistant Superintendent
District Office
6950 N. East Prairie Road
Lincolnwood, IL 60712
drusso@sd74.org
847-675-8234

Complaint Manager:

Aliaa Ibrahim
Principal
Rutledge Hall
6850 N. East Prairie
Lincolnwood, IL 60712
ecurry@sd74.org
847-675-8236

Bullying, Intimidation, and Harassment Prohibited

7:180 Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it

does not require a district or school to staff or monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*. *Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.
4. Consistent with federal and state laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.

- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

Harassment of Students Prohibited

7:20 *Harassment of Students Prohibited*

No person, including a District employee or agent, or student, shall harass, intimidate, or bully (cyber-bully) a student on the basis of actual or perceived: race; color; national origin; military status, including unfavorable discharge from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, visual, digital, or electronic, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

2:265 *Title IX Sexual Harassment Grievance Procedure*

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- 1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- 2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, or Assistant Building Principal for appropriate action.

Teen Dating Violence Prohibited

7:185 *Teen Dating Violence Prohibited*

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen*

dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

DRESS CODE

District Expectations

7:160 Student Appearance

Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Student dress and good hygiene are the responsibility of both the student and parent(s)/guardian(s). Students must wear appropriate clothes for every activity in which they participate at school or during school-related activities. Clothing should be clean, comfortable, loose enough, long enough, modest, in good taste, and suitable for school and school activities. Realizing that dress, appearance, and grooming styles change continually, the administration reserves the right to determine what is appropriate dress for school. The determination will be based on whether a student's dress, appearance, and grooming may create health or safety concerns, or if the student's dress causes a disruption thereby affecting the educational function of the school. Situations involving inappropriate clothing will be resolved on an individual basis by the Building Principal or his or her designee. When necessary, parents may be notified.

Some Examples of Clothing/Accessories That Are Not Permitted:

- Any apparel that could cause danger to students or damage to any school property such as clothing with rivets or shoes with heel/toe plates.
- Flip-flops and clogs are discouraged for safety reasons. Toes should be covered and shoes should at least have a back strap. Socks are recommended.
- Bare midriffs, strapless dresses, halter-tops, tube tops, bare backs, or low-cut tops.
- Spaghetti straps unless worn over or under another shirt with sleeves.
- Clothing, backpacks, or other objects containing words or art with "double meanings" or insinuations, or which promote alcohol, drugs, tobacco, sex, violence, weapons, gangs, racism, or prejudice.
- Any insignia, style, jewelry, or accessories, which identifies an organization dedicated to the mistreatment of any person or group of people, religious, or ethnic group.
- Clothing with offensive words, obscenities, or which advocates illegal practices.
- Pants that sag or are so long they drag on the floor. Pants are to be worn at the waist.

Positive Behavior Intervention and Support (PBIS)

District 74 has adopted a school-wide behavior management system called PBIS (Positive Behavior Interventions and Supports). PBIS is an approach to discipline that emphasizes prevention, reduces problem behaviors, and improves academic performance.

The District-wide expectations are:

- Be Respectful
- Be Responsible
- Be Safe

There are four components to PBIS:

- Setting expectations - Each building has developed a matrix that outlines school expectations. The expectations are posted in different locations around the school including each classroom. Each child should be familiar with the expectations listed on the matrix and should follow these during the school day.
- Teaching expectations – All students and staff will participate in teaching stations during the first week of school to learn the expectations in each environment (classroom, hallway, lunch room, recess, bathroom, bus). Students review the expectations after winter break.

- Reinforcing and celebrating success – Positive student behavior will be acknowledged daily by all staff members. Tickets can be turned in to participate in special activities and raffles. All school celebrations will be held regularly.
- Re-Teaching expectations – When a student does not follow an expectation, it will be re-taught to the student. Teachers will teach mini lessons to re-teach appropriate behaviors. Students who demonstrate major problem behaviors or three or more minor problem behaviors will receive an office referral. The Principal will manage all office referrals. All office referrals will be archived. This information will be used to show program effectiveness.

Parents can reinforce the school expectations and celebrate in children's successes. Additional information can be found on the District and individual school websites.

STUDENT CONDUCT AND DISCIPLINE

Student Discipline

7:190 Student Behavior

Students are expected to be on time to school and classes, be prepared for class each day, complete assignments on time, respect the rights and property of others and follow the directions of staff members and all rules and procedures outlined in this handbook.

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student may be subject to disciplinary action for engaging in *prohibited student conduct* whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*), bullying using a school computer or a school computer network, or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

12. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

The term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled also shall be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a bully club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student behavior. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year or a student's enrollment. Students and their parent(s)/guardian(s) must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

Out-of-School Suspension Procedures

7:200 Suspension Procedures

The Superintendent or designee shall implement out-of-school suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:

- a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Expulsion Procedures

7:210 Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or substantial disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. In determining the length of the student's expulsion, the Board also shall consider:
 - a. The egregiousness of the student's conduct;
 - b. The history of the student's past conduct;
 - c. The likelihood that such conduct will affect the delivery of education for other students;
 - d. The severity of the punishment; and
 - e. The student's best interests.
5. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion, as well as the rationale for any suspension that preceded the expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
 - e. Document whether available and appropriate support services were offered or provided during the suspension and, if they were not offered or provided, document that none were available.
6. Upon expulsion, the District may refer the student to appropriate and available support services.

SEARCH AND SEIZURE

7:140 Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property, Equipment, and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student or without a search warrant. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, electronic devices, book bags, lunch boxes, etc.) when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably

related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or request a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, school officials may request the student to share the content that is reported in order to allow school officials to make a factual determination.

LOCKERS

Lockers are assigned for student use on school premises. School lockers are the property of Lincolnwood School District 74, and students must abide by the following rules regarding locker use:

Acceptable Use

Students may use lockers to store school supplies and personal items needed at school. Lockers shall not be used to store drugs or drug paraphernalia, beverages containing alcohol, weapons, flammable substances, destructive or explosive devices, dangerous or noxious chemicals, stolen items, tobacco products including cigarettes and snuff, obscene materials, overdue or unreturned library books, gym or athletic equipment, or any other object or material that violates school policy or might reasonably disrupt the school environment. Students may be disciplined, up to and including suspension or expulsion, for a violation of this locker policy.

Students must use their assigned lockers only. Students using unassigned lockers may be disciplined according to school policy.

Students decorating lockers must obtain a pass from a teacher that is located near the locker for supervision purposes. The pass must be obtained the day prior to decorating. Only 2-3 students may decorate one locker. Students must have their own supplies.

Locker Searches

School lockers are owned and controlled by the District. To ensure the health, safety, and general welfare of students, lockers may be searched by school officials pursuant to the District's discipline and search/seizure policies (described earlier in this Handbook and Board Policy 7:140, *Search and Seizure*). School officials may request the assistance of law enforcement officials to search lockers.

If contraband is discovered in a locker, the possession of which is prohibited by state or federal law or local ordinance, law enforcement officials shall be notified. School officials shall assist law enforcement officials in the prosecution of any person found with contraband in school or on school property. Recovered contraband may also be used in student discipline proceedings (e.g., expulsion hearing or suspension review hearing) and/or returned to the proper owner or place.

Appropriate disciplinary measures, in accordance with the disciplinary policies of the School District, shall be taken against any student found in violation of a school or Board policy or rule.

Locker Maintenance

Students must keep their lockers clean, orderly, and locked at all times. Students whose lockers need repair must immediately report this to the main office. Maintenance staff may access lockers to make repairs requested by a student or the Principal, or as part of the regular locker maintenance schedule. In addition, custodial staff may access lockers to clean or disinfect at the direction of the Principal, or as part of the regular locker housekeeping schedule. Custodial staff may open a student's locker at their own initiative if they have reason to believe such locker contains rotting, spoiling or mildewing items such as food or wet clothes, for the purpose of cleaning or disinfecting the locker.

Locks

Students must use the lock assigned to them by the District, and cannot use their own locks on school lockers. Unauthorized locks will be removed without notice and destroyed. The District will maintain a master list of combinations and master key in order to gain access to lockers as needed pursuant to this policy and the District's search/seizure policies.

TRANSPORTATION

4:110 Transportation

Only students whose parent(s) or guardian(s) have registered them for school transportation may ride the bus to and from school. Parent(s)/guardian(s) are responsible for the safety and well-being of their children before they board the bus in the morning, and after they leave the bus in the afternoon. **PLEASE NOTE: Students in grades Pre-K through Grade 2: Parents must be at their student's bus stop to pick them up. Bus drivers will not let these students off the bus without a parent/guardian waiting.**

School rules apply to all students at school bus stops and while going to and from school. If you have any concerns or questions, call the District's dedicated bus phone line at 847-675-8234.

Bus Routes

Students are expected to use their assigned school bus unless parents provide a written request for changes. All requested changes must be approved by the Principal or designee.

Students must follow school rules and behave in an appropriate manner on the school bus and at the bus stop. Students who violate school rules on the bus or at the bus stop may be disciplined, according to the District's general discipline policies (described in this Handbook). Students guilty of gross disobedience and misconduct (e.g., significant or repeated violation of school or bus rules) may be suspended from riding the school bus for a designated period of time and may be suspended or expelled from school. A parent or guardian will receive written notice of a school bus suspension, and has the right to a review hearing. However, while a bus suspension is in effect, the parent or guardian is responsible for transporting the child safely to and from school.

Use of Video Cameras on School Buses

7:220 Bus Conduct

Electronic visual and audio recordings may be used on school buses in order to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity.

Students are prohibited from tampering with the electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the District for any necessary repairs or replacement.

The content of the electronic recordings maintained for student disciplinary matters are treated as student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative interest may view the electronic recordings. In most instances, individuals with a legitimate educational or administrative interest will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of an electronic recording becomes the subject of a student disciplinary hearing it will be treated like other evidence in the proceeding.

Bus Rules and Regulations for Students

7:220 Bus Conduct

While on the school bus, students must follow rules or directives issued by the bus driver to ensure a safe trip. Bus behavior will be monitored by video surveillance. Any violation by a student may be reported by the bus

driver to the Principal. In addition to regular school rules, the following rules apply to students on the school bus and/or at bus stops:

1. Each student shall be seated immediately upon entering the bus, (and in some cases, in a seat assigned by the driver or school official) and must fasten his/her seat belt. Seat belts must remain fastened while on the bus.
2. Remain seated at all times while the bus is moving. Do not line-up in the aisle to exit buses before buses have stopped moving and before drivers have given students permission to stand and exit buses.
3. Loud or profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner. Keep head, hands, and arms inside the bus at all times.
5. Keep aisle clear and free of objects.
6. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. All students who are required to cross a street before boarding or while leaving a school bus shall move at least 10 feet in front of the bus before crossing the street.
8. Students should be waiting at their designated boarding stations when the school bus arrives. Generally, buses will run very close to the same time each day. Bus drivers need to be reasonable about waiting at a bus stop but need not wait an extended length of time.
9. Students are required to ride the bus to which they are assigned. Changing buses in an emergency will be allowed only by a temporary student bus pass issued from the Principal.
10. Obey the driver's directions promptly and cooperatively. Students causing discipline problems may face suspension from the bus and/or school.
11. No eating, drinking, or littering is allowed on the bus.
12. No medication, except authorized asthma medication and EpiPens, will be allowed to be transported to or from school by students riding on school buses.
13. No animals may be transported to or from school by bus.
14. Large items, projects, dangling key chains or items that could be harmful to others or damage property, are not allowed on the bus.
15. Any item that could be considered a distraction or cause a dangerous situation is not allowed on the bus.

Bus Suspension

7:220 Bus Conduct

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for violating the above-listed bus expectations or engaging in gross disobedience or misconduct as set forth in Board Policy 7:190, *Student Behavior*, and in Board Policy 7:220, *Bus Conduct*. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Bus Changes/Late Bus Rules

Students must ride their assigned bus. In case of an emergency requiring a student to ride a different bus or walk to a different destination after school, the parent or guardian must provide the Principal with a note in advance explaining the emergency. If the Principal agrees to the parent's or guardian's emergency transportation request, a temporary student bus pass will be issued to the student. The student must present this pass to the bus driver upon boarding the bus. The Principal's decision is final.

Lincoln Hall students riding “late buses” (i.e., buses making a second route after school is dismissed) must have a late bus pass in order to ride the late bus. Such students must meet immediately after school with a teacher. All school rules apply after school during this extension of the school day. Late bus riders should bring all necessary articles (e.g., books, coats, etc.) with them when meeting with the teacher and may not ride the bus of another school.

Bus Transportation for Field Trips

At times, students will be allowed to ride school buses for field trips when parents have provided written permission.

Parent Vehicle Safety

Parents should show extreme caution on or near school grounds, reduce speed, increase vigilance, and be alert for children crossing near vehicles. Parents should make sure their children are legally restrained by seatbelts or in car safety seats when arriving at school and when leaving school grounds. Parents may not use cell phones while driving in school zones. Parents are required to follow all drop-off and pick-up procedures.

No Cell Phones in a School Zone Law

A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone. There are exceptions for a person engaged in a highway construction or maintenance, emergencies, and when the phone is in voice-operated mode.

Transportation of Students by a School Employee

No school employee may transport students in school or private vehicles unless authorized by the Administration, and the students' parent(s)/guardian(s).

STUDENT RECORDS

7:15 *Student and Family Privacy Rights*

7:340 *Student Records*

6:140 *Education of Homeless Children*

School student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in state or federal law. state and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The District will maintain a record of all reviews and releases of a student's school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

Student records are divided into two categories:

- Category 1: The student **permanent record** consists of basic identifying information concerning the student, evidence required under Section (5)(b)(1) of the *Missing Children's Records Act*; academic transcript, attendance record, health record, record of release of permanent information. The permanent record shall be kept for 60 years after graduation, transfer, or permanent withdrawal.
- Category 2: The student **temporary record** consists of all other records maintained by the District concerning the student and by which the student may be individually identified that is not required to be in the student permanent record, including a record of release of temporary record information, family background information, home language survey, state test scores from grades K-8, any biometric information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction, information provided under Section 8.6 of the *Abused and Neglected Child Reporting Act*, intelligence test scores, psychological evaluation reports, special education records, teacher anecdotal records, health-related information, accident reports, aptitude test scores, elementary and secondary achievement level test results, participation in extracurricular activities, honors and awards received, records associated with plans developed under section 504 of the Rehabilitation Act of 1973, disciplinary information, and any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student. The temporary record shall be kept for five years after graduation, transfer, or permanent withdrawal.

Release of Student Records & Challenge Procedures

School officials shall release student records to the official records custodian of another school in which the student has enrolled, or intends to enroll, upon written request of such official. Written parental/guardian consent for the release of student records is not required, but the parent/guardian may inspect, copy, and challenge information in the student records, prior to it being transferred to another school district. The right to challenge school student records does not apply to: (1) academic grades of the child, and (2) reference to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.

Information contained in student records may be given to persons authorized or required by state or federal law to obtain such information. Parent(s)/guardian(s) must be provided prior written notice of the nature and substance of the information to be released and given an opportunity to inspect, copy, and/or challenge such information, as provided for by law. Except that the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The District charges \$0.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

Unless the District has actual notice of a court order, order of protection, or other legal document (e.g., parenting plan) prohibiting access to a student's school student records, divorced or separated parents/guardians are both permitted to inspect and copy their student's school student records.

Parent(s)/guardian(s), or any person designated as a representative by them, have the right to inspect and copy of any school student record proposed to be destroyed or deleted. Student records are reviewed every four (4) years or upon a student's change in attendance center, whichever occurs first. Upon graduation, transfer, or permanent withdrawal of a student from a school, the principal shall notify the parent(s)/guardian(s) and the student of the destruction schedule for student records and their right to request a copy of such records at any time prior to their destruction.

Parent(s)/guardian(s) may challenge any information in their child's records, on the basis of accuracy, relevance, and/or propriety except for academic grades and references to expulsion or out-of-school suspensions upon student transfer to another district. Parent(s)/guardian(s) wishing to challenge information in their child's school records should write to the District requesting a hearing. An informal conference will be held within 15 school days. If the problem is not resolved, then a formal hearing will be scheduled within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent(s)/guardian(s) and school officials, by the District's Hearing Officer who is not employed by the District at the attendance center which the student is enrolled. The Hearing Officer will inform the parent(s)/guardian(s) of the date, time, and location of the hearing, and their rights and the procedures for the hearing. The decision of the Hearing Officer shall be given in writing to the parent(s)/guardian(s) and the school District. Either the parent(s)/guardian(s) or the school District may appeal the Hearing Officer's decision to the Regional Superintendent's Office and must be done within 20 school days of the decision.

Directory Information

The District may release directory information as permitted by law, but a parent/guardian shall have the right to prohibit the release of directory information concerning the parent's/guardian's child. Throughout the school year, the District may release directory information regarding students, limited to:

- a. Student name, address, grade level, and birth date and place;
- b. Parent/guardian name(s), address(es), email address, and phone number;
- c. Academic awards, degrees, and honors;
- d. Information in relation to school-sponsored activities, organizations, and athletics;
- e. Major field of study;
- f. Period of attendance in school
- g. Student photos, video, or digital image

If a parent/guardian prefers that his/her child's directory information not be released, the parent/guardian must notify the Building Principal in writing by September 30th of each school year. No directory information will be released within this time period, unless the parent(s)/guardian(s) is specifically informed otherwise. Also, when registering in Infosnap, parents have the ability to choose information that can or cannot be released.

No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

The right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

STUDENT INFORMATION MEDIA RELEASE

7:340 Student Records

7:15 Student and Family Privacy Rights

Students may occasionally appear in photographs and video images taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures and video images in various publications, including the school yearbook, school newspaper, and school website. In addition, while the school limits access to school buildings by outside individuals, there may be occasions where news media, photographers or other outside entities take and/or publish photographs or video images of students while on school grounds or at school related activities. School staff members may provide the names of students to members of the media, photographers, etc., in these instances at the discretion of school staff members. No photograph highlighting individual faces of students will be used for commercial purposes, absent specific consent of the eligible student/parent/guardian. District 74 Communications may provide information including student names and/or photos and videos to news media outlets for the purpose of a news article being published unless parent/guardian has revoked consent for the release of directory information.

Restricting the release of student information may exclude the student from all news articles, school or District newsletters, videos (e.g., holiday program), yearbooks, student directories, memory books, and related publications. The District releases student information with student safety in mind. Accordingly, the District's website will identify students by first name or first name and last initial only. Personal information such as home address, phone number and names of family members will not be used on the website. In addition, information regarding the physical location of students (other than at a particular school or school activity) will not be released. Parents who do not wish to have their child's photo used for such purposes must submit a letter to their child's school office by Friday, September 23.

Student teachers are often placed in classrooms throughout the district. Videotaping their classroom lessons, including the classroom students, is an education licensure requirement from the Illinois State Board of Education. Parents who do not want their child videotaped for a student teacher's education requirements must submit a letter, stating their request to not have their child participate to their child's school office by September 2.

Notification of Rights Under the Protection of Pupil Rights Amendment

6:10 Educational Philosophy and Objectives

7:15 Student and Family Privacy Rights

Pursuant to the federal *Protection of Pupil Rights Amendment* ("PPRA") and Board Policy 7:15, all surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy 6:10 or assist students' career choices. This applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys or Evaluations

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation upon their request and within a reasonable time of their request.

Before a school official or staff member administers or distributes any survey or evaluation (created by any person or entity, including the District) to a student containing one or more of the following items, the student's parent(s)/guardian(s) will be notified. Upon request, the student's parent/guardian may inspect the survey or evaluation and may opt their child out of participating in the survey or evaluation:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Instructional Materials

A student's parent/guardian may inspect, upon request, any instructional material used as part of their child's educational curriculum. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Information for Marketing Purposes

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card. To the extent a student's personal information is to be collected, disclosed, or used for marketing, sales, or other distribution, the student's parent(s)/guardian(s) will be notified. Upon request, the student's parent/guardian may opt their child out of participating in the activity.

The above paragraph does not apply to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or other postsecondary education recruitment, or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary schools and secondary schools.
- Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

Physical Examination or Screening

A student's parent(s)/guardian(s) will be notified prior to the administration of any non-emergency, invasive physical exam or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students. Upon request, the student's parent/guardian may opt their child out of participating in the physical examination or screening. This does not apply to any physical examination or screening that is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification; administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.); or is otherwise authorized by Board policy.

Notification

The Superintendent or designee, at least annually at the beginning of the school year, shall notify parents/guardians of the specific or approximate dates during the school year when above-described activities are scheduled or expected to be scheduled, as well as how to request inspection and/or opt out of a particular activity.

DISTRICT NETWORK AND INTERNET ACCESS

6:235 *Access to Electronic Networks*

Internet Accessibility

The District offers students access to the District's electronic network, including the Internet, as part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of District email addresses must be consistent with this section, and is addressed further below.

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable use of the District's Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Each student and his or her parent(s)/guardian(s) annually must sign the Electronic Information, Services, and Networks Use Agreement before a student is granted use of the District's electronic network, including the Internet.

Prohibited Conduct When Using the District Electronic Network

When using or accessing the District's electronic network or computers, students may be subject to discipline, including, but not limited to, suspension, expulsion or loss of network privileges, for the following conduct:

1. Invading the privacy of individuals, including, but not limited to, the unauthorized release of any student's or school staff's personal identifying information (such as personal addresses or telephone numbers).
2. Using the Internet in any way that is not reasonably related to the School District's educational goals and objectives. This includes, but is not limited to:
 - a. Chain letters.
 - b. Unauthorized intentional downloads to a single computer, network drive or external storage media, of movies or video files (unless specifically assigned); MP3s; shareware; freeware; pirated software; or other .exe or application files.
 - c. Registration to receive email from listservs or other free subscription services for anyone other than the originating user.
 - d. Participation in non-district posted chat rooms or any social media site.
3. Viewing, sending or displaying offensive messages or pictures.
4. Viewing, sending or displaying sexually explicit messages or pictures.
5. Viewing, sending or displaying obscene language.
6. Harassing, insulting, or attacking others.
7. Damaging or attempting to damage computers, computer systems, computer networks, hardware, or software.
8. Violating copyright laws.
9. Using another's password.
10. Trespassing in another's folders, work, or files.
11. Employing the network for commercial purposes.
12. Posting anonymous messages.
13. Any behavior that causes a material disruption to the educational environment.

In addition to disciplinary consequences, legal action may be taken where appropriate.

Software Applications

As part of each child's education in Lincolnwood School District 74, software applications are utilized for instructional purposes. Some examples of these online resources a child may use during the school year include: Google Apps for Education, Schoology, IXL, Pearson's literacy program, McGraw-Hill's mathematics program, Actively Learn, RazKids and others. If parents prefer their child not to have access to any of these resources, please notify the Building Principal in writing by **September 23**, indicating which software application(s) that child should not use.

DISTRICT EMAIL FOR STUDENTS (Applicable to Students with iPads)

6:235 Access to Electronic Networks

It is the encouragement of the Board of Education of Lincolnwood School District 74 to utilize technology tools in the education process. This includes student use of the District's electronic communication network and District-issued email accounts, which facilitate communication and the exchange of ideas and information in pursuit of the District's curricular, instructional, technological, and research goals. Therefore, the District issues District email addresses to students with District iPads.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. In alignment with the District electronic network and Internet access policy (Board Policy 6:235, *Access to Electronic Networks*), the Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

1. Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
2. The accuracy or suitability of any information that is retrieved through technology, including the District's electronic communication network and any District-issued email account;
3. Breaches of confidentiality; or
4. Defamatory material

Privileges and Responsibilities

The District's electronic network including, but not limited to, third party resources like Google Docs for Education and iTunes U, is part of the curriculum and is not a public forum for general use. The District is in partnership with Google as the electronic communication network (webmail) provider. Users may access the District's electronic communication network and their District-issued email account only for educational purposes. The actions of users accessing networks through the District reflect on the District; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Users are responsible for their behavior and communications using the District's computers and networks.

Users of the District's Electronic Communication System will:

1. Use or access their District-issued email account only for school-related emails and educational purposes.
2. Comply with copyright laws and software licensing agreements.
3. Understand that all email and network files are property of the District and are not private. All email messages sent or received on a District-issued email account may be monitored and are subject to review by authorized personnel. Messages relating to illegal activities will result in referral to District and law enforcement authorities.
4. Be responsible at all times for the proper use of the District's electronic communication and District-issued email account, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
5. Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
6. Abide by the policies and procedures of networks and systems linked by technology.
7. Respect the rights of others to use equipment.
8. Use appropriate language and avoid offensive, abusive, obscene or inflammatory speech.
9. Communicate only with known Lincolnwood School District 74 staff or students.
10. Immediately report any suspicious or inappropriate electronic messages to a teacher or supervising staff member.

Users of the District's Electronic Communication System will *not*:

1. Access, submit, post, publish, display or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, intimidating, threatening, racially/religiously offensive, harassing, illegal or other material unsuitable in the educational setting or unrelated to the District's educational program.
2. Interfere with or disrupt Network use by other users; create and/or propagate unsolicited advertising, political lobbying, chain letters, pyramid schemes, computer worms, viruses, or other acts of vandalism. Vandalism includes any attempt to harm or destroy data of another user, the Internet, the District's Network or any other network. This includes, but is not limited to, uploading, downloading, creation or knowing transmission of computer viruses. If a user is uncertain whether his or her conduct is permissible, he or she should contact the Systems Administrator.
3. Use another Users' account or password.
4. Distribute User passwords, copyrighted or plagiarized material or material protected as a trade secret.
5. Communicate with any parties outside of Lincolnwood School District 74 on a District-issued email account except for the purpose of education business within the District.
6. Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
7. Use the District's electronic communication network for non-school purposes, personal financial gain, or for any illegal purpose or activity.
8. Attempt and/or breach security measures or remove hardware/software, networks, information, or communication devices from the District or other network.

9. Use the District's electronic communication network while access privileges are suspended or revoked.
10. Attach or forward images or other files with content inappropriate for an educational setting.
11. Reveal personal contact information (address, phone number, etc.) or other private information about oneself or that of other students or District staff members without their express permission.
12. Mask, alter, or hide their identity, use another person's account, or otherwise misrepresent who they are.
13. Open emails from unknown or suspicious sources. Such emails and their attachments are the primary source of computer viruses and should be treated with utmost caution.
14. Use chat rooms, instant messaging, texting, Twitter, or other forms of direct electronic communication, unless said use is sponsored and/or granted by the District.
15. Read, delete, modify or copy the email of another user.
16. Send bulk and/or unsolicited email (SPAM).

Disciplinary Actions

Violations of this policy, or any administrative regulations and/or guidelines governing the use of the District's electronic communication network and District-issued email accounts, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion (in the case of students), or other appropriate legal or disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities. Any expenses incurred by virtue of violation of this policy, including but not limited to telephone long distance, per-minute or line charges, are the sole responsibility of the user.

No Expectation of Privacy

The District retains control, custody and supervision of all computers, its electronic communication network, and all District-issued email accounts. The District reserves the right to monitor all computer and network activity by students. Users have no expectation of privacy for information transmitted or received via the District's electronic communication network or contained or stored on the District's computers, including, but not limited to, electronic mail messages and stored files. The District reserves the right to search, examine and copy at any time and without prior notice or cause or suspicion the contents of any information stored on the District's network, including all District-issued email accounts. Students are not allowed to change the District-issued password.

Code of Conduct at a Glance

On the next page please find the Lincolnwood School District 74 code of conduct. In the effort to continue the One District • Three Schools • One Vision philosophy, using the same language for discipline as students move through the grades is important. However, please note that each school will introduce and implement these guidelines with the most age appropriate understanding possible. Should you have any questions, please contact your child's teacher.

This Code of Conduct is intended to be consistent with the District's disciplinary policies and, in the event it is inconsistent, Board Policy controls. Any disciplinary action in response to a violation of the District's policies and rules will be determined on a case-by-case basis and may include, without limitation, any of the consequences listed in the Code of Conduct and Board Policy. Other interventions also may be utilized.

Disclaimer

This Handbook is intended to describe school policy, practices, rules, and regulations and is a summary of Board policies governing the District. Board policies are available to the public at the District's Administration office and on the District's website. This Handbook may be amended at any time during the year without notice.

Code of Conduct at a Glance

Lincolnwood School District 74 believes in creating and maintaining, a safe and effective learning environment. We work to ensure that all students have the social/emotional skills needed to be successful in school. It is our goal to provide a school wide climate that is positive and consistent, where behavioral expectations are modeled, taught and understood. Our Code of Conduct applies to all- staff, students, and parents. We believe that respect, responsibility and safety are the basis of our school wide system. These expectations will be applied fairly and consistently. Violations of local, state, or federal law may subject students to prosecution by appropriate law enforcement authorities. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

LEVEL 1 INFRACTIONS (Minor Referral) Include but not limited to:	LEVEL 2 INFRACTIONS (Major Referral) Subject to Administrator discretion, Three (3) Level 1 Infractions will result in a Level 2 Infraction. Include but not limited to:	LEVEL 3 INFRACTIONS (Office Discipline Referral) ODR Include but not limited to:
• Disruptive actions/language ◦ Gum ◦ Excessive Talking ◦ Dress ◦ Excessive Tardiness ◦ Lack of Preparation for class ◦ Off task • Technology ◦ Improper Use • Academic Dishonesty • Verbal Aggression • Invasion of Privacy • Laser Pointers • Gang Activity • Interference/disruption of the educational environment	• Multiple Level I Offenses • Horseplay/Play Fighting • Inappropriate Location • Refusing to Follow Directions • Disrespectful actions/language – Indirect, Direct, Personal • Inappropriate Gesture/Actions • Harassment/Hazing • Skipping Class • Tobacco Possession • Invasion of Privacy • Gang Activity • Interference/disruption of the educational environment • Technology ◦ Improper use	• Multiple Level II Offenses • Physical Aggression • Battery of Staff • Harassment/Bullying – Verbal, Physical • Vandalism • Theft/Burglary • Possession of Stolen Property • Weapons • Drugs/Alcohol • Threatening Safety • Invasion of Privacy • Gang Activity • Interference/disruption of the educational environment • Technology ◦ Improper use
Teacher Directed Consequences for Level 1 Infractions <u>may</u> include, but are not limited to the following: • Verbal Warning/Redirection • Parent Communication – Email, Phone, Note • Temporary Removal from Classroom • Lunch/Recess/After-school Detention • Academic/extracurricular eligibility consideration	Office Directed Consequences for Level 2 Infractions <u>may</u> include, but are not limited to the following: • Parent communication – Email, Phone • Office Directed Detention – Lunch/Recess/After-school • Academic/extracurricular eligibility consideration	Office Directed Consequences for Level 3 Infractions <u>may</u> include, but are not limited to the following: • Parent Communication • Office Directed After-school Detention • In-School Suspension (ISS) • Out of School Suspension (OSS) • Removal from Activities • Expulsion (Board Approved)

Adopted: November 6, 2014

Lincoln Hall Middle School Eligibility Policy

All students that represent Lincoln Hall Middle School as a member of an interscholastic athletic team, or a member of the Lincoln Hall Middle School Musical or Play production will be held to the ***Extracurricular Eligibility Requirements***. There are two features to our eligibility policy that students, staff, and parents will be held accountable to know and comply with.

Academic Requirements

1. All student participants will be deemed eligible based on weekly grade reports. Students become ineligible if they earn either two D's and/or one F on the most current grade report. The ineligibility period will be from Tuesday through the following Monday. Student participants will not be allowed to participate in practices during the ineligibility period. Students will also not dress or participate in games/contests/performances during their period of ineligibility.

Beginning of the Trimester/EA Rotation Grace Period

1. All students shall be deemed eligible for two weeks beginning the second week of the trimester/EA rotation. This will allow student participants to be held responsible for their final trimester/EA rotation grades during the first week of the new trimester, and will also allow student participants to remain eligible when only a few opportunities for grades have been recorded.

Behavior Requirements

1. All student participants will be deemed eligible based on weekly write-up reports. Students become ineligible if they receive one Major write-up **plus** one Minor or Major write-up in a given week **OR** if they receive 3 Minor write-ups in a given week. The ineligibility period will begin immediately upon meeting the above criteria and last for a period of one week.
2. **Suspension** - All student participants will be deemed ineligible if they receive an In-School or an Out-of-School Suspension. The ineligibility period will be for the day(s) of the suspension period (practice, contest, and/or performance) **plus** one full week after the term of the suspension. (Students suspended on a Friday are ineligible that weekend)

Student: _____

Parent Signature: _____

Emergency Closing Information

In the event of inclement weather or other emergency situations, school closings will be announced on the following:

You will be contacted through our broadcasting system via phone and email

District 74's website: www.sd74.org

Emergency School Closing Center's website: www.emergencyclosingcenter.com

**TV or TV Station's website:
Channels 2, 5, 7, 9, FOX 32 and CLTV News**

Radio: WGN 720 AM or WBBM 780 AM

You may call the Emergency School Closing Center's Hotline at 847-238-1234 and enter the District's main phone number 847-675-8234, when prompted

Please do not call the schools or District office.

Phone lines must be kept open for emergency, maintenance, bus drivers, and police calls.

THIS PAGE IS A SAMPLE.

Lincolnwood School District 74

2022-2023 Parent/Student Handbook Acknowledgment Form

Your signatures below verify that you and your student received and have read the PARENT/STUDENT HANDBOOK and that you understand that the Handbook is only a summary of school, District, and Board of Education rules and policies. In addition, your signatures verify that you understand that you are subject to and must abide by its contents and all of the District's policies, and that you understand that a violation of any of the District's policies may lead to disciplinary consequences.

Please return this signed form to your students' school office by Friday, September 23.

Date: _____

Student's Name (printed): _____

Student's Signature: _____

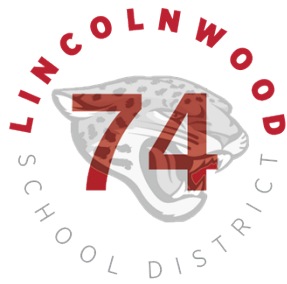
Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____

Student AUP/Electronic Network Access Agreement

As a student user of the Lincolnwood School District 74 electronic network, I hereby agree to communicate over the network in a responsible fashion and to comply with state and federal laws as well as rules, restrictions, procedures, and expectations found in the Parent/Student Handbook under the section entitled DISTRICT ELECTRONIC NETWORK AND INTERNET ACCESS.

Student's Signature: _____ Date: _____



Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: FY23 Facility Rental Fee for Lincolnwood Baseball and Softball Association (LSBA)

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

Lincolnwood Baseball and Softball Association (LBSA) has used SD74 facilities and fields for practices and games for several years. LBSA is a Category II organization according to the Facility Rental Policy updated in September 2019. The resulting fees would create an extreme hardship on LBSA.

Fiscal Impact:

Category II fees for the gyms and outdoor fields would not be collected during FY23

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to waive facility rental fees during fiscal year 2023 for Lincolnwood Baseball and Softball Association.



PO BOX 46443
Chicago, IL 60646

www.lwbba.org

LBA Board Members

John Dreuth
President

Michael Bartholomew
Vice President

Rick Hoffman
Vice President

Megan McCormick
Secretary

Donna Dreuth
Treasurer

Anna Koperski-Walsh
Village Liaison

Susan Kougias
Director

Ben Friedman
Director

Joe Osborne
Director

Dale DeVinney
Director

Kevin Vietti
Director

Jay Greenberger
Director

Chris Hutchison
Director

Peter Kougias
Director

Kira Hoffman
Director

Adam Kolovic
Director

Alex Stojanoff
Director

Eileen Canney Linnehan
Director

Matt Ceisel
Director

July 21, 2022

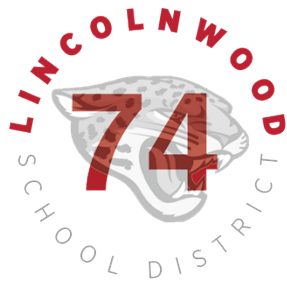
Lincolnwood School District 74 Board of Education:

Lincolnwood Baseball and Softball Association (LBSA) has used SD74 facilities and fields for many years. LBSA requests that all rental fees continue to be waived in the use of the SD74 facilities and fields.

Sincerely,

A handwritten signature in black ink that reads "John Dreuth". The signature is written in a cursive, flowing style.

John Dreuth
President, LBSA



Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: Lincolnwood Baseball & Softball Association Batting Cage Usage in Gymnasium

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

District Legal Counsel prepared the shared use agreement for Lincolnwood Baseball & Softball Association (LBSA). It is set up for an initial term followed by automatic renewal terms on the fiscal year. The fee for the initial term is waived, but the District retains discretion to impose a fee at any renewal term. The existing policies on facility use and physical fitness centers (i.e. AEDs) are incorporated into the agreement in the miscellaneous provisions at the end. The addition of the LBSA's batting cages is also referenced.

It is dated August 4 so that it can be presented to the Board of Education at that meeting. It is written for the Superintendent's signature, because policy 8:20 designates the Superintendent for approval of these. Board action is not necessarily required, but could be requested by the Committee or the Board President upon reviewing the agenda and packet (Dr. Russo would still sign after Board approval).

Fiscal Impact:

N/A

Recommendation:

The Facilities Committee concurs with the Administration to recommend to the Board of Education to approve this Shared Agreement with Lincolnwood Baseball & Softball Association.

**SHARED USE AGREEMENT BETWEEN
LINCOLNWOOD SCHOOL DISTRICT NO. 74 AND
LINCOLNWOOD BASEBALL & SOFTBALL ASSOCIATION**

THIS SHARED USE AGREEMENT (“Agreement”) is entered into by and between the BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT NO. 74, a body politic and corporate, (“District”) and LINCOLNWOOD BASEBALL ASSOCIATION, an Illinois not-for-profit corporation also doing business as “Lincolnwood Baseball & Softball Association”, (herein “LBSA”) as of August 4, 2022.

WHEREAS, the District owns the real property located at 6850 N. East Prairie Road, Lincolnwood, Illinois 60712, also known as Rutledge Hall School (the “Site”); and

WHEREAS, LBSA desires to utilize the gymnasium on the Site for temporary batting cage installation and use (the “Permitted Uses”); and

WHEREAS, the District has determined that LBSA’s use of the Site as set forth herein for its programs and activities will not interfere with the District’s use of the Site and will enhance the delivery of LBSA’s services to constituents of the District; and

WHEREAS, LBSA desires to utilize the Site and to enter into this Agreement defining the rights, duties, liabilities of the parties relating to the Site; and

WHEREAS, the Board of Education of the District has the authority to enter into agreements providing for the use of District facilities pursuant to Section 10-22.10 of the Illinois School Code and has delegated such authority to the Superintendent pursuant to Board Policy 8:20 and the administrative procedures thereto; and

WHEREAS, the Board of Education of the District has determined that it is in its best interests to enter into agreements such as this pursuant to the authority granted to it pursuant to the *School Code*, including, but not limited to, Section 10-22.10 thereof (105 ILCS 5/10-22.10).

NOW, THEREFORE, in consideration of the following mutual covenants and agreements, the District and the LBSA agree as follows:

1. **Grant of License.** The District hereby grants LBSA a non-exclusive agreement to use the Site for the Permitted Uses during the term stated herein subject to the terms and conditions of this Agreement. Incident to the Permitted Uses, LBSA shall also be permitted reasonable ingress and egress to and from the Site, non-exclusive use of the parking lot and driveways, and non-exclusive use of common areas such as bathrooms and hallways. When utilizing the Site under this Agreement, LBSA, its members, guests and invitees shall enter where designated by the District.

2. **Term.** The term of this Agreement shall commence immediately upon approval by both Parties and shall end on June 30, 2023 (the “Initial Term”). Thereafter, this Agreement shall automatically renew for 12-month terms that begin on July 1 and end on the following June

30 (a “Renewal Term”). The parties may terminate this Agreement at any time by mutual agreement in writing, signed by both parties. Either party may unilaterally terminate this Agreement by written notice to the other party, sent in accordance with Paragraph 14 below, at least thirty (30) days prior to the end of the term.

LBSA shall only be entitled to use the Site on the days mutually agreed upon by the parties on student attendance days after student attendance hours, for the Permitted Uses, subject to the use restrictions set forth in this Agreement. The parties shall meet to set a schedule for use of the Site during the Initial Term. The agreed upon schedule shall be signed by both parties and attached to this Agreement as Exhibit A. Site access for Renewal Terms shall be the same unless the parties meet and set a new schedule, which shall also be signed by both parties and attached to this Agreement as an additional exhibit.

3. **Permitted Uses and Conditions of Site.** The District is providing the Site on an “AS-IS” condition and makes no representations or warranties of any kind with respect to the condition of the Site or the fitness of the Site for any particular purpose or use. LBSA shall not use the Site for any use other than the Permitted Uses without the express written consent of the District, which it may withhold in its sole discretion. LBSA shall ensure that all of the programs it operates on the Site are properly supervised by individuals with the appropriate training to supervise such programs. Additionally, all coaches, staff and employees of LBSA who will be present on District property pursuant to this Agreement shall, prior to the commencement of this Agreement, submit to a fingerprint based criminal background check as detailed in Section 10-21.9 of the *School Code* (105 ILCS 5/10-21.9) to ensure that any coaches, staff and employees of LBSA have not been convicted of any of the prohibited offenses in such Section. No coach, staff member or employee of LBSA shall participate in any program under this Agreement, provide any services related thereto or be present on the District property if said person has been convicted of a prohibited offense.

4. **License Fee.** During the Initial Term, the District shall waive the license fee for this Agreement. For Renewal Terms, the District in its sole discretion shall set the license fee. Rates may be set in accordance with Board of Education Policy 8:20-E1 Fee Schedule, or may be modified in the discretion of the District. The license fee determination shall be signed by both parties and attached to this Agreement as an additional exhibit (which may be combined with any updated Site access schedule). Amounts shall be invoiced by the District monthly and shall be due within fourteen (14) days of receipt of the invoice. For hourly rates, a minimum of one hour will be charged. If the District does not receive the amount of the invoice when due, said invoice shall be considered late and LBSA shall pay a late fee of \$100.

5. **Alterations to Site.** LBSA shall make no alterations or improvements to the Site without the prior written approval of the District, which approval may be withheld in the District’s sole discretion. LBSA shall further be responsible for the removal of any additions to or installations on the Site, if so directed by the District, and for the cost of the repair of any damage to the Site as a result of said alterations, additions, or installations. Furthermore, LBSA shall not take any action on the Site that may result in a lien thereon. To the extent any lien is filed, recorded or asserted against the property due to any act or omission of LBSA, or its use of the Site, LBSA shall promptly discharge such lien; if LBSA fails to promptly discharge such lien, the District may

take such steps as it deems necessary to discharge the lien. LBSA shall be responsible for all costs and expenses incurred by the District in discharging any lien or repairing any damage to the Site, including reasonable attorneys fees.

The District acknowledges that LBSA's intended usage requires the installation of mounting anchors to walls of the gymnasium. The District and LBSA shall cooperate on the location and installation of said anchors. The District retains discretion over the final approval of the location of anchors, but its approval shall not unreasonably withheld. LBSA shall be responsible for the installation of said anchors by a professional contractor, who shall provide adequate insurance with the District named as an additional insured prior to the performance of the work.

6. **Priority Use of the Site.** The District shall retain priority use of the Site in the event it is needed for school-related activities. In such an event, the District shall provide LBSA with at least fourteen (14) days advanced written notice of such conflict and the District shall be entitled to use of the Site. LBSA shall be entitled to a refund of any prepaid fees related to the District's use of the Site under this Paragraph.

7. **Maintenance.** During its use of the Site, LBSA shall be responsible to maintain the Site in good and safe condition for the uses and purposes for which it is authorized to use the Site hereunder and shall leave the Site in a neat and clean condition. LBSA shall remove all personal property from the Site at the end of the use thereof. Any personal property left on the Site shall become the property of the District and it may dispose of it as it deems appropriate. LBSA shall be responsible for all costs and expenses incurred by the District in disposing any personal property left at the Site. Further, LBSA shall indemnify and hold harmless the Indemnitees (defined in Paragraph 10 below) from any claim by any third party related to the District's disposal of any personal property pursuant to the terms of this Paragraph.

8. **Equipment.** LBSA shall be responsible for providing all equipment necessary to operate its programs, including set-up, removal, and off-site storage. The District shall not provide any on-site storage or assistance in set-up or removal of equipment.

9. **Insurance.** LBSA shall maintain at all times while this Agreement is in effect, the following insurance: (i) commercial general liability insurance, on an occurrence basis, in the amount of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate; (ii) excess or umbrella insurance coverage on an occurrence basis in the amount of at least \$3,000,000 in the aggregate and per occurrence; (iii) automobile liability insurance with a limit of not less than \$1,000,000 each accident and such insurance shall cover liability arising out of any auto (including hired and non-owned autos); and (iv) workers' compensation insurance in at least the minimums required by law. LBSA shall name the Indemnitees (as defined in Paragraph 10 below) as additional insureds on all insurance required hereunder with the sole exception of the workers' compensation insurance. LBSA shall provide the District with a certificate of insurance, in a form acceptable to District, evidencing the insurance required hereunder. Upon demand, LBSA shall provide copies of all insurance policies required hereunder, and endorsements thereto, to the District. All insurance of LBSA shall be primary. Further, to the fullest extent permitted by such

policy, LBSA waives any and all rights of subrogation it or any of its insurers may have against any Indemnatee.

10. **Indemnity and Waiver.** LBSA hereby agrees to indemnify and hold harmless the District, its individual Board members, officers, officials, employees, volunteers and agents (collectively "Indemnitees"), harmless from and against any and all liabilities, obligations, claims, demands, damages, causes of action, costs, fees and expenses whatsoever, including, but not limited to reasonable attorney's fees, that arise out of, relating to or are connected with LBSA's use of the Site, or any breach of this Agreement. Further, to the fullest extent permitted by law, LBSA waives any and all claims, demands and causes of action it may have now or in the future against the Indemnitees arising out of, related to or connected with LBSA's use of the Site or any breach of this Agreement. LBSA shall ensure that it obtains insurance to cover the indemnification obligation stated in this Paragraph.

11. **Compliance with Laws.** In utilizing the Site, LBSA shall comply fully with the requirements of the *Illinois Human Rights Act* (775 ILCS 5/1-101 *et seq.*) including, but not limited to, the provision of sexual harassment policies and procedures pursuant to Section 2-105 of the Act, as well as all other applicable laws, rules and regulations. LBSA further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the *Americans With Disabilities Act* (42 U.S.C. § 12101 *et seq.*), and their rules and regulations.

12. **Property Taxes.** LBSA shall be responsible for any taxes and fees assessed against the Site or District property as a result of LBSA's use thereof, if any. LBSA shall promptly pay such taxes and fees upon demand. If LBSA fails to make such payment, the District may make such payment and LBSA shall be responsible for such payment and all other costs and fees, including attorneys' fees incurred by the District related to making such payment and obtaining reimbursement thereof from LBSA.

13. **Default.** If any party fails to comply with any of the terms hereof, the other party shall provide the breaching party with written notice describing in reasonable detail the nature of the breach. Upon receipt of the notice, the breaching party shall have fourteen (14) days to either remedy such breach, or, if such breach cannot be reasonably remedied within fourteen (14) days, take action to remedy such breach within said fourteen (14) days as quickly as is reasonably possible. If the breaching party fails to take action as required within the fourteen (14) day period, then the breaching party shall be in default of this Agreement and the non-defaulting party may suspend its obligations hereunder until such default is remedied, terminate this Agreement or take such other action as the non-defaulting party may have in equity or law. The District's maximum liability hereunder shall not exceed the amount of any prepaid fee made by LBSA. LBSA AGREES TO WAIVE ITS RIGHT TO A JURY TRIAL.

14. **Notice.** Any written notices provided for in this Agreement and copies of all correspondence shall be transmitted the parties at the following addresses:

LBSA

John James Dreuth
Lincolnwood Baseball Association
5424 W. Devon, Ste. 46443
Chicago, Illinois 60646

District

Dr. David Russo, Superintendent
Lincolnwood School District No. 74
6950 N. East Prairie Road
Lincolnwood, Illinois 60712

15. **Incorporation.** The recitals set forth above are incorporated into and made a part of this Agreement. In addition, the Board of Education's policies, exhibits, and administrative procedures on community use of school facilities and physical fitness facilities are incorporated into and made a part of this Agreement, including but not limited to Policy 4:170 and Policy 8:20.

16. **Governing Law and Venue.** This Agreement shall be construed under and in accordance with the laws of the State of Illinois. Venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and LBSA hereby submits to the jurisdiction of that court.

17. **Complete Understanding.** This Agreement constitutes the sole and only Agreement of the parties and supersedes any prior understanding or written or oral agreement between the parties respecting the within subject matter.

18. **Amendment.** No amendment, modification or alteration of the terms hereof shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed by the parties.

19. **Waiver.** The failure of either party to demand strict performance of this Agreement on any one occasion shall not prohibit such party from demanding strict performance hereof on any future occasion.

20. **Authority to Execute.** Each signatory hereto represents and warrants that they have the proper corporate authority to execute this Agreement and bind their respective entity to the terms and conditions hereof.

21. **No Third Party Beneficiaries.** This Agreement is by and between the signatories hereto and does not convey any benefits or rights to any third parties and no third party may rely upon the terms and conditions hereof.

22. **Assignment.** LBSA may not assign its interests in this Agreement to any third party without the prior written consent of the District, which it may withhold in its sole discretion.

23. **Counterparts & Facsimile Signatures.** This Agreement may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Agreement as if the parties had signed a single document. Facsimile signatures shall constitute original signatures for all purposes of this Agreement.

IN WITNESS WHEREOF, this Agreement is entered into as of the date first set forth above.

**LINCOLNWOOD BASEBALL
ASSOCIATION, an Illinois not-for-profit
corporation**

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL
DISTRICT NO. 74**

By: _____

Name: _____

Title: _____

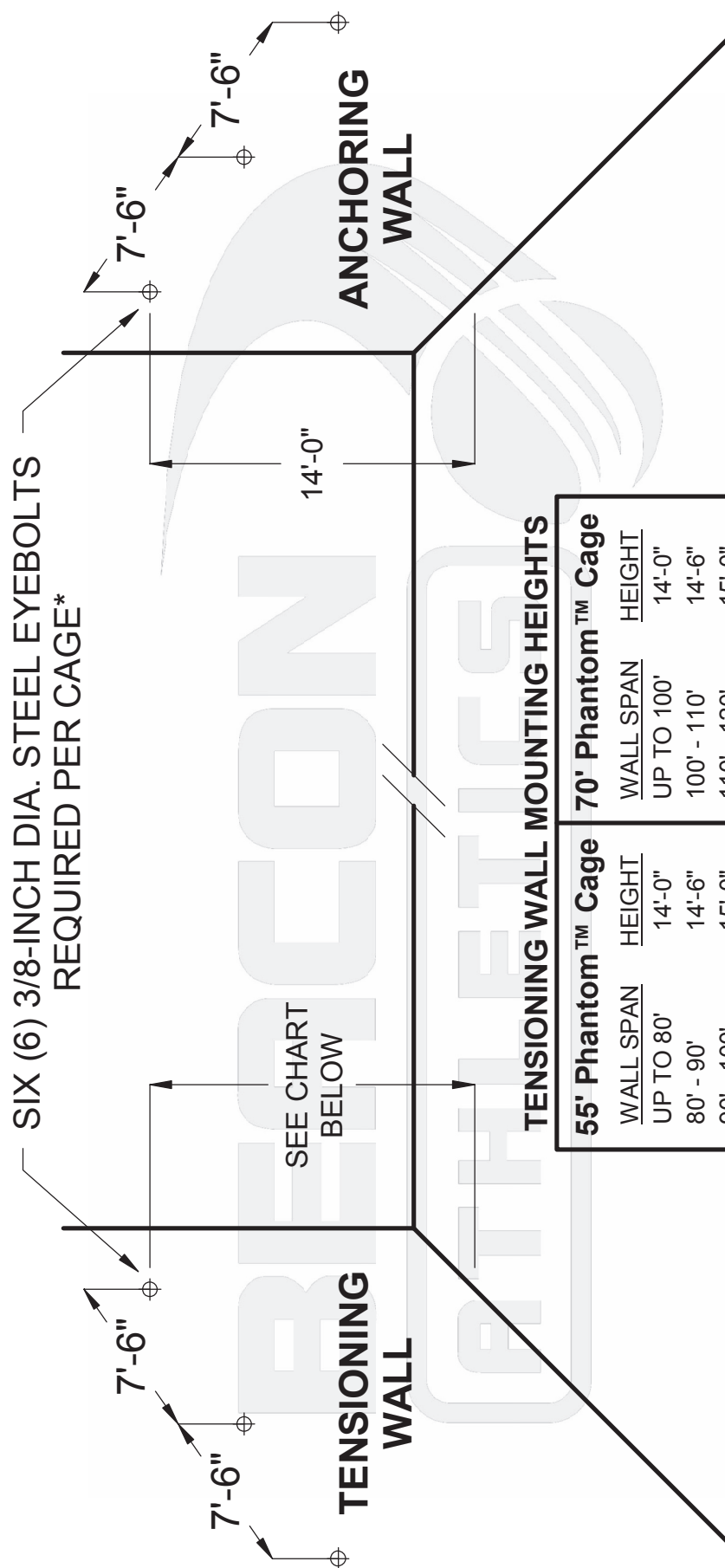
By: _____

Dr. David Russo, Superintendent

FIGURE 1-1

WALL ANCHOR POSITIONING

Phantom™
TENSIONED SPORTS CAGE SYSTEM



TENSIONING WALL MOUNTING HEIGHTS

55' Phantom™ Cage		70' Phantom™ Cage	
WALL SPAN	HEIGHT	WALL SPAN	HEIGHT
UP TO 80'	14'-0"	UP TO 100'	14'-0"
80' - 90'	14'-6"	100' - 110'	14'-6"
90' - 100'	15'-0"	110' - 120'	15'-0"
100' +	CALL	120' +	CALL

* EYEBOLTS AND WALL ANCHORS ARE NOT INCLUDED.
IT IS THE RESPONSIBILITY OF THE END USER TO PROVIDE THE EYEBOLTS
AND WALL ANCHORS APPROPRIATE FOR THEIR WALL CONDITION.

