

Board of Education Workshop Meeting

Tuesday, June 8, 2021 6:30 PM

D300 Central Office, 2550 Harnish Drive, Algonquin, IL 60102

1. Call to Order

1. Roll Call

2. Closed Session

1. Motion to go into closed session for the purpose of to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, and litigation
2. Motion to adjourn closed session

3. Reconvene in Open Session

1. Roll Call

4. Pledge of Allegiance

5. Approval of the Agenda

6. **Moment of Silence, Camille Kovar, Helen Nielsen**

7. Superintendent Report

1. Financial Review / Preliminary Education Plan

8. Legislative Update

9. Public Participation

Members of the public, especially residents of District 300, are welcome to contribute during public participation.

To do so, you must sign up at the podium by 6:30 pm, prior to the start of the meeting; be 18 or older or have a parent/legal guardian present with you, give your full name and respectfully state your comments, and you are not permitted to mention the names of specific staff members or students. The Board will not respond in this forum but will thoughtfully consider your statements.

10. Items for Discussion

1. Board Meeting Minutes
2. Permission to destroy closed session recordings
3. Disposal Items
4. Donations Report

5. Treasurers' Report

6. Off-Cycle Bills Payable Request

7. Revised Board Meeting Calendar 2021-2022

8. Vote for one NIA District Administrator and one
NIA School Board Member

9. Musical Instruments Bid (Extension)

10. Postage Machines Lease

11. Alternative Transportation Service - Extension

12. Weed Control and Bees Bid - Extension

13. Open Enrollment Services Benefits - Extension

14. Behavioral Services - Renewal

15. Psychological Services Contract - Renewal

16. Administrator Handbook 2021-2022

17. Non-Union Group Handbook 2021-2022

18. Consolidated District Plan

19. Resolution Regarding Retention of Approved
Status for Hazardous Routes

20. Resolution to Appoint Board Treasurer

21. Treasurer's Bond

22. Financial Review / Preliminary Education Plan

23. Resolution Authorizing an Inter-fund Transfer
from the Education Fund to the Operations and
Maintenance Fund

24. Resolution Authorizing an Inter-fund Transfer
from the Operations and Maintenance Fund to the
Capital Projects Fund

25. Resolution to Designate Bank Depositories and
Investment Manager for School Funds

26. Freedom of Information Act Report

11. Consent Items

1. Approval of Bills Payable

2. Approval of Human Resources Report

12. Roll Call Action Items

1. Employee Discipline Case #6, Suspension

2. Approval of DESA Collective Bargaining Agreement 2021-2024

13. **Board Discussion**

1. Board Committee Reports

1. Board Finance Committee

2. Board Construction and Facilities Oversight Committee

2. Board Discussion

14. **Closed Session (continued)**

1. Motion to go into closed session for the purpose of to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, and litigation

2. Motion to adjourn closed session

15. **Adjournment**

Human Resources
2550 Harnish Drive
Algonquin, IL 60102
847.551.8490 phone
847.551.8493 fax
www.d300.org



ID #40910

TO: Frederick Heid
Superintendent

FROM: Charlotte Ferris
Human Resources Coordinator

DATE: June 8, 2021

RE: Helen Nielsen

Ms. Helen Nielsen passed away May 20, 2021. Ms. Nielsen's D300 teaching career (elementary) of 26 years, beginning in 1955 through 1957 and then continues in 1966 until her retirement in 1990, was as follows:

<u>School Year</u>	<u>Building</u>
1954-1955	Meadowdale Elementary School
1955-1956	Fairview Elementary School
1965-1966	Golfview Elementary School
1966-1970	Dundee Elementary School
1970-1990	Parkview Elementary School

Cc: Personnel File

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2550 Harnish Drive
Algonquin, IL 60102
847.551.8490 phone
847.551.8493 fax
www.d300.org



ID #40820

TO: Frederick Heid
Superintendent

FROM: Charlotte Ferris
Human Resources Coordinator

DATE: June 8, 2021


RE: **Camille Kovar**

Ms. Camille Kovar passed away May 27, 2021. Ms. Kovar D300 retired in July 2008 after serving District 300 for 27 years, beginning in August of 1981:

School Year
August 31, 1981-July 2008

Building
Substitute Dispatcher

Cc: Personnel File



Andre J. Jackson / Staff photographer

While most are still asleep or just waking, Camille Kovar is busy dispatching substitute teachers throughout Community Unit School District 300 schools.

By Belinda T. Adams
SUN CORRESPONDENT

While most in the community are still sleeping or just beginning to clear the fog from their eyes, there's a woman who's already at work. Starting at 5 in the morning, she'll spend the next seven hours making sure that Community Unit District 300 students have substitute teachers where they are needed. Her name is Camille Kovar, and for the past 18 years, she's been dispatching substitute teachers throughout the district's 20 schools.

It's one of those jobs that may not get noticed, but without her work, District 300 would soon come to a crashing halt. From her Carpentersville home,

Answering *the* call

When it comes to filling teachers' absences, there's no substitute for Camille Kovar

she'll talk to numerous teachers and substitutes to make arrangements for sick teachers and teachers absent due to conferences, meetings and whatever else comes up.

"The best part of my job is the people," Kovar says. "I truly love all of my substitutes and enjoy getting to know each of them and their particular work situation."

She has almost 100 substitutes on her list but says that's never enough. According to Kovar, she can "always use more substitutes to meet the needs that arise in the district on any given day."

See **Calls**, Page 20

“It's not always easy to accommodate the schedules of my substitutes and the needs of the schools, but I do the best I can. I think, overall, everyone is pleased with the end result.”

■ **Camille Kovar**
DISPATCHER



Most Romantic
4 yrs. Running
DURAN'S
of Dundee

The Restaurant With the Tree
Look for the yellow canopy at
8 S. River St., East Dundee,
1/2 block S. of Dairy Queen (Rt. 72).
(847) 428 - 0033

Middle school names students of the month

The following students have been selected as students of the month for December at Algonquin Middle School.

Sixth-graders Brenda Braun, Jennifer Perna and pat Pierzynska; seventh-graders Matt Martineau, Nicole Alexander and Kelsey Chardavoyne; and eighth-graders Sara Kendzora, Shawn Nelson and Amanda Domich were honored.

From Page 19

Her challenge each day is to find available substitutes who can fill those vacancies. And she does it all with a smile in her voice and a concern for the students who benefit from the job she provides.

And although she says there's nothing about her work she dislikes, the hardest part, she says, is being trapped indoors talking on the telephone on a beautiful spring day. That, and the fact the teachers are little more than voices on the phone.

"It's hard not meeting the substitutes face to face," she says.

Still, she's come to look forward to the daily challenges.

"It's not always easy to accommodate the schedules of my substitutes and the needs of the schools, but I do the best I can," she says. "I think, overall, everyone is pleased with the end result."

More than pleased, if you talk to District 300 administrators.

...worked with many substitute dispatchers in my years, both as a teacher and administrator," says John Vicha, assistant superintendent for personnel. "By far, Camille is the best I've ever worked with."

Still, snafus sometimes arise.

Kovar tells the story of a new substitute teacher she calls John. One particular day, she had several unscheduled teacher absences, too many to cover for all of them. Kovar called one school to say she was unable to fill their vacancies and that they would have to make arrangements internally. She called John to tell him his assignment for the day and then sat back with a cup of coffee to await the next call. Several hours later, she received a somewhat frantic call from the school that had been expecting John, saying he never arrived. Kovar was at a loss; John was usually very responsible, and she was certain he would arrive soon. Later, Kovar discovered John had gone to the wrong school (the school she already told she could-

...help), and they had kept him. "What could I do? They wanted a substitute teacher, and one showed up," she says, smiling. "They certainly weren't going to send him away."

When Kovar isn't keeping up with as many as 35 calls in just a half-day's work, she enjoys chatting with an online group she started last year for those older than 40 to enjoy each other's online company. She also has found time in her hectic schedule to travel and meet with members of the group, most recently in Las Vegas over the holiday season.

She's also the proud mother of two sons, one who resides in Elmhurst and another who will soon start his pediatrician residency in Missouri, and two grandchildren.

Family is important to Kovar, and she knows it is for the teachers, too.

"I was fortunate to be able to spend a lot of time with my children when they were young," she says. "I like working with my subs to find a schedule that meets the schools' needs and their own family needs."

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Call (800) 762-7867.

KANE COUNTY

The Kane County Sheriff's Department also offers a crime tips hotline. Messages can be left anonymously. Rewards are sometimes offered, and callers interested in those can leave their name and phone number.

Call (630) 208-3325.

**Community Unit School District 300 Monthly
Fixed Asset Disposals
06/01/2021**

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
5/13/2021	JHS	Phone	Mitel	Mitel 5312	avafs1641	N/A	Obsolete	Tech Recycle
5/13/2021	JHS	calculator	Texas Instruments	TI-83 calculator	30025384 1-05981	40000000452854	Obsolete	Tech Recycle
5/13/2021	JHS	calculator	Texas Instruments	TI-83 calculator	N/A	40000000452688	Obsolete	Tech Recycle
5/13/2021	JHS	calculator	Texas Instruments	TI-83+ calculator	124622709N-03056	40000000452695	Obsolete	Tech Recycle
5/13/2021	JHS	calculator	Texas Instruments	TI-83+ calculator	2761041508 S-0706K	40000000452933	Obsolete	Tech Recycle
5/13/2021	JHS	calculator	Texas Instruments	TI-83+ calculator	N/A	40000000452748	Obsolete	Tech Recycle
5/13/2021	JHS	calculator	Texas Instruments	TI-83 calculator	28234785 1-0498H	40000000452726	Obsolete	Tech Recycle
5/13/2021	JHS	calculator	Texas Instruments	TI-83+ calculator	2615134857 S-0305E	40000000452665	Obsolete	Tech Recycle
5/13/2021	JHS	calculator	Texas Instruments	TI-84+ Silver edition calculator	N/A	40000000452694	Obsolete	Tech Recycle
5/13/2021	JHS	calculator	Texas Instruments	TI-Nspire calculator	2128017141 P-0409F	40000000452673	Obsolete	Tech Recycle
5/13/2021	JHS	speaker	Epson	Epson Active speaker ELSP02	PGFF4600550	N/A	Obsolete	Tech Recycle
5/13/2021	JHS	document camera	Avermedia	AverVision U50	4010217030704.00	T54883	Obsolete	Tech Recycle
5/13/2021	JHS	document camera	Avermedia	AverVision U50	4010217032342.00	T60717	Obsolete	Tech Recycle
5/13/2021	JHS	document camera	Avermedia	AverVision U50	4010217062461.00	T65413	Obsolete	Tech Recycle
5/13/2021	JHS	misc parts	misc	miscellaneous parts	N/A	N/A	Obsolete	Tech Recycle
5/13/2021	JHS	Monitor	Dell	Dell 17" monitor	N/A	T006538	Obsolete	Tech Recycle
5/13/2021	JHS	Monitor	Dell	Dell 17" monitor	CN0X876H728729652N6U	T015072	Obsolete	Tech Recycle
5/13/2021	JHS	Monitor	Dell	Dell 17" monitor	CN0PM3727287285T0PLL	T010246	Obsolete	Tech Recycle
5/13/2021	JHS	Monitor	Dell	Dell 17" monitor	CN0CC3526418063F2Y4S	T005687	Obsolete	Tech Recycle
5/13/2021	JHS	Monitor	Dell	Dell 17" monitor	CN0CC2807161864CAFU1	T004572	Obsolete	Tech Recycle
5/13/2021	JHS	speaker bar	Dell	Dell monitor speaker bar	CN0UH837482207CL04L9	N/A	Obsolete	Tech Recycle
5/13/2021	JHS	speaker bar	Dell	Dell monitor speaker bar	CN0C730C7162305F0335	N/A	Obsolete	Tech Recycle
5/13/2021	JHS	speaker bar	Dell	Dell monitor speaker bar	CN0UH8374822065D06V2	N/A	Obsolete	Tech Recycle
5/13/2021	JHS	Monitor	Dell	Dell 17" monitor	CN0FP8167426181L0THL	T006527	Obsolete	Tech Recycle
5/13/2021	JHS	Monitor	Dell	Dell 17" monitor	CN0FP8167426185O43PA	T006380	Obsolete	Tech Recycle
5/13/2021	JHS	Monitor	Dell	Dell 17" monitor	CN0C182J7444597FCZWS	20103	Obsolete	Tech Recycle
5/13/2021	JHS	speaker bar	Dell	Dell monitor speaker bar	CN0DW7117162387B2449	N/A	Obsolete	Tech Recycle
5/13/2021	JHS	speaker bar	Dell	Dell monitor speaker bar	CN0UH8374822065D06R3	N/A	Obsolete	Tech Recycle
5/13/2021	JHS	Monitor	Dell	Dell 17" monitor	CN0CC3526418063F32AS	T005672	Obsolete	Tech Recycle
5/13/2021	JHS	Monitor	Dell	Dell 17" monitor	CN0KU7897161885LG065	T000289	Obsolete	Tech Recycle
5/13/2021	JHS	Monitor	Dell	Dell 17" monitor	CN0J6642716185BAAFVW	N/A	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	Dell	Dell 17" monitor	CN0KU78971618775CDZF	N/A	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	Dell	Dell 17" monitor	CN0C2JMK74445998ACAU	N/A	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	Dell	Dell 17" monitor	N/A	T016462	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	Dell	Dell 17" monitor	N/A	T010549	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	Dell	dell 19inch monmitor	CN02H2VM641801AP0YYM	N/A	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	Dell	dell 19inch monmitor	CN0T61167161851DAEXJ	T004657	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	Dell	dell 17 inch monitor	CN0CC352641806CC3SAS	T005381	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	Dell	dell 17 inch monitor	CN0PM3727287285Q3MUS	N/A	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	Dell	dell 19inch monmitor	N/A	T003864	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	Dell	dell 19inch monmitor	CN0T611671618518AG5L	T005932	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	Dell	dell 17 inch monitor	N/A	T010989	Obsolete	Tech Recycle
5/13/2021	ADMIN	Keyboard	Microsoft	wireless keyboard	103602904174.00	N/A	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	Dell	dell 17 inch monitor	N/A	T005861	Obsolete	Tech Recycle
5/13/2021	ADMIN	laptop	dell	Dell E6500	3TRXLJ1	N/A	Obsolete	Tech Recycle
5/13/2021	ADMIN	laptop	lenovo	I460	1s20FVS1NA00PF0VKCDZ	T60631	Obsolete	Tech Recycle

5/13/2021	ADMIN	laptop	lenovo	i460	1s20FVS1NA00PF0VKCE7	T60646	Obsolete	Tech Recycle
5/13/2021	ADMIN	laptop	lenovo	i460	1s20FVS1NA00PF0JDRDV	T54252	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	AOC	PORTABLE MONITOR	LMYH4JA005885	N/A	Obsolete	Tech Recycle
5/13/2021	ADMIN	Chromebook	ACER	C720 CB	NXSHEAA006436257407600	T34420	Obsolete	Tech Recycle
5/13/2021	ADMIN	MFP	BROTHER	DCP-L2550DW	U64966D8N853246	T65876	Obsolete	Tech Recycle
5/13/2021	ADMIN	laptop	LENOVO	L440	1s20ASS10Q00R90B2FE1	T34192	Obsolete	Tech Recycle
5/13/2021	ADMIN	docking station	LENOVO	DOCKING STATION	1S40A1M2B2AHEW	N/A	Obsolete	Tech Recycle
5/13/2021	ADMIN	monitor stand	LENOVO	MONITOR STAND	N/A	N/A	Obsolete	Tech Recycle
5/13/2021	ADMIN	laptop	APPL	MACBOOK PRO	C02QJ56PFVH8	T36912	Obsolete	Tech Recycle
5/13/2021	ADMIN	document camera	AVERMEDIA	CP 135 DOC CAMERA	58560 10030P	22988	Obsolete	Tech Recycle
5/13/2021	ADMIN	monitor speakers	LENOVO	MONITOR SPEAKERS	N/A	N/A	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	DELL	17 INCH MONITOR	N/A	T005671	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	DELL	17 INCH MONITOR	CN0CC3526418063F2Y9S	T005649	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	DELL	17 INCH MONITOR	CN0FP8167426183S1E2A	T006862	Obsolete	Tech Recycle
5/13/2021	ADMIN	Monitor	DELL	17 INCH MONITOR	CN0CC3526418063F32ES	T005654	Obsolete	Tech Recycle
5/13/2021	ADMIN	server	EXACQVISION	SERVER IPS800R2	ER1503147766	N/A	Obsolete	Tech Recycle
5/14/2021	ADMIN	Monitor	LG	LG 24" monitor	611NTRL59334	T54716	Obsolete	Tech Recycle
5/18/2021	JHS	Monitor (CRT)	Samtron	Samtron 77V CRT monitor	PH17HCARB05293X	N/A	Obsolete	Tech Recycle
4/30/2021	ADMIN	Cell Phone	Kyocera	E6810	103602904174.00	T55389	Obsolete	Tech Recycle
5/3/2021	ADMIN	Monitor	Dell	2007WFPb	MX-OHF730-46634-68L-1GUL	T005853	Obsolete	Tech Recycle
5/3/2021	ADMIN	Monitor	Dell	2209Waf	N/A	T006777	Obsolete	Tech Recycle
5/3/2021	ADMIN	Monitor	Dell	1908FP1	CN-OG434H-71618-870-GDTC	T008796	Obsolete	Tech Recycle
5/3/2021	ADMIN	Switch	Cisco	WS-C3560G-49PS-S	FOC1312Z2U2	22327	Obsolete	Tech Recycle
5/3/2021	ADMIN	Monitor	Dell	E1909WB	CN-0G662F-74261-968-5TGL	T006724	Obsolete	Tech Recycle
5/3/2021	ADMIN	Monitor	Dell	E1910c	CN-0T571R-64180-998-0XFU	20015	Obsolete	Tech Recycle
5/3/2021	ADMIN	Monitor	Dell	P1911b	N/A	T24566	Obsolete	Tech Recycle
5/3/2021	ADMIN	Monitor	Dell	1909Wf	N/A	23262	Obsolete	Tech Recycle
5/7/2021	ADMIN	Cell Phone	Apple	A1863	FFMZQ6YNJC6C	N/A	Obsolete	Tech Recycle
5/10/2021	ADMIN	Cell Phone	Samsung	SM-G950U	359031086826106.00	T67044	Obsolete	Tech Recycle
5/11/2021	ADMIN	Charger	Dell	n/a	N/A	N/A	Obsolete	Tech Recycle
5/11/2021	ADMIN	Charger	Dell	n/a	N/A	N/A	Obsolete	Tech Recycle
5/11/2021	ADMIN	Speaker Bar	Dell	n/a	N/A	N/A	Obsolete	Tech Recycle
5/11/2021	ADMIN	Scanner	Kodak	i1120	K45506576	N/A	Obsolete	Tech Recycle
5/11/2021	ADMIN	Charger	Dell	n/a	N/A	N/A	Obsolete	Tech Recycle
5/11/2021	ADMIN	Charger	Dell	n/a	N/A	N/A	Obsolete	Tech Recycle
5/11/2021	ADMIN	Charger	Dell	n/a	N/A	N/A	Obsolete	Tech Recycle
5/11/2021	ADMIN	Charger	Dell	n/a	N/A	N/A	Obsolete	Tech Recycle
5/13/2021	LWS	Library Books	Multiple	361 Obsolete Library books	N/A	N/A	Obsolete	Recycle
5/20/2021	CMS	Athletic Equipment	Gill	Metal and Plastic Hurdles	N/A	N/A	Broken	Disposal
5/19/2021	EVES	Music Instrument	Yamaha	CVP-203 Clavinova Piano	609481.00	101269	Broken	Disposal
5/4/2021	GVES	Library Books	Multiple	545 Obsolet Library Books	N/A	N/A	Obsolete	Recycle
5/26/2021	HHS	Automobile	Chevrolet	Trailblazer LS	1GNDT13S552262286	N/A	Obsolete	Salvage Yard
5/25/2021	HMS	Music Instrument	Yamaha	CVP-207 Electronic Piano	N/A	009832	Broken	Disposal
5/28/2021	HMS	Music Instrument	Yamaha	CLP-123 Electronic Piano	N/A	001469	Broken	Disposal
5/19/2021	IT Dept	Furniture	Multiple	(3) office chairs	N/A	N/A	Broken	Disposal
5/17/2021	AMS	Thermometer	Yuwell	HTD8813C	2003054906565.00	11923	Broken	Disposal
5/5/2021	LPES	Furniture	Manta Ray	Childbrite Sensory Table	6349654.00	N/A	Obsolete	Tech Recycle
5/5/2021	Transportation	School Bus	IH	77 Passenger Bus #53	4DRBUAAN69B075828	10931	Obsolete	Auction
5/5/2021	Transportation	School Bus	IH	77 Passenger Bus #54	4DRBUAAN89B075829	10932	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #250	1GBJG31K791121542	17722	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #251	1GBJG31K491121739	17723	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #252	1GBJG31K291121741	17724	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #253	1GBJG31K591122138	17725	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #254	1GBJG31K791122271	17726	Obsolete	Auction

5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #255	1GBJG31K091122273	17727	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #256	1GBJG31K291122405	17728	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #257	1GBJG31K591122642	17729	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #258	1GBJG31K591122740	17730	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #259	1GBJG31K991122742	17731	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #260	1GBJG31K191122847	17732	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #261	1GBJG31K491123264	17733	Obsolete	Auction
5/5/2021	Transportation	School Bus	IH	38+4 Passenger Bus #262	4DRBUSKN39B075791	10920	Obsolete	Auction
5/5/2021	Transportation	School Bus	IH	38+3 Passenger Bus #264	4DRBUSKN79B075793	10922	Obsolete	Auction
5/5/2021	Transportation	School Bus	IH	38+3 Passenger Bus #265	4DRBUSKN99B075794	10923	Obsolete	Auction
5/5/2021	Transportation	School Bus	IH	38+4 Passenger Bus #266	4DRBUSKN09B075795	10924	Obsolete	Auction
5/5/2021	Transportation	School Bus	IH	38+3 Passenger Bus #267	4DRBUSKN29B075796	10925	Obsolete	Auction
5/5/2021	Transportation	School Bus	IH	38+3 Passenger Bus #268	4DRBUSKN49B075797	10926	Obsolete	Auction
5/5/2021	Transportation	School Bus	IH	38+4 Passenger Bus #269	4DRBUSKN69B075798	269	Obsolete	Auction
5/5/2021	Transportation	School Bus	IH	38+3 Passenger Bus #270	4DRBUSKN89B075799	10927	Obsolete	Auction
5/5/2021	Transportation	School Bus	IH	38+3 Passenger Bus #271	4DRBUSKN09B075800	10928	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #272	1GBJG31K891123266	17734	Obsolete	Auction
5/5/2021	Transportation	School Bus	Chevy	27 Passenger Bus #273	1GBJG31K891123350	17735	Obsolete	Auction
5/17/2021	Admin	Security Equipment	Exarq	0800-24-0250-ELS NVR	ER1125008056	T018110	Obsolete	Tech Recycle
5/18/2021	Admin	Security Equipment	Exarq	1600-24-1000-ELS NVR	ER1132008822	N/A	Obsolete	Tech Recycle
5/1/2021	JHS	Furniture	n/a	(21) Wooden Art Easels	N/A	N/A	Damaged	Disposal
5/20/2021	PES	Furniture	Multiple	1 Lot - Damaged Furniture	N/A	N/A	Damaged	Disposal
5/26/2021	WCS	Music Instrument	Conn	Baritone 151 Valve Front	549516.00	N/A	Damaged	Disposal
5/26/2021	WCS	Music Instrument	King	Baritone 627	819020.00	N/A	Damaged	Disposal
5/28/2021	ALES	Music Instrument	Yamaha	CVP-203 Clavinova Piano	609165.00	N/A	Damaged	Disposal
5/28/2021	Central Office	Furniture	Yamaha	Various Chairs (42)	N/A	N/A	Damaged	Disposal

Diane C. White

Diane C. White, Director of Purchasing

6/1/2021

Date

*Supporting documentation available in the Purchasing Department.



Tangible Stand Alone Donations

Donations to the District need to be approved prior to acceptance. Each building should complete a Tangible Stand Alone Donations form. The level of approval for donations depends upon various criteria. The process to follow is listed below:

- **Building or Land Additions/Modifications** – The Facility & Construction Oversight Committee will review any donations, which will add or modify the existing building or land structure. Prior to submission, a full accounting of the project must be completed which identifies the revenue sources available to complete the project. **Use the Site and Construction Donation form.**
- **Items > \$5,000** – Buildings should submit a Request for Donation Approval to the Purchasing Department for any purchases greater than \$5,000. Use this form.
- **Items < \$5,000** – Buildings should submit a Request for Donation Approval to the Business Office - attention Gayle Seaton, for any purchases less than \$5,000. Use this form.

The item value must include supplements from other revenue sources, e.g. building budgets, technology fees, etc., where applicable.

Request for Donation Approval

School/Location	Hampshire High School
School Location Contact Person	Jeff Ehardt
Project/Item Description/Serial #	2008 Honda Accord, 216,000 miles, 1HGCP26708A111437
Contributor (Name)	Keith and Theresa Wrzala
Contributor (Address)	1330 Pheasant Trail, Hampshire, IL 60140
Contributor (Phone)	(224)428-7140
Contributor (Email Address)	ktmm96@sbcglobal.net
Total Projected Costs	None
Additional Revenue Sources	
Expected Start Date	6/1/2021
Expected Completion Date	6/1/2021
Outcome	
Authorized By	
Comments	

Included in your board package is the April 2021 Unaudited Treasurer and Financial Report. Report highlights are as follow:

Treasurer Report

As of April 30, 2021, the District had \$126,518,774.85 of cash on hand. The cash balance by fund was:

Operating Fund	\$ 95,945,456.41
Bond & Interest Fund	712,596.91
Site & Construction Fund	29,860,721.53
Total	\$ 126,518,774.85

Financial Report Analysis-All Funds

Expenditures- If the District were to spend their dollars evenly each month, expenditures through April should be at 83% of total expenditures. Listed below is a summary of cash expenditures to date as a percentage of total expenditures by fund.

Fund	% of Budget	Comment
Education	71.08%	We anticipate expenditures to be lower than budget at year end due to COVID-19 restrictions. As of April, teacher salaries for FY21 is at 69%, because their pay starts in late August and will accrue in June 2021 which aligns with the school year.
Operations & Maintenance	70.15%	We anticipate this fund to be lower than the budget due to COVID 19 restrictions.
Bond & Interest	98.82%	The bond & interest fund is used to pay our debt payments which are made in November, December and June. The initial payment of the new chrome book lease was made at the end of August.
Transportation	59.88%	This fund is lower than trend, however in line due to COVID-19 operations. We anticipate expenditures to be lower than budget.
IMRF/Social Security	73.01%	We anticipate this fund ending slightly lower than the budget.
Capital Projects	64.76%	This fund is used to pay for our Summer Capital Projects.
Tort	100.00%	The tort fund is used to pay our insurance premiums. These premiums are due in July.

Revenues- The District has received 65.05% of its budgeted revenue compared 63.37% prior YTD.

Financial Reporting Analysis- Operating Funds

Operating Fund Revenue Summary by Source- 66.56% compared to 63.09% prior YTD

- Local Revenues is on target at 56.91% due to tax distribution timing and the tax collection rates;
- State Revenues are at 85.17%;
- Federal Revenues are at 77.86% and are in line with federal grant expenditures.

Operating Fund Expenditure Summary by Object- 70.60% compared to 71.97% prior YTD

- Salaries are at 71.73%-teacher and para salaries started in late August as previous school year wages were accrued in June 2020;
- Benefits are at 71.68%- teacher and para salaries started in late August as previous school year wages were accrued in June 2020;
- Purchase Services are below budget at 66.95% due to COVID-19 restrictions;
- Supplies/Materials are at 73.08%;
- Capital Outlay is at 48.01%;
- Other/Tuition is at 75.87%;
- Non-Capitalized Equipment (any equipment under our \$5000 capitalization threshold) – is at 61.34% due to the chrome book refresh occurring in August.

Monthly Notes:

- Investment Income is at 50.00% of budget. Short term interest rates in April remained stable at 0.010%.
- The Tort Fund & Operations & Maintenance Fund have deficit balances of (\$284,539 and (\$25,673). As in previous years, property tax collections throughout the year will offset this deficit by the end of the fiscal year. The deficit is being covered by a loan from the working cash fund.
- Prior Period adjustments are related to FY2020 audit adjustments.

TREASURER'S REPORT FOR THE MONTH OF APRIL 2021

INVESTMENTS AT COST: \$ 126,518,774.85

(See attached schedule for investment detail)

MONTHLY PAYROLL:

Educational Fund	\$ 11,328,582.53	
O&M Fund	\$ 617,613.29	
Transportation Fund	<u>\$ 39,120.17</u>	\$ 11,985,315.99

PAYROLL RELATED EXPENDITURES:

(Not reflected in A/P Bill Listing)

Educational, O&M and Transportation Funds:

Teachers, Retirement System	<u>\$ 702,618.99</u>	
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Total Teachers, Retirement System		\$ 702,618.99
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Illinois Municipal Retirement Fund

IMRF	\$ 214,283.77	
FICA	\$ 129,457.80	
Medicare	<u>\$ 160,717.87</u>	

Total IMRF/FICA/Medicare Fund		\$ 504,459.44
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Total Payroll and Related Expenditures \$ 13,192,394.42

COMMUNITY UNIT SCHOOL DISTRICT #300
 Financial Report #10 - April 2020
 By Fund, By Object

All Funds	FY20 Budget	FY20 Actual	% of FY20 Budget
Local	217,560,571	126,690,960	58.23%
State	71,005,956	55,917,038	78.75%
Federal	21,142,041	16,431,224	77.72%
Other Source	4,400,000	-	
Total Revenues	<u>314,108,568</u>	<u>199,039,222</u>	<u>63.37%</u>
Salaries	152,637,519	111,962,629	73.35%
Benefits	42,372,198	29,994,198	70.79%
Purchased Services	48,750,262	36,258,510	74.38%
Supplies/Materials	13,206,604	8,682,624	65.74%
Capital Outlay	12,514,683	12,614,724	100.80%
Other	40,232,283	32,537,280	80.87%
Non-Capitalized Equipment	7,196,232	1,271,972	17.68%
Total Expenditures	<u>316,909,781</u>	<u>233,321,937</u>	<u>73.62%</u>
Revenues Over Disbursements	(2,801,213)	(34,282,715)	
Other Financing Sources	-	-	
Net Change to Fund Balance	<u>(2,801,213)</u>	<u>(34,282,715)</u>	

COMMUNITY UNIT SCHOOL DISTRICT #300
 Financial Report #10 - April 2020
 By Fund, By Object

Operating Funds	FY20 Budget	FY20 Actual	% of FY20 Budget
Local	185,667,671	105,711,381	56.94%
State	71,005,956	55,917,038	78.75%
Federal	21,142,041	16,431,224	77.72%
Other Sources	4,400,000	-	
Total Revenues	<u>282,215,668</u>	<u>178,059,643</u>	<u>63.09%</u>
Salaries	152,637,519	111,962,629	73.35%
Benefits	42,372,198	29,994,198	70.79%
Purchased Services	48,737,762	36,248,493	74.37%
Supplies/Materials	13,206,604	8,682,624	65.74%
Capital Outlay	1,397,623	1,349,707	96.57%
Other/Tuition	9,991,657	8,925,160	89.33%
Non-Capitalized Equipment	7,196,232	1,142,289	15.87%
Total Expenditures	<u>275,539,595</u>	<u>198,305,100</u>	<u>71.97%</u>
Revenues Over Disbursements	6,676,073	(20,245,457)	
Other Financing Sources	(5,672,783)	(2,958,083)	
Net Change to Fund Balance	<u>1,003,290</u>	<u>(23,203,541)</u>	

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report #10 - April 2020
By Fund, By Object

Fund 1-Educational	FY20 Budget	FY20 Actual	% of FY20 Budget
Local	144,051,356	83,001,723	57.62%
State	63,505,956	52,260,081	82.29%
Federal	21,142,041	16,431,224	77.72%
Other Sources	4,400,000	-	0.00%
Total Revenues	233,099,353	151,693,028	65.08%
Salaries	144,086,635	104,729,136	72.68%
Benefits	34,383,487	23,887,669	69.47%
Purchased Services	29,196,462	21,800,354	74.67%
Supplies/Materials	6,824,883	3,383,518	49.58%
Capital Outlay	497,623	483,625	97.19%
Other/Tuition	9,982,657	8,059,078	80.73%
Non-Capitalized Equipment	7,074,732	1,139,294	16.10%
Total Expenditures	232,046,479	163,482,674	70.45%
Revenues Over Disbursements	1,052,874	(11,789,646)	
Other Financing Source Transfers	(1,045,574)	(1,038,253)	
Net Change to Fund Balance	7,300	(12,827,899)	
Fund 2-Operations & Maintenance			
Local	24,132,314	14,230,838	58.97%
State	-	-	
Other Sources	-	-	
Total Revenues	24,132,314	14,230,838	58.97%
Salaries	8,097,384	6,799,164	83.97%
Benefits	1,464,600	1,254,244	85.64%
Purchased Services	3,656,342	2,288,459	62.59%
Supplies/Materials	5,186,186	4,475,723	86.30%
Capital Outlay	890,000	830,244	93.29%
Other	9,000	2,995	33.28%
Non-Capitalized Equipment	118,500	131,787	111.21%
Total Expenditures	19,422,012	15,782,616	81.26%
Revenues Over Disbursements	4,710,302	(1,551,778)	
Other Financing Source Transfers	(4,627,209)	(1,919,830)	
Net Change to Fund Balance	83,093	(3,471,608)	
Fund 3-Bond & Interest			
Local	27,239,900	15,105,033	55.45%
Other Sources	-	-	
Total Revenues	27,239,900	15,105,033	55.45%
Purchased Services	12,500	10,017	80.13%
Other	30,240,626	24,475,207	80.93%
Total Expenditures	30,253,126	24,485,223	80.93%
Revenues Over Disbursements	(3,013,226)	(9,380,190)	
Other Financing Sources/(Uses)	3,172,783	2,958,083	
Net Change to Fund Balance	-	(6,422,107)	

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report #10 - April 2020
By Fund, By Object

	FY20 Budget	FY20 Actual	% of FY20 Budget
Fund 4-Transportation			
Local	8,310,116	4,061,092	48.87%
State	7,500,000	3,656,957	48.76%
Other Sources	-	-	
Total Revenues	<u>15,810,116</u>	<u>7,718,049</u>	<u>48.82%</u>
Salaries	453,500	434,329	95.77%
Benefits	24,111	11,115	46.10%
Purchased Services	14,122,175	10,397,897	73.63%
Supplies/Materials	1,196,535	823,383	68.81%
Capital Outlay	10,000	35,837	0.00%
Other	-	-	0.00%
Non-Capitalized Equipment	3,000	891	29.70%
Total Expenditures	<u>15,809,321</u>	<u>11,703,453</u>	<u>74.03%</u>
Revenues Over Disbursements	795	(3,985,404)	
Other Financing Sources	-	-	
Net Change to Fund Balance	<u>795</u>	<u>(3,985,404)</u>	
Fund 5-IMRF/Social Security			
Local	6,273,717	2,985,577	47.59%
Total Revenues	<u>6,273,717</u>	<u>2,985,577</u>	<u>47.59%</u>
Benefits	6,500,000	4,841,171	74.48%
Total Expenditures	<u>6,500,000</u>	<u>4,841,171</u>	<u>74.48%</u>
Revenues Over Disbursements	(226,283)	(1,855,594)	
Other Financing Sources	-	-	
Net Change to Fund Balance	<u>(226,283)</u>	<u>(1,855,594)</u>	
Fund 6-Capital Projects			
Local	4,653,000	5,874,546	126.25%
Other Sources	-	-	0.00%
Total Revenues	<u>4,653,000</u>	<u>5,874,546</u>	<u>126.25%</u>
Salaries	-	-	0.00%
Benefits	-	-	0.00%
Purchased Services	-	-	0.00%
Supplies/Materials	-	-	0.00%
Capital Outlay	11,117,060	11,265,017	101.33%
Other	-	-	
Total Expenditures	<u>11,117,060</u>	<u>11,265,017</u>	<u>101.33%</u>
Revenues Over Disbursements	(6,464,060)	(5,390,471)	
Other Financing Sources	2,500,000	-	
Net Change to Fund Balance	<u>(3,964,060)</u>	<u>(5,390,471)</u>	

COMMUNITY UNIT SCHOOL DISTRICT #300
 Financial Report #10 - April 2020
 By Fund, By Object

Fund 7-Working Cash	FY20 Budget	FY20 Actual	% of FY20 Budget
Local	1,089,574	500,009	45.89%
Total Revenues	<u>1,089,574</u>	<u>500,009</u>	<u>45.89%</u>
Total Expenditures	<u>-</u>	<u>-</u>	<u>0.00%</u>
Revenues Over Disbursements	1,089,574	500,009	
Other Financing Uses	-	-	
Net Change to Fund Balance	<u>1,089,574</u>	<u>500,009</u>	
 Fund 8-Tort			
Local	1,810,594	932,142	51.48%
Total Revenues	<u>1,810,594</u>	<u>932,142</u>	<u>51.48%</u>
Purchase Services	<u>1,761,783</u>	<u>1,761,783</u>	<u>100.00%</u>
Total Expenditures	<u>1,761,783</u>	<u>1,761,783</u>	<u>100.00%</u>
Revenues Over Disbursements	48,811	(829,641)	
Other Financing Uses	-	-	
Net Change to Fund Balance	<u>48,811</u>	<u>(829,641)</u>	

COMMUNITY UNIT SCHOOL DISTRICT #300

Summary of Fiscal Year Investment Activity-All Funds

Depository or Instrument	Type	Bank #	Bank Year	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Par/Face	Principal Invested	Earnings to Maturity	Principal Invested @ 04/30/20
OPERATING FUND INVESTMENTS											
PACIFIC WESTERN BANK	CD	365		2/8/2019	8/8/2019	181		249,947	246,900	-	-
US Treasure N/B 912828TNO	SEC	365		9/6/2018	8/31/2019	359		5,570,000	5,495,153	-	-
Morgan Stanley Private Bank 61760ADR7	DTC	365		8/31/2017	9/3/2019	733		247,000	247,000	-	-
Equity Bank, National Association	CDR	365		9/13/2018	9/12/2019	364		247,824	241,937	-	-
First Resource Bank	CDR	365		9/13/2018	9/12/2019	364		219,690	214,472	-	-
InterBank	CDR	365		9/13/2018	9/12/2019	364		218,119	212,937	-	-
Progress Bank and Trust	CDR	365		9/13/2018	9/12/2019	364		177,275	173,064	-	-
Central Bank and Trust Co.	CDR	365		9/13/2018	9/12/2019	364		165,045	161,124	-	-
Signature Bank	CDR	365		9/13/2018	9/12/2019	364		63,957	62,438	-	-
Parke Bank	CDR	365		9/13/2018	9/12/2019	364		247,824	241,937	-	-
East West Bank	CDR	365		9/13/2018	9/12/2019	364		247,824	241,937	-	-
Flagstar Bank, FSB	CDR	365		9/13/2018	9/12/2019	364		247,824	241,937	-	-
Central Bank	CDR	365		9/13/2018	9/12/2019	364		247,824	241,937	-	-
Bank of Fayette County	CDR	365		9/13/2018	9/12/2019	364		247,824	241,937	-	-
Chemical Bank/First Place Bank	CDR	365		9/13/2018	9/12/2019	364		247,824	241,937	-	-
Bank of American, National Association	CDR	365		9/13/2018	9/12/2019	364		247,824	241,937	-	-
Landmark Bank, N.A.	CDR	365		9/13/2018	9/12/2019	364		246,321	240,470	-	-
Texas Star Bank	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-
Wilmington Savings Fund Society, FSB	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-
Middlesex Federal Savings, F.A.	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-
BUSEY BANK, First Community Financial Bank	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-
Amarillo National Bank	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-
Centier Bank	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-
Bryn Mawr Trust Bank	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-
Liberty Bank & Trust Company	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-
Regent Bank	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-
Bank of Edwardsville	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-
Columbia State Bank	CDR	365		3/21/2019	9/19/2019	182		246,968	243,997	-	-
Kentucky Bank	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-
BankFirst Financial Services	CDR	365		3/21/2019	9/19/2019	182		160,064	158,139	-	-
Mabrey Bank/Citizens Security Bank & Trust Con	CDR	365		3/21/2019	9/19/2019	182		96,067	94,912	-	-
1st Colonial National Bank	CDR	365		3/21/2019	9/19/2019	182		32,469	32,078	-	-
Dime Bank	CDR	365		3/21/2019	9/19/2019	182		32,468	32,078	-	-
Mauch Chunk Trust Company	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-
MutualBank	CDR	365		3/21/2019	9/19/2019	182		249,602	246,600	-	-

Landmark Community Bank	CDR	365	3/21/2019	9/19/2019	182		249,602	246,600	-	-
Union First Market Bank	CDR	365	3/21/2019	9/19/2019	182		249,602	246,600	-	-
BANK HAPOALIM B.M.	CDR	365	3/21/2019	9/19/2019	182		249,602	246,600	-	-
Capitol Bank	CDR	365	3/21/2019	9/19/2019	182		249,602	246,600	-	-
Opus Bank	CDR	365	3/21/2019	9/19/2019	182		249,602	246,600	-	-
First Mid-Illinois Bank & Trust	CD	365	10/3/2018	10/3/2019	365	2.664%	249,885	243,400	-	-
Eaglebank	CD	365	10/3/2018	10/3/2019	365	2.551%	249,917	243,700	-	-
Eclipse Bank, Inc.	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
Cattle National Bank & Trust Company	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
Wallkill Valley Federal Savings & Loan Associatic	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
Treynor State Bank	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
Horatio State Bank	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
PEOPLES TRUST & SAVINGS BANK	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
Provident Bank	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
Town and Country Bank	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
Howard Bank	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
First National Bank of Syracuse	CDR	365	10/11/2018	10/10/2019	364	2.550%	223,317	217,778	-	-
Marlborough Savings Bank	CDR	365	10/11/2018	10/10/2019	364	2.550%	118,846	115,899	-	-
Bank of Western Oklahoma	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
Mabrey Bank/Citizens Security Bank & Trust Con	CDR	365	10/11/2018	10/10/2019	364	2.550%	27,066	26,395	-	-
First Bankers Trust Company, NA	CDR	365	10/11/2018	10/10/2019	364	2.550%	18,529	18,070	-	-
Community Bankers Bank	CDR	365	10/11/2018	10/10/2019	364	2.550%	9,265	9,035	-	-
State Bank of Toledo	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
State Bank	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
Monona State Bank	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
First Bank & Trust - Lubbock	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
Prairie Community Bank	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
Farmers & Merchants Bank of Colby	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
Ameris Bank	CDR	365	10/11/2018	10/10/2019	364	2.550%	248,084	241,931	-	-
FED HOME LN DISCOUNT NT - 313384QB8	SEC	365	9/5/2019	12/4/2019	90	1.870%	7,000,000	6,967,433	-	-
FED HOME LN DISCOUNT NT - 313384QJ1	SEC	365	9/16/2019	12/11/2019	86	1.830%	5,021,000	4,999,146	-	-
BANKUNITED NA	CD	365	5/24/2019	12/23/2019	213	2.350%	10,137,137	10,000,000	-	-
Fairfield National Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
Citizens Alliance Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
Peoples State Bank of Hallettsville	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
High Plains Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
Dakota Western Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
Peoples Bank, National Association	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
First State Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
Landmark National Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
QNB Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
RepublicBankAz, N.A.	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-

TexStar National Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
Bath Savings Institution	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
First Farmers and Merchants Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
Heritage Bank National Association	CDR	365	6/27/2019	12/26/2019	182	2.111%	79,091	78,266	-	-
Pioneer Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	9,773	9,671	-	-
United Community Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	5,067	5,014	-	-
Simmons First National Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	3,547	3,510	-	-
Mascoma Savings Bank (MHC)	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
C US Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
ADAMS BANK & TRUST	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
Executive National Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
Charter West National Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
Home Bank, National Association	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
Isabella Bank	CDR	365	6/27/2019	12/26/2019	182	2.111%	247,758	245,177	-	-
Bremer Bank, NA	CD	365	6/11/2019	12/31/2019	203	2.220%	249,948	246,900	-	-
FINANCIAL FEDERAL BANK	CD	365	6/11/2019	12/31/2019	203	2.150%	249,954	247,000	-	-
FIRST NATIONAL BANK / THE FIRST , NA	CD	365	6/11/2019	12/31/2019	203	2.117%	249,908	247,000	-	-
US TREASURY N/B (1.250%) 912828h52	SEC	365	8/12/2019	1/31/2020	172	1.830%	2,255,000	2,248,922	-	-
US TREASURY N/B (1.375%) 912828UL2	SEC	365	9/5/2019	1/31/2020	148	1.810%	4,750,000	4,741,650	-	-
Bank OZK	CD	365	8/9/2019	2/5/2020	180	1.878%	249,995	247,700	-	-
PACIFIC WESTERN BANK	CD	365	8/9/2019	2/5/2020	180	1.832%	249,937	247,700	-	-
FIRST INTERNET BANK OF INDIANA	CD	365	8/9/2019	2/5/2020	180	1.832%	249,938	247,700	-	-
CIBC BANK USA / PRIVATE BANK - MI	CD	365	8/9/2019	2/5/2020	180	1.831%	249,937	247,700	-	-
HOME EXCHANGE BANK	CD	365	8/9/2019	2/5/2020	180	1.851%	249,962	247,700	-	-
Reliance Bank	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
First National Bank and Trust Company	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
Business First Bank	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
BLUE RIDGE BANK, NA	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
Bank of Tioga	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
FirstCapital Bank of Texas, N.A. / First National E	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
Frontier Bank of Texas	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
CENTRAL BANK OF THE OZARKS	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
Dacotah Bank	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
CFBank	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
First national Bank of Manchester	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
Great Plains State Bank	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
Bank of Washington	CDR	365	2/14/2019	2/13/2020	364	2.600%	193,750	188,866	-	-
Bank of Springfield	CDR	365	2/14/2019	2/13/2020	364	2.600%	186,746	182,039	-	-
First Resource Bank	CDR	365	2/14/2019	2/13/2020	364	2.600%	28,205	27,494	-	-
Frontier Bank	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
CapStar Bank	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
Peoples Neighborhood Bank	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-

UNITY BANK NORTH	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
Commercial State Bank of Wagner	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
Old National Bank	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
State Bank	CDR	365	2/14/2019	2/13/2020	364	2.600%	248,453	242,190	-	-
BANK OF BARODA (1.950%) 06063HGK3	DTC	365	8/15/2019	2/18/2020	187	1.840%	247,000	247,138	-	247,607.37
COMERICA BANK TEXAS (1.900%) 200339ET2	DTC	365	8/16/2019	2/18/2020	186	1.830%	247,000	247,087	-	247,607.37
STERLING NATL BANK NY (1.900%) 85942AAE	DTC	365	8/16/2019	2/18/2020	186	1.830%	247,000	247,087	-	247,607.37
MERCHANTS BNK OF INDIANA (1.950%) 5884	DTC	365	8/19/2019	2/19/2020	184	1.850%	247,000	247,123	-	247,607.37
SAFRA NATIONAL BANK (1.900%) 78658Q7K3	DTC	365	8/20/2019	2/20/2020	184	1.830%	247,000	247,086	-	247,607.37
FIRST FINANCIAL NORTHWES (1.900%) 3202	DTC	365	8/20/2019	2/20/2020	184	1.830%	249,000	249,087	-	247,607.37
TREASURY BILL - 912796TG4	SEC	365	9/5/2019	2/20/2020	168	1.770%	14,112,000	13,998,267	-	-
Middlesex Federal Savings, F.A.	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
Amarillo National Bank	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
Georgia Banking Company	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
Southern Bank	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
MutualBank	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
Bankers' Bank	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
Parke Bank	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
Access National Bank	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
Landmark Bank, N.A.	CDR	365	9/19/2019	3/19/2020	182	1.800%	242,244	240,095	-	-
United Community Bank	CDR	365	9/19/2019	3/19/2020	182	1.800%	242,205	240,056	-	-
Bank3	CDR	365	9/19/2019	3/19/2020	182	1.800%	232,449	230,387	-	-
West Texas State Bank	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
Hershey State Bank	CDR	365	9/19/2019	3/19/2020	182	1.800%	226,488	224,479	-	-
Mabrey Bank / Citizens Security Bank & Trust Co	CDR	365	9/19/2019	3/19/2020	182	1.800%	95,750	94,901	-	-
First National Bank of Granbury	CDR	365	9/19/2019	3/19/2020	182	1.800%	25,165	24,942	-	-
Bank of Edwardsville	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
West Gate Bank	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
Spencer Savings Bank	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
Bank of America, National Association	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
First National Bank & Trust of Elk City	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
Southern States Bank	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
Capitol Bank	CDR	365	9/19/2019	3/19/2020	182	1.800%	248,778	246,571	-	-
US TREASURY N/B (1.375%) 912828J84	SEC	365	9/5/2019	3/31/2020	208	1.750%	11,207,000	11,183,360	-	-
US TREASURY N/B (1.500%) 912828X21	SEC	365	9/5/2019	4/15/2020	223	1.720%	4,233,000	4,227,378	-	-
KS STATEBANK/KANSAS STATE BANK OF MA	CDR	365	5/2/2019	4/30/2020	364	2.535%	248,448	242,338	-	-
VALLEY NATIONAL BANK	CDR	365	5/2/2019	4/30/2020	364	2.535%	248,448	242,338	-	-
Equitable Bank	CDR	365	5/2/2019	4/30/2020	364	2.535%	196,903	192,060	-	-
Univest Bank & Trust Co.	CDR	365	5/2/2019	4/30/2020	364	2.535%	187,110	182,508	-	-
Mound City Bank	CDR	365	5/2/2019	4/30/2020	364	2.535%	170,039	165,857	-	-
First Virginia Community Bank	CDR	365	5/2/2019	4/30/2020	364	2.535%	37,113	36,200	-	-
Virginia National Bank	CDR	365	5/2/2019	4/30/2020	364	2.535%	248,448	242,338	-	-

First Intercontinental Bank	CDR	365	5/2/2019	4/30/2020	364	2.535%	248,448	242,338	-	-
American National Bank	CDR	365	5/2/2019	4/30/2020	364	2.535%	248,448	242,338	-	-
Orange Bank & Trust Co.	CDR	365	5/2/2019	4/30/2020	364	2.535%	248,448	242,338	-	-
Western Alliance Bank/Aliance Bank of AZ	CDR	365	5/2/2019	4/30/2020	364	2.535%	248,448	242,338	-	-
AVB Bank	CDR	365	5/2/2019	4/30/2020	364	2.535%	248,448	242,338	-	-
First Western Trust Bank	CDR	365	5/2/2019	4/30/2020	364	2.535%	248,448	242,338	-	-
RENASANT BANK	CDR	365	5/2/2019	4/30/2020	364	2.535%	248,448	242,338	-	-
Bankwest of Kansas	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
State Bank & Trust Company	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Bank of Akron	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Legacy Texas Bank/ViewPoint Bank MHC	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
First National Bank of Oklahoma	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
OakStar Bank, National Association	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Peoples Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Centreville Savings Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Farmers Savings Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Liberty National Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
FirstBank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Bank 7	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
OLD SECOND NATIONAL BANK	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Bank of Glen Ullin	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
West Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
First National Bank of Fort Smith	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Saco & Biddeford Savings Institution	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Bank Midwest	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
First Freedom Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Aquesta Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
USNY Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Freedom Bank of Virginia	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
United Bank/Bank of Georgetown	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
First State Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Planters Bank, Inc	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
River City Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
American Bank and Trust Company	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Farmers and Merchants State Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Crossroads Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
First Bankers Trust Company, NA	CDR	365	5/9/2019	5/7/2020	364	2.535%	229,892	224,238	5,653.88	224,237.64
Texas National Bank of Jacksonville	CDR	365	5/9/2019	5/7/2020	364	2.535%	226,694	221,119	5,575.25	221,119.11
Thomas County Federal Savings & Loan Associa	CDR	365	5/9/2019	5/7/2020	364	2.535%	195,686	190,873	4,812.63	190,873.11
Union Bank Company	CDR	365	5/9/2019	5/7/2020	364	2.535%	190,744	186,053	4,691.09	186,052.84
TIAA, FSB/Everbank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
First Federal Community Bank of Bucyrus	CDR	365	5/9/2019	5/7/2020	364	2.535%	157,195	153,329	3,866.01	153,329.46

BCB Community Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	125,743	122,650	3,092.48	122,650.46
Waterford Bank, N.A.	CDR	365	5/9/2019	5/7/2020	364	2.535%	103,090	100,555	2,535.37	100,555.00
Robertson Banking Company	CDR	365	5/9/2019	5/7/2020	364	2.535%	97,256	94,864	2,391.89	94,864.35
Bank of Oak Ridge	CDR	365	5/9/2019	5/7/2020	364	2.535%	91,094	88,854	2,240.34	88,853.97
Morton Community Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	65,551	63,939	1,612.14	63,938.76
First National Bank of Syracuse	CDR	365	5/9/2019	5/7/2020	364	2.535%	24,803	24,193	610.00	24,193.14
First National Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	18,556	18,100	456.37	18,099.90
Mainstreet Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	11,645	11,359	286.39	11,358.63
Spirit of Texas Bank, SSB	CDR	365	5/9/2019	5/7/2020	364	2.535%	9,278	9,050	228.18	9,049.95
Heritage Bank, Inc.	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Peoples National Bank, NA	CDR	365	5/9/2019	5/7/2020	364	2.535%	9,237	9,010	227.35	9,009.78
Old Line Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Liberty National Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
Waumandee State Bank	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
BOKF, National Association	CDR	365	5/9/2019	5/7/2020	364	2.535%	248,448	242,338	6,110.24	242,337.54
SONABANK	CD	365	5/9/2019	5/8/2020	365	2.490%	249,870	243,800	6,070.24	243,800.00
Modern Bank, National Association	CD	365	5/9/2019	5/8/2020	365	2.350%	249,836	244,100	5,736.32	244,100.00
Prudential Bank	CD	365	5/9/2019	5/8/2020	365	2.347%	249,830	244,100	5,730.24	244,100.00
FIELDPOINT PRIVATE BANK & TRUST	CD	365	5/9/2019	5/8/2020	365	2.340%	249,900	244,200	5,699.83	244,200.00
Premier Bank	CD	365	5/9/2019	5/8/2020	365	2.300%	249,817	244,200	5,616.68	244,200.00
FIRST CAPITAL BANK	CD	365	5/9/2019	5/8/2020	365	2.300%	249,817	244,200	5,616.60	244,200.00
Rockford B&TC	CD	365	5/9/2019	5/8/2020	365	2.343%	249,818	244,100	5,718.05	244,100.00
East Boston Savings Bank	CD	365	5/9/2019	5/8/2020	365	2.301%	249,818	244,200	5,617.93	244,200.00
Brookline Bank	CD	365	5/9/2019	5/8/2020	365	2.333%	249,879	244,200	5,678.88	244,200.00
TBK BANK, SSB/THE NATIONAL BANK	CD	365	5/9/2019	5/8/2020	365	2.301%	249,818	244,200	5,618.03	244,200.00
Bank OZK (LOC)	CD	365	6/11/2019	6/10/2020	365	2.136%	17,158,868	16,800,000	358,867.90	16,800,000.00
PREFERRED BANK	CD	365	6/11/2019	6/12/2020	367	2.276%	146,255	143,000	3,254.52	143,000.00
THIRD COAST BANK, SSB	CD	365	6/13/2019	6/12/2020	365	2.175%	249,921	244,600	5,320.85	244,600.00
BROADWAY FEDERAL BANK, F.S.B.	CD	365	6/13/2019	6/12/2020	365	2.247%	249,878	244,400	5,477.81	244,400.00
GRANITE COMMUNITY BANK / FIRST NB OF C	CD	365	6/13/2019	6/12/2020	365	2.150%	249,859	244,600	5,258.90	244,600.00
Bank OZK (LOC)	CD	365	6/13/2019	6/12/2020	365	2.136%	9,192,248	9,000,000	192,247.78	9,000,000.00
Bank OZK (LOC)	CD	365	6/13/2019	6/12/2020	365	2.136%	7,275,562	7,123,400	152,161.98	7,123,400.00
Bank OZK (LOC)	CD	365	6/13/2019	6/12/2020	365	2.136%	8,170,887	8,000,000	170,886.91	8,000,000.00
PINNACLE BANK	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
Tristate Capital Bank	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
John Marshall Bank	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
Century Bank & Trust	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
Union Bank & Trust Company	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
First National Bank, Sallisaw	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
Jersey Shore State Bank	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
First Liberty Bank	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
Bank of England	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54

Signature	CDR	365	6/20/2019	6/18/2020	364	2.534%	184,328	179,797	4,531.58	179,796.56
Morton Community Bank	CDR	365	6/20/2019	6/18/2020	364	2.534%	182,895	178,399	4,496.35	178,398.78
IBERIABANK	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
Waterford Bank, N.A.	CDR	365	6/20/2019	6/18/2020	364	2.534%	145,356	141,783	3,573.48	141,782.54
BCB Community Bank	CDR	365	6/20/2019	6/18/2020	364	2.534%	122,704	119,687	3,016.59	119,687.08
Mainstreet Bank	CDR	365	6/20/2019	6/18/2020	364	2.534%	101,798	99,295	2,502.63	99,295.25
First Federal Bank of Midwest	CDR	365	6/20/2019	6/18/2020	364	2.534%	73,987	72,168	1,818.91	72,167.62
Thomas County Federal Savings & Loan Associa	CDR	365	6/20/2019	6/18/2020	364	2.534%	52,762	51,464	1,297.11	51,464.43
Pacific Premier Bank / Plaza Bank / Bank of Mani	CDR	365	6/20/2019	6/18/2020	364	2.534%	37,112	36,200	912.38	36,199.80
Landmark Bank, N.A.	CDR	365	6/20/2019	6/18/2020	364	2.534%	1,507	1,470	37.01	1,469.76
Armstrong Bank	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
Independent Bank / Bank of Houston	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
CENTRAL BANK OF OKLAHOMA / ONB Bank a	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
Farmers & Merchants Union Bank	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
Pinnacle Bank - Wyoming	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
Bank of Belleville	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
ST. LOUIS BANK	CDR	365	6/20/2019	6/18/2020	364	2.534%	248,445	242,338	6,107.86	242,337.54
CORNERSTONE BANK - YORK NEBRASKA	CD	365	6/24/2019	6/24/2020	366	2.279%	249,876	244,300	5,575.52	244,300.00
Newbank, NA	CD	365	6/24/2019	6/24/2020	366	2.239%	249,887	244,400	5,487.33	244,400.00
City First Bank of D.C., National Association	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
Meridian Bank	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
Investors Community Bank	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
Tri-State Bank of Memphis	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
Bank Plus	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
Independent Bank	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
Arbor Bank	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
Merrick Bank	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
First Federal Bank of Midwest	CDR	365	6/27/2019	6/25/2020	364	2.124%	173,765	170,170	3,595.11	170,169.92
Heritage Bank National Association	CDR	365	6/27/2019	6/25/2020	364	2.124%	167,316	163,854	3,461.68	163,853.97
MainStreet Bank	CDR	365	6/27/2019	6/25/2020	364	2.124%	134,466	131,684	2,782.03	131,683.65
Union Bank	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
Mabrey Bank/Citizens Security Bank & Trust Con	CDR	365	6/27/2019	6/25/2020	364	2.124%	123,242	120,692	2,549.81	120,692.05
South Carolina Community Bank	CDR	365	6/27/2019	6/25/2020	364	2.124%	36,964	36,200	764.72	36,199.77
Calhoun County Bank, Inc.	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
Live Oak Banking Company	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
McFarland State Bank	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
Beneficial State Bank / OneCalifornia Bank, FSB	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
Central Bank of St. Louis / First National Bank of	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
Belmont Bank & Trust Company	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
SouthPoint Bank	CDR	365	6/27/2019	6/25/2020	364	2.124%	247,457	242,338	5,119.77	242,337.54
US TREASURY N/B (1.375%) 912828L32	SEC	365	9/5/2019	8/31/2020	361	1.650%	3,759,000	3,748,868	10,131.68	3,748,868.32
First Mid-Illinois Bank & Trust	CD	365	1/31/2020	2/1/2021	367	1.562%	249,965	246,100	3,865.15	246,100.00

Royal Business Bank	CD	365	1/31/2020	2/1/2021	367	1.488%	249,985	246,300	3,684.75	246,300.00	
Landmark Community Bank	CD	365	1/31/2020	2/1/2021	367	1.438%	249,963	246,400	3,562.69	246,400.00	
First National Bank/The First, NA	CD	365	1/31/2020	2/1/2021	367	1.468%	249,921	246,300	3,621.02	246,300.00	
Bank of the West SF CA (1.650%)	DTC	365	2/5/2020	2/4/2022	730	1.550%	245,000	245,241	-	247,607.37	
Morgan Stanley Bank NA (1.700%)	DTC	365	2/6/2020	8/6/2021	547	1.660%	247,000	247,146	-	247,607.37	
Morgan Stanley Private Bank (1.700%)	DTC	365	2/6/2020	8/6/2021	547	1.660%	247,000	247,146	-	247,607.37	
BMW Bank North America (1.600%)	DTC	365	2/7/2020	8/9/2021	549	1.600%	248,000	248,147	-	247,607.37	
Wells Fargo Natl Bk West (1.650%)	DTC	365	2/10/2020	8/10/2021	547	1.650%	249,000	249,184	-	247,607.37	
NEXBANK, SSB-ICS	SDA		4/30/2020			0.250%	812	812		812	
CITIBANK	SDA		4/30/2020			0.100%	775	775		775	
PONCE BANK	SDA		4/30/2020			1.100%	5,023,201	5,023,201		5,023,201	
Bank of China	SDA		4/30/2020			1.100%	5,746,878	5,746,878		5,746,878	
PMA/ISDLAF Liquid #10254-101	Short term trust deposit	365		as needed	n/a	0.630%		-	-	-	
PMA/ISDLAF Max #10254-101	Short term trust deposit	365		as needed	n/a	0.710%		16,323,479.29	-	16,323,479.29	
PMA/ISDLAF Liquid #10254-104	Short term trust deposit	365		as needed	n/a	0.630%		3,051,339.89	-	3,051,339.89	
Total Operating Investments with PMA									\$	100,347,317.74	
									Outstanding Items	(2,797,476.25)	
									Bond & Interest Fund Transfers	180,732.34	
									Construction Fund Transfers	(21,002,297.80)	
TOTALS OPERATING FUNDS AS OF			30-Apr-20						\$	76,728,276.03	
TOTALS BOND AND INTEREST FUND INVESTMENTS AS OF (see page 9 for details):			30-Apr-20						\$	1,226,622.46	
TOTAL CONSTRUCTION FUND INVESTMENTS AS OF (see page 10 for details):			30-Apr-20						\$	21,002,297.80	
TOTAL FUNDS INVESTED (Including Construction and Bond & Interest Fund)									30-Apr-20	\$	98,957,196.29

COMMUNITY UNIT SCHOOL DISTRICT #300

Summary of Fiscal Year Investment Activity-Bond and Interest Fund

Depository or Instrument	Type	Bank #	Bank Year	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Par/Face	Principal Invested	Earnings to Maturity	Principal Invested @ 04/30/20
BOND AND INTEREST FUND INVESTMENTS											
PLATINUM BANK	CD	365		7/2/2018	7/2/2019	365		102,300	100,000	-	-
Morgan Stanley Private Bank 61747MYP0	DTC	365		8/31/2017	9/3/2019	733		247,000	247,000	-	247,607.37
US TREASURY N/B (1.375%) 912796SY6	SEC	365		9/5/2019	12/26/2019	112	1.840%	43,240,000	4,299,786	-	-
Mechanics Savings Bank	CD	365		6/11/2019	12/31/2019	203	2.112%	249,901	247,000	-	-
BANK LEUMI USA	CD	365		6/11/2019	12/31/2019	203	2.100%	249,986	247,100	-	-
Franklin Synergy Bank	CD	365		6/11/2019	12/31/2019	203	2.100%	249,986	247,100	-	-
Associated Bank, NA	CD	365		6/11/2019	12/31/2019	203	2.080%	159,727	157,900	-	-
Nexbank, SSB	CD	365		6/24/2019	12/31/2019	190	2.210%	249,942	247,100	-	-
Servisfirst Bank	CD	365		6/24/2019	12/31/2019	190	2.212%	249,946	247,100	-	-
Vast Bank/Valley National Bank	CD	365		7/2/2019	12/31/2019	182	1.971%	100,983	100,000	-	-
Bank OZK (LOC)	CD	365		7/11/2019	12/31/2019	173	2.001%	1,211,379	1,200,000	-	-
Bank of China	CD	365		3/5/2019	3/4/2020	365	2.641%	204,255	199,000	-	-
Preferred Bank	CD	365		3/5/2019	3/4/2020	365	2.584%	103,610	101,000	-	-
CFG Community Bank	CD	365		5/16/2019	5/15/2020	365	2.393%	249,838	244,000	5,837.70	244,000.00
Texas Capital Bank	CD	365		5/16/2019	5/15/2020	365	2.330%	249,874	244,200	5,674.31	244,200.00
Border State Bank	CD	365		5/29/2019	5/28/2020	365	2.290%	249,893	244,300	5,593.37	244,300.00
Community State Bank-OK	CD	365		1/2/2019	12/31/2020	729	2.806%	249,225	236,000	13,224.61	236,000.00
PMA 1994 Escrow Fund; #10254-103-Liquid	Short term trust deposit	365			as needed	n/a	0.63%		0.00	-	-
PMA 1994 Escrow Fund; #10254-103-Max	Short term trust deposit	365			as needed	n/a	0.71%		383,324.86	-	383,324.86
Total B&I Investments with PMA											1,351,824.86
USBank Intercept Escrow Fund 400554.1	MMA								33,981.42	-	33,981.42
USBank Bond Pool Fund 431613.1	MMA								21,548.52	-	21,548.52
Total B&I Investments with US Bank											55,529.94
TOTAL BOND AND INTEREST FUNDS INVESTMENTS AS OF:				30-Apr-20					55,529.94		1,407,354.80
										Outstanding Items	-
										Operating Fund Transfers	(180,732.34)
										Cash Balance Per General Ledger	\$ 1,226,622.46

COMMUNITY UNIT SCHOOL DISTRICT #300

Summary of Fiscal Year Investment Activity-Construction Fund

Depository or Instrument	Type	Bank # Year	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Par/Face	Principal Invested	to Maturity	Invested @ 04/30/20
CONSTRUCTION FUND INVESTMENTS FUND INVESTMENTS										
PMA/ISDLAF Liquid #10254-210	Short term trust deposit	365		as needed	n/a	0.63%		-	-	-
PMA/ISDLAF Max #10254-210	Short term trust deposit	365		as needed	n/a	0.63%		-	-	-
PMA/ISDLAF Max #10254-211	Short term trust deposit	365		as needed	n/a	0.71%		-	-	-
TOTAL CONSTRUCTION FUNDS INVESTMENTS AS OF:			30-Apr-20					-	-	-
									Outstanding Items	-
									Operating Fund Transfers	21,002,297.80
									Cash Balance Per General Ledger	<u>\$ 21,002,297.80</u>

Balance Sheet

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Company 10 - Educational Fund
Balance Sheet
For Period 10 Ending April 30, 2020

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Fiscal Year 2020

Consolidated		Educational Fund	Consolidated		
Account Nbr	Description	Current Year	Previous Year	Change	Percent
ASSETS					
ASSETS					
CURASSETS					
8000					
8010-0000					
8014-0000					
8015-0000					
8016-0000					
8017-0000					
Total Cash		30,970,309.89	22,446,326.28	8,523,983.61	38.0
RECEIVABLES					
8100					
8190-0000					
8192-0000					
Total 110-122		9,375,193.05	9,375,193.05	0.00	
8400					
8486-0000					
Total Other Current Assets		.01	.03	.02-	66.7-
Total Receivables		72,753,102.06	72,754,621.08	1,519.02-	
Total Current Assets		103,678,150.67	95,181,699.89	8,496,450.78	8.9
Total Assets		103,678,150.67	95,181,699.89	8,496,450.78	8.9
LIABFBAL					
LIABILITIES					
9000					
9011-0000					
9021-0000					
9022-0000					
9025-0000					
9098-0000					
Total Current Liabilities		1,191,480.18-	620,971.41-	570,508.77-	91.9
9300					
9301-0000					
9302-0000					
9304-0000					
9305-0000					
9310-0000					
9311-0000					
9320-0000					
9321-0000					
9325-0000					
9330-0000					
9340-0000					
9362-0000					
Total Payroll Deductions		350.48	384.53-	735.01	191.1-
Total Liabilities		1,542,630.66-	1,005,716.42-	536,914.24-	53.5
Total Liabilities & Fund Equity		103,678,150.67	95,181,699.89	8,496,450.78	8.9

Balance Sheet

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Company 10 - Educational Fund
Balance Sheet
For Period 10 Ending April 30, 2020

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Fiscal Year 2020

Consolidated		Educational Fund	Consolidated		
Account Nbr	Description	Current Year	Previous Year	Change	Percent
9400	Other Payables				
9402-0000	Owed to Foundation	1,408.34	1,433.34	25.00-	1.7-
9403-0000	Owed to Settlement	1,257.50-	1,257.50-	0.00	
9404-0000	Owed to Building-Music Donations	1,075.01-	0.00	1,075.01-	
9410-0000	Owed to Building-Vending	185,516.62-	158,659.75-	26,856.87-	16.9
9411-0000	Owed to Building-Picture Money	138,913.42-	117,990.28-	20,923.14-	17.7
9412-0000	Owed to Building-ACT Prep Program	171,430.38-	153,778.46-	17,651.92-	11.5
9413-0000	Owed to Building-Physical Education	221,274.16-	210,248.30-	11,025.86-	5.2
9414-0000	Owed to Building-Athletics	454,452.37-	405,507.41-	48,944.96-	12.1
9415-0000	Owed to Building-Yearbook	126,412.07-	125,422.13-	989.94-	.8
9416-0000	Owed to Building-Year in Review Vid	3,300.15-	3,266.15-	34.00-	1.0
9417-0000	Owed to Building-Athletic Tournamen	201,505.21-	217,277.75-	15,772.54	7.3-
9418-0000	Owed to Building-Assignment Books	2,820.00-	2,820.00-	0.00	
9419-0000	Owed to Building-Other	265,867.66-	251,731.19-	14,136.47-	5.6
9420-0000	Owed to Building - Spec Olympics	5,022.31-	5,022.31-	0.00	
9421-0000	Owed to Building - Admin Mentoring	10,220.75-	10,220.75-	0.00	
9422-0000	Owed to Building - Corporate Sponso	16,348.42-	16,637.20-	288.78	1.7-
9423-0000	Owed to Building - Athletic Donation	34,908.41-	98,560.64-	63,652.23	64.6-
9424-0000	Owed To Building - Musical	141,584.26-	122,422.35-	19,161.91-	15.7
9425-0000	Owed to Building - Summer Camps	5,046.57-	158,893.99-	153,847.42	96.8-
9426-0000	Owed to Building - Library	84,675.81-	62,214.54-	22,461.27-	36.1
9429-0000	Owed to Building - BPAC	360.64-	360.64-	0.00	
9430-0000	Owed to Building - Donations	37,065.45-	31,649.42-	5,416.03-	17.1
9434-0000	Owed to Buildings-Basketball	6,376.18-	10,667.32-	4,291.14	40.2-
9437-0000	Owed to Buildings-Softball	250.00-	250.00-	0.00	
9460-0000	Other Payables	2,092,217.68	1,360,443.61	731,774.07	53.8
9461-0000	Credit Card Payable	482.96-	482.96-	0.00	
9463-0000	Summer Camp-Bowling	.30-	.30-	0.00	
9464-0000	Summer Camp-Girls Basketball	1,319.07-	3,340.00-	2,020.93	60.5-
9465-0000	Summer Camp-Boys Basketball	4,890.73-	12,099.48-	7,208.75	59.6-
9466-0000	Summer Camp-Coed Tennis	3,143.70-	1,811.59-	1,332.11-	73.5
9467-0000	Summer Camp-Football	1,907.23-	4,375.00-	2,467.77	56.4-
9468-0000	Summer Camp-Coed Volleyball	2,099.84	724.84	1,375.00	189.7
9469-0000	Summer Camp-Coed Wrestling	1,503.24-	1,225.00-	278.24-	22.7
9470-0000	Summer Camp-Boys Baseball	1,885.96-	6,194.70-	4,308.74	69.6-
9471-0000	Summer Camp-Girls Softball	223.56-	705.87	929.43-	131.7-
9472-0000	Sports Camp-Elementary	586.57-	586.57-	0.00	
9473-0000	Summer Camp-Coed Soccer	1,540.44-	5,851.60-	4,311.16	73.7-
9474-0000	Summer Camp-Cheerleading	41.90-	1,290.00-	1,248.10	96.8-
9475-0000	Custodial Services	148,699.54-	94,896.98-	53,802.56-	56.7
9477-0000	Summer Camp-Coed Basketball	372.00-	235.00-	137.00-	58.3
9478-0000	Summer Camp-Girls Soccer	.45-	0.00	.45-	
9479-0000	Summer Camp-Coed Cross Country	67.44-	190.00-	122.56	64.5-
9480-0000	Summer Camp-Boys Lacrosse	375.43-	250.00-	125.43-	50.2
9481-0000	Summer Camp-Girls Lacrosse	.29-	0.00	.29-	
9482-0000	Summer Camp-Dance Camp	1,398.46-	275.00-	1,123.46-	408.5
9483-0000	Summer Camp-Boys Soccer	5,661.75-	1,750.00-	3,911.75-	223.5
9484-0000	Summer Camp-Girls Golf	567.00-	375.00-	192.00-	51.2
9485-0000	Summer Camp-Boys Golf	1,560.00-	0.00	1,560.00-	
9486-0000	Summer Camp-Girls Volleyball	8,172.58-	4,625.00-	3,547.58-	76.7
9488-0000	Summer Camp-Marching Band	589.60-	3,420.00-	2,830.40	82.8-
9490-0000	Summer Camp-Coed Baseball	221.27	0.00	221.27	

Balance Sheet

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Company 10 - Educational Fund
Balance Sheet
For Period 10 Ending April 30, 2020

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Fiscal Year 2020

Consolidated		Educational Fund	Consolidated		
Account Nbr	Description	Current Year	Previous Year	Change	Percent
9400	Other Payables				
9491-0000	Summer Camp-Coed Lacrosse	71.69	50.00-	121.69	243.4-
9492-0000	Summer Camp-Strength & Conditioning	64.00-	0.00	64.00-	
9495-0000	Ed Services Donations	520.65-	0.00	520.65-	
9496-0000	FSL Events-Donations	71.56-	0.00	71.56-	
9497-0000	Coffee Shop	4,575.19-	0.00	4,575.19-	
9498-0000	Owed to Special Events	1,741.77-	2,361.78-	620.01	26.3-
9499-0000	Owed to Wellness	7,150.00-	255.00-	6,895.00-	2703.9
	Total Other Payables	218,777.90-	947,491.38-	728,713.48	76.9-
	Total Liabilities	64,530,337.76-	64,190,610.64-	339,727.12-	.5
FUNDBAL	Equity				
9900-0000	Fund Balance	53,703,191.39-	47,090,176.75-	6,613,014.64-	14.0
9950-0000	Current Year Net Change in Fund Balan	14,555,378.48	16,099,580.33	1,544,201.85-	9.6-
9998-0000	Error Suspense Payroll	0.00	492.83-	492.83	100.0-
	Total Equity	39,147,812.91-	30,991,089.25-	8,156,723.66-	26.3
	Total Liabilities & Fund Equit	103,678,150.67-	95,181,699.89-	8,496,450.78-	8.9
		=====	=====	=====	=====

Balance Sheet

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Company 11 - Health Insurance Fund
Balance Sheet
For Period 10 Ending April 30, 2020

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Fiscal Year 2020

Consolidated		Health Insurance Fund	Consolidated		
Account Nbr	Description	Current Year	Previous Year	Change	Percent
ASSETS	Assets				
CURASSETS	Current Assets				
8000	Cash				
8010-0000	Cash	4,690,850.46	3,735,176.86	955,673.60	25.6
	Total Cash	4,690,850.46	3,735,176.86	955,673.60	25.6
	Total Current Assets	4,690,850.46	3,735,176.86	955,673.60	25.6
	Total Assets	4,690,850.46	3,735,176.86	955,673.60	25.6
		=====	=====	=====	=====
LIABFBAL	Liabilities & Fund Equity				
LIABILITIES	Liabilities				
9300	Payroll Deductions				
9322-0000	Employee Health Payable	4,571,991.55-	3,638,088.32-	933,903.23-	25.7
9323-0000	Employee Dental Payable	122,377.25-	124,423.27-	2,046.02	1.6-
9324-0000	Employee Vision Payable	3,518.34	27,334.73	23,816.39-	87.1-
	Total Payroll Deductions	4,690,850.46-	3,735,176.86-	955,673.60-	25.6
	Total Liabilities	4,690,850.46-	3,735,176.86-	955,673.60-	25.6
	Total Liabilities & Fund Equit	4,690,850.46-	3,735,176.86-	955,673.60-	25.6
		=====	=====	=====	=====

Balance Sheet

GL292 Date 06/01/20
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Company 14 - Grant Fund
Balance Sheet
For Period 10 Ending April 30, 2020

USD

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Fiscal Year 2020

Consolidated		Grant Fund	Consolidated		
Account Nbr	Description	Current Year	Previous Year	Change	Percent
ASSETS	Assets				
CURASSETS	Current Assets				
8000	Cash				
8010-0000	Cash	2,155,880.94	2,661,891.85	506,010.91-	19.0-
	Total Cash	2,155,880.94	2,661,891.85	506,010.91-	19.0-
	Total Current Assets	2,155,880.94	2,661,891.85	506,010.91-	19.0-
	Total Assets	2,155,880.94	2,661,891.85	506,010.91-	19.0-
		=====	=====	=====	=====
LIABFBAL	Liabilities & Fund Equity				
LIABILITIES	Liabilities				
9000	Current Liabilities				
9011-0000	Accounts Payable	5,906.48-	906,095.78-	900,189.30	99.3-
	Total Current Liabilities	5,906.48-	906,095.78-	900,189.30	99.3-
	Total Liabilities	5,906.48-	906,095.78-	900,189.30	99.3-
FUNDBAL	Equity				
9900-0000	Fund Balance	422,494.69-	0.00	422,494.69-	
9950-0000	Current Year Net Change in Fund Balan	1,727,479.77-	1,755,796.07-	28,316.30	1.6-
	Total Equity	2,149,974.46-	1,755,796.07-	394,178.39-	22.5
	Total Liabilities & Fund Equit	2,155,880.94-	2,661,891.85-	506,010.91	19.0-
		=====	=====	=====	=====

Balance Sheet

GL292 Date 06/01/20
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Company 20 - Operations & Maintenance Fund USD
Balance Sheet
For Period 10 Ending April 30, 2020

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Fiscal Year 2020

Consolidated		Operations & Maintenance Fund	Consolidated		
Account Nbr	Description	Current Year	Previous Year	Change	Percent
ASSETS					
Assets					
CURASSETS					
Current Assets					
8000	Cash				
8010-0000	Cash	684,625.81-	2,163,879.15-	1,479,253.34	68.4-
	Total Cash	684,625.81-	2,163,879.15-	1,479,253.34	68.4-
RECEIVABLES					
Receivables					
8100	110-122				
8192-0000	Property Taxes Receivable	10,021,556.00	10,021,556.00	0.00	
	Total 110-122	10,021,556.00	10,021,556.00	0.00	
8400	Other Current Assets				
8486-0000	Invoice Tolerance	.01	.03-	.04	133.3-
	Total Other Current Assets	.01	.03-	.04	133.3-
	Total Receivables	10,021,556.01	10,021,555.97	.04	
	Total Current Assets	9,336,930.20	7,857,676.82	1,479,253.38	18.8
	Total Assets	9,336,930.20	7,857,676.82	1,479,253.38	18.8
=====					
LIABFBAL					
Liabilities & Fund Equity					
LIABILITIES					
Liabilities					
9000	Current Liabilities				
9011-0000	Accounts Payable	40,189.26-	108,439.55	148,628.81-	137.1-
9022-0000	Deferred Revenue	9,920,673.00-	9,920,673.00-	0.00	
	Total Current Liabilities	9,960,862.26-	9,812,233.45-	148,628.81-	1.5
9300	Payroll Deductions				
9320-0000	Employee Disability/Life Payable	12,478.42-	11,372.70-	1,105.72-	9.7
9321-0000	FSA	5,419.10-	4,466.76-	952.34-	21.3
9325-0000	Health Savings Account (HSA)	7,032.30-	100.00	7,132.30-	7132.3-
	Total Payroll Deductions	24,929.82-	15,739.46-	9,190.36-	58.4
9400	Other Payables				
9410-0000	Owed to Building-Vending	440.83-	440.83-	0.00	
9460-0000	Other Payables	441.00	441.00	0.00	
	Total Other Payables	.17	.17	0.00	
	Total Liabilities	9,985,791.91-	9,827,972.74-	157,819.17-	1.6
FUNDBAL					
Equity					
9900-0000	Fund Balance	2,822,746.50-	2,909,164.33-	86,417.83	3.0-
9950-0000	Current Year Net Change in Fund Balan	3,471,608.21	4,879,460.25	1,407,852.04-	28.9-
	Total Equity	648,861.71	1,970,295.92	1,321,434.21-	67.1-
	Total Liabilities & Fund Equit	9,336,930.20-	7,857,676.82-	1,479,253.38-	18.8
=====					

Balance Sheet

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Company 30 - Bond & Interest Fund
Balance Sheet
For Period 10 Ending April 30, 2020

USD

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Fiscal Year 2020

Consolidated		Bond & Interest Fund		Consolidated	
Account Nbr	Description	Current Year	Previous Year	Change	Percent
ASSETS	Assets				
CURASSETS	Current Assets				
8000	Cash				
8010-0000	Cash	1,226,622.46	1,459,053.98	232,431.52-	15.9-
	Total Cash	1,226,622.46	1,459,053.98	232,431.52-	15.9-
RECEIVABLES	Receivables				
8100	110-122				
8192-0000	Property Taxes Receivable	13,670,218.00	13,670,218.00	0.00	
	Total 110-122	13,670,218.00	13,670,218.00	0.00	
	Total Receivables	13,670,218.00	13,670,218.00	0.00	
	Total Current Assets	14,896,840.46	15,129,271.98	232,431.52-	1.5-
	Total Assets	14,896,840.46	15,129,271.98	232,431.52-	1.5-
LIABFBAL	Liabilities & Fund Equity				
LIABILITIES	Liabilities				
9000	Current Liabilities				
9022-0000	Deferred Revenue	13,497,122.00-	13,497,122.00-	0.00	
	Total Current Liabilities	13,497,122.00-	13,497,122.00-	0.00	
	Total Liabilities	13,497,122.00-	13,497,122.00-	0.00	
FUNDBAL	Equity				
9900-0000	Fund Balance	7,821,825.37-	9,496,497.82-	1,674,672.45	17.6-
9950-0000	Current Year Net Change in Fund Balan	6,422,106.91	7,864,347.84	1,442,240.93-	18.3-
	Total Equity	1,399,718.46-	1,632,149.98-	232,431.52	14.2-
	Total Liabilities & Fund Equit	14,896,840.46-	15,129,271.98-	232,431.52	1.5-

Balance Sheet

GL292 Date 06/01/20
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Company 40 - Transportation Fund
Balance Sheet
For Period 10 Ending April 30, 2020

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Fiscal Year 2020

Consolidated		Transportation Fund	Consolidated		
Account Nbr	Description	Current Year	Previous Year	Change	Percent
ASSETS					
Assets					
CURASSETS					
Current Assets					
8000	Cash				
8010-0000	Cash	2,270,180.65-	263,857.72-	2,006,322.93-	760.4
	Total Cash	2,270,180.65-	263,857.72-	2,006,322.93-	760.4
RECEIVABLES					
Receivables					
8100	110-122				
8190-0000	Grants Receivable	3,226,802.00	3,226,802.00	0.00	
8192-0000	Property Taxes Receivable	2,779,704.00	2,779,704.00	0.00	
	Total 110-122	6,006,506.00	6,006,506.00	0.00	
8400	Other Current Assets				
8486-0000	Invoice Tolerance	.02-	.07-	.05	71.4-
	Total Other Current Assets	.02-	.07-	.05	71.4-
	Total Receivables	6,006,505.98	6,006,505.93	.05	
	Total Current Assets	3,736,325.33	5,742,648.21	2,006,322.88-	34.9-
	Total Assets	3,736,325.33	5,742,648.21	2,006,322.88-	34.9-
LIABFBAL					
Liabilities & Fund Equity					
LIABILITIES					
Liabilities					
9000	Current Liabilities				
9011-0000	Accounts Payable	311,968.54	274,265.63	37,702.91	13.7
9022-0000	Deferred Revenue	2,740,433.00-	2,740,433.00-	0.00	
	Total Current Liabilities	2,428,464.46-	2,466,167.37-	37,702.91	1.5-
9300	Payroll Deductions				
9320-0000	Employee Disability/Life Payable	176.44-	185.25-	8.81	4.8-
9321-0000	FSA	1,275.08	1,324.96-	2,600.04	196.2-
	Total Payroll Deductions	1,098.64	1,510.21-	2,608.85	172.7-
	Total Liabilities	2,427,365.82-	2,467,677.58-	40,311.76	1.6-
FUNDBAL					
Equity					
9900-0000	Fund Balance	5,294,363.40-	3,673,179.38-	1,621,184.02-	44.1
9950-0000	Current Year Net Change in Fund Balan	3,985,403.89	398,208.75	3,587,195.14	900.8
	Total Equity	1,308,959.51-	3,274,970.63-	1,966,011.12	60.0-
	Total Liabilities & Fund Equit	3,736,325.33-	5,742,648.21-	2,006,322.88	34.9-

Balance Sheet

GL292 Date 06/01/20
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Company 50 - Municipal Retirement Fund
Balance Sheet
For Period 10 Ending April 30, 2020

USD

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Fiscal Year 2020

Consolidated		Municipal Retirement Fund	Consolidated	Change	Percent
Account Nbr	Description	Current Year	Previous Year		
ASSETS	Assets				
CURASSETS	Current Assets				
8000	Cash				
8010-0000	Cash	3,500,130.33	3,325,724.84	174,405.49	5.2
	Total Cash	3,500,130.33	3,325,724.84	174,405.49	5.2
RECEIVABLES	Receivables				
8100	110-122				
8192-0000	Property Taxes Receivable	3,373,438.00	3,373,438.00	0.00	
	Total 110-122	3,373,438.00	3,373,438.00	0.00	
	Total Receivables	3,373,438.00	3,373,438.00	0.00	
	Total Current Assets	6,873,568.33	6,699,162.84	174,405.49	2.6
	Total Assets	6,873,568.33	6,699,162.84	174,405.49	2.6
LIABFBAL	Liabilities & Fund Equity				
LIABILITIES	Liabilities				
9000	Current Liabilities				
9022-0000	Deferred Revenue	3,328,193.00-	3,328,193.00-	0.00	
	Total Current Liabilities	3,328,193.00-	3,328,193.00-	0.00	
	Total Liabilities	3,328,193.00-	3,328,193.00-	0.00	
FUNDBAL	Equity				
9900-0000	Fund Balance	4,125,512.15-	3,798,360.37-	327,151.78-	8.6
9950-0000	Current Year Net Change in Fund Balan	580,136.82	427,390.53	152,746.29	35.7
	Total Equity	3,545,375.33-	3,370,969.84-	174,405.49-	5.2
	Total Liabilities & Fund Equit	6,873,568.33-	6,699,162.84-	174,405.49-	2.6