WALL ANCHORS MUST BE RATED TO SUPPORT A MINIMUM LOADING OF 250 LBS.
AND SIZED TO RECEIVE A 3/8" THREADED EYEBOLT.

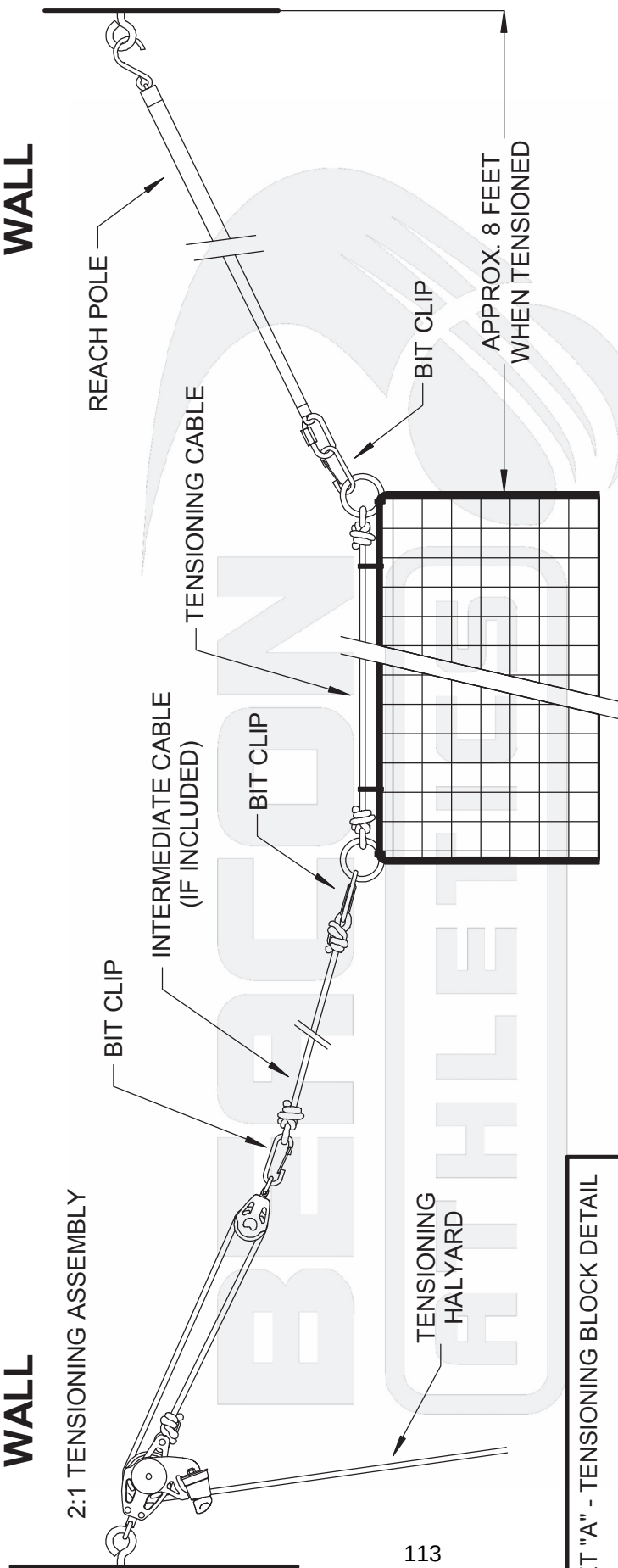
FIGURE 2-1

STANDARD ATTACHMENT DETAIL

Phantom™
TENSIONED SPORTS CAGE SYSTEM

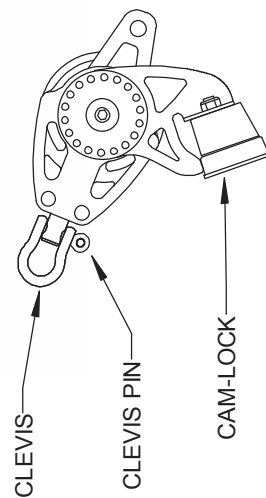
**TENSIONING
WALL**

**ANCHORING
WALL**



113

INSET "A" - TENSIONING BLOCK DETAIL



PLEASE NOTE: IT IS NORMAL TO EXPECT 18" TO 24" OF SAG THROUGHOUT THE CAGE, ALTHOUGH LESS CAN BE ATTAINED BY INCREASING TENSION ON THE HALYARDS.

INTERMEDIATE CABLES ARE INCLUDED FOR SPANS OVER 69' FOR A 55' CAGE AND 84' FOR A 70' CAGE.

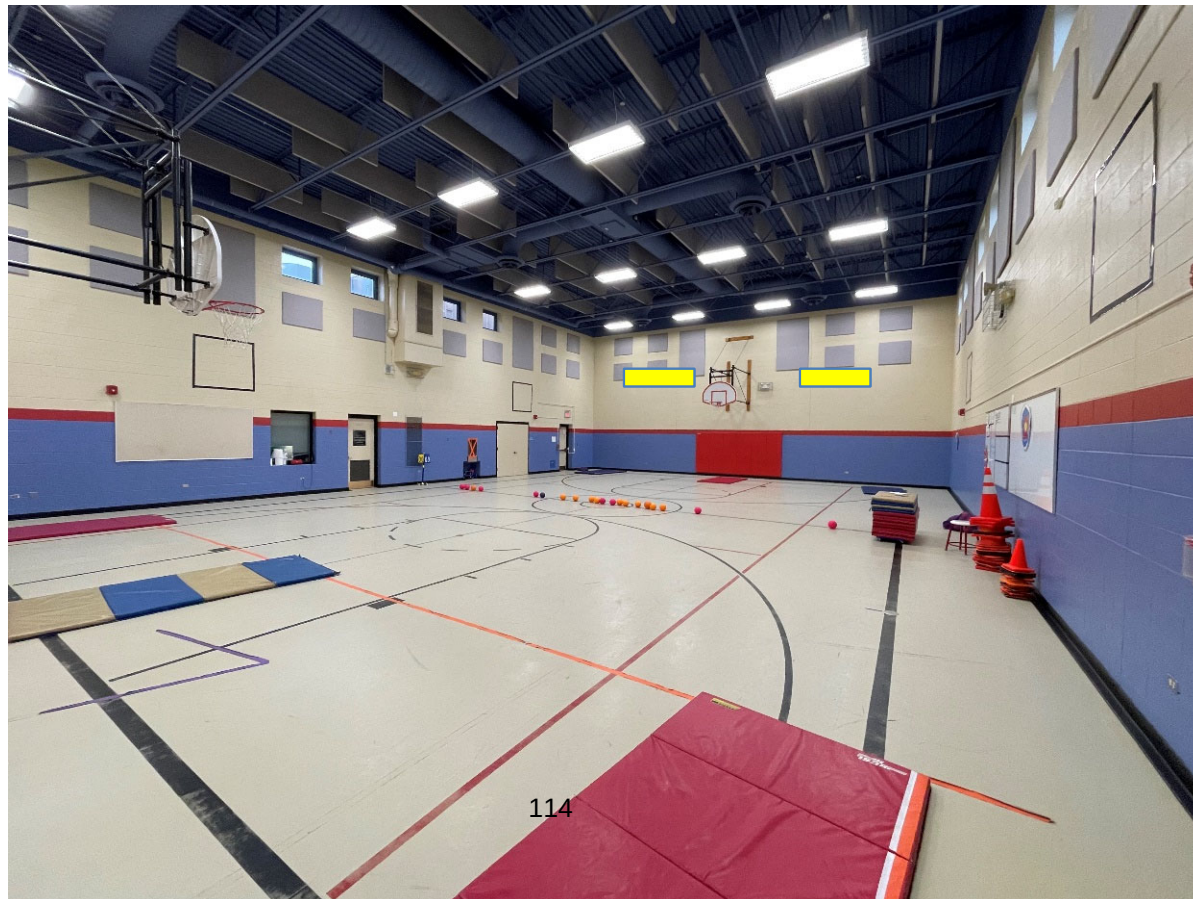
BEACON
ATHLETICS
1-800-747-5985

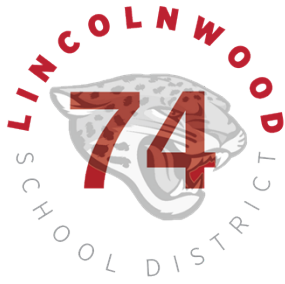
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Rutledge Hall Gym

- Gym is 70'x50'
- Ceiling height is 24' (22' to the bottom of the lights)
- 2 cages can run the long way of the gym on either side of the basketball hoop





Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: Authorization to Allow Additional Expense on the Sitework Project

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

Originally, a \$100,000 contingency allowance existed for the Sitework project with Murphy Construction Services. A third allowance authorization has been requested for the purpose of reinforcing weak ground areas recently discovered during demolition on the Todd Hall parking lot project, as well as assistance with the installation of the Rutledge Hall playground equipment. Only \$38,244 of the contingency remains for the \$46,339 cost of additional materials and labor. Therefore, Administration requests an additional \$8,095.00 to complete the sitework project.

Fiscal Impact:

\$8,095.00 beyond the original \$100,000.00 Contingency Allowance

\$100,000.00 Original Contingency Allowance

-\$48,856.00 Allowance #1 for Security Bollards & Village requirements

-\$12,900.00 Allowance #2 for Running Path Geogrid & Striping

=====

\$38,244.00 Remaining Allowance before Request #3

-\$15,564.00 #3: Curb/gutter, Geogrid at circle drive, RH Playground install, Check valve

-\$30,775.00 #3: Additional undercuts, Additional geogrid, Sidewalk credit

=====

-\$8,095.00

Recommendation:

The Facilities Committee concurs with the Administration to recommend that the Board of Education approve the Authorization to Spend Allowance from Murphy Construction Services for additional sitework materials and labor in the amount of \$46,339 which creates a cost of \$8,095 beyond the original contingency.



223 W. Jackson Blvd.
Suite 1200
Chicago, IL 60606
Phone: 312.253.3400

date: 7/25/2022
project no.: 21091
project: 2022 Sitework Renovations
auth no.: 3 Contingency

Authorization to Spend Allowance

owner: Lincolnwood School District 74
6950 N. East Prairie Road
Lincolnwood, IL 60712

contractor: Murphy Construction Services
16W273 83rd Street, suite D
Burr Ridge, IL 60527

attn: Kevin Daly

attn: Gordon Harmon

Project	Contingency Allowance	\$100,000.00
Allowance		
Amounts		
	TOTAL	\$100,000.00

SUMMARY OF WORK TO BE AUTHORIZED:

Additional curb and gutter replacement	\$ 2,871.00
Geogrid fabric installation at circle drive	\$ 2,223.00
Rutledge Hall playground installation	\$ 9,510.00
Install 1 Tideflex check valve	\$ 960.00
Excavate blue area on diagram 12. Install 12" of 3" stone. Total: \$31,995.	
Remaining amount of \$9,315 will be applied towards Change Order #1.	\$ 22,680.00
Total	\$ 38,244.00

SUPPORTING DOCUMENTATION ATTACHED:

Proposal dated 7-16-22
Proposal dated 7-25-22

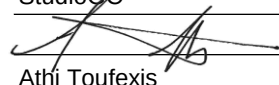
The original allowance amount was:	\$ 100,000.00
Net change by previous expenditures authorized:	\$ 61,756.00
Available allowance prior to this authorization request was:	\$ 38,244.00
Total amount of allowance expenditure to be approved this request:	\$ 38,244.00
The new available allowance following this authorization will be:	\$ -

This summary does not reflect any change to the Total Contract Amount or Contract Time.

If this authorization is acceptable, please sign three originals and forward two fully executed copies to the architect.
Retain the third copy for your files.

OWNER: Lincolnwood SD 74
SIGNATURE: _____
PRINT NAME: Kevin Daly
DATE: _____

CONTRACTOR: Murphy Construction
SIGNATURE: _____
PRINT NAME: Gordon Harmon
DATE: _____

ARCHITECT: StudioGC
SIGNATURE: 
PRINT NAME: Athi Toufexis
DATE: 7/25/2022

Proposal

Submitted to:	Studio GC Architects Athi Toufexis	Date:	7-16-2022
Address:	223 W. Jackson Blvd, Ste 1200 Chicago, IL. 60606	Job Details:	Additional Item to the Contract
Phone:	312-253-3433	Job Location:	Lincolnwood School Dist Lincolnwood, IL.
Fax:			
Email:	a.toufexis@studiogc.com		

Specifications:

- | | | |
|----|--|-------------------|
| 1) | B6:12 Curb and Gutter: | \$2,871.00 |
| | <ul style="list-style-type: none"> Remove and replace B6:12 curb and gutter. Based on 58 LF x \$49.50 per LF | |
| 2) | Geogrid Fabric: | \$2,223.00 |
| | <ul style="list-style-type: none"> Install Geogrid fabric in the circle drive. | |
| 3) | Playground Installation: | \$9,510.00 |
| | <ul style="list-style-type: none"> Install playground equipment at Rutledge Hall School as per installation instructions. | |
| 4) | Check Valve: | \$960.00 |
| | <ul style="list-style-type: none"> Install 1 Tideflex Check Valve. | |





Total Bid Price: \$15,564.00

Special Notes:

- Payment Terms: Net 15 days.
- Bid is good for 30 days from the date on the estimate or until the end of the season (usually November).
- Bid is based on the current material prices at the date of this proposal. Should price of material change bid will change accordingly.
- All permits to be provided by others
- Murphy Construction Services, LLC is not responsible for delays in work due to weather, acts of God, governmental restrictions or regulations, local labor shortages, shortages of raw material, supplies, transportation, fuel, or any other result out of the control of Murphy Construction Services, LLC.
- Payments not made within the terms of this contract shall bear interest at two percent (2%) per month for a true A.P.R. of twenty four percent (24%). Cost of collections of any unpaid balance including attorney fees and court costs of any type shall be the responsibility of the owner and/or agent and/or management co. and shall be paid along with the unpaid balance by the owner and/or agent and/or management co.
- All material and work is guaranteed to be as specified and warrantied for 1 year. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. All work is covered by workman's compensation, general liability insurance, and bonded.

Authorized Signature: _____
Murphy Construction Services, LLC

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____

Athi Toufexis

From: Gordon Harmon <gharmon@murphy-construction.com>
Sent: Saturday, July 16, 2022 7:51 AM
To: Athi Toufexis
Cc: Mike Murphy
Subject: Re: Lincolnwood School District - Allowance authorization #3
Attachments: Lincolnwood School Dist. 74 - Athi Toufexis - 2022 Site Renovations - allowance request 3 - Revised 7-16-2022.pdf

CAUTION: External Email.

Hi Athi,

Here is the revised allowance authorization. Also answers to your questions.

1. Curb and Gutter: Price is per unit number in bid.
2. Won't know what additional cost for 2023 are until next year.
3. Geogrid Fabric: Material cost \$1,653.00
4. Labor: 2 guys for 2 hours + bobcat for 1 hour \$570.00
5. Playground installation: 78 man hours with travel time and mobilization
6. Check Valve is material only

Thanks,

Gordon Harmon
Estimator/Project Manager
Murphy Construction Services, LLC
16w273 83rd St., Suite D
Burr Ridge, IL 60527
630 654-8242 x. 17- Direct
630 654-0730- Fax
630 991-7756- Mobile
gharmon@murphy-construction.com



From: Athi Toufexis <a.toufexis@studiogc.com>
Sent: Thursday, July 14, 2022 10:55 PM
To: Gordon Harmon <gharmon@murphy-construction.com>
Cc: Mike Murphy <Mmurphy@murphy-construction.com>
Subject: RE: Lincolnwood School District - Allowance authorization #3

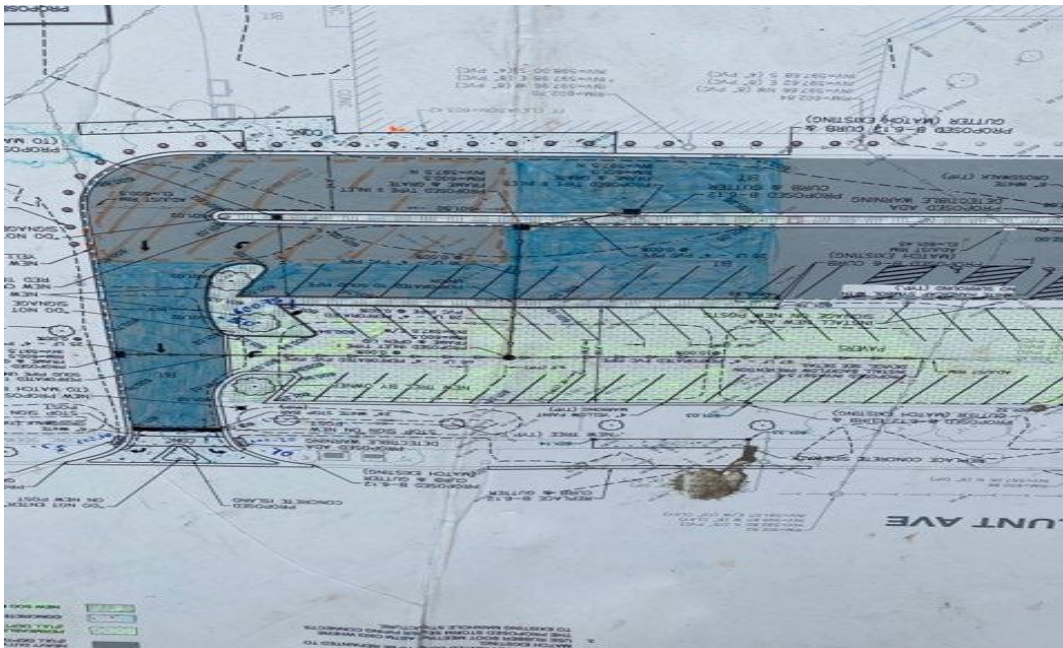
EXTERNAL: This email originated from outside of the organization. Please use caution with links and attachments.

Proposal

Submitted to:	Studio GC Architects Athi Toufexis	Date:	7-25-2022
Address:	223 W. Jackson Blvd, Ste 1200 Chicago, IL. 60606	Job Details:	Allowance Request #4 Undercuts and Geogrid
Phone:	312-253-3433	Job Location:	Lincolnwood School Dist. Lincolnwood, IL.
Fax:			
Email:	a.toufexis@studiogc.com		

Specifications:

- | | |
|--|---------------------|
| 1) Undercuts: <ul style="list-style-type: none"> Excavate blue area on diagram 12". Install 12" of 3" stone. Price is based off unit number in bid: 6405 SF @ 12" = 237 CY's x \$135.00 per CY | \$31,995.00 |
| 2) Geogrid Fabric: <ul style="list-style-type: none"> Install Geogrid fabric for area of 6,405 SF. Material \$3,300.00 Labor \$480.00 | \$3,780.00 |
| 3) Sidewalk Credit: <ul style="list-style-type: none"> Credit sidewalk at the South West corner of Todd Hall School. | (\$5,000.00) |





Total Bid Price: \$30,775.00

Special Notes:

- Payment Terms: Net 15 days.
- Bid is good for 30 days from the date on the estimate or until the end of the season (usually November).
- Bid is based on the current material prices at the date of this proposal. Should price of material change bid will change accordingly.
- All permits to be provided by others
- Murphy Construction Services, LLC is not responsible for delays in work due to weather, acts of God, governmental restrictions or regulations, local labor shortages, shortages of raw material, supplies, transportation, fuel, or any other result out of the control of Murphy Construction Services, LLC.
- Payments not made within the terms of this contract shall bear interest at two percent (2%) per month for a true A.P.R. of twenty four percent (24%). Cost of collections of any unpaid balance including attorney fees and court costs of any type shall be the responsibility of the owner and/or agent and/or management co. and shall be paid along with the unpaid balance by the owner and/or agent and/or management co.
- All material and work is guaranteed to be as specified and warranted for 1 year. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. All work is covered by workman's compensation, general liability insurance, and bonded.

Authorized Signature: _____
Murphy Construction Services, LLC

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____

**AIA**[®]**Document G701™ – 2017****Change Order**

PROJECT: *(Name and address)*
 Lincolnwood School District 74
 Project #21091
 2022 Sitework Renovations

CONTRACT INFORMATION:
 Contract For: General Construction

 Date: April 06, 2022

CHANGE ORDER INFORMATION:
 Change Order Number: 001-R

 Date: July 25, 2022

OWNER: *(Name and address)*
 Lincolnwood School District 74
 6950 N. East Prairie Road
 Lincolnwood, IL 60712

ARCHITECT: *(Name and address)*
 StudioGC, Inc.
 223 W. Jackson Blvd., Suite 1200
 Chicago, IL 60606

CONTRACTOR: *(Name and address)*
 Murphy Construction Services, LLC
 16W273 83rd Street, Suite D
 Burr Ridge, IL 60527

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

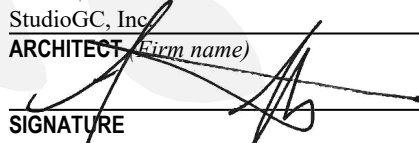
Remaining amount not covered by Allowance Authorization #3 to excavate blue area on Diagram 12; install 12" of 3" stone.
 \$9,315.00
 Install Geogrid fabric for area of 6,405.s.f. \$3,780.00
 CREDIT for sidewalk at southwest corner of Todd Hall. (\$5,000.00)
TOTAL: \$8,095.00

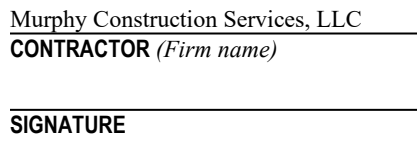
The original Contract Sum was	\$ 1,182,900.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,182,900.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 8,095.00
The new Contract Sum including this Change Order will be	\$ 1,190,995.00

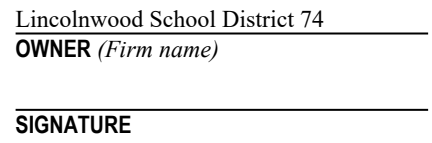
The Contract Time will be unchanged by Zero (0) days.
 The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

StudioGC, Inc.
ARCHITECT *(Firm name)*

SIGNATURE
 Athi Toufexis, Project Manager
PRINTED NAME AND TITLE
 7/25/22
DATE

Murphy Construction Services, LLC
CONTRACTOR *(Firm name)*

SIGNATURE
 Michael Murphy, President
PRINTED NAME AND TITLE
DATE

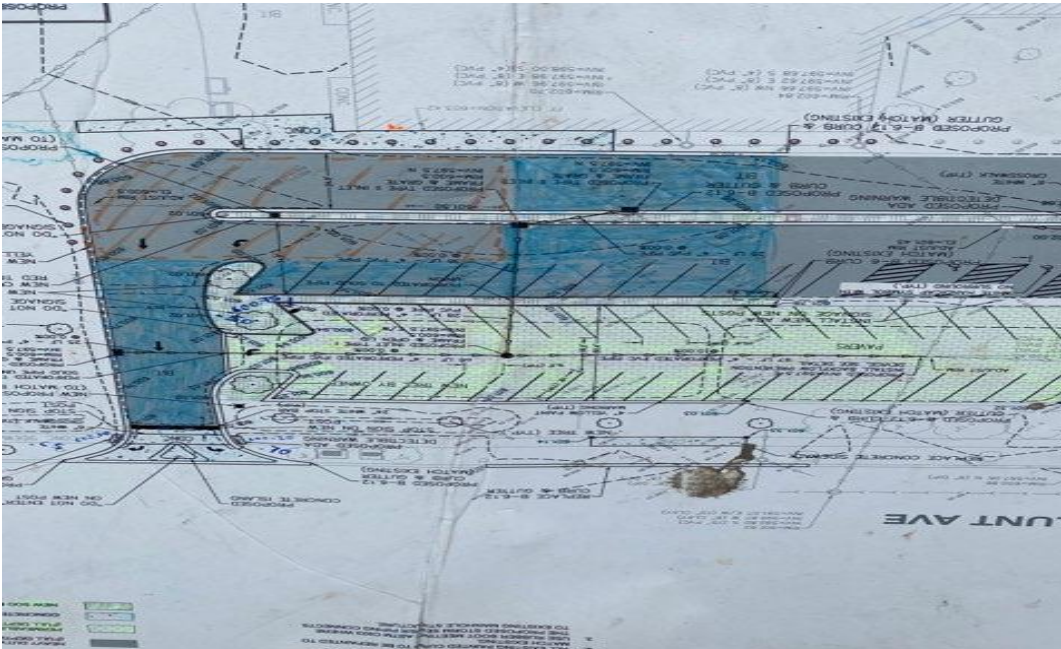
Lincolnwood School District 74
OWNER *(Firm name)*

SIGNATURE
 Kevin Daly, Board President
PRINTED NAME AND TITLE
DATE

Proposal

Submitted to:	Studio GC Architects Athi Toufexis	Date:	7-25-2022
Address:	223 W. Jackson Blvd, Ste 1200 Chicago, IL. 60606	Job Details:	Allowance Request #4 Undercuts and Geogrid
Phone:	312-253-3433	Job Location:	Lincolnwood School Dist. Lincolnwood, IL.
Fax:			
Email:	a.toufexis@studiogc.com		

Specifications:

- | | |
|--|---------------------|
| 1) Undercuts: <ul style="list-style-type: none"> Excavate blue area on diagram 12". Install 12" of 3" stone. Price is based off unit number in bid: 6405 SF @ 12" = 237 CY's x \$135.00 per CY | \$31,995.00 |
| 2) Geogrid Fabric: <ul style="list-style-type: none"> Install Geogrid fabric for area of 6,405 SF. Material \$3,300.00 Labor \$480.00 | \$3,780.00 |
| 3) Sidewalk Credit: <ul style="list-style-type: none"> Credit sidewalk at the South West corner of Todd Hall School. | (\$5,000.00) |





Total Bid Price: \$30,775.00

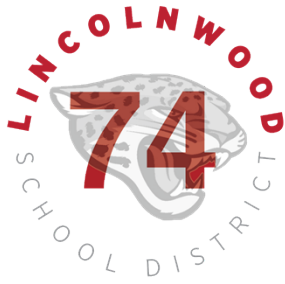
Special Notes:

- Payment Terms: Net 15 days.
- Bid is good for 30 days from the date on the estimate or until the end of the season (usually November).
- Bid is based on the current material prices at the date of this proposal. Should price of material change bid will change accordingly.
- All permits to be provided by others
- Murphy Construction Services, LLC is not responsible for delays in work due to weather, acts of God, governmental restrictions or regulations, local labor shortages, shortages of raw material, supplies, transportation, fuel, or any other result out of the control of Murphy Construction Services, LLC.
- Payments not made within the terms of this contract shall bear interest at two percent (2%) per month for a true A.P.R. of twenty four percent (24%). Cost of collections of any unpaid balance including attorney fees and court costs of any type shall be the responsibility of the owner and/or agent and/or management co. and shall be paid along with the unpaid balance by the owner and/or agent and/or management co.
- All material and work is guaranteed to be as specified and warranted for 1 year. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. All work is covered by workman's compensation, general liability insurance, and bonded.

Authorized Signature: _____
Murphy Construction Services, LLC

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____



Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: Cyber Coverage on CLIC Insurance Invoice 2022-23

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose

The Board of Education approves all expenditures in excess of \$10,000.

Background:

The Administration received CLIC's 2022-23 Property/Casualty and Fiduciary Liability Insurance renewal costs in mid-June without the cyber amount listed. A partial payment of \$92,356 was approved at the June 23, 2022 Board of Education meeting. The final invoice arrived in late June with the cyber coverage amount listed as \$23,509 which is 74.7% increase over last year's \$13,458 for cyber.

Fiscal Impact:

CYBER = \$23,509

$\$90,206 + \text{CYBER} + \$2,150 = \$115,867$

$\$95,427 + \$2,150 = \$97,577$ was the total for 2021-22

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the Cyber Insurance invoice in the amount of \$23,509 from CLIC for coverage beginning July 1, 2022 through June 30, 2023.

COLLECTIVE LIABILITY INSURANCE COOPERATIVE

2022-2023 PROPERTY/CASUALTY

PROGRAM COST COMPARISON – Revised w/Cyber Pricing

District: Lincolnwood School District #74

Fixed Costs	2021-2022 Expiring	2022-2023 Proposed
Package (includes General Liability, Auto Liability, Garage Liability, Police Professional/Security Guards, Bullying and Crime)	\$1,900	\$1,961
Property (including Auto Physical Damage) \$625,000,000 Limit	\$16,238	\$18,580
Boiler & Machinery	\$1,510	\$1,550
School Board Legal Liability - \$20,000 Deductible	\$4,037	\$4,300
Excess Liability \$36M xs \$1M Limit	\$5,270	\$5,815
Student Accident – Mandatory	\$5,111	\$5,115
Student Accident – Catastrophic	\$1,262	\$1,263
Pollution Liability	\$1,049	\$1,138
Cyber Liability/Identity Theft - \$2,000,000 Limit; \$25,000 Deductible	\$13,458	\$23,509
Crisis Protect	\$1,735	\$1,735
Arthur J. Gallagher Risk Management Services Fee	\$5,146	\$5,331
Gallagher Bassett Services Claims Administration Fee	\$1,042	\$965
Gallagher Bassett Services Loss Control Fee	\$995	\$995
CLIC Program Management Operating Fee ⁽¹⁾	N/A	N/A
Total Fixed Costs	\$58,755	\$72,257
% of Change		22.98%

Variable Costs	2021-2022 Expiring	2022-2023 Proposed
Loss Fund – Package (includes actuarial debit/credit) ⁽²⁾	\$32,371	\$37,904
Actuarial Debit/Credit – Package	20.0%	20.0%
Loss Fund – School Board Legal Liability (includes actuarial debit/credit) ⁽²⁾	\$3,737	\$3,554
Actuarial Debit/Credit – School Board Legal Liability	-10.0%	-13.0%
Total Program Contribution on a Maximum Cost Basis	\$94,863	\$113,715
% of Change		19.87%

Total Program Costs Due for July 1, 2022-2023	\$113,715
--	------------------

Statistical Information	2021-2022 Expiring	2022-2023 Proposed	% Change
Total Insurable Values (Includes Vehicles)	\$83,274,107	\$90,634,085	8.84%
Students	1,262	1,263	0.08%
Vehicles	1	1	0.00%

⁽¹⁾ The CLIC Property/Casualty Program Management Operating Fee is allocated to each member by the CLIC treasurer. This fee is solely used to pay for those expenses such as the Treasurer Services, Legal Services, Publication of Safe Schools Newsletter, Appraisal Cost, Audit Expenses, D&O Insurance, Actuarial Expenses and Meeting Expenses that are needed to operate the pools operations. In the past, the cooperative has utilized loss fund interest earnings to pay for those expenses. Due to the lack of interest income to cover the cooperatives expenses, a slight fee must be allocated to each member. The CLIC Executive Committee concurred that beginning with the 2014/2015 renewal a Program Management Operating Fee will be instituted only on the Property/Casualty Program. The fee will be based upon the minimum fee of \$552 per district with a rate per student charge. The maximum amount a member district could pay is \$5,980. For Fiscal Year 2022-2023, the CLIC Executive Committee has elected to continue the suspension of this charge per the treasurer's recommendation due to sufficient interest earnings to cover these costs.

⁽²⁾ Actuarial Debit/Credit is provided by independent audit firm Milliman, Inc. based on each district's loss experience for the past 5 years, not including the current year.



Collective Liability Insurance Cooperative

July 1, 2022 to July 1, 2023

Property/Casualty/Student Accident Program

INVOICE

School District: Lincolnwood School District #74

DUE BY: July 31, 2022

Effective Date	Policy #	Company	Description	Annual Premium
July 1, 2022	CLICCR2022; CLICGL2022; CLICAL2022;	CLIC / Great American Insurance Company	Package Policy	\$1,961
July 1, 2022	CLICPR2022	CLIC / Travelers Insurance Company	Property (\$625,000,000 limit)	\$18,580
July 1, 2022	76401709	Chubb Insurance Group	Boiler & Machinery	\$1,550
July 1, 2022	CLICSBL2022	CLIC / QBE Insurance Corporation	School Board Legal Liability	\$4,300
July 1, 2022	CLICXS2022	CLIC Old Republic / CLIC Brit-Markel / CLIC Old Republic-American Hallmark-Upland/ CLIC Everest Re/ CLIC Great American	Excess Liability (\$36,000,000 limit)	\$5,815
July 1, 2022	13379922	Gerber Life Insurance Co.	Student Accident – Mandatory	\$5,115
July 1, 2022	1306000222	Gerber Life Insurance Co.	Student Accident – Catastrophic	\$1,263
July 1, 2022	TBD	Cowbell (\$1M)/Westchester (\$1M)	Cyber Liability – (\$2,000,000 limit)	\$23,509
July 1, 2022	ISPILLSCAWU3002	Ironshore Specialty Ins. Co.	Pollution Liability	\$1,138
July 1, 2022	B1262FC0228322	Lloyd's of London	Gallagher Crisis Protect (GCP)	\$1,735
July 1, 2022	N/A	Arthur J. Gallagher	Risk Management Services Fee	\$5,331
July 1, 2022	N/A	Gallagher Bassett Services	Claims Administration Fee	\$965
July 1, 2022	N/A	Gallagher Bassett Services	Loss Control Services	\$995
July 1, 2022	N/A	CLIC	CLIC Program Management Operating Fee	N/A
July 1, 2022	N/A	CLIC	Loss Fund – Package	\$37,904
July 1, 2022	N/A	CLIC	Loss Fund – School Board Legal	\$3,554
TOTAL PROGRAM COSTS DUE				\$113,715

PLEASE MAKE YOUR CHECK PAYABLE TO CLIC AND REMIT IT TO:
ISDLAF PLUS – COLLECTIVE LIABILITY INSURANCE COOP
36496 TREASURY CENTER
CHICAGO, IL 60694-6400

IF YOU WOULD LIKE TO SEND YOUR PAYMENT BY WIRE TRANSFER:
BANK NAME: BMO HARRIS BANK NA
ABA ROUTING #071000288
ACCOUNT TITLE: ILLINOIS SCHOOL DISTRICT LIQUID ASSET FUND PLUS
ACCOUNT #: 2972503
FURTHER CREDIT: COLLECTIVE LIABILITY INSURANCE COOPERATIVE
ACCOUNT 10274-102

In accordance with the CLIC By-Laws, a 6% interest rate will be charged to the School District for any payment received after its due date.

STAFF
Pre-Approval for Conference/Meeting
(Overnight)

Employee: Dominick Lupo Position: Asst Supt

Conference/Mtg.: IATD Fall Workshop (Title 1) Location: Springfield IL

Conference/Mtg. Dates (from): 09/19/22 (to): 09/21/22

Dates absent from work (from): 09/19/22 (to): 09/21/22

Maximum ESTIMATES of expenses for which employee will request reimbursement: TRAVEL (estimated)

- Plane, bus, or train fare

- Special fares for bus and taxi

click on this url to search current rate and fill in box below: <http://www.irs.gov/>

- Auto Mileage: 366.000 Miles x rate: 62.5 = 228.75
(calculate from District address starting point)

- Parking: Day(s) xrate: = 0.00

ROOM

- Submit receipt for hotel or motel bill (estimated) 280.24

- Tips (includes Red Caps/Porters, Bellhops, etc.)

MEALS

Maximum (per GSA) per day is authorized for meals	197.25
---	--------

REGISTRATION FEES

IATD Registration	275.00
-------------------	--------

MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:

[illegible]

--

Budget Code: 10.0.2210.312.00.0000.00

Total Estimate of Expenses: 981.24

Principal/Administrator Approved:

Date:

Superintendent or Designee Approved:

Date:

Upon approval of the conference, it is the staff member's responsibility to officially register for the event using the Building Principal's p-card.

Please submit **TWO** copies.

One will be returned and should be resubmitted when actual conference expenses have been finalized. **ALSO,** please attach a brief summary about the purpose of attending this conference/meeting and how it will enhance the educational environment for students.



STAFF
Pre-Approval for Conference/Meeting
(Overnight)

Employee: Scott Herman Position: Database Manager

Conference/Mtg.: Powerschool Users Group Midwest Conferenc Location: Michigan City, IN

Conference/Mtg. Dates (from): 10/17/22 (to): 10/19/22

Dates absent from work (from): 10/17/22 (to): 10/19/22

Maximum ESTIMATES of expenses for which employee will request reimbursement: TRAVEL

(estimated)

- Plane, bus, or train fare 0.00
- Special fares for bus and taxi 0.00
- Auto Mileage: 153.000 Miles x rate: 0.625 = 95.62
(calculate from District address starting point)
- Parking: 3.000 Day(s) x rate: 0.000 = 0.00

click on this url to search current rate and fill in box below: <http://www.irs.gov/>

ROOM

- Submit receipt for hotel or motel bill (estimated) 288.94
- Tips (includes Red Caps/Porters, Bellhops, etc.)

MEALS

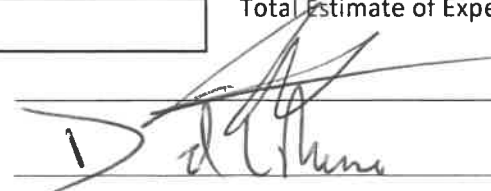
- Maximum (per GSA) per day is authorized for meals 197.50

REGISTRATION FEES

Registration Fees 449.00

MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:

Budget Code: Total Estimate of Expenses: \$1,031.07

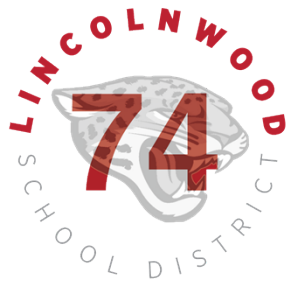
Principal/Administrator Approved:  Date: 7/12/22

Superintendent or Designee Approved: Date: 7/12/22

Upon approval of the conference, it is the staff member's responsibility to officially register for the event using the Building Principal's p-card.

Please submit **TWO** copies.

One will be returned and should be resubmitted when ~~131~~ final conference expenses have been finalized. **ALSO**, please attach a brief summary about the purpose of attending this conference/meeting and how it will enhance the educational environment for students.



Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: Donation of Musical Instruments

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

In accordance with District Policy 8:80, a donation approval is presented to Lincolnwood School District 74 for a guitar, viola and stand provided by Magdalena Herlo.

Fiscal Impact:

Value unknown

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to accept the donation of musical instruments from Magdalena Herlo.

Donation Approval

Donation Procedures:

1. Donations may be in the form of cash, checks, securities, materials, or property.
2. This form should be completed on the day a donation is received.
3. The person receiving the donation must email or fax this form to the Business Manager for approval on the day the donation is received.
4. The Board of Education will consider ratifying the Business Manager's approval at the next Board Meeting.

Current Date: 6/15/22

Donor: MARGALENA HERLO

Building: LH

Donation Amount: GUITAR, VIOLA, STAND

Date of Donation: 6/15/22

Person Receiving Donation: JOHN JONES

Description: GUITAR, VIOLA, AND STAND

Business Manager Approval: _____

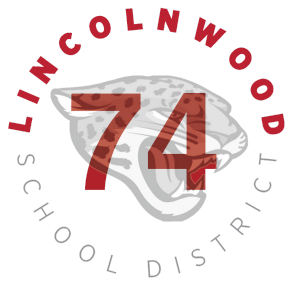
Board of Education Approval: _____

CREATE: May 7, 2020

REVISE:

REVIEW:

8:80AP



Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: Annual Renewal of Formative at Rutledge Hall for 2022-2023

PREPARED BY: Jordan Stephen

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

Formative is a cloud-based assessment platform that provides feedback, keeps students engaged and accountable in both virtual and traditional classrooms. Formative provides teachers with real-time information on student work and allows for immediate intervention and support. In the past, Rutledge Hall teachers had used a free version of Formative but were given access to premium features during the 2020 school year. With Formative, teachers have assessment options such as advanced question types, student growth tracking, and the ability to co-teach and collaborate on assessments, benefitting the teaching and learning environment. Most importantly, Formative provides the staff with the tools needed to match the Illinois Learning Standards to assessments that can be shared across the grade level to help make data-informed decisions on mastery of a subject.

During the 2021-2022 school year, Formative was used by over 65% of the core teaching staff at Rutledge Hall, collecting and sharing data on thousands of small assessments within the classrooms.

The District's Legal Counsel has reviewed the Terms of Service and referenced that the vendor was offered our standard amendment to the agreement in the past but had refused to sign. We have re-presented the agreement and the vendor has signed the new amendment. Counsel also offered some past history on the National Data Privacy Agreement (IL-NDPA) and the Student Online Personal Protection Act (SOPPA). During the last renewal, counsel reviewed the IL-NDPA from Orland School District #135 and found the document to be acceptable. Counsel indicated at that time the District could sign off an Exhibit E, provided that it accurately reflects the same configuration that we use in our District. This process is now complete.

Fiscal Impact:

\$3,515.89. The District paid Formative \$3,421 during the 2021-2022 school year.

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to renew the Formative license at Rutledge Hall for the amount of \$3,515.89 for the 2022-2023 school year.

Formative

Quote Title	Formative and Rutledge Hall Elem School . 2022-2023	Creation Date	3/15/2022
Company Address	1158 26th Street, #161 Santa Monica, California 90403 United States	Expiration Date	6/30/2022
		Quote Number	00001103
Prepared By	Casey Kooiman	Contact Name	Jordan Stephen
Email	casey@formative.com	Phone	847-675-8234
		Email	jstephen@sd74.org
Bill To Name	Jordan Stephen	Ship To Name	Jordan Stephen
Bill To	6950 N East Prairie Rd Lincolnwood, Illinois 60712-2520 United States	Ship To	6950 N East Prairie Rd LINCOLNWOOD, Illinois 60712 United States

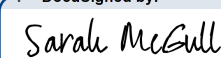
Product	Line Item Description	Service Year	Start Date	End Date	Quantity	Unit Price	Total Price
Standard Formative License	Formative Partner Licenses for 390 Students and All Associated Admin and Educators	2022	7/1/2022	6/30/2023	390.00	\$9.02	\$3,515.89
Total Price							\$3,515.89

Notes & Terms

Description Subscription Terms: July 1, 2022 to June 30, 2023

Terms To place your order, please email a signed copy of this Proposal to the email address listed on this quote. By signing and returning this proposal or sending to us any Student Data for implementation, you are deemed to have accepted this proposal and all Terms of Service and other Policies associated with it. Customer agrees that if its internal procedures require that a purchase order be issued as a prerequisite to payment of any amounts due to Formative, it will timely issue such purchase order and inform Formative of the number and amount thereafter.

Quote Acceptance Information

Signature 

Name Sarah McGull

Title Director of Client Success

Date 7/5/2022

AMENDMENT TO AGREEMENT BETWEEN THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT 74 AND FORMATIVE

This Amendment is entered into as of August 4, 2024, by and between the Board of Education of Lincolnwood School District No. 74 ("School District") and Formative ("Formative") pursuant to Quote Number 00001103 dated March 15, 2022, and the Terms of Service (collectively, the "Agreement"), and shall continue in force for any extensions of the Agreement or subsequent renewals or order forms, unless otherwise agreed by the Parties.

1. **Terms and Conditions.** This Amendment modifies the Agreement entered into by the Parties. Terms and conditions not amended herein shall have the same meaning as in the Agreement. If there is conflict between this Amendment and the Agreement, the terms of this Amendment will prevail. Formative shall not materially modify or amend the Agreement (see <https://www.formative.com/legal/terms>) during the term of this Agreement or any extension thereof, without providing written notice.
2. **Auto-Renewal.** The term of the Agreement between the parties shall not automatically renew. Subsequent extensions of the Agreement shall require notice to and approval of the School District.
3. **FOIA/OMA.** School District shall not be required to make any claim of privilege that may be applicable to prevent disclosure in response to, and will not be required to notify Formative prior to any disclosure in response to, a valid FOIA request for information that is not confidential or proprietary. Formative acknowledges and agrees that the Agreement is not confidential or exempt from disclosure under the Illinois Freedom of Information Act or Open Meetings Act.
4. **Governing Law/Venue.** This Agreement will be governed and construed in accordance with the laws of the State of Illinois, without regard to any conflicts of law provisions. Venue for all actions between the parties shall lie solely in the Circuit Court of Cook County, Illinois. Formative hereby agrees to this exclusive venue, to personal jurisdiction of this court, and to service of process in accordance with its rules of civil procedure, and Formative waives any objection that this venue is not convenient. Any references to binding arbitration shall be deleted from the Agreement.
5. **Illinois Student Privacy Laws.** In addition to its obligation to maintain student data in accordance with applicable federal laws, Formative shall also maintain all student data obtained from School District in accordance with any applicable Illinois laws, including (without limitation, and only to the extent applicable) the *Illinois School Student Records Act* (105 ILCS 10/1 *et seq.*); and the *Illinois Student Online Personal Protection Act* (105 ILCS 85/1 *et seq.*) (herein "SOPPA"). In accordance with SOPPA, the School District has separately executed an Exhibit E "General Offer of Privacy Terms" to join in the IL-NDPA Agreement between Formative and another Illinois public school district.

6. **Insurance.** During the term of this Agreement and any renewal thereof, Formative shall maintain a cyber-liability insurance policy insuring against data breaches. School District shall be named as an additional insured on such policy. Any damages limitations in this Agreement shall not apply to School District in its capacity as an additional insured.

7. **Authority to Execute.** Each signatory hereto represents and warrants that he or she has the proper corporate authority to execute this Amendment and bind his or her entity to the terms and conditions hereof.

WHEREAS, this Amendment and its terms and conditions are agreed upon by the Parties on the date set forth above.

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT 74**

FORMATIVE

By: _____

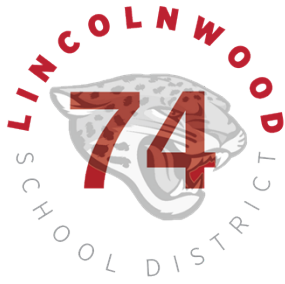
Justin Kresevic
By: _____

Its: _____

DocuSigned by:
Justin Kresevic
FEC4D94B7C314FA...
Its: _____

Date: _____

7/11/2022
Date: _____



Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: Interactive Display Refresh

PREPARED BY: Jordan Stephen

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

As the District refreshes equipment, we must remember that classroom technology also has a certain lifespan. Within Todd Hall, teachers have the ability to project and interact with content on the screen. The unfortunate part is that as we upgrade technology, some of these features either get harder and harder to use or simply get phased out because of physical connections. In Todd Hall, there are many ceiling or wall-mounted projectors and/or Smartboard devices built for interaction with students. In our inventory, we have many different models of Epson Interactive Projectors, various models of Smartboards, and many Boxlight Brand projectors, all in various sorts of working order.

Last school year, working with the coaches and the members of the technology team, we were able to visit another district and see the possibilities of new Digital Interactive Displays. We deployed some demo units and looked at all of the advancements and the ease of use of these interactive displays and brought them to Todd Hall for teachers to try. During the rollout, led by the Todd Hall tech coach, the responses were great. Teachers loved to see the new tech in the building and look forward to the possibilities as technology gets refreshed.

Product Description/Details

There are many products that are filling up this market place and the one that meets the needs of our District is the BenQ brand board. (See attached brochure for more details)

- 65" Interactive Flat Panel
- 4K UHD 3840 x 2160 Pixels Resolution
- 450 nits Brightness
- IR Touch Technology
- 30,000:1 Dynamic Contrast Ratio
- USB B Touch Port x3
- USB C Port
- HDMI Port x3
- Wireless Technology
- Remote Control
- 0.15in (4mm), Tempered Glass
- Anti-Glare & Germ-Resistant Screen
- Built-in Microphone Array
- IPS Backlight / Light source
- 178° Viewing Angle (Horizontal / Vertical)
- 8ms Response Time
- Speakers 15W x2 &
- Landscape Display Orientation



When you combine the power of having a built-in internet web browser, whiteboard, shared live screens, and the ability to install and run selected applications, learning and classroom interactivity truly come alive.

Fiscal Impact:

As discussions continued, the district initially looked at phasing in these boards to replace the broken Smartboards and Epson and Boxlight Projectors, but the conversation turned to what could we do to re-equip the teachers' classrooms. This option makes the most sense as not only would the refreshed technology be much easier to support being on a single platform, but the Professional Development and Training with teachers would be relevant to all teaching staff. The Technology Team has gathered quotes from many different vendors on this project and will purchase from Midwest Computer Products for the displays and CDW-G for the mobile Stands.

\$45,000 The District would pay \$45,000 for a total of 20 BenQ Interactive displays at Todd Hall.

\$3,900 The District would pay \$3,900 for a total of 20 adjustable height stands at Todd Hall.

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the plan to replace 20 classroom displays in the amount of \$48,900 for the 2022-2023 school years.



Because it matters

Dealer's Stamp

Headquarters BenQ Corporation 16 Jihu Road, Neihsu, Taipei 114, Taiwan Tel : +886-2-2727-8899 Fax : +886-2-2656-2438	Asia Pacific BenQ Asia Pacific Corp. 12 Jihu Road, Neihsu, Taipei 114, Taiwan Tel : +886-2-2727-8899 Fax : +886-2-2656-2438	China BenQ (IT) Co., Ltd. 181 Zhuyuan Road, Suzhou New District, Suzhou, China Tel : +86-512-6807-8800 Fax : +86-512-6809-7010	North America BenQ America Corp. 3200 Park Center Drive, Suite 150 Costa Mesa, CA 92626 U.S.A. Tel : +1-714-559-4900 Fax : +1-714-557-0200	Europe BenQ Europe B.V. Meerenakkerweg 1-17, 5652 AR Eindhoven, The Netherlands Tel : +31(0) 88-888-9200 Fax : +31(0) 88-888-9299	Latin and Central America BenQ Latin America Corp. 8200 N.W. 33 Street, Suite 301 Miami, FL 33122 U.S.A. Tel : +1-305-421 1200 Fax : +1-305-421 1201
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© 2020 BenQ Corp. Specification may vary by region, please visit your local stores for details. Actual product's features and specifications are subject to change without notice.

This material may include corporate names and trademarks of third parties which are the properties of the third parties respectively.

Doc: PDP_RM6503/RM7503/RM8603_IFP_EN_202112

Foster effective learning while protecting teachers and students



Interactive Displays for Education

RM6503 / RM7502 / RM8603



Germ-Resistant
Screen & Pen



Flicker-Free



Low Blue Light



Anti-Glare



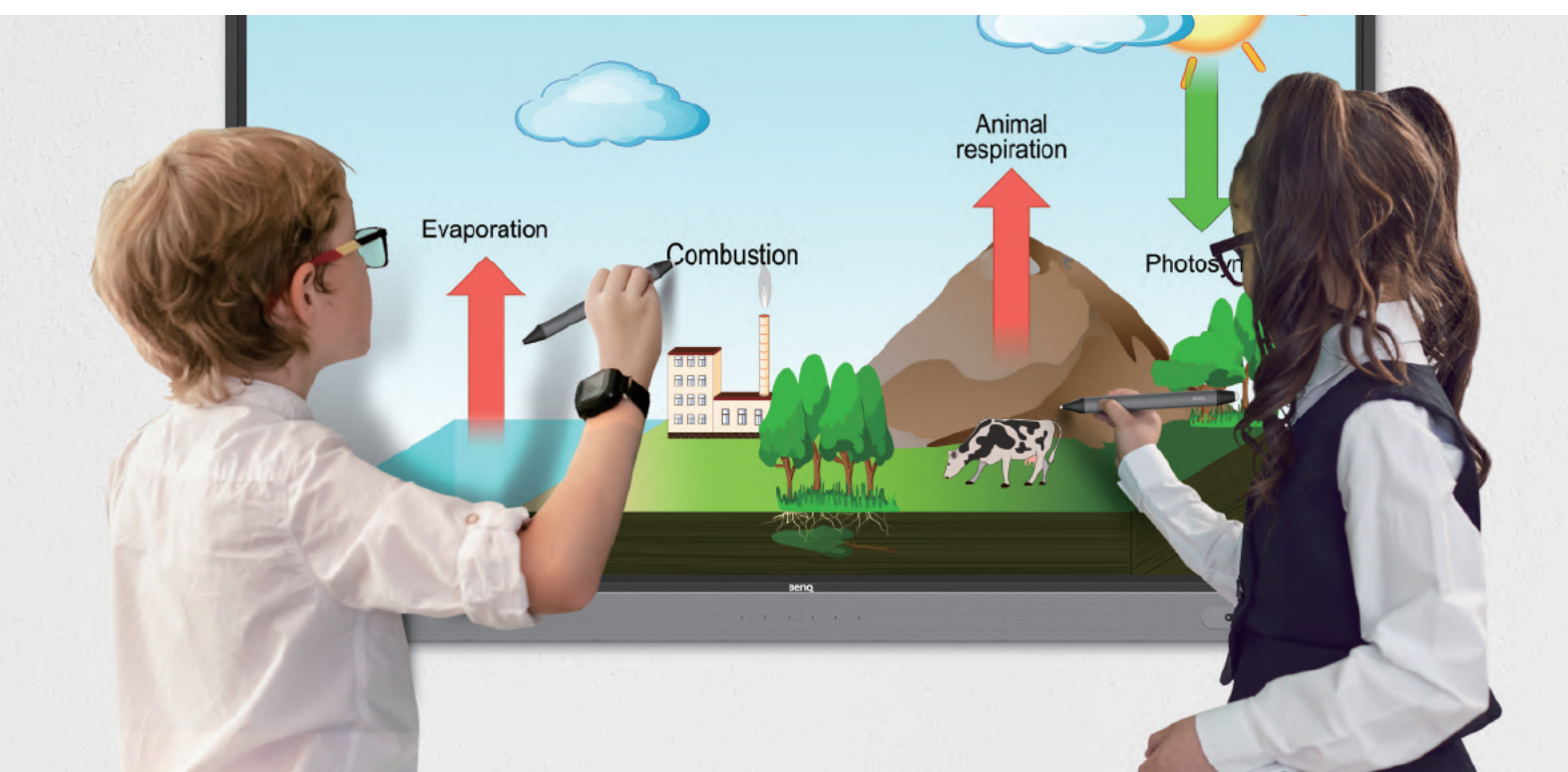
InstaShare



EZWrite



Because it matters



A display that protects the entire class



Defend against the spread of germs

Reduce disease transmission in the classroom with germ-resistant screens and pens. All BenQ interactive displays have touchscreens coated with a nano-ionic silver formula that kills 99.9% of common germs after contact.



Enhanced eye comfort

BenQ displays come with low blue light and flicker-free technology for reduced eye strain and a comfortable viewing experience. Anti-glare screens additionally ensure that display content is seen clearly, even on hybrid and remote calls.



Flicker-Free



Low Blue Light



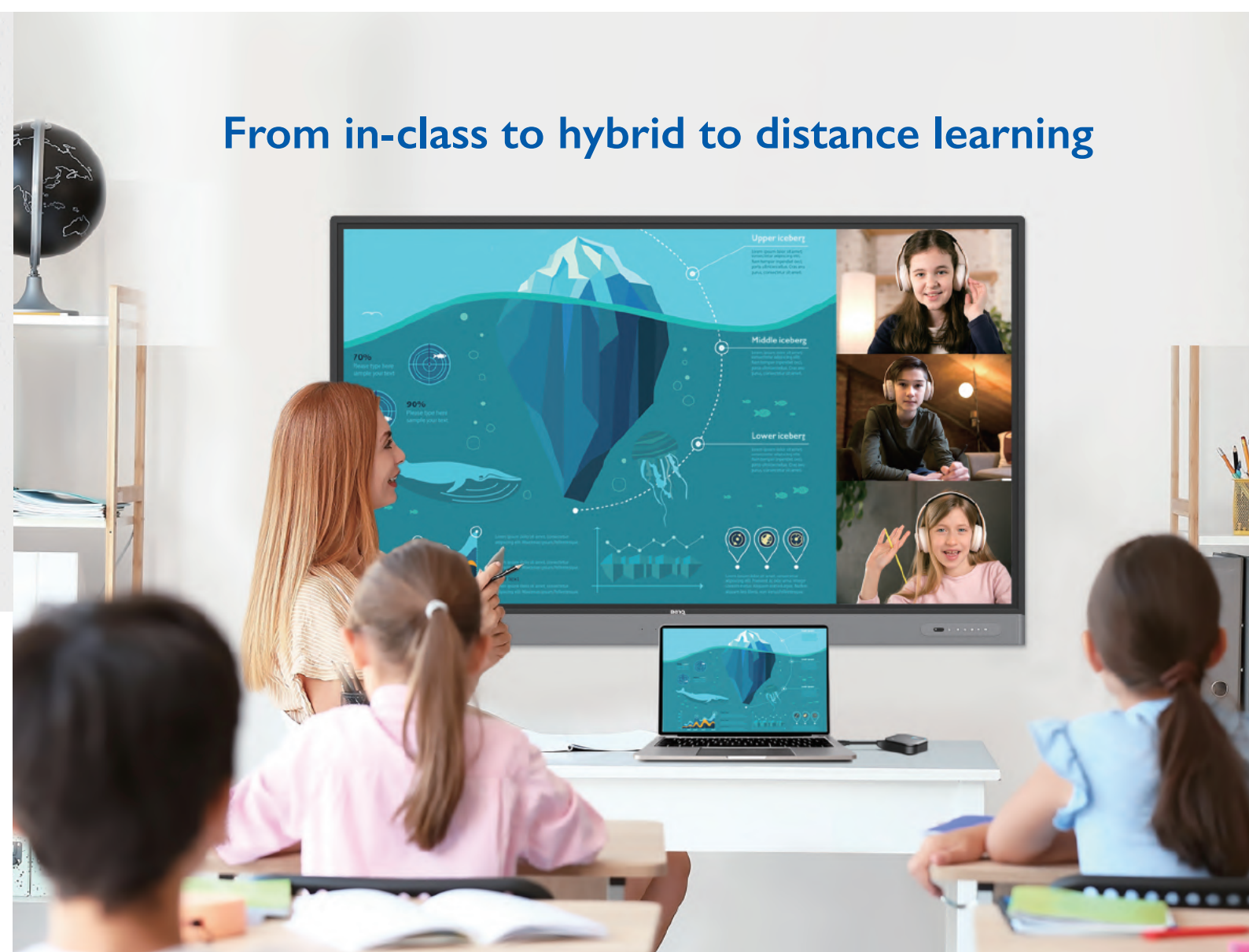
Anti-Glare



BenQ screen

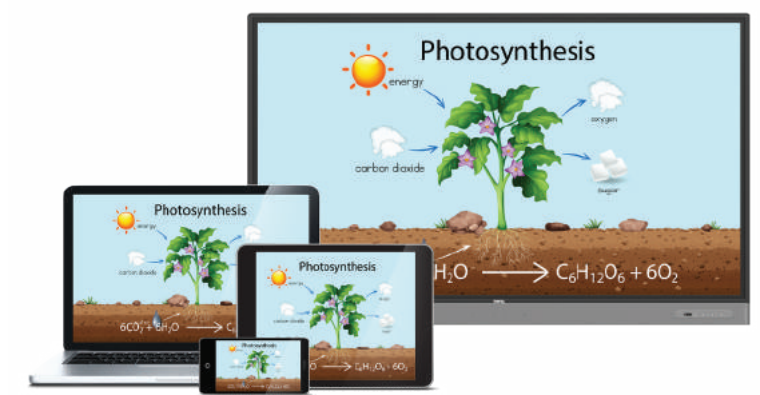
Other screen

From in-class to hybrid to distance learning



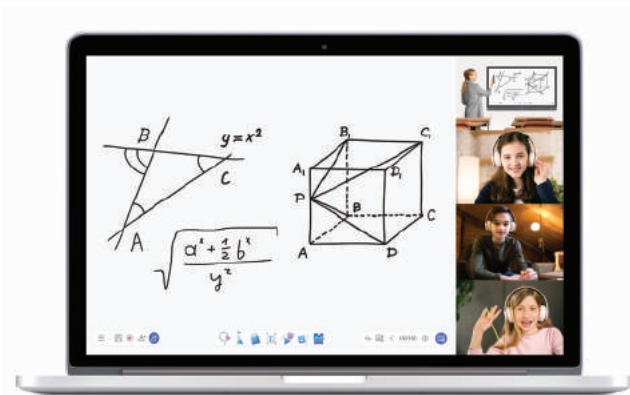
Explore ideas without limits

Foster collaborative learning with an intuitive whiteboard. EZWrite 6 lets you work on the canvas from the interactive display or your device.



Untethered screen sharing

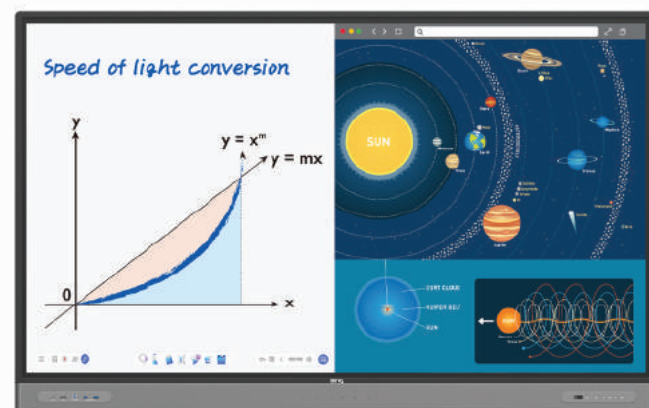
Empower students to wirelessly present their ideas in class without the hassle of cables. InstaShare 2 lets students simultaneously cast their device screens onto the interactive display.



Bridging classrooms with video conferencing

Have students learn from home or invite a guest speaker to join remotely. The RM03 is compatible with all leading video conferencing software such as Zoom, Google Meet, and Microsoft Teams.

*Available with slot-in PC



Side-by-side learning

Make lessons more efficient by running two apps side by side. Explain in detail with a whiteboard on one side and supporting content on the other.

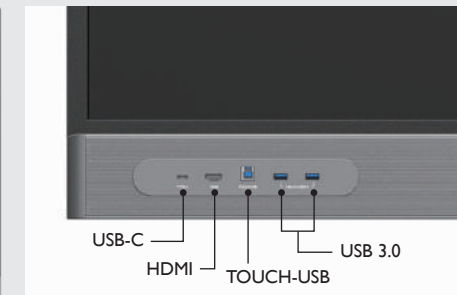
*Available Q1 2022

Made for teachers



Hear and be heard

The built-in 2 x 16W speakers and 6-microphone array ensure that the entire class can hear and be heard during hybrid and remote lessons.



Convenient connectivity

The front ports cover all your connectivity needs. Charge your notebook, display your screen, and enable touch with a single Type-C cable.



Voice assistant

Teach lessons on the RM03 from anywhere in the room with the remote control and voice assistant for increased accessibility.

*Available Q1 2022

Made for IT and admin staff

Effective communication across campus

Keep everyone informed and up to date on events, safety protocols, and emergencies. Deliver clear and effective messages to multiple BenQ displays with X-Sign Broadcast.



Device analytics at a glance

Easily monitor and analyze the status of all your BenQ devices on a single dashboard. Manage displays, apps, and OTA updates remotely for maximum convenience.



IP5X dust protection

The panel meets IP5X standards to ensure consistent operation, even in dust-prone environments.

**Complies with IEC standard 60529

A more personalized experience

Load your personal settings and files on any display. Securely access lesson materials on Dropbox, Google Drive, and OneDrive.



Dropbox



Google Drive



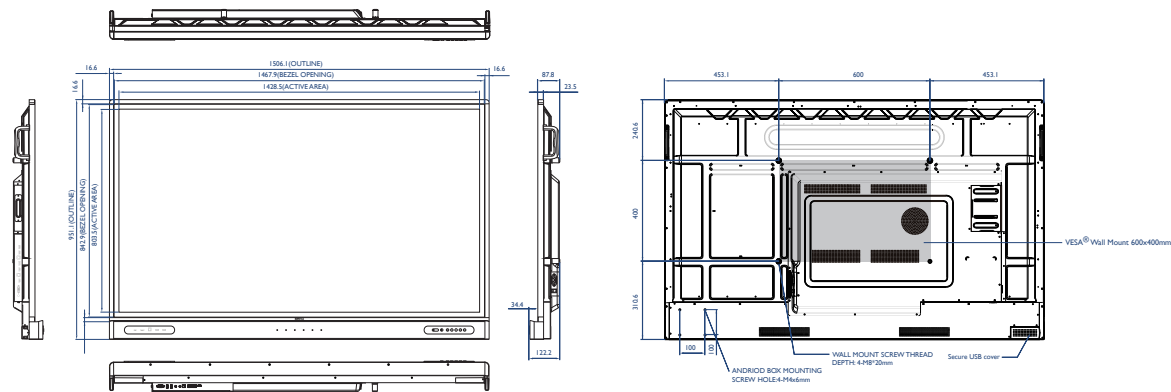
OneDrive



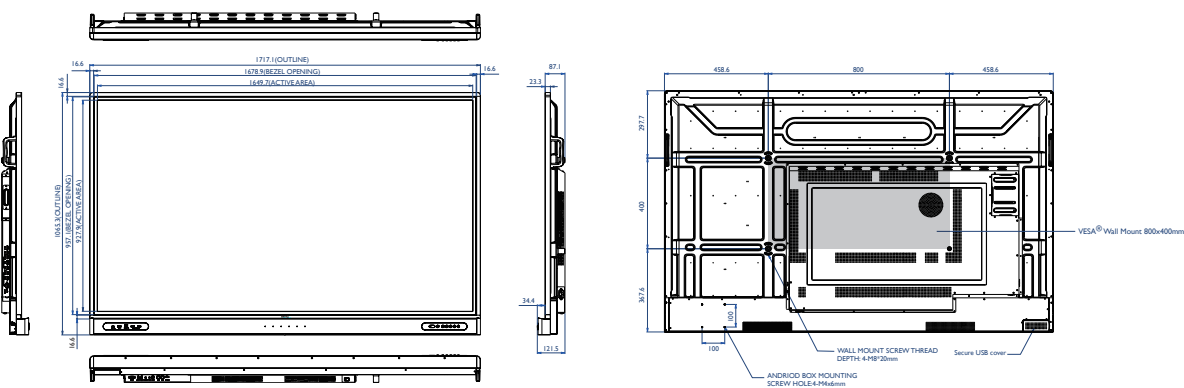
AMS Files

Dimensions

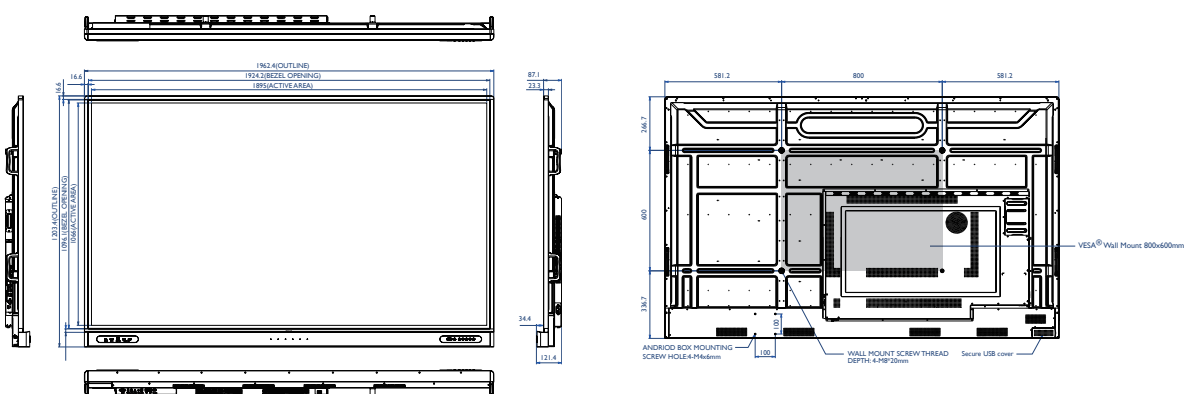
RM6503



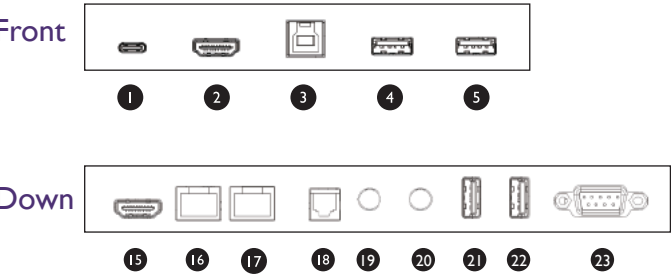
RM7503



RM8603



Input/output ports



Side

No.	Name	No.	Name
1	USB-C	13	VGA
2	HDMI	14	Audio
3	TOUCH-USB	15	HDMI
4	USB 3.0	16	LAN
5	USB 3.0	17	LAN
6	USB 3.0	18	SPDIF
7	USB 3.0	19	Microphones
8	TOUCH-USB	20	Audio
9	DP	21	USB 2.0
10	HDMI	22	USB 2.0
11	TOUCH-USB	23	RS232
12	HDMI		

Specifications

Model	RM6503	RM7503	RM8603
Panel			
Screen size	65"	75"	86"
Resolution	UHD 3840 × 2160 pixels	UHD 3840 × 2160 pixels	UHD 3840 × 2160 pixels
Aspect ratio	16:9	16:9	16:9
Brightness (typical)	400 nits	450 nits	450 nits
Contrast ratio (typical)	1200:1	1200:1	1200:1
Dynamic contrast ratio	30,000:1	30,000:1	30,000:1
Color depth	10-bit	10-bit	10-bit
Response time	8 ms	8 ms	8 ms
Color gamut	72% NTSC	72% NTSC	72% NTSC
Operation hours	18 hours / 7 days	18 hours / 7 days	18 hours / 7 days
Orientation	Landscape	Landscape	Landscape
Light life (typical)	50,000 hrsit	50,000 hrs	50,000 hrs
Glass			
Hardness		9H tempered	
Germ-resistant technology		Nano-ionic silver	
Anti-glare coating		Yes	
Touch screen			
Touch technology		Infrared touch	
Touch points		40 (Windows: 40 ; Android : 32 ; Available in 2022)	
Touch response time		< 10 ms	
Platform System			
CPU		A73 × 4	
Memory Storage		8GB 32 GB	
OS		Android 9.0	
Connectivity			
HDMI (in out)		3 × HDMI 2.0 1 × HDMI 2.0	
DisplayPort (in out)		1 × 1.2 No	
DVI (in out)		N/A	
VGA (in out)		1 0	
3.5 mm audio in (VGA)		1	
3.5 mm audio (in out)		mic-in line-out	
SPDIF (in out)		0 1 (optical)	
USB-A		2 × 2.0 + 5 × 3.2 Gen I	
USB-B (for touch)		2 × 2.0 + 1 × 3.2 Gen I	
USB-C		1 × 3.1	
Slot-in PC (OPS)		1	
Built-in peripherals			
Microphone		6	
Speaker		2 × 16 W	
Power			
Power	AC 100-240V 50/60Hz	AC 100-240V 50/60Hz	AC 100-240V 50/60Hz
Maximum Power Consumption	335 W	396 W	448 W
Typical Power Consumption	118 W	146 W	180 W
Physical			
Shipping dimensions (W × H × D)	1660 × 1160 × 220 mm (65.4 × 45.7 × 8.7 inch)	1900 × 1160 × 225 mm (74.8 × 45.7 × 8.9 inch)	2140 × 1340 × 250 mm (84.3 × 52.8 × 9.8 inch)
Weight (product shipping)	41.2 kg 52.7 kg (90.8 lbs 116.2 lbs)	53.0 kg 72.0 kg (116.8 lbs 158.7 lbs)	68.6 kg 89.5 kg (151.2 lbs 197.3 lbs)
Mount (screws)	VESA 600 × 400 mm (4 × M8 × 20L)	VESA 800 × 400 mm (4 × M8 × 20L)	VESA 800 × 600 mm (4 × M8 × 20L)
Pen Tray	1	1	1
Accessories			
Cables	1 × VGA (3m), 1 × HDMI (3m), 1 × USB-C (1.5m) × USB-B touch Cable (3m)		
Wall mount	1	1	1
Stylus	2	2	2
Remote Controller	1	1	1
PWR cord (by region)	BQE × 2 (EU,UK) ; BQP × 7(EU, US, AU, TW, JP, UK, IN) ; BQA × 1 (US) ; BQin × 1 (IN) ; BQTW × 1; BQC × 1 (CN) ;		
OSD	(27L) EN/EF/GM/DT/PL/RS/CZ/DN/SW/IT/RM/FN/NG/GK/HG/SP/EP/TC/CNAB/JP/TH/PS/VT/KR/TR/ID		



Midwest Computer Products, Inc.
AV PRODUCTS & SERVICES

MIDWEST COMPUTER PRODUCTS, INC. Quote
33W 512 ROOSEVELT ROAD **719474**
WEST CHICAGO, IL 60185

P. 630-232-0010
F. 630-232-0559

06-22-
22

Quoted To

LINCOLNWOOD SCHOOL DISTRICT 74
6950 N EAST PRAIRIE RD
ACCOUNTS PAYABLE
LINCOLNWOOD, IL 60712
Acct# 4415

Ship To

LINCOLNWOOD SCHOOL DISTRICT 74
6950 N EAST PRAIRIE RD
LINCOLNWOOD, IL 60712

65 Inch BenQ Displays with Cart

Sales Rep Tom Warda, twarda@midwestcomputer.com

Part #	Description	Qty	Price	Ext. Price
BENRM6503	BENQ, 65" INTERACTIVE DISPLAY	20.00	\$2,250.00	\$45,000.00
LUXOR-1000	LUXOR, 400 HEIGHT 65" TV STAND & MOUNT (WITH ACCESSORY SHELF AND CAMERA MOUNT)	20.00	\$398.00	\$7,960.00
Comments: Free Shipping on BenQ Freight to be charged for Luxor		Item Total		\$52,960.00
		Ship Chg		
		Sales Tax		\$0.00
		Quote Total		\$52,960.00



QUOTE CONFIRMATION

JORDAN STEPHEN,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

Convert Quote to Order

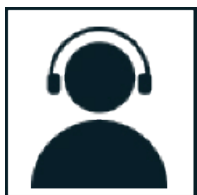
QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MVPL119	6/23/2022	MVPL119	1313173	\$195.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Tripp Lite Mobile TV Mount for 37-70" w 6 Outlet Clamp USB Surge Protector	1	5490822	\$195.00	\$195.00
Mfg. Part#: DMCS3770LTLP				
Contract: Illinois ILTPP AEPA-022G (022-G)				

SUBTOTAL	\$195.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$195.00

PURCHASER BILLING INFO	DELIVER TO
Billing Address: LINCOLNWOOD SCHOOL DISTRICT #74 BUSINESS MGR. 6950 N EAST PRAIRIE RD LINCOLNWOOD, IL 60712-2554 Phone: (847) 675-8234 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: LINCOLNWOOD SCHOOL DISTRICT #74 TECH 6950 N EAST PRAIRIE RD LINCOLNWOOD, IL 60712-2554 Phone: (847) 675-8234 Shipping Method: DROP SHIP-COMMON CARRIER
	Please remit payments to:
	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Kevin McMahon | (877) 524-9368 | kevimcm@cdwg.com

Need Help?



My Account



Support

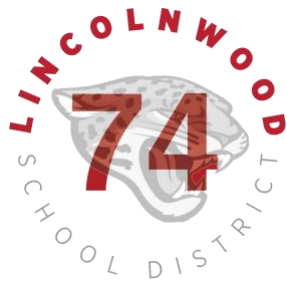


Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: EntreCulturas – Spanish 1 Three-Year Subscription

PREPARED BY: Dominick Lupo/David Russo

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

The Board approves contracts.

With the return to two Spanish teachers at Lincoln Hall, the time had come to review the teaching and learning materials available to support the curriculum. The team undertook an examination of the programs available in the marketplace and determined the *EntreCulturas – Spanish 1* program from Wayside Publishing is best suited to meet our students' needs. The program stands out for the following reasons:

- *Proficiency Based Program which means the program builds upon what students need, already know, and can do
- *Students have access to authentic resources like media, art, music and more
- *The materials expose students to peers from a variety of other Spanish speaking countries
- *A digital platform is web based and integrates seamlessly to Google Classroom and Schoology

This recommendation replaces the *Voces* program.

District Legal Counsel reviewed the Quote, Terms and Conditions, and Privacy Policy and authored an Amendment addressing common concerns regarding contractual language such as governing law and automatic renewal. The vendor accepted and signed the Amendment, as presented. Additionally, the Student Online Personal Protection Act (SOPPA) was considered. Counsel reviewed the IL-NDPA from Community Unit School District 300 and found the document to be acceptable. Counsel also indicated that the District

could sign off on an Exhibit E provided that it accurately reflected the same configuration that we use in our District.

Fiscal Impact:

The Administration is recommending classroom sets of textbooks and a digital license for all students enrolled in the course. A three-year subscription for those materials is \$21,882.40

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to approve this Quote from Wayside Publishing for a three-year subscription to the EntreCulturas – Spanish 1 program in the amount of \$21,882.40.



2 Stonewood Drive
Freeport, ME 04032

Phone: (888) 302-2519
Fax: (888) 302-2519
info@waysidepublishing.com
www.waysidepublishing.com
TIN: 27-1825295

Quote

Quote #: Q-100434
Date: 6/14/2022

Quote To:

Lincolnwood School District 74
Attn: Accounts Payable
6950 N. East Prairie Rd
Lincolnwood, IL 60712
US

Ship To:

Lincoln Hall Middle School
Attn: Michelle Lange
6855 North Crawford Avenue
Lincolnwood, IL 60712
US

Spanish

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	UNIT PRICE	EXTENDED PRICE
110	9781942400899	EntreCulturas - Spanish 1, Digital (FlexText + Explorer) (ISBN:9781942400899)	3	\$100.76	\$11,083.60
60	9781942400523	EntreCulturas - Spanish 1, Hardcover Print and Digital (FlexText + Explorer) (ISBN:9781942400523)	3	\$177.23	\$10,633.80
1		Sales Tax		\$0.00	\$0.00
Spanish TOTAL:					\$21,717.40

Teacher-Spanish

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	UNIT PRICE	EXTENDED PRICE
1	9781944876487	EntreCulturas - Spanish 1, Teacher Print and Digital Package (SC TE + Teacher FlexText + Student FlexText + Explorer) (ISBN:9781944876487)	3	\$0.00	\$0.00
Teacher-Spanish TOTAL:					\$0.00

Shipping

QTY	ISBN	DESCRIPTION	SUBSCRIPTION LENGTH (Years)	UNIT PRICE	EXTENDED PRICE
1		Shipping and handling to one location		\$165.00	\$165.00
Shipping TOTAL:					\$165.00

	TOTAL: \$21,882.40
--	---------------------------

Notes

Learning Site — Terms and Conditions

IF YOU ARE UNDER 18 YEARS OF AGE, PLEASE BE SURE TO READ THIS AGREEMENT WITH YOUR PARENTS OR GUARDIAN AND ASK QUESTIONS ABOUT THINGS YOU DO NOT UNDERSTAND

Agreement between You and Wayside Publishing

- 1.
2. Welcome. Please read these Terms of Service (the "Terms") carefully before registering on or using the website provided by Wayside Publishing, Inc., a Maine corporation, or its parents, affiliates or subsidiaries (collectively, "Wayside Publishing" or "we") at learningsite.waysidepublishing.com (the "Learning Site"). The term "you" (and "your") for purposes of these Terms, means both you in your individual capacity, and if applicable, the company or other legal entity whom you represent and on whose behalf you use the Service. YOUR REGISTRATION ON, OR USE OF, THE LEARNING SITE INDICATES THAT YOU ACCEPT THESE TERMS OF SERVICE. IF YOU DO NOT ACCEPT THESE TERMS OF SERVICE, PLEASE DO NOT USE OR REGISTER FOR USE OF THE LEARNING SITE. These terms and conditions apply to all users of the Learning Site and associated services.

3.

4. Changes to these Terms of Service

5. Wayside Publishing reserves the right, in its sole discretion, to modify these Terms of Service, in whole or in part, at any time. Changes will be effective when notice of such change is posted to learningsite.waysidepublishing.com. While we will endeavor to provide direct notice to you of any changes, you are responsible for periodically checking the Learning Site to determine if any changes have been made and we are not liable for your failure to do so or our failure to provide such direct notice to you. Your continued use of the Learning Site after any changes are posted will be considered acceptance of those changes. By using the Learning Site, you agree that you have reviewed, understand and accept these Terms of Service.

6.

7. Use of the Learning Site

8. Except as otherwise provided, Wayside Publishing gives you permission to use the Learning Site and the content of the Learning Site (the "Site Content") solely for your personal, non-commercial, use. The Site Content, including, without limitation, text, images, video, graphics, music and sound is protected by copyright, trademark and other laws. The Site Content is the property of Wayside Publishing and its suppliers and contributors. Without limiting the foregoing, Wayside Publishing owns a copyright in the selection, coordination, arrangement and enhancement of the Site Content, as well as in Wayside Publishing's original content. Unauthorized use of the Site Content is strictly prohibited. You may not copy, redistribute, alter, modify, publish, transmit, adapt, translate, prepare derivative works from, decompile, reverse engineer (except as expressly permitted by law), disassemble or in any way exploit the Site Content, or create or attempt to create a substitute or similar service or product through use of or access to the Learning Site. Solely in connection with the use of products purchased from Wayside Publishing, instructors may (i) download, (ii) display, and perform in the

classroom, and (iii) reproduce as-is and distribute in printed form to students, in the classroom, certain Site Content, as identified on the Learning Site as materials connected to Wayside Publishing. Further, solely in connection with the use of products purchased from Wayside Publishing or an authorized distributor, instructors may modify certain Site Content, as identified on the Learning Site as downloadable in unlocked editable electronic form, and display or distribute, in printed form, such modified Site Content to students in the classroom. You will not remove, obscure, or alter Wayside Publishing's copyright notice, trade names, trademarks, service marks, logos, other distinctive brand features, or other proprietary rights notices affixed to or contained within the Learning Site or any Site Content. Without Wayside Publishing's express prior written permission, you will not frame any portion of the Learning Site or any of the Site Content or link to the Learning Site other than to complete pages hosted as part of the Learning Site. You will not distribute any of the Site Content in electronic form without Wayside Publishing's express prior written permission. You acknowledge that you do not acquire any ownership rights by downloading or modifying Site Content. We reserve the right, for any reason, to suspend or deny your access to all or any portion of the Learning Site or use of Site Content, including Site Content that you have modified.

9.

10. Learning Site Modifications

11. Wayside Publishing reserves the right at any time to modify, suspend or discontinue the Learning Site or any part thereof and you agree that Wayside Publishing shall not be liable to you or to any third party for any such modification, suspension, or discontinuance. Without limiting the foregoing, you acknowledge and agree that Wayside Publishing may suspend, terminate or cancel your access rights to the Learning Site, or any part thereof, with or without notice, for any or no reason, without liability to you or any third party.

12.

13. User-Submitted Content/Conduct

14. Portions of the Learning Site (such as "chat rooms", "blogs" or "forums") may allow users to upload and/or post content, including both academic-oriented and nonacademic-oriented content. You shall not upload or post on the Learning Site any content that is libelous, defamatory, obscene, threatening, invasive of privacy, harmful to minors in any way, abusive, illegal or harassing, or contains expressions of hatred, bigotry, racism or pornography, or is otherwise objectionable, or that would constitute or encourage a criminal offense, violate the rights of any party or violate any law, or that you do not have a right to make available under contractual or fiduciary relationship, or that is used to make commercial solicitations. Uploading or posting any such content may result in the immediate termination of your access to the Learning Site and, if appropriate, notification to law enforcement officials. If legal action is pursued any and all information collected by Wayside Publishing will be turned over to the appropriate law enforcement officials. This means that you, and not Wayside Publishing, are entirely responsible for the content you transmit to the Learning Site. You shall not upload to, distribute through or otherwise publish through the Learning Site any content that contains viruses or any other computer code, corrupt files or programs designed to interrupt, destroy or limit the functionality of the Learning Site or disrupt any software, hardware, telecommunications, networks, servers or other

equipment. Uploading, distributing or publishing such content may result in immediate termination of your access to the Learning Site and, if appropriate, notification to law enforcement officials.

Wayside Publishing has no obligation to screen information or content posted or submitted by you or other users for use in connection with the Learning Site, and content posted by users does not necessarily reflect the views of Wayside Publishing. However, Wayside Publishing shall have the right, in Wayside Publishing's sole discretion, to refuse to post, remove or edit any content submitted to Wayside Publishing or posted on the Learning Site. You agree that Wayside Publishing has no liability or responsibility for the storage, modification or deletion of any content that you or any other person uploads or posts.

Except as expressly provided in these Terms of Service or as expressly authorized in writing by you, you retain all rights, title and interest in and to content submitted to Wayside Publishing through the Learning Site. Notwithstanding the foregoing, by submitting content to Wayside Publishing or the Learning Site, you: (i) acknowledge and agree that all content provided in connection with any course whether directly through Wayside Publishing or through your educational institution will be made available to school officials, including instructors, and other users with legitimate educational interests in such content; and (ii) automatically grant to Wayside Publishing a royalty-free, perpetual, irrevocable, non-exclusive right and license to use, copy, reproduce, modify, adapt, publish, translate, perform, display, make derivative works of and distribute such content (in whole or in part) on the Learning Site, any successor website or application, or other sites owned or operated by Wayside Publishing, or to other third-parties as authorized by your educational institution, including, without limitation, syntactic analysis and grading vendors. Wayside Publishing may delete, archive, make unavailable, modify or comment on any content submitted by you. You may allow Wayside Publishing to publicly share your content and/or to identify you with the content you have posted by providing express prior written permission to Wayside Publishing.

You shall not upload, post or otherwise make available on the Learning Site any content protected by copyright, trademark or other proprietary right without the express permission of the owner of the copyright, trademark or other proprietary right and the burden of determining that any content is not so protected rests with you. You shall be solely liable for any damage resulting from any claims of infringement of copyrights or other proprietary rights, any claims by third parties regarding Wayside Publishing's exercise of the foregoing license and any other harm resulting from your submission(s) or Wayside Publishing's use or posting of such submission(s).

15.

16. Prohibited Actions

17. You may not attempt to gain unauthorized access to any portion or feature of the Learning Site, any other systems or networks connected to the Learning Site, any Wayside Publishing server, or any of the Site Content or services offered on or through the Learning Site, by hacking, password "mining" or any other illegitimate means. You may not probe, scan or test the vulnerability of the Learning Site or any network connected to the Learning Site, nor breach the security or authentication measures on the Learning Site or any network connected to the Learning Site. You may not reverse look-up, trace or seek to trace any information on any other user of or visitor to the Learning Site, including any account not owned by you, to its source. Wayside

Publishing reserves the right to report unsuccessful code redemption attempts or unauthorized use of the Learning Site and/or Site Content to appropriate school and law enforcement authorities. You may not exploit the Learning Site or any Site Content or services made available or offered by or through the Learning Site, in any way where the purpose is to reveal any information, including but not limited to personal identification or information, other than your own information, as provided for by the Learning Site. You agree that you will not take any action that intentionally imposes an unreasonable or disproportionately large load on the infrastructure of the Learning Site or Wayside Publishing's systems or networks, or any systems or networks connected to the Learning Site or to Wayside Publishing. You agree not to use any device, software or routine to interfere or attempt to interfere with the proper working of the Learning Site or with any other person's use of the Learning Site. You may not forge headers or otherwise manipulate identifiers in order to disguise the origin of any message or transmittal you send to Wayside Publishing on or through the Learning Site. You may not pretend that you are, or that you represent, someone else, or impersonate any other individual or entity. You may not access the Learning Site by using the login credentials of any other person without that person's permission. You acknowledge that your failure to abide by these Terms of Service may subject you to civil and criminal liability.

18.

19. Your Representations, Warranties and Conduct

20. You represent and warrant that: (i) all of the information provided by you to Wayside Publishing is accurate; (ii) you have all necessary right, power, and authority to agree to these Terms of Service and to perform the acts required of you hereunder; (iii) you have read and agree to abide by these Terms of Service and the Wayside Publishing Privacy Policy; and (iv) you will not use the Learning Site for any unlawful purpose or in violation of any law or these Terms of Service or for any purpose not expressly permitted in these Terms of Service.

21.

22. Password Protection

23. You are responsible for maintaining the confidentiality of all access codes and account information associated with the Learning Site (collectively, "Password(s)"), and are fully responsible for all activities that occur using your Password. You agree to immediately notify Wayside Publishing of any unauthorized use of your Password or any other breach of security of which you become aware.

24.

25. Indemnity

26. You agree to indemnify, defend (at Wayside Publishing's option) and hold Wayside Publishing and its affiliates, officers, directors, representatives, agents, partners and employees (collectively, "Indemnified Person(s)") harmless from and against any and all claims, liabilities, losses, and expenses (including damage awards, settlement amounts, and reasonable legal fees), brought against any Indemnified Person, arising out of or related to your content and materials, your use of the Learning Site, your violation of these Terms of Service or your violation of any third party's rights including such party's copyrights and trademarks.

27.

28. Disclaimer of Warranties

29. The Learning Site and related applications, materials and services are provided to you "AS IS" without warranty of any kind. WAYSIDE PUBLISHING HEREBY DISCLAIMS, TO THE MAXIMUM EXTENT PERMITTED BY LAW, ALL WARRANTIES EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS OF A PARTICULAR PURPOSE AND ANY WARRANTIES PERTAINING TO NONINFRINGEMENT, AVAILABILITY OF THE LEARNING SITE, LACK OF VIRUSES, WORMS, TROJAN HORSES, OR OTHER CODE THAT MANIFESTS CONTAMINATING OR DESTRUCTIVE PROPERTIES, ACCURACY, COMPLETENESS, RELIABILITY, TIMELINESS, CURRENCY, OR USEFULNESS OF ANY INFORMATION ON THE LEARNING SITE.

30.

31. Assumption of Risks

32. Use of the Learning Site is at your sole risk. You assume all risks that the Learning Site, applications, and related information are suitable for your needs. Use of any applications obtained through the Learning Site is at your own discretion and risk and you are solely responsible for any damage to your computer or loss of data. You agree that Wayside Publishing shall not be responsible for any loss or damage of any sort relating to your dealings with any third party content provider on the Learning Site.

33.

34. Disclaimer of Damages; Limitation of Liability

35. YOU AGREE THAT NEITHER WAYSIDE PUBLISHING NOR ANY OF ITS AFFILIATES OR AGENTS WILL BE LIABLE TO YOU OR ANY OTHER PERSON FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOST PROFITS OR LOSS OF PRIVACY) OR ANY INDIRECT, SPECIAL, OR PUNITIVE DAMAGES WHATSOEVER THAT ARISE OUT OF OR ARE RELATED TO THE LEARNING SITE OR TO ANY BREACH OF THESE TERMS OF SERVICE EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL WAYSIDE PUBLISHING'S AGGREGATE LIABILITY IN CONNECTION WITH THE LEARNING SITE OR THESE TERMS OF SERVICE EXCEED \$25, REGARDLESS OF THE CAUSE OF ACTION. THESE LIMITATIONS OF LIABILITY SHALL APPLY TO THE MAXIMUM EXTENT PERMITTED BY LAW, NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. Some states do not allow the exclusion or limitation of liability for consequential damages, so the above limitation may not apply to you.

36.

37. Links to Third Party Websites

38. Wayside Publishing may, as a convenience, provide links to third party websites. The inclusion of the link does not imply that Wayside Publishing endorses those third party sites. Third party sites are not under Wayside Publishing's control and Wayside Publishing is not responsible for any content on any linked site. If you access a third party site from the Learning Site, you do so at your own risk.

39.

40. Copyright Agent

41. If you believe that your copyrighted work is accessible on the Learning Site in a way that constitutes copyright infringement, please provide the following information to the agent identified below: (i) a physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed; (ii) identification of the copyrighted work claimed to have been infringed, or, if multiple

copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site; (iii) identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit Wayside Publishing to locate the material; (iv) information reasonably sufficient to permit Wayside Publishing to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted; (v) a statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and (vi) A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed. For copyright inquiries, please contact: support@waysidepublishing.com

42.

43. Governing Law; Venue

44. These Terms of Service shall be governed by and construed in accordance with the internal laws of the State of Maine, without regard to conflicts of law rules. Any dispute or claim arising out of or in connection with these Terms of Service shall be adjudicated in Portland, Maine.

45.

46. Entire Agreement; Binding Effect

47. These Terms of Service constitute the entire agreement between you and Wayside Publishing relating to the subject matter hereof and supersede all prior oral and written understandings. These Terms of Service shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and permitted assigns.

48.

49. Waiver

50. No waiver of any provision of these Terms of Service or any breach hereunder shall be deemed a waiver of any other provision or subsequent breach, nor shall any such waiver constitute a continuing waiver.

51.

52. Severability

53. If any part of these Terms of Service, or the application thereof to any person or circumstance, is for any reason held invalid or unenforceable, it shall be deemed severable and the validity of the remainder of these Terms of Service or the applications of such provision to other persons or circumstances shall not be affected thereby.

54.

55. Violations

56. Please report any violations of these Terms of Service to Wayside Publishing at support@waysidepublishing.com
All rights not expressly granted herein are fully reserved.

Wayside Publishing Privacy Policy

Last modified: December 6, 2019

Introduction

Wayside Publishing ("**Company**" or "**We**") respects your privacy and are committed to protecting it through our adoption of and compliance with this policy.

This policy describes the types of information we may collect from you or that you may provide when you visit the Wayside Publishing website or access our Learning Site® (collectively, our "**Website**") and our practices for collecting, using, maintaining, protecting, and disclosing that information.

This policy applies to information we collect:

- On the Website.
- In email, text, and other electronic messages between you and the Website.
- Through mobile and desktop applications you download, which provide dedicated non-browser-based interaction between you and the Website.

It does not apply to information collected by:

- us offline or through any other means, including on any other website operated by Wayside Publishing or any third party (including our affiliates and subsidiaries); or
- any third party (including our affiliates and subsidiaries), including through any application or content (including advertising) that may link to or be accessible from or on the Website.

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, your choice is not to use our Website. By accessing or using this Website, you agree to this privacy policy. This policy may change from time to time. Your continued use of this Website after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

Children Under the Age of 13

Except for use of our educational services for students which are covered by the Wayside Publishing Student Information Privacy Notice, our Website is generally not intended for children under 13 years of age. No one under age 13 may provide any personal information to or on the Website. We do not knowingly collect personal information from children under 13. If you are under 13, do not register on the Website, use or provide any information on this Website or on or through any of its features, make any purchases through the Website, use any of the interactive or public comment features of the Website or provide any information about yourself to us, including your name, address, telephone number, email address, or any screen name or user name you may use. If we learn we have collected or received personal information from a child under 13 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 13, please contact us at: Phone: (888) 302-2519;

Email: info@waysidepublishing.com; or Postal Address: Wayside Publishing, 262 U.S. Route 1, Suite 2, Freeport, ME 04032.

A Note on Student Users and Education Records

Wayside has additional policies, protocols, and protections in place for the personal information and education records of K-12 student users of Wayside's educational services. Our use and disclosure of student information is more limited than described in this general Privacy Policy and certain provisions of this Privacy Policy do not apply to student information. Please see the [Wayside Publishing Student Information Privacy Notice](#) for more specific information on how Wayside collects, uses, maintains, protects, and discloses student information. To the extent that there is a conflict between the terms of this Privacy Policy and the Wayside Publishing Student Information Privacy Notice with regard to the personally identifiable information of a student user, the terms of the Student Information Privacy Notice shall control.

Information We Collect About You and How We Collect It

We collect several types of information from and about users of our Website, including information:

- that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or device or by which you may be personally identified, such as name, postal address, e-mail address, telephone number, or any other identifier by which you may be contacted online or offline ("**personal information**");
- that is about you but does not identify you individually, such as anonymous demographic data; and/or
- about your internet connection, the equipment you use to access our Website, and usage details.

We collect this information:

- Directly from you when you provide it to us.
- Automatically as you navigate through the Website. Information collected automatically may include usage details, IP addresses, and information collected through cookies, web beacons, and other tracking technologies.
- From third parties, for example, our business partners.

Information You Provide to Us

The information we collect on or through our Website may include:

- Information that you provide by filling in forms or placing orders on our Website. This includes information provided at the time of registering to use our Website, subscribing to our service, posting material, or requesting further products or services. We may also ask you for information when you interact with us or report a problem with our Website.
- Records and copies of your correspondence (including email addresses), if you contact us.
- Your responses to surveys that we might ask you to complete for research purposes.
- Details of transactions you carry out through our Website and of the fulfillment of your orders. You may be required to provide financial information before placing an order through our Website.

- Your search queries on the Website.

You also may provide information to be published or displayed ("**posted**") on public areas of the Website, or transmitted to other users of the Website or third parties (collectively, "**User Contributions**"). Your User Contributions are posted on and transmitted to others at your own risk. Although we may limit access to certain pages or you may set certain privacy settings for such information by logging into your account profile, please be aware that no security measures are perfect or impenetrable. Additionally, we cannot control the actions of other users of the Website with whom you may choose to share your User Contributions. Therefore, we cannot and do not guarantee that your User Contributions will not be viewed by unauthorized persons.

Information We Collect Through Automatic Data Collection Technologies

As you navigate through and interact with our Website, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:

- Details of your visits to our Website, including traffic data, location data, logs, and other communication data and the resources that you access and use on the Website.
- Information about your computer and internet connection, including your IP address, operating system, and browser type.

We also may use these technologies to collect information about your online activities over time and across third-party websites or other online services (behavioral tracking). Most web browsers have settings where you can adjust tracking settings. Please note that Wayside does not change its practices or procedures in response to a "Do Not Track" signal from a web browser or in the HTTP header from a browser or mobile application.

The information we collect automatically is statistical data and may include personal information, or we may maintain it or associate it with personal information we collect in other ways or received from third parties. It helps us to improve our Website and to deliver a better and more personalized service, including by enabling us to:

- Estimate our audience size and usage patterns.
- Store information about your preferences, allowing us to customize our Website according to your individual interests.
- Speed up your searches.
- Recognize you when you return to our Website.

The technologies we use for this automatic data collection may include:

- **Cookies (or browser cookies).** A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting you may be unable to access certain parts of our Website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our Website.
- **Flash Cookies.** Certain features of our Website may use local stored objects (or Flash cookies) to collect and store information about your preferences and

navigation to, from, and on our Website. Flash cookies are not managed by the same browser settings as are used for browser cookies. For information about managing your privacy and security settings for Flash cookies, see [Choices About How We Use and Disclose Your Information](#).

- **Web Beacons.** Pages of our the Website and our e-mails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit the Company, for example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity).

How We Use Your Information

We use information that we collect about you or that you provide to us, including any personal information:

- To present our Website and its contents to you.
- To provide you with information, products, or services that you request from us.
- To fulfill any other purpose for which you provide it.
- To provide you with notices about your account, including expiration and renewal notices.
- To carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection.
- To notify you about changes to our Website or any products or services we offer or provide though it.
- To allow you to participate in interactive features on our Website.
- In any other way we may describe when you provide the information.
- For any other purpose with your consent.

We may also use your information to contact you about our own goods and services that may be of interest to you. For more information, see [Choices About How We Use and Disclose Your Information](#).

Disclosure of Your Information

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction.

We do not disclose information to third-party advertisers for their direct marketing purposes. We may disclose personal information that we collect or you provide as described in this privacy policy:

- To our subsidiaries and affiliates.
- To contractors, service providers, and other third parties we use to support our business and who are bound by contractual obligations to keep personal information confidential and use it only for the purposes for which we disclose it to them.
- To a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of Wayside's assets, whether as a going concern or as part of bankruptcy, liquidation, or similar

proceeding, in which personal information held by Wayside about our Website users is among the assets transferred.

- To fulfill the purpose for which you provide it.
- For any other purpose disclosed by us when you provide the information.
- With your consent.

We may also disclose your personal information:

- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- To enforce or apply our Terms of Use and other agreements, including for billing and collection purposes.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of Wayside, our customers, users, employees, or others.

Choices About How We Use and Disclose Your Information

We strive to provide you with choices regarding the personal information you provide to us. We have created mechanisms to provide you with the following control over your information:

- **Tracking Technologies and Advertising.** You can set your browser to refuse all or some browser cookies, or to alert you when cookies are being sent. To learn how you can manage your Flash cookie settings, visit the Flash player settings page on Adobe's website. If you disable or refuse cookies, please note that some parts of this site may then be inaccessible or not function properly.
- **Promotional Offers from the Company.** If you do not wish to have your email address used by the Company to promote our own products or services, you can opt-out by sending us an email stating your request to info@waysidepublishing.com. If we have sent you a promotional email, you may send us a return email asking to be omitted from future email distributions. This opt out does not apply to information provided to the Company as a result of a product purchase, warranty registration, product service experience or other transactions.

Accessing and Correcting Your Information

You can review and change your personal information by logging into the Website and visiting your account profile page.

You may also send us an email at info@waysidepublishing.com to request access to, correct or delete any personal information that you have provided to us. We cannot delete your personal information except by also deleting your user account. We may not accommodate a request to change information if we believe the change would violate any law or legal requirement or cause the information to be incorrect.

If you delete your User Contributions from the Website, copies of your User Contributions may remain viewable in cached and archived pages, or might have been copied or stored by other Website users.

Data Security

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure. All information you provide to us is stored on our secure servers behind firewalls. Any payment transactions will be encrypted using SSL technology.

The safety and security of your information also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of our Website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone. We urge you to be careful about giving out information in public areas of the Website like message boards. The information you share in public areas may be viewed by any user of the Website.

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our Website. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the Website.

Contact Information

To ask questions or comment about this privacy policy and our privacy practices, contact us at:

By email: info@waysidepublishing.com

By mail: Wayside Publishing
2 Stonewood Drive
Freeport, ME 04032

By Phone: Phone/fax: (888) 302-2519

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Wayside Publishing	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 2 Stonewood Drive	Requester's name and address (optional)
6 City, state, and ZIP code Freeport, ME 04032	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-						
or									
Employer identification number									
2	7	-	1	8	2	5	2	9	5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►



Date ► Jan 11, 2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

AMENDMENT TO AGREEMENT BETWEEN THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT 74 & WAYSIDE PUBLISHING, INC.

This Amendment is entered into as of August 4, 2022, by and between the Board of Education of Lincolnwood School District No. 74 ("School District") and Wayside Publishing, Inc., ("Wayside") pursuant to Quote Number Q-100434, and the Terms of Service (collectively, the "Agreement"), and shall continue in force for any extensions of the Agreement or subsequent renewals or order forms, unless otherwise agreed by the Parties.

1. **Terms and Conditions.** This Amendment modifies the Agreement entered into by the Parties. Terms and conditions not amended herein shall have the same meaning as in the Agreement. If there is conflict between this Amendment and the Agreement, the terms of this Amendment will prevail. Wayside shall not materially modify or amend the Agreement (see <https://learningsite.waysidepublishing.com/>) during the term of this Agreement or any extension thereof, without providing written notice.
2. **Auto-Renewal.** The term of the Agreement between the parties shall not automatically renew. Subsequent extensions of the Agreement shall require notice to and approval of the School District.
3. **FOIA/OMA.** School District shall not be required to make any claim of privilege that may be applicable to prevent disclosure in response to, and will not be required to notify Wayside prior to any disclosure in response to, a valid FOIA request for information that is not confidential or proprietary. Wayside acknowledges and agrees that the Agreement is not confidential or exempt from disclosure under the Illinois Freedom of Information Act or Open Meetings Act.
4. **Governing Law/Venue.** This Agreement will be governed and construed in accordance with the laws of the State of Illinois, without regard to any conflicts of law provisions. Venue for all actions between the parties shall lie solely in the Circuit Court of Cook County, Illinois. Wayside hereby agrees to this exclusive venue, to personal jurisdiction of this court, and to service of process in accordance with its rules of civil procedure, and Wayside waives any objection that this venue is not convenient. Any references to binding arbitration shall be deleted from the Agreement.
5. **Illinois Student Privacy Laws.** In addition to its obligation to maintain data in accordance with applicable federal and Illinois laws, Wayside represents that this agreement is not covered under the *Illinois Student Online Personal Protection Act* (105 ILCS 85/1 *et seq.*) (herein "SOPPA"). Wayside shall indemnify and defend School District, and its individual Board members, officers, employees, agents, and successors against third-party claims, charges, causes of action, and liability of any kind, including but not limited to attorney's fees, arising directly and specifically from any security or privacy breach as a result of negligent or intentional acts or omissions of Wayside or any determination that this Contract should be covered under SOPPA, and any damages limitations in the Agreement shall not apply to School District in this regard. In case of

any breach, within the most expedient time possible and without unreasonable delay, but no later than 30 calendar days after the determination that a breach has occurred, Wayside shall notify the Superintendent of Schools of any breach of School District or student information.

6. **Insurance.** During the term of this Agreement and any renewal thereof, Wayside shall maintain a cyber-liability insurance policy insuring against data breaches. School District shall be named as an additional insured on such policy. Any damages limitations in this Agreement shall not apply to School District in its capacity as an additional insured.

7. **Limitation of Liability.** Wayside's aggregate limitation of liability under this Agreement shall not be less than the total amount paid to Wayside by the School District under this Agreement in the twelve (12) months preceding the claim. Any limitation to the contrary stated in the Terms of Service shall be deleted.

8. **Authority to Execute.** Each signatory hereto represents and warrants that he or she has the proper corporate authority to execute this Amendment and bind his or her entity to the terms and conditions hereof.

WHEREAS, this Amendment and its terms and conditions are agreed upon by the Parties on the date set forth above.

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT 74**

WAYSIDE PUBLISHING, INC.