Balance Sheet

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Company 51 - Social Security/Medicare Fund USD
Balance Sheet
For Period 10 Ending April 30, 2020

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Fiscal Year 2020

Consolidated		Social Security/Medicare Fund	Consolidated		
Account Nbr	Description	Current Year	Previous Year	Change	Percent
ASSETS	Assets				
CURASSETS	Current Assets				
8000	Cash				
8010-0000	Cash	99,425.53	964,712.66	865,287.13-	89.7-
	Total Cash	99,425.53	964,712.66	865,287.13-	89.7-
	Total Current Assets	99,425.53	964,712.66	865,287.13-	89.7-
	Total Assets	99,425.53	964,712.66	865,287.13-	89.7-
		=====	=====	=====	=====
LIABFBAL	Liabilities & Fund Equity				
LIABILITIES	Liabilities				
9300	Payroll Deductions				
9304-0000	FICA Payable	18,659.31-	18,434.57-	224.74-	1.2
9305-0000	Medicare Only Payable	8,169.89-	8,224.61-	54.72	.7-
	Total Payroll Deductions	26,829.20-	26,659.18-	170.02-	.6
	Total Liabilities	26,829.20-	26,659.18-	170.02-	.6
FUNDBAL	Equity				
9900-0000	Fund Balance	1,348,053.52-	1,588,241.03-	240,187.51	15.1-
9950-0000	Current Year Net Change in Fund Balan	1,275,457.19	650,187.55	625,269.64	96.2
	Total Equity	72,596.33-	938,053.48-	865,457.15	92.3-
	Total Liabilities & Fund Equity	99,425.53-	964,712.66-	865,287.13	89.7-
		=====	=====	=====	=====

Balance Sheet

GL292 Date 06/01/20
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Company 60 - Site & Construction Fund
Balance Sheet
For Period 10 Ending April 30, 2020

USD

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Fiscal Year 2020

Consolidated		Site & Construction Fund	Consolidated		
Account Nbr	Description	Current Year	Previous Year	Change	Percent
ASSETS	Assets				
CURASSETS	Current Assets				
8000	Cash				
8010-0000	Cash	6,711,624.68	9,253,380.36	2,541,755.68-	27.5-
	Total Cash	6,711,624.68	9,253,380.36	2,541,755.68-	27.5-
	Total Current Assets	6,711,624.68	9,253,380.36	2,541,755.68-	27.5-
	Total Assets	6,711,624.68	9,253,380.36	2,541,755.68-	27.5-
		=====	=====	=====	=====
LIABFBAL	Liabilities & Fund Equity				
LIABILITIES	Liabilities				
9000	Current Liabilities				
9011-0000	Accounts Payable	401,540.26	401,225.26	315.00	.1
	Total Current Liabilities	401,540.26	401,225.26	315.00	.1
	Total Liabilities	401,540.26	401,225.26	315.00	.1
FUNDBAL	Equity				
9900-0000	Fund Balance	12,465,528.10-	7,831,463.84-	4,634,064.26-	59.2
9950-0000	Current Year Net Change in Fund Balan	5,352,363.16	1,823,141.78-	7,175,504.94	393.6-
	Total Equity	7,113,164.94-	9,654,605.62-	2,541,440.68	26.3-
	Total Liabilities & Fund Equit	6,711,624.68-	9,253,380.36-	2,541,755.68	27.5-
		=====	=====	=====	=====

Balance Sheet

GL292 Date 06/01/20
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Company 61 - Impact Fees Fund
Balance Sheet
For Period 10 Ending April 30, 2020

USD

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Fiscal Year 2020

Consolidated		Impact Fees Fund	Consolidated		
Account Nbr	Description	Current Year	Previous Year	Change	Percent
ASSETS	Assets				
CURASSETS	Current Assets				
8000	Cash				
8010-0000	Cash	14,290,673.12	14,206,363.29	84,309.83	.6
	Total Cash	14,290,673.12	14,206,363.29	84,309.83	.6
	Total Current Assets	14,290,673.12	14,206,363.29	84,309.83	.6
	Total Assets	14,290,673.12	14,206,363.29	84,309.83	.6
		=====	=====	=====	=====
LIABFBAL	Liabilities & Fund Equity				
FUNDBAL	Equity				
9900-0000	Fund Balance	14,328,780.85-	13,370,814.43-	957,966.42-	7.2
9950-0000	Current Year Net Change in Fund Balan	38,107.73	835,548.86-	873,656.59	104.6-
	Total Equity	14,290,673.12-	14,206,363.29-	84,309.83-	.6
	Total Liabilities & Fund Equit	14,290,673.12-	14,206,363.29-	84,309.83-	.6
		=====	=====	=====	=====

Balance Sheet

GL292 Date 06/01/20
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Company 70 - Working Capital Fund
Balance Sheet
For Period 10 Ending April 30, 2020

USD

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Fiscal Year 2020

Consolidated		Working Capital Fund	Consolidated		
Account Nbr	Description	Current Year	Previous Year	Change	Percent
ASSETS	Assets				
CURASSETS	Current Assets				
8000	Cash				
8010-0000	Cash	38,429,010.66	37,568,855.71	860,154.95	2.3
	Total Cash	38,429,010.66	37,568,855.71	860,154.95	2.3
RECEIVABLES	Receivables				
8100	110-122				
8192-0000	Property Taxes Receivable	23,311.00	23,311.00	0.00	
	Total 110-122	23,311.00	23,311.00	0.00	
	Total Receivables	23,311.00	23,311.00	0.00	
	Total Current Assets	38,452,321.66	37,592,166.71	860,154.95	2.3
	Total Assets	38,452,321.66	37,592,166.71	860,154.95	2.3
LIABFBAL	Liabilities & Fund Equity				
LIABILITIES	Liabilities				
9000	Current Liabilities				
9022-0000	Deferred Revenue	21,404.00-	21,404.00-	0.00	
	Total Current Liabilities	21,404.00-	21,404.00-	0.00	
	Total Liabilities	21,404.00-	21,404.00-	0.00	
FUNDBAL	Equity				
9900-0000	Fund Balance	37,930,908.70-	36,910,212.27-	1,020,696.43-	2.8
9950-0000	Current Year Net Change in Fund Balan	500,008.96-	660,550.44-	160,541.48	24.3-
	Total Equity	38,430,917.66-	37,570,762.71-	860,154.95-	2.3
	Total Liabilities & Fund Equit	38,452,321.66-	37,592,166.71-	860,154.95-	2.3

Balance Sheet

GL292 Date 06/01/20
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Company 80 - Tort Immunity Fund
Balance Sheet
For Period 10 Ending April 30, 2020

USD

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Fiscal Year 2020

Consolidated		Tort Immunity Fund	Consolidated		
Account Nbr	Description	Current Year	Previous Year	Change	Percent
ASSETS	Assets				
CURASSETS	Current Assets				
8000	Cash				
8010-0000	Cash	162,525.32-	66,208.82-	96,316.50-	145.5
	Total Cash	162,525.32-	66,208.82-	96,316.50-	145.5
RECEIVABLES	Receivables				
8100	110-122				
8192-0000	Property Taxes Receivable	1,519.00	0.00	1,519.00	
	Total 110-122	1,519.00	0.00	1,519.00	
	Total Receivables	1,519.00	0.00	1,519.00	
	Total Current Assets	161,006.32-	66,208.82-	94,797.50-	143.2
	Total Assets	161,006.32-	66,208.82-	94,797.50-	143.2
		=====	=====	=====	=====
LIABFBAL	Liabilities & Fund Equity				
FUNDBAL	Equity				
9900-0000	Fund Balance	668,634.98-	712,572.25-	43,937.27	6.2-
9950-0000	Current Year Net Change in Fund Balan	829,641.30	778,781.07	50,860.23	6.5
	Total Equity	161,006.32	66,208.82	94,797.50	143.2
	Total Liabilities & Fund Equit	161,006.32	66,208.82	94,797.50	143.2
		=====	=====	=====	=====

Income Statement

GL293 Date 06/01/20
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Company 10 - Educational Fund
Income Statement
For Period 10 Through 10 Ending April 30, 2020

USD

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Fiscal Year 2020 Budget 99

Consolidated

Educational Fund

Consolidated

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
REVENUE							
Revenue							
LOCAL							
Revenue from Local Sources							
1111-0000	CUR YR General Levy	0.00	0.00	0.00	0.00	54,773,237.00	0.00
1112-0000	First PR YR General Levy	264,297.85	0.00	0.00	62,205,968.72	54,536,574.00	114.06
1113-0000	Other PR YR General Levies	0.00	0.00	0.00	146,728.31-	0.00	0.00
1141-0000	CUR YR Special Education Levy	0.00	0.00	0.00	0.00	14,008,953.00	0.00
1142-0000	First PR YR Special Education	0.00	0.00	0.00	14,902,384.66	13,557,892.00	109.92
1311-0000	Tuition from Pupils or Parents	0.00	0.00	0.00	270.00	20,000.00	1.35
1321-0000	Summer School Tuition from Pup	35.00	0.00	0.00	594.99	10,000.00	5.95
1342-0000	Special Education Tuition from	0.00	0.00	0.00	0.00	75,000.00	0.00
1511-0000	Interest on Investments	43,548.70	0.00	0.00	792,299.40	850,000.00	93.21
1611-0000	Sales to Pupils - Lunch	4,736.88	0.00	0.00	1,202,918.04	1,470,000.00	81.83
1612-0000	Sales to Pupils - Breakfast	42.69	0.00	0.00	111,894.94	139,000.00	80.50
1613-0000	Sales to Pupils - A La Carte	223.76	0.00	0.00	586,444.29	725,000.00	80.89
1621-0000	Sales to Adults	16.51	0.00	0.00	43,227.86	54,000.00	80.05
1726-0000	Musical Instrument Rental	0.00	0.00	0.00	368.83	0.00	0.00
1727-0000	Athletic Fees	19,847.59-	0.00	0.00	256,587.85	424,300.00	60.47
1728-0000	Driver Education Behind the Wh	3,135.41	0.00	0.00	42,760.72	44,400.00	96.31
1729-0000	Flex PE Fees	185.00	0.00	0.00	10,773.54	17,400.00	61.92
1792-0000	Music Special Events	660.00-	0.00	0.00	5,180.25	32,200.00	16.09
1811-0000	Regular Textbook Rental	74,465.31	0.00	0.00	1,545,110.22	2,584,000.00	59.80
1812-0000	Summer School Textbook Rental	2,555.59	0.00	0.00	50,412.98	42,300.00	119.18
1819-0000	Other Textbook Rental	812.28	0.00	0.00	7,324.22	10,500.00	69.75
1892-0000	Heart Rate Monitors Fee	195.00	0.00	0.00	2,633.00	3,200.00	82.28
1910-0000	Building Rental	0.00	0.00	0.00	300.00	0.00	0.00
1923-0000	Homeless Donations	0.00	0.00	0.00	386.53	0.00	0.00
1951-0000	Refund of PR YRs' Expenditiure	2,303.66	0.00	0.00	267,768.09	208,300.00	128.55
1990-0000	P-Card Inadvertent	0.00	0.00	0.00	560.36	0.00	0.00
1991-0000	Payment from Other LEAs	0.00	0.00	0.00	189,690.43	206,500.00	91.86
1997-0000	Revenue From Sale of Assets	0.00	0.00	0.00	19,600.00	0.00	0.00
1998-0000	Other Revenue-Athletics	0.00	0.00	0.00	40.00	0.00	0.00
1999-0000	Other Revenue-General	128,566.84	0.00	0.00	832,641.17	228,600.00	364.23
Total Revenue from Local Sourc		504,612.89	0.00	0.00	82,931,412.78	144,021,356.00	57.58
STATE							
Revenue from State Sources							
3001-0000	General State Aid	5,227,977.40	0.00	0.00	47,109,243.67	57,507,752.00	81.92
3100-0000	Special Ed-Pvt Facility Tuitio	0.00	0.00	0.00	1,528,778.87	2,853,825.00	53.57
3120-0000	Special Ed-Orphanage Individua	0.00	0.00	0.00	413,040.05	75,000.00	550.72
3130-0000	Special Ed-Orphanage Summer	0.00	0.00	0.00	13,083.00	15,000.00	87.22
3360-0000	State Free Lunch & Breakfast	5,922.16	0.00	0.00	41,952.86	110,000.00	38.14
3370-0000	Driver Education	24,181.99	0.00	0.00	76,607.76	115,200.00	66.50
3696-0000	Safe School Grant	30,000.00	0.00	0.00	41,426.00	0.00	0.00
3999-0000	ALOP ROE Revenue	117,805.98	0.00	0.00	1,597,344.12	700,000.00	228.19
Total Revenue from State Sourc		5,405,887.53	0.00	0.00	50,821,476.33	61,376,777.00	82.80
FEDERAL							
Revenue from Federal Sources							

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FEDERAL							
Revenue from Federal Sources							
4210-0000	National School Lunch Program	231,172.53	0.00	0.00	3,186,154.61	4,450,900.00	71.58
4220-0000	School Breakfast Program	69,269.47	0.00	0.00	924,187.81	1,343,400.00	68.79
4225-0000	Summer Food Program	71,240.66	0.00	0.00	166,221.29	96,000.00	173.15
4226-0000	Child & Adult Food Care Progr	24,397.80	0.00	0.00	258,944.87	409,400.00	63.25
4240-0000	Fresh Fruit and Veg. Program	7,329.49	0.00	0.00	24,837.63	52,200.00	47.58
4260-0000	NSLP Equipment Grant	0.00	0.00	0.00	6,273.28	0.00	0.00
4625-0000	Special Ed-IDEA Room & Board	0.00	0.00	0.00	737,513.78	586,000.00	125.86
4900-0000	Medicaid Admin Outreach	0.00	0.00	0.00	265,904.68	502,600.00	52.91
4902-0000	Medicaid Fee for Service	0.00	0.00	0.00	1,286,009.56	2,677,100.00	48.04
4950-0000	Dept of Rehab Svcs	0.00	0.00	0.00	52,299.00	28,000.00	186.78
Total Revenue from Federal Sou		403,409.95	0.00	0.00	6,908,346.51	10,145,600.00	68.09
OTHER SOURCE							
Other Financing Sources							
7991-0000	Other Sources-Capital Lease	0.00	0.00	0.00	0.00	4,400,000.00	0.00
Total Other Financing Sources		0.00	0.00	0.00	0.00	4,400,000.00	0.00
Total Revenue		6,313,910.37	0.00	0.00	140,661,235.62	219,943,733.00	63.95

EXPENSE							
Expense							
100 Salaries							
111-0000	Certified Administrator	729,720.32	0.00	0.00	8,088,720.13	9,541,676.00	84.77
112-0000	Certified Directors/Supervisors	282,874.54	0.00	0.00	3,109,157.82	3,543,053.00	87.75
113-0000	Certified Teachers	6,624,809.06	0.00	0.00	59,901,889.70	89,788,480.00	66.71
114-0000	Other Certified	767,652.09	0.00	0.00	7,072,283.22	9,918,430.00	71.30
115-0000	Non-Certified Supervision/Head	167,601.17	0.00	0.00	1,872,941.47	2,127,492.00	88.04
116-0000	Non-Certified Sec/Spec	493,093.15	0.00	0.00	5,470,512.17	6,558,869.00	83.41
117-0000	Non-Certified Paras/Custodial	640,456.72	0.00	0.00	7,029,255.34	8,477,127.00	82.92
118-0000	Other Non-Certified	93,819.56	0.00	0.00	990,584.90	917,744.00	107.94
119-0000	Other	75,891.76	0.00	0.00	1,139,460.69	1,313,890.00	86.72
121-0000	Substitute-Teacher	8,852.01	0.00	0.00	1,220,235.71	1,430,000.00	85.33
122-0000	Substitute-Paraprofessionals	0.00	0.00	0.00	149,055.43	200,000.00	74.53
123-0000	Substitute-Conferences	0.00	0.00	0.00	153,893.29	187,100.00	82.25
132-0000	1.5 Overtime	844.61	0.00	0.00	85,280.96	111,360.00	76.58
133-0000	2.0 Overtime	126.70	0.00	0.00	3,399.02	3,000.00	113.30
134-0000	Subs-Conferences/Prof Develop	0.00	0.00	0.00	47,980.00	72,403.00	66.27
135-0000	Long Term Certified Subs	75,580.00	0.00	0.00	435,455.66	500,000.00	87.09
138-0000	Subs-Grants	0.00	0.00	0.00	20,035.00	0.00	0.00
143-0000	Overload	300.00	0.00	0.00	243,287.97	357,000.00	68.15
148-0000	Extra Pay-Non-Certified	18,314.23	0.00	0.00	202,576.40	203,347.00	99.62
149-0000	Extra Pay-Certified	275,851.85	0.00	0.00	3,641,778.17	3,768,149.00	96.65
161-0000	Mileage Stipend	11,928.66	0.00	0.00	130,694.14	157,850.00	82.80
Total Salaries		10,267,716.43	0.00	0.00	101,008,477.19	139,176,970.00	72.58

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200	Employee Benefits						
211-0000	Teachers Retirement (TRS)	536,131.96	0.00	0.00	5,081,621.73	7,160,426.00	70.97
215-0000	One-Time TRS Early Retirement	0.00	0.00	0.00	25,102.60	50,000.00	50.21
218-0000	THIS Fund Employer Contributio	97,843.03	0.00	0.00	954,750.33	1,104,124.00	86.47
221-0000	Life Insurance	6,747.75	0.00	0.00	63,331.99	83,152.00	76.16
222-0000	Medical Insurance	1,778,160.96	0.00	0.00	14,807,743.60	22,704,880.00	65.22
223-0000	Dental Insurance	88,484.23	0.00	0.00	718,831.20	1,074,530.00	66.90
224-0000	Vision Insurance	18,751.33	0.00	0.00	152,736.44	228,088.00	66.96
225-0000	Disability Insurance	1,577.46	0.00	0.00	17,328.19	19,535.00	88.70
226-0000	HRA/HSA Board Contributions	0.00	0.00	0.00	880,043.11	0.00	0.00
231-0000	Certified Tuition Reimbursemen	0.00	0.00	0.00	86,230.00	100,000.00	86.23
232-0000	DESA Tuition Reimbursement	0.00	0.00	0.00	516.00	2,000.00	25.80
234-0000	Non-Union Tuition Reimbursemen	0.00	0.00	0.00	300.00	2,000.00	15.00
235-0000	Admin Tuition Reimbursement	0.00	0.00	0.00	14,700.00	50,000.00	29.40
236-0000	Admin Relocation Reimbursement	0.00	0.00	0.00	0.00	3,000.00	0.00
	Total Employee Benefits	2,527,696.72	0.00	0.00	22,803,235.19	32,581,735.00	69.99
300	Purchased Services						
311-0000	Professional Services-Administ	268,988.55	0.00	0.00	527,435.70	706,900.00	74.61
312-0000	Staff Development-On Site	249.00	0.00	0.00	10,246.30	120,050.00	8.54
313-0000	Staff Development	670.85-	0.00	0.00	110,327.56	145,274.00	75.94
314-0000	Professional Services-Instruct	155,420.00	0.00	0.00	266,257.25	537,156.00	49.57
315-0000	Food-Contracted	4,067.74	0.00	0.00	76,167.36	79,478.00	95.83
316-0000	Charter School Payment	0.00	0.00	0.00	6,991,874.77	9,100,000.00	76.83
317-0000	Audit/Financial Services	0.00	0.00	0.00	51,100.00	58,000.00	88.10
318-0000	Legal Services	16,500.40	0.00	0.00	472,414.16	350,000.00	134.98
319-0000	Other Professional & Technical	92,686.32	0.00	0.00	1,101,735.29	1,818,192.00	60.60
321-0000	Sanitation Services	0.00	0.00	0.00	0.00	10,300.00	0.00
323-0000	Repair & Maintenance	12,733.89	0.00	0.00	313,084.41	357,850.00	87.49
325-0000	Rentals	4,851.46	0.00	0.00	122,660.95	76,500.00	160.34
327-0000	Computer Maintenance	0.00	0.00	0.00	450.00	250.00	180.00
331-0000	Pupil Transportation-General	0.00	0.00	0.00	2,701.42	0.00	0.00
333-0000	District Travel	4,971.08	0.00	0.00	181,338.31	183,555.00	98.79
334-0000	Professional Meetings	220.00-	0.00	0.00	18,349.63	36,650.00	50.07
336-0000	Pupil Transportation-Field Tri	0.00	0.00	0.00	20,333.51	14,500.00	140.23
338-0000	Pupil Transportation - Athleti	0.00	0.00	0.00	5,791.80	0.00	0.00
339-0000	Other Transportation Services	4,697.44	0.00	0.00	18,968.73	4,400.00	431.11
341-0000	Postage & Shipping Charges	5,813.68	0.00	0.00	37,010.99	17,750.00	208.51
342-0000	Telephone-Local	18,512.04	0.00	0.00	148,858.79	200,000.00	74.43
346-0000	Telephone - WAN and Internet	16,649.34	0.00	0.00	198,734.44	310,000.00	64.11
347-0000	Telephone-Cellular	6,162.45	0.00	0.00	58,217.16	113,600.00	51.25
351-0000	Recruiting	245.28	0.00	0.00	4,181.91	10,000.00	41.82
352-0000	Legal Notices	59.80	0.00	0.00	5,737.40	27,100.00	21.17
361-0000	Printing & Binding	762.16	0.00	0.00	41,364.60	64,962.00	63.68
371-0000	Water/Sewer Services	0.00	0.00	0.00	0.00	19,500.00	0.00
385-0000	Unemployment Insurance	0.00	0.00	0.00	13,845.00	65,000.00	21.30
390-0000	Officials-Tournaments	0.00	0.00	0.00	645.00	0.00	0.00

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300	Purchased Services						
391-0000	Officials-IHSA Sponsored	0.00	0.00	0.00	140,103.52	170,750.00	82.05
392-0000	License & Registrations	0.00	0.00	0.00	743.60	1,900.00	39.14
395-0000	Management Fees	106,624.27	0.00	0.00	4,667,249.47	6,700,000.00	69.66
397-0000	Software Licensing	214,545.68	0.00	0.00	2,573,437.21	2,870,504.00	89.65
398-0000	Banking/Credit Card Fees	5,263.27	0.00	0.00	123,823.29	165,000.00	75.04
	Total Purchased Services	938,913.00	0.00	0.00	18,305,189.53	24,335,121.00	75.22
400	Supplies & Materials						
411-0000	Supplies-General	112,936.07	0.00	0.00	1,541,598.61	3,094,023.00	49.83
412-0000	Supplies-Testing Materials	0.00	0.00	0.00	516.80	139,500.00	.37
415-0000	Supplies-Computer	504.03	0.00	0.00	14,422.23	29,100.00	49.56
417-0000	Supplies-Uniform	6,275.61	0.00	0.00	102,443.63	77,850.00	131.59
421-0000	Textbooks- Approved Standard	0.00	0.00	0.00	584,614.11	859,000.00	68.06
422-0000	Textbooks-Consumables	0.00	0.00	0.00	13,526.73	100,600.00	13.45
423-0000	Textbooks-Rebinds	0.00	0.00	0.00	0.00	10,000.00	0.00
424-0000	Textbooks-Suppl/Innovation Mat	0.00	0.00	0.00	10,211.84	461,500.00	2.21
425-0000	Textbooks-Approved Standard El	0.00	0.00	0.00	135,604.09	291,000.00	46.60
431-0000	Library Books	9,535.30	0.00	0.00	99,711.93	70,500.00	141.44
441-0000	Periodicals	512.34	0.00	0.00	25,577.58	18,150.00	140.92
464-0000	Gasoline	102.46	0.00	0.00	5,252.10	6,700.00	78.39
466-0000	Electricity	0.00	0.00	0.00	0.00	180,000.00	0.00
471-0000	System Software	0.00	0.00	0.00	11,524.00	110,600.00	10.42
472-0000	Instructional Software	0.00	0.00	0.00	20,746.80	83,385.00	24.88
481-0000	Equipment < \$500	12,206.38	0.00	0.00	73,524.13	83,965.00	87.57
482-0000	Parts-Transportation	0.00	0.00	0.00	58.50	1,800.00	3.25
484-0000	Computer Related Equip < \$500	16,642.79	0.00	0.00	100,771.73	119,200.00	84.54
491-0000	Mat & Sup-Shipping	0.00	0.00	0.00	123.35	2,500.00	4.93
	Total Supplies & Materials	158,714.98	0.00	0.00	2,740,228.16	5,739,373.00	47.74
500	Capital Outlay						
521-0000	Buildings	0.00	0.00	0.00	56,696.00	0.00	0.00
541-0000	Equipment	0.00	0.00	0.00	214,181.92	189,800.00	112.85
545-0000	Computer Equipment > \$500	0.00	0.00	0.00	36,983.07	65,000.00	56.90
546-0000	Software	0.00	0.00	0.00	0.00	40,000.00	0.00
547-0000	Network Equipment > \$500	0.00	0.00	0.00	30,231.00	50,000.00	60.46
	Total Capital Outlay	0.00	0.00	0.00	338,091.99	344,800.00	98.05
600	Other Objects						
641-0000	Dues & Fees	589.20	0.00	0.00	237,395.74	143,175.00	165.81
671-0000	Private Facility Tuition	1,374,784.25	0.00	0.00	7,004,309.79	8,475,935.00	82.64
672-0000	Room and Board	92,436.12	0.00	0.00	459,916.62	465,000.00	98.91
673-0000	General Tuition	0.00	0.00	0.00	318,420.67	661,500.00	48.14
691-0000	Miscellaneous Objects	251.70	0.00	0.00	8,321.38	100,700.00	8.26

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600	Other Objects						
	Total Other Objects	1,468,061.27		0.00	8,028,364.20	9,846,310.00	81.54
700	Transfers						
701-0000	Transfer Interest	7,319.24		0.00	8,962.35	8,963.00	99.99
702-0000	Transfer Principal	864,976.82		0.00	1,029,290.77	1,036,611.00	99.29
	Total Transfers	872,296.06		0.00	1,038,253.12	1,045,574.00	99.30
900	System Accounts						
750	Capital Outlay - Capitalized						
751-0000	Equipment < \$5000	26,263.82		0.00	283,243.18	577,947.00	49.01
755-0000	Computer Equipment < \$5000	580,558.77		0.00	640,716.54	5,973,603.00	10.73
757-0000	Network Equipment < \$5000	1,185.00		0.00	30,815.00	315,000.00	9.78
	Total Capital Outlay - Capita	608,007.59		0.00	954,774.72	6,866,550.00	13.90
	Total System Accounts	608,007.59		0.00	954,774.72	6,866,550.00	13.90
	Total Expense	16,841,406.05		0.00	155,216,614.10	219,936,433.00	70.57
	Total Net Change in Fund Balan	10,527,495.68-		0.00	14,555,378.48-	7,300.00	0.00
		Large Percent of Budget		0.00			199388.75-

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REVENUE							
Revenue							
LOCAL							
Revenue from Local Sources							
1511-0000	Interest on Investments	2,896.14	0.00	0.00	25,692.57	0.00	0.00
1921-0000	Contributions & Donations from	0.00	0.00	0.00	41,348.00	0.00	0.00
1922-0000	Foundation Donations	0.00	0.00	0.00	3,293.71	30,000.00	10.98
1999-0000	Other Revenue-General	0.00	0.00	0.00	23.78-	0.00	0.00
Total Revenue from Local Sourc		2,896.14	0.00	0.00	70,310.50	30,000.00	234.37
STATE							
Revenue from State Sources							
3220-0000	Voc Ed School Improvement	0.00	0.00	0.00	174,019.00	208,546.00	83.44
3275-0000	Voc Ed Elem Career	0.00	0.00	0.00	6,027.71	13,837.00	43.56
3621-0000	School Library	0.00	0.00	0.00	0.00	14,447.00	0.00
3705-0000	Early Childhood-State PreK	0.00	0.00	0.00	1,202,245.00	1,892,349.00	63.53
3706-0000	Early Childhood-Prevention	0.00	0.00	0.00	56,313.00	0.00	0.00
Total Revenue from State Sourc		0.00	0.00	0.00	1,438,604.71	2,129,179.00	67.57
FEDERAL							
Revenue from Federal Sources							
4300-0000	Title I-Low Income	245,300.00	0.00	0.00	3,452,218.00	2,576,200.00	134.00
4331-0000	Title I-School Improvement	0.00	0.00	0.00	52,591.00	0.00	0.00
4400-0000	Title IV-Safe & Drug Free Scho	2,165.00	0.00	0.00	130,114.00	161,935.00	80.35
4600-0000	Special Ed-Preschool Flow Thro	0.00	0.00	0.00	60,305.00	97,298.00	61.98
4620-0000	Special Ed-IDEA Flow Through	12,950.00	0.00	0.00	4,000,151.00	4,252,832.00	94.06
4745-0000	Perkins-III	0.00	0.00	0.00	125,492.22	147,129.00	85.29
4900-0000	Medicaid Admin Outreach	0.00	0.00	0.00	0.00	100,000.00	0.00
4905-0000	Title III-Immigrant Educationa	0.00	0.00	0.00	35,850.00	0.00	0.00
4909-0000	LIPLEPS-III	36,837.00	0.00	0.00	433,644.00	352,400.00	123.05
4932-0000	Title II-Teacher Quality	7,654.00	0.00	0.00	651,202.00	484,059.00	134.53
4998-0000	Other Federal Revenue II	0.00	0.00	0.00	0.00	2,048,054.00	0.00
4999-0000	Other Federal Revenue I	0.00	0.00	0.00	581,310.00	776,534.00	74.86
Total Revenue from Federal Sou		304,906.00	0.00	0.00	9,522,877.22	10,996,441.00	86.60
Total Revenue		307,802.14	0.00	0.00	11,031,792.43	13,155,620.00	83.86
EXPENSE							
Expense							
100							
Salaries							
111-0000	Certified Administrator	7,260.68	0.00	0.00	61,573.42	94,940.00	64.86
113-0000	Certified Teachers	225,564.13	0.00	0.00	1,961,767.58	2,623,603.00	74.77
114-0000	Other Certified	0.00	0.00	0.00	61,978.94-	0.00	0.00
116-0000	Non-Certified Sec/Spec	7,147.80	0.00	0.00	78,009.41	93,279.00	83.63
117-0000	Non-Certified Paras/Custodial	39,236.89	0.00	0.00	417,028.28	525,278.00	79.39
118-0000	Other Non-Certified	57,444.34	0.00	0.00	718,469.04	910,485.00	78.91
124-0000	INACT-Substitute-Grant Support	0.00	0.00	0.00	105.00	53.00	198.11
132-0000	1.5 Overtime	315.74	0.00	0.00	1,386.69	0.00	0.00

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100	Salaries						
134-0000	Subs-Conferences/Prof Develop	0.00	0.00	0.00	0.00	1,471.00	0.00
135-0000	Long Term Certified Subs	0.00	0.00	0.00	0.00	30,255.00	0.00
138-0000	Subs-Grants	0.00	0.00	0.00	70,170.00	44,655.00	157.14
148-0000	Extra Pay-Non-Certified	1,871.25	0.00	0.00	4,168.77	1,781.00	234.07
149-0000	Extra Pay-Certified	23,360.00	0.00	0.00	469,174.69	483,036.00	97.13
161-0000	Mileage Stipend	92.32	0.00	0.00	784.72	1,200.00	65.39
	Total Salaries	362,293.15	0.00	0.00	3,720,658.66	4,810,036.00	77.35
200	Employee Benefits						
211-0000	Teachers Retirement (TRS)	14,178.64	0.00	0.00	113,397.59	487,181.00	23.28
212-0000	Municipal Retirement (IMRF)	34,156.87	0.00	0.00	81,548.15	134,100.00	60.81
213-0000	Federal Insurance Contribution	20,467.88	0.00	0.00	55,276.82	94,911.00	58.24
214-0000	Medicare Only	28,711.01	0.00	0.00	74,615.32	30,557.00	244.18
217-0000	TRS Federal Contribution	15,755.68	0.00	0.00	211,396.56	380,987.00	55.49
218-0000	THIS Fund Employer Contributio	2,574.16	0.00	0.00	24,667.05	30,393.00	81.16
221-0000	Life Insurance	185.33	0.00	0.00	1,604.31	2,267.00	70.77
222-0000	Medical Insurance	58,131.21	0.00	0.00	487,926.64	599,610.00	81.37
223-0000	Dental Insurance	3,521.56	0.00	0.00	27,750.36	34,098.00	81.38
224-0000	Vision Insurance	768.01	0.00	0.00	6,158.41	7,648.00	80.52
225-0000	Disability Insurance	10.88	0.00	0.00	92.28	0.00	0.00
	Total Employee Benefits	178,461.23	0.00	0.00	1,084,433.49	1,801,752.00	60.19
300	Purchased Services						
311-0000	Professional Services-Administ	1,215.00	0.00	0.00	18,487.50	37,655.00	49.10
312-0000	Staff Development-On Site	8,950.00	0.00	0.00	98,597.85	57,465.00	171.58
313-0000	Staff Development	515.99	0.00	0.00	44,834.93	38,339.00	116.94
314-0000	Professional Services-Instruct	23,580.17	0.00	0.00	2,763,153.81	3,680,341.00	75.08
315-0000	Food-Contracted	2,927.60	0.00	0.00	48,080.01	57,822.00	83.15
319-0000	Other Professional & Technical	0.00	0.00	0.00	99,356.91	69,451.00	143.06
323-0000	Repair & Maintenance	2,980.00	0.00	0.00	11,962.00	769.00	1555.53
325-0000	Rentals	200.00	0.00	0.00	2,000.00	2,400.00	83.33
331-0000	Pupil Transportation-General	0.00	0.00	0.00	58,906.30	61,761.00	95.38
333-0000	District Travel	789.48	0.00	0.00	15,034.85	46,266.00	32.50
334-0000	Professional Meetings	392.69	0.00	0.00	96,717.69	64,789.00	149.28
336-0000	Pupil Transportation-Field Tri	150.00	0.00	0.00	82,291.36	75,151.00	109.50
339-0000	Other Transportation Services	0.00	0.00	0.00	326.00	0.00	0.00
341-0000	Postage & Shipping Charges	0.00	0.00	0.00	0.00	28.00	0.00
361-0000	Printing & Binding	0.00	0.00	0.00	0.00	1,132.00	0.00
397-0000	Software Licensing	33,806.54	0.00	0.00	155,415.43	245,501.00	63.31
	Total Purchased Services	75,207.47	0.00	0.00	3,495,164.64	4,438,870.00	78.74
400	Supplies & Materials						
411-0000	Supplies-General	9,235.07	0.00	0.00	245,925.35	1,336,321.00	18.40
412-0000	Supplies-Testing Materials	0.00	0.00	0.00	3,844.00	0.00	0.00

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Company 14 - Grant Fund
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Grant Fund

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Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
400	Supplies & Materials						
415-0000	Supplies-Computer	88.59	0.00	0.00	693.30	333.00	208.20
422-0000	Textbooks-Consumables	0.00	0.00	0.00	7,207.47	5,643.00	127.72
424-0000	Textbooks-Suppl/Innovation Mat	0.00	0.00	0.00	337,945.53	455,956.00	74.12
431-0000	Library Books	0.00	0.00	0.00	21,697.06	374.00	5801.35
441-0000	Periodicals	0.00	0.00	0.00	0.00	355.00	0.00
466-0000	Electricity	22.11	0.00	0.00	234.47	300.00	78.16
471-0000	System Software	0.00	0.00	0.00	0.00	650.00	0.00
472-0000	Instructional Software	13.97	0.00	0.00	5,498.50	4,918.00	111.80
481-0000	Equipment < \$500	0.00	0.00	0.00	19,945.11	23,652.00	84.33
484-0000	Computer Related Equip < \$500	0.00	0.00	0.00	299.00	893.00	33.48
	Total Supplies & Materials	9,359.74	0.00	0.00	643,289.79	1,829,395.00	35.16
500	Capital Outlay						
541-0000	Equipment	0.00	0.00	0.00	82,616.67	72,036.00	114.69
542-0000	INACTIVE - Equipment-Replaceme	0.00	0.00	0.00	0.00	1,018.00	0.00
545-0000	Computer Equipment > \$500	0.00	0.00	0.00	62,916.32	21,210.00	296.64
	Total Capital Outlay	0.00	0.00	0.00	145,532.99	94,264.00	154.39
600	Other Objects						
641-0000	Dues & Fees	0.00	0.00	0.00	30,713.72	29,534.00	103.99
	Total Other Objects	0.00	0.00	0.00	30,713.72	29,534.00	103.99
900	System Accounts						
750	Capital Outlay - Capitalized						
751-0000	Equipment < \$5000	38,588.71	0.00	0.00	141,609.06	63,682.00	222.37
755-0000	Computer Equipment < \$5000	897.00	0.00	0.00	42,910.31	88,087.00	48.71
	Total Capital Outlay - Capita	39,485.71	0.00	0.00	184,519.37	151,769.00	121.58
	Total System Accounts	39,485.71	0.00	0.00	184,519.37	151,769.00	121.58
	Total Expense	664,807.30	0.00	0.00	9,304,312.66	13,155,620.00	70.73
	Total Net Change in Fund Balan	357,005.16-	0.00	0.00	1,727,479.77	0.00	0.00

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Company 20 - Operations & Maintenance Fund USD
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Operations & Maintenance Fund Consolidated

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
REVENUE							
LOCAL Revenue							
1111-0000	CUR YR General Levy	0.00	0.00	0.00	0.00	11,024,087.00	0.00
1112-0000	First PR YR General Levy	0.00	0.00	0.00	11,833,970.23	10,777,527.00	109.80
1231-0000	Corporate Personal Property Re	387,129.87	0.00	0.00	1,565,626.58	1,100,000.00	142.33
1390-0000	Transition Fees	0.00	0.00	0.00	248,863.39	200,000.00	124.43
1511-0000	Interest on Investments	0.00	0.00	0.00	60,350.08	587,000.00	10.28
1791-0000	Parking Permits	1,824.13	0.00	0.00	159,655.79	165,000.00	96.76
1910-0000	Building Rental	2,194.25	0.00	0.00	67,406.12	195,500.00	34.48
1951-0000	Refund of PR YRs' Expenditiure	0.00	0.00	0.00	1,612.34	12,100.00	13.33
1997-0000	Revenue From Sale of Assets	5,705.00	0.00	0.00	82,795.49	71,100.00	116.45
1999-0000	Other Revenue-General	122.79	0.00	0.00	210,557.92	0.00	0.00
	Total Revenue from Local Sourc	396,976.04	0.00	0.00	14,230,837.94	24,132,314.00	58.97
	Total Revenue	396,976.04	0.00	0.00	14,230,837.94	24,132,314.00	58.97
EXPENSE							
100 Expense							
Salaries							
115-0000	Non-Certified Supervision/Head	140,360.56	0.00	0.00	1,553,928.12	1,870,196.00	83.09
116-0000	Non-Certified Sec/Spec	3,530.20	0.00	0.00	38,780.26	46,069.00	84.18
117-0000	Non-Certified Paras/Custodial	441,770.54	0.00	0.00	4,839,690.85	5,768,905.00	83.89
119-0000	Other	18,543.19	0.00	0.00	197,594.34	205,014.00	96.38
132-0000	1.5 Overtime	2,685.64	0.00	0.00	124,781.52	170,750.00	73.08
133-0000	2.0 Overtime	60.32	0.00	0.00	39,819.35	29,250.00	136.13
161-0000	Mileage Stipend	415.40	0.00	0.00	4,569.20	7,200.00	63.46
	Total Salaries	601,994.57	0.00	0.00	6,799,163.64	8,097,384.00	83.97
200 Employee Benefits							
221-0000	Life Insurance	301.76	0.00	0.00	3,271.22	3,940.00	83.03
222-0000	Medical Insurance	119,811.66	0.00	0.00	1,176,394.14	1,369,614.00	85.89
223-0000	Dental Insurance	6,088.16	0.00	0.00	60,544.81	73,581.00	82.28
224-0000	Vision Insurance	1,367.40	0.00	0.00	13,643.64	16,991.00	80.30
225-0000	Disability Insurance	35.46	0.00	0.00	390.06	474.00	82.29
	Total Employee Benefits	127,604.44	0.00	0.00	1,254,243.87	1,464,600.00	85.64
300 Purchased Services							
312-0000	Staff Development-On Site	0.00	0.00	0.00	1,150.00	0.00	0.00
313-0000	Staff Development	0.00	0.00	0.00	110.00	1,000.00	11.00
315-0000	Food-Contracted	0.00	0.00	0.00	2,069.89	5,000.00	41.40
319-0000	Other Professional & Technical	14,043.87	0.00	0.00	528,681.67	1,241,000.00	42.60
321-0000	Sanitation Services	10,611.68	0.00	0.00	144,647.73	169,294.00	85.44
323-0000	Repair & Maintenance	23,938.92	0.00	0.00	449,021.57	412,800.00	108.77
325-0000	Rentals	7,235.93	0.00	0.00	109,320.21	240,000.00	45.55

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Operations & Maintenance Fund

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Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
300	Purchased Services						
326-0000	Alarm System Services	5,802.81	0.00	0.00	72,983.49	100,000.00	72.98
333-0000	District Travel	0.00	0.00	0.00	821.44	1,100.00	74.68
334-0000	Professional Meetings	0.00	0.00	0.00	695.00	1,000.00	69.50
341-0000	Postage & Shipping Charges	0.00	0.00	0.00	110.15	200.00	55.08
347-0000	Telephone-Cellular	25.50	0.00	0.00	257.02	1,500.00	17.13
363-0000	Repair & Maint-Equip Elec	697.00	0.00	0.00	11,965.11	20,000.00	59.83
364-0000	Repair & Maint-Finishing Matl	0.00	0.00	0.00	18,339.37	15,000.00	122.26
365-0000	Repair & Maint-Plumbing	0.00	0.00	0.00	50,629.12	85,000.00	59.56
366-0000	Repair & Maint-Roofing	11,681.67	0.00	0.00	52,110.89	75,000.00	69.48
367-0000	Repair & Maint-HVAC	13,593.50	0.00	0.00	146,000.10	210,000.00	69.52
368-0000	Repair & Maint-Snowplowing	0.00	0.00	0.00	380,665.00	600,000.00	63.44
371-0000	Water/Sewer Services	8,155.26	0.00	0.00	238,119.67	302,948.00	78.60
385-0000	Unemployment Insurance	0.00	0.00	0.00	20,783.50	100,000.00	20.78
392-0000	License & Registrations	0.00	0.00	0.00	1,971.40	1,500.00	131.43
397-0000	Software Licensing	0.00	0.00	0.00	58,006.50	74,000.00	78.39
	Total Purchased Services	95,786.14	0.00	0.00	2,288,458.83	3,656,342.00	62.59
400	Supplies & Materials						
411-0000	Supplies-General	35,720.83	0.00	0.00	497,498.19	880,729.00	56.49
415-0000	Supplies-Computer	0.00	0.00	0.00	468.00	0.00	0.00
416-0000	Supplies-Athletic Fields	295.94	0.00	0.00	33,230.22	0.00	0.00
417-0000	Supplies-Uniform	610.45	0.00	0.00	32,471.02	30,000.00	108.24
418-0000	Supplies-B&G Schools	0.00	0.00	0.00	0.00	68,716.00	0.00
464-0000	Gasoline	155.56	0.00	0.00	26,327.81	55,400.00	47.52
465-0000	Natural Gas	63,805.51	0.00	0.00	352,463.96	554,007.00	63.62
466-0000	Electricity	399,282.07	0.00	0.00	2,755,116.53	2,739,634.00	100.57
481-0000	Equipment < \$500	1,126.05	0.00	0.00	22,252.59	15,500.00	143.57
482-0000	Parts-Transportation	0.00	0.00	0.00	3,882.44	5,000.00	77.65
485-0000	Supplies - Air Filters	7,036.85	0.00	0.00	36,077.85	21,200.00	170.18
486-0000	Supplies - Mop Heads Towels Ma	2,890.46	0.00	0.00	58,134.44	31,000.00	187.53
493-0000	Supplies-Equip Elec	10,696.12	0.00	0.00	133,646.35	100,000.00	133.65
494-0000	Supplies-Finishing Matl	19,695.87	0.00	0.00	157,279.34	200,000.00	78.64
495-0000	Supplies-Plumbing	8,092.30	0.00	0.00	72,491.98	125,000.00	57.99
496-0000	Supplies-Roofing	1,480.00	0.00	0.00	1,480.00	0.00	0.00
497-0000	Supplies-HVAC	11,406.62	0.00	0.00	230,312.12	300,000.00	76.77
498-0000	Supplies-Bagged Salt	0.00	0.00	0.00	18,814.04	60,000.00	31.36
499-0000	Supplies-Bulk Salt	2,510.24	0.00	0.00	43,776.08	0.00	0.00
	Total Supplies & Materials	548,620.27	0.00	0.00	4,475,722.96	5,186,186.00	86.30
500	Capital Outlay						
521-0000	Buildings	3,126.92	0.00	0.00	132,670.30	300,000.00	44.22
531-0000	Improvements Other than Buildi	36,900.00	0.00	0.00	206,730.00	0.00	0.00
541-0000	Equipment	292,442.39	0.00	0.00	455,805.17	588,500.00	77.45
545-0000	Computer Equipment > \$500	35,039.00	0.00	0.00	35,039.00	1,500.00	2335.93