By: _____

By:  _____

Its: _____

Its: Gregory Greuel-President

Date: _____

Date: 7-11-22



WAYSPUB-01

NLABRECQUE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/11/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 1780862 HUB International New England 275 US Route 1 Cumberland Foreside, ME 04110	CONTACT NAME: PHONE (A/C, No, Ext): (207) 829-3450 FAX (A/C, No): (207) 829-6350 E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A : Tri-State Insurance Company of Minnesota INSURER B : Hartford Insurance Company of SE INSURER C : Certain Underwriters at Lloyds INSURER D : INSURER E : INSURER F :
INSURED Wayside Publishing & Fluency Matters 2 Stonewood Drive Freeport, ME 04032	NAIC # 31003 38261

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			ADV 5197888-17	3/7/2022	3/7/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			ADV 5197888-17	3/7/2022	3/7/2023	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 2,000,000 BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	04WECAG8KLM	6/29/2022	6/29/2023	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	MultiMedia Liab			ESK0138931772	2/8/2022	2/8/2023	Retention 10K \$ 5,000,000
C	Cyber Liability			ESK0138931772	2/8/2022	2/8/2023	Retention 10K \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Lincolnwood School Dist 74
6950 N. East Prairie Road
Lincolnwood, IL 60712

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

167

EXHIBIT "E"
GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and Community Unit School District 300 ("Originating LEA") which is dated _____, to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed **Exhibit "E"** to Provider at the following email address: info@waysidepublishing.com.

PROVIDER: Wayside Publishing

BY: **Greg Greuel**

Digitally signed by Greg Greuel
Date: 2021.07.23 10:24:27 -04'00'

Date: 07/20/2021

Printed Name: Gregory Greuel

Title/Position: President

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the Community Unit School District 300 and Wayside Publishing

****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. ****

Subscribing LEA

By: Jordan Stephen

Date: 2022-07-14

Printed Name: Jordan Stephen

Title: Director of Technology

SCHOOL DISTRICT NAME: Lincolnwood SD 74

DESIGNATED REPRESENTATIVE OF LEA:

Name: Jordan Stephen

Title: Director of Technology

Address: 6950 N East Prairie Rd

Phone: 847-675-8234

Email: jstephen@sd74.org

Standard Student Data Privacy Agreement

IL-NDPA v1.0a

School District or LEA

Community Unit School District 300

and

Provider

Wayside Publishing

This Student Data Privacy Agreement (“DPA”) is entered into on the date of full execution (the “Effective Date”) and is entered into by and between:

[Community Unit School District 300], located at [2550 Harnish Drive Algonquin, IL 60102] (the “Local Education Agency” or “LEA”) and
[Wayside Publishing], located at [2 Stonewood Drive Freeport, ME 04032] (the “Provider”).

WHEREAS, the Provider is providing educational or digital services to LEA.

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. § 1232g (34 CFR Part 99); the Children’s Online Privacy Protection Act (“COPPA”) at 15 U.S.C. § 6501-6506 (16 CFR Part 312), applicable state privacy laws and regulations and

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

1. A description of the Services to be provided, the categories of Student Data that may be provided by LEA to Provider, and other information specific to this DPA are contained in the Standard Clauses hereto.
2. **Special Provisions. Check if Required**
 - ☒ If checked, the Supplemental State Terms and attached hereto as **Exhibit “G”** are hereby incorporated by reference into this DPA in their entirety.
 - ☐ If checked, LEA and Provider agree to the additional terms or modifications set forth in **Exhibit “H”. (Optional)**
 - ☒ If Checked, the Provider, has signed **Exhibit “E”** to the Standard Clauses, otherwise known as General Offer of Privacy Terms
3. In the event of a conflict between the SDPC Standard Clauses, the State or Special Provisions will control. In the event there is conflict between the terms of the DPA and any other writing, including, but not limited to the Service Agreement and Provider Terms of Service or Privacy Policy the terms of this DPA shall control.
4. This DPA shall stay in effect for three years. Exhibit E will expire 3 years from the date the original DPA was signed.
5. The services to be provided by Provider to LEA pursuant to this DPA are detailed in **Exhibit “A”** (the “Services”).
6. **Notices.** All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

The designated representative for the LEA for this DPA is:

Name: Jason Emricson Title: Executive Director of Technology & Operations
Address: 2550 Harnish Drive, Algonquin, IL 60102
Phone: 847-551-8337 Email: jason.emricson@d300.org

The designated representative for the Provider for this DPA is:

Name: Gregory Greuel Title: President
Address: 2 Stonewood Drive Freeport, ME 04032
Phone: 888-302-2519 Email: greg@waysidepublishing.com

IN WITNESS WHEREOF, LEA and Provider execute this DPA as of the Effective Date.

LEA: Community Unit School District 300

Jennifer Porter
By: B286855FF728A002A6B185572D79A17D contractworks Date: 07/30/2021

Printed Name: Jennifer Porter Title/Position: Chief Financial Officer/ CSBO

Provider: Wayside Publishing

By: Greg Greuel Digitally signed by Greg Greuel
Date: 2021.07.23 10:24:05 -04'00' Date: 07/20/2021

Printed Name: Gregory Greuel Title/Position: President

STANDARD CLAUSES

Version 1.0

ARTICLE I: PURPOSE AND SCOPE

1. **Purpose of DPA.** The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to its use of Student Data
2. **Student Data to Be Provided.** In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit "B"**.
3. **DPA Definitions.** The definition of terms used in this DPA is found in **Exhibit "C"**. In the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data Property of LEA.** All Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above.
2. **Parent Access.** To the extent required by law the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner (and no later than forty five (45) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA's request for Student Data in a student's records held by the Provider to view or correct as necessary. In the event that a parent of a student or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.
3. **Separate Account.** If Student-Generated Content is stored or maintained by the Provider, Provider shall, at the request of the LEA, transfer, or provide a mechanism for the LEA to transfer, said Student-Generated Content to a separate account created by the student.

4. **Law Enforcement Requests.** Should law enforcement or other government entities (“Requesting Party(ies)”) contact Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the LEA of the request.
5. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA.

ARTICLE III: DUTIES OF LEA

1. **Provide Data in Compliance with Applicable Laws.** LEA shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.
2. **Annual Notification of Rights.** If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest in its annual notification of rights.
3. **Reasonable Precautions.** LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted Student Data.
4. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.
2. **Authorized Use.** The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in Exhibit A or stated in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.
3. **Provider Employee Obligation.** Provider shall require all of Provider’s employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.
4. **No Disclosure.** Provider acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data other than as directed or

permitted by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or to subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.

5. **De-Identified Data**: Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de-identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any document that names the LEA explicitly or indirectly, the Provider shall obtain the LEA's written approval of the manner in which de-identified data is presented.
6. **Disposition of Data**. Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data after providing the LEA with reasonable prior notice. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified or placed in a separate student account pursuant to section II 3. The LEA may employ a "Directive for Disposition of Data" form, a copy of which is attached hereto as **Exhibit "D"**. If the LEA and Provider employ Exhibit "D," no further written request or notice is required on the part of either party prior to the disposition of Student Data described in Exhibit "D".
7. **Advertising Limitations**. Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits

ARTICLE V: DATA PROVISIONS

1. **Data Storage**. Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.
2. **Audits**. No more than once a year, or following unauthorized access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA . The Provider will cooperate reasonably with the LEA and any local, state, or federal

agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.

3. **Data Security.** The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security. The provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards set forth set forth in **Exhibit "F"**. Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment to **Exhibit "H"**. Additionally, Provider may choose to further detail its security programs and measures that augment or are in addition to the Cybersecurity Framework in **Exhibit "F"**. Provider shall provide, in the Standard Schedule to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.
4. **Data Breach.** In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA within seventy-two (72) hours of confirmation of the incident, unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident. Provider shall follow the following process:
 - (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:
 - i. The name and contact information of the reporting LEA subject to this section.
 - ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
 - iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
 - iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
 - v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
 - (2) Provider agrees to adhere to all federal and state requirements with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.
 - (3) Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide LEA, upon request, with a summary of said written incident response plan.

- (4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.
- (5) In the event of a breach originating from LEA's use of the Service, Provider shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

ARTICLE VI: GENERAL OFFER OF TERMS

Provider may, by signing the attached form of "General Offer of Privacy Terms" (General Offer, attached hereto as **Exhibit "E"**), be bound by the terms of **Exhibit "E"** to any other LEA who signs the acceptance on said Exhibit. The form is limited by the terms and conditions described therein.

ARTICLE VII: MISCELLANEOUS

1. **Termination.** In the event that either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any service agreement or contract if the other party breaches any terms of this DPA.
2. **Effect of Termination Survival.** If the Service Agreement is terminated, the Provider shall destroy all of LEA's Student Data pursuant to Article IV, section 6.
3. **Priority of Agreements.** This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between Exhibit H, the SDPC Standard Clauses, and/or the Supplemental State Terms, Exhibit H will control, followed by the Supplemental State Terms. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.
4. **Entire Agreement.** This DPA and the Service Agreement constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties. Neither failure nor delay on the part of any Party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.

5. **Severability.** Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.
6. **Governing Law; Venue and Jurisdiction.** THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE LEA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY OF THE LEA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.
7. **Successors Bound:** This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business. In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it disapproves of the successor to whom the Provider is selling, merging, or otherwise disposing of its business.
8. **Authority.** Each party represents that it is authorized to bind to the terms of this DPA, including confidentiality and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the Student Data and/or any portion thereof.
9. **Waiver.** No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

EXHIBIT "A"
DESCRIPTION OF SERVICES

Azulejo

EXHIBIT "B"
SCHEDULE OF DATA

Category of Data	Elements	Check if Used by Your System
Application Technology Meta Data	IP Addresses of users, Use of cookies, etc.	☒
	Other application technology meta data-Please specify:	☐
Application Use Statistics	Meta data on user interaction with application	☒
Assessment	Standardized test scores	☐
	Observation data	☐
	Other assessment data-Please specify: Activity grades & teacher feedback	☒
Attendance	Student school (daily) attendance data	☐
	Student class attendance data	☐
Communications	Online communications captured (emails, blog entries)	☒
Conduct	Conduct or behavioral data	☐
Demographics	Date of Birth	☐
	Place of Birth	☐
	Gender	☐
	Ethnicity or race	☐
	Language information (native, or primary language spoken by student)	☐
	Other demographic information-Please specify:	☐
Enrollment	Student school enrollment	☒
	Student grade level	☒
	Homeroom	☐
	Guidance counselor	☐
	Specific curriculum programs	☒
	Year of graduation	☐
	Other enrollment information-Please specify: World Language Course Enrollment	☒
Parent/Guardian Contact Information	Address	☐
	Email	☐

Category of Data	Elements	Check if Used by Your System	
	Phone	☐	☐
Parent/Guardian ID	Parent ID number (created to link parents to students)	☐	☐
Parent/Guardian Name	First and/or Last	☐	☐
Schedule	Student scheduled courses	☐	☐
	Teacher names	☒	☐
Special Indicator	English language learner information	☐	☐
	Low income status	☐	☐
	Medical alerts/ health data	☐	☐
	Student disability information	☐	☐
	Specialized education services (IEP or 504)	☐	☐
	Living situations (homeless/foster care)	☐	☐
	Other indicator information-Please specify:	☐	☐
Student Contact Information	Address	☐	☐
	Email	☒	☐
	Phone	☐	☐
Student Identifiers	Local (School district) ID number	☒	☐
	State ID number	☐	☐
	Provider/App assigned student ID number	☒	☐
	Student app username	☒	☐
	Student app passwords	☒	☐
Student Name	First and/or Last	☒	☐
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	☐	☐
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	☐	☐
Student Survey Responses	Student responses to surveys or questionnaires	☒	☐
Student work	Student generated content; writing, pictures, etc.	☒	☐
	Other student work data -Please specify:	☐	☐
Transcript	Student course grades	☐	☐
	Student course data	☐	☐

Category of Data	Elements	Check if Used by Your System
	Student course grades/ performance scores	☐
	Other transcript data - Please specify:	☐
Transportation	Student bus assignment	☐
	Student pick up and/or drop off location	☐
	Student bus card ID number	☐
	Other transportation data – Please specify:	☐
Other	Please list each additional data element used, stored, or collected by your application:	☐
None	No Student Data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable.	☐

EXHIBIT "C"

DEFINITIONS

De-Identified Data and De-Identification: Records and information are considered to be De-Identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.

Educational Records: Educational Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.

Metadata: means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

Operator: means the operator of an internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used for K-12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with an LEA to provide a service to that LEA shall be considered an "operator" for the purposes of this section.

Originating LEA: An LEA who originally executes the DPA in its entirety with the Provider.

Provider: For purposes of the DPA, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Student Data. Within the DPA the term "Provider" includes the term "Third Party" and the term "Operator" as used in applicable state statutes.

Student Generated Content: The term "Student-Generated Content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

School Official: For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and re-disclosure of Personally Identifiable Information from Education Records.

Service Agreement: Refers to the Contract, Purchase Order or Terms of Service or Terms of Use.

Student Data: Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to,

information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "Personally Identifiable Information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in **Exhibit "B"** is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or De-Identified, or anonymous usage data regarding a student's use of Provider's services.

Subprocessor: For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.

Subscribing LEA: An LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms.

Targeted Advertising: means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted Advertising" does not include any advertising to a student on an Internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

Third Party: The term "Third Party" means a provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Education Records and/or Student Data, as that term is used in some state statutes. However, for the purpose of this DPA, the term "Third Party" when used to indicate the provider of digital educational software or services is replaced by the term "Provider."

EXHIBIT "D"
DIRECTIVE FOR DISPOSITION OF DATA

Provider to dispose of data obtained by Provider pursuant to the terms of the Service Agreement between LEA and Provider. The terms of the Disposition are set forth below:

1. Extent of Disposition

☐ Disposition is partial. The categories of data to be disposed of are set forth below or are found in an attachment to this Directive:

[]

☒ Disposition is Complete. Disposition extends to all categories of data.

2. Nature of Disposition

☒ Disposition shall be by destruction or deletion of data.

☐ Disposition shall be by a transfer of data. The data shall be transferred to the following site as follows:

[]

3. Schedule of Disposition

Data shall be disposed of by the following date:

☒ As soon as commercially practicable.

☐ By []

4. Signature

Authorized Representative of LEA

Date

5. Verification of Disposition of Data

Authorized Representative of Company

07/20/2021

Date

EXHIBIT "E"
GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and Community Unit School District 300 ("Originating LEA") which is dated _____, to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed **Exhibit "E"** to Provider at the following email address: info@waysidepublishing.com.

PROVIDER: Wayside Publishing

BY: Greg Greuel  Digitally signed by Greg Greuel
Date: 2021.07.23 10:24:27 -04'00' Date: 07/20/2021

Printed Name: Gregory Greuel Title/Position: President

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the Community Unit School District 300 and Wayside Publishing

****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. ****

Subscribing LEA:

BY: _____ Date: _____

Printed Name: _____ Title/Position: _____

SCHOOL DISTRICT NAME: _____

DESIGNATED REPRESENTATIVE OF LEA:

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Email: _____

EXHIBIT “F”
DATA SECURITY REQUIREMENTS

Adequate Cybersecurity Frameworks
2/24/2020

The Education Security and Privacy Exchange (“Edspex”) works in partnership with the Student Data Privacy Consortium and industry leaders to maintain a list of known and credible cybersecurity frameworks which can protect digital learning ecosystems chosen based on a set of guiding cybersecurity principles* (“Cybersecurity Frameworks”) that may be utilized by Provider .

Cybersecurity Frameworks

	MAINTAINING ORGANIZATION/GROUP	FRAMEWORK(S)
☐	National Institute of Standards and Technology	NIST Cybersecurity Framework Version 1.1
☐	National Institute of Standards and Technology	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
☐	International Standards Organization	Information technology — Security techniques — Information security management systems (ISO 27000 series)
☐	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
☐	Center for Internet Security	CIS Critical Security Controls (CSC, CIS Top 20)
☐	Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S))	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

Please visit <http://www.edspex.org> for further details about the noted frameworks.

*Cybersecurity Principles used to choose the Cybersecurity Frameworks are located here

EXHIBIT "G" - Supplemental SDPC (Student Data Privacy Consortium) State Terms for Illinois

Version IL-NDPAv1.0a (Revised March 15, 2021)

This **Exhibit G**, Supplemental SDPC State Terms for Illinois ("Supplemental State Terms"), effective simultaneously with the attached Student Data Privacy Agreement ("DPA") by and between
Community Unit School District 300

"LEA") and _____ (the "Local Education Agency" or "LEA") and _____ (the "Provider"), is incorporated in the attached DPA and amends the DPA (and all supplemental terms and conditions and policies applicable to the DPA) as follows:

1. **Compliance with Illinois Privacy Laws.** In performing its obligations under the Agreement, the Provider shall comply with all Illinois laws and regulations pertaining to student data privacy, confidentiality, and maintenance, including but not limited to the Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/, Mental Health and Developmental Disabilities Confidentiality Act ("MHDDCA"), 740 ILCS 110/, Student Online Personal Protection Act ("SOPPA"), 105 ILCS 85/, Identity Protection Act ("IPA"), 5 ILCS 179/, and Personal Information Protection Act ("PIPA"), 815 ILCS 530/, and Local Records Act ("LRA"), 50 ILCS 205/.

2. **Definition of "Student Data."** In addition to the definition set forth in **Exhibit C**, Student Data includes any and all information concerning a student by which a student may be individually identified under applicable Illinois law and regulations, including but not limited to (a) "covered information," as defined in Section 5 of SOPPA (105 ILCS 85/5), (b) "school student records" as that term is defined in Section 2 of ISSRA (105 ILCS 10/2(d)) (c) "records" as that term is defined under Section 110/2 of the MHDDCA (740 ILCS 110/2), and (d) "personal information" as defined in Section 530/5 of PIPA.

3. **School Official Designation.** Pursuant to Article I, Paragraph 1 of the DPA Standard Clauses, and in accordance with FERPA, ISSRA and SOPPA, in performing its obligations under the DPA, the Provider is acting as a school official with legitimate educational interest; is performing an institutional service or function for which the LEA would otherwise use its own employees; is under the direct control of the LEA with respect to the use and maintenance of Student Data; and is using Student Data only for an authorized purpose and in furtherance of such legitimate educational interest.

4. **Limitations on Re-Disclosure.** The Provider shall not re-disclose Student Data to any other party or affiliate without the express written permission of the LEA or pursuant to court order, unless such disclosure is otherwise permitted under SOPPA, ISSRA, FERPA, and MHDDCA. Provider will not sell or rent Student Data. In the event another party, including law enforcement or a government entity, contacts the Provider with a request or subpoena for Student Data in the possession of the Provider, the Provider shall redirect the other party to seek the data directly from the LEA. In the event the Provider is compelled to produce Student Data to another party in compliance with a court order, Provider shall notify the LEA at least five (5) school days in advance of the court ordered disclosure and, upon request, provide the LEA with a copy of the court order requiring such disclosure.

5. **Notices.** Any notice delivered pursuant to the DPA shall be deemed effective, as applicable, upon receipt as evidenced by the date of transmission indicated on the transmission material, if by e-mail; or four (4) days after mailing, if by first-class mail, postage prepaid.

6. **Parent Right to Access and Challenge Student Data.** The LEA shall establish reasonable procedures pursuant to which a parent, as that term is defined in 105 ILCS 10/2(g), may inspect and/or

copy Student Data and/or challenge the accuracy, relevance or propriety of Student Data, pursuant to Sections 5 and 7 of ISSRA (105 ILCS 10/5; 105 ILCS 10/7) and Section 33 of SOPPA (105 ILCS 85/33). The Provider shall respond to any request by the LEA for Student Data in the possession of the Provider when Provider cooperation is required to afford a parent an opportunity to inspect and/or copy the Student Data, no later than 5 business days from the date of the request. In the event that a parent contacts the Provider directly to inspect and/or copy Student Data, the Provider shall refer the parent to the LEA, which shall follow the necessary and proper procedures regarding the requested Student Data.

7. **Corrections to Factual Inaccuracies.** In the event that the LEA determines that the Provider is maintaining Student Data that contains a factual inaccuracy, and Provider cooperation is required in order to make a correction, the LEA shall notify the Provider of the factual inaccuracy and the correction to be made. No later than 90 calendar days after receiving the notice of the factual inaccuracy, the Provider shall correct the factual inaccuracy and shall provide written confirmation of the correction to the LEA.

8. **Security Standards.** The Provider shall implement and maintain commercially reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect Student Data from unauthorized access, destruction, use, modification, or disclosure, including but not limited to the unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of the Student Data (a "Security Breach"). For purposes of the DPA and this Exhibit G, "Security Breach" does not include the good faith acquisition of Student Data by an employee or agent of the Provider or LEA for a legitimate educational or administrative purpose of the Provider or LEA, so long as the Student Data is used solely for purposes permitted by SOPPA and other applicable law, and so long as the Student Data is restricted from further unauthorized disclosure.

9. **Security Breach Notification.** In addition to the information enumerated in Article V, Section 4(1) of the DPA Standard Clauses, any Security Breach notification provided by the Provider to the LEA shall include:

- a. A list of the students whose Student Data was involved in or is reasonably believed to have been involved in the breach, if known; and
- b. The name and contact information for an employee of the Provider whom parents may contact to inquire about the breach.

10. **Reimbursement of Expenses Associated with Security Breach.** In the event of a Security Breach that is attributable to the Provider, the Provider shall reimburse and indemnify the LEA for any and all costs and expenses that the LEA incurs in investigating and remediating the Security Breach, without regard to any limitation of liability provision otherwise agreed to between Provider and LEA, including but not limited to costs and expenses associated with:

- a. Providing notification to the parents of those students whose Student Data was compromised and regulatory agencies or other entities as required by law or contract;
- b. Providing credit monitoring to those students whose Student Data was exposed in a manner during the Security Breach that a reasonable person would believe may impact the student's credit or financial security;
- c. Legal fees, audit costs, fines, and any other fees or damages imposed against the LEA

as a result of the security breach; and

- d. Providing any other notifications or fulfilling any other requirements adopted by the Illinois State Board of Education or under other State or federal laws.

11. Transfer or Deletion of Student Data. The Provider shall review, on an annual basis, whether the Student Data it has received pursuant to the DPA continues to be needed for the purpose(s) of the Service Agreement and this DPA. If any of the Student Data is no longer needed for purposes of the Service Agreement and this DPA, the Provider will provide written notice to the LEA as to what Student Data is no longer needed. The Provider will delete or transfer Student Data in readable form to the LEA, as directed by the LEA (which may be effectuated through Exhibit D of the DPA), within 30 calendar days if the LEA requests deletion or transfer of the Student Data and shall provide written confirmation to the LEA of such deletion or transfer. Upon termination of the Service Agreement between the Provider and LEA, Provider shall conduct a final review of Student Data within 60 calendar days.

If the LEA receives a request from a parent, as that term is defined in 105 ILCS 10/2(g), that Student Data being held by the Provider be deleted, the LEA shall determine whether the requested deletion would violate State and/or federal records laws. In the event such deletion would not violate State or federal records laws, the LEA shall forward the request for deletion to the Provider. The Provider shall comply with the request and delete the Student Data within a reasonable time period after receiving the request.

Any provision of Student Data to the LEA from the Provider shall be transmitted in a format readable by the LEA.

12. Public Posting of DPA. Pursuant to SOPPA, the LEA shall publish on its website a copy of the DPA between the Provider and the LEA, including this Exhibit G.

13. Subcontractors. By no later than (5) business days after the date of execution of the DPA, the Provider shall provide the LEA with a list of any subcontractors to whom Student Data may be disclosed or a link to a page on the Provider's website that clearly lists any and all subcontractors to whom Student Data may be disclosed. This list shall, at a minimum, be updated and provided to the LEA by the beginning of each fiscal year (July 1) and at the beginning of each calendar year (January 1).

14. DPA Term.

- a. **Original DPA.** Paragraph 4 on page 2 of the DPA setting a three-year term for the DPA shall be deleted, and the following shall be inserted in lieu thereof: "This DPA shall be effective upon the date of signature by Provider and LEA, and shall remain in effect as between Provider and LEA 1) for so long as the Services are being provided to the LEA or 2) until the DPA is terminated pursuant to Section 15 of this Exhibit G, whichever comes first. The Exhibit E General Offer will expire three (3) years from the date the original DPA was signed."
- b. **General Offer DPA.** The following shall be inserted as a new second sentence in Paragraph 1 of Exhibit E: "The provisions of the original DPA offered by Provider and accepted by Subscribing LEA pursuant to this Exhibit E shall remain in effect as between Provider and Subscribing LEA 1) for so long as the Services are being provided to Subscribing LEA, or 2) until the DPA is terminated pursuant to Section 15 of this Exhibit G, whichever comes first."

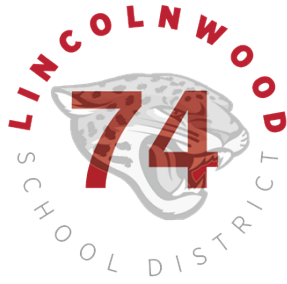
15. **Termination.** Paragraph 1 of Article VII shall be deleted, and the following shall be inserted in lieu thereof: "In the event either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or been terminated. One party may terminate this DPA upon a material breach of this DPA by the other party. Upon termination of the DPA, the Service Agreement shall terminate."
16. **Privacy Policy.** The Provider must publicly disclose material information about its collection, use, and disclosure of Student Data, including, but not limited to, publishing a terms of service agreement, privacy policy, or similar document.
17. **Minimum Data Necessary Shared.** The Provider attests that the Student Data request by the Provider from the LEA in order for the LEA to access the Provider's products and/or services is limited to the Student Data that is adequate, relevant, and limited to what is necessary in relation to the K-12 school purposes for which it is processed.
18. **Student and Parent Access.** Access by students or parents/guardians to the Provider's programs or services governed by the DPA or to any Student Data stored by Provider shall not be conditioned upon agreement by the parents/guardians to waive any of the student data confidentiality restrictions or a lessening of any of the confidentiality or privacy requirements contained in this DPA.
19. **Data Storage.** Provider shall store all Student Data shared under the DPA within the United States.
20. **Exhibits A and B.** The Services described in Exhibit A and the Schedule of Data in Exhibit B to the DPA satisfy the requirements in SOPPA to include a statement of the product or service being provided to the school by the Provider and a listing of the categories or types of covered information to be provided to the Provider, respectively.

EXHIBIT "H"
Additional Terms or Modifications
Version _____

LEA and Provider agree to the following additional terms and modifications:

This is a free text field that the parties can use to add or modify terms in or to the DPA. If there are no additional or modified terms, this field should read "None."

None



Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: BrainPOP LLC Renewal Contract for 2022-2023 School Year

PREPARED BY: Jordan Stephen

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

Lincolnwood School District 74 has subscribed to BrainPop and BrainPop Jr. since 2011. These subscriptions provide video explanations and activities for students in Kindergarten through 8th Grade, and support various languages. Teachers use BrainPOP to introduce new topics or reinforce topics dealing with math, reading and writing, science, social studies, health, and arts and technology. Topics available to teachers and students also contain current event topics, and social-emotional learning units. Individual logins are available for students, or teachers can share the content with a whole class. Teachers have the ability to print out materials like quizzes, and students can submit their work for feedback online as well.

Faced with a large renewal quote of \$10,025 the team reached out and had discussions with the vendor to find ways to reduce the overall costs of this product.

District Legal Counsel had reviewed the Terms and Conditions and Privacy Policy last year and authored an Amendment, which the vendor agreed to at the time. Counsel indicated it was sufficient for the vendor to acknowledge agreement to those terms in this year's renewal, which they did in the Proposal. Counsel also offered an opinion related to the National Data Privacy Agreement (IL-NDPA) necessitated by the Student Online Personal Protection Act (SOPPA). Counsel reviewed the IL-NDPA from Gurnee School District 56 provided by the vendor, found the document to be acceptable, and indicated the District could sign off on Exhibit E, if the renewal was approved.

Fiscal Impact:

\$7,460.25. The District discussed the product and pricing structure with the vendor and they agreed to the same pricing model that was presented for the 21-22 school year.

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to renew the BrainPOP LLC subscription in the amount of \$7,460.25 for the 2022-23 school year.

AMENDMENT TO AGREEMENT BETWEEN THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT 74 AND BRAINPOP LLC

This Amendment is entered into as of June 27, 2022, by and between the Board of Education of Lincolnwood School District No. 74 ("School District") and BrainPOP LLC ("BrainPOP") pursuant to Quote Number 00040133, the Terms of Use, and the Privacy Policy (collectively, the "Agreement"), and shall continue in force for any extensions of the Agreement or subsequent renewals, order forms, or online purchases unless otherwise agreed by the Parties.

1. **Terms and Conditions.** This Amendment modifies the Agreement entered into by the Parties. Terms and conditions not amended herein shall have the same meaning as in the Agreement. If there is conflict between this Amendment and the Agreement, the terms of this Amendment will prevail. BrainPOP shall not materially modify or amend the Agreement (see <https://www.brainpop.com/>) during the term of this Agreement or any extension thereof, without providing written notice.
2. **Auto-Renewal.** The term of the Agreement between the parties shall not automatically renew. Subsequent extensions of the Agreement shall require notice to and approval of the School District.
3. **FOIA/OMA.** School District shall not be required to make any claim of privilege that may be applicable to prevent disclosure in response to, and will not be required to notify BrainPOP prior to any disclosure in response to, a valid FOIA request for information that is not confidential or proprietary. BrainPOP acknowledges and agrees that the Agreement is not confidential or exempt from disclosure under the Illinois Freedom of Information Act or Open Meetings Act.
4. **Governing Law/Venue.** This Agreement will be governed and construed in accordance with the laws of the State of Illinois, without regard to any conflicts of law provisions. Venue for all actions between the parties shall lie solely in the Circuit Court of Cook County, Illinois. BrainPOP hereby agrees to this exclusive venue, to personal jurisdiction of this court, and to service of process in accordance with its rules of civil procedure, and BrainPOP waives any objection that this venue is not convenient. Any references to binding arbitration shall be deleted from the Agreement.
5. **Illinois Student Privacy Laws.** In addition to its obligation to maintain student data in accordance with applicable federal laws, BrainPOP shall also maintain all student data obtained from School District in accordance with any applicable Illinois laws, including (without limitation, and only to the extent applicable) the *Illinois School Student Records Act* (105 ILCS 10/1 *et seq.*); and the *Illinois Student Online Personal Protection Act* (105 ILCS 85/1 *et seq.*) (herein "SOPPA"). In accordance with SOPPA, the School District has separately executed an Exhibit E "General Offer of Privacy Terms" to join in the IL-NDPA Agreement between BrainPOP and another Illinois public school district.

6. **Insurance.** During the term of this Agreement and any renewal thereof, BrainPOP shall maintain a cyber-liability insurance policy insuring against data breaches. School District shall be named as an additional insured on such policy. Any damages limitations in this Agreement shall not apply to School District in its capacity as an additional insured.

7. **Authority to Execute.** Each signatory hereto represents and warrants that he or she has the proper corporate authority to execute this Amendment and bind his or her entity to the terms and conditions hereof.

WHEREAS, this Amendment and its terms and conditions are agreed upon by the Parties on the date set forth above.

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT 74**

BRAINPOP LLC

By: _____

By: 

Its: _____

Its: CEO

Date: _____

Date: 6/2/2022

BrainPOP

Issued By Andrea Thompson
Email andreat@brainpop.com
Phone 212.574.6093

Account Name Lincolnwood School District 74 Created Date 5/6/2022
Bill To Name Lincolnwood School District 74 Quote Number 00040133
Bill To 6950 N. EAST PRAIRIE ROAD
LINCOLNWOOD, IL 60712
USA

Please Note: If the person listed above is not the primary contact for your subscription, please let us know.

Product Name	Quantity	Product Description	Discount	Sales Price	Subtotal
School Combo 24/7	2.00	Unlimited 24-hour access to over one thousand standards-aligned topics to build background and deepen learning across your curriculum, SEL-themed topics, and embedded creative and computational projects on BrainPOP and BrainPOP Jr. Also includes access to BrainPOP Español and Français.	12.85%	USD 3,250.00	USD 6,500.00
School JR 24/7	1.00	Unlimited 24-hour access to hundreds of standards-aligned topics to build background and deepen learning across your curriculum, SEL-themed topics, and embedded creative and computational projects on BrainPOP Jr.	10.00%	USD 1,995.00	USD 1,995.00

Subtotal USD 8,495.00
Discount 12.18%
Grand Total USD 7,460.25



I accept the purchase of the items included herein. I understand that I will be invoiced for this order.

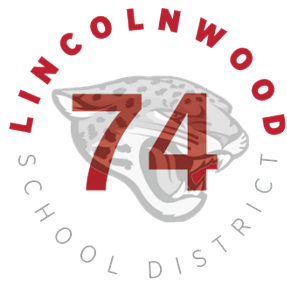
Name: _____ Authorized Signature: _____

Title: _____ Date: _____

*Please include any applicable tax exemption certificates for the school/district along with your order.

Quote valid for 90 days. All amounts listed are in USD. This subscription is governed by the Terms of Use and Privacy Policy posted on www.brainpop.com, as amended from time to time. By accepting this quote, you agree to these terms. Changes/modifications to the terms must be approved and signed by an authorized representative of BrainPOP. Terms and conditions submitted with any Purchase Order shall not apply to this subscription.

Remit to BrainPOP Accounts Receivable PO BOX 28119 | New York, NY 10087-8119 | Fax 866-867-6629



Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: Frontline Education Applicant Tracking Subscription 2022-26 Renewal

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

The District relies on Frontline Education's Applicant Tracking system as the online solution for hiring employees. All applicants submit their applications and related documents for consideration via Frontline. Administrators are able to conveniently view, sort, notate, and print those materials for the interview process. This is a multi-year renewal in order to end the renewal cycle on June 30th. This renewal is under the Master Service Agreement legal counsel reviewed earlier this year for the Absence and Substitute Management System.

Fiscal Impact:

\$1,127.47 prorated for 10/20/2022 through 6/30/2023

\$1,782.21 for 7/1/23 - 6/30/24

\$1,853.50 for 7/1/24 - 6/30/25

\$1,936.90 for 7/1/25 - 6/30/26

In 2020-21, the District paid \$1,512.50

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to approve the renewal of Frontline Education's Applicant Tracking subscription in the amount of \$6,700.08 from October 20, 2022 through June 30, 2026.



Exhibit A Frontline Customer Order Form
Q-102057

1400 Atwater Drive Malvern, PA 19355

06/28/2022

Customer:

Lincolnwood School District 74
6950 N. East Prairie Road
Lincolnwood, Illinois, 60712
United States

Contact: Courtney Whited

Title: Business Manager/CSBO

Phone: (847)675-8234

Email: cwhited@sd74.org

Order Form Details:

Account Manager: Daniel Lopez

Sale Type: Renewal

Quote Currency: USD

Pricing Overview

Amount

Annual Recurring Fees

\$1,782.21

(Prorated Fees)

\$1,127.47

Annual Recurring Fees Itemized Description	Start Date	End Date	Amount
Applicant Tracking, unlimited usage for internal employees	10/20/2022	6/30/2023	\$1,127.47
Applicant Tracking, unlimited usage for internal employees	7/01/2023	6/30/2024	\$1,782.21
Applicant Tracking, unlimited usage for internal employees	7/01/2024	6/30/2025	\$1,853.50
Applicant Tracking, unlimited usage for internal employees	7/01/2025	6/30/2026	\$1,936.90



1400 Atwater Drive Malvern, PA 19355

06/28/2022

Additional Order Form Information

Tax Information

Tax Exemption: We currently have a tax exemption certificate on file for you.

PO Information

PO Status:

PO #:

Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment



1400 Atwater Drive Malvern, PA 19355

06/28/2022

Invoicing Schedule	Due Date	Amount
Invoice: Prorated	11/19/2022	\$1,127.47
Applicant Tracking, unlimited usage for internal employees		\$1,127.47
Invoice: Annual		\$1,782.21
Applicant Tracking, unlimited usage for internal employees		\$1,782.21
Applicant Tracking, unlimited usage for internal employees		\$1,853.50
Applicant Tracking, unlimited usage for internal employees		\$1,936.90

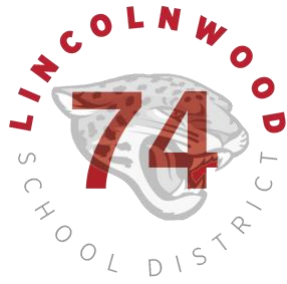


1400 Atwater Drive Malvern, PA 19355

06/28/2022

This Order Form and any software, downloads, upgrades, documentation, service packages, material, information, or services set forth herein are governed by the terms of the Master Services Agreement, software license or other agreement with Frontline (the Agreement). BY SIGNING BELOW OR OTHERWISE ACCESSING, VIEWING, OR USING ANY SOFTWARE, DOWNLOADS, UPGRADES, DOCUMENTATION, SERVICE PACKAGES, MATERIAL, INFORMATION, OR SERVICES SET FORTH HEREIN, CUSTOMER CERTIFIES THAT IT HAS READ AND AGREES TO THE ORDER FORM TERMS (the Order Form Terms) ATTACHED HERETO AND THE AGREEMENT INCORPORATED HEREIN AND SHALL BE BOUND BY THE SAME. Customer also agrees that the terms of the Agreement and the Order Form Terms are confidential information of Frontline Technologies Group LLC, its affiliates and predecessors (collectively, Frontline) and are not to be shared with any third party without the prior written consent of Frontline.

Frontline Technologies Group LLC dba Frontline Education Signature: _____ Name: _____ Title: _____ Address: 1400 Atwater Drive Malvern, PA 19355 Email: <u>billing@frontlineed.com</u>	Lincolnwood School District 74 Signature: _____ Name: <u>Courtney whited</u> Title: <u>Business Manager/CSBO</u> Address: <u>6950 N. East Prairie Road</u> Lincolnwood, Illinois 60712 Email: <u>cwhited@sd74.org</u>
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Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: Ultimate SLP Subscription

PREPARED BY: Dominick Lupo/David Russo

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

The Board approves all contracts.

Ultimate SLP is a web-based archive of teaching materials that was created by a speech-language pathologist for other speech-language pathologists (SLP's). The resource provides a full-range of materials that can be used with students to help them develop and improve their language skills.

District Legal Counsel has reviewed the Ultimate SLP quote and accessed their About page, privacy policy, and FAQ from their website.

Based on Counsel's review and analysis, what this platform provides would not be subject to SOPPA compliance. This subscription does not require the District to agree to any specific terms; therefore, Counsel did not have concern with the District accepting the Quote as presented.

Fiscal Impact:

A nine-month subscription for the District's SLP's is \$443.16.

Recommendation:

The Finance Committee concurs with the Administration to recommend to the Board of Education to accept this Quote for a nine-month subscription to Ultimate SLP in the amount of \$443.16.

UltimateSLP.com

All you need speech therapy materials

Quote

Remit to:

UltimateSLP
Learnix, LLC

222 Main Street #213
Farmington, CT 06032
support@ultimateslp.com

DATE: June 7, 2022
INVOICE # 13456905
FOR: Bulk Subscription

Bill To:

Name
Company Name
Street Address
City, ST ZIP Code
Phone

DESCRIPTION	AMOUNT
9-Month Subscription to UltimateSLP.com for 4 Users	\$ 443.16
TOTAL	\$443.16

Please make checks payable to UltimateSLP or Learnix, LLC

THANK YOU FOR YOUR BUSINESS!

About

Ultimate SLP was made by an SLP for SLPs. This website was created to establish one site that contains every possible type of material you would want or need as an SLP.

The goal of this site was to have everything at your fingertips with just one click! That means zero prep and the best materials! This site will make it easy for you to do your job and your students will have the most fun!

All the planning and prep is done for you!

We have games and materials to target every possible speech therapy goal with over 10,000 real life images.

How Our Site Works

All you need to do is enter your therapy target in the search bar in our materials library and you will get hundreds of games, activities, and materials you can use. There is zero prep needed!

Founder



Lori Kleindienst, M.S., CCC-SLP is the creator of Ultimate SLP. Her original idea for this site started when she started working in teletherapy and realized there were hardly any materials available. She spent hours every week searching for images and online activities for students that just didn't exist.

Board games and flash cards that are often go-to materials for school based clinicians do not exist in an online format. Lori changed all that by creating the first ever online board games for speech therapy with 10,000 real life images targeting every goal you can think of!

She wanted to create one website that has all of the best speech therapy materials for SLPs with zero prep for the SLP! No one wants to spend extra hours every week just trying to make or find

...the program will be the one that reports that more every, reusing, and so on. ... materials.

FAQ:

How does the subscription work? Can I cancel at any time?

- We have a 2-week free trial. After that, our subscription is month-to-month. You can cancel at any time online. If you would like to cancel, click on the “My Account” tab on our top right navigation bar. That will bring you to your account page, click “subscriptions”, then click “cancel”.

How can I use your materials in my sessions?

- Our materials are all web-based games and activities. They are designed to be screen shared during teletherapy sessions. Most video conferencing platforms also allow you to share keyboard/mouse control, so your student/client will be able to click and interact.

Is a subscription for one user?

- Yes, a subscription is designed for one user (ex. One SLP).

Do you offer group accounts for districts/private practices/universities?

- Yes, we offer bulk subscriptions with discounts based on the number of users. Please email us for a quote.

Do you have an annual subscription?

- Yes, we have an annual subscription with a 10% discount.
(<https://www.ultimateslp.com/register/all-access-annual-membership/>).

Do you take requests for certain materials?

... your requests for certain materials.

- Yes, we love hearing your suggestions and will add your requests to our to-do list. We will get to your requests as soon as we can.

How do I use the Save Lists feature?

- We added a new feature for saving materials to your own lists. You can create as many lists as you would like, title them, and save any materials to those lists. You can also organize the lists on the [“Saved Lists” page](https://www.ultimateslp.com/saved-lists/manage/) (<https://www.ultimateslp.com/saved-lists/manage/>).

Our [Privacy Policy](https://www.ultimateslp.com/privacy-policy/) (<https://www.ultimateslp.com/privacy-policy/>).

About Us

Ultimate SLP was made by an SLP for SLPs. This site contains every possible type of material you would want or need as an SLP. We have over 40,000 real life photos, games, activities, and materials for every target (articulation, language, social communication and more).

[More About Us](https://www.ultimateslp.com/about/) (<https://www.ultimateslp.com/about/>).

Connect with Us

[Email Us](https://www.ultimateslp.com/contact/) (<https://www.ultimateslp.com/contact/>).

Privacy Policy

Your privacy is important to us. This privacy policy applies to information collected on <https://www.ultimateslp.com> from users of our services and visitors to our site.

What personal data we collect and why we collect it

When you sign up for an Ultimate SLP account, you create a username, password, and enter payment information. We use the information you supplied on our sign-up page to provide services, process, and complete transactions. We also respond to emails, questions and requests as providing customer service. Your personal information is stored securely on our servers and will remain private to you, within your Ultimate SLP account. Ultimate SLP does not disclose information to third-parties except for service providers who provide support for the operations of our website who do not disclose or use the personal information for any other purpose. These service providers provide support services, such as hosting the website or processing payments.

Changes to our Privacy Policy

Ultimate SLP may make changes to this privacy policy. If we make changes to the policy, we will update this page and indicate when the changes will take effect.

Questions?

Please contact us at support@ultimateslp.com

Review of Closed Session Minutes

Date Reviewed by Board Secretary: July 27, 2022

Date Reviewed by Board of Education: August 4, 2022

Date of Board Approval: August 4, 2022

Date of Minutes	Recommendation of Board Secretary
OCTOBER 6, 2011	OPEN
APRIL 2, 2012	OPEN
MAY 8, 2012	OPEN
SEPTEMBER 1, 2016	REMAIN CLOSED
JUNE 3, 2021	OPEN
JANUARY 6, 2022	OPEN
FEBRUARY 3, 2022	OPEN
MARCH 3, 2022	OPEN
APRIL 7, 2022	OPEN
MAY 5, 2022	REMAIN CLOSED
JUNE 1, 2022	REMAIN CLOSED

Review of Closed Session Audio Recordings

Date Reviewed by Board Secretary: July 27, 2022

Date Reviewed by Board of Education: August 4, 2022

Date of Board Approval: August 4, 2022

Destroy Audio Recordings of the following Board of Education Closed Meetings (held prior to December 31, 2020)
JULY 27, 2020
AUGUST 6, 2020
SEPTEMBER 3, 2020
OCTOBER 1, 2020
NOVEMBER 5, 2020
DECEMBER 3, 2020

Lincolnwood School District 74

Fund Balances

Fiscal Year: 2021-2022

Month: May
Year: 2022
Fund Type:

☐ Include Cash Balance
☐ FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
10	EDUCATIONAL	\$10,612,789.57	\$23,577,916.63	(\$17,745,085.17)	\$0.00	\$16,445,621.03
20	OPERATIONS & MAINTENANCE	\$3,073,579.94	\$2,332,654.21	(\$1,888,890.96)	\$0.00	\$3,517,343.19
30	DEBT SERVICE	\$920,382.10	\$1,705,455.98	(\$1,490,822.77)	\$0.00	\$1,135,015.31
40	TRANSPORTATION	\$1,201,985.01	\$1,541,366.36	(\$1,136,665.32)	\$0.00	\$1,606,686.05
50	MUNICIPAL RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
51	IMRF	\$377,752.43	\$298,771.22	(\$208,557.99)	\$0.00	\$467,965.66
52	SOCIAL SECURITY AND MEDICARE	(\$132,773.50)	\$607,594.32	(\$285,403.47)	\$0.00	\$189,417.35
60	CAPITAL PROJECTS	\$757,792.10	\$72,863.91	(\$606,628.34)	\$6,000,000.00	\$6,224,027.67
70	WORKING CASH	\$6,463,874.68	\$107,162.65	\$0.00	(\$6,000,000.00)	\$571,037.33
80	TORT IMMUNITY	\$17,743.76	\$318,432.30	\$0.00	\$0.00	\$336,176.06
90	FIRE PREVENTION & SAFETY	\$4,018,659.43	\$601,193.18	(\$2,019,149.17)	\$0.00	\$2,600,703.44
99	LINCOLNWOOD SCHOOLS ACTIVITY FUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$27,311,785.52	\$31,163,410.76	(\$25,381,203.19)	\$0.00	\$33,093,993.09

End of Report

Lincolnwood School District 74

Treasurers Report FUND- All Funds As of 05/31/2022

Fiscal Year: 2021-2022

ASSETS

CASH & INVESTMENTS

Cash in Bank (+) \$32,434,041.03

Imprest Fund (+) \$15,090.55

Petty Cash (+) \$100.00

Sub-total : CASH & INVESTMENTS \$32,449,231.58

DUE FROM OTHER GOVERNMENTS

Inter-Governmental Loans (+) (\$467.03)

Sub-total : DUE FROM OTHER GOVERNMENTS (\$467.03)

Total : ASSETS \$32,448,764.55

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable (+) \$66,108.88

Sub-total : ACCOUNTS PAYABLE \$66,108.88

OTHER CURRENT LIABILITIES

Other Liabilities (+) \$35,620.00

Payroll Liabilities (+) (\$746,957.42)

Sub-total : OTHER CURRENT LIABILITIES (\$711,337.42)

Total : LIABILITIES (\$645,228.54)

FUND BALANCE

Unreserved Fund Balance

Fund Balance (+) \$27,311,785.52

Sub-total : Unreserved Fund Balance \$27,311,785.52

NET INCREASE (DECREASE)

NET INCREASE (DECREASE) (+) \$5,782,207.57

Sub-total : NET INCREASE (DECREASE) \$5,782,207.57

Total : FUND BALANCE \$33,093,993.09

Total LIABILITIES + FUND BALANCE \$32,448,764.55

End of Report

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 05/01/2022 through 05/31/2022

Fiscal Year: 2021-2022

	<u>05/01/2022 - 05/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
REVENUE					
LOCAL SOURCES					
Property Tax Receipts (+)	\$253,287.06	\$24,933,812.27	\$24,471,128.00	(\$462,684.27)	101.9%
Payments in Lieu of Taxes (+)	\$420,611.34	\$1,705,443.09	\$620,000.00	(\$1,085,443.09)	275.1%
Tuition Payments Received (+)	\$18,522.50	\$216,355.12	\$176,000.00	(\$40,355.12)	122.9%
Interest Revenue Received (+)	\$41,217.59	\$390,244.80	\$196,005.00	(\$194,239.80)	199.1%
Sales to Pupils & Adults (+)	\$17,176.87	\$140,399.39	\$110,000.00	(\$30,399.39)	127.6%
Activity Fees Received (+)	\$24,712.85	\$106,885.57	\$89,900.00	(\$16,985.57)	118.9%
Rental Revenue (+)	\$22,985.15	\$97,612.94	\$90,000.00	(\$7,612.94)	108.5%
Other Local Revenue (+)	\$575,648.36	\$701,481.05	\$739,250.00	\$37,768.95	94.9%
Sub-total : LOCAL SOURCES	\$1,374,161.72	\$28,292,234.23	\$26,492,283.00	(\$1,799,951.23)	106.8%
STATE SOURCES					
State Grants & Aid Received (+)	\$106,884.07	\$1,456,240.06	\$1,522,880.00	\$66,639.94	95.6%
Sub-total : STATE SOURCES	\$106,884.07	\$1,456,240.06	\$1,522,880.00	\$66,639.94	95.6%
FEDERAL SOURCES					
Federal Grants & Aid Received (+)	\$324,033.97	\$1,414,936.47	\$1,538,458.00	\$123,521.53	92.0%
Sub-total : FEDERAL SOURCES	\$324,033.97	\$1,414,936.47	\$1,538,458.00	\$123,521.53	92.0%
Total : REVENUE	\$1,805,079.76	\$31,163,410.76	\$29,553,621.00	(\$1,609,789.76)	105.4%
EXPENDITURES					
REGULAR K-12 PROGRAMS					
Salaries (-)	\$619,575.42	\$5,948,212.18	\$7,769,901.00	\$1,821,688.82	76.6%
Employee Benefits (-)	\$103,354.50	\$925,397.72	\$1,310,601.00	\$385,203.28	70.6%
Purchased Services (-)	\$24,206.20	\$231,800.70	\$241,500.00	\$9,699.30	96.0%
Termination Benefits (-)	\$22,526.40	\$268,523.67	\$405,933.00	\$137,409.33	66.1%
Supplies & Materials (-)	\$86,459.60	\$417,072.27	\$650,345.00	\$233,272.73	64.1%
Capital Expenditures (-)	\$31,465.00	\$116,668.24	\$192,500.00	\$75,831.76	60.6%
Other Objects (-)	\$0.00	\$0.00	\$1,200.00	\$1,200.00	0.0%
Non-Capitalized Equipment (-)	\$77,481.13	\$124,680.25	\$97,000.00	(\$27,680.25)	128.5%
Sub-total : REGULAR K-12 PROGRAMS	(\$965,068.25)	(\$8,032,355.03)	(\$10,668,980.00)	(\$2,636,624.97)	75.3%
PRE-K PROGRAMS					
Salaries (-)	\$16,788.38	\$167,883.80	\$218,560.00	\$50,676.20	76.8%
Employee Benefits (-)	\$5,229.74	\$48,484.93	\$78,095.00	\$29,610.07	62.1%
Supplies & Materials (-)	\$876.94	\$3,178.03	\$3,800.00	\$621.97	83.6%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Sub-total : PRE-K PROGRAMS	(\$22,895.06)	(\$219,546.76)	(\$301,455.00)	(\$81,908.24)	72.8%
SPECIAL ED PROGRAMS K-12					
Salaries (-)	\$89,840.02	\$895,617.17	\$1,276,974.00	\$381,356.83	70.1%
Employee Benefits (-)	\$23,849.49	\$221,091.11	\$384,510.00	\$163,418.89	57.5%
Purchased Services (-)	\$100.00	\$1,629.99	\$500.00	(\$1,129.99)	326.0%
Supplies & Materials (-)	\$85.04	\$2,953.91	\$4,200.00	\$1,246.09	70.3%
Capital Expenditures (-)	\$0.00	\$5,476.24	\$8,000.00	\$2,523.76	68.5%
Other Objects (-)	\$0.00	\$355.00	\$300.00	(\$55.00)	118.3%
Non-Capital Equipment (-)	\$0.00	\$4,639.07	\$3,000.00	(\$1,639.07)	154.6%

Operating Statement with Budget

Printed: 06/24/2022 3:33:13 PM

Report: rptGLOperatingStatementwithBudget

2021.4.25

Page:

1

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 05/01/2022 through 05/31/2022