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Company 20 - Operations & Maintenance Fund USD
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Operations & Maintenance Fund

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Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
500	Capital Outlay						
	Total Capital Outlay	367,508.31	0.00	0.00	830,244.47	890,000.00	93.29
600	Other Objects						
641-0000	Dues & Fees	0.00	0.00	0.00	2,995.00	9,000.00	33.28
	Total Other Objects	0.00	0.00	0.00	2,995.00	9,000.00	33.28
700	Transfers						
701-0000	Transfer Interest	0.00	0.00	0.00	214,830.00	422,209.00	50.88
702-0000	Transfer Principal	0.00	0.00	0.00	1,705,000.00	1,705,000.00	100.00
703-0000	Transfer Fund Balance	0.00	0.00	0.00	0.00	2,500,000.00	0.00
	Total Transfers	0.00	0.00	0.00	1,919,830.00	4,627,209.00	41.49
900	System Accounts						
750	Capital Outlay - Capitalized						
751-0000	Equipment < \$5000	36,816.49	0.00	0.00	120,204.32	112,000.00	107.33
755-0000	Computer Equipment < \$5000	1,050.00	0.00	0.00	11,583.06	6,500.00	178.20
	Total Capital Outlay - Capita	37,866.49	0.00	0.00	131,787.38	118,500.00	111.21
	Total System Accounts	37,866.49	0.00	0.00	131,787.38	118,500.00	111.21
	Total Expense	1,779,380.22	0.00	0.00	17,702,446.15	24,049,221.00	73.61
	Total Net Change in Fund Balan	1,382,404.18-	0.00	0.00	3,471,608.21-	83,093.00	4177.98-

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Company 30 - Bond & Interest Fund
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Bond & Interest Fund

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Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
REVENUE							
Revenue							
LOCAL							
Revenue from Local Sources							
1111-0000	CUR YR General Levy	0.00	0.00	0.00	0.00	13,556,976.00	0.00
1112-0000	First PR YR General Levy	0.00	0.00	0.00	14,994,072.88	13,664,924.00	109.73
1113-0000	Other PR YR General Levies	0.00	0.00	0.00	40,413.04-	0.00	0.00
1511-0000	Interest on Investments	251.71	0.00	0.00	151,373.42	18,000.00	840.96
Total Revenue from Local Sourc		251.71	0.00	0.00	15,105,033.26	27,239,900.00	55.45
Total Revenue		251.71	0.00	0.00	15,105,033.26	27,239,900.00	55.45
EXPENSE							
Expense							
300							
Purchased Services							
319-0000	Other Professional & Technical	1,425.00	0.00	0.00	10,016.67	12,500.00	80.13
Total Purchased Services		1,425.00	0.00	0.00	10,016.67	12,500.00	80.13
600							
Other Objects							
611-0000	Redemption of Principle	0.00	0.00	0.00	17,671,404.17	7,982,691.00	221.37
612-0000	Lease Purchase-Principle	864,976.82	0.00	0.00	1,030,933.88	2,741,611.00	37.60
621-0000	Interest	7,319.24	0.00	0.00	5,772,868.57	19,516,324.00	29.58
Total Other Objects		872,296.06	0.00	0.00	24,475,206.62	30,240,626.00	80.93
700							
Transfers							
701-0000	Transfer Interest	7,319.24-	0.00	0.00	223,792.35-	431,172.00-	51.90
702-0000	Transfer Principal	864,976.82-	0.00	0.00	2,734,290.77-	2,741,611.00-	99.73
Total Transfers		872,296.06-	0.00	0.00	2,958,083.12-	3,172,783.00-	93.23
Total Expense		1,425.00	0.00	0.00	21,527,140.17	27,080,343.00	79.49
Total Net Change in Fund Balan		1,173.29-	0.00	0.00	6,422,106.91-	159,557.00	4024.96-

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Company 40 - Transportation Fund
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Transportation Fund

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Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
REVENUE							
LOCAL Revenue from Local Sources							
1111-0000	CUR YR General Levy	0.00	0.00	0.00	0.00	4,544,561.00	0.00
1112-0000	First PR YR General Levy	0.00	0.00	0.00	3,876,222.80	3,534,955.00	109.65
1511-0000	Interest on Investments	0.00	0.00	0.00	16,627.38	21,000.00	79.18
1951-0000	Refund of PR YRS' Expenditiure	0.00	0.00	0.00	54.54	0.00	0.00
1994-0000	Field Trips	2,264.24	0.00	0.00	167,297.34	209,600.00	79.82
1999-0000	Other Revenue-General	0.00	0.00	0.00	890.00	0.00	0.00
	Total Revenue from Local Sourc	2,264.24	0.00	0.00	4,061,092.06	8,310,116.00	48.87
STATE Revenue from State Sources							
3500-0000	Transportation-Regular	0.00	0.00	0.00	1,321,064.54	3,000,000.00	44.04
3510-0000	Transportation-Special Ed	0.00	0.00	0.00	2,335,892.80	4,500,000.00	51.91
	Total Revenue from State Sourc	0.00	0.00	0.00	3,656,957.34	7,500,000.00	48.76
	Total Revenue	2,264.24	0.00	0.00	7,718,049.40	15,810,116.00	48.82
EXPENSE							
100 Expense Salaries							
115-0000	Non-Certified Supervision/Head	6,841.94	0.00	0.00	75,234.17	87,375.00	86.10
116-0000	Non-Certified Sec/Spec	3,028.60	0.00	0.00	33,195.64	39,525.00	83.99
132-0000	1.5 Overtime	14.19	0.00	0.00	85.16	500.00	17.03
148-0000	Extra Pay-Non-Certified	1,414.23	0.00	0.00	5,051.73	8,700.00	58.07
149-0000	Extra Pay-Certified	36,630.00	0.00	0.00	318,731.66	315,000.00	101.18
161-0000	Mileage Stipend	184.62	0.00	0.00	2,030.76	2,400.00	84.62
	Total Salaries	48,113.58	0.00	0.00	434,329.12	453,500.00	95.77
200 Employee Benefits							
211-0000	Teachers Retirement (TRS)	214.61	0.00	0.00	2,080.41	2,000.00	104.02
218-0000	THIS Fund Employer Contributio	341.55	0.00	0.00	2,877.40	2,900.00	99.22
221-0000	Life Insurance	13.92	0.00	0.00	153.22	630.00	24.32
222-0000	Medical Insurance	486.20	0.00	0.00	4,792.76	17,058.00	28.10
223-0000	Dental Insurance	96.46	0.00	0.00	909.28	1,050.00	86.60
224-0000	Vision Insurance	19.20	0.00	0.00	192.12	263.00	73.05
225-0000	Disability Insurance	9.98	0.00	0.00	109.78	210.00	52.28
	Total Employee Benefits	1,181.92	0.00	0.00	11,114.97	24,111.00	46.10
300 Purchased Services							
319-0000	Other Professional & Technical	0.00	0.00	0.00	1,216.45	4,400.00	27.65
321-0000	Sanitation Services	1,246.93	0.00	0.00	13,581.40	11,000.00	123.47
323-0000	Repair & Maintenance	16,148.56	0.00	0.00	47,379.34	65,000.00	72.89
325-0000	Rentals	1,751.12	0.00	0.00	27,638.08	34,000.00	81.29

Income Statement

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Company 40 - Transportation Fund
Income Statement
For Period 10 Through 10 Ending April 30, 2020

USD

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Consolidated

Transportation Fund

Consolidated

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
300	Purchased Services						
331-0000	Pupil Transportation-General	55,169.00	0.00	0.00	778,973.44	674,000.00	115.57
333-0000	District Travel	0.00	0.00	0.00	9,605.25	14,300.00	67.17
334-0000	Professional Meetings	0.00	0.00	0.00	80.00	100.00	80.00
336-0000	Pupil Transportation-Field Tri	0.00	0.00	0.00	244,008.28	350,000.00	69.72
341-0000	Postage & Shipping Charges	0.00	0.00	0.00	4,851.00	5,100.00	95.12
346-0000	Telephone - WAN and Internet	0.00	0.00	0.00	0.00	425.00	0.00
347-0000	Telephone-Cellular	0.00	0.00	0.00	600.63	850.00	70.66
353-0000	License & Registration	0.00	0.00	0.00	962.77-	2,500.00	38.51-
361-0000	Printing & Binding	0.00	0.00	0.00	2,433.33	7,500.00	32.44
371-0000	Water/Sewer Services	0.00	0.00	0.00	4,115.10	5,500.00	74.82
389-0000	Insurance-Fire-Theft-All Other	0.00	0.00	0.00	95,500.00	95,500.00	100.00
392-0000	License & Registrations	0.00	0.00	0.00	5,732.00	2,000.00	286.60
394-0000	Managment Fees-Transportation	0.00	0.00	0.00	9,163,145.95	12,850,000.00	71.31
	Total Purchased Services	74,315.61	0.00	0.00	10,397,897.48	14,122,175.00	73.63
400	Supplies & Materials						
411-0000	Supplies-General	1,139.55	0.00	0.00	2,929.69	9,700.00	30.20
462-0000	Oil	14,070.75	0.00	0.00	39,011.72	50,000.00	78.02
464-0000	Gasoline	41,450.36	0.00	0.00	718,751.32	1,000,000.00	71.88
465-0000	Natural Gas	1,494.43	0.00	0.00	8,156.38	11,000.00	74.15
482-0000	Parts-Transportation	0.00	0.00	0.00	54,534.34	125,835.00	43.34
	Total Supplies & Materials	58,155.09	0.00	0.00	823,383.45	1,196,535.00	68.81
500	Capital Outlay						
541-0000	Equipment	27,137.10	0.00	0.00	35,837.27	10,000.00	358.37
	Total Capital Outlay	27,137.10	0.00	0.00	35,837.27	10,000.00	358.37
900	System Accounts						
750	Capital Outlay - Capitalized						
751-0000	Equipment < \$5000	0.00	0.00	0.00	891.00	1,000.00	89.10
755-0000	Computer Equipment < \$5000	0.00	0.00	0.00	0.00	2,000.00	0.00
	Total Capital Outlay - Capita	0.00	0.00	0.00	891.00	3,000.00	29.70
	Total System Accounts	0.00	0.00	0.00	891.00	3,000.00	29.70
	Total Expense	208,903.30	0.00	0.00	11,703,453.29	15,809,321.00	74.03
	Total Net Change in Fund Balan	206,639.06-	0.00	0.00	3,985,403.89-	795.00	0.00
	Large Percent of Budget			0.00			501308.67-

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Company 50 - Municipal Retirement Fund USD
Income Statement
For Period 10 Through 10 Ending April 30, 2020

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Consolidated

Municipal Retirement Fund

Consolidated

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
REVENUE							
Revenue							
LOCAL Revenue from Local Sources							
1111-0000	CUR YR General Levy	0.00	0.00	0.00	0.00	1,306,905.00	0.00
1112-0000	First PR YR General Levy	0.00	0.00	0.00	1,398,362.92	1,264,825.00	110.56
1511-0000	Interest on Investments	4,485.74	0.00	0.00	47,842.18	180,000.00	26.58
Total Revenue from Local Sourc		4,485.74	0.00	0.00	1,446,205.10	2,751,730.00	52.56
Total Revenue		4,485.74	0.00	0.00	1,446,205.10	2,751,730.00	52.56
EXPENSE							
Expense							
200 Employee Benefits							
212-0000	Municipal Retirement (IMRF)	174,891.51	0.00	0.00	2,026,341.92	2,610,000.00	77.64
Total Employee Benefits		174,891.51	0.00	0.00	2,026,341.92	2,610,000.00	77.64
Total Expense		174,891.51	0.00	0.00	2,026,341.92	2,610,000.00	77.64
Total Net Change in Fund Balan		170,405.77-	0.00	0.00	580,136.82-	141,730.00	409.33-

Income Statement

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Company 51 - Social Security/Medicare Fund USD
Income Statement
For Period 10 Through 10 Ending April 30, 2020

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Consolidated

Social Security/Medicare Fund Consolidated

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
REVENUE							
Revenue							
LOCAL							
Revenue from Local Sources							
1151-0000	CUR YR Soc Sec/Medicare Levy	0.00	0.00	0.00	0.00	1,442,212.00	0.00
1152-0000	First PR YR Soc Sec/Medicare L	0.00	0.00	0.00	1,527,176.66	1,395,775.00	109.41
1231-0000	Corporate Personal Property Re	0.00	0.00	0.00	0.00	500,000.00	0.00
1511-0000	Interest on Investments	65.03	0.00	0.00	12,195.14	184,000.00	6.63
Total Revenue from Local Sourc		65.03	0.00	0.00	1,539,371.80	3,521,987.00	43.71
Total Revenue		65.03	0.00	0.00	1,539,371.80	3,521,987.00	43.71
EXPENSE							
Expense							
200							
Employee Benefits							
213-0000	Federal Insurance Contribution	104,525.99	0.00	0.00	1,381,196.86	1,800,000.00	76.73
214-0000	Medicare Only	121,357.92	0.00	0.00	1,433,632.13	2,090,000.00	68.59
Total Employee Benefits		225,883.91	0.00	0.00	2,814,828.99	3,890,000.00	72.36
Total Expense		225,883.91	0.00	0.00	2,814,828.99	3,890,000.00	72.36
Total Net Change in Fund Balan		225,818.88-	0.00	0.00	1,275,457.19-	368,013.00-	346.58

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Company 60 - Site & Construction Fund USD
Income Statement
For Period 10 Through 10 Ending April 30, 2020

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Consolidated

Site & Construction Fund

Consolidated

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
REVENUE							
LOCAL Revenue from Local Sources							
1511-0000	Interest on Investments	8,686.33	0.00	0.00	53,494.93	90,000.00	59.44
1960-0000	Surplus from TIF Funds	3,367,123.50	0.00	0.00	5,490,682.97	3,900,000.00	140.79
	Total Revenue from Local Sourc	3,375,809.83	0.00	0.00	5,544,177.90	3,990,000.00	138.95
	Total Revenue	3,375,809.83	0.00	0.00	5,544,177.90	3,990,000.00	138.95
EXPENSE							
500 Capital Outlay							
521-0000	Buildings	807,011.00	0.00	0.00	10,026,738.80	11,117,060.00	90.19
531-0000	Improvements Other than Buildi	127,596.00	0.00	0.00	869,802.26	0.00	0.00
	Total Capital Outlay	934,607.00	0.00	0.00	10,896,541.06	11,117,060.00	98.02
700 Transfers							
703-0000	Transfer Fund Balance	0.00	0.00	0.00	0.00	2,500,000.00-	0.00
	Total Transfers	0.00	0.00	0.00	0.00	2,500,000.00-	0.00
	Total Expense	934,607.00	0.00	0.00	10,896,541.06	8,617,060.00	126.45
	Total Net Change in Fund Balan	2,441,202.83	0.00	0.00	5,352,363.16-	4,627,060.00-	115.68

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Company 61 - Impact Fees Fund
Income Statement
For Period 10 Through 10 Ending April 30, 2020

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Fiscal Year 2020 Budget

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Consolidated

Impact Fees Fund

Consolidated

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
REVENUE							
Revenue							
LOCAL Revenue from Local Sources							
1511-0000	Interest on Investments	18,495.30	0.00	0.00	166,163.37	24,000.00	692.35
1931-0000	Impact Fees-East Dundee/West D	0.00	0.00	0.00	0.00	180,500.00	0.00
1937-0000	Impact Fees-Hampshire	0.00	0.00	0.00	0.00	47,800.00	0.00
1938-0000	Impact Fees-Gilberts	0.00	0.00	0.00	62,770.00	86,400.00	72.65
1939-0000	Impact Fees-Algonquin/Carpente	0.00	0.00	0.00	0.00	211,700.00	0.00
1941-0000	Technology E-Rate Revenue	0.00	0.00	0.00	101,434.80	0.00	0.00
1942-0000	Impact Fees-City of Elgin	0.00	0.00	0.00	0.00	112,600.00	0.00
Total Revenue from Local Sourc		18,495.30	0.00	0.00	330,368.17	663,000.00	49.83
Total Revenue		18,495.30	0.00	0.00	330,368.17	663,000.00	49.83
EXPENSE							
Expense							
500 Capital Outlay							
547-0000	Network Equipment > \$500	368,475.90	0.00	0.00	368,475.90	0.00	0.00
Total Capital Outlay		368,475.90	0.00	0.00	368,475.90	0.00	0.00
Total Expense		368,475.90	0.00	0.00	368,475.90	0.00	0.00
Total Net Change in Fund Balan		349,980.60-	0.00	0.00	38,107.73-	663,000.00	5.75-

Income Statement

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Company 70 - Working Capital Fund USD
Income Statement
For Period 10 Through 10 Ending April 30, 2020

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Consolidated

Working Capital Fund

Consolidated

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
REVENUE							
Revenue							
LOCAL Revenue from Local Sources							
1111-0000	CUR YR General Levy	0.00	0.00	0.00	0.00	62,290.00	0.00
1112-0000	First PR YR General Levy	0.00	0.00	0.00	61,274.43	60,284.00	101.64
1511-0000	Interest on Investments	49,735.66	0.00	0.00	438,734.53	967,000.00	45.37
Total Revenue from Local Sourc		49,735.66	0.00	0.00	500,008.96	1,089,574.00	45.89
Total Revenue		49,735.66	0.00	0.00	500,008.96	1,089,574.00	45.89
EXPENSE							
Expense							
Total Net Change in Fund Balan		49,735.66	0.00	0.00	500,008.96	1,089,574.00	45.89

Income Statement

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Company 80 - Tort Immunity Fund
Income Statement
For Period 10 Through 10 Ending April 30, 2020

USD

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Consolidated

Tort Immunity Fund

Consolidated

Account Nbr	Description	Period Amount	Period Budget	Pct Of Budget	Year To Date Amount	Year To Date Budget	Pct Of Budget
REVENUE							
Revenue							
LOCAL Revenue from Local Sources							
1121-0000	CUR YR Tort Immunity Levy	0.00	0.00	0.00	931,897.91	878,439.00	106.09
1122-0000	First PR YR Tort Immunity Levy	0.00	0.00	0.00	0.00	850,155.00	0.00
1511-0000	Interest on Investments	0.00	0.00	0.00	243.79	82,000.00	.30
	Total Revenue from Local Sourc	0.00	0.00	0.00	932,141.70	1,810,594.00	51.48
	Total Revenue	0.00	0.00	0.00	932,141.70	1,810,594.00	51.48
EXPENSE							
Expense							
300 Purchased Services							
382-0000	Fidelity Bond Premiums	0.00	0.00	0.00	18,750.00	18,750.00	100.00
383-0000	Worker's Compensation Insuranc	0.00	0.00	0.00	983,350.00	983,350.00	100.00
389-0000	Insurance-Fire-Theft-All Other	0.00	0.00	0.00	759,683.00	759,683.00	100.00
	Total Purchased Services	0.00	0.00	0.00	1,761,783.00	1,761,783.00	100.00
	Total Expense	0.00	0.00	0.00	1,761,783.00	1,761,783.00	100.00
	Total Net Change in Fund Balan	0.00	0.00	0.00	829,641.30-	48,811.00	1699.70-

**Pcard
Statement
Posting Date
May 2021**

	Merchant	Transaction Amount	Comments
4/12/2021	Adobe 800-833-6687	29.99	STAFF
5/5/2021	Adobe Inc	9.99	STAFF
4/20/2021	Akdesigns	607.50	STAFF
4/28/2021	Aldi 40029	43.60	STUDENT
5/5/2021	Aldi 40029	7.48	STUDENT
4/22/2021	Algonquin Sub Shop	100.75	STAFF
4/23/2021	Algonquin Sub Shop	65.15	STAFF
4/20/2021	American Assoc Of Teac	88.50	STUDENT
4/9/2021	Anderson Lock Co	18.00	BG
4/26/2021	Anderson Lock Co	440.00	BG
4/23/2021	Aramsco Interlink Crw	384.69	BUILDING
4/13/2021	Asbo	240.00	STAFF
4/14/2021	Att Bill Payment	3241.78	AP BOARD APPROVED
4/26/2021	Autozone # 2549	4.99	BG
4/13/2021	Batteries Plus #0280	15.36	STUDENT
4/23/2021	Batteries Plus #0456	15.90	BG
4/22/2021	Bed Bath & Beyond #190	63.05	STAFF
4/27/2021	Blockj Fresh Market	18.59	FACS
4/29/2021	Broadway Plus	700.00	STUDENT
4/16/2021	Buona Online	89.44	STAFF
4/27/2021	Bureaueduca	149.00	STAFF
4/26/2021	Butera Fruit Market	28.71	STUDENT
4/30/2021	Chick-Fil-A #02927	358.41	STUDENT
4/28/2021	Chilis Algonquin #179	99.18	STAFF
4/29/2021	Comcast Business	10906.45	AP BOARD APPROVED
4/9/2021	Consortium For School	1300.00	STAFF
4/9/2021	Creative Promotional A	58.00	STAFF
5/5/2021	Dairy Queen 18948	20.00	STUDENT
5/5/2021	Dd/Br #339870 Q35	20.00	STUDENT
4/7/2021	Dollar Tree	49.00	STUDENT
4/14/2021	Dollar Tree	186.00	STUDENT
4/21/2021	Dollar Tree	14.00	STUDENT
4/21/2021	Dollar Tree	19.00	STAFF
4/22/2021	Dollar Tree	78.00	STUDENT
5/4/2021	Dollar Tree	86.00	STUDENT
5/5/2021	Dollar Tree, Inc.	191.48	STUDENT
4/6/2021	Eds Rental And Sales	111.36	BG
4/21/2021	Eds Rental And Sales	76.00	BG
4/26/2021	Eds Rental And Sales	70.00	STUDENT
4/29/2021	Eds Rental And Sales	-38.00	BG
4/30/2021	Eds Rental And Sales	150.00	STAFF
5/3/2021	Eds Rental And Sales	55.68	BG
4/23/2021	Eig Constantcontact.Co	45.00	STAFF

4/6/2021	Elgin Key & Lock Co In	41.73	BG
4/19/2021	Elgin Key & Lock Co In	288.73	BUILDING
4/7/2021	Event #wpc22	530.00	STAFF
4/7/2021	Event #wpc22	795.00	STAFF
4/7/2021	Event #wpc22	340.00	STAFF
4/7/2021	Event #wpc22	340.00	STAFF
4/7/2021	Event #wpc22	340.00	STAFF
4/14/2021	Evernote	69.99	STAFF
4/15/2021	Farm & Fleet Of Elgin	62.97	BG
4/28/2021	Fastmodel Sports	109.00	STUDENT
4/29/2021	Fastsigns Blue Pond Si	550.00	BUILDING
4/26/2021	Fedex 786336414354	48.51	STUDENT
4/6/2021	Ferguson Ent #1123	150.77	BG
4/7/2021	Ferguson Ent #1123	13.55	BG
4/7/2021	Ferguson Ent #1123	195.10	BG
4/9/2021	Ferguson Ent #1123	16.79	BG
4/9/2021	Ferguson Ent #1123	132.24	BG
4/15/2021	Ferguson Ent #1123	126.39	BG
4/22/2021	Ferguson Ent #1123	55.41	BG
4/26/2021	Ferguson Ent #1123	95.73	BG
4/27/2021	Ferguson Ent #1123	43.12	BG
5/3/2021	Ferguson Ent #1123	12.00	BG
5/3/2021	Ferguson Ent #1123	32.78	BG
4/26/2021	Ferguson Ent #1643	99.99	BG
5/3/2021	Five Below 712	70.00	STAFF
4/7/2021	Five Below 716	142.50	STUDENT
4/14/2021	Gamechanger Media, Inc	264.56	STUDENT
4/23/2021	Gds Garage Door Suppli	38.98	BG
4/15/2021	Gensburg Calandriello	3880.00	AP BOARD APPROVED
4/15/2021	Glsen	60.00	STAFF
4/8/2021	Gustave A Larson Compa	14.70	BG
4/9/2021	Gustave A Larson Compa	81.31	BG
4/9/2021	Gustave A Larson Compa	47.98	BG
4/15/2021	Gustave A Larson Compa	11.97	BG
4/30/2021	Gustave A Larson Compa	28.00	BG
5/3/2021	Gustave A Larson Compa	44.90	BG
5/5/2021	Gustave A Larson Compa	50.29	BG
4/13/2021	Hampshire Napa	5.99	BG
4/12/2021	Hobby-Lobby #520	69.89	STAFF
4/26/2021	Hobby-Lobby #520	19.49	STUDENT
4/26/2021	Honeybaked Ham Company	1000.20	STAFF
4/21/2021	Illinois Association O	75.00	STAFF
4/15/2021	In The Spyglass Group	10537.84	AP BOARD APPROVED
5/3/2021	Indeed	306.37	STAFF
4/22/2021	Jewel Osco 1256	71.96	STUDENT
4/28/2021	Jewel Osco 1256	28.97	STUDENT
4/30/2021	Jewel Osco 1306	95.58	STAFF
5/3/2021	Jewel Osco 1306	24.99	STAFF

4/12/2021	Jewel Osco 2310	55.86	STUDENT
4/23/2021	Jewel Osco 2517	25.98	STAFF
4/26/2021	Jewel Osco 3394	145.40	FACS
4/23/2021	Jim M Lady Oldsmobile	941.89	BG
4/29/2021	Jimmys Charhouse Of E	200.00	STAFF
4/19/2021	Joann Stores #2465	11.99	STAFF
5/3/2021	Joann Stores #2465	22.98	STAFF
5/3/2021	Joann Stores #2465	486.23	FACS
4/26/2021	Lensrentals.Com	264.00	STAFF
4/28/2021	Lensrentals.Com	102.00	STAFF
4/12/2021	Little Caesars #1713	72.30	STUDENT
4/21/2021	Lowes #01739	49.04	BG
4/22/2021	Loyola Chgo Cas	1075.00	STAFF
4/8/2021	McAlisters Mm 101345	78.07	STAFF
4/28/2021	McAlisters Mm 101345	263.05	STUDENT
5/5/2021	McDonalds F34623	20.00	STUDENT
4/12/2021	McDonalds M5509 Of	60.00	STUDENT
4/29/2021	McMaster-Carr	48.38	BG
4/9/2021	Meijer # 206	102.59	FACS
4/12/2021	Meijer # 206	62.94	FACS
4/16/2021	Meijer # 206	119.14	FACS
4/16/2021	Meijer # 206	14.46	FACS
4/19/2021	Meijer # 206	25.76	FACS
4/21/2021	Meijer # 206	56.29	STAFF
4/23/2021	Meijer # 206	8.99	FACS
4/26/2021	Meijer # 206	23.89	FACS
4/26/2021	Meijer # 206	67.83	STAFF
4/28/2021	Meijer # 206	110.75	FACS
4/30/2021	Meijer # 206	23.67	FACS
5/3/2021	Meijer # 206	36.60	FACS
4/19/2021	Meijer # 228	17.01	STUDENT
4/7/2021	Menards Carpentersvill	26.52	BG
4/8/2021	Menards Carpentersvill	26.84	BUILDING
4/9/2021	Menards Carpentersvill	8.02	BG
4/12/2021	Menards Carpentersvill	16.98	BG
4/12/2021	Menards Carpentersvill	69.79	BG
4/12/2021	Menards Carpentersvill	78.40	BUILDING
4/12/2021	Menards Carpentersvill	49.73	BUILDING
4/15/2021	Menards Carpentersvill	28.99	BG
4/15/2021	Menards Carpentersvill	22.82	BG
4/15/2021	Menards Carpentersvill	29.50	BUILDING
4/16/2021	Menards Carpentersvill	50.05	BG
4/19/2021	Menards Carpentersvill	72.36	BG
4/19/2021	Menards Carpentersvill	34.95	BG
4/19/2021	Menards Carpentersvill	24.98	BG
4/21/2021	Menards Carpentersvill	20.93	BG
4/21/2021	Menards Carpentersvill	58.56	BG
4/22/2021	Menards Carpentersvill	13.77	BG

4/22/2021	Menards Carpentersvill	3.49	BUILDING
4/22/2021	Menards Carpentersvill	17.83	BUILDING
4/22/2021	Menards Carpentersvill	39.55	BUILDING
4/23/2021	Menards Carpentersvill	9.36	BG
4/23/2021	Menards Carpentersvill	60.97	BG
4/23/2021	Menards Carpentersvill	86.48	BG
4/23/2021	Menards Carpentersvill	139.95	BG
4/26/2021	Menards Carpentersvill	5.87	BG
4/26/2021	Menards Carpentersvill	79.70	BG
4/28/2021	Menards Carpentersvill	110.09	BG
4/28/2021	Menards Carpentersvill	59.98	BG
4/30/2021	Menards Carpentersvill	80.64	BG
4/30/2021	Menards Carpentersvill	546.87	BG
4/30/2021	Menards Carpentersvill	23.98	BUILDING
5/3/2021	Menards Carpentersvill	3.96	BG
5/3/2021	Menards Carpentersvill	5.69	BG
5/3/2021	Menards Carpentersvill	25.89	BG
5/3/2021	Menards Carpentersvill	15.87	BG
5/3/2021	Menards Carpentersvill	220.70	BUILDING
5/3/2021	Menards West Chicago I	167.60	BG
4/8/2021	Michaels #9490	83.94	STUDENT
4/22/2021	Michaels Stores 1383	31.85	STUDENT
4/28/2021	Michaels Stores 4802	71.10	STAFF
4/29/2021	Michaels Stores 4802	-34.86	STAFF
4/29/2021	Michaels Stores 4802	79.88	STAFF
4/30/2021	Michaels Stores 4802	9.98	BG
4/30/2021	Michaels Stores 4802	36.49	STAFF
5/4/2021	Michaels Stores 4802	17.99	STAFF
4/6/2021	Mighty Mites Awards S	180.00	STAFF
4/14/2021	Morettis	133.27	STAFF
4/22/2021	Nametagcountry.Com	31.47	STAFF
4/13/2021	National Pen Co Llc	129.14	STAFF
4/13/2021	National School Boards	267.00	STAFF
4/21/2021	National School Boards	99.00	STAFF
4/29/2021	National Science Teach	84.83	STUDENT
5/5/2021	Niaaa	80.00	STAFF
4/22/2021	North Of The Border	81.31	STAFF
4/9/2021	Office Depot #2314	56.20	STUDENT
4/9/2021	Office Depot #2314	205.66	STUDENT
4/27/2021	Office Depot #2314	25.79	STUDENT
4/26/2021	Officemax/Depot 6370	155.92	STAFF
4/29/2021	Officemax/Depot 6532	38.66	STUDENT
4/29/2021	Officemax/Depot 6532	47.85	STUDENT
4/21/2021	Olive Garden 0021156	109.88	STAFF
4/26/2021	Olive Garden 0021156	71.71	STAFF
4/19/2021	Otc Brands Inc	439.82	STAFF
4/30/2021	Panera Bread #204017 O	144.35	STAFF
4/19/2021	Panera Bread #204091 O	156.35	STAFF

4/22/2021	Panera Bread #204091 O	151.15	STAFF
4/19/2021	Party City 5318	43.96	STAFF
4/21/2021	Party City 5318	32.95	STAFF
4/22/2021	Party City 5318	59.66	STUDENT
5/3/2021	Party City 5318	55.47	STAFF
4/12/2021	Paypal Jalogancoll	-20.00	STAFF
4/26/2021	Paypal Martezrucke	65.00	STUDENT
4/20/2021	Pitney Bowes Pi	64.59	POSTAGE
4/28/2021	Pitney Bowes Pi	216.25	POSTAGE
4/30/2021	Pitney Bowes Pi	226.06	POSTAGE
4/15/2021	Pitneybowesleasedequip	1401.84	AP BOARD APPROVED
4/21/2021	Platt Hill Nursery,inc	89.70	STAFF
4/21/2021	Playing With Murder	29.95	STUDENT
4/8/2021	Porter Pipe & Supply	56.25	BG
4/15/2021	Porter Pipe & Supply	101.52	BG
5/3/2021	Porter Pipe & Supply	428.46	BG
5/5/2021	Porter Pipe & Supply	82.26	BG
4/7/2021	Proctoru Inc.	12.00	BG
4/22/2021	Proctoru Inc.	24.00	STAFF
4/27/2021	Proctoru Inc.	24.00	BG
4/29/2021	Proctoru Inc.	20.00	STAFF
5/3/2021	Pure Dry Cleaners	96.00	STAFF
4/15/2021	Randall Roadhouse Tave	132.04	STAFF
4/19/2021	Randall Roadhouse Tave	129.42	STAFF
4/29/2021	Randall Roadhouse Tave	75.53	STAFF
5/5/2021	Red Robin No 343	670.11	STAFF
4/6/2021	Reg Office Of Educ P	15.00	STAFF
4/6/2021	Reg Office Of Educ P	15.00	STAFF
4/8/2021	Reg Office Of Educ P	15.00	STAFF
4/8/2021	Reg Office Of Educ P	15.00	STAFF
4/9/2021	Robotshop.Com	46.36	STUDENT
4/29/2021	Robotshop.Com	66.52	STUDENT
4/14/2021	Rosatis Pizza - Carpen	117.45	STAFF
4/21/2021	Russo Power Equipment	117.59	BG
4/21/2021	Russo Power Equipment	139.96	BG
4/26/2021	Sams Club #4942	45.00	STUDENT
4/26/2021	Samsclub #4942	9.98	STUDENT
4/16/2021	Samsclub.Com	290.68	STAFF
4/22/2021	Samsclub.Com	238.08	STUDENT
5/3/2021	Samsclub.Com	156.46	STAFF
4/8/2021	Sewing Concepts	35.00	FACS
4/13/2021	Sherwin Williams 70304	57.72	BG
4/20/2021	Sherwin Williams 70304	57.72	BG
4/28/2021	Sherwin Williams 70304	63.69	BG
4/29/2021	Sherwin Williams 70304	21.16	BG
5/4/2021	Sherwin Williams 70304	57.72	BG
4/29/2021	Siteone Landscape Supp	103.22	BG
4/29/2021	Siteone Landscape Supp	60.78	BUILDING

4/27/2021	Sp Custombrandedbox	4627.04	STUDENT
4/27/2021	Sp Custombrandedbox	6332.14	STUDENT
4/27/2021	Sp Custombrandedbox	6577.12	STUDENT
4/29/2021	Sp Custombrandedbox	4922.13	STUDENT
5/5/2021	Sq Don Rafa	828.00	STAFF
5/5/2021	Sq Joe And Dough	320.00	STAFF
4/29/2021	Sq Sunburst Sportswea	18.00	STUDENT
4/12/2021	Steiner Elec Crystal L	53.01	BG
4/13/2021	Steiner Elec Crystal L	160.72	BG
4/16/2021	Steiner Elec Crystal L	5.20	BG
4/16/2021	Steiner Elec Crystal L	131.13	BG
4/19/2021	Steiner Elec Crystal L	13.77	BG
4/19/2021	Steiner Elec Crystal L	283.41	BG
4/20/2021	Steiner Elec Crystal L	96.11	BG
4/20/2021	Steiner Elec Crystal L	61.75	BG
4/28/2021	Steiner Elec Crystal L	443.52	BG
5/5/2021	Steiner Elec Crystal L	43.26	BG
4/9/2021	Steiner Elec Elk Grove	783.00	BG
4/14/2021	Strut & Supply Inc	234.65	BG
4/14/2021	Sundberg America	56.92	BG
4/13/2021	Target 00018010	21.53	STAFF
4/14/2021	Target 00018010	25.00	STUDENT
4/27/2021	Target 00018010	9.99	STAFF
5/5/2021	Target 00018010	131.42	STAFF
4/12/2021	The Home Depot #1920	44.94	BUILDING
4/22/2021	The Home Depot #1934	5.84	BG
4/7/2021	The Home Depot #1940	19.89	BG
4/7/2021	The Home Depot #1940	5.99	BG
4/8/2021	The Home Depot #1940	5.28	BG
4/8/2021	The Home Depot #1940	156.34	BUILDING
4/9/2021	The Home Depot #1940	8.50	BG
4/9/2021	The Home Depot #1940	13.12	BG
4/12/2021	The Home Depot #1940	3.75	BG
4/12/2021	The Home Depot #1940	32.51	BG
4/12/2021	The Home Depot #1940	17.65	BG
4/12/2021	The Home Depot #1940	18.16	BG
4/12/2021	The Home Depot #1940	80.28	BG
4/14/2021	The Home Depot #1940	78.57	BG
4/14/2021	The Home Depot #1940	7.95	BG
4/15/2021	The Home Depot #1940	19.97	BG
4/15/2021	The Home Depot #1940	7.65	BG
4/16/2021	The Home Depot #1940	31.58	BG
4/19/2021	The Home Depot #1940	16.22	BG
4/19/2021	The Home Depot #1940	53.04	BG
4/19/2021	The Home Depot #1940	48.55	BG
4/19/2021	The Home Depot #1940	33.94	BG
4/19/2021	The Home Depot #1940	20.50	BG
4/19/2021	The Home Depot #1940	199.00	BG

4/19/2021	The Home Depot #1940	15.36	BG
4/19/2021	The Home Depot #1940	74.91	BUILDING
4/21/2021	The Home Depot #1940	6.98	BG
4/22/2021	The Home Depot #1940	4.96	BG
4/22/2021	The Home Depot #1940	23.92	BG
4/22/2021	The Home Depot #1940	71.58	BG
4/23/2021	The Home Depot #1940	-24.22	BG
4/26/2021	The Home Depot #1940	26.33	BG
4/26/2021	The Home Depot #1940	58.92	BG
4/26/2021	The Home Depot #1940	299.94	BG
4/26/2021	The Home Depot #1940	67.74	BG
4/26/2021	The Home Depot #1940	36.47	BG
4/26/2021	The Home Depot #1940	31.41	BG
4/26/2021	The Home Depot #1940	17.25	BG
4/26/2021	The Home Depot #1940	8.97	BG
4/26/2021	The Home Depot #1940	7.94	BG
4/26/2021	The Home Depot #1940	37.11	BG
4/28/2021	The Home Depot #1940	38.91	BG
4/28/2021	The Home Depot #1940	84.86	BG
4/28/2021	The Home Depot #1940	38.24	BG
4/29/2021	The Home Depot #1940	18.68	BG
4/29/2021	The Home Depot #1940	33.24	BG
4/29/2021	The Home Depot #1940	9.26	BG
4/29/2021	The Home Depot #1940	36.56	BG
4/29/2021	The Home Depot #1940	20.98	BUILDING
4/30/2021	The Home Depot #1940	29.72	BG
5/3/2021	The Home Depot #1940	39.49	BG
5/3/2021	The Home Depot #1940	32.85	BG
5/3/2021	The Home Depot #1940	69.96	BG
5/3/2021	The Home Depot #1940	51.91	BG
5/3/2021	The Home Depot #1940	33.41	BG
5/3/2021	The Home Depot #1940	101.54	BG
5/3/2021	The Home Depot #1940	148.80	BG
5/5/2021	The Home Depot #1940	13.98	BG
5/5/2021	The Home Depot #1940	29.94	BG
5/5/2021	The Home Depot #1940	337.88	BG
5/5/2021	The Home Depot #1940	60.84	BG
4/7/2021	The Home Depot #1948	44.91	BUILDING
4/8/2021	The Home Depot #1948	26.91	BG
4/8/2021	The Home Depot #1948	103.94	BG
4/8/2021	The Home Depot #1948	23.36	BG
4/9/2021	The Home Depot #1948	196.96	BUILDING
4/9/2021	The Home Depot #1948	141.76	STUDENT
4/12/2021	The Home Depot #1948	23.92	BG
4/12/2021	The Home Depot #1948	15.12	BG
4/12/2021	The Home Depot #1948	24.13	BUILDING
4/15/2021	The Home Depot #1948	113.49	BG
4/16/2021	The Home Depot #1948	45.82	BUILDING

4/19/2021	The Home Depot #1948	55.35	BG
4/19/2021	The Home Depot #1948	65.46	BG
4/19/2021	The Home Depot #1948	18.20	BG
4/19/2021	The Home Depot #1948	119.84	BG
4/19/2021	The Home Depot #1948	192.67	BUILDING
4/21/2021	The Home Depot #1948	31.78	BG
4/21/2021	The Home Depot #1948	10.85	BG
4/21/2021	The Home Depot #1948	125.85	BG
4/22/2021	The Home Depot #1948	4.57	BG
4/22/2021	The Home Depot #1948	64.97	BG
4/22/2021	The Home Depot #1948	59.98	BUILDING
4/26/2021	The Home Depot #1948	101.17	BG
4/26/2021	The Home Depot #1948	82.94	BG
4/28/2021	The Home Depot #1948	218.83	BG
4/28/2021	The Home Depot #1948	218.16	BUILDING
4/29/2021	The Home Depot #1948	36.68	BG
4/29/2021	The Home Depot #1948	146.93	BG
4/30/2021	The Home Depot #1948	48.30	BG
4/30/2021	The Home Depot #1948	14.97	BG
4/30/2021	The Home Depot #1948	56.52	BG
5/3/2021	The Home Depot #1948	21.94	BG
5/3/2021	The Home Depot #1948	14.82	BG
5/3/2021	The Home Depot #1948	15.88	BG
5/3/2021	The Home Depot #1948	37.18	BG
5/3/2021	The Home Depot #1948	85.38	BUILDING
5/5/2021	The Home Depot #1948	15.25	BG
5/5/2021	The Home Depot #1948	37.87	BG
5/5/2021	The Home Depot #1948	49.42	BG
5/5/2021	The Home Depot #1948	265.79	BG
4/9/2021	Tractor Supply # 131	58.98	BG
4/19/2021	Tractor Supply # 131	179.96	STAFF
4/9/2021	Trane Supply-112413	48.84	BG
4/7/2021	Trane Supply-112420	15.40	BG
4/8/2021	Trane Supply-112420	46.13	BG
4/12/2021	Trane Supply-112420	11.24	BG
4/12/2021	Trane Supply-112420	52.23	BG
4/15/2021	Trane Supply-112420	56.70	BG
4/21/2021	Trane Supply-112420	188.92	BG
4/22/2021	Trane Supply-112420	-198.28	BG
4/22/2021	Trane Supply-112420	-154.08	BG
4/26/2021	Trane Supply-112420	187.26	BG
4/26/2021	Trane Supply-112420	22.54	BG
4/29/2021	Trane Supply-112420	43.07	BG
4/29/2021	Trane Supply-112420	379.29	BG
5/3/2021	Trane Supply-112420	137.85	BG
5/3/2021	Trane Supply-112420	15.40	BG
5/5/2021	Trane Supply-112420	30.50	BG
4/30/2021	Tropical Smoothie II 0	82.06	STAFF

4/29/2021	Tst Nothing Bundt Cak	392.00	STUDENT
4/12/2021	U Of I Crop Science	45.00	STAFF
4/15/2021	U Of I Crop Science	45.00	STAFF
4/15/2021	U Of I Crop Science	45.00	STAFF
4/22/2021	U Of I Crop Science	45.00	STAFF
4/22/2021	U Of I Crop Science	45.00	STAFF
4/22/2021	U Of I Crop Science	45.00	STAFF
4/26/2021	U Of I Crop Science	45.00	STAFF
4/30/2021	U Of I Crop Science	45.00	STAFF
4/12/2021	Usps Po 1600960102	59.00	POSTAGE
4/12/2021	Usps Po 1600960102	23.42	POSTAGE
4/19/2021	Usps Po 1600960102	7.80	POSTAGE
5/5/2021	Usps Po 1600960102	55.00	POSTAGE
4/6/2021	Usps Po 1613080110	7.00	POSTAGE
4/23/2021	Usps Po 1633960140	230.45	POSTAGE
4/28/2021	Usps Po 1633960140	10.45	POSTAGE
4/12/2021	Usps Po 1686160098	216.00	POSTAGE
4/15/2021	Vzwrllss My Vz Vb P	6180.64	AP BOARD APPROVED
4/30/2021	Vzwrllss My Vz Vb P	37662.56	AP BOARD APPROVED
5/3/2021	Wal-Mart #1211	5.92	FACS
4/26/2021	Wal-Mart #1413	44.90	STUDENT
5/3/2021	Wal-Mart #1413	250.39	STAFF
4/6/2021	Wal-Mart #1531	28.73	STUDENT
4/8/2021	Wal-Mart #1531	46.61	FACS
4/9/2021	Wal-Mart #1531	8.84	STUDENT
4/9/2021	Wal-Mart #1531	20.67	FACS
4/13/2021	Wal-Mart #1531	61.33	FACS
4/14/2021	Wal-Mart #1531	82.25	FACS
4/14/2021	Wal-Mart #1531	185.11	STUDENT
4/19/2021	Wal-Mart #1531	250.24	STAFF
4/21/2021	Wal-Mart #1531	37.64	FACS
4/23/2021	Wal-Mart #1531	33.23	STUDENT
4/26/2021	Wal-Mart #1531	27.96	STAFF
4/27/2021	Wal-Mart #1531	96.76	STAFF
4/28/2021	Wal-Mart #1531	37.66	STUDENT
4/28/2021	Wal-Mart #1531	40.78	STUDENT
4/30/2021	Wal-Mart #1531	109.38	STAFF
4/30/2021	Wal-Mart #1531	472.33	STUDENT
4/30/2021	Wal-Mart #1531	20.06	STUDENT
5/4/2021	Wal-Mart #1531	209.48	STAFF
5/5/2021	Wal-Mart #1531	42.61	STUDENT
5/5/2021	Wal-Mart #1531	69.04	STAFF
4/12/2021	Wal-Mart #1814	112.57	STAFF
4/26/2021	Wal-Mart #1955	39.39	STAFF
4/20/2021	Wal-Mart #4641	26.58	FACS
4/21/2021	Wal-Mart #4641	195.66	FACS
4/26/2021	Wal-Mart #4641	188.47	FACS
4/26/2021	Wal-Mart #4641	135.46	STAFF

4/28/2021	Wal-Mart #4641	43.47	FACS
4/30/2021	Wal-Mart #4641	238.12	FACS
5/3/2021	Wal-Mart #4641	35.06	FACS
5/3/2021	Wal-Mart #4641	11.88	FACS
5/5/2021	Wal-Mart #4641	157.07	FACS
4/13/2021	Wal-Mart #5060	101.70	STUDENT
4/19/2021	Wal-Mart #5060	130.47	STUDENT
4/20/2021	Wal-Mart #5060	57.70	STAFF
4/21/2021	Wal-Mart #5060	7.84	STUDENT
4/21/2021	Wal-Mart #5060	89.73	STUDENT
4/26/2021	Wal-Mart #5060	43.52	STAFF
4/28/2021	Wal-Mart #5060	40.36	STAFF
5/3/2021	Wal-Mart #5060	11.88	STAFF
5/4/2021	Wal-Mart #5060	112.94	STUDENT
5/4/2021	Wal-Mart #5060	38.06	STAFF
4/6/2021	Walmart Grocery	50.13	FACS
4/13/2021	Walmart Grocery	28.58	FACS
4/13/2021	Walmart Grocery	69.02	FACS
4/20/2021	Walmart Grocery	43.98	FACS
4/29/2021	Walmart Grocery	52.51	FACS
5/4/2021	Walmart Grocery	48.48	STUDENT
4/15/2021	Walmart.Com At	45.98	STUDENT
4/26/2021	Walmart.Com At	101.44	STUDENT
4/19/2021	Walmart.Com Ax	1172.18	STUDENT
4/22/2021	Walmart.Com Ax	29.35	STUDENT
4/16/2021	Web Secure Sectigo	149.00	STAFF
4/16/2021	Web Secure Sectigo	149.00	STAFF
4/29/2021	West Side Electric Sup	46.89	BG
4/13/2021	West Side Industrial -	77.65	BG
4/19/2021	West Side Industrial -	10.43	BG
4/26/2021	Wm Supercenter #4641	100.76	STAFF
5/3/2021	Wm Supercenter #4641	204.19	STAFF
4/7/2021	Wm Supercenter #5060	32.18	STUDENT
4/12/2021	Wm Supercenter #5060	89.60	STUDENT
4/12/2021	Wm Supercenter #5060	28.40	STUDENT
4/14/2021	Wm Supercenter #5060	11.94	STUDENT
4/19/2021	Wm Supercenter #5060	14.78	STUDENT
4/21/2021	Wm Supercenter #5060	23.96	STAFF
4/22/2021	Wm Supercenter #5060	80.48	STUDENT
4/23/2021	Wm Supercenter #5060	44.26	STUDENT
4/28/2021	Wm Supercenter #5060	15.88	STUDENT
5/3/2021	Wm Supercenter #5060	55.48	STAFF
5/3/2021	Wm Supercenter #5060	37.02	STAFF
5/4/2021	Wm Supercenter #5060	2.84	STAFF
4/12/2021	Wm Supercenter #5352	33.63	STUDENT
5/5/2021	Wrights Media Llc	875.00	STUDENT
4/7/2021	Wristbandexpresscom	156.00	STUDENT
4/29/2021	Wwp Smitheren Pest Ma	910.00	AP BOARD APPROVED

4/9/2021	Ziegler-Carpentersvill	11.98	BG
4/16/2021	Ziegler-Carpentersvill	8.97	BUILDING
4/20/2021	Ziegler-Carpentersvill	1.39	BG
4/20/2021	Ziegler-Carpentersvill	85.22	BG
4/22/2021	Ziegler-Carpentersvill	15.58	BUILDING
4/27/2021	Ziegler-Carpentersvill	25.47	BUILDING
4/30/2021	Ziegler-Carpentersvill	24.57	BG
4/30/2021	Ziegler-Carpentersvill	17.46	BG
4/30/2021	Ziegler-Carpentersvill	5.58	BUILDING
5/3/2021	Ziegler-Carpentersvill	53.98	BG
4/9/2021	Zieglers Ace Hdwe	124.97	BG
4/14/2021	Zieglers Ace Hdwe	13.39	BG
4/21/2021	Zieglers Ace Hdwe	27.72	BG
4/21/2021	Zieglers Ace Hdwe	15.47	BG
4/21/2021	Zieglers Ace Hdwe	32.99	BG
4/23/2021	Zieglers Ace Hdwe	6.80	BG
4/26/2021	Zieglers Ace Hdwe	16.72	BG
5/3/2021	Zieglers Ace Hdwe	2.20	BG
5/5/2021	Zieglers Ace Hdwe	6.59	BG

TOTAL \$145,235.67

**ACTIVITY ACCOUNT SUMMARY
FOR MONTH OF: April 30, 2021**

	Month to Date			Year To Date			
	Month End Receipts	Month End Disbursements	Month End Activity	June 30, 2020 Beginning Book Balance	Year to Date Receipts	Year to Date Disbursements	Year to Date Book Balance
School							
Algonquin Lakes	\$ -	\$ -	\$ -	\$ 3,754	\$ 588	\$ 311	\$ 4,031
Algonquin M.S.	\$ 724.00	\$ 811.08	\$ (87)	\$ 13,543	\$ 3,838	\$ 4,159	\$ 13,222
Carpentersville M.S.	\$ -	\$ 600.00	\$ (600)	\$ 25,127	\$ 933	\$ 2,540	\$ 23,520
DeLacey	\$ -	\$ -	\$ -	\$ 3,091	\$ 2,804	\$ 1,863	\$ 4,033
Dundee-Crown H.S.	\$ 6,191.80	\$ 8,498.73	\$ (2,307)	\$ 239,762	\$ 40,782	\$ 58,315	\$ 222,229
Dundee Highlands	\$ 440.00	\$ -	\$ 440	\$ 2,902	\$ 440	\$ -	\$ 3,342
Dundee M.S.	\$ 1.20	\$ 977.52	\$ (976)	\$ 153,212	\$ 7,662	\$ 6,038	\$ 154,836
Eastview	\$ -	\$ -	\$ -	\$ 1,598	\$ -	\$ 379	\$ 1,219
Gary D Wright	\$ 1,851.11	\$ 1,820.61	\$ 31	\$ 11,519	\$ 3,350	\$ 4,200	\$ 10,669
Gilberts	\$ 544.00	\$ 573.00	\$ (29)	\$ 11,124	\$ 545	\$ 9,580	\$ 2,089
Golfview	\$ -	\$ -	\$ -	\$ 4,714	\$ 497	\$ -	\$ 5,211
Hampshire Elem	\$ 5,204.55	\$ 4,204.60	\$ 1,000	\$ 20,401	\$ 5,344	\$ 4,205	\$ 21,540
Hampshire H.S.	\$ 7,778.63	\$ 9,655.49	\$ (1,877)	\$ 171,423	\$ 97,459	\$ 67,631	\$ 201,250
Hampshire M.S.	\$ 0.60	\$ 353.51	\$ (353)	\$ 60,589	\$ 9,557	\$ 2,074	\$ 68,073
H.D. Jacobs H.S.	\$ 1,763.41	\$ 20,805.76	\$ (19,042)	\$ 171,789	\$ 21,673	\$ 51,653	\$ 141,809
Lake In The Hills	\$ -	\$ -	\$ -	\$ 6,376	\$ 552	\$ 1,093	\$ 5,835
Lakewood	\$ 0.30	\$ 391.90	\$ (392)	\$ 20,517	\$ 4	\$ 954	\$ 19,567
Liberty	\$ -	\$ -	\$ -	\$ 2,902	\$ 60	\$ -	\$ 2,962
Lincoln Prairie	\$ -	\$ -	\$ -	\$ 3,815	\$ 1,920	\$ 1,800	\$ 3,935
Meadowdale	\$ 310.00	\$ -	\$ 310	\$ 3,842	\$ 2,178	\$ 1,943	\$ 4,077
Neubert	\$ -	\$ -	\$ -	\$ 2,968	\$ 1,408	\$ 1,400	\$ 2,976
Parkview	\$ -	\$ -	\$ -	\$ 2,856	\$ 0	\$ -	\$ 2,856
Perry	\$ -	\$ 239.93	\$ (240)	\$ 6,843	\$ 2,025	\$ 1,198	\$ 7,670
Sleepy Hollow	\$ 743.00	\$ 778.20	\$ (35)	\$ 1,509	\$ 762	\$ 1,283	\$ 988
Westfield	\$ 1,012.20	\$ 1,050.36	\$ (38)	\$ 43,029	\$ 8,368	\$ 4,584	\$ 46,812
Total	\$ 26,565	\$ 50,761	\$ (24,196)	\$ 989,205	\$ 212,747	\$ 227,202	\$ 974,751

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	3,754.47	587.52	310.85		4,031.14
Total Cash Accounts	3,754.47	587.52	310.85	0.00	4,031.14
Other Accounts					
200M-00-00 Special Ed	153.25				153.25
2018-00-00 Class of 2018	0.00				0.00
2019-00-00 Class of 2019	0.00				0.00
2020-00-00 Class of 2020	0.00				0.00
2021-00-00 Class of 2021	0.00				0.00
2022-00-00 Class of 2022	0.00				0.00
2023-00-00 Class of 2023	0.00				0.00
2024-00-00 Class of 2024	0.00				0.00
2025-00-00 Class of 2025	59.33			(59.33)	0.00
2026-00-00 Class of 2026	75.06			(75.06)	0.00
2027-00-00 Class of 2027	248.45		248.45		0.00
2028-00-00 Class of 2028	41.16				41.16
2029-00-00 Class of 2029	39.55				39.55
2030-00-00 Class of 2030	71.10				71.10
2031-00-00 Class of 2031	0.00				0.00
2032-00-00 Class of 2032	126.26				126.26
2090-10-00 Acting Club	51.46				51.46
2100-10-00 Book Club	0.00				0.00
2111-10-00 After School Band-INACTIVE	0.00				0.00
2140-10-00 4th and 5th Grade Chorus	100.90			(100.90)	0.00
2410-00-00 Culinary Kids 2/3	80.57				80.57
2410-10-00 Culinary Kids 4/5	0.00				0.00
2415-10-00 Science Club	10.31				10.31
2590-10-00 Lady Lions Running Club	4.04				4.04
2590-20-00 Boys Running Club	71.36				71.36
4100-00-00 A.M. Fitness Club - Inactive	0.00				0.00
4100-10-10 Fitness Club	899.05				899.05
4100-30-00 Other	0.00				0.00
4200-10-00 Birthday Books	85.00				85.00
4210-00-00 Holiday Creations	135.85				135.85
4300-00-00 Yearbook	1,118.80	460.00			1,578.80
5100-00-00 General Fund	84.53	127.40	62.40	235.29	384.82
5200-10-00 Relay for Life	0.00				0.00
5500-10-00 ALES Grant Awards	18.19				18.19
6000-00-00 Interest Income	280.25	0.12			280.37
Total Other Accounts	3,754.47	587.52	310.85	0.00	4,031.14

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-00 DO NOT USE	0.00				0.00
1000-00-10 Harris - Checking	13,543.07	3,838.05	4,159.27		13,221.85
Total Cash Accounts	13,543.07	3,838.05	4,159.27	0.00	13,221.85
Other Accounts					
1500-00-00 Bank Corrections	21.50		21.50		0.00
2000-10-00 Student Council	666.83				666.83
2016-00-00 Class of 2016-Inactive	0.00				0.00
2017-00-00 Class of 2017-Inactive	0.00				0.00
2018-00-00 Class of 2018-Inactive	0.00				0.00
2019-00-00 Class of 2019	0.00				0.00
2020-00-00 Class of 2020	0.00				0.00
2021-00-10 Class of 2021	0.00				0.00
2022-00-00 Class of 2022	0.00				0.00
2023-00-00 Class of 2023	0.00				0.00
2024-00-00 Class of 2024	0.00				0.00
2025-00-00 Class of 2025	179.60				179.60
2026-00-00 Class of 2026	156.00				156.00
2027-00-00 Class of 2027	0.00	627.42			627.42
2110-10-00 Band	93.13				93.13
2140-10-00 Chorus	1,636.39				1,636.39
2150-30-00 Musical	2,677.69				2,677.69
2151-10-00 Music Club - ILMEA	2.00				2.00
2155-10-00 Orchestra	0.00				0.00
2220-10-00 Art Club	25.38				25.38
2230-10-00 Beta Club	2,123.51	334.20	788.13		1,669.58
2240-00-00 Baking Club	322.25				322.25
2251-10-00 Computer Ed. Club	0.00				0.00
2275-10-00 Outdoor Club	0.00				0.00
2290-00-17 Washington DC Trip 2018-2019	2.35				2.35
2391-10-00 AVID	286.13		155.87		130.26
2430-10-00 Special Ed Community Trips	5.50				5.50
2481-10-00 Yearbook - M.S.	0.00				0.00
2570-10-00 Battle of the Books	0.00				0.00
2580-30-00 Student Awards	0.00				0.00
2590-40-00 Relay for Life	0.00				0.00
3000-20-00 Sports Club	0.00				0.00
3010-10-00 Ski Club	0.00				0.00
3020-00-00 Wrestling	338.64				338.64
3100-10-00 Volleyball-7th grade	0.00				0.00
3100-20-00 Volleyball - 8th grade	9.21				9.21
3110-10-00 Cross Country	270.43	555.00	798.44		26.99
3210-00-00 Boys Basketball	97.38	362.00	379.50		79.88
3210-10-00 Girls Basketball	8.24	336.00	335.88		8.36
3230-10-00 Track and Field	1.87	318.54			320.41
3250-20-10 Poms	259.86	220.00	192.42		287.44
3350-20-10 Cheerleading	24.14	655.00	678.64		0.50
4100-10-00 PBIS	619.80	77.70			697.50
4100-20-00 Low Incidence Class Supplies	17.05				17.05
4100-30-00 General	219.60		150.00	(69.60)	0.00
4300-30-00 Staff Account	35.16	350.00	461.99	116.27	39.44
5110-10-00 D300 Honors Band Concert	1,365.67				1,365.67
5110-20-00 MB Jazz Ensembles	870.00				870.00
5200-00-00 Physical Education Fund	966.38				966.38

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
6000-30-00 Interest Income	241.38	2.19	196.90	(46.67)	0.00
Total Other Accounts	13,543.07	3,838.05	4,159.27	0.00	13,221.85

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	25,127.29	932.95	2,540.29		23,519.95
Total Cash Accounts	25,127.29	932.95	2,540.29	0.00	23,519.95
Other Accounts					
2000-10-00 Student Council	1,227.53		600.00		627.53
2015-00-10 Class of 2015-A	0.00				0.00
2015-00-20 Class of 2015-B	0.00				0.00
2015-00-30 Class of 2015-C	0.00				0.00
2016-00-10 Class of 2016-A	0.00				0.00
2016-00-20 Class of 2016-B	0.00				0.00
2016-00-30 Class of 2016-c	0.00				0.00
2017-00-00 Class of 2017	0.07				0.07
2018-00-00 Class of 2018	0.00				0.00
2019-00-00 Class of 2019	0.00				0.00
2020-00-00 Class of 2020	0.84				0.84
2021-00-00 Class of 2021	0.00				0.00
2022-00-00 Class of 2022	0.00				0.00
2023-00-00 Class of 2023	13.85				13.85
2024-00-00 Class of 2024	205.85				205.85
2025-00-00 Class of 2025	0.00				0.00
2105-00-00 Man in Demand/Dare to be Rare	447.56				447.56
2110-10-00 Music	1,707.95	850.00	291.95		2,266.00
2110-20-00 MB Jazz	420.00				420.00
2111-10-00 Title Field Trips All Grades	0.00				0.00
2120-10-00 Drama	1,256.70				1,256.70
2140-10-00 Chorus	945.75				945.75
2221-10-00 Art Club	10.00				10.00
2230-10-00 Beta Club	534.75				534.75
2240-00-00 PBIS	0.00				0.00
2481-10-00 Yearbook	108.56		22.00		86.56
2499-30-00 School Store	0.00				0.00
2590-40-00 Relay for Life	2.00				2.00
2670-20-00 Book Fair	13.14				13.14
3250-20-10 Poms	3,806.14				3,806.14
3350-20-10 Cheerleading	4,676.57				4,676.57
4101-30-00 AVID	7,730.87		1,522.00		6,208.87
4300-30-00 Sunshine	709.83	78.00	78.00		709.83
6000-00-00 Interest	1,309.33	4.95	26.34		1,287.94
Total Other Accounts	25,127.29	932.95	2,540.29	0.00	23,519.95

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris Cash Account	3,090.92	2,804.30	1,862.51		4,032.71
Total Cash Accounts	3,090.92	2,804.30	1,862.51	0.00	4,032.71
Other Accounts					
4500-10-00 Box Top Label Collection	0.89				0.89
4600-30-00 Postage	0.00				0.00
4700-00-00 Pyramid Model Committee	0.00	942.00	713.59		228.41
5100-00-00 General Student Activities	54.02	296.20			350.22
5110-00-00 Birth to 3 Program	336.56				336.56
5200-00-00 PBIS	2,141.05	1,566.00	1,148.92		2,558.13
5300-00-00 Relay for Life	485.44				485.44
5400-00-00 deLacey Diaper Drive	24.19				24.19
6000-00-00 Interest Income	48.77	0.10			48.87
Total Other Accounts	3,090.92	2,804.30	1,862.51	0.00	4,032.71

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-00 Amcore Activity Checking Acct	0.00				0.00
1000-00-10 Harris - Checking	239,761.98	40,781.99	58,314.57		222,229.40
Total Cash Accounts	239,761.98	40,781.99	58,314.57	0.00	222,229.40
Other Accounts					
1000-10-10 Banking Corrections	1,343.00	(1,333.00)			10.00
2000-10-00 Student Council	27,058.88	3,983.00	2,070.17	7,608.05	36,579.76
2009-00-00 Class of 2009	0.00				0.00
2010-00-00 Class of 2010	0.00				0.00
2011-00-00 Class of 2011	0.00				0.00
2012-00-00 Class of 2012	0.00				0.00
2013-00-00 Class of 2013	0.00				0.00
2014-00-00 Class of 2014	0.00				0.00
2015-00-00 Class of 2015	0.00				0.00
2016-00-00 Class of 2016	0.00				0.00
2017-00-00 Class of 2017	3,608.60		694.39	(2,914.21)	0.00
2018-00-00 Class of 2018	6,411.60		4,426.50	(1,985.10)	0.00
2019-00-00 Class of 2019	0.00				0.00
2020-00-00 Class of 2020	2,647.51			(2,647.51)	0.00
2021-00-00 Class of 2021	1,802.67			(1,802.67)	0.00
2022-00-00 Class of 2022	2,093.98			(2,093.98)	0.00
2023-00-00 Class of 2023	7,313.70	604.27		(7,917.97)	0.00
2024-00-00 Class of 2024	0.00	1,129.93		(1,129.93)	0.00
2095-10-00 Animation Club	209.42				209.42
2110-10-00 Instrumental Music	1,702.66		41.72		1,660.94
2113-10-00 Band Trip	0.00				0.00
2120-10-00 Drama Club	18,758.30	720.00	707.00	1,952.25	20,723.55
2120-20-00 Musical Account	20,738.61	10,235.00	8,403.55	1,952.25	24,522.31
2130-10-00 Auditorium	477.96			(477.96)	0.00
2140-10-00 Choral Music	6,151.88		180.00		5,971.88
2145-30-00 D300 Music Festival	3,904.50			(3,904.50)	0.00
2145-50-00 Orchestra	2,955.34				2,955.34
2151-10-00 Music Dept.-INACTIVE	0.00				0.00
2156-10-00 PROM	367.52			(367.52)	0.00
2200-10-00 Amnesty International	0.00				0.00
2210-30-00 Anatomy FT Fund - Inactive	0.00				0.00
2219-10-00 Adelante Club	289.27				289.27
2220-10-00 Art Club	2,373.06			(2,373.06)	0.00
2222-10-00 Ceramics	160.81			(160.81)	0.00
2223-10-00 Charger Pride-Student Incentiv	(1,133.51)			1,133.51	0.00
2223-20-00 Charger Pride-Staff	(3,564.65)		3,760.33	16,522.04	9,197.06
2224-10-00 Choir - DCHS	0.00				0.00
2225-10-00 Chemistry Club	0.00				0.00
2230-10-00 Beta Club	1,476.26		500.00		976.26
2235-10-00 SAFE	4,390.24				4,390.24
2240-10-00 Black History Club	8.17			(8.17)	0.00
2252-10-00 Culinary	1,721.08				1,721.08
2255-10-00 Construction Club	13.81			(13.81)	0.00
2256-10-00 DC1 Heart Dance	66.75				66.75
2256-10-10 DC Steppers	223.81			(223.81)	0.00
2256-10-20 New Generation Dance	26.63			(26.63)	0.00
2256-10-30 Latin Dancing	175.00				175.00
2257-10-00 Earth/Space Club/Field Trips-I	0.00				0.00
2258-10-00 English Department	6,099.49			(6,099.49)	0.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2259-10-10 Electricity Fund	1,297.54	154.70			1,452.24
2260-10-00 Industrial Ed Club	524.84				524.84
2261-10-10 Ukulele Club	0.00				0.00
2263-10-00 Rotary Interact	544.16	642.00			1,186.16
2270-10-00 Enviro Science FT-Inactive	0.00				0.00
2275-10-00 Field Trips - Science	2,440.32	640.00			3,080.32
2276-10-00 Field Trips	8.27			(8.27)	0.00
2280-10-00 Environmental Grants Fund	250.39				250.39
2282-10-00 GirlUp	337.00				337.00
2285-10-00 Recycling Club	500.00				500.00
2290-10-00 Library Club	295.27			(295.27)	0.00
2300-10-00 ESL - English Second Language	80.50				80.50
2310-10-00 French Club	2,351.93	100.00		1,787.89	4,239.82
2320-10-00 German Club	1,404.41			(1,404.41)	0.00
2330-10-00 Spanish Club	383.48			(383.48)	0.00
2360-10-00 Gifted Club	0.00				0.00
2370-10-00 FACS Club	596.33			(596.33)	0.00
2375-10-00 Literary Arts Magazine	1,232.00				1,232.00
2380-10-00 Journalism Club - Inactive	0.00				0.00
2385-10-00 Poetry Club-Souls Spill Ink	667.57				667.57
2390-10-00 National Honor Society	2,805.61	1,601.00	2,292.00		2,114.61
2391-10-00 AVID	3,223.52	198.00	1,000.00		2,421.52
2395-00-00 Youth in Law	(687.00)	330.00		600.00	243.00
2400-10-00 Peer Mediation	0.00				0.00
2401-10-00 Conflict Mediation	0.00				0.00
2408-10-00 GSA/LGBT Support Group	226.59				226.59
2410-10-00 REACH	0.00				0.00
2420-10-00 SEA-Level	0.00				0.00
2439-00-00 Peer Tutoring	0.00				0.00
2439-10-00 Freshman Mentors	(701.70)			1,000.00	298.30
2440-10-00 Individual Speech Club	250.68			(250.68)	0.00
2450-10-00 Debate Team	2,421.74		170.00		2,251.74
2465-10-00 VOICES	0.00				0.00
2470-10-00 Year in Review Video	880.00			(880.00)	0.00
2480-10-00 Yearbook	(900.00)			900.00	0.00
2510-10-00 O.L.A.S.	0.00				0.00
2520-10-00 VFW Essay Contest	29.23			(29.23)	0.00
2526-10-00 Auto Shop	66.00				66.00
2530-10-00 Chess Club	10.92			(10.92)	0.00
2540-10-00 Bilingual Club	53.61			(53.61)	0.00
2550-10-00 Fishing Club	1,758.05			(1,758.05)	0.00
2590-20-00 Woodshop	535.00				535.00
2590-30-00 Color Run	100.00			(100.00)	0.00
2590-40-00 Relay for Life	(302.05)			1,000.00	697.95
2591-10-00 Fight the Stigma	256.25				256.25
2592-10-00 Minority Leadership	193.00				193.00
2618-10-10 Operation Click	2,386.00				2,386.00
2700-10-10 Work Program/School Store	0.00				0.00
2700-10-20 Work Program/Buttons/Store	1,291.99	51.00			1,342.99
2800-10-00 INCubator Grant - Business	10,792.37	2,000.00			12,792.37
2800-10-01 INCubator-POptime-INACTIVE	0.00				0.00
2800-10-02 INCubator-ToothpasteTab-INACTI	0.00				0.00
2800-10-05 INCubator -SnapCase-INACTIVE	0.00				0.00
2800-10-06 INCubator-Extra Hand-INACTIVE	0.00				0.00
2800-10-07 INCubator-Party Bag-INACTIVE	0.00				0.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2800-10-09 INCubator-Underground-INACTIVE	0.00				0.00
2800-10-10 INCubator-MaleBox-INACTIVE	0.00				0.00
2800-10-13 INCubator-FirstSTEP-INACTIVE	0.00				0.00
2800-10-14 INCubator - Poppin Party-INACT	0.00				0.00
3100-20-20 Baseball	9,925.36	1,205.00	1,311.00		9,819.36
3150-20-10 Softball	6,008.25		1,681.69		4,326.56
3200-20-10 Girls Basketball	4,975.09		2,498.93		2,476.16
3200-20-20 Boys Basketball	1,380.42				1,380.42
3210-20-10 Girls Bowling	558.81				558.81
3250-00-00 Dance Team (Poms)	559.32	3,818.00	3,474.26		903.06
3252-20-10 Winter Guard	29.53			(29.53)	0.00
3300-20-10 Girls Soccer	109.93				109.93
3300-20-20 Boys Soccer	1,041.31	1,864.00	247.00		2,658.31
3350-20-10 Cheerleading	11,863.49	9,385.00	11,560.47		9,688.02
3400-20-10 Girls Tennis	782.19				782.19
3400-20-20 Boys Tennis	3,236.69				3,236.69
3450-20-10 Girls Swimming	64.51	96.00	288.56		(128.05)
3500-20-10 Girls Track	4,979.63	1,389.00	707.83		5,660.80
3500-20-20 Boys Track	2,771.63	1,389.00	2,538.01		1,622.62
3600-20-10 Girls Golf	501.20				501.20
3600-20-20 Boys Golf	711.02		40.00		671.02
3650-20-10 Boys Lacrosse	1,002.51				1,002.51
3700-20-10 Football	5,859.80		3,323.32		2,536.48
3800-20-00 Cross Country	5,066.35		362.99		4,703.36
3850-20-00 Wrestling	15.40		208.00	200.00	7.40
3900-20-00 Volleyball	4,506.16		478.70		4,027.46
3999-20-00 Super Fans	592.72				592.72
4000-10-00 Sr. Class Gift	2,408.36		1,905.40	4,510.00	5,012.96
4100-30-00 General	149.06	542.95	1,442.75	5,780.92	5,030.18
4103-30-00 Coffee Club 2	0.00				0.00
4300-20-00 Sunshine Club/Staff Pride	471.07				471.07
4300-30-00 Guidance Fund	0.00				0.00
4405-30-00 Excel	0.00				0.00
4700-30-00 Scholarships	5,435.67		2,000.00		3,435.67
4750-10-00 Testing Prep	1,868.00				1,868.00
5000-10-10 Posadas Fundraiser	0.00				0.00
5000-30-00 Charger Golf Outing	0.00				0.00
5000-50-50 D300 United	0.00				0.00
5100-00-00 DO NOT USE	0.00				0.00
6000-00-00 Interest Income	5,412.33	37.14		(5,000.00)	449.47
Total Other Accounts	239,761.98	40,781.99	58,314.57	0.00	222,229.40

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	2,901.63	440.10			3,341.73
Total Cash Accounts	2,901.63	440.10	0.00	0.00	3,341.73
Other Accounts					
2000-10-00 Student Council	183.00				183.00
200A-00-00 Kindergarten	0.00				0.00
2017-00-00 Class of 2017-Inactive	0.00				0.00
2018-00-00 Class of 2018-Inactive	0.00				0.00
2019-00-00 Class of 2019-Inactive	0.00				0.00
2020-00-00 Class of 2020-Inactive	0.00				0.00
2021-00-00 Class of 2021-Inactive	0.00				0.00
2021-10-00 Class of 2021 FT-Inactive	0.00				0.00
2022-00-00 Class of 2022-Inactive	0.00				0.00
2022-10-00 Class of 2022 FT-Inactive	0.00				0.00
2023-00-00 Class of 2023-Inactive	0.00				0.00
2023-10-00 Class of 2023 FT-Inactive	0.00				0.00
2024-00-00 Class of 2024	0.00				0.00
2024-10-00 Class of 2024 Field Trips	0.00				0.00
2025-00-00 Class of 2025	0.00				0.00
2025-10-00 Class of 2025 Field Trips	0.00				0.00
2026-00-00 Class of 2026	0.00				0.00
2026-10-00 Class of 2026 Field Trips	0.00				0.00
2027-00-00 Class of 2027	0.00				0.00
2027-10-00 Class of 2027 Field Trips	0.00				0.00
2028-00-00 Class of 2028	0.00				0.00
2028-10-00 Class of 2028 Field Trips	124.58				124.58
2029-00-00 Class of 2029	0.00				0.00
2029-10-00 Class of 2029 Field Trips	457.26				457.26
2030-00-00 Class of 2030	0.00				0.00
2030-10-00 Class of 2030 Field Trips	488.48				488.48
2031-00-00 Class of 2031	0.00				0.00
2031-10-00 Class of 2031 Field Trips	20.30				20.30
2216-00-00 White Pines	0.00				0.00
2550-10-00 Chorus	67.73				67.73
2560-30-00 Media Center	54.18				54.18
2590-40-00 Relay for Life	0.00				0.00
2618-40-00 Girls on the Run	0.00				0.00
4100-30-00 General Fund	180.88	440.00			620.88
4101-00-00 Field Trips	0.00				0.00
4200-10-00 Service Club	0.00				0.00
4300-30-00 Social Committee	163.66				163.66
5110-10-00 Spirit Wear - Students	0.00				0.00
5110-20-00 Spirit Wear - Faculty	0.00				0.00
5200-00-00 Fundraiser - Cookie Dough	0.00				0.00
5300-10-00 Fun Run	0.00				0.00
5310-00-00 iReady	1,074.05				1,074.05
5400-00-00 NED Assembly	0.00				0.00
6000-00-00 Interest Income	87.51	0.10			87.61
Total Other Accounts	2,901.63	440.10	0.00	0.00	3,341.73

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-00 First American Bank Checking	0.00				0.00
1000-00-10 Harris - Checking	153,212.36	7,661.73	6,037.57		154,836.52
Total Cash Accounts	153,212.36	7,661.73	6,037.57	0.00	154,836.52
Other Accounts					
2000-10-00 Cardinal Council (Student)	3,072.70				3,072.70
2016-00-10 Class of 2016-A(DEL:2yr 15/16)	0.00				0.00
2016-00-20 Class of 2016-B(DEL:2yr 15/16)	0.00				0.00
2017-00-10 Class of 2017-A(DEL:2yr 15/16)	0.00				0.00
2017-00-20 Class of 2017-B(DEL:2yr 15/16)	0.00				0.00
2018-00-10 Class of 2018-A(DEL:2yr 16/17)	0.00				0.00
2018-00-20 Class of 2018-B(DEL:2yr 16/17)	0.00				0.00
2019-00-00 Class of 2019-A (9A 15/16)	0.00				0.00
2019-00-20 Class of 2019-B (9B 15/16)	0.00				0.00
2020-00-00 Class of 2020-A (8A 15/16)	0.00				0.00
2020-00-20 Class of 2020-B (8B 15/16)	0.00				0.00
2021-00-10 Class of 2021 - A	0.00				0.00
2021-00-20 Class of 2021 - B	0.00				0.00
2022-00-10 Class of 2022 - A	0.00				0.00
2022-00-20 Class of 2022 - B	0.00				0.00
2023-00-10 Class of 2023 - A	679.47		679.47		0.00
2023-00-20 Class of 2023 - B	831.22		831.22		0.00
2024-10-00 Class of 2024 - A	200.35		200.35		0.00
2024-20-00 Class of 2024 - B	127.79		127.79		0.00
2025-10-00 Class of 2025 - A	435.16				435.16
2025-20-00 Class of 2025 - B	544.19				544.19
2026-00-00 Class of 2026-A	291.32	519.70			811.02
2026-10-00 Class of 2026-B	232.70	519.71			752.41
2026-20-00 Class of 2026-C	216.54				216.54
2027-10-00 Class of 2027-A	0.00	330.45	174.88		155.57
2027-20-00 Class of 2027-B	0.00	330.46	80.00		250.46
20TG-00-00 Universal Team (PBIS)	2,902.33	646.00			3,548.33
20TY-00-00 Secondary Team	19.59				19.59
2110-10-00 Band	6,402.86		49.00		6,353.86
2130-10-00 Music Department	13,985.31		(27.70)		14,013.01
2140-10-00 Chorus/Vocal	7,710.05		15.00		7,695.05
2150-30-00 Musical/Ensembles	34,334.52		1,623.00		32,711.52
2155-10-00 Orchestra	14,726.59		33.00		14,693.59
2220-10-00 Art Club	3,318.15				3,318.15
2230-10-00 Beta Club	2,768.53		295.62		2,472.91
2380-10-00 Targeted Intervention Team	13.53				13.53
2391-10-00 AVID	5,884.49		131.24		5,753.25
2425-10-00 Exploratory/Spanish	446.34				446.34
2429-00-00 Mentoring	0.00				0.00
2430-10-00 Special Ed/Schiller(DEL:15/16)	0.00				0.00
2431-10-00 Life Program (SPED)	461.54				461.54
2433-10-00 Special Ed/Balleteo (DEL:15/16)	0.00				0.00
2435-10-00 S.O.A.R.	1,977.38				1,977.38
2437-10-00 ELL/Eng.Lang.Learner(DEL16/17)	0.00				0.00
2481-10-00 Yearbook Club	1,461.94	30.00	485.06		1,006.88
2530-10-00 Chess Club	0.00				0.00
2560-30-00 Book Club	6.15				6.15
2570-30-00 IMC	630.17				630.17
2580-30-00 Incentive	0.00				0.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2590-10-00 Lions	16.11				16.11
2590-40-00 Relay for Life	400.73				400.73
2615-10-00 Midnight Mile	18,897.26				18,897.26
2619-10-00 Cardinal Care	662.84				662.84
2620-10-00 Scrapbook	102.00				102.00
2625-10-00 Schoolpalooza	517.22				517.22
2630-10-00 Ski Club	1,741.78				1,741.78
2631-10-00 Washington D.C. Trip	201.77	924.00	924.00		201.77
2635-10-00 Snowflake	1,331.31				1,331.31
2640-20-00 Science Fair Club - 7th grade	0.00				0.00
2640-30-00 Science Fair Club - 8th grade	0.00				0.00
2645-10-00 Homework Club	0.00				0.00
2650-10-00 Jazz Band	7.50				7.50
2655-10-00 Battle of the Books	5.30				5.30
2660-10-00 8th Grade Video(DEL:2yr16/17)	0.00				0.00
2665-10-00 Spelling Bee	21.34				21.34
2670-10-00 Robotics	523.00				523.00
2675-00-00 STEM	65.35				65.35
3000-20-00 Athletics (DEL:2yr 15/16)	0.00				0.00
3010-00-00 Ultimate Club	1,077.12				1,077.12
3207-20-10 Girls Basketball - 7th	35.71				35.71
3207-20-20 Boys Basketball - 7th	0.62				0.62
3208-20-10 Girl's Basketball - 8th	5.35				5.35
3208-20-20 Boy's Basketball - 8th	1.92				1.92
3250-20-10 Poms	21.36				21.36
3253-20-10 Intramural Basketball	82.06				82.06
3350-20-10 Cheerleading	31.80				31.80
3400-10-00 Color Guard	108.49				108.49
3500-10-00 Track - Boys	8.20				8.20
3500-20-00 Track - Girls	0.00				0.00
3500-20-10 Girls Track	356.93				356.93
3500-20-20 Boys Track	0.00				0.00
3600-10-00 Flag Football	404.68				404.68
3800-20-00 Cross Country	355.94		85.00		270.94
3800-20-10 Marathon Club - 6th Gr.CC Only	16.00				16.00
3840-10-00 Wiffle Ball	83.13				83.13
3850-20-00 Wrestling	183.92				183.92
3900-20-00 Volleyball	2.22				2.22
4100-30-00 General	488.45				488.45
4110-10-00 Outdoor Club	6,057.86	4,018.00			10,075.86
4210-00-00 Fall Play	5,530.87				5,530.87
4220-00-00 Street Ensemble	143.19				143.19
4230-00-00 Buddy Club	185.59				185.59
4300-30-00 Faculty (Social) Fund	136.00				136.00
4400-30-00 Fitness Club (PE)	5,615.26				5,615.26
4500-30-00 Flower Fund	316.84	320.00	330.64		306.20
6000-00-00 Interest Income	3,788.43	23.41			3,811.84
Total Other Accounts	153,212.36	7,661.73	6,037.57	0.00	154,836.52

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	1,597.71		378.97		1,218.74
Total Cash Accounts	1,597.71	0.00	378.97	0.00	1,218.74
Other Accounts					
2018-00-00 Class of 2018-Inactive	0.00				0.00
2019-00-00 Class of 2019-Inactive	0.00				0.00
2020-00-00 Class of 2020-Inactive	0.00				0.00
2021-00-00 Class of 2021-Inactive	0.00				0.00
2022-00-00 Class of 2022-Inactive	0.00				0.00
2023-00-00 Class of 2023-Inactive	0.00				0.00
2024-00-00 Class of 2024-Inactive	0.00				0.00
2025-00-00 Class of 2025-Inactive	0.00				0.00
2026-00-00 Class of 2026-Inactive	0.00				0.00
2027-00-00 Class of 2027	378.97		378.97		0.00
2028-00-00 Class of 2028	163.21				163.21
2029-00-00 Class of 2029	59.55				59.55
2030-00-00 Class of 2030	320.66				320.66
2031-00-00 Class of 2031	105.73				105.73
2032-00-00 Class of 2032	0.00				0.00
2033-00-00 Class of 2033	0.00				0.00
2034-00-00 Class of 2034	0.00				0.00
2100-10-10 Julie Voss Class-Inactive	0.10				0.10
2100-20-10 LEAP Program	15.00				15.00
2580-10-00 Action for Alzheimer	0.00				0.00
2590-30-00 Bear Necessities Fundraiser	0.00				0.00
2590-40-00 Relay for Life	0.00				0.00
4100-30-00 Miscellaneous	250.95				250.95
5010-00-00 Library Books (Birthday Club)	232.59				232.59
5020-10-00 Jump Rope for Heart-Inactive	0.00				0.00
6000-00-00 Interest Income	70.95				70.95
Total Other Accounts	1,597.71	0.00	378.97	0.00	1,218.74

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	11,518.90	3,349.63	4,199.81		10,668.72
Total Cash Accounts	11,518.90	3,349.63	4,199.81	0.00	10,668.72
Other Accounts					
2000-10-00 Student Council	0.00				0.00
200M-00-00 DO NOT USE	0.00				0.00
2018-00-00 Class of 2018	0.00				0.00
2019-00-00 Class of 2019	0.00				0.00
2020-00-00 Class of 2020	0.00				0.00
2021-00-00 Class of 2021	0.00				0.00
2022-00-00 Class of 2022	0.00				0.00
2023-00-00 Class of 2023	0.00				0.00
2024-00-00 Class of 2024	0.00				0.00
2025-00-00 Class of 2025	3.00				3.00
2026-00-00 Class of 2026	0.00				0.00
2027-00-00 Class of 2027	969.97		969.97		0.00
2028-00-00 Class of 2028	913.48	1,020.00	932.73		1,000.75
2029-00-00 Class of 2029	1,226.09				1,226.09
2030-00-00 Class of 2030	1,258.10				1,258.10
2031-00-00 Class of 2031	280.68				280.68
2032-00-00 Class of 2032	441.28				441.28
2033-00-00 Class of 2033	0.00	30.50			30.50
2140-10-10 Chorus	1,671.35				1,671.35
2151-10-00 Music Dept.	0.00				0.00
2499-20-00 Apparel Store	0.11				0.11
2499-30-00 School Store	0.00				0.00
2580-00-00 K Student Incentive	0.00				0.00
2580-00-10 1st Gr Student Incentive	0.00				0.00
2580-00-20 2nd Gr Student Incentive	0.00				0.00
2580-00-30 3rd Gr Student Incentive	0.00				0.00
2580-00-40 4th Gr Student Incentive	0.00				0.00
2580-00-50 5th Gr Student Incentive	0.00				0.00
2580-00-90 PK Student Incentive	0.00				0.00
2585-10-00 Library Fundraiser	1,820.61	1,820.61	1,820.61		1,820.61
2590-30-00 Girls on the Run	5.00				5.00
2590-40-00 Relay for Life	0.00				0.00
2590-50-00 Polar Plunge Fundraiser	0.00				0.00
2618-30-00 Funds for Cancer	0.00				0.00
2700-10-00 Ozzie Reading Club	4.00				4.00
4100-30-00 General	631.73	476.50	476.50		631.73
4300-20-00 Staff Wear	75.00				75.00
5010-10-00 PBIS	1,449.94				1,449.94
5100-10-00 Staff Sunshine Account	0.00				0.00
6000-00-00 Interest Income	768.56	2.02			770.58
Total Other Accounts	11,518.90	3,349.63	4,199.81	0.00	10,668.72