Fiscal Year: 2021-2022

	<u>05/01/2022 - 05/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : SPECIAL ED PROGRAMS K-12	(\$113,874.55)	(\$1,131,762.49)	(\$1,677,484.00)	(\$545,721.51)	67.5%
REMEDIAL & SUPPLEMENTAL K-12					
Salaries (-)	\$43,829.00	\$437,087.24	\$569,777.00	\$132,689.76	76.7%
Employee Benefits (-)	\$7,370.75	\$66,000.62	\$89,918.00	\$23,917.38	73.4%
Purchased Services (-)	\$0.00	\$45,276.56	\$45,303.00	\$26.44	99.9%
Supplies & Materials (-)	\$4,683.67	\$12,268.01	\$13,900.00	\$1,631.99	88.3%
Sub-total : REMEDIAL & SUPPLEMENTAL K-12	(\$55,883.42)	(\$560,632.43)	(\$718,898.00)	(\$158,265.57)	78.0%
INTERSCHOLASTIC PROGRAMS					
Salaries (-)	\$238.88	\$58,265.21	\$90,000.00	\$31,734.79	64.7%
Employee Benefits (-)	\$6.44	\$3,127.46	\$4,275.00	\$1,147.54	73.2%
Supplies & Materials (-)	\$0.00	\$2,859.36	\$1,500.00	(\$1,359.36)	190.6%
Capital Expenditures (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Other Objects (-)	\$0.00	\$3,500.00	\$3,700.00	\$200.00	94.6%
Sub-total : INTERSCHOLASTIC PROGRAMS	(\$245.32)	(\$67,752.03)	(\$100,475.00)	(\$32,722.97)	67.4%
SUMMER SCHOOL PROGRAMS					
Salaries (-)	\$0.00	\$41,818.00	\$41,819.00	\$1.00	100.0%
Employee Benefits (-)	\$0.00	\$1,976.50	\$1,629.00	(\$347.50)	121.3%
Supplies & Materials (-)	(\$28.32)	\$1,651.65	\$4,500.00	\$2,848.35	36.7%
Sub-total : SUMMER SCHOOL PROGRAMS	\$28.32	(\$45,446.15)	(\$47,948.00)	(\$2,501.85)	94.8%
GIFTED PROGRAMS					
Salaries (-)	\$24,892.62	\$248,926.20	\$314,460.00	\$65,533.80	79.2%
Employee Benefits (-)	\$3,839.75	\$33,957.63	\$69,167.00	\$35,209.37	49.1%
Supplies & Materials (-)	\$514.34	\$3,239.84	\$3,500.00	\$260.16	92.6%
Sub-total : GIFTED PROGRAMS	(\$29,246.71)	(\$286,123.67)	(\$387,127.00)	(\$101,003.33)	73.9%
BILINGUAL PROGRAMS					
Salaries (-)	\$52,391.86	\$515,749.34	\$670,884.00	\$155,134.66	76.9%
Employee Benefits (-)	\$7,863.31	\$71,386.65	\$97,510.00	\$26,123.35	73.2%
Purchased Services (-)	\$0.00	\$1,800.00	\$1,950.00	\$150.00	92.3%
Supplies & Materials (-)	\$5,667.19	\$8,684.54	\$18,600.00	\$9,915.46	46.7%
Sub-total : BILINGUAL PROGRAMS	(\$65,922.36)	(\$597,620.53)	(\$788,944.00)	(\$191,323.47)	75.7%
ATTENDANCE & SOCIAL WORK					
Salaries (-)	\$24,141.16	\$286,821.85	\$392,546.00	\$105,724.15	73.1%
Employee Benefits (-)	\$1,651.96	\$21,130.65	\$30,737.00	\$9,606.35	68.7%
Supplies & Materials (-)	\$172.57	\$278.03	\$1,400.00	\$1,121.97	19.9%
Sub-total : ATTENDANCE & SOCIAL WORK	(\$25,965.69)	(\$308,230.53)	(\$424,683.00)	(\$116,452.47)	72.6%
HEALTH SERVICES					
Salaries (-)	\$12,243.75	\$129,121.16	\$191,053.00	\$61,931.84	67.6%
Employee Benefits (-)	\$5,077.72	\$50,543.88	\$80,959.00	\$30,415.12	62.4%
Purchased Services (-)	\$3,136.00	\$32,246.91	\$1,500.00	(\$30,746.91)	2149.8%
Supplies & Materials (-)	\$942.09	\$16,114.29	\$20,940.00	\$4,825.71	77.0%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 05/01/2022 through 05/31/2022

Fiscal Year: 2021-2022

	<u>05/01/2022 - 05/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Capital Expenditures (-)	\$450.79	\$450.79	\$2,250.00	\$1,799.21	20.0%
Other Objects (-)	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
Non-Capital Equipment (-)	\$0.00	\$0.00	\$1,600.00	\$1,600.00	0.0%
Sub-total : HEALTH SERVICES	(\$21,850.35)	(\$228,477.03)	(\$299,052.00)	(\$70,574.97)	76.4%
PSYCHOLOGICAL SERVICES					
Salaries (-)	\$13,401.32	\$134,013.20	\$156,500.00	\$22,486.80	85.6%
Employee Benefits (-)	\$2,910.36	\$26,594.63	\$37,141.00	\$10,546.37	71.6%
Purchased Services (-)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.0%
Supplies & Materials (-)	\$94.83	\$105.81	\$800.00	\$694.19	13.2%
Sub-total : PSYCHOLOGICAL SERVICES	(\$16,406.51)	(\$160,713.64)	(\$196,941.00)	(\$36,227.36)	81.6%
SPEECH PATHOLOGY & AUDIOLOGY					
Salaries (-)	\$20,372.64	\$203,726.40	\$281,336.00	\$77,609.60	72.4%
Employee Benefits (-)	\$3,147.94	\$28,920.00	\$36,939.00	\$8,019.00	78.3%
Purchased Services (-)	\$0.00	\$146.74	\$0.00	(\$146.74)	0.0%
Supplies & Materials (-)	\$0.00	\$1,689.36	\$900.00	(\$789.36)	187.7%
Sub-total : SPEECH PATHOLOGY & AUDIOLOGY	(\$23,520.58)	(\$234,482.50)	(\$319,175.00)	(\$84,692.50)	73.5%
OTHER SUPPORT SERVICES - PUPILS					
Salaries (-)	\$11,723.60	\$86,134.30	\$125,979.00	\$39,844.70	68.4%
Employee Benefits (-)	\$733.90	\$5,364.80	\$10,491.00	\$5,126.20	51.1%
Sub-total : OTHER SUPPORT SERVICES - PUPILS	(\$12,457.50)	(\$91,499.10)	(\$136,470.00)	(\$44,970.90)	67.0%
IMPROVEMENT OF INSTRUCTION					
Salaries (-)	\$27,657.48	\$342,425.94	\$432,388.00	\$89,962.06	79.2%
Employee Benefits (-)	\$4,205.70	\$51,143.13	\$61,532.00	\$10,388.87	83.1%
Purchased Services (-)	\$0.00	\$28,707.76	\$63,793.00	\$35,085.24	45.0%
Supplies & Materials (-)	\$0.00	\$1,464.31	\$3,500.00	\$2,035.69	41.8%
Other Objects (-)	\$0.00	\$1,759.58	\$1,800.00	\$40.42	97.8%
Sub-total : IMPROVEMENT OF INSTRUCTION	(\$31,863.18)	(\$425,500.72)	(\$563,013.00)	(\$137,512.28)	75.6%
EDUCATIONAL MEDIA					
Salaries (-)	\$20,262.72	\$202,627.20	\$263,415.00	\$60,787.80	76.9%
Employee Benefits (-)	\$2,422.68	\$22,412.53	\$30,787.00	\$8,374.47	72.8%
Purchased Services (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Supplies & Materials (-)	\$412.34	\$8,401.61	\$9,800.00	\$1,398.39	85.7%
Sub-total : EDUCATIONAL MEDIA	(\$23,097.74)	(\$233,441.34)	(\$305,002.00)	(\$71,560.66)	76.5%
ASSESSMENT & TESTING					
Purchased Services (-)	\$15,687.00	\$30,212.00	\$14,525.00	(\$15,687.00)	208.0%
Supplies & Materials (-)	\$0.00	\$350.54	\$0.00	(\$350.54)	0.0%
Sub-total : ASSESSMENT & TESTING	(\$15,687.00)	(\$30,562.54)	(\$14,525.00)	\$16,037.54	210.4%
ADMIN SERVICES - BOARD OF ED					
Employee Benefits (-)	\$4,785.90	\$73,800.98	\$70,000.00	(\$3,800.98)	105.4%
Purchased Services (-)	\$12,919.56	\$163,679.20	\$218,900.00	\$55,220.80	74.8%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 05/01/2022 through 05/31/2022

Fiscal Year: 2021-2022

	<u>05/01/2022 - 05/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Supplies & Materials (-)	\$67.90	\$728.01	\$2,500.00	\$1,771.99	29.1%
Other Objects (-)	\$0.00	\$250.00	\$15,000.00	\$14,750.00	1.7%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Sub-total : ADMIN SERVICES - BOARD OF ED	(\$17,773.36)	(\$238,458.19)	(\$306,900.00)	(\$68,441.81)	77.7%
SUPERINTENDENT					
Salaries (-)	\$20,762.88	\$249,154.56	\$269,918.00	\$20,763.44	92.3%
Employee Benefits (-)	\$2,809.32	\$31,706.66	\$35,850.00	\$4,143.34	88.4%
Purchased Services (-)	\$140.00	\$337.85	\$3,900.00	\$3,562.15	8.7%
Supplies & Materials (-)	\$0.00	\$215.41	\$2,000.00	\$1,784.59	10.8%
Capital Expenditures (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Other Objects (-)	\$0.00	\$3,072.88	\$2,500.00	(\$572.88)	122.9%
Non-Capitalized Equipment (-)	\$0.00	\$129.00	\$500.00	\$371.00	25.8%
Sub-total : SUPERINTENDENT	(\$23,712.20)	(\$284,616.36)	(\$315,168.00)	(\$30,551.64)	90.3%
ADMIN SERVICES - SPECIAL ED					
Salaries (-)	\$10,919.98	\$131,039.76	\$141,962.00	\$10,922.24	92.3%
Employee Benefits (-)	\$3,416.70	\$38,396.72	\$42,403.00	\$4,006.28	90.6%
Sub-total : ADMIN SERVICES - SPECIAL ED	(\$14,336.68)	(\$169,436.48)	(\$184,365.00)	(\$14,928.52)	91.9%
WORKERS COMPENSATION INSURANCE					
Purchased Services (-)	\$0.00	\$0.00	\$94,000.00	\$94,000.00	0.0%
Sub-total : WORKERS COMPENSATION INSURANCE	\$0.00	\$0.00	(\$94,000.00)	(\$94,000.00)	0.0%
LOSS PREVENTION REDUCTION					
Other Objects (-)	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
Sub-total : LOSS PREVENTION REDUCTION	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00)	0.0%
PROPERTY INSURANCE					
Purchased Services (-)	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.0%
Sub-total : PROPERTY INSURANCE	\$0.00	\$0.00	(\$100,000.00)	(\$100,000.00)	0.0%
PRINCIPAL					
Salaries (-)	\$53,803.94	\$641,451.70	\$689,545.00	\$48,093.30	93.0%
Employee Benefits (-)	\$17,192.86	\$187,101.95	\$201,846.00	\$14,744.05	92.7%
Purchased Services (-)	\$369.54	\$2,775.80	\$5,100.00	\$2,324.20	54.4%
Supplies & Materials (-)	\$33.78	\$963.30	\$4,200.00	\$3,236.70	22.9%
Capital Expenditures (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Other Objects (-)	\$0.00	\$548.00	\$2,400.00	\$1,852.00	22.8%
Termination Benefits (-)	\$0.00	\$9,960.99	\$9,961.00	\$0.01	100.0%
Sub-total : PRINCIPAL	(\$71,400.12)	(\$842,801.74)	(\$914,552.00)	(\$71,750.26)	92.2%
OPERATION OF BUSINESS SERVICES					
Salaries (-)	\$14,074.40	\$168,892.80	\$182,968.00	\$14,075.20	92.3%
Employee Benefits (-)	\$2,485.65	\$27,901.31	\$31,165.00	\$3,263.69	89.5%
Other Objects (-)	\$0.00	\$1,298.30	\$1,400.00	\$101.70	92.7%
Non-Capitalizer Equipment (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 05/01/2022 through 05/31/2022

Fiscal Year: 2021-2022

	<u>05/01/2022 - 05/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : OPERATION OF BUSINESS SERVICES	(\$16,560.05)	(\$198,092.41)	(\$216,033.00)	(\$17,940.59)	91.7%
FISCAL SERVICES					
Salaries (-)	\$15,857.34	\$196,835.57	\$220,030.00	\$23,194.43	89.5%
Employee Benefits (-)	\$5,901.55	\$71,432.58	\$90,879.00	\$19,446.42	78.6%
Purchased Services (-)	\$117.51	\$4,776.76	\$105,500.00	\$100,723.24	4.5%
Supplies & Materials (-)	\$0.00	\$5,461.44	\$5,000.00	(\$461.44)	109.2%
Capital Expenditures (-)	\$0.00	\$749.99	\$0.00	(\$749.99)	0.0%
Other Objects (-)	\$2,984.01	\$21,011.41	\$20,000.00	(\$1,011.41)	105.1%
Non-Capitalized Equipment (-)	\$0.00	\$238.25	\$1,000.00	\$761.75	23.8%
Sub-total : FISCAL SERVICES	(\$24,860.41)	(\$300,506.00)	(\$442,409.00)	(\$141,903.00)	67.9%
FACILITY ACQUISITION & CONSTRUCTION					
Purchased Services (-)	\$0.00	\$201,912.53	\$174,686.00	(\$27,226.53)	115.6%
Capital Expenditures (-)	\$0.00	\$482,504.09	\$1,165,358.00	\$682,853.91	41.4%
Sub-total : FACILITY ACQUISITION & CONSTRUCTION	\$0.00	(\$684,416.62)	(\$1,340,044.00)	(\$655,627.38)	51.1%
OPERATION & MAINTENANCE OF PLANT					
Salaries (-)	\$37,250.46	\$453,208.57	\$509,517.00	\$56,308.43	88.9%
Employee Benefits (-)	\$12,435.43	\$150,043.63	\$167,722.00	\$17,678.37	89.5%
Purchased Services (-)	\$74,581.08	\$876,835.12	\$957,675.00	\$80,839.88	91.6%
Supplies & Materials (-)	\$34,161.71	\$406,060.23	\$498,650.00	\$92,589.77	81.4%
Capital Expenditures (-)	\$0.00	\$2,024,172.35	\$2,391,023.00	\$366,850.65	84.7%
Other Objects (-)	\$0.00	\$0.00	\$1,750.00	\$1,750.00	0.0%
Non-Capitalized Equipment (-)	\$0.00	\$3,727.00	\$18,000.00	\$14,273.00	20.7%
Sub-total : OPERATION & MAINTENANCE OF PLANT	(\$158,428.68)	(\$3,914,046.90)	(\$4,544,337.00)	(\$630,290.10)	86.1%
PUPIL TRANSPORTATION					
Purchased Services (-)	\$238,213.74	\$1,136,665.32	\$1,285,000.00	\$148,334.68	88.5%
Sub-total : PUPIL TRANSPORTATION	(\$238,213.74)	(\$1,136,665.32)	(\$1,285,000.00)	(\$148,334.68)	88.5%
FOOD SERVICES					
Salaries (-)	\$18,665.72	\$193,195.99	\$235,394.00	\$42,198.01	82.1%
Employee Benefits (-)	\$7,936.37	\$78,351.95	\$101,367.00	\$23,015.05	77.3%
Purchased Services (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Supplies & Materials (-)	\$18,308.78	\$146,888.57	\$272,500.00	\$125,611.43	53.9%
Capital Expenditures (-)	\$0.00	\$1,061.78	\$8,000.00	\$6,938.22	13.3%
Other Objects (-)	\$0.00	\$452.50	\$1,500.00	\$1,047.50	30.2%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.0%
Sub-total : FOOD SERVICES	(\$44,910.87)	(\$419,950.79)	(\$624,761.00)	(\$204,810.21)	67.2%
INTERNAL SERVICES					
Purchased Services (-)	\$0.00	\$26,219.47	\$30,600.00	\$4,380.53	85.7%
Supplies & Materials (-)	\$575.78	\$1,072.68	\$1,500.00	\$427.32	71.5%
Sub-total : INTERNAL SERVICES	(\$575.78)	(\$27,292.15)	(\$32,100.00)	(\$4,807.85)	85.0%
INFORMATION SERVICES					

Operating Statement with Budget

Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 05/01/2022 through 05/31/2022

Fiscal Year: 2021-2022

	<u>05/01/2022 - 05/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Salaries (-)	\$5,799.44	\$76,443.87	\$94,241.00	\$17,797.13	81.1%
Employee Benefits (-)	\$2,432.00	\$23,152.49	\$26,149.00	\$2,996.51	88.5%
Purchased Services (-)	\$0.00	\$18,554.98	\$37,000.00	\$18,445.02	50.1%
Supplies & Materials (-)	\$159.80	\$696.30	\$6,000.00	\$5,303.70	11.6%
Other Objects (-)	\$0.00	\$1,018.02	\$1,500.00	\$481.98	67.9%
Sub-total : INFORMATION SERVICES	(\$8,391.24)	(\$119,865.66)	(\$164,890.00)	(\$45,024.34)	72.7%
OTHER SUPPORT SERVICES - ADMIN					
Salaries (-)	\$37,391.44	\$425,499.05	\$457,319.00	\$31,819.95	93.0%
Employee Benefits (-)	\$13,075.02	\$137,850.86	\$151,650.00	\$13,799.14	90.9%
Purchased Services (-)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
Other Objects (-)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Sub-total : OTHER SUPPORT SERVICES - ADMIN	(\$50,466.46)	(\$563,349.91)	(\$610,969.00)	(\$47,619.09)	92.2%
COMMUNITY SERVICES					
Purchased Services (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Supplies & Materials (-)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
Sub-total : COMMUNITY SERVICES	\$0.00	\$0.00	(\$2,000.00)	(\$2,000.00)	0.0%
PAYMENTS TO OTHER LEAS					
Purchased Services (-)	\$0.00	\$35,537.00	\$44,500.00	\$8,963.00	79.9%
Other Objects (-)	\$37,491.59	\$2,301,198.40	\$2,473,000.00	\$171,801.60	93.1%
Sub-total : PAYMENTS TO OTHER LEAS	(\$37,491.59)	(\$2,336,735.40)	(\$2,517,500.00)	(\$180,764.60)	92.8%
DEBT SERVICE - INTEREST					
Interest on Bonds Outstanding (-)	\$0.00	\$368,822.77	\$698,548.00	\$329,725.23	52.8%
Sub-total : DEBT SERVICE - INTEREST	\$0.00	(\$368,822.77)	(\$698,548.00)	(\$329,725.23)	52.8%
DEBT SERVICE - PRINCIPAL					
Principal Payments on Bonds Outstanding (-)	\$0.00	\$1,120,000.00	\$1,120,000.00	\$0.00	100.0%
Sub-total : DEBT SERVICE - PRINCIPAL	\$0.00	(\$1,120,000.00)	(\$1,120,000.00)	\$0.00	100.0%
DEBT SERVICE - OTHER					
Debt Service Fees (-)	\$0.00	\$2,000.00	\$2,500.00	\$500.00	80.0%
Sub-total : DEBT SERVICE - OTHER	\$0.00	(\$2,000.00)	(\$2,500.00)	(\$500.00)	80.0%
Total : EXPENDITURES	(\$2,131,077.08)	(\$25,381,203.19)	(\$32,471,248.00)	(\$7,090,044.81)	78.2%
OTHER FINANCING SOURCES & USES					
TRANSFERS FROM OTHER FUNDS					
Transfers Received (+)	\$0.00	\$6,000,000.00	\$0.00	(\$6,000,000.00)	0.0%
Sub-total : TRANSFERS FROM OTHER FUNDS	\$0.00	\$6,000,000.00	\$0.00	(\$6,000,000.00)	0.0%
TRANSFERS TO OTHER FUNDS					
Transfers Sent (-)	\$0.00	\$6,000,000.00	\$0.00	(\$6,000,000.00)	0.0%
Sub-total : TRANSFERS TO OTHER FUNDS	\$0.00	(\$6,000,000.00)	\$0.00	\$6,000,000.00	0.0%
Total : OTHER FINANCING SOURCES & USES	\$0.00	\$0.00	\$0.00	\$0.00	0.0%

Operating Statement with Budget

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Lincolnwood School District 74

Treasurers Report FUND- All Funds For the Period 05/01/2022 through 05/31/2022

Fiscal Year: 2021-2022

	<u>05/01/2022 - 05/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
NET INCREASE (DECREASE)	(\$325,997.32)	\$5,782,207.57	(\$2,917,627.00)	(\$8,699,834.57)	198.2%

End of Report

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date: 5/1/2022 To Date: 5/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

10 - EDUCATIONAL

0 - EXPENDITURES

1100 - REGULAR K-12 PROGRAMS

100 - SALARIES	\$7,769,901.00	\$619,575.42	\$5,948,212.18	\$1,756,046.02	\$65,642.80
200 - EMPLOYEE BENEFITS	\$1,188,398.00	\$92,829.42	\$832,106.99	\$272,731.34	\$83,559.67
300 - PURCHASED SERVICES	\$241,500.00	\$24,206.20	\$231,800.70	\$15,607.19	(\$5,907.89)
400 - SUPPLIES & MATERIALS	\$650,345.00	\$86,459.60	\$417,072.27	\$112,828.84	\$120,443.89
500 - CAPITAL OUTLAY	\$192,500.00	\$31,465.00	\$116,668.24	\$7,485.24	\$68,346.52
600 - OTHER OBJECTS	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
700 - NON-CAPITAL EQUIPMENT	\$97,000.00	\$77,481.13	\$124,680.25	\$54,006.00	(\$81,686.25)
800 - TERMINATION/VACATION PAYMENTS	\$405,933.00	\$22,526.40	\$268,523.67	\$22,406.04	\$115,003.29

1125 - PRE-K PROGRAMS

100 - SALARIES	\$218,560.00	\$16,788.38	\$167,883.80	\$50,365.15	\$311.05
200 - EMPLOYEE BENEFITS	\$66,354.00	\$4,522.08	\$40,910.90	\$14,019.04	\$11,424.06
400 - SUPPLIES & MATERIALS	\$3,800.00	\$876.94	\$3,178.03	\$0.00	\$621.97
700 - NON-CAPITAL EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$915.88	\$84.12

1200 - SPECIAL ED PROGRAMS K-12

100 - SALARIES	\$1,276,974.00	\$89,840.02	\$895,617.17	\$249,556.55	\$131,800.28
200 - EMPLOYEE BENEFITS	\$295,770.00	\$19,153.11	\$172,050.92	\$50,878.75	\$72,840.33
300 - PURCHASED SERVICES	\$500.00	\$100.00	\$1,629.99	\$0.00	(\$1,129.99)
400 - SUPPLIES & MATERIALS	\$4,200.00	\$85.04	\$2,953.91	\$0.00	\$1,246.09
500 - CAPITAL OUTLAY	\$8,000.00	\$0.00	\$5,476.24	\$0.00	\$2,523.76
600 - OTHER OBJECTS	\$300.00	\$0.00	\$355.00	\$0.00	(\$55.00)
700 - NON-CAPITAL EQUIPMENT	\$3,000.00	\$0.00	\$4,639.07	\$0.00	(\$1,639.07)

1250 - REMEDIAL & SUPPLEMENTAL K-12

100 - SALARIES	\$569,777.00	\$43,829.00	\$437,087.24	\$131,487.18	\$1,202.58
200 - EMPLOYEE BENEFITS	\$81,656.00	\$6,768.92	\$59,964.95	\$20,987.72	\$703.33
300 - PURCHASED SERVICES	\$45,303.00	\$0.00	\$45,276.56	\$0.00	\$26.44
400 - SUPPLIES & MATERIALS	\$13,900.00	\$4,683.67	\$12,268.01	\$0.00	\$1,631.99

1500 - INTERSCHOLASTIC PROGRAMS

100 - SALARIES	\$90,000.00	\$238.88	\$58,265.21	\$21,208.94	\$10,525.85
200 - EMPLOYEE BENEFITS	\$1,240.00	\$2.98	\$615.59	\$177.23	\$447.18
400 - SUPPLIES & MATERIALS	\$1,500.00	\$0.00	\$2,859.36	\$0.00	(\$1,359.36)
500 - CAPITAL OUTLAY	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date: 5/1/2022 To Date: 5/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2022	Range To Date	Year To Date	Encumbrance	Budget Balance
600 - OTHER OBJECTS	\$3,700.00	\$0.00	\$3,500.00	\$0.00	\$200.00
1600 - SUMMER SCHOOL PROGRAMS					
100 - SALARIES	\$41,819.00	\$0.00	\$41,818.00	\$19,318.00	(\$19,317.00)
200 - EMPLOYEE BENEFITS	\$1,022.00	\$0.00	\$839.56	\$1,820.84	(\$1,638.40)
400 - SUPPLIES & MATERIALS	\$4,500.00	(\$28.32)	\$1,651.65	\$0.00	\$2,848.35
1650 - GIFTED PROGRAMS					
100 - SALARIES	\$314,460.00	\$24,892.62	\$248,926.20	\$74,677.80	(\$9,144.00)
200 - EMPLOYEE BENEFITS	\$64,606.00	\$3,497.04	\$30,514.14	\$10,860.56	\$23,231.30
400 - SUPPLIES & MATERIALS	\$3,500.00	\$514.34	\$3,239.84	\$0.00	\$260.16
1800 - BILINGUAL PROGRAMS					
100 - SALARIES	\$670,884.00	\$52,391.86	\$515,749.34	\$150,735.14	\$4,399.52
200 - EMPLOYEE BENEFITS	\$87,803.00	\$7,092.26	\$63,855.05	\$21,367.83	\$2,580.12
300 - PURCHASED SERVICES	\$1,950.00	\$0.00	\$1,800.00	\$0.00	\$150.00
400 - SUPPLIES & MATERIALS	\$18,600.00	\$5,667.19	\$8,684.54	\$0.00	\$9,915.46
2110 - ATTENDANCE & SOCIAL WORK					
100 - SALARIES	\$392,546.00	\$24,141.16	\$286,821.85	\$88,519.56	\$17,204.59
200 - EMPLOYEE BENEFITS	\$25,044.00	\$1,308.21	\$17,051.77	\$9,168.42	(\$1,176.19)
400 - SUPPLIES & MATERIALS	\$1,400.00	\$172.57	\$278.03	\$0.00	\$1,121.97
2130 - HEALTH SERVICES					
100 - SALARIES	\$191,053.00	\$12,243.75	\$129,121.16	\$26,646.28	\$35,285.56
200 - EMPLOYEE BENEFITS	\$45,132.00	\$3,015.08	\$27,492.47	\$7,053.62	\$10,585.91
300 - PURCHASED SERVICES	\$1,500.00	\$3,136.00	\$32,246.91	\$0.00	(\$30,746.91)
400 - SUPPLIES & MATERIALS	\$20,940.00	\$942.09	\$16,114.29	\$297.71	\$4,528.00
500 - CAPITAL OUTLAY	\$2,250.00	\$450.79	\$450.79	\$0.00	\$1,799.21
600 - OTHER OBJECTS	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
700 - NON-CAPITAL EQUIPMENT	\$1,600.00	\$0.00	\$0.00	\$0.00	\$1,600.00
2140 - PSYCHOLOGICAL SERVICES					
100 - SALARIES	\$156,500.00	\$13,401.32	\$134,013.20	\$40,203.80	(\$17,717.00)
200 - EMPLOYEE BENEFITS	\$34,871.00	\$2,730.76	\$24,783.26	\$8,459.36	\$1,628.38
300 - PURCHASED SERVICES	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
400 - SUPPLIES & MATERIALS	\$800.00	\$94.83	\$105.81	\$0.00	\$694.19
2150 - SPEECH PATHOLOGY & AUDIOLOGY					
100 - SALARIES	\$281,336.00	\$20,372.64	\$203,726.40	\$61,117.80	\$16,491.80
200 - EMPLOYEE BENEFITS	\$32,858.00	\$2,874.06	\$26,158.18	\$8,891.30	(\$2,191.48)
300 - PURCHASED SERVICES	\$0.00 ²²⁰	\$0.00	\$146.74	\$0.00	(\$146.74)

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date: 5/1/2022 To Date: 5/31/2022

Account Mask: ?????????????????

Account Type: EXPENDITURE

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☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2022	Range To Date	Year To Date	Encumbrance	Budget Balance
400 - SUPPLIES & MATERIALS	\$900.00	\$0.00	\$1,689.36	\$55.00	(\$844.36)
2190 - OTHER SUPPORT SERVICES - PUPILS					
100 - SALARIES	\$125,979.00	\$11,723.60	\$86,134.30	\$9,449.69	\$30,395.01
200 - EMPLOYEE BENEFITS	\$987.00	\$56.96	\$383.25	\$40.95	\$562.80
2210 - IMPROVEMENT OF INSTRUCTION					
100 - SALARIES	\$432,388.00	\$27,657.48	\$342,425.94	\$29,729.29	\$60,232.77
200 - EMPLOYEE BENEFITS	\$45,017.00	\$3,076.13	\$36,776.85	\$3,102.00	\$5,138.15
300 - PURCHASED SERVICES	\$63,793.00	\$0.00	\$28,707.76	\$0.00	\$35,085.24
400 - SUPPLIES & MATERIALS	\$3,500.00	\$0.00	\$1,464.31	\$0.00	\$2,035.69
600 - OTHER OBJECTS	\$1,800.00	\$0.00	\$1,759.58	\$0.00	\$40.42
2220 - EDUCATIONAL MEDIA					
100 - SALARIES	\$263,415.00	\$20,262.72	\$202,627.20	\$60,787.80	\$0.00
200 - EMPLOYEE BENEFITS	\$26,965.00	\$2,139.42	\$19,568.82	\$6,624.14	\$772.04
300 - PURCHASED SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
400 - SUPPLIES & MATERIALS	\$9,800.00	\$412.34	\$8,401.61	\$1,880.14	(\$481.75)
2230 - ASSESSMENT & TESTING					
300 - PURCHASED SERVICES	\$14,525.00	\$15,687.00	\$30,212.00	\$0.00	(\$15,687.00)
400 - SUPPLIES & MATERIALS	\$0.00	\$0.00	\$350.54	\$0.00	(\$350.54)
2310 - BOARD OF EDUCATION					
200 - EMPLOYEE BENEFITS	\$70,000.00	\$4,785.90	\$73,800.98	\$0.00	(\$3,800.98)
300 - PURCHASED SERVICES	\$218,900.00	\$12,919.56	\$163,679.20	\$0.00	\$55,220.80
400 - SUPPLIES & MATERIALS	\$2,500.00	\$67.90	\$728.01	\$0.00	\$1,771.99
600 - OTHER OBJECTS	\$15,000.00	\$0.00	\$250.00	\$0.00	\$14,750.00
700 - NON-CAPITAL EQUIPMENT	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
2320 - SUPERINTENDENT					
100 - SALARIES	\$269,918.00	\$20,762.88	\$249,154.56	\$29,112.86	(\$8,349.42)
200 - EMPLOYEE BENEFITS	\$31,936.00	\$2,504.12	\$28,048.40	\$2,683.65	\$1,203.95
300 - PURCHASED SERVICES	\$3,900.00	\$140.00	\$337.85	\$0.00	\$3,562.15
400 - SUPPLIES & MATERIALS	\$2,000.00	\$0.00	\$215.41	\$0.00	\$1,784.59
500 - CAPITAL OUTLAY	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
600 - OTHER OBJECTS	\$2,500.00	\$0.00	\$3,072.88	\$0.00	(\$572.88)
700 - NON-CAPITAL EQUIPMENT	\$500.00	\$0.00	\$129.00	\$0.00	\$371.00
2330 - ADMINISTRATIVE SERVICES SPECIAL ED					
100 - SALARIES	\$141,962.00	\$10,919.98	\$131,039.76	\$10,920.05	\$2.19
200 - EMPLOYEE BENEFITS	\$37,266.00	\$3,047.74	\$33,755.44	\$3,047.75	\$462.81

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date: 5/1/2022 To Date: 5/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

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☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2022	Range To Date	Year To Date	Encumbrance	Budget Balance
2410 - PRINCIPAL					
100 - SALARIES	\$689,545.00	\$53,803.94	\$641,451.70	\$53,736.66	(\$5,643.36)
200 - EMPLOYEE BENEFITS	\$164,753.00	\$14,553.05	\$153,497.40	\$14,553.04	(\$3,297.44)
300 - PURCHASED SERVICES	\$5,100.00	\$369.54	\$2,775.80	\$0.00	\$2,324.20
400 - SUPPLIES & MATERIALS	\$4,200.00	\$33.78	\$963.30	\$0.00	\$3,236.70
500 - CAPITAL OUTLAY	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
600 - OTHER OBJECTS	\$2,400.00	\$0.00	\$548.00	\$0.00	\$1,852.00
800 - TERMINATION/VACATION PAYMENTS	\$9,961.00	\$0.00	\$9,960.99	\$0.00	\$0.01
2510 - DIRECTION OF BUSINESS SUPPORT SERVICES					
100 - SALARIES	\$182,968.00	\$14,074.40	\$168,892.80	\$14,074.22	\$0.98
200 - EMPLOYEE BENEFITS	\$28,511.00	\$2,284.65	\$25,472.31	\$2,284.65	\$754.04
600 - OTHER OBJECTS	\$1,400.00	\$0.00	\$1,298.30	\$0.00	\$101.70
700 - NON-CAPITAL EQUIPMENT	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
2520 - FISCAL SERVICES					
100 - SALARIES	\$220,030.00	\$15,857.34	\$196,835.57	\$16,041.69	\$7,152.74
200 - EMPLOYEE BENEFITS	\$49,622.00	\$3,232.30	\$35,603.96	\$3,983.17	\$10,034.87
300 - PURCHASED SERVICES	\$105,500.00	\$117.51	\$4,776.76	\$0.00	\$100,723.24
400 - SUPPLIES & MATERIALS	\$5,000.00	\$0.00	\$5,461.44	\$0.00	(\$461.44)
500 - CAPITAL OUTLAY	\$0.00	\$0.00	\$749.99	\$0.00	(\$749.99)
600 - OTHER OBJECTS	\$20,000.00	\$2,984.01	\$21,011.41	\$0.00	(\$1,011.41)
700 - NON-CAPITAL EQUIPMENT	\$1,000.00	\$0.00	\$238.25	\$0.00	\$761.75
2560 - FOOD SERVICES					
100 - SALARIES	\$235,394.00	\$18,665.72	\$193,195.99	\$38,141.81	\$4,056.20
200 - EMPLOYEE BENEFITS	\$58,080.00	\$4,794.14	\$44,182.54	\$13,869.42	\$28.04
300 - PURCHASED SERVICES	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
400 - SUPPLIES & MATERIALS	\$272,500.00	\$18,308.78	\$146,888.57	\$0.00	\$125,611.43
500 - CAPITAL OUTLAY	\$8,000.00	\$0.00	\$1,061.78	\$0.00	\$6,938.22
600 - OTHER OBJECTS	\$1,500.00	\$0.00	\$452.50	\$0.00	\$1,047.50
700 - NON-CAPITAL EQUIPMENT	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00
2570 - INTERNAL SERVICES					
300 - PURCHASED SERVICES	\$30,600.00	\$0.00	\$26,219.47	\$0.00	\$4,380.53
400 - SUPPLIES & MATERIALS	\$1,500.00	\$575.78	\$1,072.68	\$0.00	\$427.32
2630 - INFORMATION SERVICES					
100 - SALARIES	\$94,241.00	\$5,799.44	\$76,443.87	\$5,799.42	\$11,997.71
200 - EMPLOYEE BENEFITS	\$8,478.00	\$1,411.06	\$8,634.03	\$1,411.06	(\$1,567.09)

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date: 5/1/2022 To Date: 5/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

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FUND / TYPE / FUNCTION / OBJECT	Preliminary 2022	Range To Date	Year To Date	Encumbrance	Budget Balance
300 - PURCHASED SERVICES	\$37,000.00	\$0.00	\$18,554.98	\$0.00	\$18,445.02
400 - SUPPLIES & MATERIALS	\$6,000.00	\$159.80	\$696.30	\$0.00	\$5,303.70
600 - OTHER OBJECTS	\$1,500.00	\$0.00	\$1,018.02	\$0.00	\$481.98
2640 - RECRUITMENT TITLE 2A FED FUND					
300 - PURCHASED SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
2660 - OTHER SUPPORT SERVICES - PUPILS					
100 - SALARIES	\$457,319.00	\$37,391.44	\$425,499.05	\$35,776.45	(\$3,956.50)
200 - EMPLOYEE BENEFITS	\$85,386.00	\$8,677.24	\$80,993.57	\$7,730.74	(\$3,338.31)
300 - PURCHASED SERVICES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
600 - OTHER OBJECTS	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
3000 - COMMUNITY SERVICES					
300 - PURCHASED SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
400 - SUPPLIES & MATERIALS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
4120 - PAYMENTS FOR SPECIAL ED PROGRAMS					
300 - PURCHASED SERVICES	\$44,500.00	\$0.00	\$35,537.00	\$0.00	\$8,963.00
600 - OTHER OBJECTS	\$2,473,000.00	\$37,491.59	\$2,301,198.40	\$0.00	\$171,801.60
10 - EDUCATIONAL Total:	\$22,737,974.00	\$1,697,091.68	\$17,745,085.17	\$3,674,680.78	\$1,318,208.05

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:5/1/2022 To Date:5/31/2022

Account Mask: ??????????????????

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FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

20 - OPERATIONS & MAINTENANCE

0 - EXPENDITURES

2540 - OPERATIONS & MAINTENANCE OF PLANTS

100 - SALARIES	\$509,517.00	\$37,250.46	\$453,208.57	\$38,904.75	\$17,403.68
200 - EMPLOYEE BENEFITS	\$72,183.00	\$6,007.89	\$66,248.58	\$6,760.05	(\$825.63)
300 - PURCHASED SERVICES	\$957,675.00	\$74,581.08	\$876,835.12	\$13,952.00	\$66,887.88
400 - SUPPLIES & MATERIALS	\$498,650.00	\$34,161.71	\$406,060.23	\$13,622.47	\$78,967.30
500 - CAPITAL OUTLAY	\$254,000.00	\$0.00	\$82,811.46	\$19,790.43	\$151,398.11
600 - OTHER OBJECTS	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00
700 - NON-CAPITAL EQUIPMENT	\$18,000.00	\$0.00	\$3,727.00	\$0.00	\$14,273.00
20 - OPERATIONS & MAINTENANCE Total:	\$2,311,775.00	\$152,001.14	\$1,888,890.96	\$93,029.70	\$329,854.34

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:5/1/2022 To Date:5/31/2022

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FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

30 - DEBT SERVICE

0 - EXPENDITURES

5140 - DEBT SERVICE - INTEREST PAYMENTS

600 - OTHER OBJECTS

\$698,548.00

\$0.00

\$368,822.77

\$0.00

\$329,725.23

5200 - INTEREST ON BONDS OUTSTANDING

600 - OTHER OBJECTS

\$1,120,000.00

\$0.00

\$1,120,000.00

\$0.00

\$0.00

5400 - DEBT SERVICE LEASES

600 - OTHER OBJECTS

\$2,500.00

\$0.00

\$2,000.00

\$0.00

\$500.00

30 - DEBT SERVICE Total:

\$1,821,048.00

\$0.00

\$1,490,822.77

\$0.00

\$330,225.23

Lincolnwood School District 74

General Ledger - OBJECT REPORT

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Account Mask: ??????????????????

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☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

40 - TRANSPORTATION

0 - EXPENDITURES

2550 - PUPIL TRANSPORTATION

300 - PURCHASED SERVICES

\$1,285,000.00

\$238,213.74

\$1,136,665.32

\$0.00

\$148,334.68

40 - TRANSPORTATION Total:

\$1,285,000.00

\$238,213.74

\$1,136,665.32

\$0.00

\$148,334.68

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date: 5/1/2022 To Date: 5/31/2022

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FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

51 - IMRF					
0 - EXPENDITURES					
1100 - REGULAR K-12 PROGRAMS					
200 - EMPLOYEE BENEFITS	\$2,442.00	\$560.60	\$3,514.70	\$519.86	(\$1,592.56)
1125 - PRE-K PROGRAMS					
200 - EMPLOYEE BENEFITS	\$5,499.00	\$377.50	\$4,154.98	\$1,132.51	\$211.51
1200 - SPECIAL ED PROGRAMS K-12					
200 - EMPLOYEE BENEFITS	\$45,056.00	\$2,276.67	\$24,722.73	\$4,839.51	\$15,493.76
1500 - INTERSCHOLASTIC PROGRAMS					
200 - EMPLOYEE BENEFITS	\$1,110.00	\$0.00	\$967.58	\$175.22	(\$32.80)
1600 - SUMMER SCHOOL PROGRAMS					
200 - EMPLOYEE BENEFITS	\$0.00	\$0.00	\$351.84	\$118.52	(\$470.36)
1800 - BILINGUAL PROGRAMS					
200 - EMPLOYEE BENEFITS	\$0.00	\$36.41	\$287.70	\$6.62	(\$294.32)
2130 - HEALTH SERVICES					
200 - EMPLOYEE BENEFITS	\$21,207.00	\$1,220.70	\$14,138.53	\$2,607.07	\$4,461.40
2190 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$2,442.00	\$69.54	\$322.48	\$66.87	\$2,052.65
2210 - IMPROVEMENT OF INSTRUCTION					
200 - EMPLOYEE BENEFITS	\$6,572.00	\$454.02	\$6,108.25	\$454.03	\$9.72
2330 - ADMINISTRATIVE SERVICES SPECIAL ED					
200 - EMPLOYEE BENEFITS	\$1,975.00	\$136.38	\$1,834.94	\$136.38	\$3.68
2410 - PRINCIPAL					
200 - EMPLOYEE BENEFITS	\$16,893.00	\$1,243.08	\$16,217.85	\$1,236.35	(\$561.20)
2520 - FISCAL SERVICES					
200 - EMPLOYEE BENEFITS	\$24,424.00	\$1,580.98	\$22,065.08	\$1,599.36	\$759.56
2540 - OPERATIONS & MAINTENANCE OF PLANTS					
200 - EMPLOYEE BENEFITS	\$56,557.00	\$3,710.04	\$50,581.28	\$3,874.98	\$2,100.74
2560 - FOOD SERVICES					
200 - EMPLOYEE BENEFITS	\$25,276.00	\$1,860.95	\$20,740.12	\$3,802.68	\$733.20
2630 - INFORMATION SERVICES					
200 - EMPLOYEE BENEFITS	\$10,461.00	\$578.20	\$8,672.27	\$578.20	\$1,210.53
2660 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$38,260.00	\$2,505.94	\$33,877.66	\$2,344.91	\$2,037.43
51 - IMRF Total:	\$258,174.00	\$16,611.01	\$208,557.99	\$23,493.07	\$26,122.94

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date: 5/1/2022 To Date: 5/31/2022

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Account Type: EXPENDITURE

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FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

52 - SOCIAL SECURITY AND MEDICARE

0 - EXPENDITURES

1100 - REGULAR K-12 PROGRAMS

200 - EMPLOYEE BENEFITS

\$119,761.00

\$9,964.48

\$89,776.03

\$24,785.03

\$5,199.94

1125 - PRE-K PROGRAMS

200 - EMPLOYEE BENEFITS

\$6,242.00

\$330.16

\$3,419.05

\$977.23

\$1,845.72

1200 - SPECIAL ED PROGRAMS K-12

200 - EMPLOYEE BENEFITS

\$43,684.00

\$2,419.71

\$24,317.46

\$5,787.66

\$13,578.88

1250 - REMEDIAL & SUPPLEMENTAL K-12

200 - EMPLOYEE BENEFITS

\$8,262.00

\$601.83

\$6,035.67

\$1,799.62

\$426.71

1500 - INTERSCHOLASTIC PROGRAMS

200 - EMPLOYEE BENEFITS

\$1,925.00

\$3.46

\$1,544.29

\$743.36

(\$362.65)

1600 - SUMMER SCHOOL PROGRAMS

200 - EMPLOYEE BENEFITS

\$607.00

\$0.00

\$785.10

\$556.56

(\$734.66)

1650 - GIFTED PROGRAMS

200 - EMPLOYEE BENEFITS

\$4,561.00

\$342.71

\$3,443.49

\$1,022.20

\$95.31

1800 - BILINGUAL PROGRAMS

200 - EMPLOYEE BENEFITS

\$9,707.00

\$734.64

\$7,243.90

\$2,057.49

\$405.61

2110 - ATTENDANCE & SOCIAL WORK

200 - EMPLOYEE BENEFITS

\$5,693.00

\$343.75

\$4,078.88

\$1,234.01

\$380.11

2130 - HEALTH SERVICES

200 - EMPLOYEE BENEFITS

\$14,620.00

\$841.94

\$8,912.88

\$1,816.32

\$3,890.80

2140 - PSYCHOLOGICAL SERVICES

200 - EMPLOYEE BENEFITS

\$2,270.00

\$179.60

\$1,811.37

\$535.81

(\$77.18)

2150 - SPEECH PATHOLOGY & AUDIOLOGY

200 - EMPLOYEE BENEFITS

\$4,081.00

\$273.88

\$2,761.82

\$819.96

\$499.22

2190 - OTHER SUPPORT SERVICES - PUPILS

200 - EMPLOYEE BENEFITS

\$7,062.00

\$607.40

\$4,659.07

\$519.67

\$1,883.26

2210 - IMPROVEMENT OF INSTRUCTION

200 - EMPLOYEE BENEFITS

\$9,943.00

\$675.55

\$8,258.03

\$708.00

\$976.97

2220 - EDUCATIONAL MEDIA

200 - EMPLOYEE BENEFITS

\$3,822.00

\$283.26

\$2,843.71

\$847.60

\$130.69

2320 - SUPERINTENDENT

200 - EMPLOYEE BENEFITS

\$3,914.00

\$305.20

\$3,658.26

\$426.28

(\$170.54)

2330 - ADMINISTRATIVE SERVICES SPECIAL ED

228

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:5/1/2022 To Date:5/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2022	Range To Date	Year To Date	Encumbrance	Budget Balance
200 - EMPLOYEE BENEFITS	\$3,162.00	\$232.58	\$2,806.34	\$232.58	\$123.08
2410 - PRINCIPAL					
200 - EMPLOYEE BENEFITS	\$20,200.00	\$1,396.73	\$17,386.70	\$1,395.97	\$1,417.33
2510 - DIRECTION OF BUSINESS SUPPORT SERVICES					
200 - EMPLOYEE BENEFITS	\$2,654.00	\$201.00	\$2,429.00	\$201.00	\$24.00
2520 - FISCAL SERVICES					
200 - EMPLOYEE BENEFITS	\$16,833.00	\$1,088.27	\$13,763.54	\$1,066.25	\$2,003.21
2540 - OPERATIONS & MAINTENANCE OF PLANTS					
200 - EMPLOYEE BENEFITS	\$38,982.00	\$2,717.50	\$33,213.77	\$2,820.04	\$2,948.19
2560 - FOOD SERVICES					
200 - EMPLOYEE BENEFITS	\$18,011.00	\$1,281.28	\$13,429.29	\$2,491.47	\$2,090.24
2630 - INFORMATION SERVICES					
200 - EMPLOYEE BENEFITS	\$7,210.00	\$442.74	\$5,846.19	\$442.74	\$921.07
2660 - OTHER SUPPORT SERVICES - PUPILS					
200 - EMPLOYEE BENEFITS	\$28,004.00	\$1,891.84	\$22,979.63	\$1,797.82	\$3,226.55
52 - SOCIAL SECURITY AND MEDICARE Total:	\$381,210.00	\$27,159.51	\$285,403.47	\$55,084.67	\$40,721.86

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:5/1/2022 To Date:5/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

60 - CAPITAL PROJECTS

0 - EXPENDITURES

2530 - FACILITY ACQUISITION & CONSTRUCTION

300 - PURCHASED SERVICES	\$123,076.00	\$0.00	\$124,124.25	\$0.00	(\$1,048.25)
500 - CAPITAL OUTLAY	\$1,165,358.00	\$0.00	\$482,504.09	\$450,585.42	\$232,268.49
60 - CAPITAL PROJECTS Total:	\$1,288,434.00	\$0.00	\$606,628.34	\$450,585.42	\$231,220.24

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:5/1/2022 To Date:5/31/2022

Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

80 - TORT IMMUNITY

0 - EXPENDITURES

2362 - WORKERS COMPENSATION INSURANCE

300 - PURCHASED SERVICES

\$94,000.00

\$0.00

\$0.00

\$0.00

\$94,000.00

2366 - JUDGMENTS/SETTLEMENTS

600 - OTHER OBJECTS

\$5,000.00

\$0.00

\$0.00

\$0.00

\$5,000.00

2371 - PROPERTY INSURANCE

300 - PURCHASED SERVICES

\$100,000.00

\$0.00

\$0.00

\$0.00

\$100,000.00

80 - TORT IMMUNITY Total:

\$199,000.00

\$0.00

\$0.00

\$0.00

\$199,000.00

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:5/1/2022 To Date:5/31/2022

Account Mask: ?????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☒ Include Inactive Accounts

☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT

Preliminary 2022

Range To Date

Year To Date

Encumbrance

Budget Balance

90 - FIRE PREVENTION & SAFETY

0 - EXPENDITURES

2530 - FACILITY ACQUISITION & CONSTRUCTION

300 - PURCHASED SERVICES

\$51,610.00

\$0.00

\$77,788.28

\$0.00

(\$26,178.28)

2540 - OPERATIONS & MAINTENANCE OF PLANTS

500 - CAPITAL OUTLAY

\$2,137,023.00

\$0.00

\$1,941,360.89

\$0.00

\$195,662.11

90 - FIRE PREVENTION & SAFETY Total:

\$2,188,633.00

\$0.00

\$2,019,149.17

\$0.00

\$169,483.83

Lincolnwood School District 74

General Ledger - OBJECT REPORT

Fiscal Year: 2021-2022 From Date:5/1/2022 To Date:5/31/2022

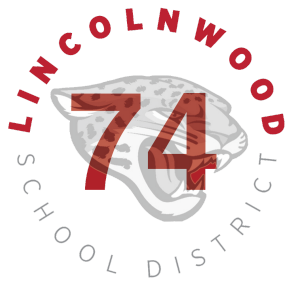
Account Mask: ??????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance ☒ Include Inactive Accounts ☐ Include PreEncumbrance

FUND / TYPE / FUNCTION / OBJECT	Preliminary 2022	Range To Date	Year To Date	Encumbrance	Budget Balance
Grand Total:	\$32,471,248.00	\$2,131,077.08	\$25,381,203.19	\$4,296,873.64	\$2,793,171.17

End of Report



Executive Summary Board of Education Meeting

DATE: August 4, 2022

TOPIC: Tentative Budget for Fiscal Year 2023

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose

Annually, the Board of Education must approve the School District Budget. The Tentative FY23 Budget will be presented at the August 4, 2022 Board of Education meeting followed by a September 1, 2022 formal adoption at the Public Hearing held during the Board of Education meeting.

Background

Revenues: \$31,724,521

Real estate taxes account for 81.5% of total revenue. The District may receive approximately \$26,415,590 from local property taxes, likely to arrive months beyond the typical August 1st date followed by the March 1, 2023 payment. However, after consideration of appeals in recent years and the tax rate objections, a \$547,540 reduction was applied for an overall expectation of \$25,868,050. Other local revenues account for 7.0% of total revenue.

The District anticipates receiving approximately \$2,210,780 in local revenue.

State-derived funds account for 4.9% of total revenue. The majority of this \$1,539,000 comes from the Evidence Based Funding formula and the Transportation Claim.

Federal revenues of \$2,106,691 account for 6.6% of total revenue which is more than the typical 1% in recent history. This is primarily due to the remaining \$1,290,324 of COVID-related Elementary and Secondary School Emergency Relief Part II and III.

There are no interfund transfers planned this fiscal year.

Expenditures: \$33,250,483

Salaries & Benefits

Overall, salaries are expected to be \$15,692,516 which is 2.9% above last year's actual amount of \$15,246,508. The Business Office conducted an in depth review of all salaries because this object represents 47.2% of the total expenditures. The prominent factors influencing this estimate are teachers' salary schedule level advancements, the raises for returning LSSU members, +1.0 FTE in new positions, 4 recent retirements, new hires for resignations, an anticipation of fully staffing the open paraprofessional positions, and salary schedule class advancements due to coursework completion.

As for benefits, PPO medical insurance increased by 5.5%, HMO medical increased by 7.7%, dental increased by 3.7%, and life insurance remained the same. Long-term disability and flexible spending account fees remain unchanged. Vision insurance for administrators increased slightly from \$44.12 to \$45.88 monthly per administrator. Percentages related to the District's share of TRS, Medicare and Social Security will also remain stable. TRS on federally-funded salaries is now 10.49% instead of 10.31%, and the District's share of THIS remains 0.67%. The District's IMRF rate will decrease in January 2023 from 9.97% to 7.57%. The cost of benefits is estimated to be up 15.7% to \$3,428,699. It will not likely be a 15.7% increase because there is ample room for new employees' medical/dental insurance elections that may not occur.

Purchased Services

At \$4,174,104, the approximate 20.7% increase in purchased services corresponds to special education and a change in its account coding, increased capital and life safety projects for which architect/engineering and contractor services will be required, and growing workers' compensation and liability insurance costs. Approximately \$532,000 would be covered by grants.

Supplies & Materials

Expenditures are projected to be \$1,351,111 which is an 11.6% increase. Approximately \$73,000 would be covered by grant funds. There is also an expectation that food services will return to a more typical level. Curriculum materials, natural gas and electricity will also be substantial expenses.

Capital Outlay

Due to the \$3,330,144 in planned facilities projects, the \$3,743,144 FY23 budget is anticipated to be \$781,477 more than the FY22 actual of \$2,961,667. An estimated \$545,381 is scheduled to be covered by grant funds.

Dues & Fees/Debt Payments

FY23 principal and interest payments of \$1,807,600 for the 2015, 2016, 2018, and 2021 series bonds are less than the \$1,820,548 SD74 paid in FY22. In addition, Niles Township District for Special Education #807 invoices will likely increase due to student counts.

Non-Capitalized Equipment

\$165,550 is less than last year's \$189,742 in expenses. The expenditures are anticipated to be higher due to Technology, Special Education and Food Service equipment.

Termination Benefits

\$397,000 is \$21,182 less than the FY22 expenditures. Four retiree plans terminate this fiscal year. There are also four new retirees who begin receiving these benefits.

Fund Balance

As of June 30, 2022 the unaudited fund balance was \$28,643,692. The projected fund balance for June 30, 2023 is \$27,117,730 which is \$1,525,962 less. The District intends to spend down the fund balance, mostly because of the Board-approved capital projects finishing this summer and beginning next summer. The Illinois State Board of Education Budget Form indicates SD74 will be submitting a balanced budget.

General Comments

The legal process to adopt a budget requires public notice to the general public. Such notice shall be published July 28, 2022 for the September 1, 2022 Public Hearing. Any changes to the Tentative Budget will need to be made before August 2 when it must be posted online and available at the District Office for viewing. Otherwise, any changes after that point would require an amendment.

Fiscal Impact

\$28,643,692 Estimated Beginning Fund Balance July 1, 2022

+\$31,724,521 Budgeted Revenues

-\$33,250,483 Budgeted Expenditures

\$27,117,730 Anticipated Ending Fund Balance on June 30, 2023

Please see the attached FY23 Tentative Budget presentation for the details.

Recommendation:

It is the Administrative recommendation that the Finance Committee supports the presentation of the Tentative Fiscal Year 2023 Budget to the Board of Education on August 4, 2022.



FY23 Tentative Budget

Board of Education Meeting

August 4, 2022

Fiscal Year 2023 Budget Timeline

Date	Activity	Location
MAY 19	Review assumptions to consider for Preliminary Budgeting	Finance Mtg
JUN 09	Present Tentative Budget for review and discussion	Finance Mtg
JUL 21	Present Tentative Budget; Request 30-day notice in news	Finance Mtg
JUL 28	Publish 30-day notice of Budget Availability & Budget Public Hearing	Newspaper
AUG 01	Tentative Budget on District's Website; Print copy @ Reception Desk	Website
AUG 04	Present the Tentative Budget: Updates Highlighted in Yellow	Board Mtg
SEP 01	Public Hearing & Budget Adoption	Board Mtg
SEP 02	Upload Adopted Budget on District's Website	Website
SEP 02	File certified copy of Budget with Cook County Clerk (may file online)	Cook Clerk
SEP 02	Submit Budget electronically to ISBE	ISBE

Review of FY22: Fund Balance Actuals*

Fund	Description	7/1/21 F.B.	Revenue	Expense	Transfers	6/30/22 F.B.
10	Ed.	\$10,612,790	\$24,195,277	-\$21,720,275	-\$65,000	\$13,022,792
20	O&M	\$3,073,580	\$2,422,939	-\$2,001,750	\$0	\$3,494,769
30	Debt Serv.	\$920,382	\$1,730,091	-\$1,820,548	\$0	\$829,926
40	Transp.	\$1,201,985	\$1,554,404	-\$1,313,563	\$0	\$1,442,826
51	IMRF	\$377,752	\$302,905	-\$232,051	\$0	\$448,606
52	SS/Med.	-\$132,774	\$612,361	-\$340,488	\$0	\$139,099
60	Cap. Proj.	\$757,792	\$98,959	-\$1,031,489	\$6,000,000	\$5,825,262
70	Wrk. Cash	\$6,463,875	\$109,572	\$0	-\$6,000,000	\$573,446
80	Tort Imm.	\$17,744	\$321,138	-\$154,473	\$65,000	\$249,409
90	FP/HLS	\$4,018,659	\$618,047	-\$2,019,149	\$0	\$2,617,557
		\$27,311,786	\$31,965,691	-\$30,633,785	\$0	\$28,643,692

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*Some FY22 transactions may soon be recorded which could slightly affect the 6/30/22 Fund Balance;

As of 7/28/22, Fund 10 reveals updated revenue and expenditures in yellow positively affecting the original \$28,550,089 FB

Review of FY22: Fund Balance to Revenue Ratio

Operating Funds	Descriptions	6/30/22 FB	FY22 Revenue
10	Ed.	\$13,022,792	\$24,195,277
20	O&M	\$3,494,769	\$2,422,939
40	Transportation	\$1,442,826	\$1,554,404
70	Working Cash	\$573,446	\$109,572
All Op. Funds	Total	\$18,533,833	\$28,282,191

Fund Balance to
Revenue Ratio

\$18,533,833
\$28,282,191

0.655

0.25 is minimum
by BOE Policy

Review: FY22 Budget Analysis

	7/1/21FB	Revenue	Expense	Transfers	6/30/22 FB
Actuals	\$27,311,786	\$31,965,691	-\$30,633,785	\$6,065,000	\$28,643,692
FY22 Budget		\$29,553,621	-\$32,471,248	\$6,065,000	\$24,394,159

The **+8.2%** Revenue Delta:
SD74 collected \$2,315,389 more than
budgeted

The **-5.7%** Expenditure Delta:
SD74 spent \$1,840,542 less than budgeted

FY23 Tentative Budget Projections

Fund	Description	7/1/22 F.B.	Revenue	Expense	Transfers	6/30/23 End FB
10	Ed.	\$13,022,792	\$22,778,925	-\$23,003,579		\$12,798,138
20	O&M	\$3,494,769	\$2,646,900	-\$2,241,344		\$3,900,325
30	Debt Serv.	\$829,926	\$1,804,240	-\$1,807,600		\$826,566
40	Transp.	\$1,442,826	\$1,602,730	-\$1,440,000		\$1,605,556
51	IMRF	\$448,606	\$412,080	-\$215,895		\$644,791
52	SS/Med.	\$139,099	\$561,920	-\$391,803		\$309,216
60	Cap. Proj.	\$5,825,262	\$1,054,156	-\$3,648,262		\$3,231,156
70	Wrk. Cash	\$573,446	\$7,790	\$0		\$581,236
80	Tort Imm.	\$249,409	\$382,040	-\$224,000		\$407,449
90	FP/HLS	\$2,617,557	\$473,740	-\$278,000		\$2,813,297
		\$28,643,692	\$31,724,521	-\$33,250,483	\$0	\$27,117,730

Fund & Object Lenses for Tentative FY23 Expenditures

Fund	Description
90	FIRE PREV./HEALTH-LIFE SAFETY
80	TORT IMMUNITY
70	WORKING CASH
60	CAPITAL PROJECTS
50	MUNICIPAL RETIREMENT
40	TRANSPORTATION
30	DEBT SERVICE
20	OPERATIONS & MAINTENANCE
10	EDUCATIONAL

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Object	Description
100s	Salaries
200s	Benefits
300s	Services
400s	Supplies/Materials
500s	Capital (over \$500)
600s	Dues/Fees; SpEd Co-Op
700s	Non-Capital (under \$500)
800s	Retirement Benefits

Fund 90: Fire Prevention; Health/Life Safety

Budget	Description	Notes
\$25,000	ARCHITECT/ENGINEER SERVICES (Typically 8.0%)	
\$203,000	LIFE SAFETY - CONTRACTOR	
\$50,000	LIFE SAFETY PROJECTS - SMPG	\$50,000 Grant received in FY22 will be spent by SEP 2022

\$278,000 Budgeted FY23 Expenditures

Fund 80: Tort Immunity

Budget	Description	Notes
\$69,000	INSURANCE - WORKERS COMP	Workers' Compensation \$62K FY22
\$5,000	SETTLEMENTS/JUDGMENTS	Just in case
\$150,000	INSURANCE - LIABILITY	Property/Casualty/Liability \$113K FY22; \$23K of FY22 Cyber paid in FY23

\$224,000 Budgeted FY23 Expenditures

Fund 70: Working Cash

No Expenditures from Fund 70 occur

Fund 60: Capital Projects

Budget	Description	Notes
\$160,000	ARCHITECT/ENGINEERING SERVICES	Local Funds
\$12,328	ARCHITECT/ENGINEERING SERVICES- ESSER	Federal Grant
\$2,531,763	CAPITAL IMPROVEMENTS	Local Funds
\$944,171	CAPITAL PROJECTS- ESSER FED GRANT	Federal Grant

\$3,648,262²⁴⁸ Budgeted FY23 Expenditures

Fund 50: Municipal (IMRF, Social Security, Medicare)

Budget	Description	Notes
\$215,895	DISTRICT SHARE IMRF	
\$155,983	DISTRICT SHARE SOCIAL SECURITY	
\$235,820	DISTRICT SHARE MEDICARE	

\$607,698 Budgeted FY23 Expenditures

Fund 40: Transportation

Budget	Description
\$930,000	TRANSPORTATION- REGULAR ED
\$475,000	TRANSPORTATION- SPECIAL ED
\$35,000	TRANS.- FIELD TRIPS/EXTRACURRICULAR

\$1,440,000 Budgeted FY23 Expenditures

Fund 30: Debt Service

Budget	Description	Notes
\$1,165,000	PRINCIPAL ON BONDS	Givens Provided by PMA
\$640,100	INTEREST ON BONDS	Givens Provided by PMA
\$2,500	DEBT SERVICE FEES	Givens Provided by PMA

\$1,807,600 Budgeted FY23 Expenditures

Fund 20: Operations & Maintenance

FY23 Budget	vs. FY22	FY22	Objects
\$526,163	6.9%	\$492,113	100: Salaries
\$83,217	14.0%	\$73,009	200: Benefits
\$960,700	6.1%	\$905,443	300: Services
\$453,014	6.5%	\$425,183	400: Supplies & Materials
\$186,500	84.7%	\$100,993	500: Capital
\$1,750	287.2%	\$452	600: Dues & Fees
\$30,000	558.5%	\$4,556	700: Non-Capital

252

\$2,241,344 Budgeted FY23 Expenditures

Fund 10: Educational

FY23 Budget	vs. FY22	FY22 Act.	Objects with Prior Year Actuals
\$15,166,353	2.8%	\$14,754,395	100: Salaries
\$2,737,784	18.1%	\$2,317,611	200: Benefits
\$958,286	24.5%	\$769,652	300: Services
\$898,097	14.4%	\$785,363	400: Supplies & Materials
\$226,500	80.3%	\$125,654	500: Capital over \$500
\$2,484,009	5.2%	\$2,361,149	600: Dues & Fees
\$135,550	-26.8%	\$185,186	700: Non-Capital under \$500
\$397,000	-5.1%	\$418,182	800: Retirement Ins./SRB

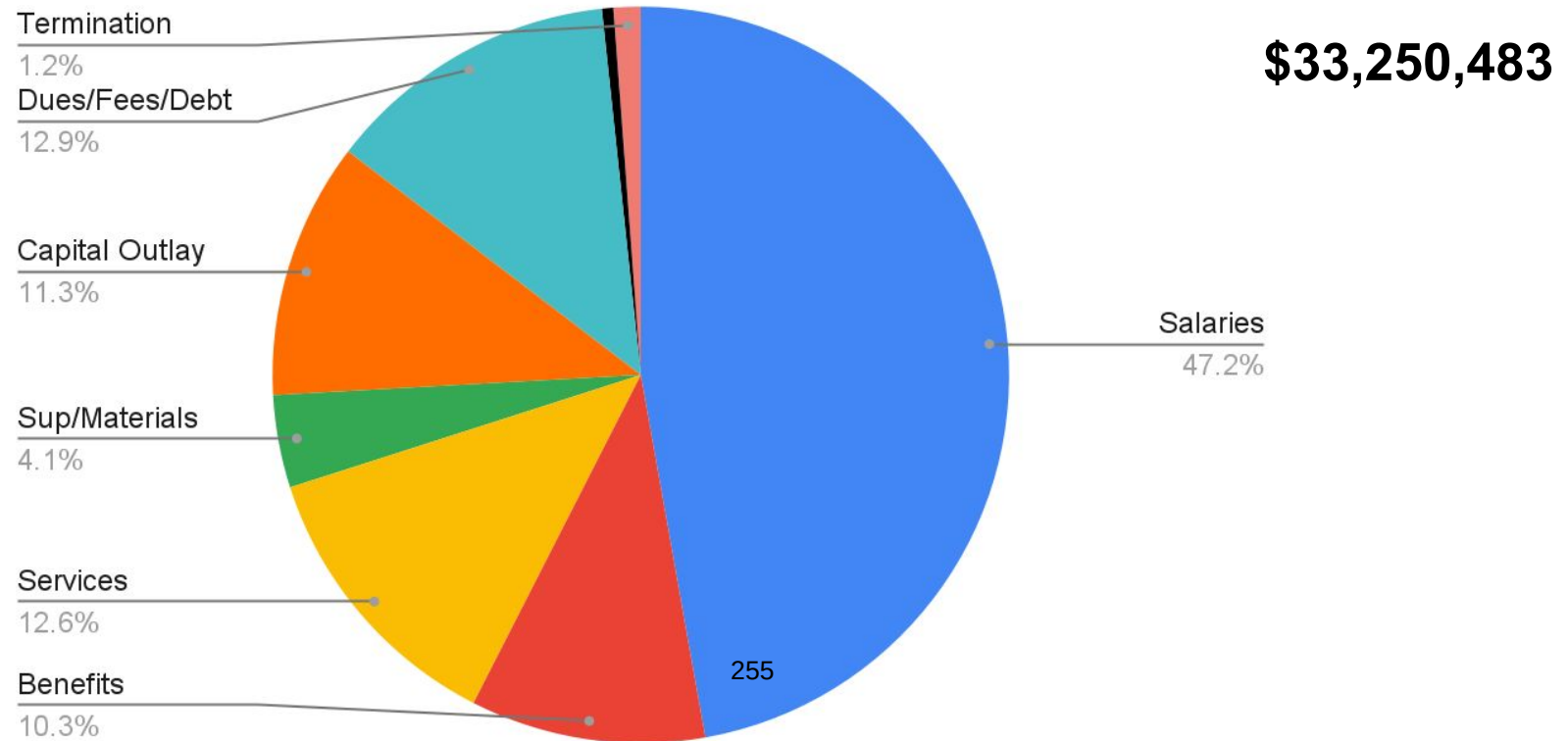
253

\$23,003,579 Budgeted FY23 Expenditures

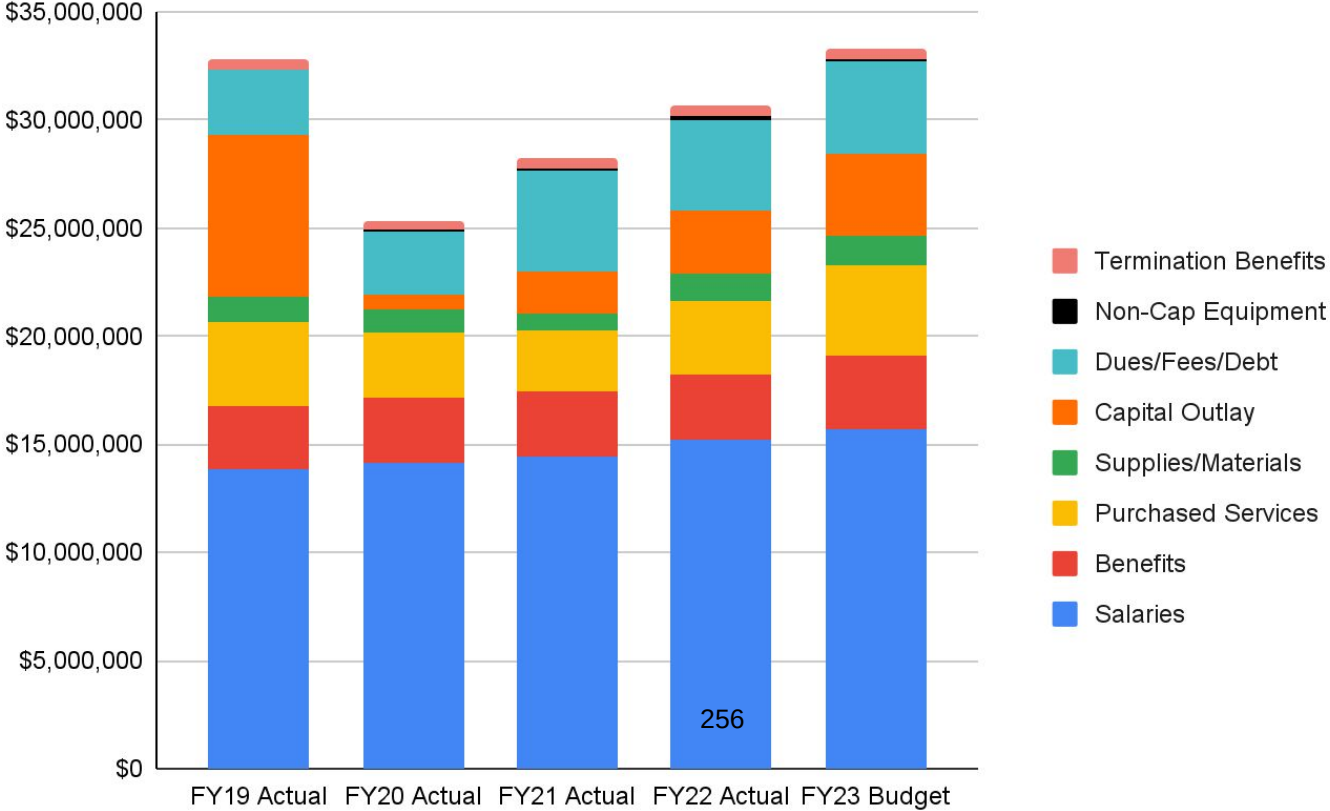
Historical Expenditures by OBJECT

Objects from All Funds	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget
Salaries	\$13,901,454	\$14,190,396	\$14,426,786	\$15,246,508	\$15,692,516
Benefits	\$2,845,006	\$2,941,604	\$3,012,856	\$2,963,159	\$3,428,699
Purchased Services	\$3,947,272	\$3,075,743	\$2,795,197	\$3,459,202	\$4,174,104
Supplies/Materials	\$1,179,584	\$988,445	\$842,460	\$1,210,546	\$1,351,111
Capital Outlay	\$7,426,674	\$710,393	\$1,882,264	\$2,961,667	\$3,743,144
Dues/Fees/Debt	\$2,992,571	\$2,914,559	\$4,725,195	\$4,181,697	\$4,298,359
Non-Cap Equipment	\$78,852	\$87,830	\$77,320	\$189,742	\$165,550
Termination Benefits	\$393,962	\$453,449	\$455,321	\$418,182	\$397,000
TOTAL	\$32,765,375	\$25,362,419	\$28,217,399	\$30,630,703	\$33,250,483

Tentative FY23 Expenditures by OBJECT



Historical Expenditures by OBJECT



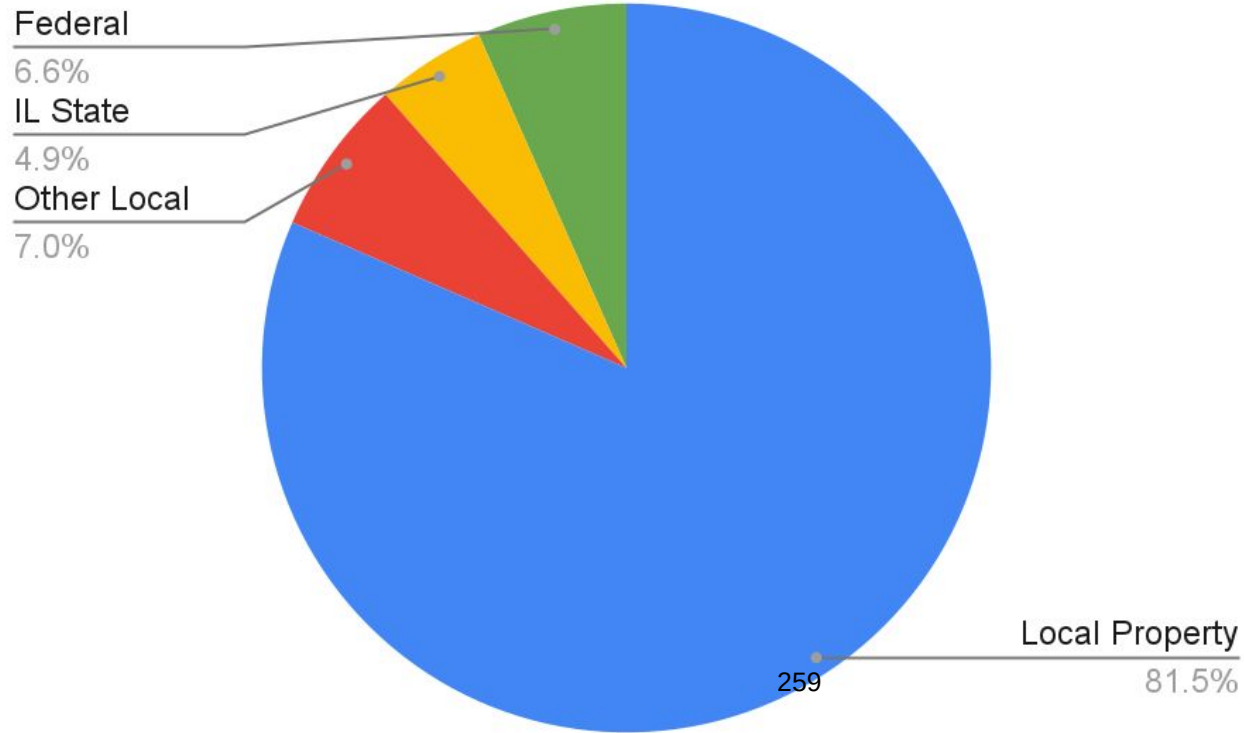
FY23 Tentative Revenues by SOURCE

FY23 Budget	vs. FY22	FY22	Description
\$25,868,050	2.6%	\$25,220,399	LOCAL R.E. TAXES
\$2,210,780	-40.2%	\$3,696,750	OTHER LOCAL
\$1,539,000	-1.5%	\$1,562,087	IL STATE SOURCES
\$2,106,691	42.0%	\$1,483,374	FEDERAL SOURCES
\$31,724,521	-0.7%	\$31,962,610	TOTAL

Historical Revenues by SOURCE

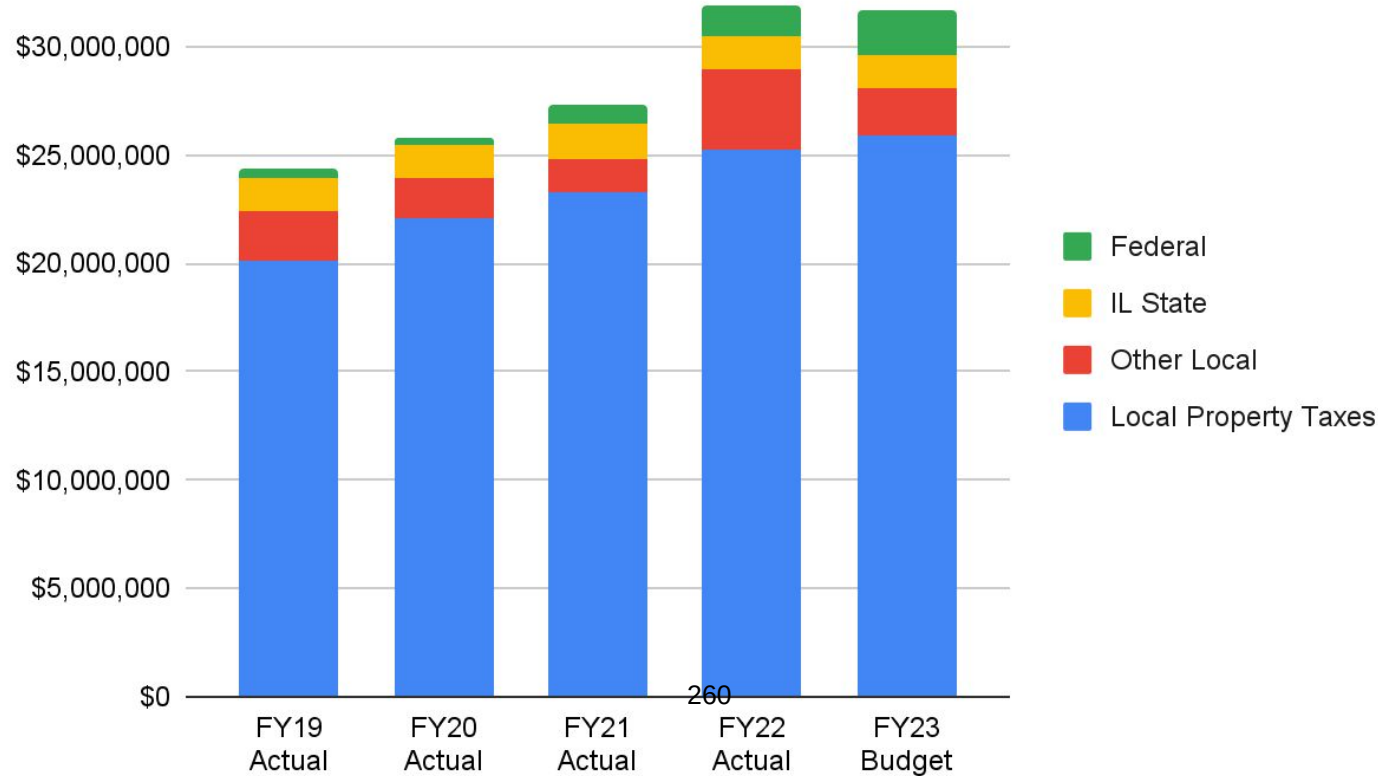
Revenue by Source	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget
Local Property Taxes	\$20,171,156	\$22,054,854	\$23,260,768	\$25,220,399	\$25,868,050
Other Local	\$2,237,405	\$1,871,152	\$1,602,515	\$3,696,750	\$2,210,780
IL State	\$1,575,395	\$1,522,379	\$1,628,741	\$1,562,087	\$1,539,000
Federal	\$365,216	\$310,781	\$814,867	\$1,483,374	\$2,106,691
TOTAL	\$24,349,172	\$25,759,166	\$27,306,891	\$31,962,610	\$31,724,521
Bonds (not Revenue)	\$6,039,929	\$0	\$7,060,050		\$0

Tentative FY23 Revenues by SOURCE



\$31,724,521

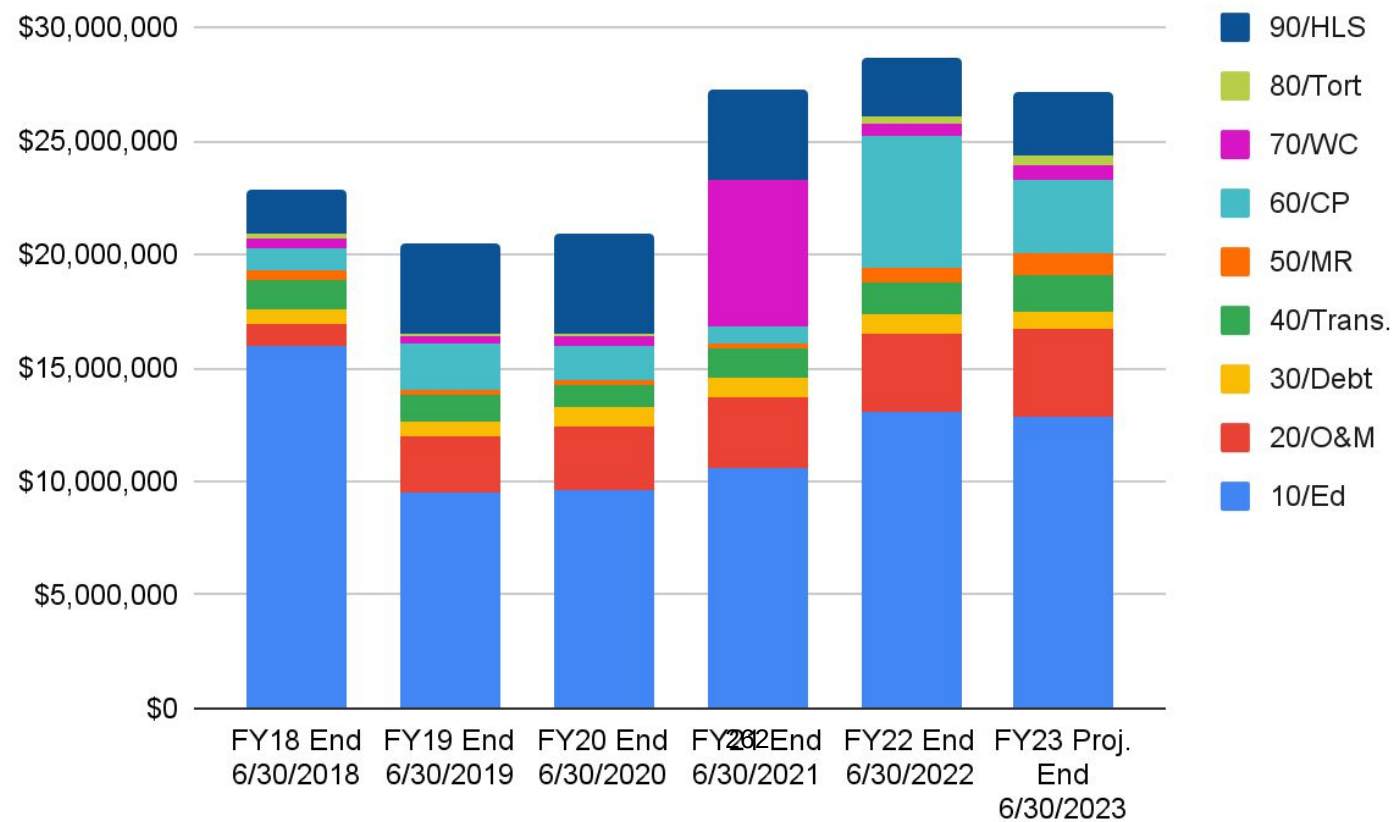
History of Revenue by Source



Fund Balance History

Fund	FY18 End 6/30/2018	FY19 End 6/30/2019	FY20 End 6/30/2020	FY21 End 6/30/2021	FY22 End 6/30/2022	FY23 Proj. End 6/30/2023
10/Ed	\$15,984,377	\$9,500,109	\$9,669,192	\$10,612,790	\$13,022,792	\$12,798,138
20/O&M	\$966,253	\$2,492,616	\$2,769,202	\$3,073,580	\$3,494,769	\$3,900,325
30/Debt	\$609,977	\$627,968	\$826,111	\$920,382	\$829,926	\$826,566
40/Trans.	\$1,292,214	\$1,161,250	\$931,371	\$1,201,985	\$1,442,826	\$1,605,556
50/MR	\$398,773	\$265,882	\$216,730	\$244,978	\$587,705	\$954,007
60/CP	\$1,049,646	\$2,000,932	\$1,603,456	\$757,792	\$5,825,262	\$3,231,156
70/WC	\$377,997	\$392,706	\$402,694	\$6,463,875	\$573,446	\$581,236
80/Tort	\$253,930	\$113,631	\$64,776	\$17,744	\$249,409	\$407,449
90/HLS	\$1,883,483	\$3,885,282	\$4,398,543	\$4,018,659	\$2,617,557	\$2,813,297
	\$22,816,650	\$20,440,376	\$20,882,075	\$27,311,785	\$28,643,692	\$27,117,730

Fund Balance History



FY23 Tentative Budget's Fund Balance Projections

Fund	Description	7/1/22 F.B.	Revenue	Expense	Transfers	6/30/23 End FB
10	Ed.	\$13,022,792	\$22,778,925	-\$23,003,579		\$12,798,138
20	O&M	\$3,494,769	\$2,646,900	-\$2,241,344		\$3,900,325
30	Debt Serv.	\$829,926	\$1,804,240	-\$1,807,600		\$826,566
40	Transp.	\$1,442,826	\$1,602,730	-\$1,440,000		\$1,605,556
51	IMRF	\$448,606	\$412,080	-\$215,895		\$644,791
52	SS/Med.	\$139,099	\$561,920	-\$391,803		\$309,216
60	Cap. Proj.	\$5,825,262	\$1,054,156	-\$3,648,262		\$3,231,156
70	Wrk. Cash	\$573,446	\$7,790	\$0		\$581,236
80	Tort Imm.	\$249,409	\$382,040	-\$224,000		\$407,449
90	FP/HLS	\$2,617,557	\$473,740	-\$278,000		\$2,813,297
		\$28,643,692	\$31,724,521	-\$33,250,483	\$0	\$27,117,730

FY23 Tentative Budget: Ratio of Fund Balance to Revenue

Operating Funds	Descriptions	6/30/23 FB Est.	FY23 Rev Est.
10	Ed.	\$12,798,138	\$22,778,925
20	O&M	\$3,900,325	\$2,646,900
40	Transportation	\$1,605,556	\$1,602,730
70	Working Cash	\$581,236	\$7,790
All Op. Funds	Total	\$18,885,255	\$27,036,345

Fund Balance to
Revenue Ratio

\$18,885,255

\$27,036,345

264

0.699

0.25 is minimum
by BOE Policy

District Type:

☒ School District
☐ Joint Agreement

ILLINOIS STATE BOARD OF EDUCATION
 School Business Services Division

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2022 - June 30, 2023

Accounting Basis:

Accrual

Balanced budget; no Deficit Reduction Plan is required.

Date of Amended Budget:

(MM/DD/YY)

District Name:

Lincolnwood SD 74

District RCDT No:

05-016-0740-02

If your FY2022 AFR states that you need to do a deficit reduction plan and your FY2023 budget is balanced, please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of Lincolnwood SD 74, County of Cook, State of Illinois, for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

WHEREAS the Board of Education of Lincolnwood SD 74, County of Cook, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 1st day of September, 2022, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be beginning July 1, 2022 and ending June 30, 2023.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be and the same is hereby adopted as the budget of this school district for said fiscal year.

ADOPTION OF BUDGET

The budget shall be approved and signed below by members of the School Board. Adopted this 1st day of September, 2022 by a roll call vote of _____ Yeas, and _____ Nays, to wit:

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:

* Based on the 23 Illinois Administrative Code-Part 100 and in conformity with Section 17-1 of the School Code.

** Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.

(1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).

(2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted to **School Finance Report (SFR)**: <https://sec1.isbe.net/attachmgr/default.aspx>

Please type the member signatures before submitting to ISBE. We do not accept PDF copies.

SD50-36/JA50-39 5/22
 Lincolnwood SD 74
 05-016-0740-02

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds) ¹ as of July 1, 2022		13,022,792	3,494,769	829,926	1,442,826	587,705	5,825,262	573,446	249,409	2,617,557	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	20,507,804	2,629,486	1,804,240	1,232,730	974,000	67,000	7,790	382,040	473,740	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
7	STATE SOURCES	3000	1,169,000	0	0	370,000	0	0	0	0	0	
8	FEDERAL SOURCES	4000	1,102,121	17,414	0	0	0	987,156	0	0	0	
9	Total Direct Receipts/Revenues⁸		22,778,925	2,646,900	1,804,240	1,602,730	974,000	1,054,156	7,790	382,040	473,740	
10	Receipts/Revenues for "On Behalf" Payments ²	3998	0									
11	Total Receipts/Revenues		22,778,925	2,646,900	1,804,240	1,602,730	974,000	1,054,156	7,790	382,040	473,740	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	14,529,867				244,767			0		
14	SUPPORT SERVICES	2000	5,868,693	2,241,344		1,440,000	362,931	3,648,262		224,000	278,000	
15	COMMUNITY SERVICES	3000	2,000	0		0	0			0		
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	2,603,019	0	0	0	0	0		0	0	
17	DEBT SERVICES	5000	0	0	1,807,600	0	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures⁹		23,003,579	2,241,344	1,807,600	1,440,000	607,698	3,648,262		224,000	278,000	
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		23,003,579	2,241,344	1,807,600	1,440,000	607,698	3,648,262		224,000	278,000	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(224,654)	405,556	(3,360)	162,730	366,302	(2,594,106)	7,790	158,040	195,740	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund ¹⁶	7110										
27	Abatement of the Working Cash Fund ¹⁶	7110										
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold ⁴	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets ⁵	7300										
39	Transfer to Debt Service to Pay Principal on GASB 87 Leases	7400			0							
40	Transfer to Debt Service to Pay Interest on GASB 87 Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						0				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds⁸		0	0	0	0	0	0	0	0	0	
47	OTHER USES OF FUNDS (8000)											
49	TRANSFER TO VARIOUS OTHER FUNDS (8100)											
50	Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							0			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest ⁶	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	8160										

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
56	Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a} and Int	8170										
57	Proceeds to Debt Service Fund											
58	Taxes Pledged to Pay Principal on GASB 87 Leases	8410										
59	Grants/Reimbursements Pledged to Pay Principal on GASB 87 Leases	8420										
60	Other Revenues Pledged to Pay Principal on GASB 87 Leases	8430										
61	Fund Balance Transfers Pledged to Pay Principal on GASB 87 Leases	8440										
62	Taxes Pledged to Pay Interest on GASB 87 Leases	8510										
63	Grants/Reimbursements Pledged to Pay Interest on GASB 87 Leases	8520										
64	Other Revenues Pledged to Pay Interest on GASB 87 Leases	8530										
65	Fund Balance Transfers Pledged to Pay Interest on GASB 87 Leases	8540										
66	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
67	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
68	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
69	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
70	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
71	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
72	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
73	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
74	Taxes Transferred to Pay for Capital Projects	8810										
75	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
76	Other Revenues Pledged to Pay for Capital Projects	8830										
77	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
78	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
79	Other Uses Not Classified Elsewhere	8990										
80	Total Other Uses of Funds ⁹		0	0	0	0	0	0	0	0	0	
81	Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	
82	ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2023		12,798,138	3,900,325	826,566	1,605,556	954,007	3,231,156	581,236	407,449	2,813,297	
83	Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2022		21,950									
84	RECEIPTS/REVENUES (For Student Activity Funds)											
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	0									
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)											
87	Total Student Activity Direct Disbursements/Expenditures	1999	0									
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		0									
89	Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2023		21,950									
90	Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2022		13,044,742	3,494,769	829,926	1,442,826	587,705	5,825,262	573,446	249,409	2,617,557	
91	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
92	LOCAL SOURCES	1000	20,507,804	2,629,486	1,804,240	1,232,730	974,000	67,000	7,790	382,040	473,740	
93	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER	2000										
94	DISTRICT		0	0		0	0					
95	STATE SOURCES	3000	1,169,000	0	0	370,000	0	0	0	0	0	
96	FEDERAL SOURCES	4000	1,102,121	17,414	0	0	0	987,156	0	0	0	
97	Total Direct Receipts/Revenues ⁸		22,778,925	2,646,900	1,804,240	1,602,730	974,000	1,054,156	7,790	382,040	473,740	
98	Receipts/Revenues for "On Behalf" Payments ²	3998	0	0	0	0	0	0		0	0	
99	Total Receipts/Revenues		22,778,925	2,646,900	1,804,240	1,602,730	974,000	1,054,156	7,790	382,040	473,740	
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
101	INSTRUCTION	1000	14,529,867				244,767			0		
102	SUPPORT SERVICES	2000	5,868,693	2,241,344		1,440,000	362,931	3,648,262		224,000	278,000	
103	COMMUNITY SERVICES	3000	2,000	0		0	0			0		
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	2,603,019	0	0	0	0	0		0	0	
105	DEBT SERVICES	5000	0	0	1,807,600	0	0			0	0	

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
107	Total Direct Disbursements/Expenditures ⁹		23,003,579	2,241,344	1,807,600	1,440,000	607,698	3,648,262		224,000	278,000	
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
109	Total Disbursements/Expenditures		23,003,579	2,241,344	1,807,600	1,440,000	607,698	3,648,262		224,000	278,000	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(224,654)	405,556	(3,360)	162,730	366,302	(2,594,106)	7,790	158,040	195,740	
111	OTHER SOURCES/USES OF FUNDS											
112	OTHER SOURCES OF FUNDS (7000)											
113	Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0	
114	OTHER USES OF FUNDS (8000)											
116	Total Other Uses of Funds ⁹		0	0	0	0	0	0	0	0	0	
117	Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	
118	ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2023		12,820,088	3,900,325	826,566	1,605,556	954,007	3,231,156	581,236	407,449	2,813,297	
119												
120												
121												
122												
123	Object Name	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	Total By Object
124	Salaries	100	15,166,353	526,163		0		0		0	0	15,692,516
125	Employee Benefits	200	2,737,784	83,217		0	607,698	0		0	0	3,428,699
126	Purchased Services	300	958,286	960,700	0	1,440,000		571,118		219,000	25,000	4,174,104
127	Supplies & Materials	400	898,097	453,014		0		0		0	0	1,351,111
128	Capital Outlay	500	226,500	186,500		0		3,077,144		0	253,000	3,743,144
129	Other Objects	600	2,484,009	1,750	1,807,600	0	0	0		5,000	0	4,298,359
130	Non-Capitalized Equipment	700	135,550	30,000		0		0		0	0	165,550
131	Termination Benefits	800	397,000	0		0				0		397,000
132	Total Expenditures		23,003,579	2,241,344	1,807,600	1,440,000	607,698	3,648,262		224,000	278,000	33,250,483

SUMMARY OF CASH TRANSACTIONS

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	BEGINNING CASH BALANCE ON HAND (without Student Activity Funds)⁷ as of July 1, 2022		12,987,045	3,504,461	829,926	1,442,826	587,705	5,808,363	573,446	249,409	2,617,557
4	Total Direct Receipts & Other Sources⁸		22,778,925	2,646,900	1,804,240	1,602,730	974,000	1,054,156	7,790	382,040	473,740
5	OTHER RECEIPTS										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199									
10	Total Other Receipts		0	0	0	0	0	0	0	0	0
11	Total Direct Receipts, Other Sources, & Other Receipts		22,778,925	2,646,900	1,804,240	1,602,730	974,000	1,054,156	7,790	382,040	473,740
12	Total Amount Available		35,765,970	6,151,361	2,634,166	3,045,556	1,561,705	6,862,519	581,236	631,449	3,091,297
13	Total Direct Disbursements & Other Uses⁹		23,003,579	2,241,344	1,807,600	1,440,000	607,698	3,648,262	0	224,000	278,000
14	OTHER DISBURSEMENTS										
15	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	Total Other Disbursements		0	0	0	0	0	0	0	0	0
20	Total Direct Disbursements, Other Uses, & Other Disbursements		23,003,579	2,241,344	1,807,600	1,440,000	607,698	3,648,262	0	224,000	278,000
21	ENDING CASH BALANCE ON HAND (without Student Activity Funds)⁷ as of June 30, 2023		12,762,391	3,910,017	826,566	1,605,556	954,007	3,214,257	581,236	407,449	2,813,297
22											
23	Activity Funds BEGINNING CASH BALANCE ON HAND⁷ as of July 1, 2022		21,950								
24	Total Direct Receipts & Other Sources⁸		0								
25	Total Amount Available		21,950								
26	Total Direct Disbursements & Other Uses⁹		0								
27	Activity funds ENDING CASH BALANCE ON HAND⁷ as of June 30, 2023		21,950								
28											
29	Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds)⁷ as of July 1, 2022		13,008,995	3,504,461	829,926	1,442,826	587,705	5,808,363	573,446	249,409	2,617,557
30	Total Direct Receipts & Other Sources⁸		22,778,925	2,646,900	1,804,240	1,602,730	974,000	1,054,156	7,790	382,040	473,740
31	Total Other Receipts		0	0	0	0	0	0	0	0	0
32	Total Direct Receipts, Other Sources, & Other Receipts		22,778,925	2,646,900	1,804,240	1,602,730	974,000	1,054,156	7,790	382,040	473,740
33	Total Amount Available		35,787,920	6,151,361	2,634,166	3,045,556	1,561,705	6,862,519	581,236	631,449	3,091,297
34	Total Direct Disbursements & Other Uses⁹		23,003,579	2,241,344	1,807,600	1,440,000	607,698	3,648,262	0	224,000	278,000
35	Total Other Disbursements		0	0	0	0	0	0	0	0	0
36	Total Direct Disbursements, Other Uses, & Other Disbursements		23,003,579	2,241,344	1,807,600	1,440,000	607,698	3,648,262	0	224,000	278,000
37	Total ENDING CASH BALANCE ON HAND (with Student Activity Funds)⁷ as of June 30, 2023		12,784,341	3,910,017	826,566	1,605,556	954,007	3,214,257	581,236	407,449	2,813,297

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
1											
2											
3	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ¹¹ (1110-1120)	-	19,059,570	2,359,920	1,793,240	933,730	205,080		790	281,040	441,740
6	Leasing Purposes Levy ¹²	1130									
7	Special Education Purposes Levy	1140	366,020								
8	FICA and Medicare Only Levies	1150					426,920				
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190									
12	Total Ad Valorem Taxes Levied by District		19,425,590	2,359,920	1,793,240	933,730	632,000	0	790	281,040	441,740
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210									
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes ¹³	1230	100,000	90,000		280,000	330,000			100,000	
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
18	Total Payments in Lieu of Taxes		100,000	90,000	0	280,000	330,000	0	0	100,000	0
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311	185,600								
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313	5,000								
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321	31,000								
25	Summer School Tuition from Other Districts (In State)	1322	0								
26	Summer School Tuition from Other Sources (In State)	1323	0								
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342									
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	Total Tuition		221,600								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411				0					
43	Regular Transportation Fees from Other Districts (In State)	1412									
44	Regular Transportation Fees from Other Sources (In State)	1413									
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415				0					
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									

	B	C	D	E	F	G	H	I	J	K	L
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									
56	Special Education Transportation Fees from Other Districts (In State)	1442									
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451				0					
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	Total Transportation Fees					0					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	175,000	45,000	11,000	19,000	12,000	67,000	7,000	1,000	32,000
66	Gain or Loss on Sale of Investments	1520									
67	Total Earnings on Investments		175,000	45,000	11,000	19,000	12,000	67,000	7,000	1,000	32,000
68	FOOD SERVICE	1600									
69	Sales to Pupils - Lunch	1611	200,000								
70	Sales to Pupils - Breakfast	1612									
71	Sales to Pupils - A la Carte	1613									
72	Sales to Pupils - Other (Describe & Itemize)	1614									
73	Sales to Adults	1620									
74	Other Food Service (Describe & Itemize)	1690									
75	Total Food Service		200,000								
76	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
77	Admissions - Athletic	1711									
78	Admissions - Other	1719									
79	Fees	1720	66,650								
80	Book Store Sales	1730	3,500								
81	Other District/School Activity Revenue (Describe & Itemize)	1790	30,000								
82	Student Activity Fund Revenues	1799									
83	Total District/School Activity Income (without Student Activity Funds 1799)		100,150	0							
84	Total District/School Activity Income (with Student Activity Funds 1799)		100,150								
85	TEXTBOOK INCOME	1800									
86	Textbook Rentals - Regular Textbooks	1811	45,000								
87	Textbook Rentals - Summer School Textbooks	1812	40,000								
88	Textbook Rentals - Adult/Continuing Education Textbooks	1813	4,600								
89	Textbook Rentals - Other (Describe & Itemize)	1819									
90	Textbook Sales - Regular Textbooks	1821	0								
91	Textbook Sales - Summer School	1822	0								
92	Textbook Sales - Adult/Continuing Education	1823	0								
93	Textbook Sales - Other (Describe & Itemize)	1829									
94	Other Textbook Income (Describe & Itemize)	1890									
95	Total Textbooks		89,600								

	B	C	D	E	F	G	H	I	J	K	L
	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
96	OTHER REVENUE FROM LOCAL SOURCES	1900									
97	Rentals	1910		128,000							
98	Contributions and Donations from Private Sources	1920									
99	Impact Fees from Municipal or County Governments	1930									
100	Services Provided Other Districts	1940	0	0							
101	Refund of Prior Years' Expenditures	1950	47,864							0	
102	Payments of Surplus Moneys from TIF Districts	1960	0								
103	Drivers' Education Fees	1970									
104	Proceeds from Vendors' Contracts	1980		6,566							
105	School Facility Occupation Tax Proceeds	1983									
106	Payment from Other Districts	1991	20,500								
107	Sale of Vocational Projects	1992									
108	Other Local Fees (Describe & Itemize)	1993									
109	Other Local Revenues (Describe & Itemize)	1999	127,500	0	0	0	0	0	0	0	0
110	Total Other Revenue from Local Sources		195,864	134,566	0	0	0	0	0	0	0
111	Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	20,507,804	2,629,486	1,804,240	1,232,730	974,000	67,000	7,790	382,040	473,740
112	Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		20,507,804								
113	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)										
114	Flow-Through Revenue from State Sources	2100									
115	Flow-Through Revenue from Federal Sources	2200									
116	Other Flow-Through Revenue (Describe & Itemize)	2300									
117	Total Flow-Through Receipts/Revenues From One District to Another District	2000	0	0		0	0				
118	RECEIPTS/REVENUES FROM STATE SOURCES (3000)										
119	UNRESTRICTED GRANTS-IN-AID (3001-3099)										
120	Evidence Based Funding Formula (Section 18-8.15)	3001	1,118,000			0					
121	Reorganization Incentives (Accounts 3005-3021)	3005									
122	Fast Growth District Grants	3030									
123	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
124	Total Unrestricted Grants-In-Aid		1,118,000	0	0	0	0	0		0	0
125	RESTRICTED GRANTS-IN-AID (3100-3900)										
126	SPECIAL EDUCATION										
127	Special Education - Private Facility Tuition	3100	8,000								
128	Special Education - Funding for Children Requiring Sp Ed Services	3105	0								
129	Special Education - Personnel	3110	0								
130	Special Education - Orphanage - Individual	3120	0								
131	Special Education - Orphanage - Summer Individual	3130	0								
132	Special Education - Summer School	3145	0								
133	Special Education - Other (Describe & Itemize)	3199									
134	Total Special Education		8,000	0		0					
135	CAREER AND TECHNICAL EDUCATION (CTE)										
136	CTE - Technical Education - Tech Prep	3200									
137	CTE - Secondary Program Improvement (CTEI)	3220									
138	CTE - WECEP	3225									
139	CTE - Agriculture Education	3235									
140	CTE - Instructor Practicum	3240									
141	CTE - Student Organizations	3270	0								
142	CTE - Other (Describe & Itemize)	3299									
143	Total Career and Technical Education		0	0			0				

	B	C	D	E	F	G	H	I	J	K	L
1											
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
144	BILINGUAL EDUCATION										
145	Bilingual Education - Downstate - TPI and TBE	3305	42,000								
146	Bilingual Education - Downstate - Transitional Bilingual Education	3310	0								
147	Total Bilingual Education		42,000				0				
148	State Free Lunch & Breakfast	3360									
149	School Breakfast Initiative	3365									
150	Driver Education	3370									
151	Adult Education (from ICCB)	3410									
152	Adult Education - Other (Describe & Itemize)	3499									
153	TRANSPORTATION										
154	Transportation - Regular and Vocational	3500				120,000					
155	Transportation - Special Education	3510				250,000					
156	Transportation - Other (Describe & Itemize)	3599									
157	Total Transportation		0	0		370,000	0				
158	Learning Improvement - Change Grants	3610	0								
159	Scientific Literacy	3660									
160	Truant Alternative/Optional Education	3695									
161	Early Childhood - Block Grant	3705									
162	Chicago General Education Block Grant	3766									
163	Chicago Educational Services Block Grant	3767									
164	School Safety & Educational Improvement Block Grant	3775	0								
165	Technology - Technology for Success	3780	1,000								
166	State Charter Schools	3815									
167	Extended Learning Opportunities - Summer Bridges	3825									
168	Infrastructure Improvements - Planning/Construction	3920									
169	School Infrastructure - Maintenance Projects	3925		0							0
170	Other Restricted Revenue from State Sources (Describe & Itemize)	3999	0	0							
171	Total Restricted Grants-In-Aid		51,000	0	0	370,000	0	0	0	0	0
172	Total Receipts/Revenues from State Sources	3000	1,169,000	0	0	370,000	0	0	0	0	0
173	RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)										
174	UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)										
175	Federal Impact Aid	4001									
176	Other Unrestricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4009									
177	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0	0	0	0	0
178	RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
179	Head Start	4045									
180	Construction (Impact Aid)	4050									
181	MAGNET	4060									
182	Other Restricted Grants-In-Aid Received from Fed. Govt. (Describe & Itemize)	4090									
183	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0			0
184	RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)										
185	TITLE V										
186	Title V - Flexibility and Accountability	4100	0								
187	Title V - SEA Projects	4105									
188	Title V - Rural Education Initiative (REI)	4107	0								
189	Title V - Other (Describe & Itemize)	4199									
190	Total Title V		0	0		0	0				