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	11,123.65	544.61	9,579.86		2,088.40
Total Cash Accounts	11,123.65	544.61	9,579.86	0.00	2,088.40
Other Accounts					
2000-30-00 Reading	15.05			(15.05)	0.00
200S-00-00 PK	0.00				0.00
2018-00-00 Class of 2018-Inactive	0.00				0.00
2019-00-00 Class of 2019 / 5th Grade-Inac	0.00				0.00
2020-00-00 Class of 2020 / 5th Grade-Inac	0.00				0.00
2021-00-00 Class of 2021 / 5th Grade-Inac	0.00				0.00
2022-00-00 Class of 2022 - 5th Grade-Inac	0.00				0.00
2023-00-00 Class of 2023-Inactive	0.00				0.00
2023-10-10 Class of 2023-5th Grade Social	0.00				0.00
2024-00-00 Class of 2024-Inactive	0.00				0.00
2025-00-00 Class of 2025-Inactive	0.00				0.00
2026-00-00 Class of 2026-Inactive	1,039.41		1,039.41		0.00
2027-00-00 Class of 2027-Inactive	(3.22)			3.22	0.00
2028-00-00 Class of 2028	0.00				0.00
2029-00-00 Class of 2029	705.26				705.26
2030-00-00 Class of 2030	469.16				469.16
2031-00-00 Class of 2031	138.02				138.02
2032-00-00 Class of 2032	0.00				0.00
2033-00-00 Class of 2033	0.00				0.00
2151-10-00 Music Dept.	11.41			(11.41)	0.00
2276-10-00 Field Trips	27.02				27.02
2277-10-00 Field Days	314.35	544.00	573.00		285.35
2560-30-00 Media	0.00				0.00
2590-40-00 Relay for Life	7,967.45		7,967.45		0.00
4100-30-00 General	417.53			23.24	440.77
5000-10-00 Staff Social Account	18.55				18.55
6000-00-00 Interest Income	3.66	0.61			4.27
Total Other Accounts	11,123.65	544.61	9,579.86	0.00	2,088.40

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	4,713.73	497.19			5,210.92
Total Cash Accounts	4,713.73	497.19	0.00	0.00	5,210.92
Other Accounts					
2021-00-00 Class of 2021	0.00				0.00
2021-10-00 Class of 2021 Field Trips	0.00				0.00
2022-00-00 Class of 2022	0.00				0.00
2022-10-00 Class of 2022 Field Trips	0.00				0.00
2023-00-00 Class of 2023	0.00				0.00
2023-10-00 Class of 2023 Field Trips	29.09				29.09
2024-00-00 Class of 2024	0.00				0.00
2024-10-00 Class of 2024 Field Trips	0.00				0.00
2025-00-00 Class of 2025	0.00				0.00
2025-10-00 Class of 2025 Field Trips	144.28				144.28
2026-00-00 Class of 2026	0.00				0.00
2026-10-00 Class of 2026 Field Trips	73.46				73.46
2027-10-00 Class of 2027 Field Trips	0.00				0.00
2028-10-00 Class of 2028 Field Trips	165.50				165.50
2029-10-00 Class of 2029 Field Trips	0.00				0.00
2030-10-00 Class of 2030 Field Trips	25.00				25.00
2151-10-20 Summer Music Camp	268.29				268.29
2155-10-00 Art Summer Camp	0.00				0.00
2276-10-00 Field Trips	0.02				0.02
2590-40-00 Relay for Life	144.00				144.00
4100-10-00 Family Resource Night	0.00				0.00
4100-20-00 Event Fund	(24.57)	497.00			472.43
4100-30-00 General	2,355.62				2,355.62
4210-00-00 Scholastic Book Fair-Fall	3.59				3.59
4220-00-00 Scholastic Book Fair-Spring	425.98				425.98
4230-00-00 Birthday Book Club	0.00				0.00
4240-00-00 Coin War	0.00				0.00
4250-00-00 Book Fiesta	0.00				0.00
4260-00-00 Santa's Workshop	0.00				0.00
4270-00-00 PBIS	202.10				202.10
4300-30-00 Teacher Special	0.66				0.66
4500-00-00 Social Committee	29.73				29.73
4600-10-00 Change Drawer	231.00				231.00
5000-10-10 Staff Spirit Wear	154.33				154.33
5000-20-10 Student Spirit Wear	0.23				0.23
5000-30-00 Playground Equipment	0.00				0.00
6000-00-00 Interest Income	485.42	0.19			485.61
Total Other Accounts	4,713.73	497.19	0.00	0.00	5,210.92

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-00 DO NOT USE	0.00				0.00
1000-00-10 Harris Bank Checking	20,401.33	5,343.66	4,204.60		21,540.39
Total Cash Accounts	20,401.33	5,343.66	4,204.60	0.00	21,540.39
Other Accounts					
2018-00-00 Class of 2018	0.00				0.00
2019-00-00 Class of 2019	0.00				0.00
2020-00-00 Class of 2020	0.00				0.00
2021-00-00 Class of 2021	0.00				0.00
2022-00-00 Class of 2022	0.00				0.00
2023-00-00 Class of 2023	168.00				168.00
2024-00-00 Class of 2024	0.00				0.00
2025-00-00 Class of 2025	0.00				0.00
2026-00-00 Class of 2026	0.00				0.00
2027-00-00 Class of 2027	5,173.55				5,173.55
2028-00-00 Class of 2028	2,900.21				2,900.21
2029-00-00 Class of 2029	22.16				22.16
2030-00-00 Class of 2030	0.00				0.00
2031-00-00 Class of 2031	259.38				259.38
2032-00-00 Class of 2032	619.50				619.50
2120-10-00 Birthday Books	3,533.78				3,533.78
2120-20-00 One School One Book	710.00				710.00
2140-20-00 Chorus	0.00				0.00
2270-10-00 Environmental Science Tans	39.54				39.54
2276-10-00 Field Trips	1,004.74				1,004.74
2550-00-00 L2IFE	1,004.02				1,004.02
2590-40-00 Relay for Life	0.00				0.00
2618-40-00 Donations	0.00				0.00
4100-30-00 General	32.69	135.90			168.59
5000-50-50 D300 United	0.00				0.00
5100-00-00 Scholastic Book Fair	4,498.59	5,204.25	4,204.60		5,498.24
5110-00-00 Yearbook-Inactive	0.00				0.00
5120-00-00 Playground - HES	0.00				0.00
6000-00-00 Interest Income	435.17	3.51			438.68
Total Other Accounts	20,401.33	5,343.66	4,204.60	0.00	21,540.39

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	171,423.48	97,458.57	67,631.23		201,250.82
Total Cash Accounts	171,423.48	97,458.57	67,631.23	0.00	201,250.82
Other Accounts					
1000-10-10 Banking Corrections	0.00				0.00
2000-10-00 Student Council	649.37				649.37
2009-00-00 Class of 2009	0.00				0.00
2010-00-00 Class of 2010	0.00				0.00
2011-00-00 Class of 2011	0.00				0.00
2012-00-00 Class of 2012	0.00				0.00
2013-00-00 Class of 2013	0.00				0.00
2014-00-00 Class of 2014	0.00				0.00
2014-10-00 Homecoming	16,413.78				16,413.78
2015-00-00 Class of 2015	0.00				0.00
2015-10-10 Class of 2015 Statue Maintenan	69.26				69.26
2016-00-00 Class of 2016-Inactive	0.00				0.00
2017-00-00 Class of 2017	0.00				0.00
2018-00-00 Class of 2018	0.00				0.00
2019-00-00 Class of 2019	0.00				0.00
2020-00-00 Class of 2020	1,006.75	1,056.00	692.75		1,370.00
2021-00-00 Class of 2021	2,812.79				2,812.79
2022-00-00 Class of 2022	651.08				651.08
2023-00-00 Class of 2023	2,735.25	302.15			3,037.40
2024-00-00 Class of 2024	0.00	781.49			781.49
2110-10-00 Band	192.56				192.56
2112-00-00 Tri M (Modern Music Masters)	5.23				5.23
2113-10-00 Music Yearly Trip-Inactive	0.00				0.00
2140-10-00 Chorus	1,646.02		75.48		1,570.54
2141-10-00 Market Day/Music Dept	0.00				0.00
2150-30-00 Musical	1,614.86	110.79	1,864.00		(138.35)
2151-10-00 Music Student Tour Account	3,019.84				3,019.84
2151-10-10 Music Trip-Inactive	0.00				0.00
2155-10-00 Orchestra	454.38				454.38
2156-10-00 Prom - Junior Class	5,428.11	635.00	351.00		5,712.11
2156-10-10 Winter Dance-Inactive	0.00				0.00
2220-10-00 Art Club	2,294.01				2,294.01
2225-10-00 Black Student Alliance	0.00	7,330.00			7,330.00
2230-10-00 Debate Team	124.55	1,941.00	1,348.00		717.55
2240-10-00 Drama Club	9,404.35		150.00		9,254.35
2250-10-10 GSA Club	96.25				96.25
2260-10-00 Industrial Arts	1,609.62	970.30	608.00		1,971.92
2265-10-00 Environmental Club/Med Careers	0.00				0.00
2276-10-00 Field Trips	2.00				2.00
2280-10-00 Fishing Club	455.69				455.69
2320-10-00 German Club	206.94				206.94
2330-10-00 Foreign Language	180.71				180.71
2330-20-00 French Club	443.53				443.53
2340-10-00 Spanish Club	66.00	33.00			99.00
2350-10-00 Language Arts Field Trips	808.00				808.00
2390-10-00 National Honor Society	578.99	3,352.49	1,781.50		2,149.98
2390-20-00 Robotics	100.91				100.91
2391-10-00 AVID	7,370.14				7,370.14
2393-10-00 PBIS	421.87	420.00			841.87
2393-20-00 Coffee Shop - PBIS-Inactive	0.00				0.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2410-00-00 Math Team	71.00	280.00	25.00		326.00
2461-00-00 WHIPLASH-Inactive	0.00				0.00
2480-10-00 Yearbook	153.16		55.00		98.16
2499-30-00 School Store	306.10				306.10
2590-40-00 Relay for Life	3,114.09				3,114.09
2618-10-10 Operation Click	1,064.80				1,064.80
2618-40-00 Paws for Cause-Inactive	0.00				0.00
2630-10-00 Ski Club-Inactive	0.00				0.00
2644-10-00 Co-Op	5,054.21	30.00			5,084.21
2645-10-00 Fellowship of Christian Athlet	0.00				0.00
2647-10-00 FACS	284.94				284.94
2650-00-00 FFA-Inactive	0.00				0.00
2655-00-00 Literary Magazine	366.68				366.68
2670-10-00 Scholastic Bowl	26.59				26.59
2671-00-00 Science	1,987.57	356.10			2,343.67
2680-10-00 Marketing Class	1,202.65				1,202.65
2685-00-00 Target Edu	211.77				211.77
2686-00-00 Woodshop	140.00				140.00
2700-10-10 Theater Fest	0.00				0.00
3100-20-20 Baseball	11,938.72	4,585.00	6,086.93		10,436.79
3150-20-10 Softball	602.64	3,117.00	750.00		2,969.64
3200-20-10 Girls Basketball	5,594.44	2,700.00	5,716.89		2,577.55
3200-20-20 Boys Basketball	5,428.21	1,025.00	1,624.00		4,829.21
3250-20-10 Poms	1,126.32	14,986.51	13,976.60		2,136.23
3300-10-00 Dodgeball-Inactive	0.00				0.00
3300-20-10 Girls Soccer	4,685.03	890.00	586.15		4,988.88
3300-20-20 Boys Soccer	616.01				616.01
3350-20-10 Cheerleading	3,723.03	9,267.00	11,526.55		1,463.48
3400-20-10 Girls Tennis	44.86				44.86
3400-20-20 Boys Tennis	1,082.99	1,055.00	990.00		1,147.99
3500-20-10 Girls Track & Field	1,104.70		239.97		864.73
3500-20-20 Boys Track	1,544.52				1,544.52
3600-20-10 Boys Golf	178.06	4,850.00	1,920.00	(480.00)	2,628.06
3600-20-20 Girls Golf	33.44	3,160.00	1,170.89	480.00	2,502.55
3610-10-00 Boys Lacrosse	1,596.00	10,117.00			11,713.00
3610-20-00 Girls LaCrosse	1,149.00				1,149.00
3700-20-10 Football	9,326.36		5,282.92		4,043.44
3700-30-10 Powder Puff	0.00				0.00
3800-20-00 Boys and Girls Cross Country	1,559.35		780.00		779.35
3850-20-00 Wrestling	1,727.56				1,727.56
3900-20-00 Volleyball	6,309.31	6,856.80	8,108.00		5,058.11
3990-10-00 Gatorade Fundraiser	908.91		155.00		753.91
4000-30-00 General	4,943.43	1,970.30	205.00		6,708.73
4050-10-00 Principal's Advisory Committee	0.00				0.00
4100-00-00 FVC Leadership	1,229.50				1,229.50
4150-00-00 Teacher Grants	22.50				22.50
4200-00-00 Veteran Memorial Freedom Wall	0.00				0.00
4210-10-00 Rachel's Challenge	20.00				20.00
4220-00-00 D300 Speaks	219.52				219.52
4300-20-00 Sunshine	92.70				92.70
4300-30-00 Spiritwear	3.03				3.03
4400-30-00 PE-Inactive	0.00				0.00
4700-10-00 2017 Gene Haas Scholarship	531.79				531.79
4700-10-10 2018 Gene Haas Scholarship	3,808.50				3,808.50
4700-10-20 2019 Gene Haas Scholarship	12,000.00				12,000.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
4700-10-30 2020 Gene Haas Scholarship	0.00	12,000.00			12,000.00
4700-20-00 Dr. Steffen Memorial Fund	0.00				0.00
4700-30-00 Scholarship & Blood Drive	5,500.00	3,250.00			8,750.00
4700-40-00 Drama Club Scholarship	1,850.00				1,850.00
4800-00-00 Guidance	642.52				642.52
4800-10-00 Fundraiser	0.00				0.00
5000-50-50 D300 United	0.00				0.00
6000-00-00 Interest	5,434.13	30.64	1,561.60		3,903.17
Total Other Accounts	171,423.48	97,458.57	67,631.23	0.00	201,250.82

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	60,589.11	9,557.09	2,073.51		68,072.69
Total Cash Accounts	60,589.11	9,557.09	2,073.51	0.00	68,072.69
Other Accounts					
2001-10-00 Student Council - MS	848.81	458.35	702.00	140.00	745.16
2016-00-00 Class of 2016-Inactive	0.00				0.00
2017-00-00 Class of 2017-Inactive	0.00				0.00
2018-00-00 Class of 2018-Inactive	0.00				0.00
2019-00-00 Class of 2019-Inactive	0.00				0.00
2020-00-00 Class of 2020-Inactive	0.00				0.00
2021-00-00 Class of 2021-Inactive	0.00				0.00
2022-00-00 Class of 2022-Inactive	0.00				0.00
2023-00-00 Class of 2023-Inactive	0.00				0.00
2024-00-00 Class of 2024	0.00				0.00
2025-00-00 Class of 2025	856.43	2,976.80			3,833.23
2026-00-00 Class of 2026	6,962.59	200.00			7,162.59
2027-00-00 Class of 2027	0.00	969.97			969.97
206A-10-10 Grade 6 White-Inactive	0.00				0.00
206B-10-10 Grade 6 Purple-Inactive	0.00				0.00
207A-10-10 Grade 7 White-Inactive	0.00				0.00
207B-10-10 Grade 7 Purple-Inactive	0.00				0.00
208A-10-10 Grade 8 White-Inactive	0.00				0.00
208B-10-10 Grade 8 Purple-Inactive	0.00				0.00
2111-00-00 Music Field Trip Account	2,870.02		25.00		2,845.02
2112-00-00 Band-Orh-Choir Fund-Inactive	0.00				0.00
2114-10-00 Band - MS	83.65				83.65
2120-10-00 Drama Club	11,264.11				11,264.11
2140-10-00 Chorus	2,701.09				2,701.09
2155-10-00 MS Orchestra	2,899.65		8.00		2,891.65
2210-00-00 Cafe 10A	321.87				321.87
2221-10-00 Art - MS	207.10				207.10
2230-10-00 Beta Club	2,342.46		975.00		1,367.46
2330-10-00 Yearlong Spanish	23.96				23.96
2361-10-24 Washington DC Class of 2024	273.40				273.40
2361-10-25 Washington DC Class of 2025	2,456.21				2,456.21
2391-10-00 AVID	5,777.07	1,888.59			7,665.66
2560-30-00 Library	2,340.98				2,340.98
2590-40-00 Relay for Life	0.00				0.00
2618-30-00 Random Act of Kindness - MS	314.22				314.22
2631-10-18 Washington DC 2018-Inactive	0.00				0.00
2631-10-19 Washington DC 2019-Inactive	0.00				0.00
2631-10-20 Washington DC 2020-Inactive	0.00				0.00
2631-10-21 Washington DC 2021-Inactive	0.00				0.00
2631-10-22 Washington DC 2022-Inactive	0.00				0.00
2631-10-23 Washington DC 2023-Inactive	0.00				0.00
2635-10-00 Snowflake - Snowball	430.96	280.00			710.96
2666-00-00 MS Science	739.88				739.88
2667-00-00 MS Sports	344.19				344.19
2669-00-00 MS Yearbook	5,169.89	25.00			5,194.89
2676-30-00 Washington DC 2016-Inactive	0.00				0.00
2676-30-17 Washington DC 2017-Inactive	0.00				0.00
2699-10-00 Whip-Pur Bucks	162.61				162.61
3351-20-10 Cheerleading - MS	165.83				165.83
3850-20-00 Wrestling	0.00				0.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
3901-20-00 Volleyball - MS	0.00				0.00
4100-30-00 General	580.79		100.00	(140.00)	340.79
4200-10-10 MS PE	6,306.50	715.00			7,021.50
4250-30-00 Student Activity	3,797.03	2,032.30	263.51		5,565.82
5000-10-00 Kane County Cougars Outing	0.00				0.00
5000-50-50 D300 United	0.00				0.00
6000-00-00 Interest	347.81	11.08			358.89
Total Other Accounts	60,589.11	9,557.09	2,073.51	0.00	68,072.69

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-00 Algonquin State Bank	0.00				0.00
1000-00-10 Harris - Checking	171,788.57	21,672.65	51,652.63		141,808.59
Total Cash Accounts	171,788.57	21,672.65	51,652.63	0.00	141,808.59
Other Accounts					
1000-10-10 Banking Corrections	0.00				0.00
2000-10-00 Student Council	19,693.05	2,650.00	6,612.40	271.00	16,001.65
2010-00-00 Class of 2010	0.00				0.00
2011-00-00 Class of 2011	0.00				0.00
2012-00-00 Class of 2012	0.00				0.00
2013-00-00 Class of 2013	0.00				0.00
2014-00-00 Class of 2014	0.00				0.00
2015-00-00 Class of 2015	0.00				0.00
2016-00-00 Class of 2016	156.84				156.84
2017-00-00 Class of 2017	0.00				0.00
2018-00-00 Class of 2018	38.22				38.22
2019-00-00 Class of 2019	1,965.93				1,965.93
2020-00-00 Class of 2020	9,701.33	42.00	6,969.21		2,774.12
2021-00-00 Class of 2021	3,512.14	6,554.78	8,362.58	(192.00)	1,512.34
2022-00-00 Class of 2022	3,357.97				3,357.97
2023-00-00 Class of 2023	265.00	784.87			1,049.87
2024-00-00 Class of 2024	0.00	1,037.30			1,037.30
2110-00-10 Prom	4,636.29		7,200.00		(2,563.71)
2110-10-00 Band	4.51				4.51
2120-10-00 Drama Club	4,391.14				4,391.14
2140-10-00 Choral	1,490.00	900.00			2,390.00
2150-30-00 Musical	281.31	640.00			921.31
2151-10-00 Tri-M	659.00				659.00
2151-10-10 Music Industry Club- MIC	822.65				822.65
2155-10-00 Orchestra	112.45				112.45
2210-10-00 Activist Club	85.88				85.88
2220-10-00 Art Club	1,850.87				1,850.87
2230-00-00 Black Allegiance Club	33.00				33.00
2249-10-00 Business Club	0.00				0.00
2251-20-00 Anime Club	0.00				0.00
2253-10-00 Conservation	809.01				809.01
2254-10-00 Woodshop	0.00				0.00
2256-10-00 DECA-CO-OP / CWE	10.73				10.73
2257-10-00 Paranormal Club	0.00				0.00
2258-10-00 Engineering Club	161.85				161.85
2259-10-00 Film Production	203.00				203.00
2263-10-00 Interact Club	3,964.98	45.89	40.00		3,970.87
2276-10-00 Field Trips	582.52				582.52
2281-10-00 Gold Rush	68.66				68.66
2310-10-00 French Club	251.80				251.80
2320-10-00 German Club	282.64				282.64
2330-10-00 Spanish Club	194.44				194.44
2330-20-00 World Language Department	1,460.88				1,460.88
2330-30-00 Spanish	0.00				0.00
2340-10-10 Key Club	1,172.66	943.52	630.29	(79.00)	1,406.89
2370-10-00 FCCLA	79.42				79.42
2375-10-00 Literacy Magazine	342.00				342.00
2380-10-00 Newspaper	1,649.10				1,649.10
2390-10-00 National Honor Society	2,614.00	6,381.93	6,811.56		2,184.37

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2391-10-00 AVID	4,658.82				4,658.82
2393-10-00 PBIS	655.19				655.19
2399-00-00 Eagle Pride Advisory-Inactive	0.00				0.00
2400-10-00 Peer Mediation/SADD	202.95				202.95
2405-10-00 Debate Team	6,853.97	615.00	4,091.53		3,377.44
2406-10-00 DJ (Entertainment) Club	1,483.66				1,483.66
2408-10-00 GSA (Gay Straight Alliancne)	260.30	32.56			292.86
2410-10-00 Knitting Club	20.00				20.00
2415-10-00 Science Club	1,732.87				1,732.87
2480-10-00 Yearbook	0.00				0.00
2580-10-00 Care For Cure	0.00				0.00
2590-40-00 Relay for Life	122.51				122.51
2618-10-00 JSI	933.03				933.03
2618-10-10 Operation Click	0.00				0.00
2618-30-00 Green Eagles	1,723.10		150.00		1,573.10
2618-30-10 High School Against Cancer	25.35				25.35
2630-10-00 Ski Club	510.00				510.00
2650-10-00 Bass Fishing Club	0.00				0.00
2660-10-00 Ping Pong Club	0.00				0.00
3000-10-00 Special Olympics	3,173.36				3,173.36
3001-00-00 Student Athletic Council	3,007.35		100.00		2,907.35
3100-20-20 Baseball	9,267.29		2,327.56		6,939.73
3150-20-10 Softball	10,867.63	142.00	169.80		10,839.83
3200-20-10 Girls Basketball	618.47	299.00			917.47
3200-20-20 Boys Basketball	314.83		148.50		166.33
3210-20-10 Bowling	408.92				408.92
3225-20-10 Ultimate Frisbee	0.00				0.00
3250-20-10 Dance Team	3,320.51		1,843.15		1,477.36
3275-00-00 Math Team	798.27				798.27
3300-20-10 Girls Soccer	1,106.99				1,106.99
3300-20-20 Boys Soccer	1,933.44		812.03		1,121.41
3350-20-10 Cheerleaders	6,211.26	451.00	3,841.64		2,820.62
3400-20-10 Girls Tennis	483.84				483.84
3400-20-20 Boys Tennis	3,309.64		690.00		2,619.64
3450-20-10 Girls Swimming	501.51				501.51
3450-20-20 Boys Swimming	97.47				97.47
3500-20-10 Girls Track & Field	26.67	110.00	109.65		27.02
3500-20-20 Boys Track	2,606.27				2,606.27
3600-20-10 Girls Golf	263.00				263.00
3600-20-20 Boys Golf	47.88				47.88
3650-20-10 Boys Lacrosse	0.00				0.00
3700-20-10 Football	2,341.53		647.53		1,694.00
3800-20-00 Cross Country	137.89				137.89
3840-20-00 Power Lifting	0.00				0.00
3850-20-00 Wrestling	3,020.93				3,020.93
3900-20-00 Volleyball	7,306.92				7,306.92
4100-30-00 General	947.74				947.74
4110-10-00 Eagle Minds Matter	1,236.76				1,236.76
4200-10-00 Eagle's Wings Food Pantry	11,449.75				11,449.75
4300-30-00 Faculty Fund	0.00				0.00
4300-30-10 Eagle Pride Advisory Committee	295.75		95.20		200.55
4800-00-00 Guidance	0.00				0.00
5000-50-50 D300 United	0.00				0.00
6000-00-00 Interest	10,599.68	42.80			10,642.48

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Total Other Accounts	171,788.57	21,672.65	51,652.63	0.00	141,808.59

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	6,375.58	552.43	1,093.48		5,834.53
Total Cash Accounts	6,375.58	552.43	1,093.48	0.00	5,834.53
Other Accounts					
2019-00-00 Class of 2019 - Inactive	0.00				0.00
2020-00-00 Class of 2020 - Inactive	0.00				0.00
2021-00-00 Class of 2021 - Inactive	0.00				0.00
2022-00-00 Class of 2022 - Inactive	0.00				0.00
2023-00-00 Class of 2023 - Inactive	0.00				0.00
2024-00-00 Class of 2024 - Inactive	0.00				0.00
2025-00-00 Class of 2025 - Inactive	0.00				0.00
2026-00-00 Class of 2026 - Inactive	0.00				0.00
2027-00-00 Class of 2027	105.00				105.00
2028-00-00 Class of 2028	0.00				0.00
2029-00-00 Class of 2029	263.84				263.84
2030-00-00 Class of 2030	54.12				54.12
2031-00-00 Class of 2031	0.00				0.00
2032-00-00 Class of 2032	5.00				5.00
2033-00-00 Class of 2033	0.00				0.00
2590-40-00 Relay for Life	1,031.08		1,031.08		0.00
2631-10-00 Field Trip Grant Funds	94.47				94.47
3010-00-00 PE Club	979.88				979.88
3020-10-00 Leopards Chorus Club	1,837.67				1,837.67
3030-10-00 Band and Orchestra	109.50				109.50
3030-20-00 ILMEA	0.00				0.00
4100-30-00 Principal Discretionary Fund	1,509.14				1,509.14
4100-30-10 Water - Inactive	0.00				0.00
4300-30-00 Staff Account	0.00				0.00
4400-10-00 Karen Fitzsimmons Memorial	0.00	490.00			490.00
5010-00-10 Jump Rope for Heart	0.00				0.00
5020-00-00 Ned Show / Yo-yo	0.00				0.00
5030-00-00 Kiva	0.00				0.00
5030-10-00 Heavenly Hats	0.00				0.00
5040-00-00 Kane County Cougars Reading	0.00				0.00
5900-00-00 Miscellaneous	49.06	62.20	62.40		48.86
6000-00-00 Interest Income	336.82	0.23			337.05
Total Other Accounts	6,375.58	552.43	1,093.48	0.00	5,834.53

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	20,516.65	3.54	953.80		19,566.39
Total Cash Accounts	20,516.65	3.54	953.80	0.00	19,566.39
Other Accounts					
2001-10-10 PBIS (Student Council)	3,246.25		368.90		2,877.35
2016-00-30 Class of 2016- TO BE DELETED	0.00				0.00
2017-00-00 Class of 2017 TO BE DELETED	0.00				0.00
2018-00-00 Class of 2018-TO BE DELETED	0.00				0.00
2019-00-00 Class of 2019-TO BE DELETED	0.00				0.00
2020-00-00 Class of 2020 TO BE DELETED	0.00				0.00
2021-00-00 Class of 2021	0.00				0.00
2022-00-00 Class of 2022	0.00				0.00
2023-00-00 Class of 2023	0.15				0.15
2024-00-00 Class of 2024	0.00				0.00
2025-00-00 Class of 2025	0.00				0.00
2026-00-00 Class of 2026	0.00				0.00
2027-00-00 Class of 2027 - Fifth	0.00				0.00
2028-00-00 Class of 2028 - Fourth	626.14		124.15		501.99
2029-00-00 Class of 2029 - Third	1,013.23		141.13		872.10
2030-00-00 Class of 2030 - Second	1,036.80				1,036.80
2031-00-00 Class of 2031 - First	1,889.95				1,889.95
2032-00-00 Class of 2032 - Kindergarten	1,637.25		194.84		1,442.41
2033-00-00 Class of 2033 - PreK	297.00				297.00
2110-10-00 Band	16.70				16.70
2151-10-00 Music Club	5,647.43				5,647.43
2230-10-00 Beta Club	42.46				42.46
2270-10-00 Earth Club	754.19				754.19
2590-40-00 Relay for Life	0.00				0.00
2617-00-00 DareTo Be Rare - Inactive	0.00				0.00
2617-10-00 Man In Demand & Dare to be Rar	778.25				778.25
2618-30-00 Families in Need	160.41				160.41
2657-00-00 Family Night-Math Night	523.66				523.66
2657-10-00 Family Night-Reading Night	1,443.51				1,443.51
4100-30-00 Miscellaneous/General	92.68				92.68
4250-30-00 Student Incentive - Inactive	0.00				0.00
4300-30-00 Sunshine Fund	390.75		124.78		265.97
6000-00-00 Interest Income	919.84	3.54			923.38
Total Other Accounts	20,516.65	3.54	953.80	0.00	19,566.39

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-00 DO NOT USE	0.00				0.00
1000-00-10 Harris - Checking	2,902.08	60.06			2,962.14
Total Cash Accounts	2,902.08	60.06	0.00	0.00	2,962.14
Other Accounts					
2018-00-00 Class of 2018-Inactive	0.00				0.00
2019-00-00 Class of 2019-Inactive	0.00				0.00
2020-00-00 Class of 2020-Inactive	0.00				0.00
2021-00-00 Class of 2021-Inactive	0.00				0.00
2022-00-00 Class of 2022-Inactive	0.00				0.00
2023-00-00 Class of 2023-Inactive	0.00				0.00
2024-00-00 Class of 2024-Inactive	0.00				0.00
2025-00-00 Class of 2025-Inactive	0.00				0.00
2026-00-00 Class of 2026-Inactive	0.00				0.00
2027-00-00 Class of 2027	2.00			(2.00)	0.00
2028-00-00 Class of 2028	40.00				40.00
2029-00-00 Class of 2029	31.49				31.49
2030-00-00 Class of 2030	282.29				282.29
2031-00-00 Class of 2031	67.16				67.16
2032-00-00 Class of 2032	17.00				17.00
2033-00-00 Class of 2033	0.00				0.00
2034-00-00 Class of 2034	0.00				0.00
205A-00-00 5th Grade - A	0.00				0.00
2276-10-00 Field Trips	100.97				100.97
2482-10-00 Yearbook	219.98	60.00			279.98
2590-40-00 Relay for Life	65.50				65.50
2618-40-00 Disaster Relief	0.00				0.00
4100-30-00 General	1,128.87			2.00	1,130.87
4200-00-00 Liberty Chorus	19.70				19.70
4300-10-00 Jump Rope For Heart	0.00				0.00
4400-00-00 Reach for the Stars	0.00				0.00
5000-10-00 Student Assistance Account	725.98				725.98
6000-00-00 Interest Income	201.14	0.06			201.20
Total Other Accounts	2,902.08	60.06	0.00	0.00	2,962.14

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	3,815.29	1,919.62	1,799.50		3,935.41
Total Cash Accounts	3,815.29	1,919.62	1,799.50	0.00	3,935.41
Other Accounts					
200M-00-00 Special Ed - A	0.00				0.00
200N-00-00 Special Ed-B	0.00				0.00
2016-00-00 Class of 2016	0.00				0.00
2017-00-00 Class of 2017	0.00				0.00
2018-00-00 Class of 2018	0.00				0.00
2019-00-00 Class of 2019	0.00				0.00
2020-00-00 Class of 2020	0.00				0.00
2021-00-00 Class of 2021	0.00				0.00
2022-00-00 Class of 2022	0.00				0.00
2023-00-00 Class of 2023	0.00				0.00
2024-00-00 Class of 2024	0.00				0.00
2025-00-00 Class of 2025	43.50				43.50
2026-00-00 Class of 2026	0.00				0.00
2027-00-00 Class of 2027	0.00				0.00
2028-00-00 Class of 2028	0.00				0.00
2029-00-00 Class of 2029	4.35				4.35
2030-00-00 Class of 2030	0.00				0.00
2031-00-00 Class of 2031	0.00	80.00			80.00
2032-00-00 Class of 2032	0.00				0.00
2033-00-00 Class of 2033	0.00				0.00
2151-10-00 Music Dept.	0.00				0.00
2510-00-00 Scholastic Book Fair/Follett	73.67				73.67
2560-30-00 Library Books	0.00				0.00
2590-40-00 Relay for Life	0.00	833.00	833.00		0.00
3100-00-00 Yearbook	1,293.82	40.00			1,333.82
4100-00-00 Artworks Program	2,000.00				2,000.00
4100-20-00 Book Club	0.00				0.00
4100-30-00 General	272.64	124.50	124.50		272.64
4250-30-00 Student Activity-Inactive	0.00				0.00
4300-10-00 Staff Spiritwear	14.44				14.44
4300-20-00 Sunshine	0.00	842.00	842.00		0.00
6000-00-00 Interest Income	112.87	0.12			112.99
6010-10-00 Bank Errors - Reconciling Item	0.00				0.00
Total Other Accounts	3,815.29	1,919.62	1,799.50	0.00	3,935.41

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	3,841.56	2,178.12	1,943.01		4,076.67
Total Cash Accounts	3,841.56	2,178.12	1,943.01	0.00	4,076.67
Other Accounts					
2021-00-00 Class of 2021	0.00				0.00
2022-00-00 Class of 2022	0.00				0.00
2023-00-00 Class of 2023	0.00				0.00
2024-00-00 Class of 2024	0.00				0.00
2025-00-00 Class of 2025	0.00				0.00
2026-00-00 Class of 2026	0.00				0.00
2027-00-00 Class of 2027	0.00				0.00
2028-00-00 Class of 2028	28.00				28.00
2590-30-00 Girls on the Run	69.01				69.01
2590-40-00 Relay for Life	1,367.00				1,367.00
2600-10-00 Robert Chaney	0.00				0.00
3000-10-00 McDonald Fundraiser	0.00				0.00
4100-30-00 General	428.71				428.71
4250-20-00 Student Spiritwear	0.00				0.00
4250-30-00 Staff Spirit Wear	5.51	1,868.00	1,867.03		6.48
4300-30-00 Social Fund	840.02		75.98		764.04
4400-10-00 Scholastic Book Fair	0.00				0.00
4400-20-00 Follett Book Fair	0.00				0.00
4400-30-00 Anderson's Book Fair	45.54				45.54
5000-10-00 Yearbook	912.58	310.00			1,222.58
6000-00-00 Interest Income	145.19	0.12			145.31
Total Other Accounts	3,841.56	2,178.12	1,943.01	0.00	4,076.67

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	2,967.60	1,408.12	1,400.00		2,975.72
Total Cash Accounts	2,967.60	1,408.12	1,400.00	0.00	2,975.72
Other Accounts					
2018-00-00 Class of 2018-Inactive	0.00				0.00
2019-00-00 Class of 2019-Inactive	0.00				0.00
2020-00-00 Class of 2020-Inactive	0.00				0.00
2021-00-00 Class of 2021-Inactive	0.00				0.00
2022-00-00 Class of 2022-Inactive	0.00				0.00
2023-00-00 Class of 2023-Inactive	0.00				0.00
2024-00-00 Class of 2024-Inactive	0.00				0.00
2025-00-00 Class of 2025-Inactive	0.00				0.00
2025-10-00 Class of 2025-LEAP	0.00				0.00
2026-00-00 Class of 2026-Inactive	0.03			(0.03)	0.00
2027-00-00 Class of 2027	0.00	1,400.00	1,400.00		0.00
2028-00-00 Class of 2028	27.24				27.24
2029-00-00 Class of 2029	499.19	8.00			507.19
2030-00-00 Class of 2030	0.10				0.10
2031-00-00 Class of 2031	245.90				245.90
2032-00-00 Class of 2032	192.00				192.00
2033-00-00 Class of 2033	0.00				0.00
20CC-00-00 Cross Categorical Class	0.00				0.00
2151-10-00 Choir	0.00				0.00
2160-00-00 Literacy	157.55				157.55
2560-30-00 Media	566.89				566.89
2590-40-00 Relay for Life	0.00				0.00
3000-20-00 After School Rec	1.00				1.00
3500-10-00 PBIS	603.90				603.90
3500-20-00 Student Council	265.80				265.80
4100-30-00 General	215.54	0.12		0.03	215.69
4200-00-00 Staff Casual Charity-Inactive	0.00				0.00
5000-50-50 D300 United	0.00				0.00
5100-10-00 Neubert Social Committee	159.23				159.23
6000-00-00 Interest Income	33.23				33.23
Total Other Accounts	2,967.60	1,408.12	1,400.00	0.00	2,975.72

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	2,855.97	0.06			2,856.03
Total Cash Accounts	2,855.97	0.06	0.00	0.00	2,856.03
Other Accounts					
2000-30-00 Student Council	0.00				0.00
200A-00-00 Kindergarten-Inactive	0.00				0.00
200M-00-00 Special ED - Instruct. Primary	0.00				0.00
2020-00-00 Class of 2020	0.00				0.00
2021-00-00 Class of 2021	0.00				0.00
2022-00-00 Class of 2022	0.00				0.00
2023-00-00 Class of 2023	0.00				0.00
2024-00-00 Class of 2024	0.00				0.00
2025-00-00 Class of 2025	0.00				0.00
2026-00-00 Class of 2026	0.00				0.00
2027-00-00 Class of 2027	0.00				0.00
2028-00-00 Class of 2028	0.00				0.00
2029-00-00 Class of 2029	0.00				0.00
2030-00-00 Class of 2030	117.00				117.00
2031-00-00 Class of 2031	0.00				0.00
2590-40-00 Relay for Life	1,248.02				1,248.02
2618-40-10 Jump Rope for Heart	0.00				0.00
4100-00-00 PBIS	341.00				341.00
4150-00-00 Math Night	108.00				108.00
4200-00-00 Picture Comm Misc-Inactive	0.00				0.00
4260-00-00 Playground Funds	0.00				0.00
4300-00-00 General Fund	681.21				681.21
5010-00-00 School Fundraisers	0.00				0.00
5020-10-00 Tiger Fundraiser	0.00				0.00
5030-10-00 School Store	269.06				269.06
5500-00-00 Staff Social Account	1.36				1.36
6000-00-00 Interest Income	90.32	0.06			90.38
Total Other Accounts	2,855.97	0.06	0.00	0.00	2,856.03

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	6,842.51	2,025.28	1,198.44		7,669.35
Total Cash Accounts	6,842.51	2,025.28	1,198.44	0.00	7,669.35
Other Accounts					
2014-10-00 Kindergarten Grade Level Funds	576.89				576.89
2014-10-01 1st Grade Level Funds	190.01				190.01
2014-10-02 2nd Grade Level Funds	2.32				2.32
2014-10-03 3rd Grade Level Funds	184.56				184.56
2014-10-04 4th Grade Level Funds	1,179.19		30.00		1,149.19
2014-10-05 5th Grade Level Funds	911.00				911.00
2014-10-06 Preschool Grade Level Funds	28.00			(28.00)	0.00
2017-00-00 Class of 2017 - Inactive	0.00				0.00
2020-00-00 Class of 2020 - Inactive	0.00				0.00
2021-00-00 Class of 2021 - Inactive	0.00				0.00
2022-00-00 Class of 2022 - Inactive	0.00				0.00
2023-00-00 Class of 2023 - Inactive	0.00				0.00
2024-00-00 Class of 2024 - Inactive	0.00				0.00
2025-00-00 Class of 2025 - Inactive	0.00				0.00
2026-00-00 Class of 2026 - Inactive	0.00				0.00
2027-00-00 Class of 2027 - Inactive	0.00				0.00
2028-00-00 Class of 2028	109.90				109.90
2029-00-00 Class of 2029	0.45				0.45
2030-00-00 Class of 2030	20.00				20.00
2031-00-00 Class of 2031	0.00				0.00
2032-00-00 Class of 2032	88.00				88.00
2033-00-00 Class of 2033	0.00				0.00
2151-10-00 Music Dept.	0.00				0.00
2152-10-00 Choir	0.00				0.00
2590-40-00 Relay for Life	30.62				30.62
3010-00-00 We Act Fundraiser	806.69				806.69
3100-00-00 Spiritwear (PBIS)	746.15	55.00			801.15
3200-00-00 Media Center	91.70				91.70
3300-10-00 Student Council	158.18				158.18
3310-10-00 Girls On The Run	337.00				337.00
3350-00-00 Kane County Cougars Grant	0.00	1,000.00	189.11		810.89
4100-30-00 General	130.30	270.28	270.00	28.00	158.58
4200-00-00 Perry Teacher Social Account	926.90	700.00	709.33		917.57
4300-00-00 Retired Teacher Fund	324.65				324.65
6000-00-00 Interest Income	0.00				0.00
Total Other Accounts	6,842.51	2,025.28	1,198.44	0.00	7,669.35

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	1,509.48	762.00	1,283.36		988.12
Total Cash Accounts	1,509.48	762.00	1,283.36	0.00	988.12
Other Accounts					
2019-00-00 Class of 2019	0.00				0.00
201A-00-00 1st Grade	0.00				0.00
2020-00-00 Class of 2020	0.00				0.00
2021-00-00 Class of 2021	0.00				0.00
2022-00-00 Class of 2022	0.00				0.00
2023-00-00 Class of 2023	0.00				0.00
2024-00-00 Class of 2024	0.00				0.00
2025-00-00 Class of 2025	0.00				0.00
2026-00-00 Class of 2026	0.00				0.00
2027-00-00 Class of 2027	505.16		505.16		0.00
2028-00-00 Class of 2028 - 5th Grade	80.93	743.00	778.20		45.73
2029-00-00 Class of 2029 - 4th Grade	645.32				645.32
2030-00-00 Class of 2030 - 3rd Grade	64.77				64.77
2031-00-00 Class of 2031 - 2nd Grade	0.00				0.00
2032-00-00 Class of 2032 - Grade 1	0.00				0.00
2033-00-00 Class of 2033 - Kindergarten	0.00				0.00
2151-10-00 Music Dept./ILMEA	0.00				0.00
2274-10-00 5th Grade Lunch Bunch	0.00				0.00
2275-10-00 5th Grade Outdoor Education	0.00				0.00
2560-30-00 Library - Birthday Books	0.08				0.08
2590-40-00 Relay for Life	0.00				0.00
2590-50-00 Veteran Day's Activity	0.00				0.00
4100-30-00 Principal Discretionary	0.24	19.00			19.24
4250-30-00 Student Activity	0.00				0.00
5000-50-50 D300 United	0.00				0.00
6000-00-00 Interest Income	214.98				214.98
6000-10-00 Bank Related Adjustments	(2.00)				(2.00)
Total Other Accounts	1,509.48	762.00	1,283.36	0.00	988.12

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	43,029.28	8,367.60	4,584.47		46,812.41
Total Cash Accounts	43,029.28	8,367.60	4,584.47	0.00	46,812.41
Other Accounts					
2000-10-00 Student Council	3,644.46		75.00		3,569.46
200A-00-00 Kindergarten-Inactive	0.00				0.00
2013-00-30 Class of 2013-C-Inactive	0.00				0.00
2014-00-20 Class of 2014-B-Inactive	0.00				0.00
2015-00-10 Class of 2015-A-Inactive	0.00				0.00
2015-00-20 Class of 2015-B-Inactive	0.00				0.00
2016-00-10 Class of 2016-A-Inactive	0.00				0.00
2016-00-20 Class of 2016-B-Inactive	0.00				0.00
2016-00-30 Class of 2016-C-Inactive	0.00				0.00
2017-00-10 Class of 2017-A-Inactive	0.00				0.00
2017-00-20 Class of 2017-B-Inactive	0.00				0.00
2017-00-30 Class of 2017-C-Inactive	0.00				0.00
2018-00-00 Class of 2018A-Inactive	0.00				0.00
2018-00-10 Class of 2018B-Inactive	0.00				0.00
2018-00-20 Class of 2018C-Inactive	0.00				0.00
2019-00-00 Class of 2019-Inactive	0.00				0.00
2019-00-10 Class of 2019A-Inactive	0.00				0.00
2019-00-20 Class of 2019B-Inactive	0.00				0.00
2019-00-30 Class of 2019C-Inactive	0.00				0.00
2020-00-00 Class of 2020-Inactive	0.00				0.00
2020-00-10 Class of 2020A-Inactive	0.00				0.00
2020-00-20 Class of 2020B-Inactive	0.00				0.00
2021-00-00 Class of 2021-Inactive	0.00				0.00
2021-00-10 Class of 2021-A-Inactive	0.00				0.00
2021-00-20 Class of 2021-B-Inactive	0.00				0.00
2022-00-00 Class of 2022-A	0.00				0.00
2022-00-20 Class of 2022-B	0.00				0.00
2023-00-00 Class of 2023-Inactive	0.00				0.00
2023-10-10 Class of 2023-A	0.00				0.00
2023-20-00 Class of 2023-B	0.00				0.00
2024-00-00 Class of 2024-A	65.00		65.00		0.00
2024-00-10 Class of 2024-B	717.24		717.24		0.00
2025-00-00 Class of 2025	0.00				0.00
2025-00-10 Class of 2025-A	267.90			(103.40)	164.50
2025-00-20 Class of 2025-B	48.44			103.40	151.84
2026-00-00 Class of 2026-A	413.58			(144.67)	268.91
2026-10-00 Class of 2026-B	93.79			144.67	238.46
2027-00-00 Class of 2027-A	184.39	902.09	125.25	(380.74)	580.49
2027-10-00 Class of 2027-B	0.00	325.00	125.25	380.74	580.49
2028-00-00 Class of 2028	21.23				21.23
2029-00-00 Class of 2029	14.69				14.69
2030-00-00 Class of 2030	464.12				464.12
2031-00-00 Class of 2031	3.00				3.00
2032-00-00 Class of 2032	128.66				128.66
2033-00-00 Class of 2033	0.00				0.00
2034-00-00 Class of 2034	0.00				0.00
2115-00-00 Music - Elementary	750.07				750.07
2150-30-00 Musicals	5,032.56	230.00	25.47		5,237.09
2151-10-00 Music Dept.	1,384.80	420.00	878.35		926.45
2155-10-00 Orchestra-Inactive	0.00				0.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 7/1/2020 through 4/30/2021

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2160-10-00 Orchestra - Fifth Grade	0.00				0.00
2220-10-00 Art Club	412.02				412.02
2230-10-00 Beta Club	12,588.74	3,830.00	899.00		15,519.74
2276-10-00 Field Trips	534.77				534.77
2340-10-00 Spelling Bee	46.03				46.03
2350-00-00 Battle of the Books	0.00				0.00
2391-10-00 AVID	3,711.03	12.25			3,723.28
2392-10-00 HANDS Club	0.06				0.06
2393-10-00 PBIS Middle School	1,208.20	95.00	700.00		603.20
2393-20-00 PBIS Elementary	887.95				887.95
2481-10-00 Yearbook - MS	4,578.28	1,044.00	300.00		5,322.28
2482-10-00 Yearbook - ELE	290.51	36.00	39.12		287.39
2560-30-00 Birthday Book Club	40.80				40.80
2560-40-00 Library-Book Fair	226.29				226.29
2590-10-00 Boys Basketball Lions Club	0.66				0.66
2590-20-00 Girls Basketball Lions Club	70.22				70.22
2590-40-00 Relay for Life	0.00				0.00
2631-10-00 Washington D.C. Trip-Inactive	0.00				0.00
2640-30-00 Science Fair	512.35		347.89		164.46
2660-00-00 Math Club	98.86				98.86
2668-00-00 Track	10.68				10.68
3250-20-10 Poms	653.37	45.65	156.00		543.02
3251-20-10 Intramural Poms-Inactive	0.00				0.00
3350-20-10 Cheerleading	1,119.60		96.00		1,023.60
3351-20-10 Intramural Cheer-Inactive	0.00				0.00
3710-10-00 Ultimate Frisbee-Inactive	0.00				0.00
3830-00-00 Basketball - Girls	0.00				0.00
3840-00-00 Basketball - Boys	0.00				0.00
3850-20-00 Wrestling	142.55				142.55
3900-20-00 Volleyball	0.50				0.50
4100-30-00 General	547.67	650.45	14.20		1,183.92
4105-30-00 Student Assistance Account	980.32	750.00			1,730.32
4400-30-00 PE - MS	14.52				14.52
4401-30-00 PE - ELE	243.09	20.70	20.70		243.09
4480-30-00 Barb Dubow Wal-Mart	172.80				172.80
5100-00-00 D300 Honors Band Concert-Inact	0.00				0.00
5200-10-00 Red Cross/Tornado Relief	0.00				0.00
5500-10-00 Bank Correction	0.00				0.00
6000-00-00 Interest Income	703.48	6.46			709.94
Total Other Accounts	43,029.28	8,367.60	4,584.47	0.00	46,812.41



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 24, 2021
TO: Fred Heid, Superintendent
Board of Education
FROM: Jennifer Porter

Presented at the following Board Meetings	
Construction/Facility	
Finance	06/08/2021
Policy/Legislative	
School Utilization	
BOE 1st Reading	06/08/2021
BOE 2nd Reading	06/22/2021

SUBJECT: Approval of Off Cycle Accounts Payables

Background

In months where there is only one board meeting scheduled, we have asked the Board to authorize an additional accounts payable in order to take advantage of discounts for payment terms and ensure the timely payment of our purchases. Our established procedures to do so includes sending the Board a copy of the accounts payable electronically for review and approval prior to the release of payment.