	B	C	D	E	F	G	H	I	J	K	L
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
191	FOOD SERVICE										
192	Breakfast Start-Up Expansion	4200									
193	National School Lunch Program	4210									
194	Special Milk Program	4215	10,000								
195	School Breakfast Program	4220									
196	Summer Food Service Admin/Program	4225									
197	Child and Adult Care Food Program	4226									
198	Fresh Fruit and Vegetables	4240									
199	Food Service - Other (Describe & Itemize)	4299									
200	Total Food Service		10,000				0				
201	TITLE I										
202	Title I - Low Income	4300	245,972								
203	Title I - Low Income - Neglected, Private	4305									
204	Title I - Migrant Education	4340									
205	Title I - Other (Describe & Itemize)	4399									
206	Total Title I		245,972	0		0	0				
207	TITLE IV										
208	Title IV - Student Support & Academic Enrichment Grant	4400	0								
209	Title IV - 21st Century	4421	0								
210	Title IV - Other (Describe & Itemize)	4499									
211	Total Title IV		0	0		0	0				
212	FEDERAL - SPECIAL EDUCATION										
213	Federal Special Education - Preschool Flow-Through	4600	9,235								
214	Federal Special Education - Preschool Discretionary	4605									
215	Federal Special Education - IDEA Flow Through	4620	290,534								
216	Federal Special Education - IDEA Room & Board	4625	210,000								
217	Federal Special Education - IDEA Discretionary	4630									
218	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
219	Total Federal Special Education		509,769	0		0	0				
220	CTE - PERKINS										
221	CTE - Perkins-Title IIIIE Tech Prep	4770									
222	CTE - Other (Describe & Itemize)	4799									
223	Total CTE - Perkins		0	0			0				
224	Federal - Adult Education	4810									
225	ARRA - General State Aid - Education Stabilization	4850	0								
226	ARRA - Title I - Low Income	4851	0								
227	ARRA - Title I - Neglected, Private	4852									
228	ARRA - Title I - Delinquent, Private	4853									
229	ARRA - Title I - School Improvement (Part A)	4854									
230	ARRA - Title I - School Improvement (Section 1003g)	4855									
231	ARRA - IDEA - Part B - Preschool	4856									
232	ARRA - IDEA - Part B - Flow-Through	4857									
233	ARRA - Title IID - Technology - Formula	4860									
234	ARRA - Title IID - Technology - Competitive	4861									
235	ARRA - McKinney - Vento Homeless Education	4862									
236	ARRA - Child Nutrition Equipment Assistance	4863									
237	Impact Aid Formula Grants	4864									
238	Impact Aid Competitive Grants	4865									
239	Qualified Zone Academy Bond Tax Credits	4866									
240	Qualified School Construction Bond Credits	4867									
241	Build America Bond Tax Credits	4868									
242	Build America Bond Interest Reimbursement	4869									
243	ARRA - General State Aid - Other Government Services Stabilization	4870	0								

1	B	C	D	E	F	G	H	I	J	K	L
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
244	Other ARRA Funds - II	4871									
245	Other ARRA Funds - III	4872									
246	Other ARRA Funds - IV	4873									
247	Other ARRA Funds - V	4874									
248	ARRA - Early Childhood	4875									
249	Other ARRA Funds - VII	4876									
250	Other ARRA Funds - VIII	4877									
251	Other ARRA Funds - IX	4878									
252	Other ARRA Funds - X	4879									
253	Other ARRA Funds - Ed Job Fund Program	4880	0								
254	Total Stimulus Programs		0	0	0	0	0	0		0	0
255	Race to the Top Program	4901									
256	Race to the Top - Preschool Expansion Grant	4902									
257	Title III - Instruction for English Learners & Immigrant Students	4905	0								
258	Title III - English Language Acquisition	4909	31,000								
259	McKinney Education for Homeless Children	4920									
260	Title II - Eisenhower - Professional Development Formula	4930	0								
261	Title II - Teacher Quality	4932	19,626								
262	Federal Charter Schools	4960									
263	State Assessment Grants	4981									
264	Grant for State Assessments and Related Activities	4982									
265	Medicaid Matching Funds - Administrative Outreach	4991									
266	Medicaid Matching Funds - Fee-For-Service Program	4992	0								
267	Other Restricted Grants Received from Fed. Govt. thru State <i>(Describe & Itemize)</i>	4998	285,754	17,414				987,156			
268	Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		1,102,121	17,414	0	0	0	987,156		0	0
269	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	1,102,121	17,414	0	0	0	987,156	0	0	0
270	TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		22,778,925	2,646,900	1,804,240	1,602,730	974,000	1,054,156	7,790	382,040	473,740
271	TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		22,778,925								

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
2	10 - EDUCATIONAL FUND (ED)										
4	INSTRUCTION (ED)	1000									
5	Regular Programs	1100	7,735,177	1,302,684	216,005	549,480	204,000	1,800	117,500	397,000	10,523,646
6	Tuition Payment to Charter Schools	1115									0
7	Pre-K Programs	1125	225,356	58,224	0	4,300	0		750		288,630
8	Special Education Programs (Functions 1200 - 1220)	1200	1,198,065	286,424	600	5,500	6,000	200	5,000		1,501,789
9	Special Education Programs Pre-K	1225									0
10	Remedial and Supplemental Programs K-12	1250	585,251	102,383	56,795	12,250	0		0		756,679
11	Remedial and Supplemental Programs Pre-K	1275									0
12	Adult/Continuing Education Programs	1300									0
13	CTE Programs	1400									0
14	Interscholastic Programs	1500	90,000	1,200		5,500	1,500	3,600			101,800
15	Summer School Programs	1600	42,491	4,315	0	3,117					49,923
16	Gifted Programs	1650	450,386	64,287	0	4,250					518,923
17	Driver's Education Programs	1700									0
18	Bilingual Programs	1800	693,562	91,365	1,800	1,750	0	0	0		788,477
19	Truant Alternative & Optional Programs	1900									0
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912									0
23	Special Education Programs Pre-K Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									0
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Student Activity Fund Expenditures	1999									0
34	Total Instruction¹⁴ (Without Student Activity Funds 1999)	1000	11,020,288	1,910,882	275,200	586,147	211,500	5,600	123,250	397,000	14,529,867
35	Total Instruction¹⁴ (With Student Activity Funds 1999)	1000	11,020,288	1,910,882	275,200	586,147	211,500	5,600	123,250	397,000	14,529,867
36	SUPPORT SERVICES (ED)	2000									
37	Support Services - Pupil	2100									
38	Attendance & Social Work Services	2110	404,123	35,333	0	1,000					440,456
39	Guidance Services	2120			5,000						5,000
40	Health Services	2130	159,352	36,803	31,000	5,300	2,250	750	1,600		237,055
41	Psychological Services	2140	179,584	35,198	1,100	1,850					217,732
42	Speech Pathology & Audiology Services	2150	274,591	37,095	360	1,800					313,846
43	Other Support Services - Pupils (Describe & Itemize)	2190	101,000	900							101,900
44	Total Support Services - Pupil	2100	1,118,650	145,329	37,460	9,950	2,250	750	1,600	0	1,315,989
45	Support Services - Instructional Staff	2200									
46	Improvement of Instruction Services	2210	364,189	41,959	73,126	1,500	0	1,800	0		482,574
47	Educational Media Services	2220	273,022	27,814	0	16,000	0		0		316,836
48	Assessment & Testing	2230			0	0					0
49	Total Support Services - Instructional Staff	2200	637,211	69,773	73,126	17,500	0	1,800	0	0	799,410
50	Support Services - General Administration	2300									
51	Board of Education Services	2310		62,000	212,700	2,500	2,000	6,540	1,500		287,240
52	Executive Administration Services	2320	268,850	49,650	3,900	2,000	500	3,000	500	0	328,400
53	Special Area Administration Services	2330	147,376	38,258				1,000			186,634
54	Tort Immunity Services	2361, 2365									0
55	Total Support Services - General Administration	2300	416,226	149,908	216,600	4,500	2,500	10,540	2,000	0	802,274

1	B	C	D	E	F	G	H	I	J	K	L
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
56	Support Services - School Administration	2400									
57	Office of the Principal Services	2410	688,889	179,022	5,050	4,000	1,500	2,400	3,200	0	884,061
58	Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
59	Total Support Services - School Administration	2400	688,889	179,022	5,050	4,000	1,500	2,400	3,200	0	884,061
60	Support Services - Business	2500									
61	Direction of Business Support Services	2510	190,110	29,183			0	1,400	0		220,693
62	Fiscal Services	2520	231,039	54,870	123,500	5,500	750	20,000	1,500		437,159
63	Operation & Maintenance of Plant Services	2540									0
64	Pupil Transportation Services	2550				0					0
65	Food Services	2560	250,708	61,893	500	262,000	8,000	1,000	4,000		588,101
66	Internal Services	2570			27,100	1,500					28,600
67	Total Support Services - Business	2500	671,857	145,946	151,100	269,000	8,750	22,400	5,500	0	1,274,553
68	Support Services - Central	2600									
69	Direction of Central Support Services	2610									0
70	Planning, Research, Development & Evaluation Services	2620									0
71	Information Services	2630	78,534	17,646	34,250	6,000	0	1,000			137,430
72	Staff Services	2640			0						0
73	Data Processing Services	2660	534,698	119,278	500	0	0	500	0		654,976
74	Total Support Services - Central	2600	613,232	136,924	34,750	6,000	0	1,500	0	0	792,406
75	Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
76	Total Support Services	2000	4,146,065	826,902	518,086	310,950	15,000	39,390	12,300	0	5,868,693
77	COMMUNITY SERVICES (ED)	3000			1,000	1,000					2,000
78	PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
79	Payments to Other Dist & Govt Units (In-State)	4100									
80	Payments for Regular Programs	4110									0
81	Payments for Special Education Programs	4120			164,000			2,439,019			2,603,019
82	Payments for Adult/Continuing Education Programs	4130									0
83	Payments for CTE Programs	4140									0
84	Payments for Community College Programs	4170									0
85	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
86	Total Payments to Other Dist & Govt Units (In-State)	4100			164,000			2,439,019			2,603,019
87	Payments for Regular Programs - Tuition	4210									0
88	Payments for Special Education Programs - Tuition	4220									0
89	Payments for Adult/Continuing Education Programs - Tuition	4230									0
90	Payments for CTE Programs - Tuition	4240									0
91	Payments for Community College Programs - Tuition	4270									0
92	Payments for Other Programs - Tuition	4280									0
93	Other Payments to In-State Govt Units - Tuition <i>(Describe & Itemize)</i>	4290									0
94	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
95	Payments for Regular Programs - Transfers	4310									0
96	Payments for Special Education Programs - Transfers	4320									0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
98	Payments for CTE Programs - Transfers	4340									0
99	Payments for Community College Program - Transfers	4370									0
100	Payments for Other Programs - Transfers	4380									0
101	Other Payments to In-State Govt Units - Transfers <i>(Describe & Itemize)</i>	4390									0
102	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
103	Payments to Other Dist & Govt Units (Out of State)	4400									0
104	Total Payments to Other Dist & Govt Units	4000			164,000			2,439,019			2,603,019

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
105	DEBT SERVICE (ED)	5000									
106	Debt Service - Interest on Short-Term Debt	5100									
107	Tax Anticipation Warrants	5110									0
108	Tax Anticipation Notes	5120									0
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
110	State Aid Anticipation Certificates	5140									0
111	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
112	Total Debt Service - Interest on Short-Term Debt	5100						0			0
113	Debt Service - Interest on Long-Term Debt	5200									0
114	Total Debt Service	5000						0			0
115	PROVISION FOR CONTINGENCIES (ED)	6000						0			0
116	Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		15,166,353	2,737,784	958,286	898,097	226,500	2,484,009	135,550	397,000	23,003,579
117	Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		15,166,353	2,737,784	958,286	898,097	226,500	2,484,009	135,550	397,000	23,003,579
118	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Student Activity Funds 1999)										(224,654)
119	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (with Student Activity Funds 1999)										(224,654)
120											
121	20 - OPERATIONS AND MAINTENANCE FUND (O&M)										
122	SUPPORT SERVICES (O&M)	2000									
123	Support Services - Pupil	2100									
124	Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190									0
125	Support Services - Business	2500									
126	Direction of Business Support Services	2510									0
127	Facilities Acquisition & Construction Services	2530									0
128	Operation & Maintenance of Plant Services	2540	526,163	83,217	960,700	453,014	186,500	1,750	30,000		2,241,344
129	Pupil Transportation Services	2550									0
130	Food Services	2560									0
131	Total Support Services - Business	2500	526,163	83,217	960,700	453,014	186,500	1,750	30,000	0	2,241,344
132	Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
133	Total Support Services	2000	526,163	83,217	960,700	453,014	186,500	1,750	30,000	0	2,241,344
134	COMMUNITY SERVICES (O&M)	3000									0
135	PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000									
136	Payments to Other Dist & Govt Units (In-State)	4100									
137	Payments for Regular Programs	4110									0
138	Payments for Special Education Programs	4120									0
139	Payments for CTE Program	4140									0
140	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
141	Total Payments to Other Dist & Govt Units (In-State)	4100				0		0			0
142	Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0
143	Total Payments to Other Dist & Govt Unit	4000				0		0			0
144	DEBT SERVICE (O&M)	5000									
145	Debt Service - Interest on Short-Term Debt	5100									
146	Tax Anticipation Warrants	5110									0
147	Tax Anticipation Notes	5120									0
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
149	State Aid Anticipation Certificates	5140									0
150	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
151	Total Debt Service - Interest on Short-Term Debt	5100						0			0
152	Debt Service - Interest on Long-Term Debt	5200									0
153	Total Debt Service	5000						0			0
154	PROVISION FOR CONTINGENCIES (O&M)	6000						0			0
155	Total Direct Disbursements/Expenditures		526,163	83,217	960,700	453,014	186,500	1,750	30,000	0	2,241,344
156	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										405,556
157											
158	30 - DEBT SERVICE FUND (DS)										
159	PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000									
160	Payments to Other Dist & Govt Units (In-State)	4100									

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
161	Payments for Regular Programs	4110									0
162	Payments for Special Education Programs	4120									0
163	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
164	Total Payments to Other Dist & Govt Units (In-State)	4000						0			0
165	DEBT SERVICE (DS)	5000									
166	Debt Service - Interest on Short-Term Debt	5100									
167	Tax Anticipation Warrants	5110									0
168	Tax Anticipation Notes	5120									0
169	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
170	State Aid Anticipation Certificates	5140						640,100			640,100
171	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
172	Total Debt Service - Interest On Short-Term Debt	5100						640,100			640,100
173	Debt Service - Interest on Long-Term Debt	5200						1,165,000			1,165,000
174	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300						0			0
175	Debt Service - Other (Describe & Itemize)	5400						2,500			2,500
176	Total Debt Service	5000			0			1,807,600			1,807,600
177	PROVISION FOR CONTINGENCIES (DS)	6000									0
178	Total Direct Disbursements/Expenditures				0			1,807,600			1,807,600
179	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(3,360)
180											
181	40 - TRANSPORTATION FUND (TR)										
182	SUPPORT SERVICES (TR)	2000									
183	Support Services - Pupils	2100									
184	Other Support Services - Pupils (Describe & Itemize)	2190									0
185	Support Services - Business										
186	Pupil Transportation Services	2550			1,440,000	0	0	0			1,440,000
187	Other Support Services - Business (Describe & Itemize)	2900									0
188	Total Support Services	2000	0	0	1,440,000	0	0	0	0	0	1,440,000
189	COMMUNITY SERVICES (TR)	3000									0
190	PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
191	Payments to Other Dist & Govt Units (In-State)	4100									
192	Payments for Regular Program	4110									0
193	Payments for Special Education Programs	4120									0
194	Payments for Adult/Continuing Education Programs	4130									0
195	Payments for CTE Programs	4140									0
196	Payments for Community College Programs	4170									0
197	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
198	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
199	Payments to Other Dist & Govt Units (Out-of-State) (Describe & Itemize)	4400									0
200	Total Payments to Other Dist & Govt Units	4000			0			0			0
201	DEBT SERVICE (TR)	5000									
202	Debt Service - Interest on Short-Term Debt	5100									
203	Tax Anticipation Warrants	5110									0
204	Tax Anticipation Notes	5120									0
205	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
206	State Aid Anticipation Certificates	5140									0
207	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
208	Total Debt Service - Interest On Short-Term Debt	5100						0			0
209	Debt Service - Interest on Long-Term Debt	5200									0
210	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
211	Debt Service - Other (Describe & Itemize)	5400									0
212	Total Debt Service	5000						0			0
213	PROVISION FOR CONTINGENCIES (TR)	6000									0
214	Total Direct Disbursements/Expenditures		0	279	1,440,000	0	0	0	0	0	1,440,000
215	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										162,730
216											

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
217	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
218	INSTRUCTION (MR/SS)	1000									
219	Regular Program	1100		128,090							128,090
220	Pre-K Programs	1125		11,189							11,189
221	Special Education Programs (Functions 1200-1220)	1200		68,533							68,533
222	Special Education Programs Pre-K	1225									0
223	Remedial and Supplemental Programs K-12	1250		8,492							8,492
224	Remedial and Supplemental Programs Pre-K	1275									0
225	Adult/Continuing Education Programs	1300									0
226	CTE Programs	1400									0
227	Interscholastic Programs	1500		6,205							6,205
228	Summer School Programs	1600		5,785							5,785
229	Gifted Programs	1650		6,534							6,534
230	Driver's Education Programs	1700									0
231	Bilingual Programs	1800		9,939							9,939
232	Truant Alternative & Optional Programs	1900									0
233	Total Instruction	1000		244,767							244,767
234	SUPPORT SERVICES (MR/SS)	2000									
235	Support Services - Pupil	2100									
236	Attendance & Social Work Services	2110		5,863							5,863
237	Guidance Services	2120									0
238	Health Services	2130		28,992							28,992
239	Psychological Services	2140		2,606							2,606
240	Speech Pathology & Audiology Services	2150		3,984							3,984
241	Other Support Services - Pupils (Describe & Itemize)	2190		8,832							8,832
242	Total Support Services - Pupil	2100		50,277							50,277
243	Support Services - Instructional Staff	2200									
244	Improvement of Instruction Services	2210		14,136							14,136
245	Educational Media Services	2220		3,961							3,961
246	Assessment & Testing	2230									0
247	Total Support Services - Instructional Staff	2200		18,097							18,097
248	Support Services - General Administration	2300									
249	Board of Education Services	2310		0							0
250	Executive Administration Services	2320		3,951							3,951
251	Special Area Administrative Services	2330		5,089							5,089
252	Claims Paid from Self Insurance Fund	2361									0
253	Risk Management and Claims Services Payments	2365									0
254	Total Support Services - General Administration	2300		9,040							9,040
255	Support Services - School Administration	2400									
256	Office of the Principal Services	2410		36,605							36,605
257	Other Support Services - School Administration (Describe & Itemize)	2490									0
258	Total Support Services - School Administration	2400		36,605							36,605

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
259	Support Services - Business	2500									
260	Direction of Business Support Services	2510		2,758							2,758
261	Fiscal Services	2520		38,547							38,547
262	Facilities Acquisition & Construction Services	2530									0
263	Operation & Maintenance of Plant Service	2540		88,461							88,461
264	Pupil Transportation Services	2550									0
265	Food Services	2560		41,473							41,473
266	Internal Services	2570									0
267	Total Support Services - Business	2500		171,239							171,239
268	Support Services - Central	2600									
269	Direction of Central Support Services	2610									0
270	Planning, Research, Development & Evaluation Services	2620									0
271	Information Services	2630		13,060							13,060
272	Staff Services	2640									0
273	Data Processing Services	2660		64,613							64,613
274	Total Support Services - Central	2600		77,673							77,673
275	Other Support Services - Misc. (Describe & Itemize)	2900									0
276	Total Support Services	2000		362,931							362,931
277	COMMUNITY SERVICES (MR/SS)	3000									0
278	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									
279	Payments for Regular Programs	4110									0
280	Payments for Special Education Programs	4120									0
281	Payments for CTE Programs	4140									0
282	Total Payments to Other Dist & Govt Units	4000		0							0
283	DEBT SERVICE (MR/SS)	5000									
284	Debt Service - Interest on Short-Term Debt	5100									
285	Tax Anticipation Warrants	5110									0
286	Tax Anticipation Notes	5120									0
287	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
288	State Aid Anticipation Certificates	5140									0
289	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
290	Total Debt Service	5000						0			0
291	PROVISION FOR CONTINGENCIES (MR/SS)	6000									0
292	Total Direct Disbursements/Expenditures			607,698				0			607,698
293	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										366,302
294											
295	60 - CAPITAL PROJECTS (CP)										
296	SUPPORT SERVICES (CP)	2000									
297	Support Services - Business										
298	Facilities Acquisition & Construction Services	2530			571,118	0	3,077,144				3,648,262
299	Other Support Services - Business (Describe & Itemize)	2900									0
300	Total Support Services	2000	0	0	571,118	0	3,077,144	0	0		3,648,262
301	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
302	Payments to Other Dist & Govt Units (In-State)	4100									
303	Payments to Regular Programs	4110									0
304	Payment for Special Education Programs	4120									0
305	Payment for CTE Programs	4140									0
306	Payments to Other Govt Units - Programs (In-State) (Describe & Itemize)	4190									0
307	Total Payments to Other Districts & Govt Units	4000			0			0			0
308	PROVISION FOR CONTINGENCIES (CP)	6000									0
309	Total Direct Disbursements/Expenditures		0	0	571,118	0	3,077,144	0	0		3,648,262
310	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(2,594,106)
311											
312	70 WORKING CASH FUND (WC)										
313											
314	80 - TORT FUND (TF)										
315	INSTRUCTION (TF)	1000									
316	Regular Programs	1100									0
317	Tuition Payment to Charter Schools	1115									0
318	Pre-K Programs	1125									0

	B	C	D	E	F	G	H	I	J	K	L
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
319	Special Education Programs (Functions 1200 - 1220)	1200									0
320	Special Education Programs Pre-K	1225									0
321	Remedial and Supplemental Programs K-12	1250									0
322	Remedial and Supplemental Programs Pre-K	1275									0
323	Adult/Continuing Education Programs	1300									0
324	CTE Programs	1400									0
325	Interscholastic Programs	1500									0
326	Summer School Programs	1600									0
327	Gifted Programs	1650									0
328	Driver's Education Programs	1700									0
329	Bilingual Programs	1800									0
330	Truant Alternative & Optional Programs	1900									0
331	Pre-K Programs - Private Tuition	1910									0
332	Regular K-12 Programs Private Tuition	1911									0
333	Special Education Programs K-12 Private Tuition	1912									0
334	Special Education Programs Pre-K Tuition	1913									0
335	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
336	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
337	Adult/Continuing Education Programs Private Tuition	1916									0
338	CTE Programs Private Tuition	1917									0
339	Interscholastic Programs Private Tuition	1918									0
340	Summer School Programs Private Tuition	1919									0
341	Gifted Programs Private Tuition	1920									0
342	Bilingual Programs Private Tuition	1921									0
343	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
344	Total Instruction¹⁴	1000	0	0	0	0	0	0	0	0	0
345	SUPPORT SERVICES (TF)	2000									
346	Support Services - Pupil	2100									
347	Attendance & Social Work Services	2110									0
348	Guidance Services	2120									0
349	Health Services	2130									0
350	Psychological Services	2140									0
351	Speech Pathology & Audiology Services	2150									0
352	Other Support Services - Pupils (<i>Describe & Itemize</i>)	2190									0
353	Total Support Services - Pupil	2100	0	0	0	0	0	0	0	0	0
354	Support Services - Instructional Staff	2200									
355	Improvement of Instruction Services	2210									0
356	Educational Media Services	2220									0
357	Assessment & Testing	2230									0
358	Total Support Services - Instructional Staff	2200	0	0	0	0	0	0	0	0	0
359	Support Services - General Administration	2300									
360	Board of Education Services	2310									0
361	Executive Administration Services	2320									0
362	Special Area Administration Services	2330									0
363	Claims Paid from Self Insurance Fund	2361						5,000			5,000
364	Risk Management and Claims Services Payments	2365			219,000						219,000
365	Total Support Services - General Administration	2300	0	0	219,000	0	0	5,000	0	0	224,000

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
366	Support Services - School Administration	2400									
367	Office of the Principal Services	2410									0
368	Other Support Services - School Administration <i>(Describe & Itemize)</i>	2490									0
369	Total Support Services - School Administration	2400	0	0	0	0	0	0	0	0	0
370	Support Services - Business	2500									
371	Direction of Business Support Services	2510									0
372	Fiscal Services	2520									0
373	Facilities Acquisition & Construction Services	2530									0
374	Operation & Maintenance of Plant Services	2540									0
375	Pupil Transportation Services	2550									0
376	Food Services	2560									0
377	Internal Services	2570									0
378	Total Support Services - Business	2500	0	0	0	0	0	0	0	0	0
379	Support Services - Central	2600									
380	Direction of Central Support Services	2610									0
381	Planning, Research, Development & Evaluation Services	2620									0
382	Information Services	2630									0
383	Staff Services	2640									0
384	Data Processing Services	2660									0
385	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
386	Other Support Services - Misc. <i>(Describe & Itemize)</i>	2900									0
387	Total Support Services	2000	0	0	219,000	0	0	5,000	0	0	224,000
388	COMMUNITY SERVICES (TF)	3000									0
389	PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
390	Payments to Other Dist & Govt Units (In-State)	4100									
391	Payments for Regular Programs	4110									0
392	Payments for Special Education Programs	4120									0
393	Payments for Adult/Continuing Education Programs	4130									0
394	Payments for CTE Programs	4140									0
395	Payments for Community College Programs	4170									0
396	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
397	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
398	Payments for Regular Programs - Tuition	4210									0
399	Payments for Special Education Programs - Tuition	4220									0
400	Payments for Adult/Continuing Education Programs - Tuition	4230									0
401	Payments for CTE Programs - Tuition	4240									0
402	Payments for Community College Programs - Tuition	4270									0
403	Payments for Other Programs - Tuition	4280									0
404	Other Payments to In-State Govt Units - Tuition <i>(Describe & Itemize)</i>	4290									0
405	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
406	Payments for Regular Programs - Transfers	4310									0
407	Payments for Special Education Programs - Transfers	4320									0
408	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
409	Payments for CTE Programs - Transfers	4340									0
410	Payments for Community College Program - Transfers	4370									0
411	Payments for Other Programs - Transfers	4380									0
412	Other Payments to In-State Govt Units - Transfers <i>(Describe & Itemize)</i>	4390									0
413	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
414	Payments to Other Dist & Govt Units (Out of State)	4400									0
415	Total Payments to Other Dist & Govt Units	4000			0			0			0
416	DEBT SERVICE (TF)	5000									
417	Debt Service - Interest on Short-Term Debt										
418	Tax Anticipation Warrants	5110									0
419	Tax Anticipation Notes	5120									0
420	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
421	State Aid Anticipation Certificates	5140									0
422	Other Interest or Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
423	Debt Service - Interest on Long-Term Debt	5200									0
424	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) <i>(Describe & Itemize)</i>	5300									0
425	Debt Service - Other <i>(Describe & Itemize)</i>	5400									0

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	B	C	D	E	F	G	H	I	J	K	L
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
426	Total Debt Service	5000			0			0			0

	B	C	D	E	F	G	H	I	J	K	L
1	Description: Enter Whole Numbers Only	Funct #	(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2			Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
427	PROVISION FOR CONTINGENCIES (TF)	6000									0
428	Total Direct Disbursements/Expenditures		0	0	219,000	0	0	5,000	0	0	224,000
429	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										158,040
431	90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
432	SUPPORT SERVICES (FP&S)	2000									
433	Support Services - Business	2500									
434	Facilities Acquisition & Construction Services	2530			25,000	0	0				25,000
435	Operation & Maintenance of Plant Service	2540			0		253,000				253,000
436	Total Support Services - Business	2500	0	0	25,000	0	253,000	0	0		278,000
437	Other Support Services - Misc. (Describe & Itemize)	2900									0
438	Total Support Services	2000	0	0	25,000	0	253,000	0	0		278,000
439	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
440	Payments to Regular Programs	4110									0
441	Payments to Special Education Programs	4120									0
442	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
443	Total Payments to Other Districts & Govt Units (FPS)	4000						0			0
444	DEBT SERVICE (FP&S)	5000									
445	Debt Service - Interest on Short-Term Debt	5100									
446	Tax Anticipation Warrants	5110									0
447	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
448	Total Debt Service - Interest on Short-Term Debt	5100						0			0
449	Debt Service - Interest on Long-Term Debt	5200									0
450	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired) (Describe & Itemize)	5300									0
451	Total Debt Service	5000						0			0
452	PROVISIONS FOR CONTINGENCIES (FP&S)	6000									0
453	Total Direct Disbursements/Expenditures		0	0	25,000	0	253,000	0	0		278,000
454	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										195,740

This page is provided for detailed itemizations as requested within the body of the Report.

Please enter notes in "Source of Revenue/Use of Expense" column for the below line items. If page does not list specific revenues/expenditures, no itemization notes are required.

Fund-Account Number		Source of Revenue/Use of Expense	Amount
Estimated Revenues			
10-1790	Other District/School Activity Revenue	Registration fees paid by parents	\$30,000
10-1999	Other Local Revenues	ECF Round 2 Tech Grant and Unexpected local funds	\$127,500
10-4998	Other Restricted Grants Received from Fed. Govt. thru State	ESSER III	\$285,754
20-4998	Other Restricted Grants Received from Fed. Govt. thru State	ESSER III	\$17,414
60-4998	Other Restricted Grants Received from Fed. Govt. thru State	ESSER II and ESSER III	\$987,156
Estimated Expenditures			
10-2190	Other Support Services - Pupils	Lunch and recess supervision salaries	\$101,900
30-5400	Debt Service - Other	Debt service fees	\$2,500
50-2190	Other Support Services - Pupils	Medicare, Social Security and possibly some IMRF for Lunch Supervisors	\$8,832

	A	B	C	D	E	F	G
1		DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)					
2		Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
3		Direct Revenues	22,778,925	2,646,900	1,602,730	7,790	27,036,345
4		Direct Expenditures	23,003,579	2,241,344	1,440,000		26,684,923
5		Difference	(224,654)	405,556	162,730	7,790	351,422
6		Estimated Fund Balance - June 30, 2023	12,798,138	3,900,325	1,605,556	581,236	18,885,255
7		Balanced budget; no Deficit Reduction Plan is required.					
8		A deficit reduction plan is required if the local board of education adopts (or amends) the 2022-2023 school district budget in which the "operating funds"					
9		listed above result in direct revenues (line 9, BudgetSum 2-4) being less than direct expenditures (line 19, BudgetSum 2-4) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81, BudgetSum 2-4).					
11		Note: The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.					
13		Per School Code (105 ILCS 5/17-1) - If the Deficit AFR Summary Information tab from the 2021-2022 Annual Financial Report (AFR) reflects a deficit as defined above, then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.					
14							
15		The deficit reduction plan, if required, is developed using ISBE guidelines and format.					

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	C	D	E	F	G
1	*School Districts Only 5016074002 <i>District Number</i> Lincolnwood SD 74 <i>District Name</i>		DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2022-2023				
2							
3							
4							
5			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
6							
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		13,022,792	3,494,769	1,442,826	573,446	18,533,833
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000	20,507,804	2,629,486	1,232,730	7,790	24,377,810
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0		0
11	STATE SOURCES	3000	1,169,000	0	370,000	0	1,539,000
12	FEDERAL SOURCES	4000	1,102,121	17,414	0	0	1,119,535
13	Total Receipts/Revenues		22,778,925	2,646,900	1,602,730	7,790	27,036,345
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000	14,529,867				14,529,867
16	SUPPORT SERVICES	2000	5,868,693	2,241,344	1,440,000		9,550,037
17	COMMUNITY SERVICES	3000	2,000	0	0		2,000
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	2,603,019	0	0		2,603,019
19	DEBT SERVICES	5000	0	0	0		0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0		0
21	Total Disbursements/Expenditures		23,003,579	2,241,344	1,440,000		26,684,923
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(224,654)	405,556	162,730	7,790	351,422
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)		0	0	0	0	0
25	OTHER USES OF FUNDS (8000)		0	0	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		12,798,138	3,900,325	1,605,556	581,236	18,885,255

**ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division**

	A	B	H	I	J	K	L	M	N	O	P	Q
1	*School Districts Only		ESTIMATED BUDGET FY2023-2024					ESTIMATED BUDGET FY2024-2025				
2												
3	5016074002											
4	District Number											
5	Lincolnwood SD 74											
6	District Name		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		12,798,138	3,900,325	1,605,556	581,236	18,885,255	12,798,138	3,900,325	1,605,556	581,236	18,885,255
8	RECEIPTS/REVENUES	Acct #										
9	LOCAL SOURCES	1000					0					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0					0
11	STATE SOURCES	3000					0					0
12	FEDERAL SOURCES	4000					0					0
13	Total Receipts/Revenues		0	0	0	0	0	0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #										
15	INSTRUCTION	1000					0					0
16	SUPPORT SERVICES	2000					0					0
17	COMMUNITY SERVICES	3000					0					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0					0
19	DEBT SERVICES	5000					0					0
20	PROVISION FOR CONTINGENCIES	6000					0					0
21	Total Disbursements/Expenditures		0	0	0		0	0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0	0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)						0					0
25	OTHER USES OF FUNDS (8000)						0					0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0	0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		12,798,138	3,900,325	1,605,556	581,236	18,885,255	12,798,138	3,900,325	1,605,556	581,236	18,885,255

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	R	S	T	U	V	W	X	Y	Z
1	*School Districts Only 5016074002 <i>District Number</i> Lincolnwood SD 74 <i>District Name</i>		ESTIMATED BUDGET FY2025-2026					SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET <i>Date of Adoption:</i> <i>(Enter as MM/DD/YY)</i>			
2											
3											
4											
5											
6			Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	FY2022-2023	FY2023-2024	FY2024-2025	FY2025-2026
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		12,798,138	3,900,325	1,605,556	581,236	18,885,255	18,533,833	18,885,255	18,885,255	18,885,255
8	RECEIPTS/REVENUES	Acct #									
9	LOCAL SOURCES	1000					0	24,377,810	0	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0	0	0	0	0
11	STATE SOURCES	3000					0	1,539,000	0	0	0
12	FEDERAL SOURCES	4000					0	1,119,535	0	0	0
13	Total Receipts/Revenues		0	0	0	0	0	27,036,345	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #									
15	INSTRUCTION	1000					0	14,529,867	0	0	0
16	SUPPORT SERVICES	2000					0	9,550,037	0	0	0
17	COMMUNITY SERVICES	3000					0	2,000	0	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0	2,603,019	0	0	0
19	DEBT SERVICES	5000					0	0	0	0	0
20	PROVISION FOR CONTINGENCIES	6000					0	0	0	0	0
21	Total Disbursements/Expenditures		0	0	0		0	26,684,923	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0	351,422	0	0	0
23	OTHER SOURCES/USES OF FUNDS										
24	OTHER SOURCES OF FUNDS (7000)						0	0	0	0	0
25	OTHER USES OF FUNDS (8000)						0	0	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		12,798,138	3,900,325	1,605,556	581,236	18,885,255	18,885,255	18,885,255	18,885,255	18,885,255

Deficit Reduction Plan-Background/Assumptions (School Districts Only)
Fiscal Year 2022-2023
through Fiscal Year 2025-2026

Lincolnwood SD 74 5016074002

Please complete the following schedule and include a brief description to identify any areas of the budget that will be impacted from one year to the next. If the deficit reduction plan relies upon new local revenues, identify contingencies for further budget reductions which will be enacted in the event those new revenues are not available.

1. Background and Narrative of Budget Reductions:

2. Assumptions Used in the Deficit Reduction Plan:

- EBF and Estimated New Tier Funding:

- Equal Assessed Valuation and Tax Rates:

- Employee Salaries and Benefits:

- Short- and Long-Term Borrowing:

- Educational Impact:

- Other Assumptions:

- Has the district considered shared services or outsourcing (Ex: Transportation, Insurance)? If yes, please explain:

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)*(For Local Use Only)*

*This is an estimated Limitation of Administrative Costs Worksheet only and **will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet.***

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2023 budgeted expenditures over actual FY2022 expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and may be submitted in conjunction with that report.

An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at: [Limitation of Administrative Costs](#)

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET
 (Section 17-1.5 of the School Code)
School District Name: **Lincolnwood SD 74**RCDT Number: **5-016-0740-02**

Description	Funct. No.	Estimated Actual Expenditures, Fiscal Year 2022				Budgeted Expenditures, Fiscal Year 2023			
		(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total	(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total
1. Executive Administration Services	2320	312,805		0	312,805	328,400		0	328,400
2. Special Area Administration Services	2330	178,763		0	178,763	186,634		0	186,634
3. Other Support Services - School Administration	2490	0		0	0	0		0	0
4. Direction of Business Support Services	2510	212,022	0	0	212,022	220,693	0	0	220,693
5. Internal Services	2570	27,292		0	27,292	28,600		0	28,600
6. Direction of Central Support Services	2610	0		0	0	0		0	0
7. Deduct - Early Retirement or other pension obligations required by state law and included above.		16,448	0	0	16,448	13,090	0	0	13,090
8. Totals		714,434	0	0	714,434	751,237	0	0	751,237
9. Estimated Percent Increase (Decrease) for FY2023 (Budgeted) over FY2022 (Actual)									5%

REPORTING OF PUBLIC VENDOR CONTRACTS OF \$1,000 OR MORE (School Districts Only)

In accordance with the School Code, Section 10-20.21, all school districts are required to file a report listing 'vendor contracts' as an attachment to their budget. In this context, the term "vendor contracts" refers to "all contracts and agreements that pertain to goods and services that were intended to generate additional revenue and other remunerations for the school district in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services. **The report is to list information regarding such contracts for the fiscal year immediately preceding the fiscal year of the budget.** All such contracts executed on or after July 1, 2007 must be approved by the school board.

See: School Code, Section 10-20.21 - Contracts

If more rows are required, select a cell above where you'd like additional rows. Then click "Add Rows" button to the right and enter number of desired rows. Rows will generate beneath the selected cell.

[illegible]

Reference Description

- 1 Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, if available).
- 2 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).
- 3 Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to be next extended. See Sec. 10-22.14 & 17-2.11.
- 3a Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- 4 Principal on Bonds Sold:
 - (1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.
 - (2) Refunding Bonds can be entered in the Debt Services Fund only.
 - (3) Building Bonds can be entered in the Capital Projects Fund only.
 - (4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.
- 5 The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.
- 6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- 7 Cash plus investments must be greater than or equal to zero.
- 8 For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- 9 For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).
- 10 Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- 11 Include revenue accounts 1110 through 1115, 1117, 1118 & 1120.
- 12 The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- 13 Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.
- 14 Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- 15 Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)
- 16 Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)

Only abatement of working cash fund can transfer its funds to any fund in most need of money
(see 105 ILCS 5/20-10 for further explanation)

CHECK FOR ERRORS	
This worksheet checks various cells to assure that selected items are in balance.	
Out-of-balance conditions are marked here with an error message.	
<i>Once all errors are corrected: Windows users, click "Save Budget for ISBE" button to the right. Mac users, click File > Save As. Once saved, submit to ISBE.</i>	
Budget Item References	Message
Are all errors corrected?	OK - You may now save and submit form
1. Deficit Reduction Plan (DefReductPlan 23-27 tab)	
Is Deficit Reduction Plan Required? (Joint Agreements do not complete Deficit Reduction Plan.)	Deficit Reduction Plan is not required
If required, is Deficit Reduction Plan completed? (DefReductPlan 23-27 tab)	
2. Cover Page (Cover tab)	
District Name must be input on Cover sheet.	OK
Accounting Basis must be selected on Cover sheet.	OK
Dates (Day, Month, Year) must be input on Cover sheet.	OK
Board Names must be typed on Cover sheet.	OK
3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000).	
Estimated Beginning Fund Balance July, 1 2022 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	OK
Estimated Activity Fund Beginning Fund Balance July, 1 2022 (Cell C83) (Cell must have a number or zero. Do not leave blank.)	OK
Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52).	OK
Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53).	OK
Transfer to Debt Service to Pay Principal on GASB 87 Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds 10, 20 & 60 - Acct 8400 - Cells C57:H60).	OK
Transfer to Debt Service to Pay Interest on GASB 87 Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64).	OK
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal (Funds 10 & 20 - Acct 8600 - Cells C65:D68).	OK
Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds 10 & 20 - Acct 8700 - Cells C69:D72).	OK
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76).	OK
4. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2022 (CashSum 5 tab, All Funds) cannot be negative.	
Educational (Fund 10 - Cell C3)	OK
Operations & Maintenance (Fund 20 - Cell D3)	OK
Debt Service (Fund 30 - Cell E3)	OK
Transportation (Fund 40 - Cell F3)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G3)	OK
Capital Projects (Fund 60 - Cell H3)	OK
Working Cash (Fund 70 - Cell I3)	OK
Tort (Fund 80 - Cell J3)	OK
Fire Prevention & Safety (Fund 90 - Cell K3)	OK
Activity Funds (Cell C23)	OK
5. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2023 (CashSum 5 tab - All Funds) cannot be negative.	
Educational (Fund 10 - Cell C21)	OK
Operations & Maintenance (Fund 20 - Cell D21)	OK
Debt Service (Fund 30 - Cell E21)	OK
Transportation (Fund 40 - Cell F21)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G21)	OK
Capital Projects (Fund 60 - Cell H21)	OK
Working Cash (Fund 70 - Cell I21)	OK
Tort (Fund 80 - Cell J21)	OK
Fire Prevention & Safety (Fund 90 - Cell K21)	OK
6. Summary of Cash Transactions: Other Receipts (CashSum 5 tab) must equal Other Disbursements (CashSum 5 tab).	
Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6) must equal Interfund Loans Receivable (Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15).	OK
Interfund Loans Receivable (Funds 10, 20, 40, 70 - Acct 141 - Cells C7:D7, F7, I7) must equal Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16).	OK
7. Estimated Revenue (EstRev 6-11 tab)	
Amounts must be input for revenue.	OK
8. Estimated Expenditures (EstExp 12-20 tab)	
Amounts must be input for expenditures.	OK
9. Itemization Notes: Revenues/Expenditures reported that require note on Itemize 21 tab.	
Include brief note(s) describing revenue source/expenditure use.	OK

End of Balancing

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT NO. 74,
COOK COUNTY, ILLINOIS**

**NOTICE OF AVAILABILITY OF TENTATIVE BUDGET FOR
PUBLIC INSPECTION AND PUBLIC HEARING**

PUBLIC NOTICE IS HEREBY GIVEN BY the Board of Education of Lincolnwood School District No. 74, Cook County, Illinois, that the tentative budget for said School District for the fiscal year beginning July 1, 2022, and ending June 30, 2023, will be on file and conveniently available for public inspection at the District's Administrative Offices located at 6950 N. East Prairie Road, Lincolnwood IL 60712, in the School District from 8:00 a.m. through 4:00 p.m. each weekday, excluding public holidays, beginning August 1, 2022, and shall also be available that same day on the District's website at www.sd74.org.

Notice is further given that a public hearing on said budget will be held on September 1, 2022, at 7:30 p.m. The public hearing will be held at the Village of Lincolnwood Council Chambers, 6900 N. Lincoln Avenue, Lincolnwood IL 60712, in the School District. The purpose of the hearing will be to present the tentative budget and receive public comments on the budget. The Board intends to approve the budget at the regular Board of Education meeting that follows said hearing.

By order of the Finance Committee of the Board of Education of Lincolnwood School District No. 74.

DATED this 28th day of July, 2022.

John P. Vranas
Secretary, Board of Education
Lincolnwood School District
No. 74, Cook County, Illinois

LINCOLNWOOD SCHOOL DISTRICT 74
BILLS PAYABLE

Education Fund	542,233.25
Building Fund	190,432.01
Debt Service	-
Transportation Fund	74,932.74
I.M.R.F./Soc. Sec.	-
Capital Projects	914,241.26
Tort Fund	23,509.00
Life Safety Fund	<u>50,000.00</u>
Grand Total	1,795,348.26

The undersigned hereby certify that the foregoing is a true and correct list of bills payable, approved and ordered paid by the Board of Education, School District #74, Cook County, at a meeting duly called and held on August 4, 2022, in the amount of **1,795,348.26**

President, Kevin Daly

Secretary, John P. Vranas

Members:

Myra A. Foutris

Elaina Geraghty

Rupal Shah Mandal

Jay Oleniczak

Peter D. Theodore

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 07/01/2022 - 07/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE						
7400026610	07/07/2022	1000	ABIDA IRSHAD	10.1.0000.000.00.1610.00	LUNCH REFUND/MUHAMMAD	\$7.50
Check Total:						\$7.50
7400026611	07/07/2022	1000	ACCESS MASTER	20.0.2540.302.00.0000.00	ACCESS CONTROL SYSTEM:ADMIN BUILDING	\$975.50
7400026611	07/07/2022	1000	ACCESS MASTER	20.0.2540.302.00.0000.00	ACCESS CONTROL SYSTEM:TODD HALL	\$1,638.00
7400026611	07/07/2022	1000	ACCESS MASTER	20.0.2540.302.00.0000.00	INTRUSION ALARM SYSTEM:LINCOLN HALL	\$486.00
7400026611	07/07/2022	1000	ACCESS MASTER	20.0.2540.302.00.0000.00	TODD CAMERA ADDITIONS-EAST PARKING	\$196.00
7400026611	07/07/2022	1000	ACCESS MASTER	20.0.2540.302.00.0000.00	TODD CAMERA ADDITIONS-AUGUST 2017	\$343.00
7400026611	07/07/2022	1000	ACCESS MASTER	20.0.2540.302.00.0000.00	CAMERA SYSTEM	\$2,178.95
Check Total:						\$5,817.45
7400026676	07/21/2022	1012	ACCESS MASTER	20.0.2540.302.00.0000.00	CUSTOM REPORT-ACTIVE	\$65.00
Check Total:						\$65.00
7400026677	07/21/2022	1012	ACHIEVE3000, INC.	10.0.1100.316.05.0000.00	Annual Site Setup Fee	\$290.00
7400026677	07/21/2022	1012	ACHIEVE3000, INC.	10.0.1100.316.05.0000.00	Actively Learn ELA Plan	\$4,800.00
7400026677	07/21/2022	1012	ACHIEVE3000, INC.	10.0.1100.316.05.0000.00	Actively Learn Science Plan	\$3,600.00
7400026677	07/21/2022	1012	ACHIEVE3000, INC.	10.0.1100.316.05.0000.00	Actively Learn Social Studies Plan	\$3,600.00
7400026677	07/21/2022	1012	ACHIEVE3000, INC.	10.0.1100.316.05.0000.00	DISCOUNT	(\$6,510.00)
Check Total:						\$5,780.00
NCB	07/12/2022	1001	ADOBE SYSTEMS INCORPORATED	10.0.1100.470.05.0000.00	CREATIVE CLOUD ALL APPS WITH 100GB	\$359.88
Check Total:						\$359.88

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 07/01/2022 - 07/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026678	07/21/2022	1012	AMANDA IBRAHAM	10.0.1600.400.00.4998.00	EXPENSE REIMBURSEMENT	\$140.17
					Check Total:	\$140.17
NCB	07/12/2022	1001	AMAZON.COM	10.0.1125.493.09.0000.01	OREO COOKIES	\$23.99
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	FRENCH BREAKFAST RADISH SEEDS	\$1.59
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	POP-UP NOTES	\$74.50
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	CARDSTOCK	\$12.49
NCB	07/12/2022	1001	AMAZON.COM	10.0.2520.400.00.0000.00	SHEET PROTECTOR	\$11.26
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	BALLOONS/TOOTHPICKS	\$14.20
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	DESERT SAND SOIL COVER	\$49.26
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	REYNOLDS WRAP ALUMINUM FOIL	\$15.90
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	TABLEWARE/LIGHTS ASSORTMENT	\$715.34
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	PLASTIC CUTLERY/SPOONS/BAKING	\$463.66
NCB	07/12/2022	1001	AMAZON.COM	10.0.2520.400.00.0000.00	DESK FILE/A-Z INDEX/PRESSBOARD	\$133.08
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	DRINKING STRAWS	\$7.99
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	BLACK BEANS, DRY	\$30.21
NCB	07/12/2022	1001	AMAZON.COM	10.0.2110.400.00.0000.03	M&M'S MILK CHOCOLATE CANDIES	\$38.00
NCB	07/12/2022	1001	AMAZON.COM	10.0.2110.400.00.0000.03	RETURNED	(\$38.00)
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	REYNOLDS WRAP ALUMINUM/DRINKING	\$120.76
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	MASON TWINE/INDEX	\$156.48
NCB	07/12/2022	1001	AMAZON.COM	10.0.2110.400.00.0000.03	FIDGET TOYS/WORKBOOK	\$188.06
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	ARM & HAMMER BAKING	\$33.54
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	PAPER FASTENERS	\$11.98
NCB	07/12/2022	1001	AMAZON.COM	10.0.2520.400.00.0000.00	SELF-INKING FINAL STAMP	\$14.00

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	RUBBER BANDS	\$5.73
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	MOUNTING PUTTY TABS	\$12.88
NCB	07/12/2022	1001	AMAZON.COM	10.0.1125.493.09.0000.01	PAPER NAKINS	\$63.96
NCB	07/12/2022	1001	AMAZON.COM	10.0.1125.493.09.0000.01	KNIVES/FREEZER BARS/HONEY GRAHAM	\$106.42
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	LUNCH BAGS	\$59.94
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	PUTTY TABS	\$36.06
NCB	07/12/2022	1001	AMAZON.COM	10.0.1125.493.09.0000.01	RITZ ORIGINAL CRACKERS	\$16.72
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	PENCILS/CLOTHESLINE ROPE	\$128.58
NCB	07/12/2022	1001	AMAZON.COM	10.0.1125.493.09.0000.01	PRETZELS	\$23.48
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	SANDPAPER	\$58.00
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	PROMOTION APPLIED	(\$1.16)
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	REMOVABLE LABELS/GUMMY BEARS CANDY	\$186.22
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	ZIPLOC GALLON FOOD STORAGE BAGS	\$18.35
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	SUGARCANE HEAVY DUTY DISPOSABLE	\$41.42
NCB	07/12/2022	1001	AMAZON.COM	10.0.1600.400.00.4998.00	BEACH BALLS	\$31.89
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	STARBURST/RUBBER BANDS/CODING LABELS	\$18.55
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	DOT LABELS/RING MAGNETS/TOOTHPICKS	\$467.50
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	FOLDER LABELS/COTTON THREAD/RUBBER BANDS	\$20.06
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	PAPER LUNCH BAGS	\$9.99
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.450.11.0000.01	RING PLASTIC BINDING	\$14.68
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	BUTTON MIX/MASKING	\$45.94
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	POST-IT POP-UP NOTES	\$74.50

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	07/12/2022	1001	AMAZON.COM	10.0.2130.400.00.0000.01	ALCOHOL PREP PADS/DENTAL MEDICAL	\$72.27
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.400.18.0000.03	POWERFUL PARTNERSHIPS/A TEACHER'S GUIDE TO	\$22.97
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	FOAM SHEETS	\$6.27
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	DISPOSABLE CUPS	\$70.68
NCB	07/12/2022	1001	AMAZON.COM	10.0.1125.493.09.0000.01	OREO COOKIES	\$32.64
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	BATH CUP	\$27.00
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	POP-UP STICKY NOTES	\$17.15
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	FOOD STORAGE	\$215.64
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	GLUE DOTS	\$33.40
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.420.00.0000.00	STUDENT WORKBOOK	\$207.99
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.412.05.0000.00	CASE FOR IPAD	\$29.96
NCB	07/12/2022	1001	AMAZON.COM	10.0.2410.400.00.0000.02	PROGRAMMABLE COFFEE	\$34.99
NCB	07/12/2022	1001	AMAZON.COM	10.0.2410.400.00.0000.02	PROMOS & DISCOUNTS	(\$3.50)
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.410.05.0000.00	TONER CARTRIDGE	\$240.89
NCB	07/12/2022	1001	AMAZON.COM	10.0.1650.400.00.0000.02	THE GAME THAT MAKES MATH FUN/MATH GAME	\$115.58
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.412.05.0000.00	MAC BOOK PRO CHARGER	\$292.44
NCB	07/12/2022	1001	AMAZON.COM	10.0.2110.400.00.0000.03	ISOFLEX FOR STRESS RELIEF	\$31.49
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.411.00.0000.02	SANDWICH BAGS/DRY ERASE MAKERS	\$40.08
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.449.00.0000.02	BIKE HELMET	\$24.82
NCB	07/12/2022	1001	AMAZON.COM	10.0.2520.400.00.0000.00	MARKERS/DESK CALCULATOR/FOLDER	\$40.73
NCB	07/12/2022	1001	AMAZON.COM	10.0.2520.400.00.0000.00	FILE GUIDES	\$42.31
NCB	07/12/2022	1001	AMAZON.COM	10.0.2520.400.00.0000.00	KLEENEX	\$59.56
NCB	07/12/2022	1001	AMAZON.COM	20.0.2540.416.00.0000.02	BAG VACUUM	\$150.49
NCB	07/12/2022	1001	AMAZON.COM	20.0.2540.404.00.0000.01	SQUIRREL/RAT PELLETS	\$25.99
NCB	07/12/2022	1001	AMAZON.COM	20.0.2540.400.00.0000.02	TOILET REPAIR KITS	\$124.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	07/12/2022	1001	AMAZON.COM	20.0.2540.404.00.0000.02	RODENT REPELLENT / RODENT WIRE	\$134.83
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.412.05.0000.00	SLIDER STORAGE BAGS	\$40.89
NCB	07/12/2022	1001	AMAZON.COM	10.0.1100.741.05.0000.00	REPLACEMENT LAMP	\$119.99
NCB	07/12/2022	1001	AMAZON.COM	20.0.2540.416.00.0000.02	VACUUM CLEANER PAPER	\$105.00
NCB	07/12/2022	1001	AMAZON.COM	10.0.2320.640.00.0000.00	MEMBERSHIP PLAN	\$779.00
Check Total:						\$6,653.55
7400026612	07/07/2022	1000	AMEERA HERMEZ & HEWA BOTROZ	10.1.0000.000.00.1610.00	LUNCH REFUND/SHANA	\$24.50
Check Total:						\$24.50
7400026679	07/21/2022	1012	AMER BACKFLOW & FIRE PREVENTION, INC.	20.0.2540.320.00.0000.03	EMERGENCY SERVICE CALL	\$1,265.95
Check Total:						\$1,265.95
NCB	07/12/2022	1001	APPLE INC	10.0.1100.470.05.0000.00	PDF SQUEEZER 4	\$10.61
NCB	07/12/2022	1001	APPLE INC	10.0.1100.316.05.0000.00	PANDORA PLUS/MUSIC & PODCASTS	\$5.30
Check Total:						\$15.91
7400026680	07/21/2022	1012	APPLE INC	10.0.1100.310.05.0000.00	AC+ D539038534, D539038912	\$49.00
7400026680	07/21/2022	1012	APPLE INC	10.0.1100.310.05.0000.00	AC+ D539038534, D539038912	\$49.00
Check Total:						\$98.00
NCB	07/12/2022	1001	APPLE.COM	10.0.1100.310.05.0000.00	SERVICE FEE FOR IPAD	\$52.06
Check Total:						\$52.06
7400026681	07/21/2022	1012	ARCHITECTURAL BRONZE & ALUMINUM CORP.	20.0.2540.404.00.0000.01	BRONZE PLAQUE/MOUNTING	\$488.00
Check Total:						\$488.00
7400026682	07/21/2022	1012	ARGO TRANSLATION, INC.	10.0.1200.300.00.0000.00	THAI TELEPHONIC INTERPRETATION	\$96.25
Check Total:						\$96.25
7400026683	07/21/2022	1012	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$89.75
7400026683	07/21/2022	1012	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$95.31

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026683	07/21/2022	1012	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$93.68
7400026683	07/21/2022	1012	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$1,013.41
7400026683	07/21/2022	1012	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$2,464.52
7400026683	07/21/2022	1012	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$96.49
7400026683	07/21/2022	1012	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$405.01
7400026683	07/21/2022	1012	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$963.20
7400026683	07/21/2022	1012	AT&T	20.0.2540.340.00.0000.00	TELEPHONE	\$704.35
Check Total:						\$5,925.72
NCB	07/12/2022	1001	AT&T COR DF	20.0.2540.340.00.0000.00	FRAUDULENT	\$910.25
Check Total:						\$910.25
7400026684	07/21/2022	1012	AT&T LONG DISTANCE-4	20.0.2540.340.00.0000.00	TELEPHONE	\$45.67
Check Total:						\$45.67
7400026685	07/21/2022	1012	AT&T-2	20.0.2540.340.00.0000.00	TELEPHONE	\$47.58
Check Total:						\$47.58
7400026614	07/07/2022	1000	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$596.96
7400026614	07/07/2022	1000	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$550.46
Check Total:						\$1,147.42
7400026686	07/21/2022	1012	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$378.69
7400026686	07/21/2022	1012	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$1,667.92
7400026686	07/21/2022	1012	AT&T-3	20.0.2540.340.00.0000.00	TELEPHONE	\$393.26
Check Total:						\$2,439.87
NCB	07/22/2022	1019	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,962.58
NCB	07/22/2022	1019	AXA EQUITABLE PAYMENT CENTER	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$600.00
NCB	07/22/2022	1019	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$350.00
NCB	07/08/2022	1006	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$350.00
NCB	07/08/2022	1006	AXA EQUITABLE PAYMENT CENTER	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,962.58
NCB	07/08/2022	1006	AXA EQUITABLE PAYMENT CENTER	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$600.00
Check Total:						\$5,825.16

Lincolnwood School District 74

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7400026687	07/21/2022	1012	BALLARD & TIGHE PUBLISHERS-1	10.0.1100.420.00.0000.00	Pre-IPT Oral English, 5th ed. Test Set w/Test Booklets (3,	\$462.00
					Check Total:	\$462.00
7400026688	07/21/2022	1012	BEAVER SHREDDING, INC.	10.0.2520.300.00.0000.00	SHREDDING	\$287.00
					Check Total:	\$287.00
7400026615	07/07/2022	1000	BLAZER WORKS	10.0.2130.300.00.0000.01	SCHOOL RN-REGULAR RATE	\$752.00
					Check Total:	\$752.00
7400026689	07/21/2022	1012	BLOOD HOUND LLC	20.0.2540.320.00.0000.01	ADVANTAGE LOCATE(HOURLY RATE)	\$1,265.00
					Check Total:	\$1,265.00
7400026616	07/07/2022	1000	BONNIE & MICHAEL KANE	10.1.0000.000.00.1610.00	LUNCH REFUND/ LUKE KANE	\$14.10
					Check Total:	\$14.10
7400026690	07/21/2022	1012	BRIGHTLY SOFTWARE, INC.	10.0.1100.470.05.0000.00	BUILDING AUTOMATION (FSDIRECT - LINCOLNWOOD	\$9,660.30
					Check Total:	\$9,660.30
NCB	07/12/2022	1001	BROWN INDUSTRIES, INC.	10.0.2310.400.00.0000.00	RECOGNITION PINS/SAPPHIRE BLUE/GOLD	\$336.25
					Check Total:	\$336.25
7400026691	07/21/2022	1012	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.01	Castleguard wax 5gal	\$251.50
7400026691	07/21/2022	1012	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.01	Pathfinder - pre spray and spotter	\$251.20
7400026691	07/21/2022	1012	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.01	Jet Stream Carpet shampoo	\$237.84
7400026691	07/21/2022	1012	BUCKEYE CLEANING CENTER-CHICAGO	20.0.2540.416.00.0000.01	Soap One Touch Free 4x800ml	\$265.00
					Check Total:	\$1,005.54
7400026617	07/07/2022	1000	BUSINESSSOLVER.COM	10.0.2520.300.00.0000.00	ANCILLARY PLAN SERVICES PEPM-NIN EBC SPONSORED	\$21.75
					Check Total:	\$21.75
7400026692	07/21/2022	1012	BUSINESSSOLVER.COM	10.0.2520.300.00.0000.00	JULY SERVICE FEE/ANCILLARY PLAN	\$20.25
					Check Total:	\$20.25

Lincolnwood School District 74

Disbursement Detail Listing

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Date Range: 07/01/2022 - 07/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026618	07/07/2022	1000	CENTRAL LAWN SPRINKLERS	20.0.2540.520.00.0000.00	REPAIR IRRIGATION DUE TO NEW RUNNING PATH AND	\$14,340.25
Check Total:						\$14,340.25
7400026619	07/07/2022	1000	CHICAGO METROPOLITAN FIRE PREVENTION 2	20.0.2540.320.00.0000.01	SERVICE CALL CHARGE-PORTABLE FIRE	\$256.55
7400026619	07/07/2022	1000	CHICAGO METROPOLITAN FIRE PREVENTION 2	20.0.2540.320.00.0000.03	SERVICE CALL CHARGE-PORTABLE FIRE	\$865.40
7400026619	07/07/2022	1000	CHICAGO METROPOLITAN FIRE PREVENTION 2	20.0.2540.320.00.0000.04	SERVICE CALL CHARGE-PORTABLE FIRE	\$194.60
7400026619	07/07/2022	1000	CHICAGO METROPOLITAN FIRE PREVENTION 2	20.0.2540.320.00.0000.02	SERVICE CALL CHARGE-PORTABLE FIRE	\$306.40
Check Total:						\$1,622.95
7400026693	07/21/2022	1012	CHICAGO METROPOLITAN FIRE PREVENTION 2	20.0.2540.320.00.0000.01	MISSING (1) CHROME ESCUTCHEON IN HALL BY	\$1,195.00
7400026693	07/21/2022	1012	CHICAGO METROPOLITAN FIRE PREVENTION 2	20.0.2540.320.00.0000.03	(2) 300 PSI GAUGES OUTDATED IN NORTH EAST	\$988.00
7400026693	07/21/2022	1012	CHICAGO METROPOLITAN FIRE PREVENTION 2	20.0.2540.320.00.0000.02	(4) CSC O-RING RECALLED SPRINKLERS INSTALLED IN	\$770.00
Check Total:						\$2,953.00
7400026694	07/21/2022	1012	CHICAGO TRIBUNE COMPANY	10.0.2520.300.00.0000.00	TODD HALL FENCING/CLASSIFIED	\$87.74
Check Total:						\$87.74
NCB	07/12/2022	1001	CHRISTIAN BOOK	10.0.1100.420.00.0000.00	HANDWRITING /GRADE 1 AND GRADE K	\$3,421.18
Check Total:						\$3,421.18
7400026620	07/07/2022	1000	CHRISTINA & LAWRENCE HIDAKA	10.1.0000.000.00.1610.00	LUNCH REFUND/COOPER HIDAKA	\$14.50
Check Total:						\$14.50
7400026695	07/21/2022	1012	CLARIDGE PRODUCTS AND EQUIPMENT INC.	10.0.1100.700.00.0000.01	Claridge 1686 Dark Pearl Covered Tackboards	\$906.00
Check Total:						\$906.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 07/01/2022 - 07/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026696	07/21/2022	1012	CLIC	80.0.2371.301.00.0000.00	CYBER LIABILITY	\$23,509.00
Check Total:						\$23,509.00
7400026697	07/21/2022	1012	CMFP DEPT LW-6AC	20.0.2540.320.00.0000.03	QUARTERLY BILLING FB/A RADIO	\$240.00
7400026697	07/21/2022	1012	CMFP DEPT LW-6AC	20.0.2540.320.00.0000.04	QUARTERLY BILLING FB/A RADIO	\$240.00
7400026697	07/21/2022	1012	CMFP DEPT LW-6AC	20.0.2540.320.00.0000.02	QUATERLY BILLING FB/A RADIO MONITOR.MAIN/JULY	\$240.00
7400026697	07/21/2022	1012	CMFP DEPT LW-6AC	20.0.2540.320.00.0000.01	QUARTERLY BILLING FB/A RADIO	\$240.00
Check Total:						\$960.00
NCB	07/08/2022	1003	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$1,915.63
NCB	07/08/2022	1003	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$3,987.83
NCB	07/08/2022	1003	COLE TAYLOR BAN_SIT	20.3.0499.300.00.0000.00	STATE TAX	\$743.64
NCB	07/22/2022	1018	COLE TAYLOR BAN_SIT	10.3.0499.300.00.0000.00	STATE TAX	\$4,463.59
NCB	07/22/2022	1018	COLE TAYLOR BAN_SIT	20.3.0499.300.00.0000.00	STATE TAX	\$818.18
NCB	07/15/2022	1015	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$863.71
NCB	07/15/2022	1015	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS ADJ	\$0.03
NCB	07/15/2022	1016	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$6,123.34
NCB	07/15/2022	1015	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$139.81
NCB	07/19/2022	1023	COLE TAYLOR BANK	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$3,707.43
NCB	07/19/2022	1024	COLE TAYLOR BANK	10.3.0499.100.20.0000.00	THIS	\$607.59
NCB	07/08/2022	1002	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$9,649.38
NCB	07/08/2022	1002	COLE TAYLOR BANK_FIT	20.3.0499.200.00.0000.00	FEDERAL TAX	\$1,641.70
NCB	07/08/2022	1002	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$1,122.30
NCB	07/22/2022	1017	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	\$4,640.74
NCB	07/22/2022	1017	COLE TAYLOR BANK_FIT	20.3.0499.700.10.0000.00	NON-CAPITAL EQUIPMENT	\$2,302.96
NCB	07/22/2022	1017	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$10,211.16
NCB	07/22/2022	1017	COLE TAYLOR BANK_FIT	20.3.0499.200.00.0000.00	FEDERAL TAX	\$1,988.80
NCB	07/08/2022	1002	COLE TAYLOR BANK_FIT	10.3.0499.200.00.0000.00	FEDERAL TAX	\$7,739.94

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 07/01/2022 - 07/31/2022

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	07/08/2022	1002	COLE TAYLOR BANK_FIT	10.3.0499.700.10.0000.00	SOC.SEC.	\$4,276.80
NCB	07/08/2022	1002	COLE TAYLOR BANK_FIT	20.3.0499.700.10.0000.00	NON-CAPITAL EQUIPMENT	\$2,107.44
NCB	07/22/2022	1017	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$3,115.88
NCB	07/22/2022	1017	COLE TAYLOR BANK_FIT	20.3.0499.800.20.0000.00	TERMINATION/VACATION PAYMENTS	\$538.60
NCB	07/08/2022	1002	COLE TAYLOR BANK_FIT	10.3.0499.800.20.0000.00	MEDICARE	\$2,827.78
NCB	07/08/2022	1002	COLE TAYLOR BANK_FIT	20.3.0499.800.20.0000.00	TERMINATION/VACATION PAYMENTS	\$492.86
Check Total:						\$76,027.12
7400026621	07/07/2022	1000	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	INSTALL SUMMER FLOWER-ADMIN BUILDING	\$1,115.00
7400026621	07/07/2022	1000	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	INSTALL SUMMER	\$2,284.00
7400026621	07/07/2022	1000	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	INSTALL SUMMER FLOWERS-PRATT/CRAWFOR	\$1,774.00
7400026621	07/07/2022	1000	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	INSTALL SUMMER	\$996.00
7400026621	07/07/2022	1000	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	WATER ANNUAL FLOWERS & REMOVE TREE BRANCES	\$990.00
Check Total:						\$7,159.00
7400026698	07/21/2022	1012	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	TRANSPLANT LILAC TREE-INSTALL MULCH RING	\$1,446.00
7400026698	07/21/2022	1012	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	WEEKLY MAINTENANCE VISIT/5/02/22,5/09/22,5/1	\$4,980.00
7400026698	07/21/2022	1012	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	REMOVE AND REPLACE FOUR DEAD ARBORVITAE	\$1,776.00
7400026698	07/21/2022	1012	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	ADDITIONAL APPLICATION OF BROADLEAF WEED	\$780.00
7400026698	07/21/2022	1012	CONTOUR LANDSCAPING, INC.	20.0.2540.310.00.0000.00	WEEKLY MAINTENANCE VISIT/6/06/22/6/11/22/6/	\$3,984.00
Check Total:						\$12,966.00
7400026699	07/21/2022	1012	CONTROL ENGINEERING CORP.	20.0.2540.342.00.0000.00	2ND QUARTER BILLING	\$2,381.00

Lincolnwood School District 74

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026699	07/21/2022	1012	CONTROL ENGINEERING CORP.	20.0.2540.342.00.0000.00	QUARTERLY INVOICE OF THE BUILDING	\$2,381.00
					Check Total:	\$4,762.00
7400026700	07/21/2022	1012	COOK COUNTY TREASURER	20.0.2540.320.00.0000.04	MAINTENANCE OF TRAFFIC SIGNALS/LUNT AVENUE/NB	\$24.00
					Check Total:	\$24.00
7400026622	07/07/2022	1000	DE LAGE LANDEN FINANCIAL SERVICES, INC.	10.0.1100.325.00.0000.00	LEASE	\$2,506.60
					Check Total:	\$2,506.60
7400026701	07/21/2022	1012	DEANA YOUKHANA	10.0.1600.400.00.4998.00	EXPENSE REIMBURSEMENT/SUMMER	\$100.00
					Check Total:	\$100.00
7400026623	07/07/2022	1000	DEIRDRE ALCANTARA	10.1.0000.000.00.1610.00	LUNCH REFUND/CIAN ALCANTARA	\$10.65
					Check Total:	\$10.65
7400026673	07/08/2022	1011	DISTRICT 74	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$144.50
7400026673	07/08/2022	1011	DISTRICT 74	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$4.25
					Check Total:	\$148.75
7400026624	07/07/2022	1000	DOAN TRANG & DAN VIET NGUYEN	10.1.0000.000.00.1610.00	LUNCH REFUND/DONNA	\$22.50
					Check Total:	\$22.50
NCB	07/12/2022	1001	DONE DEAL PROMOTIONS	10.0.1100.450.37.0000.03	T-SHIRTS	\$1,098.40
					Check Total:	\$1,098.40
7400026674	07/08/2022	1011	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.601.00.0000.00	EMPLOYEE BENEFIT -	\$12,279.46
7400026674	07/08/2022	1011	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.602.00.0000.00	EMPLOYEE BENEFIT - AD&D BASIC LIFE	\$1,519.06
7400026674	07/08/2022	1011	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.602.00.0000.00	EMPLOYEE BENEFIT - LIFE	\$314.40
7400026674	07/08/2022	1011	EDUCATIONAL BENEFIT COOPERATIVE	10.3.0499.600.00.0000.00	EMPLOYEE BENEFIT - MEDICAL HMO	\$247,308.68
					Check Total:	\$261,421.60

Lincolnwood School District 74

Disbursement Detail Listing

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7400026625	07/07/2022	1000	ELENA & DEVIN LACKO	10.1.0000.000.00.1610.00	LUNCH REFUND/MIA LACKO VAZQUEZ	\$6.60
Check Total:						\$6.60
7400026626	07/07/2022	1000	EVANGELINE MICOR & PAUL FRANCISCO	10.1.0000.000.00.1610.00	LUNCH REFUND/LORAIN FRANCISCO	\$12.45
Check Total:						\$12.45
NCB	07/12/2022	1001	EXTRA SPACE STORAGE	20.0.2540.325.00.4998.00	CLASSROOM STORAGE	\$652.85
NCB	07/12/2022	1001	EXTRA SPACE STORAGE	20.0.2540.325.00.4998.00	CLASSROOM STORAGE	\$306.35
NCB	07/12/2022	1001	EXTRA SPACE STORAGE	20.0.2540.325.00.4998.00	CLASSROOM STORAGE	\$372.50
NCB	07/12/2022	1001	EXTRA SPACE STORAGE	20.0.2540.325.00.4998.00	CLASSROOM STORAGE	\$388.25
Check Total:						\$1,719.95
7400026702	07/21/2022	1012	F.H. PASCHEN	60.0.2530.500.00.0000.00	2022 GENERAL WORK	\$211,266.20
7400026702	07/21/2022	1012	F.H. PASCHEN	60.0.2530.500.00.4998.00	2022 GENERAL WORK	\$24,347.00
7400026702	07/21/2022	1012	F.H. PASCHEN	90.0.2540.511.00.3925.00	2022 GENERAL WORK	\$50,000.00
Check Total:						\$285,613.20
NCB	07/12/2022	1001	FLOWERS BY LEGACY	10.0.2310.340.00.0000.00	SYPATHY PLANT	\$141.10
Check Total:						\$141.10
7400026627	07/07/2022	1000	FLUTRA & ARMEND SAHATQIJA	10.1.0000.000.00.1610.00	LUNCH REFUND/ARI SAHATQIJA	\$85.05
Check Total:						\$85.05
7400026703	07/21/2022	1012	FOLLETT SCHOOL SOLUTIONS	10.0.1100.420.00.0000.00	Pear 2016 RDRS & WRTRS JRNL FOR READYGEN K (P)	\$670.80
7400026703	07/21/2022	1012	FOLLETT SCHOOL SOLUTIONS	10.0.1100.420.00.0000.00	PEAR 2016 RDRS & WRTRS JRNL FOR READYGEN 1 (P)	\$764.40
7400026703	07/21/2022	1012	FOLLETT SCHOOL SOLUTIONS	10.0.1100.420.00.0000.00	PEAR 2016 RDRS & WRTRS JRNL FOR READYGEN (2) P	\$768.60
Check Total:						\$2,203.80
NCB	07/12/2022	1001	GEMPLERS	20.0.2540.490.00.0000.00	FLEECE LINER/UNIFORMS	\$378.92
Check Total:						\$378.92
7400026628	07/07/2022	1000	GIANINA GOMEZ & RAFAEL FELIX	10.1.0000.000.00.1610.00	LUNCH REFUND/RAFFAELLA FELIX	\$23.45
Check Total:						\$23.45

Lincolnwood School District 74

Disbursement Detail Listing

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026704	07/21/2022	1012	GORDON FOOD SERVICE	10.0.2560.410.00.0000.00	DEDUCTION WAS TAKEN/SHOULDN'T HAVE	\$34.50
					Check Total:	\$34.50
7400026629	07/07/2022	1000	GRISELDA AYALA & MARIO CARDENAS	10.1.0000.000.00.1610.00	LUNCH REFUND/IAN	\$11.00
					Check Total:	\$11.00
7400026630	07/07/2022	1000	GSF USA, INC.	20.0.2540.322.00.0000.00	MONTHLY JANITORIAL SERVICE/JUNE 22	\$36,303.37
					Check Total:	\$36,303.37
7400026705	07/21/2022	1012	GSF USA, INC.	20.0.2540.322.00.0000.00	MONTHLY JANITORIAL SERVICE/7/1/22 TO	\$36,303.37
					Check Total:	\$36,303.37
NCB	07/12/2022	1001	GUITAR CENTER	10.0.1100.395.00.0000.00	YAMAHA PORTABLE KEYBOARD PACKAGE	\$2,379.86
NCB	07/12/2022	1001	GUITAR CENTER	10.0.1100.395.00.0000.00	REPLACEMENT POWER SUPPLY FOR YAMAHA	\$197.89
					Check Total:	\$2,577.75
7400026706	07/21/2022	1012	HEARTLAND	10.0.1100.470.05.0000.00	MEAL VIEWER DIGITAL SUITE SUBSCRIPTION/8/1/22-7/3	\$1,440.00
					Check Total:	\$1,440.00
7400026707	07/21/2022	1012	HEARTLAND BUSINESS SYSTEMS	10.0.1100.310.05.0000.00	CABLING	\$3,421.25
					Check Total:	\$3,421.25
7400026631	07/07/2022	1000	HELEN NGUYEN & HA VUONG	10.1.0000.000.00.1610.00	LUNCH REFUND/CHRISTINE VUONG	\$8.30
					Check Total:	\$8.30
7400026632	07/07/2022	1000	HENRYK SOPALA	20.0.2540.490.00.0000.00	REIMBURSEMENT/SHOES	\$95.00
					Check Total:	\$95.00
7400026633	07/07/2022	1000	HOSSANA & THADDEUS NAVALTA	10.1.0000.000.00.1610.00	LUNCH REFUND/ZEUS ALBERT NAVALTA	\$9.20
					Check Total:	\$9.20
NCB	07/12/2022	1001	IAASE	10.0.1200.640.00.0000.00	REGISTRATION/JR/ANNUAL IAASE FY2023 MEMBERSHIP	\$180.00

Lincolnwood School District 74

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Check Number	Date	Voucher	Payee	Account	Description	Amount
Check Total:						\$180.00
7400026634	07/07/2022	1000	IGS ENERGY	20.0.2540.466.00.0000.00	ELECTRICITY	\$11,391.13
Check Total:						\$11,391.13
7400026708	07/21/2022	1012	IGS ENERGY	20.0.2540.465.00.0000.00	NARURLA GAS	\$10,489.46
Check Total:						\$10,489.46
NCB	07/12/2022	1001	ILLINOIS ASSOCIATION OF SCHOOL BOARDS	10.0.2320.312.00.0000.00	ANNUAL CONFERENCE/DR	\$513.97
Check Total:						\$513.97
7400026635	07/07/2022	1000	ILLINOIS ASSOCIATION OF SCHOOL BOARDS	10.0.2310.640.00.0000.00	BOARDBOOK SUBSCRIPTION	\$2,000.00
7400026635	07/07/2022	1000	ILLINOIS ASSOCIATION OF SCHOOL BOARDS	10.0.2310.640.00.0000.00	POLICY REFERENCE EDUCATION SUBSCRIPTION	\$995.00
7400026635	07/07/2022	1000	ILLINOIS ASSOCIATION OF SCHOOL BOARDS	10.0.2310.640.00.0000.00	PRESS PLUS ADD ON SUBSCRIPTION MEMBER WITH	\$700.00
7400026635	07/07/2022	1000	ILLINOIS ASSOCIATION OF SCHOOL BOARDS	10.0.2310.640.00.0000.00	SCHOOL BOARD POLICES ONLINE (SBPOL)	\$2,500.00
Check Total:						\$6,195.00
7400026636	07/07/2022	1000	IWONA & JACEK ZAREBSKI	10.1.0000.000.00.1610.00	LUNCH REFUND/ADAM ZAREBSKI	\$53.85
Check Total:						\$53.85
7400026709	07/21/2022	1012	JAMF SOFTWARE, LLC	10.0.1100.470.05.0000.00	EDU - Jamf Pro (Casper Suite) for iOS AM - (1000-	\$8,680.00
7400026709	07/21/2022	1012	JAMF SOFTWARE, LLC	10.0.1100.470.05.0000.00	EDU - Jamf Pro (Casper Suite) for iOS ASA - (1000-	\$903.00
Check Total:						\$9,583.00
7400026637	07/07/2022	1000	JANICE JOSEPH	10.1.0000.000.00.1610.00	LUNCH REFUND/SIMON	\$117.35
Check Total:						\$117.35
7400026638	07/07/2022	1000	JENNIFER & MATTHEW HOFFMAN	10.1.0000.000.00.1610.00	LUNCH REFUND/DYLAN HOFFMAN	\$21.20
Check Total:						\$21.20
7400026639	07/07/2022	1000	JRC CONTRACTING, LLC	20.0.2540.320.00.0000.04	SERVICE CALL	\$155.24
7400026639	07/07/2022	1000	JRC CONTRACTING, LLC	20.0.2540.320.00.0000.04	BLOCK HEATER	\$148.04

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026639	07/07/2022	1000	JRC CONTRACTING, LLC	20.0.2540.320.00.0000.04	SERVICE CALL	\$187.50
Check Total:						\$490.78
7400026640	07/07/2022	1000	JULIA & STEVEN BAQLEH	10.1.0000.000.00.1610.00	LUNCH REFUND/SAMEER BAQLEH	\$82.20
Check Total:						\$82.20
7400026641	07/07/2022	1000	KATHERINE & VERNON PETER RODRICKS	10.1.0000.000.00.1610.00	LUNCH REFUND/KEVIN RODRICKS	\$98.00
Check Total:						\$98.00
7400026642	07/07/2022	1000	KATHLEEN HAN	10.0.1600.400.00.4998.00	EXPENSE REIMBURSEMENT	\$67.22
Check Total:						\$67.22
7400026710	07/21/2022	1012	KATHLEEN HAN	10.0.1600.400.00.4998.00	EXPENSE REIMBURSEMENT/SUMMER	\$67.22
Check Total:						\$67.22
7400026643	07/07/2022	1000	KELLY & COSMIN VRAJITORU	10.1.0000.000.00.1610.00	LUNCH REFUND/ALEXANDER VRAJITORU	\$27.25
Check Total:						\$27.25
7400026644	07/07/2022	1000	KRISTEN PERKINS	10.1.0000.000.00.1610.00	LUNCH REFUND/JACOB PERKINS	\$16.65
Check Total:						\$16.65
7400026645	07/07/2022	1000	KRISTIN HAYES	10.0.2210.312.00.0000.03	REGISTRATION/KH	\$35.00
Check Total:						\$35.00
7400026711	07/21/2022	1012	LAUTERBACH & AMEN, LLP	10.0.2310.317.00.0000.00	AUDIT OF THE FINANCIAL STATEMENTS FOR THE	\$10,000.00
Check Total:						\$10,000.00
NCB	07/12/2022	1001	LEGO	10.0.1600.400.00.4998.00	PAB CUP W/LID/90 YEARS OF PLA	\$65.98
Check Total:						\$65.98
7400026646	07/07/2022	1000	LENH DIFFEE & VA TRINH	10.1.0000.000.00.1610.00	LUNCH REFUND/KRIS TRINH	\$28.65
Check Total:						\$28.65
NCB	07/08/2022	1006	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.17
NCB	07/08/2022	1006	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,763.33

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 07/01/2022 - 07/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

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Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	07/22/2022	1019	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$1,788.33
NCB	07/22/2022	1019	LINCOLN INVESTMENT PLANNING	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.17
Check Total:						\$5,260.00
7400026647	07/07/2022	1000	LISA & DAVID SPECTOR	10.1.0000.000.00.1610.00	LUNCH REFUND/TALIA SPECTOR	\$215.70
Check Total:						\$215.70
NCB	07/12/2022	1001	LOWE'S HOME CENTERS, INC.	20.0.2540.404.00.0000.01	PLASTIC PLANTER/TH GROUNDS SUPPLIES	\$38.40
NCB	07/12/2022	1001	LOWE'S HOME CENTERS, INC.	20.0.2540.404.00.0000.03	WATER HOSE/CHARCOAL/PISTOL	\$371.75
NCB	07/12/2022	1001	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.04	MOVING BOXES	\$312.98
NCB	07/12/2022	1001	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	JUMBO DECO PLATE/SINK TRAP	\$68.68
NCB	07/12/2022	1001	LOWE'S HOME CENTERS, INC.	20.0.2540.400.00.0000.01	BATHROOM DRAIN/PLUMBERS PUTT	\$109.72
NCB	07/12/2022	1001	LOWE'S HOME CENTERS, INC.	20.0.2540.416.00.0000.02	CARPET SHAMPOO	\$27.96
NCB	07/12/2022	1001	LOWE'S HOME CENTERS, INC.	20.0.2540.404.00.0000.04	CHAINSAW KIT	\$269.00
Check Total:						\$1,198.49
7400026648	07/07/2022	1000	MARIEL & JEFF EVENS	10.1.0000.000.00.1610.00	LUNCH REFUND/MAX EVENS	\$9.45
Check Total:						\$9.45
NCB	07/08/2022	1007	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$828.51
NCB	07/08/2022	1007	MB FINANCIAL BANK_SD74 FLEX	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$25.00
NCB	07/22/2022	1021	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$828.51
NCB	07/22/2022	1021	MB FINANCIAL BANK_SD74 FLEX	20.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$25.00
NCB	07/22/2022	1021	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$208.33
NCB	07/08/2022	1007	MB FINANCIAL BANK_SD74 FLEX	10.3.0499.900.00.0000.00	OTHER PAYROLL LIABILITIES	\$208.33
NCB	07/12/2022	1001	MCGRAW- HILL SCHOOL EDUCATION LLC	10.0.1100.420.00.0000.00	STUDENT WORKBOOK	\$432.32
NCB	07/12/2022	1001	MEATHEADS	10.0.1100.449.00.0000.02	GIFT CARD RAFFLE	\$30.00
Check Total:						\$2,586.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026712	07/21/2022	1012	MHS INC	10.0.2140.400.00.0000.00	Autism Spectrum Rating Scales	\$711.15
Check Total:						\$711.15
7400026713	07/21/2022	1012	MICHELLE LANGE-GAD	10.0.1600.400.00.0000.00	EXPENSE REIMBURSEMENT/SUMMER	\$56.00
7400026713	07/21/2022	1012	MICHELLE LANGE-GAD	10.0.1600.400.00.4998.00	EXPENSE REIMBURSEMENT/SUMMER	\$42.73
Check Total:						\$98.73
7400026649	07/07/2022	1000	MIDWEST PRINCIPALS' CENTER	10.0.2310.640.00.0000.00	ORGANIZATION PARTNERSHIP RENEWAL FEE	\$345.00
Check Total:						\$345.00
7400026714	07/21/2022	1012	MURPHY CONSTRUCTION SERVICES	60.0.2530.320.00.4998.00	2022 SITEWORK	\$339,290.00
7400026714	07/21/2022	1012	MURPHY CONSTRUCTION SERVICES	60.0.2530.500.00.0000.00	2022 SITEWORK	\$276,923.70
7400026714	07/21/2022	1012	MURPHY CONSTRUCTION SERVICES	60.0.2530.500.00.4998.00	2022 SITEWORK	\$54,910.00
Check Total:						\$671,123.70
7400026715	07/21/2022	1012	MUSIC & ARTS CENTER, INC.	10.0.1100.323.31.0000.00	INSTRUMENT REPAIR	\$328.00
Check Total:						\$328.00
7400026716	07/21/2022	1012	MUTUAL OF OMAHA	10.3.0499.603.00.0000.00	LTD	\$3,092.83
Check Total:						\$3,092.83
7400026650	07/07/2022	1000	NEHA PATEL-VARUGHESE & SUNIL VARUGHESE	10.1.0000.000.00.1610.00	LUNCH REFUND/SASHA VARUGHESE	\$10.80
Check Total:						\$10.80
7400026651	07/07/2022	1000	NILES TOWNSHIP DIST FOR SPECIAL EDUC 807	10.0.4120.671.35.0000.00	FINAL BILLING 2021-22 FEE RECONCILIATION FOR D74	\$21,865.13
Check Total:						\$21,865.13
7400026717	07/21/2022	1012	NILES TOWNSHIP DIST FOR SPECIAL EDUC 807	10.0.2320.640.00.0000.00	ANNUAL MEMBERSHIP FEE	\$300.00
Check Total:						\$300.00
7400026652	07/07/2022	1000	NILES TWP PROPERTY TAX APPEALS COOP	10.0.2310.318.00.0000.00	MEETING & MISC	\$50.00
Check Total:						\$50.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026718	07/21/2022	1012	NORCO CLEANERS INC.	20.0.2540.320.00.0000.01	RE-CERTIFY ONLY FOR FLAME RETARD	\$250.00
7400026718	07/21/2022	1012	NORCO CLEANERS INC.	20.0.2540.320.00.0000.02	RE-CERTIFY ONLY FOR FLAME RETARD	\$250.00
7400026718	07/21/2022	1012	NORCO CLEANERS INC.	20.0.2540.320.00.0000.03	RE-CERTIFY ONLY FOR FLAME RETARD	\$250.00
Check Total:						\$750.00
NCB	07/12/2022	1001	NORTH COOK INTERMEDIATE SERVICE CENTER	10.0.2330.640.00.0000.04	REGISTRATION JR/ADM EVALUATOR RETRAINING	\$200.00
NCB	07/12/2022	1001	NORTH COOK INTERMEDIATE SERVICE CENTER	10.0.2330.640.00.0000.04	REGISTRATION/JR/PROFESSI ONAL PRACTICE	\$200.00
Check Total:						\$400.00
7400026719	07/21/2022	1012	NORTH COOK INTERMEDIATE SERVICE CENTER	10.0.2210.312.00.4300.00	IN DISTRICT PD TRAINING WITH AMY STEWART	\$800.00
Check Total:						\$800.00
7400026653	07/07/2022	1000	NORTH SHORE TRANSIT	40.0.2550.331.35.0000.00	MONTHLY ROUTE COST/MAY 2022	\$56,619.77
7400026653	07/07/2022	1000	NORTH SHORE TRANSIT	40.0.2550.331.35.0000.00	MONTHLY ROUTE COST/JUNE 2022	\$7,686.27
Check Total:						\$64,306.04
7400026720	07/21/2022	1012	NORTH SHORE TRANSIT	40.0.2550.331.35.0000.00	MONTHLY ROUTE COST/JUNE 2022	\$10,626.70
Check Total:						\$10,626.70
NCB	07/12/2022	1001	NOTARY PUBLIC ASSOCIATION	10.0.2520.400.00.0000.00	NOTARY/CB	\$59.00
Check Total:						\$59.00
7400026721	07/21/2022	1012	O'HARE MECHANICAL CONTRACTORS INC.	20.0.2540.320.00.0000.01	WORK PERFORMED ON TICKET#2977-TH	\$786.00
7400026721	07/21/2022	1012	O'HARE MECHANICAL CONTRACTORS INC.	20.0.2540.320.00.0000.02	WORK PERFORMED ON TICKET#2700	\$3,877.34
Check Total:						\$4,663.34
7400026654	07/07/2022	1000	OCONOMOWOC DEVELOPMENTAL TRAINING	10.0.4120.670.35.0000.00	TUTION-REGULAR	\$4,358.55

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026654	07/07/2022	1000	OCONOMOWOC DEVELOPMENTAL TRAINING	10.0.4120.670.35.0000.00	RESIDENTIAL	\$12,642.60
Check Total:						\$17,001.15
7400026722	07/21/2022	1012	PAR CODE SYMBOLOGY, INC.	10.0.1100.412.05.0000.00	1.0/2.0 w/0.25 SLIT LAMINATED KIMDURA	\$215.00
Check Total:						\$215.00
7400026723	07/21/2022	1012	PAR INC.	10.0.2140.400.00.0000.00	BRIEF2 Parent/Teacher Hand Scored Kit	\$444.96
Check Total:						\$444.96
7400026724	07/21/2022	1012	POWERSCHOOL GROUP LLC	10.0.1100.470.05.0000.00	SCHOOLOGY LMS SUBSCRIPTION	\$4,539.93
Check Total:						\$4,539.93
NCB	07/12/2022	1001	PRESIDENTS EDUCATION AWARDS	10.0.1100.411.18.0000.03	AMER CITIZENSHIP MEDALLION	\$79.06
NCB	07/12/2022	1001	PRESIDENTS EDUCATION AWARDS	10.0.1100.411.18.0000.03	AMER CITIZRNSHIP CERTIFICATE	\$9.12
Check Total:						\$88.18
7400026725	07/21/2022	1012	PRO-ED, INC.	10.0.2150.400.00.0000.00	FLUHARTY-2 Profile/examiner Record	\$55.00
Check Total:						\$55.00
7400026726	07/21/2022	1012	PROVIDENCE ENGRAVING, LLC	10.0.2310.400.00.0000.00	INSERT PLATE/DESK	\$19.64
Check Total:						\$19.64
7400026727	07/21/2022	1012	QUENCH USA INC.	10.0.2410.300.00.0000.01	QUENCH 730-U	\$90.54
Check Total:						\$90.54
7400026655	07/07/2022	1000	RAKESH & SMITA AVICHAL	10.1.0000.000.00.1610.00	LUNCH REFUND/BHAVIK AVICHAL	\$38.25
Check Total:						\$38.25
7400026656	07/07/2022	1000	RAMIN ASHORIAN	10.1.0000.000.00.1610.00	LUNCH REFUND/MICHAEL ASHORIAN	\$19.70
Check Total:						\$19.70
7400026657	07/07/2022	1000	RAQUEL ARCEGA & RICHIE DE LA PENA	10.1.0000.000.00.1610.00	LUNCH REFUND/NICHOLE DE LA PENA	\$36.50

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 07/01/2022 - 07/31/2022

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Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount
Check Total:						\$36.50
7400026728	07/21/2022	1012	REALLY GOOD STUFF	10.0.1100.410.22.0000.01	Writing Folders	\$348.21
7400026728	07/21/2022	1012	REALLY GOOD STUFF	10.0.1100.410.22.0000.01	Writing Journal	\$225.60
Check Total:						\$573.81
NCB	07/12/2022	1001	RESTAURANT DEPOT	20.0.2540.416.00.0000.03	WATER	\$8.07
NCB	07/12/2022	1001	RESTAURANT DEPOT	10.0.2560.410.00.0000.00	PURE BURGERS	\$67.20
Check Total:						\$75.27
7400026658	07/07/2022	1000	ROSANGELA & CRAIG CLINE	10.1.0000.000.00.1610.00	LUNCH REFUND/GABRIELLA CLINE	\$29.17
Check Total:						\$29.17
NCB	07/12/2022	1001	SAM'S CLUB	10.0.1100.439.00.0000.03	FOAM PLT	\$31.36
NCB	07/12/2022	1001	SAM'S CLUB	10.0.1100.450.10.0000.01	POPCICLES FOR PICNIC	\$56.21
NCB	07/12/2022	1001	SAM'S CLUB	10.0.1100.450.11.0000.01	POPCICLES FOR PICNIC	\$56.21
NCB	07/12/2022	1001	SAM'S CLUB	10.0.1100.450.12.0000.01	POPCICLES FOR PICNIC	\$56.21
NCB	07/12/2022	1001	SAM'S CLUB	10.0.1100.450.13.0000.02	POPCICLES FOR PICNIC	\$56.21
NCB	07/12/2022	1001	SAM'S CLUB	10.0.1100.450.14.0000.02	POPCICLES FOR PICNIC	\$56.21
NCB	07/12/2022	1001	SAM'S CLUB	10.0.1100.450.15.0000.02	POPCICLES FOR PICNIC	\$56.23
NCB	07/12/2022	1001	SAM'S CLUB	10.0.1100.449.00.0000.03	LEMONADE/MAP REWARDS	\$56.54
NCB	07/12/2022	1001	SAM'S CLUB	10.0.1100.412.05.0000.00	TOTES	\$247.00
Check Total:						\$672.18
7400026659	07/07/2022	1000	SARA TUBON & JUAN GOMEZ	10.1.0000.000.00.1610.00	LUNCH REFUND/ADRIAN	\$7.00
Check Total:						\$7.00
7400026660	07/07/2022	1000	SCHOOL DISTRICT #74	10.2.0111.000.00.0000.00	REFUND/BUSINESSOLVER	\$20.25
Check Total:						\$20.25
7400026729	07/21/2022	1012	SCHOOL SPECIALTY	10.0.1100.400.13.0000.02	School Smart Binder Clip Set, 3/4 in W, Small, 3/8 in	\$0.77
7400026729	07/21/2022	1012	SCHOOL SPECIALTY	10.0.1100.400.13.0000.02	Tru-Ray Sulphite Construction Paper, 9 x 12	\$5.77
7400026729	07/21/2022	1012	SCHOOL SPECIALTY	10.0.1100.400.13.0000.02	Tru-Ray Sulphite Construction Paper, 9 x 12	\$5.87

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026729	07/21/2022	1012	SCHOOL SPECIALTY	10.0.1100.400.13.0000.02	Tru-Ray Sulphite Construction Paper, 9 x 12	\$9.18
7400026729	07/21/2022	1012	SCHOOL SPECIALTY	10.0.1100.400.13.0000.02	Tru-Ray Sulphite Construction Paper, 9 x 12	\$3.25
Check Total:						\$24.84
NCB	07/12/2022	1001	SEESAW LEARNING, INC.	10.0.1100.470.05.0000.00	REFUND/1 YEAR SUBSCRIPTION	(\$120.00)
NCB	07/12/2022	1001	SEESAW LEARNING, INC.	10.0.1100.470.05.0000.00	REFUND/1 YEAR SUBSCRIPTION	(\$120.00)
NCB	07/12/2022	1001	SEESAW LEARNING, INC.	10.0.1100.470.05.0000.00	REFUND/1 YEAR SUBSCRIPTION	(\$120.00)
NCB	07/12/2022	1001	SEESAW LEARNING, INC.	10.0.1100.470.05.0000.00	REFUND/1 YEAR SUBSCRIPTION	(\$120.00)
NCB	07/12/2022	1001	SEESAW LEARNING, INC.	10.0.1100.470.05.0000.00	REFUND/1 YEAR SUBSCRIPTION	(\$120.00)
NCB	07/12/2022	1001	SEENOR WOOLY LLC	10.0.1100.439.00.0000.03	SUBSCRIPTION/MONTHLY	\$20.00
NCB	07/12/2022	1001	SHERWIN-WILLIAMS	20.0.2540.400.00.0000.04	PAINT/ADMIN	\$533.55
Check Total:						(\$46.45)
7400026730	07/21/2022	1012	SHI INTERNATIONAL CORP	10.0.1100.310.05.0000.00	Palo Alto Networks Advanced URL	\$15,345.00
7400026730	07/21/2022	1012	SHI INTERNATIONAL CORP	10.0.1100.310.05.0000.00	Palo Threat Prevention-subscription	\$8,775.00
7400026730	07/21/2022	1012	SHI INTERNATIONAL CORP	10.0.1100.310.05.0000.00	Palo Alto Neworks Premium Support Program-Ext	\$10,775.00
Check Total:						\$34,895.00
7400026731	07/21/2022	1012	SMITHEREEN COMPANY	20.0.2540.320.00.0000.01	WILDLIFE CONTROL INITIAL SET UP/TARGET	\$185.00
7400026731	07/21/2022	1012	SMITHEREEN COMPANY	20.0.2540.320.00.0000.01	WILDLIFE CONTROL/SQUIRREL	\$140.00

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026731	07/21/2022	1012	SMITHEREEN COMPANY	20.0.2540.320.00.0000.04	TARGET PESTS/ADMIN BUILDING	\$45.00
7400026731	07/21/2022	1012	SMITHEREEN COMPANY	20.0.2540.320.00.0000.02	REGULARLY SCHEDULED PC SERVICES	\$71.00
7400026731	07/21/2022	1012	SMITHEREEN COMPANY	20.0.2540.320.00.0000.03	REGULARLY SCHEDULED PC SERVICE	\$78.00
7400026731	07/21/2022	1012	SMITHEREEN COMPANY	20.0.2540.320.00.0000.01	TARGET PESTS/TH	\$61.00
Check Total:						\$580.00
7400026732	07/21/2022	1012	SONIA CODELL	10.0.1600.400.00.4998.00	EXPENSE REIMBURSEMENT/SUMMER	\$241.96
Check Total:						\$241.96
7400026661	07/07/2022	1000	STEFANIE MAXWELL	10.1.0000.000.00.1610.00	LUNCH REFUND/EVAN	\$20.00
Check Total:						\$20.00
7400026733	07/21/2022	1012	STEVENS CHEMICAL COMPANY	20.0.2540.416.00.0000.01	Procter&Gamble Mr. Clean Magic Eraser	\$222.66
7400026733	07/21/2022	1012	STEVENS CHEMICAL COMPANY	20.0.2540.416.00.0000.01	3M Commercial Scrubbing Sponge	\$206.86
7400026733	07/21/2022	1012	STEVENS CHEMICAL COMPANY	20.0.2540.416.00.4998.00	Procter&Gamble Mr. Clean Magic Eraser	\$299.92
7400026733	07/21/2022	1012	STEVENS CHEMICAL COMPANY	20.0.2540.416.00.4998.00	Procter&Gamble Comet with Bleach	\$326.48
7400026733	07/21/2022	1012	STEVENS CHEMICAL COMPANY	20.0.2540.416.00.4998.00	Chic Stretch'N Dust Cloths	\$545.00
Check Total:						\$1,600.92
7400026734	07/21/2022	1012	STUDIO GC	60.0.2530.319.00.0000.00	TH RH PLAYGROUND	\$923.08
7400026734	07/21/2022	1012	STUDIO GC	60.0.2530.319.00.0000.00	2022 GENERAL WORK	\$2,796.00
7400026734	07/21/2022	1012	STUDIO GC	60.0.2530.319.00.0000.00	2022 SITEWORK	\$977.28
7400026734	07/21/2022	1012	STUDIO GC	60.0.2530.319.00.4998.00	2022 SITEWORK	\$2,808.00
Check Total:						\$7,504.36
NCB	07/12/2022	1001	SUBWAY	10.0.1100.300.78.0000.00	VEGGIE DELITE/TURKEY BOXLN/TURKEY SALAD	\$335.52

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Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
Check Total:						\$335.52
7400026662	07/07/2022	1000	SUSAN & ISAAC KIM	10.1.0000.000.00.1610.00	LUNCH REFUND/ELLIE KIM	\$140.65
Check Total:						\$140.65
7400026663	07/07/2022	1000	SYED ALI	10.1.0000.000.00.1610.00	LUNCH REFUND/ALEEZA ALI	\$49.30
Check Total:						\$49.30
7400026664	07/07/2022	1000	SYEDA BEGUM & KHAJA MOINUDDIN	10.1.0000.000.00.1610.00	LUNCH REFUND/HAJRA	\$20.00
Check Total:						\$20.00
NCB	07/12/2022	1001	TARGET	10.0.1100.449.00.0000.02	WADING KIDDIE POOL BLUE/50CT SIDEWALK	\$82.00
NCB	07/12/2022	1001	TARGET	10.0.1100.400.16.0000.03	LAUNDRY CLEANING AND CLOSET	\$20.76
NCB	07/05/2022	1008	TEACHERS RETIREMENT SYSTEM	10.0.2310.211.00.0000.00	ADJ TO EARNINGS	\$4,785.90
NCB	07/05/2022	1009	TEACHERS RETIREMENT SYSTEM	10.0.1100.801.00.0000.00	INS	\$14,338.12
NCB	07/19/2022	1022	TEACHERS RETIREMENT SYSTEM	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$200.00
NCB	07/15/2022	1014	TEACHERS RETIREMENT SYSTEM	10.3.0499.100.10.0000.00	TEACHERS PENSION	\$200.00
Check Total:						\$19,626.78
7400026665	07/07/2022	1000	THE OFFICE OF THE STATE FIRE MARSHAL	20.0.2540.320.00.0000.01	RAYPAK-COIL WATER HEATER/CERTIFICATE	\$140.00
Check Total:						\$140.00
7400026735	07/21/2022	1012	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$391.57
7400026735	07/21/2022	1012	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$254.68
7400026735	07/21/2022	1012	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$486.32
7400026735	07/21/2022	1012	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$359.98
7400026735	07/21/2022	1012	THE VILLAGE OF LINCOLNWOOD-1	20.0.2540.370.00.0000.00	WATER	\$12.49
Check Total:						\$1,505.04

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 07/01/2022 - 07/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026666	07/07/2022	1000	THOMSON REUTERS - WEST	10.0.2310.300.00.0000.00	ONLINE/SOFTWARE SUBSCRIPTION CHARGES	\$355.40
					Check Total:	\$355.40
7400026667	07/07/2022	1000	TINA RASICH & ALEKSANDAR NANAC	10.1.0000.000.00.1610.00	LUNCH REFUND/ADRIAN	\$18.10
					Check Total:	\$18.10
7400026736	07/21/2022	1012	TK ELEVATOR CORPORTATION	20.0.2540.320.00.0000.02	GOLD-FULL MAINTENANCE/MAX PRO	\$675.00
7400026736	07/21/2022	1012	TK ELEVATOR CORPORTATION	20.0.2540.320.00.0000.03	GOLD-FULL MAINTENANCE	\$570.00
7400026736	07/21/2022	1012	TK ELEVATOR CORPORTATION	20.0.2540.320.00.0000.02	GOLD-FULL MAINTENANCE/MAX PRO	\$675.00
7400026736	07/21/2022	1012	TK ELEVATOR CORPORTATION	20.0.2540.320.00.0000.03	GOLD-FULL MAINTENANCE	\$570.00
					Check Total:	\$2,490.00
7400026668	07/07/2022	1000	TOMASZ BUJNOWSKI	20.0.2540.490.00.0000.01	REIMBURSEMENT/SHOES	\$100.00
					Check Total:	\$100.00
7400026737	07/21/2022	1012	TREETOP PRODUCTS INC.	20.0.2540.404.00.0000.02	LAG	\$499.36
					Check Total:	\$499.36
7400026738	07/21/2022	1012	ULINE	20.0.2540.416.00.0000.02	Clorox Bleach 121 oz	\$109.50
					Check Total:	\$109.50
NCB	07/08/2022	1006	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.00
NCB	07/22/2022	1019	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.00
NCB	07/08/2022	1006	VALIC	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	07/22/2022	1019	VALIC	20.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$50.00
NCB	07/22/2022	1019	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.00
NCB	07/08/2022	1006	VALIC	10.3.0499.500.00.0000.00	ANNUITIES PAYABLE	\$854.00
					Check Total:	\$3,516.00
7400026739	07/21/2022	1012	VANGUARD ENERGY SERVICES	20.0.2540.465.00.0000.00	NATURAL GAS	\$1,298.25
					Check Total:	\$1,298.25
7400026740	07/21/2022	1012	VEX ROBOTICS, INC.	10.0.1100.400.19.0000.03	V5 Robot Brain	\$6,990.72
					Check Total:	\$6,990.72
7400026669	07/07/2022	1000	VIBHUTI & CHETAN PATEL	10.1.0000.000.00.1610.00	LUNCH REFUND/DIYA PATEL	\$7.00
					Check Total:	\$7.00

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

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Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

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Check Number	Date	Voucher	Payee	Account	Description	Amount
7400026670	07/07/2022	1000	VILLAGE OF SKOKIE	10.0.1100.411.18.0000.03	SECURITY FOR 8TH GRADE GRADUATION AT NILES	\$296.52
Check Total:						\$296.52
7400026671	07/07/2022	1000	VIRGINIA & OVIDIU SMALBERGHER	10.1.0000.000.00.1610.00	LUNCH REFUND/OLIVIA SMALBERGHER	\$77.50
Check Total:						\$77.50
7400026675	07/08/2022	1011	VISION SERVICE PLAN	10.3.0499.604.00.0000.00	Employee Benefit - Vision	\$441.20
7400026675	07/08/2022	1011	VISION SERVICE PLAN	20.3.0499.604.00.0000.00	Emplyoee Benefit - Vision	\$44.12
Check Total:						\$485.32
7400026672	07/07/2022	1000	WHITT LAW LLC	10.0.2310.318.00.0000.00	GENERAL BUSINESS FILE	\$12,127.50
7400026672	07/07/2022	1000	WHITT LAW LLC	10.0.2310.318.00.0000.00	TAX RATE OBJECTIONS	\$1,103.00
Check Total:						\$13,230.50
NCB	07/12/2022	1001	WHOLLY FRIJOLES	10.0.1100.449.00.0000.02	GIFT CARD RAFFLE	\$46.58
Check Total:						\$46.58
7400026741	07/21/2022	1012	ZANER-BLOSER	10.0.1100.410.22.0000.02	3rd Grade Handwriting Workbooks	\$1,459.51
Check Total:						\$1,459.51
Bank Total:						\$1,795,348.26

Voided Checks

7400026613	07/07/2022	1000	AT&T	VOID	20.3.0431.000.00.0000.00	VOID: ONE INVOICE IS GOING	\$2,215.99
Check Total:							\$2,215.99
Voided Checks Total:							\$2,215.99

Lincolnwood School District 74

Disbursement Detail Listing

Bank Name: COLE TAYLOR BANK - ACCOUNTS PAYABLE

Date Range: 07/01/2022 - 07/31/2022

Sort By: Vendor

Fiscal Year: 2022-2023

Voucher Range: -

Dollar Limit: \$0.00

☐ **Print Employee Vendor Names**

☐ **Exclude Voided Checks**

☐ **Exclude Manual Checks**

☒ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Account	Description	Amount
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<u>Fund</u>						<u>Amount</u>
10						\$542,233.25
20						\$190,432.01
40						\$74,932.74
60						\$914,241.26
80						\$23,509.00
90						\$50,000.00
Fund Totals:						\$1,795,348.26

End of Report

Disbursements Grand Total:	\$1,795,348.26