Recommendation

Administration recommends that the Board authorize the continued practice of off-cycle accounts payable as outlined above.



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 24, 2021	Presented at the following Board Meetings	
TO: Fred Heid, Superintendent Board of Education	Construction/Facility	
	Finance	
	Policy/Legislative	
FROM: Linda Keyes	School Utilization	
	BOE 1st Reading	06/08/2021
	BOE 2nd Reading	06/22/2021

SUBJECT: Approval of Revised Board Meeting Calendar

Background

Attached is the revised Board Meeting Calendar for the 2021-2022 Fiscal Year.

Administrative Recommendation

The Administration recommends approval of the calendar.



DISTRICT 300

2021-2022

Board of Education Meeting Schedule

District 300 Central Office

2550 Harnish Drive

Algonquin, IL 60102

6:00 p.m. Call to order, closed session

6:30 p.m. Reconvene in open session

Date

Tuesday, July 13, 2021	Workshop/Business Meeting
Tuesday, August 10, 2021	Workshop
Tuesday, August 24, 2021	Business Meeting
Tuesday, September 14, 2021	Workshop
Tuesday, September 28, 2021	Business Meeting
Tuesday, October 12, 2021	Workshop
Tuesday, October 26, 2021	Business Meeting
Tuesday, November 9, 2021	Workshop/Business Meeting
Tuesday, December 14, 2021	Workshop/Business Meeting
Tuesday, January 11, 2022	Workshop
Tuesday, January 25, 2022	Business Meeting
Tuesday, February 8, 2022	Workshop
Tuesday, February 22, 2022	Business Meeting
Tuesday, March 15, 2022	Workshop/Business Meeting
Tuesday, April 12, 2022	Workshop
Tuesday, April 26, 2022	Business Meeting
Tuesday, May 10, 2022	Workshop
Tuesday, May 24, 2022	Business Meeting
Tuesday, June 14, 2022	Workshop
Tuesday, June 28, 2022	Business Meeting

**Board meetings are scheduled for the second and fourth Tuesday of the month. The schedule intentionally did not schedule two regular meetings in July, November, December or March.*



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 24, 2021
TO: Fred Heid, Superintendent
Board of Education
FROM: Susan Harkin

Presented at the following Board Meetings	
Construction/Facility	
Finance	
Policy/Legislative	
School Utilization	
BOE 1st Reading	06/08/2021
BOE 2nd Reading	06/22/2021

SUBJECT: Selection of Candidate for NIA Ballot

Background

According to the Articles of Agreement for the Northwestern Illinois Association, the District Administrator and the School Board Member shall be elected within each subregion by the Boards of Education of the member districts in odd numbered years.

Each Board of Education shall cast one vote for District Administrator and one vote for School Board Member at a regular scheduled school board meeting as official action.

Election of candidates for the two-year term to represent the school districts within our sub-regional area. Candidate biographical sketch is provided.

Recommendation

The board approves the vote for the slate provided in the ballot.



NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

A Regional Special Education Cooperative Serving the Counties of
Boone, Carroll, DeKalb, Jo Daviess, Kane, Lee, Ogle, Stephenson, Whiteside and Winnebago

May 20, 2021

Dear Superintendent:

Enclosed, please find a ballot and a brief biographical sketch of the candidates for the election of the specified members for the NIA Executive Board. These candidates have agreed to run for a two year term to represent the school districts within their sub-regional area (see enclosed map).

Please present this ballot at a regularly scheduled school board meeting for official Board action. Please return this ballot to the NIA Human Resources Office, 245 W. Exchange Street, Suite 4, Sycamore, IL, 60178, by August 11, 2021.

If you have any questions regarding the election process, please do not hesitate to contact me.

Sincerely,

Jon C. Malone
NIA Regional Director

JM/jt

enc.

NORTHWESTERN ILLINOIS ASSOCIATION

SUBREGION I BALLOT

EXECUTIVE BOARD

BALLOT INSTRUCTIONS

According to the Articles of Agreement for the Northwestern Illinois Association, the District Administrator and the School Board Member shall be elected within each subregion by the Boards of Education of the member districts in odd numbered years.

Each Board of Education shall cast one (1) vote for District Administrator and one vote for School Board Member.

VOTE FOR ONE DISTRICT ADMINISTRATOR:

Crystal Swan-Gravatt - Sandwich #430
District Administrator

WRITE IN - District Administrator

VOTE FOR ONE SCHOOL BOARD MEMBER:

Steve Fiorentino, District 300
School Board Member

WRITE IN - School Board Member

NOTE: Ballots will be counted in the NIA Human Resources Office.

PLEASE USE THE ENVELOPE PROVIDED TO RETURN THIS BALLOT BY
AUGUST 11, 2021

NORTHWESTERN ILLINOIS ASSOCIATION

BIOGRAPHICAL SKETCH – EXECUTIVE BOARD CANDIDATE – SUBREGION I

DISTRICT ADMINISTRATOR

Crystal Swan-Gravatt, an Illinois native, has been the Director of Special Education for Sandwich CUSD #430 in Sandwich, IL since 2013. During the past 28 years of professional education service, she has served in a variety of teaching and administrative experiences across various settings. Those settings include Choate Mental Health and Developmental Center, Illinois Youth Centers for Juveniles, Illinois Correctional Centers for Adults, Tri County Special Education Cooperative, Williamson County Special Education Cooperative & Early Childhood Cooperative, and public school settings – both Elementary and Secondary in southern Illinois and northern Illinois.

Crystal earned her MS in School Administration from Eastern Illinois University and her BS in Elementary Education from Southern Illinois University. She also has earned endorsements on her Illinois professional education licenses for Director of Special Education, Principal, and Unlimited Learning Behavior Specialist. As a Director of Special Education, special education supervisor, principal, and teacher, she has led efforts to facilitate collaborative working relationships between schools, city, county, state and federal stakeholders concerning academic “at risk” youth and youth with disabilities. She is often invited to speak about her unique experiences at education conferences. She is a member of the Illinois Alliance of Administrators of Special Education (IAASE), Council of Exceptional Children (CEC), and Council Administrators of Special Education (CASE). Crystal has served on the board of IAASE for the past four years and has been the serving as President of the low incidence special education cooperative – Northwestern Illinois Association (NIA) for the past three years. Last year, Crystal was appointed to be on the board for Open Door in Sandwich. Open Door is a non for profit rehabilitation entity for adults with developmental disabilities.

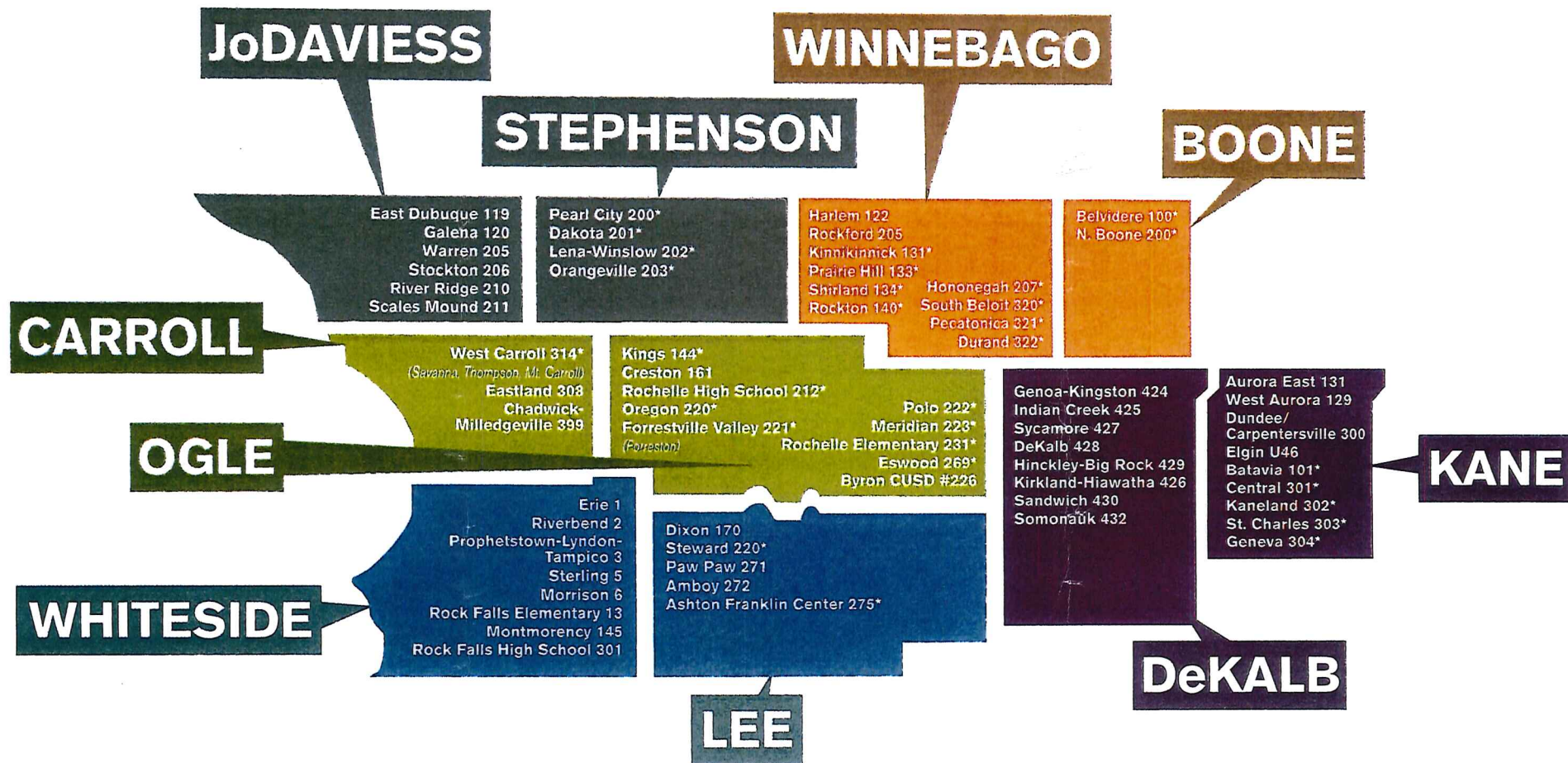
In their spare time, Crystal and her husband Rick stay busy restoring their 1965 MCM (midcentury modern) home built by a well-known local architect, James Carpenter. They also enjoy seeking out MCM treasures to enhance their home in order to bring it back to its original glory. Their MCM home is located near the well-known Farnsworth House and the pristine Fox River in which parts are comprised of the Kendall County Conservation District. Crystal and Rick feel extremely fortunate to be able to live in and around the natural surroundings that are a part of the Kendall County Conservation District. They often will host large family and friend gatherings so that others can also enjoy the great outdoors with them. Lastly, Crystal and Rick have five children (one deceased) and make trips often to visit them and other close family members in both extreme southern Illinois area and a nearby Chicagoland suburb.

SCHOOL BOARD MEMBER

Steve Fiorentino was elected to the District 300 School Board in April 2011. An Algonquin resident since 1996, Steve and his wife, Robin, have one daughter who recently graduated from HD Jacobs High School. Steve is very active in his community and church. He has coached children of all ages in basketball and softball and has been active with the Algonquin Area Youth Organization (AAYO), Dundee Park District, and the Lake in the Hills Youth Athletic Association (LITH YAA). Steve is one of the founding members of the Algonquin/Lake in the Hills Kiwanis organization and serves on the board. He helped start the HD Jacobs Key Club (Student chapter of Kiwanis) and currently serves as the chapter advisor. Steve and his family are passionate about serving in disaster relief. They have assisted post-hurricane and tornado disasters in multiple places, including Illinois, New Jersey, and Haiti.

Steve received a Bachelor of Science degree in pharmacy from the University of South Carolina and has completed numerous executive management courses. Steve works in the family’s financial planning practice. He is also the founder and owner of Fiorentino Consulting, LLC, which helps companies with business plan development, strategic planning, key client acquisition, and hiring and retention of top employees. Prior to launching his consulting practice, Steve held several sales and marketing leadership positions in the pharmaceutical and biotechnology industries over the course of 20-plus years than 200 high performing employees in the pharmaceutical and healthcare sector.

During his limited free time, Steve enjoys spending time with family and friends, planning family excursions and adventure travel, camping, fishing, boating, golf (especially with his daughter), cooking, and watching baseball (Go Cubbies) and football.



Studio232

DESIGN + CREATIVE

NIA 10 County Service Map



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD OF EDUCATION MEMO**

DATE: May 28 2021

TO: Fred Heid, Superintendent
Board of Education

FROM: Diane White
Director of Purchasing

Presented at the following Board Meetings	
Construction/Facility	
Finance	06/08/2021
Policy/Legislative	
School Utilization	
BOE 1st Reading	06/08/2021
BOE 2nd Reading	06/22/2021

SUBJECT: Musical Instrument Bid Extension

Background

This bid extension is for the musical instruments used at our schools for our District music program.

Bid documents were released on Wednesday, May 13, 2020. Bids were opened on Thursday, June 11, 2020. Six vendors submitted bids. Bids were evaluated based upon scope of work and contractor serviceability of instruments. The award was based on line item unit pricing.

Accepted offer letters of extension are attached with pricing reflecting the CPI increase of 1.4% as stated in the bid documents. The music instruments will be purchased out of the FY22 music instrument budget and shipped to various school sites. Purchases of instruments will be made based on building needs.

Recommendation

Administration recommends extending the contract pricing at a 1.4% CPI increase for 2021-2022. Below are the estimated contract award amounts.

Cassandra Strings – Algonquin, IL: recommend award of contract pricing for Musical Instruments for an estimated amount of \$18,665.61.

PM Music Center – Aurora, IL: recommend award of contract pricing for Musical Instruments for an estimated amount of \$4,148.07.

Quinlan & Fabish Music Co. – Burr Ridge, IL: recommend award of contract pricing for Musical Instruments for an estimated amount of \$83,320.03.

Sweetwater Sound – Fort Wayne, IN: recommend award of contract pricing for Musical Instruments for an estimated amount of \$5,998.85.

The total estimated purchase amount is \$112,132.56. Term of Contract is August 1, 2021 through July 31, 2022.

Items purchased from this contract will be funded from the central music equipment budget.



Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 • FAX: 847-551-8463

May 13, 2021

Ms. Cassandra Thuneman
Cassandra Strings, Inc.
215 S. Main Street
Algonquin, IL 60102

Bid – Contract Pricing of Musical Instruments and Equipment

Dear Ms. Thuneman,

On July 14, 2020, The Board of Education originally approved a contract with Cassandra Strings, Inc. for a portion of the Contract Pricing of Musical Instruments and Equipment Bid. The contract included the possibility of a one-year extension. District 300 would like to extend our current contract based on the June 11, 2020 response submitted by Cassandra Strings, Inc. The extension will run from August 1, 2021 to July 31, 2022.

The original contract included the opportunity for the vendor to increase pricing by CPI-U of 1.4%. Included with this letter is the Cassandra Strings, Inc. pricing with this CPI-U adjustment. Awarded items are highlighted in green. Note that the Drumline pricing was a one-time purchase and will not be extended.

If your firm agrees to the pricing as shows with the CPI-U adjustment, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, June 8, 2021 and award by the board on Tuesday, June 22, 2021.

If this pricing is not accepted, then District 300 will release a new bid.

Sincerely,

Diane White

8375D43E716D90C09E2DBCBD5C76EBD7 contractworks

Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Cassandra Thuneman

05/17/2021

F6F82358CDF9169B2B0E0A15D368A3D9 contractworks

Service Provider

Cassandra Thuneman

President & CEO

						Cassandra Strings									
						August 1, 2020 - July 31, 2021					August 1, 2021 - July 31, 2022 with CPI-U Adjustment of 1.4%				
Manufacturer's Name	Manufacturer's Item Nbr	Product Description	Product Description 2	NOTES	D300 Item #	1-5	6-9	10-15	15+	Ext. Price (ea)	1-5	6-9	10-15	15+	Ext. Price (ea)
RECORDERS															
Kingsley		Recorder	Baroque Kingsley - 1 piece With Books	No Substitutions		NO BID				NO BID					
Peripole, Inc.		Recorder	Baroque Peripole - 2 piece, all colors	No Substitutions		NO BID				NO BID					
Kingsley		Recorder	Baroque Kingsley - multi color, no book	No Substitutions		NO BID				NO BID					
Yamaha	YRS24B	Recorder	cleaning rod	No Substitutions		NO BID				NO BID					
SUB TOTAL - Recorders										\$0.00					
PIANOS / KEYBOARDS															
Yamaha	YPG235	Keyboard, portable	Grand Piano - 76 key	No Substitutions	50-0082	NO BID				NO BID	NO BID				NO BID
Yamaha	Arius YDP-184	/Clavinova	with bench and dolly	No Substitutions	50-0175	NO BID				NO BID					
Yamaha	Arius YDP-V240	/Clavinova	with bench and dolly	No Substitutions		NO BID				NO BID					
Yamaha	CVP-701BW	/Clavinova	with bench and dolly	No Substitutions	50-0126	NO BID				NO BID					
Casio	PX-160BK	Digital Piano	88-Key Full Size Digital Piano	Substitutions Allowed	50-0172	NO BID				NO BID					
SUB TOTAL - Pianos										\$0.00					\$0.00
WOODWIND															
Fox	IV	Bassoon	Model 4 Standard	No Substitutions	50-0008	NO BID				NO BID					
Yamaha	YBH-301M	Baritone	Marching Series - Lacquer - Bb	No Substitutions	50-0021	NO BID				NO BID					
Jupiter	JCB1000N	Bass Clarinet		No Substitutions	50-0007	NO BID				NO BID					
Yamaha	YCL221I	Bass Clarinet		No Substitutions	50-0006	NO BID				NO BID					
Yamaha	YOB-241	Oboe		No Substitutions	50-0005	NO BID				NO BID					
Howarth	S40C	Oboe	Intermediate Oboe	No Substitutions		NO BID				NO BID					
Yamaha	YAS26	Saxophone	Alto	No Substitutions	50-0009	NO BID				NO BID					
Jupiter	YBS1100	Saxophone	Bari - Eb	No Substitutions	50-0011	NO BID				NO BID					
Yamaha	YBS-52	Saxophone	Bari - Eb	No Substitutions	50-0010	NO BID				NO BID					
Yamaha	YTS-200ADII	Saxophone	Saxophone - Tenor Bb	No Substitutions	50-0012	NO BID				NO BID					
SUB TOTAL - Woodwinds										\$0.00					\$0.00

BRASS																			
Yamaha	YBH-301M	Baritone	Marching Series - Lacquer - Bb	No Substitutions	50-0021	NO BID													
Yamaha	YEP321S	Euphonium	4-Valve	No Substitutions	50-0020	NO BID													
Conn	6D	Horn, French - Double	Yellow Brass, Geyer style	No Substitutions	50-0015	2895	2895	2895	2895					\$2,895.00					
Yamaha	YHR567	Horn, French - Double	Yellow Brass, Geyer style	No Substitutions	50-0016	NO BID								NO BID					
Suzuki	AM200	Metallophone	Alto Standard	No Substitutions		NO BID								NO BID					
Suzuki	BM200	Metallophone	Deep Bass	No Substitutions		NO BID								NO BID					
Suzuki	SM200	Metallophone	Soprano - Standard	No Substitutions		NO BID								NO BID					
Studio 49	SM1600	Metallophone Soprano Diatonic	1601 Series Elementary Students	No Substitutions		NO BID								NO BID					
Yamaha	YSH-411WC	Sousaphone		No Substitutions	50-0023	NO BID								NO BID					
Yamaha	YBK-830	Trombone	Bass - Xeno Series	No Substitutions	50-0139	NO BID								NO BID					
Yamaha	YSL-200AD	Trombone	Student	No Substitutions	50-0013	NO BID								NO BID					
Bach	TR300H2	Trumpet		No Substitutions	50-0019	499.99	499.99	499.99	499.99					\$499.99					
Bundy	BTR300	Trumpet	For elementary only	No Substitutions		NO BID								NO BID					
Yamaha	YTR-2330	Trumpet		No Substitutions	50-0018	NO BID								NO BID					
Yamaha	YBB-105WC	Tuba, 3/4	3-Valve 3/4 BBb Tuba	No Substitutions	50-0136	NO BID								NO BID					
Leblanc	7181	Eb Contra Alto Clarinet	Leblanc Eb Contra Alto Clarinet	No Substitutions	50-0175	NO BID								NO BID					
Geminhardt	2SP	Flute	Student Flute	No Substitutions	50-0133	299.99	299.99	299.99	299.99					\$299.99					
Yamaha	YFL-222	Flute	Student Flute	No Substitutions	50-0134	NO BID								NO BID					
Yamaha	YCL-255	Clarinet	Standard Bb Clarinet	No Substitutions	50-0176	NO BID								NO BID					
Yamaha	YCL-622II	Bass Clarinet	Low C Professional Bass Clarinet	No Substitutions	50-0006	NO BID								NO BID					
Yamaha	YSS-82Z	Soprano Sax	Soprano Saxophone, advanced level	No Substitutions	50-0177	NO BID								NO BID					
Yamaha	YBB321WC	Tuba, Concert	Lacquer/Key of BBb	No Substitutions	50-0014	NO BID								NO BID					
Conn	8D	French Horn - DOUBLE	French horn, advanced level	No Substitutions	50-0178	3999.99	3999.99	3999.99	3999.99					\$3,999.99					
SUB TOTAL - Brass															\$0.00				\$0.00

PERCUSSION															
Sonor	KSP60X-C	Bar, Contra Bass	Resonator Bar-C	No Substitutions		NO BID					NO BID				
Sonor	KSP60X-F	Bar, Contra Bass	Pao Rosa Primary KSP 60X Bar - F	No Substitutions		NO BID					NO BID				
Sonor	KSP60X-G	Bar, Contra Bass	Pao Rosa Primary KSP 60X, Bar - G	No Substitutions		NO BID					NO BID				
Yamaha	YG - 250DS100	Bells, w/stand	Concert Bells with Rolling Stand	No Substitutions		NO BID					NO BID				
Boomwhackers	BWH13	Boomwhacker	13-Note Floor Stand - storage	No Substitutions	50-0030	8.49		7.99	7.99	7.99	\$8.49				
Boomwhackers	BWCG	Boomwhackers	5-note Chromatics Set	No Substitutions	50-0035	11.99		11.99	10.99	10.49	\$11.99				
Boomwhackers	BWDG	Boomwhackers	C Major Diatonic Set - 8-note	No Substitutions	50-0029	16.99		16.49	16.49	16.49	\$16.99				
Boomwhackers	BWJG	Boomwhackers	Bass Diatonic Set 7-note	No Substitutions	50-0033	28.99		27.99	27.99	27.49	\$28.99				
Boomwhackers	BWEG	Boomwhackers	Treble Extension Set - 7 note	No Substitutions	50-0034	11.99		11.99	10.99	10.49	\$11.99				
Zildjian	ZBT14C	Cymbal	Crash Cymbals 14"	No Substitutions		NO BID					NO BID				
Sabian/Cannon	XS20	Cymbal	XS20 Susbended w/ 16" Stand	No Substitutions		NO BID					NO BID				
Meinl	B20JETR	Cymbal	Extra Thin Ride - Byzance 20" Jazz	No Substitutions		NO BID					NO BID				
Tama	TX517	Drum Set	2013 Stage Custom Birch 5-Piece Drum Set with 20" Bass Drum	No Substitutions	50-0179	NO BID					NO BID				
Pearl	CB7028CS1	Drum, Bass	Intermediate Concert Series w/ stand w/ 20" Bass Drum 5-Piece Stage Custom Birch Shell Pack	No Substitutions		NO BID					NO BID				
Yamaha	SBP2F50	Drum, Set	Kid's Set of 5 Nesting Drums	No Substitutions		NO BID					NO BID				
Yamaha	KD-0500-01	Drum,Hand		No Substitutions		NO BID					NO BID				
Orange County Drums & Percussion	HD-8500-06	Drums, Hand Pretuned	Set of 6 w/ synthetic Fiberskyn 3	No Substitutions		NO BID					NO BID				
Sonor	Global Beat GA GB	Glockenspiel	Alto	No Substitutions		NO BID					NO BID				
Suzuki	AD250	Glockenspiel	Alto Standard	No Substitutions		NO BID					NO BID				
Sonor	Global Beat GS GB	Glockenspiel	Soprano	No Substitutions		NO BID					NO BID				
Suzuki	SD250	Glockenspiel	Soprano - Standard	No Substitutions		NO BID					NO BID				
Yamaha	SK275	Snare - Kit w/Stand	Student Model	Substitutions Allowed	50-0057	219.99		219.99	219.99	219.99	\$219.99	223.07	223.07	223.07	\$223.07
Orange County Drum	OCSN0614-NBBA	Snare Drum	Maple, Orange County Drum	No Substitutions		NO BID					NO BID				
Remo	TU-1112-PM	Tubano	Kintekloth Fabric -Tubano Drumkey Tuned, 12x27"	Substitutions Allowed	50-0085	NO BID					NO BID				
Remo	DP-VSTU-CC	Tubano, Set-VERSA	TF-20 Head Orange 9,11,13 in	Substitutions Allowed	50-0084	NO BID					NO BID				
Sonor	AX-GBF	Xylophone	Global Beat Fiberglass -Alto	No Substitutions		NO BID					NO BID				
Sonor	AXP 1.1	Xylophone	Primary Rosewood Alto	Substitutions Allowed		NO BID					NO BID				
Suzuki	AX200	Xylophone	Standard - Alto	No Substitutions		NO BID					NO BID				
Sonor	AX-GBF	Xylophone	Beat Alto	No Substitutions		NO BID					NO BID				
Suzuki	SX200	Xylophone	Standard - Soprano	No Substitutions		NO BID					NO BID				
Yamaha	YX-500F	Xylophone		No Substitutions		NO BID					NO BID				
Sonor	GBX-GBF	Xylophone	Global Beat Bass Xylophone	No Substitutions		NO BID					NO BID				
Studio 49	BX1600	Xylophone, Bass		No Substitutions		NO BID					NO BID				
Suzuki	BX200	Xylophone, Bass	Deep Bass	No Substitutions		NO BID					NO BID				
Ludwig	LMXYLO	Xylophones	Ludwig Musser 2.5 octave	No Substitutions	50-0024	NO BID					NO BID				
Malletech	MMT5.0	Marimba	Malletech 5 Octctabe Marimba	No Substitutions		NO BID					NO BID				
SUB TOTAL - Percussion											\$219.99			\$223.07	

STRINGS														
Kaces	UKUB-3/4	Bag, Bass 3/4	University Series	No Substitutions	50-0097	54.99	54.99	54.99	54.99	\$54.99	55.76	55.76	55.76	55.76
Karl Thunemann	KT80B	Bass 1/2	Student Model 80 w/ bag and bow	No Substitutions	50-0105	1100	1100	1100	1100	\$1,100.00	1115.40	1115.40	1115.40	1115.40
Karl Thunemann	KT80B	Bass 1/4	1/4 Double Bass Outfit	No Substitutions	50-0104	1100	1100	1100	1100	\$1,100.00	1115.40	1115.40	1115.40	1115.40
Shen	SB80	Bass, String 1/2	w/bag & bow	No Substitutions	50-0119	1100	1100	1100	1100	\$1,100.00				
Shen	SB80	Bass, String 1/4	Model 168	No Substitutions	50-0118	1100	1100	1100	1100	\$1,100.00				
Shen	SB80	Bass, String 1/8	w/bag & bow	No Substitutions	50-0167	1100	1100	1100	1100	\$1,100.00				
Karl Thunemann	Model 80	Bass, String 3/4	3/4 Size String Bass	No Substitutions	50-0106 adde	1100	1100	1100	1100	\$1,100.00	1115.40	1115.40	1115.40	1115.40
Shen	SB150	Bass, String 3/4	w/bag & bow	No Substitutions	50-0170	2250	2250	2250	2250	\$2,250.00				
Shen	SB80	Bass, String 3/4	w/bag & bow	No Substitutions	50-0120	1100	1100	1100	1100	\$1,100.00				
Glasser	G502	Bow - Bass, All Sizes German	All Sizes	No Substitutions	50-0091	64.99	64.99	64.99	64.99	\$64.99	65.90	65.90	65.90	65.90
Glasser	G502	Bow - Bass, All Sizes French	All Sizes	No Substitutions	50-0092	64.99	64.99	64.99	64.99	\$64.99	65.90	65.90	65.90	65.90
Glasser	F402	Bow, Cello, All Sizes	All Sizes	No Substitutions	50-0180	49.99	49.99	49.99	49.99	\$49.99	50.69	50.69	50.69	50.69
Glasser	E302	Bow - Viola, All Sizes	All Sizes	No Substitutions	50-0181	41.99	41.99	41.99	41.99	\$41.99	42.58	42.58	42.58	42.58
Glasser	C202	Bow - Violin, All Sizes	All Sizes	No Substitutions	50-0182	41.99	41.99	41.99	41.99	\$41.99	42.58	42.58	42.58	42.58
H Core	CC485-3/4	Case 3/4, Bass	Bass Case ,Nylon w/ Padded Lining	No Substitutions	50-0108	56.99	56.99	56.99	56.99	\$56.99	57.79	57.79	57.79	57.79
Heritage	HCB32012	Case, Soft, 1/2 Cello	5mm padding	No Substitutions	50-0122	36.99	36.99	36.99	36.99	\$36.99	37.51	37.51	37.51	37.51
Heritage	HCB32044	Case, Soft, 3/4 Cello	5mm padding	No Substitutions	50-0123	36.99	36.99	36.99	36.99	\$36.99	37.51	37.51	37.51	37.51
Kaces	all sizes Cello	Case, Soft, Cello	all sizes cello soft case	No Substitutions	50-0183	59.95	59.95	59.95	59.95	\$59.95				
Karl Thunemann	K450	Cello 4/4 Size	outfit model	No Substitutions	50-0184	2250	2250	2250	2250	\$2,250.00	2281.50	2281.50	2281.50	2281.50
Karl Thunemann	Model 150	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0100	800	800	800	800	\$800.00	811.20	811.20	811.20	811.20
Karl Thunemann	Model 80	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0148	599	599	599	599	\$599.00	607.39	607.39	607.39	607.39
Shen	150	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0143	800	800	800	800	\$800.00				
Karl Thunemann	Model 150	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0099	800	800	800	800	\$800.00	811.20	811.20	811.20	811.20
Karl Thunemann	Model 80	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0147	599	599	599	599	\$599.00	607.39	607.39	607.39	607.39
Shen	150	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0142	800	800	800	800	\$800.00				
Karl Thunemann	Model 150	Cello 1/8 Size	w/bag & bow	No Substitutions	50-0151	800	800	800	800	\$800.00	811.20	811.20	811.20	811.20
Karl Thunemann	Model 80	Cello 1/8 Size	w/bag & bow	No Substitutions	50-0146	599	599	599	599	\$599.00	607.39	607.39	607.39	607.39
Shar Music	PC100	Cello 3/4	3/4 size Cello outfit Franz Hoffman	No Substitutions	50-0110	599	599	599	599	\$599.00	607.39	607.39	607.39	607.39

STRINGS Cont.															
Karl Thunemann	Model 150	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0101	800	800	800	800	\$800.00	811.20	811.20	811.20	811.20	811.20
Karl Thunemann	Model 80	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0149	599	599	599	599	\$599.00	607.39	607.39	607.39	607.39	607.39
Shen	150	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0144	800	800	800	800	\$800.00					
Karl Thunemann	Concert	Cello 4/4 Size	w/bag & bow	No Substitutions		NO LONGER AVAILABLE				NO LONGER AVAIL.					
Karl Thunemann	Model 150	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0096	800	800	800	800	\$800.00	811.20	811.20	811.20	811.20	811.20
Karl Thunemann	Model 80	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0150	599	599	599	599	\$599.00	607.39	607.39	607.39	607.39	607.39
Shen	150	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0145	800	800	800	800	\$800.00					
Core	C32	Cello 4/4	Core cello full size	can sub with C34	50-0185	1500	1500	1500	1500	\$1,500.00	1521.00	1521.00	1521.00	1521.00	1521.00
Yamaha	C-40	Guitar	Cedar Top, Classical	No Substitutions	50-0124	NO BID				NO BID					
Kala	MK-SD	Ukulele	Dolphin bridge - Soprano	Substitutions Allowed	50-0109	39.99	34.99	32.99	30.99	\$39.99					
Shen	SA100	Viola, 11"	w/bag & bow	No Substitutions	50-0153	329	329	329	329	\$329.00					
Shen	SA100	Viola, 12"	w/bag & bow	No Substitutions	50-0154	329	329	329	329	\$329.00					
Shen	SA100	Viola, 13"	w/bag & bow	No Substitutions	50-0155	329	329	329	329	\$329.00					
Shen	SA300	Viola, 14"	w/bag & bow	No Substitutions	50-0156	329	329	329	329	\$329.00					
Karl Thunemann	Student	Viola, 15"	w/bag & bow	No Substitutions	50-0159	429	429	429	429	\$429.00	435.01	435.01	435.01	435.01	435.01
Karl Thunemann	Student	Viola, 15.5"	w/bag & bow	No Substitutions	50-0160	429	429	429	429	\$429.00	435.01	435.01	435.01	435.01	435.01
Shen	SA300	Viola, 15.5"	w/bag & bow	No Substitutions	50-0157	629	629	629	629	\$629.00	637.81	637.81	637.81	637.81	637.81
Karl Thunemann	Student	Viola, 16"	w/bag & bow	No Substitutions	50-0161	429	429	429	429	\$429.00	435.01	435.01	435.01	435.01	435.01
Shen	SA300	Viola, 16"	w/bag & bow	No Substitutions	50-0158	629	629	629	629	\$629.00	637.81	637.81	637.81	637.81	637.81
Shen	SV100	Violin 1/2	w/bag & bow	No Substitutions	50-0163	299	299	299	299	\$299.00					
Shen	SV100	Violin 1/4	w/bag & bow	No Substitutions	50-0162	299	299	299	299	\$299.00					
Shen	SV100	Violin 3/4	w/bag & bow	No Substitutions	50-0164	299	299	299	299	\$299.00					
Shen	SV100	Violin 4/4	w/bag & bow	No Substitutions	50-0165	299	299	299	299	\$299.00					
Shen	SV300	Violin 4/4	w/bag & bow	No Substitutions	50-0166	549	549	549	549	\$549.00	556.69	556.69	556.69	556.69	556.69
SUB TOTAL - Strings										\$18,187.91					\$18,442.54
MISCELLANEOUS															
Stage Right	Not Available	Deck, Stage	16" All Purpose	No Substitutions		NO BID				NO BID					
Stage Right	Not Available	Deck, Stage	8" All Purpose	No Substitutions		NO BID				NO BID					
GRAND TOTALS (Award)										\$18,407.90					\$18,665.61



Community Unit School District 300

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

Diane C. White, Director of Purchasing

PHONE: 847-551-8460 • FAX: 847-551-8463

May 14, 2021

Mr. Eric Downs
PM Music Center
4411 Fox Valley Center Drive
Aurora, IL 60504

Bid – Contract Pricing of Musical Instruments and Equipment

Dear Mr. Downs,

On July 14, 2020, The Board of Education originally approved a contract with PM Music Center for a portion of the Contract Pricing of Musical Instruments and Equipment Bid. The contract included the possibility of a one-year extension. District 300 would like to extend our current contract based on the June 11, 2020 response submitted by PM Music Center. The extension will run from August 1, 2021 to July 31, 2022.

The original contract included the opportunity for the vendor to increase pricing by CPI-U of 1.4%. Included with this letter is the PM Music Center pricing with this CPI-U adjustment. Awarded items are highlighted in green. Note that the Drumline pricing was a one-time purchase and will not be extended.

If your firm agrees to the pricing as shows with the CPI-U adjustment, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, June 8, 2021 and award by the board on Tuesday, June 22, 2021.

If this pricing is not accepted, then District 300 will release a new bid.

Sincerely,

Diane White

8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.

Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Jax Downs-Martinez

863A63A25E141BA4C0A3E16A52186E02 contractworks. 05/17/2021

Service Provider

Jax Downs-Martinez

Purchasing & Receiving Manager

						PM Music									
						August 1, 2020 - July 31, 2021					August 1, 2021 - July 31, 2022 with CPI-U Adjustment of 1.4%				
Manufacturer's Name	Manufacturer's Item Nbr	Product Description	Product Description 2	NOTES	D300 Item #	1-5	6-9	10-15	15+	Ext. Price (ea)	1-5	6-9	10-15	15+	Ext. Price (ea)
RECORDERS															
Kingsley		Recorder	Baroque Kingsley - 1 piece With Books	No Substitutions		NO BID				NO BID					
Peripole, Inc.		Recorder	Baroque Peripole - 2 piece, all colors	No Substitutions		NO BID				NO BID					
Kingsley		Recorder	Baroque Kingsley - multi color, no book	No Substitutions		NO BID				NO BID					
Yamaha	YRS24B	Recorder	cleaning rod	No Substitutions		NO BID				NO BID					
SUB TOTAL - Recorders															\$0.00
PIANOS / KEYBOARDS															
Yamaha	YPG235	Keyboard, portable	Grand Piano - 76 key	No Substitutions	50-0082	NO BID				NO BID					
Yamaha	Arius YDP-184	/Clavinova	with bench and dolly	No Substitutions	50-0175	1405.55	1405.55	1405.55	1405.55	\$1,405.55	1425.23	1425.23	1425.23	1425.23	1425.23
Yamaha	Arius YDP-V240	/Clavinova	with bench and dolly	No Substitutions		NO BID				NO BID					
Yamaha	CVP-701BW	/Clavinova	with bench and dolly	No Substitutions	50-0126	NO BID				NO BID					
Casio	PX-160BK	Digital Piano	88-Key Full Size Digital Piano	Substitutions Allowed	50-0172	429.95	429.95	429.95	429.95	\$429.95	435.97	435.97	435.97	435.97	435.97
SUB TOTAL - Pianos										\$1,835.50					\$1,861.20
WOODWIND															
Fox	IV	Bassoon	Model 4 Standard	No Substitutions	50-0008	NO BID				NO BID					
Yamaha	YBH-301M	Baritone	Marching Series - Lacquer - Bb	No Substitutions	50-0021	NO BID				NO BID					
Jupiter	JCB1000N	Bass Clarinet		No Substitutions	50-0007	NO BID				NO BID					
Yamaha	YCL221I	Bass Clarinet		No Substitutions	50-0006	NO BID				NO BID					
Yamaha	YOB-241	Oboe		No Substitutions	50-0005	NO BID				NO BID					
Howarth	S40C	Oboe	Intermediate Oboe	No Substitutions		NO BID				NO BID					
Yamaha	YAS26	Saxophone	Alto	No Substitutions	50-0009	NO BID				NO BID					
Jupiter	YBS1100	Saxophone	Bari - Eb	No Substitutions	50-0011	NO BID				NO BID					
Yamaha	YBS-52	Saxophone	Bari - Eb	No Substitutions	50-0010	NO BID				NO BID					
Yamaha	YTS-200ADII	Saxophone	Saxophone - Tenor Bb	No Substitutions	50-0012	1378.95	1378.95	1378.95	1378.95	\$1,378.95	1398.26	1398.26	1398.26	1398.26	1398.26
SUB TOTAL - Woodwinds										\$1,378.95					\$1,398.26

BRASS														
Yamaha	YBH-301M	Baritone	Marching Series - Lacquer - Bb	No Substitutions	50-0021	NO BID					NO BID			
Yamaha	YEP321S	Euphonium	4-Valve	No Substitutions	50-0020	NO BID					NO BID			
Conn	6D	Horn, French - Double	Yellow Brass, Geyer style	No Substitutions	50-0015	NO BID					NO BID			
Yamaha	YHR567	Horn, French - Double	Yellow Brass, Geyer style	No Substitutions	50-0016	NO BID					NO BID			
Suzuki	AM200	Metallophone	Alto Standard	No Substitutions		NO BID					NO BID			
Suzuki	BM200	Metallophone	Deep Bass	No Substitutions		NO BID					NO BID			
Suzuki	SM200	Metallophone	Soprano - Standard	No Substitutions		NO BID					NO BID			
Studio 49	SM1600	Metallophone Soprano Diatonic	1601 Series Elementary Students	No Substitutions		NO BID					NO BID			
Yamaha	YSH-411WC	Sousaphone		No Substitutions	50-0023	NO BID					NO BID			
Yamaha	YBK-830	Trombone	Bass - Xeno Series	No Substitutions	50-0139	NO BID					NO BID			
Yamaha	YSL-200AD	Trombone	Student	No Substitutions	50-0013	788.95	788.95	788.95	788.95		\$788.95			
Bach	TR300H2	Trumpet		No Substitutions	50-0019	NO BID					NO BID			
Bundy	BTR300	Trumpet	For elementary only	No Substitutions		NO BID					NO BID			
Yamaha	YTR-2330	Trumpet		No Substitutions	50-0018	NO BID					NO BID			
Yamaha	YBB-105WC	Tuba, 3/4	3-Valve 3/4 BBb Tuba	No Substitutions	50-0136	NO BID					NO BID			
Leblanc	7181	Eb Contra Alto Clarinet	Leblanc Eb Contra Alto Clarinet	No Substitutions	50-0175	NO BID					NO BID			
Geminhardt	2SP	Flute	Student Flute	No Substitutions	50-0133	314.95	314.95	314.95	314.95		\$314.95			
Yamaha	YFL-222	Flute	Student Flute	No Substitutions	50-0134	NO BID					NO BID			
Yamaha	YCL-255	Clarinet	Standard Bb Clarinet	No Substitutions	50-0176	NO BID					NO BID			
Yamaha	YCL-622III	Bass Clarinet	Low C Professional Bass Clarinet	No Substitutions	50-0006	NO BID					NO BID			
Yamaha	YSS-82Z	Soprano Sax	Soprano Saxophone, advanced level	No Substitutions	50-0177	NO BID					NO BID			
Yamaha	YBB321WC	Tuba, Concert	Lacquer/Key of BBb	No Substitutions	50-0014	NO BID					NO BID			
Conn	8D	French Horn - DOUBLE	French horn, advanced level	No Substitutions	50-0178	NO BID					NO BID			
SUB TOTAL - Brass											\$0.00			\$0.00

PERCUSSION															
Sonor	KSP60X-C	Bar, Contra Bass	Resonator Bar-C	No Substitutions											
Sonor	KSP60X-F	Bar, Contra Bass	Pao Rosa Primary KSP 60X Bar - F	No Substitutions											
Sonor	KSP60X-G	Bar, Contra Bass	Pao Rosa Primary KSP 60X, Bar - G	No Substitutions											
Yamaha	YG - 250DS100	Bells, w/stand	Concert Bells with Rolling Stand	No Substitutions											
Boomwhackers	BWH13	Boomwhacker	13-Note Floor Stand - storage	No Substitutions	50-0030	7.75	7.75	7.75	7.75	\$7.75	7.86	7.86	7.86	7.86	
Boomwhackers	BWCG	Boomwhackers	5-note Chromatics Set	No Substitutions	50-0035	10.55	10.55	10.55	10.55	\$10.55	10.70	10.70	10.70	10.70	
Boomwhackers	BWDG	Boomwhackers	C Major Diatonic Set - 8-note	No Substitutions	50-0029	15.55	15.55	15.55	15.55	\$15.55	15.77	15.77	15.77	15.77	
Boomwhackers	BWJG	Boomwhackers	Bass Diatonic Set 7-note	No Substitutions	50-0033	27.25	27.25	27.25	27.25	\$27.25	27.63	27.63	27.63	27.63	
Boomwhackers	BWEG	Boomwhackers	Treble Extension Set - 7 note	No Substitutions	50-0034	9.95	9.95	9.95	9.95	\$9.95	10.09	10.09	10.09	10.09	
Zildjian	ZBT14C	Cymbal	Crash Cymbals 14"	No Substitutions											
Sabian/Cannon	XS20	Cymbal	XS20 Suspended w/ 16" Stand	No Substitutions											
Meinl	B20JETR	Cymbal	Extra Thin Ride - Byzance 20" Jazz	No Substitutions											
Tama	TX517	Drum Set	2013 Stage Custom Birch 5-Piece Drum Set with 20" Bass Drum	No Substitutions	50-0179										
Pearl	CB7028CS1	Drum, Bass	Intermediate Concert Series w/ stand	No Substitutions											
Yamaha	SBP2F50	Drum, Set	w/ 20" Bass Drum 5-Piece Stage Custom Birch Shell Pack	No Substitutions											
Yamaha	KD-0500-01	Drum, Hand	Kid's Set of 5 Nesting Drums	No Substitutions											
Orange County Drums & Percussion	HD-8500-06	Drums, Hand Pretuned	Set of 6 w/ synthetic Fiberskyn 3	No Substitutions											
Sonor	Global Beat GA GB	Glockenspiel	Alto	No Substitutions											
Suzuki	AD250	Glockenspiel	Alto Standard	No Substitutions											
Sonor	Global Beat GS GB	Glockenspiel	Soprano	No Substitutions											
Suzuki	SD250	Glockenspiel	Soprano - Standard	No Substitutions											
Yamaha	SK275	Snare - Kit w/Stand	Student Model	Substitutions Allowed	50-0057										
Orange County Drum	OCSN0614-NBBA	Snare Drum	Maple, Orange County Drum	No Substitutions											
Remo	TU-1112-PM	Tubano	Kintekloth Fabric -Tubano Drumkey Tuned, 12x27"	Substitutions Allowed	50-0085										
Remo	DP-VSTU-CC	Tubano, Set-VERSA	TF-20 Head Orange 9,11,13 in	Substitutions Allowed	50-0084										
Sonor	AX-GBF	Xylophone	Global Beat Fiberglass -Alto	No Substitutions											
Sonor	AXP 1.1	Xylophone	Primary Rosewood Alto	Substitutions Allowed											
Suzuki	AX200	Xylophone	Standard - Alto	No Substitutions											
Sonor	AX-GBF	Xylophone	Beat Alto	No Substitutions											
Suzuki	SX200	Xylophone	Standard - Soprano	No Substitutions											
Yamaha	YX-500F	Xylophone		No Substitutions											
Sonor	GBX-GBF	Xylophone	Global Beat Bass Xylophone	No Substitutions											
Studio 49	BX1600	Xylophone, Bass		No Substitutions											
Suzuki	BX200	Xylophone, Bass	Deep Bass	No Substitutions											
Ludwig	LMXYLO	Xylophones	Ludwig Musser 2.5 octave	No Substitutions	50-0024	599.95	599.95	599.95	599.95	\$599.95	608.35	608.35	608.35	608.35	
Malletech	MMT5.0	Marimba	Malletech 5 Octave Marimba	No Substitutions											
SUB TOTAL - Percussion										\$671.00					\$680.39

STRINGS															
Kaces	UKUB-3/4	Bag, Bass 3/4	University Series	No Substitutions	50-0097	78.45	70.65	66.75	66.75	\$78.45					\$78.45
Karl Thunemann	KT80B	Bass 1/2	Student Model 80 w/ bag and bow	No Substitutions	50-0105	NO BID				NO BID					
Karl Thunemann	KT80B	Bass 1/4	1/4 Double Bass Outfit	No Substitutions	50-0104	NO BID				NO BID					
Shen	SB80	Bass, String 1/2	w/bag & bow	No Substitutions	50-0119	NO BID				NO BID					
Shen	SB80	Bass, String 1/4	Model 168	No Substitutions	50-0118	NO BID				NO BID					
Shen	SB80	Bass, String 1/8	w/bag & bow	No Substitutions	50-0167	NO BID				NO BID					
Karl Thunemann	Model 80	Bass, String 3/4	3/4 Size String Bass	No Substitutions	50-0106 added to PO2	NO BID				NO BID					
Shen	SB150	Bass, String 3/4	w/bag & bow	No Substitutions	50-0170	NO BID				NO BID					
Shen	SB80	Bass, String 3/4	w/bag & bow	No Substitutions	50-0120	NO BID				NO BID					
Glasser	G502	Bow - Bass, All Sizes German	All Sizes	No Substitutions	50-0091	NO BID				NO BID					
Glasser	G502	Bow - Bass, All Sizes French	All Sizes	No Substitutions	50-0092	NO BID				NO BID					
Glasser	F402	Bow, Cello, All Sizes	All Sizes	No Substitutions	50-0180	NO BID				NO BID					
Glasser	E302	Bow - Viola, All Sizes	All Sizes	No Substitutions	50-0181	NO BID				NO BID					
Glasser	C202	Bow - Violin, All Sizes	All Sizes	No Substitutions	50-0182	NO BID				NO BID					
H Core	CC485-3/4	Case 3/4, Bass	Bass Case ,Nylon w/ Padded Lining	No Substitutions	50-0108	NO BID				NO BID					
Heritage	HCB32012	Case, Soft, 1/2 Cello	5mm padding	No Substitutions	50-0122	NO BID				NO BID					
Heritage	HCB32044	Case, Soft, 3/4 Cello	5mm padding	No Substitutions	50-0123	NO BID				NO BID					
Kaces	all sizes Cello	Case, Soft, Cello	all sizes cello soft case	No Substitutions	50-0183	57.45	51.75	48.85	48.85	\$57.45	58.25	52.47	49.53	49.53	58.25
Karl Thunemann	K450	Cello 4/4 Size	outfit model	No Substitutions	50-0184	NO BID				NO BID					
Karl Thunemann	Model 150	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0100	NO BID				NO BID					
Karl Thunemann	Model 80	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0148	NO BID				NO BID					
Shen	150	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0143	NO BID				NO BID					
Karl Thunemann	Model 150	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0099	NO BID				NO BID					
Karl Thunemann	Model 80	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0147	NO BID				NO BID					
Shen	150	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0142	NO BID				NO BID					
Karl Thunemann	Model 150	Cello 1/8 Size	w/bag & bow	No Substitutions	50-0151	NO BID				NO BID					
Karl Thunemann	Model 80	Cello 1/8 Size	w/bag & bow	No Substitutions	50-0146	NO BID				NO BID					
Shar Music	PC100	Cello 3/4	3/4 size Cello outfit Franz Hoffman	No Substitutions	50-0110	NO BID				NO BID					

STRINGS Cont.															
Karl Thunemann	Model 150	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0101	NO BID					NO BID				
Karl Thunemann	Model 80	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0149	NO BID					NO BID				
Shen	150	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0144	NO BID					NO BID				
Karl Thunemann	Concert	Cello 4/4 Size	w/bag & bow	No Substitutions		NO BID					NO BID				
Karl Thunemann	Model 150	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0096	NO BID					NO BID				
Karl Thunemann	Model 80	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0150	NO BID					NO BID				
Shen	150	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0145	NO BID					NO BID				
Core	C32	Cello 4/4	Core cello full size	can sub with C34	50-0185	NO BID					NO BID				
Yamaha	C-40	Guitar	Cedar Top, Classical	No Substitutions	50-0124		109.95	109.95	109.95	109.95	\$109.95	111.49	111.49	111.49	111.49
Kala	MK-SD	Ukulele	Dolphin bridge - Soprano	Substitutions Allowed	50-0109		37.95	37.95	37.95	37.95	\$37.95	38.48	38.48	38.48	38.48
Shen	SA100	Viola, 11"	w/bag & bow	No Substitutions	50-0153	NO BID					NO BID				
Shen	SA100	Viola, 12"	w/bag & bow	No Substitutions	50-0154	NO BID					NO BID				
Shen	SA100	Viola, 13"	w/bag & bow	No Substitutions	50-0155	NO BID					NO BID				
Shen	SA300	Viola, 14"	w/bag & bow	No Substitutions	50-0156	NO BID					NO BID				
Karl Thunemann	Student	Viola, 15"	w/bag & bow	No Substitutions	50-0159	NO BID					NO BID				
Karl Thunemann	Student	Viola, 15.5"	w/bag & bow	No Substitutions	50-0160	NO BID					NO BID				
Shen	SA300	Viola, 15.5"	w/bag & bow	No Substitutions	50-0157	NO BID					NO BID				
Karl Thunemann	Student	Viola, 16"	w/bag & bow	No Substitutions	50-0161	NO BID					NO BID				
Shen	SA300	Viola, 16"	w/bag & bow	No Substitutions	50-0158	NO BID					NO BID				
Shen	SV100	Violin 1/2	w/bag & bow	No Substitutions	50-0163	NO BID					NO BID				
Shen	SV100	Violin 1/4	w/bag & bow	No Substitutions	50-0162	NO BID					NO BID				
Shen	SV100	Violin 3/4	w/bag & bow	No Substitutions	50-0164	NO BID					NO BID				
Shen	SV100	Violin 4/4	w/bag & bow	No Substitutions	50-0165	NO BID					NO BID				
Shen	SV300	Violin 4/4	w/bag & bow	No Substitutions	50-0166	NO BID					NO BID				
SUB TOTAL - Strings											\$205.35				\$208.22
MISCELLANEOUS															
Stage Right	Not Available	Deck, Stage	16" All Purpose	No Substitutions		NO BID					NO BID				
Stage Right	Not Available	Deck, Stage	8" All Purpose	No Substitutions		NO BID					NO BID				
GRAND TOTALS (Award)											\$4,090.80				\$4,148.07



Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 • FAX: 847-551-8463

May 14, 2021

Mr. Vern Crews
Sweetwater Sound
5501 US Highway 30 W
Fort Wayne, IN 46818

Bid – Contract Pricing of Musical Instruments and Equipment

Dear Mr. Crews,

On July 14, 2020, The Board of Education originally approved a contract with Sweetwater Sound . for a portion of the Contract Pricing of Musical Instruments and Equipment Bid. The contract included the possibility of a one-year extension. District 300 would like to extend our current contract based on the June 11, 2020 response submitted by Sweetwater Sound. The extension will run from August 1, 2021 to July 31, 2022.

The original contract included the opportunity for the vendor to increase pricing by CPI-U of 1.4%. Included with this letter is the Sweetwater Sound pricing with this CPI-U adjustment. Awarded items are highlighted in green. Note that the Drumline pricing was a one-time purchase and will not be extended.

If your firm agrees to the pricing as shows with the CPI-U adjustment, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, June 8, 2021 and award by the board on Tuesday, June 22, 2021.

If this pricing is not accepted, then District 300 will release a new bid.

Sincerely,

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.

Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Vern Crews
150D95290F86C26912C4D1308E8BCADB contractworks. 05/24/2021

Service Provider

Sweetwater Sound

Director

						Sweetwater Sound									
						August 1, 2020 - July 31, 2021					August 1, 2021 - July 31, 2022 with CPI-U Adjustment of 1.4%				
Manufacturer's Name	Manufacturer's Item Nbr	Product Description	Product Description 2	NOTES	D300 Item #	1-5	6-9	10-15	15+	Ext. Price (ea)	1-5	6-9	10-15	15+	Ext. Price (ea)
RECORDERS															
Kingsley		Recorder	Baroque Kingsley - 1 piece With Books	No Substitutions		NO BID				NO BID					
Peripole, Inc.		Recorder	Baroque Peripole - 2 piece, all colors	No Substitutions		NO BID				NO BID					
Kingsley		Recorder	Baroque Kingsley - multi color, no book	No Substitutions		NO BID				NO BID					
Yamaha	YRS24B	Recorder	cleaning rod	No Substitutions		NO BID				NO BID					
SUB TOTAL - Recorders															\$0.00
PIANOS / KEYBOARDS															
Yamaha	YPG235	Keyboard, portable	Grand Piano - 76 key	No Substitutions	50-0082	\$513.04	No price break	No price break	No price break	\$513.04	\$520.22	No price break	No price break	No price break	\$520.22
Yamaha	Arius YDP-184	/Clavinova	with bench and dolly	No Substitutions	50-0175	\$2,442.68	No price break	No price break	No price break	\$2,442.68					
Yamaha	Arius YDP-V240	/Clavinova	with bench and dolly	No Substitutions		NO BID				NO BID					
Yamaha	CVP-701BW	/Clavinova	with bench and dolly	No Substitutions	50-0126	\$4,085.45	No price break	No price break	No price break	\$4,085.45	\$4,142.65	No price break	No price break	No price break	\$4,142.65
Casio	PX-160BK	Digital Piano	88-Key Full Size Digital Piano	Substitutions Allowed	50-0172	\$506.95	No price break	No price break	No price break	\$506.95					
SUB TOTAL - Pianos										\$4,598.49					\$4,662.87
WOODWIND															
Fox	IV	Bassoon	Model 4 Standard	No Substitutions	50-0008	NO BID				NO BID					
Yamaha	YBH-301M	Baritone	Marching Series - Lacquer - Bb	No Substitutions	50-0021	NO BID				NO BID					
Jupiter	JCB1000N	Bass Clarinet		No Substitutions	50-0007	NO BID				NO BID					
Yamaha	YCL221I	Bass Clarinet		No Substitutions	50-0006	NO BID				NO BID					
Yamaha	YOB-241	Oboe		No Substitutions	50-0005	NO BID				NO BID					
Howarth	S40C	Oboe	Intermediate Oboe	No Substitutions		NO BID				NO BID					
Yamaha	YAS26	Saxophone	Alto	No Substitutions	50-0009	NO BID				NO BID					
Jupiter	YBS1100	Saxophone	Bari - Eb	No Substitutions	50-0011	NO BID				NO BID					
Yamaha	YBS-52	Saxophone	Bari - Eb	No Substitutions	50-0010	NO BID				NO BID					
Yamaha	YTS-200ADII	Saxophone	Saxophone - Tenor Bb	No Substitutions	50-0012	NO BID				NO BID					
SUB TOTAL - Woodwinds										\$0.00					\$0.00

BRASS														
Yamaha	YBH-301M	Baritone	Marching Series - Lacquer - Bb	No Substitutions	50-0021	NO BID					NO BID			
Yamaha	YEP321S	Euphonium	4-Valve	No Substitutions	50-0020	NO BID					NO BID			
Conn	6D	Horn, French - Double	Yellow Brass, Geyer style	No Substitutions	50-0015	NO BID					NO BID			
Yamaha	YHR567	Horn, French - Double	Yellow Brass, Geyer style	No Substitutions	50-0016	NO BID					NO BID			
Suzuki	AM200	Metallophone	Alto Standard	No Substitutions		NO BID					NO BID			
Suzuki	BM200	Metallophone	Deep Bass	No Substitutions		NO BID					NO BID			
Suzuki	SM200	Metallophone	Soprano - Standard	No Substitutions		NO BID					NO BID			
Studio 49	SM1600	Metallophone Soprano Diatonic	1601 Series Elementary Students	No Substitutions		NO BID					NO BID			
Yamaha	YSH-411WC	Sousaphone		No Substitutions	50-0023	NO BID					NO BID			
Yamaha	YBK-830	Trombone	Bass - Xeno Series	No Substitutions	50-0139	NO BID					NO BID			
Yamaha	YSL-200AD	Trombone	Student	No Substitutions	50-0013	NO BID					NO BID			
Bach	TR300H2	Trumpet		No Substitutions	50-0019	NO BID					NO BID			
Bundy	BTR300	Trumpet	For elementary only	No Substitutions		NO BID					NO BID			
Yamaha	YTR-2330	Trumpet		No Substitutions	50-0018	NO BID					NO BID			
Yamaha	YBB-105WC	Tuba, 3/4	3-Valve 3/4 BBb Tuba	No Substitutions	50-0136	NO BID					NO BID			
Leblanc	7181	Eb Contra Alto Clarinet	Leblanc Eb Contra Alto Clarinet	No Substitutions	50-0175	NO BID					NO BID			
Geminhardt	2SP	Flute	Student Flute	No Substitutions	50-0133	NO BID					NO BID			
Yamaha	YFL-222	Flute	Student Flute	No Substitutions	50-0134	NO BID					NO BID			
Yamaha	YCL-255	Clarinet	Standard Bb Clarinet	No Substitutions	50-0176	NO BID					NO BID			
Yamaha	YCL-622II	Bass Clarinet	Low C Professional Bass Clarinet	No Substitutions	50-0006	NO BID					NO BID			
Yamaha	YSS-82Z	Soprano Sax	Soprano Saxophone, advanced level	No Substitutions	50-0177	NO BID					NO BID			
Yamaha	YBB321WC	Tuba, Concert	Lacquer/Key of BBb	No Substitutions	50-0014	NO BID					NO BID			
Conn	8D	French Horn - DOUBLE	French horn, advanced level	No Substitutions	50-0178	NO BID					NO BID			
SUB TOTAL - Brass											\$0.00			\$0.00

PERCUSSION															
Sonor	KSP60X-C	Bar, Contra Bass	Resonator Bar-C	No Substitutions		NO BID				NO BID					
Sonor	KSP60X-F	Bar, Contra Bass	Pao Rosa Primary KSP 60X Bar - F	No Substitutions		NO BID				NO BID					
Sonor	KSP60X-G	Bar, Contra Bass	Pao Rosa Primary KSP 60X, Bar - G	No Substitutions		NO BID				NO BID					
Yamaha	YG - 250DS100	Bells, w/stand	Concert Bells with Rolling Stand	No Substitutions		NO BID				NO BID					
Boomwhackers	BWH13	Boomwhacker	13-Note Floor Stand - storage	No Substitutions	50-0030	NO BID				NO BID					
Boomwhackers	BWCG	Boomwhackers	5-note Chromatics Set	No Substitutions	50-0035	NO BID				NO BID					
Boomwhackers	BWDG	Boomwhackers	C Major Diatonic Set - 8-note	No Substitutions	50-0029	NO BID				NO BID					
Boomwhackers	BWJG	Boomwhackers	Bass Diatonic Set 7-note	No Substitutions	50-0033	NO BID				NO BID					
Boomwhackers	BWEG	Boomwhackers	Treble Extension Set - 7 note	No Substitutions	50-0034	NO BID				NO BID					
Zildjian	ZBT14C	Cymbal	Crash Cymbals 14"	No Substitutions		NO BID				NO BID					
Sabian/Cannon	XS20	Cymbal	XS20 Susbended w/ 16" Stand	No Substitutions		NO BID				NO BID					
Meinl	B20JETR	Cymbal	Extra Thin Ride - Byzance 20" Jazz	No Substitutions		NO BID				NO BID					
Tama	TX517	Drum Set	2013 Stage Custom Birch 5-Piece Drum Set with 20" Bass Drum	No Substitutions	50-0179	\$675.64	No price brea	No price brea	No price brea	\$675.64	\$685.10	No price brea	No price brea	No price brea	\$685.10
Pearl	CB7028CS1	Drum, Bass	Intermediate Concert Series w/ stand	No Substitutions		NO BID				NO BID					
Yamaha	SBP2F50	Drum, Set	w/ 20" Bass Drum 5-Piece Stage Custom Birch Shell Pack	No Substitutions		NO BID				NO BID					
Yamaha	KD-0500-01	Drum,Hand	Kid's Set of 5 Nesting Drums	No Substitutions		NO BID				NO BID					
Orange County Drums & Percussion	HD-8500-06	Drums, Hand Pretuned	Set of 6 w/ synthetic Fiberskyn 3	No Substitutions		NO BID				NO BID					
Sonor	Global Beat GA GB	Glockenspiel	Alto	No Substitutions		NO BID				NO BID					
Suzuki	AD250	Glockenspiel	Alto Standard	No Substitutions		NO BID				NO BID					
Sonor	Global Beat GS GB	Glockenspiel	Soprano	No Substitutions		NO BID				NO BID					
Suzuki	SD250	Glockenspiel	Soprano - Standard	No Substitutions		NO BID				NO BID					
Yamaha	SK275	Snare - Kit w/Stand	Student Model	Substitutions Allowed	50-0057	NO BID				NO BID					
Orange County Drum	OCSN0614-NBBA	Snare Drum	Maple, Orange County Drum	No Substitutions		NO BID				NO BID					
Remo	TU-1112-PM	Tubano	Kintekloth Fabric -Tubano Drumkey Tuned, 12x27"	Substitutions Allowed	50-0085	\$229.95	No price brea	No price brea	No price brea	\$229.95	\$229.11	No price brea	No price brea	No price brea	\$229.11
Remo	DP-VSTU-CC	Tubano, Set-VERSA	TF-20 Head Orange 9,11,13 in	Substitutions Allowed	50-0084	\$415.95	No price brea	No price brea	No price brea	\$415.95	\$421.77	No price brea	No price brea	No price brea	\$421.77
Sonor	AX-GBF	Xylophone	Global Beat Fiberglass -Alto	No Substitutions		NO BID				NO BID					
Sonor	AXP 1.1	Xylophone	Primary Rosewood Alto	Substitutions Allowed		NO BID				NO BID					
Suzuki	AX200	Xylophone	Standard - Alto	No Substitutions		NO BID				NO BID					
Sonor	AX-GBF	Xylophone	Beat Alto	No Substitutions		NO BID				NO BID					
Suzuki	SX200	Xylophone	Standard - Soprano	No Substitutions		NO BID				NO BID					
Yamaha	YX-500F	Xylophone		No Substitutions		NO BID				NO BID					
Sonor	GBX-GBF	Xylophone	Global Beat Bass Xylophone	No Substitutions		NO BID				NO BID					
Studio 49	BX1600	Xylophone, Bass		No Substitutions		NO BID				NO BID					
Suzuki	BX200	Xylophone, Bass	Deep Bass	No Substitutions		NO BID				NO BID					
Ludwig	LMXYLO	Xylophones	Ludwig Musser 2.5 octave	No Substitutions	50-0024	NO BID				NO BID					
Malletch	MMT5.0	Marimba	Malletch 5 Octabe Marimba	No Substitutions		NO BID				NO BID					
SUB TOTAL - Percussion										\$1,317.54				\$1,335.99	

STRINGS													
Kaces	UKUB-3/4	Bag_Bass 3/4	University Series	No Substitutions	50-0097	NO BID					NO BID		
Karl Thunemann	KT80B	Bass 1/2	Student Model 80 w/ bag and bow	No Substitutions	50-0105	NO BID					NO BID		
Karl Thunemann	KT80B	Bass 1/4	1/4 Double Bass Outfit	No Substitutions	50-0104	NO BID					NO BID		
Shen	SB80	Bass, String 1/2	w/bag & bow	No Substitutions	50-0119	NO BID					NO BID		
Shen	SB80	Bass, String 1/4	Model 168	No Substitutions	50-0118	NO BID					NO BID		
Shen	SB80	Bass, String 1/8	w/bag & bow	No Substitutions	50-0167	NO BID					NO BID		
Karl Thunemann	Model 80	Bass, String 3/4	3/4 Size String Bass	No Substitutions	50-0106 added to PO2	NO BID					NO BID		
Shen	SB150	Bass, String 3/4	w/bag & bow	No Substitutions	50-0170	NO BID					NO BID		
Shen	SB80	Bass, String 3/4	w/bag & bow	No Substitutions	50-0120	NO BID					NO BID		
Glasser	G502	Bow - Bass, All Sizes German	All Sizes	No Substitutions	50-0091	NO BID					NO BID		
Glasser	G502	Bow - Bass, All Sizes French	All Sizes	No Substitutions	50-0092	NO BID					NO BID		
Glasser	F402	Bow, Cello, All Sizes	All Sizes	No Substitutions	50-0180	NO BID					NO BID		
Glasser	E302	Bow - Viola, All Sizes	All Sizes	No Substitutions	50-0181	NO BID					NO BID		
Glasser	C202	Bow - Violin, All Sizes	All Sizes	No Substitutions	50-0182	NO BID					NO BID		
H Core	CC485-3/4	Case 3/4, Bass	Bass Case ,Nylon w/ Padded Lining	No Substitutions	50-0108	NO BID					NO BID		
Heritage	HCB32012	Case, Soft, 1/2 Cello	5mm padding	No Substitutions	50-0122	NO BID					NO BID		
Heritage	HCB32044	Case, Soft, 3/4 Cello	5mm padding	No Substitutions	50-0123	NO BID					NO BID		
Kaces	all sizes Cello	Case, Soft, Cello	all sizes cello soft case	No Substitutions	50-0183	NO BID					NO BID		
Karl Thunemann	K450	Cello 4/4 Size	outfit model	No Substitutions	50-0184	NO BID					NO BID		
Karl Thunemann	Model 150	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0100	NO BID					NO BID		
Karl Thunemann	Model 80	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0148	NO BID					NO BID		
Shen	150	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0143	NO BID					NO BID		
Karl Thunemann	Model 150	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0099	NO BID					NO BID		
Karl Thunemann	Model 80	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0147	NO BID					NO BID		
Shen	150	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0142	NO BID					NO BID		
Karl Thunemann	Model 150	Cello 1/8 Size	w/bag & bow	No Substitutions	50-0151	NO BID					NO BID		
Karl Thunemann	Model 80	Cello 1/8 Size	w/bag & bow	No Substitutions	50-0146	NO BID					NO BID		
Shar Music	PC100	Cello 3/4	3/4 size Cello outfit Franz Hoffman	No Substitutions	50-0110	NO BID					NO BID		

STRINGS Cont.														
Karl Thunemann	Model 150	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0101	NO BID				NO BID				
Karl Thunemann	Model 80	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0149	NO BID				NO BID				
Shen	150	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0144	NO BID				NO BID				
Karl Thunemann	Concert	Cello 4/4 Size	w/bag & bow	No Substitutions		NO BID				NO BID				
Karl Thunemann	Model 150	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0096	NO BID				NO BID				
Karl Thunemann	Model 80	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0150	NO BID				NO BID				
Shen	150	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0145	NO BID				NO BID				
Core	C32	Cello 4/4	Core cello full size	can sub with C34	50-0185	NO BID				NO BID				
Yamaha	C-40	Guitar	Cedar Top, Classical	No Substitutions	50-0124	NO BID				NO BID				
Kala	MK-SD	Ukulele	Dolphin bridge - Soprano	Substitutions Allowed	50-0109	NO BID				NO BID				
Shen	SA100	Viola, 11"	w/bag & bow	No Substitutions	50-0153	NO BID				NO BID				
Shen	SA100	Viola, 12"	w/bag & bow	No Substitutions	50-0154	NO BID				NO BID				
Shen	SA100	Viola, 13"	w/bag & bow	No Substitutions	50-0155	NO BID				NO BID				
Shen	SA300	Viola, 14"	w/bag & bow	No Substitutions	50-0156	NO BID				NO BID				
Karl Thunemann	Student	Viola, 15"	w/bag & bow	No Substitutions	50-0159	NO BID				NO BID				
Karl Thunemann	Student	Viola, 15.5"	w/bag & bow	No Substitutions	50-0160	NO BID				NO BID				
Shen	SA300	Viola, 15.5"	w/bag & bow	No Substitutions	50-0157	NO BID				NO BID				
Karl Thunemann	Student	Viola, 16"	w/bag & bow	No Substitutions	50-0161	NO BID				NO BID				
Shen	SA300	Viola, 16"	w/bag & bow	No Substitutions	50-0158	NO BID				NO BID				
Shen	SV100	Violin 1/2	w/bag & bow	No Substitutions	50-0163	NO BID				NO BID				
Shen	SV100	Violin 1/4	w/bag & bow	No Substitutions	50-0162	NO BID				NO BID				
Shen	SV100	Violin 3/4	w/bag & bow	No Substitutions	50-0164	NO BID				NO BID				
Shen	SV100	Violin 4/4	w/bag & bow	No Substitutions	50-0165	NO BID				NO BID				
Shen	SV300	Violin 4/4	w/bag & bow	No Substitutions	50-0166	NO BID				NO BID				
SUB TOTAL - Strings										\$0.00				\$0.00
MISCELLANEOUS														
Stage Right	Not Available	Deck, Stage	16" All Purpose	No Substitutions		NO BID				NO BID				
Stage Right	Not Available	Deck, Stage	8" All Purpose	No Substitutions		NO BID				NO BID				
GRAND TOTALS (Award)										\$5,916.03				\$5,998.85



Community Unit School District 300

2605 BUNKER HILL DRIVE

ALGONQUIN, IL 60102

Diane C. White, Director of Purchasing

PHONE: 847-551-8460 • FAX: 847-551-8463

May 14, 2021

Mr. George Quinlan, Jr.
Quinlan & Fabish Music Co.
6827 High Grove Boulevard
Burr Ridge, IL 60527

Bid – Contract Pricing of Musical Instruments and Equipment

Dear Mr. Quinlan,

On July 14, 2020, The Board of Education originally approved a contract with Quinlan & Fabish Music Co. for a portion of the Contract Pricing of Musical Instruments and Equipment Bid. The contract included the possibility of a one-year extension. District 300 would like to extend our current contract based on the June 11, 2020 response submitted by Quinlan & Fabish Music Co. The extension will run from August 1, 2021 to July 31, 2022.

The original contract included the opportunity for the vendor to increase pricing by CPI-U of 1.4%. Included with this letter is the Quinlan & Fabish Music Co. pricing with this CPI-U adjustment. Awarded items are highlighted in green. Note that the Drumline pricing was a one-time purchase and will not be extended.

If your firm agrees to the pricing as shows with the CPI-U adjustment, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, June 8, 2021 and award by the board on Tuesday, June 22, 2021.

If this pricing is not accepted, then District 300 will release a new bid.

Sincerely,

Diane White

8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.

Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

George Quinlan Jr.

05/18/2021

BDE5DE2EB12BC1C182ED8313A255DDF4 contractworks.

Service Provider

Quinlan & Fabish Music Co President

						Quinlan & Fabish									
						August 1, 2020 - July 31, 2021					August 1, 2021 - July 31, 2022 with CPI-U Adjustment of 1.4%				
Manufacturer's Name	Manufacturer's Item Nbr	Product Description	Product Description 2	NOTES	D300 Item #	1-5	6-9	10-15	15+	Ext. Price (ea)	1-5	6-9	10-15	15+	Ext. Price (ea)
RECORDERS															
Kingsley		Recorder	Baroque Kingsley - 1 piece With Books	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Peripole, Inc.		Recorder	Baroque Peripole - 2 piece, all colors	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Kingsley		Recorder	Baroque Kingsley - multi color, no book	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Yamaha	YRS24B	Recorder	cleaning rod	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
SUB TOTAL - Recorders										\$0.00					\$0.00
PIANOS / KEYBOARDS															
Yamaha	YPG235	Keyboard, portable	Grand Piano - 76 key	No Substitutions	50-0082	No Bid	No Bid	No Bid	No Bid	NO BID					
Yamaha	Arius YDP-184	/Clavinova	with bench and dolly	No Substitutions	50-0175	\$ 1,759.20	\$ 1,583.28	\$ 1,424.95	\$ 1,395.00	\$1,759.20					
Yamaha	Arius YDP-V240	/Clavinova	with bench and dolly	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Yamaha	CVP-701BW	/Clavinova	with bench and dolly	No Substitutions	50-0126	No Bid	No Bid	No Bid	No Bid	NO BID					
Casio	PX-160BK	Digital Piano	88-Key Full Size Digital Piano	Substitutions Allowed	50-0172	\$ 779.00	\$ 749.00	\$ 699.00	\$ 679.00	\$779.00					
SUB TOTAL - Pianos										\$0.00					\$0.00
WOODWIND															
Fox	IV	Bassoon	Model 4 Standard	No Substitutions	50-0008	\$ 6,029.45	\$ 6,029.45	\$ 6,029.45	\$ 6,029.45	\$6,029.45	\$ 6,113.86	\$ 6,113.86	\$ 6,113.86	\$ 6,113.86	\$ 6,113.86
Yamaha	YBH-301M	Baritone	Marching Series - Lacquer - Bb	No Substitutions	50-0021	\$ 1,777.36	\$ 1,777.36	\$ 1,777.36	\$ 1,777.36	\$1,777.36	\$ 1,802.24	\$ 1,802.24	\$ 1,802.24	\$ 1,802.24	\$ 1,802.24
Jupiter	JCB1000N	Bass Clarinet		No Substitutions	50-0007	\$ 1,521.06	\$ 1,521.06	\$ 1,521.06	\$ 1,521.06	\$1,521.06	\$ 1,542.36	\$ 1,542.36	\$ 1,542.36	\$ 1,542.36	\$ 1,542.36
Yamaha	YCL221I	Bass Clarinet		No Substitutions	50-0006	\$ 1,849.55	\$ 1,849.55	\$ 1,849.55	\$ 1,849.55	\$1,849.55	\$ 1,875.44	\$ 1,875.44	\$ 1,875.44	\$ 1,875.44	\$ 1,875.44
Yamaha	YOB-241	Oboe		No Substitutions	50-0005	\$ 1,424.00	\$ 1,424.00	\$ 1,424.00	\$ 1,424.00	\$1,424.00	\$ 1,443.94	\$ 1,443.94	\$ 1,443.94	\$ 1,443.94	\$ 1,443.94
Howarth	S40C	Oboe	Intermediate Oboe	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Yamaha	YAS26	Saxophone	Alto	No Substitutions	50-0009	\$ 1,070.00	\$ 1,070.00	\$ 1,070.00	\$ 1,070.00	\$1,070.00	\$ 1,084.98	\$ 1,084.98	\$ 1,084.98	\$ 1,084.98	\$ 1,084.98
Jupiter	YBS1100	Saxophone	Bari - Eb	No Substitutions	50-0011	\$ 3,847.74	\$ 3,847.74	\$ 3,847.74	\$ 3,847.74	\$3,847.74	\$ 3,901.60	\$ 3,901.60	\$ 3,901.60	\$ 3,901.60	\$ 3,901.60
Yamaha	YBS-52	Saxophone	Bari - Eb	No Substitutions	50-0010	\$ 4,407.42	\$ 4,407.42	\$ 4,407.42	\$ 4,407.42	\$4,407.42	\$ 4,469.12	\$ 4,469.12	\$ 4,469.12	\$ 4,469.12	\$ 4,469.12
Yamaha	YTS-200ADII	Saxophone	Saxophone - Tenor Bb	No Substitutions	50-0012	\$ 1,399.00	\$ 1,399.00	\$ 1,399.00	\$ 1,399.00	\$1,399.00					
SUB TOTAL - Woodwinds										\$21,926.57					\$22,233.55

BRASS															
Yamaha	YBH-301M	Baritone	Marching Series - Lacquer - Bb	No Substitutions	50-0021	\$ 1,777.36	\$ 1,777.36	\$ 1,777.36	\$ 1,777.36	\$1,777.36	\$ 1,802.24	\$ 1,802.24	\$ 1,802.24	\$ 1,802.24	\$ 1,802.24
Yamaha	YEP321S	Euphonium	4-Valve	No Substitutions	50-0020	\$ 2,143.32	\$ 2,143.32	\$ 2,143.32	\$ 2,143.32	\$2,143.32	\$ 2,173.33	\$ 2,173.33	\$ 2,173.33	\$ 2,173.33	\$ 2,173.33
Conn	6D	Horn, French - Double	Yellow Brass, Geyer style	No Substitutions	50-0015	\$ 2,831.12	\$ 2,831.12	\$ 2,831.12	\$ 2,831.12	\$2,831.12	\$ 2,870.76	\$ 2,870.76	\$ 2,870.76	\$ 2,870.76	\$ 2,870.76
Yamaha	YHR567	Horn, French - Double	Yellow Brass, Geyer style	No Substitutions	50-0016	\$ 2,491.65	\$ 2,491.65	\$ 2,491.65	\$ 2,491.65	\$2,491.65	\$ 2,526.53	\$ 2,526.53	\$ 2,526.53	\$ 2,526.53	\$ 2,526.53
Suzuki	AM200	Metallophone	Alto Standard	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Suzuki	BM200	Metallophone	Deep Bass	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Suzuki	SM200	Metallophone	Soprano - Standard	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Studio 49	SM1600	Metallophone Soprano Diatonic	1601 Series Elementary Students	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Yamaha	YSH-411WC	Sousaphone		No Substitutions	50-0023	\$ 6,108.78	\$ 6,108.78	\$ 6,108.78	\$ 6,108.78	\$6,108.78	\$ 6,194.30	\$ 6,194.30	\$ 6,194.30	\$ 6,194.30	\$ 6,194.30
Yamaha	YBK-830	Trombone	Bass - Xeno Series	No Substitutions	50-0139	\$ 4,140.40	\$ 4,140.40	\$ 4,140.40	\$ 4,140.40	\$4,140.40	\$ 4,198.37	\$ 4,198.37	\$ 4,198.37	\$ 4,198.37	\$ 4,198.37
Yamaha	YSL-200AD	Trombone	Student	No Substitutions	50-0013	\$ 599.00	\$ 599.00	\$ 599.00	\$ 599.00	\$599.00	\$ 607.39	\$ 607.39	\$ 607.39	\$ 607.39	\$ 607.39
Bach	TR300H2	Trumpet		No Substitutions	50-0019	\$ 499.00	\$ 499.00	\$ 499.00	\$ 499.00	\$499.00	\$ 505.99	\$ 505.99	\$ 505.99	\$ 505.99	\$ 505.99
Bundy	BTR300	Trumpet	For elementary only	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Yamaha	YTR-2330	Trumpet		No Substitutions	50-0018	\$ 644.19	\$ 644.19	\$ 644.19	\$ 644.19	\$644.19	\$ 653.21	\$ 653.21	\$ 653.21	\$ 653.21	\$ 653.21
Yamaha	YBB-105WC	Tuba, 3/4	3-Valve 3/4 BBb Tuba	No Substitutions	50-0136	\$ 2,935.92	\$ 2,935.92	\$ 2,935.92	\$ 2,935.92	\$2,935.92	\$ 2,977.02	\$ 2,977.02	\$ 2,977.02	\$ 2,977.02	\$ 2,977.02
Leblanc	7181	Eb Contra Alto Clarinet	Leblanc Eb Contra Alto Clarinet	No Substitutions	50-0175	\$ 2,997.14	\$ 2,997.14	\$ 2,997.14	\$ 2,997.14	\$2,997.14	\$ 3,039.10	\$ 3,039.10	\$ 3,039.10	\$ 3,039.10	\$ 3,039.10
Geminhardt	2SP	Flute	Student Flute	No Substitutions	50-0133	\$ 289.00	\$ 279.00	\$ 269.00	\$ 259.00	\$289.00	\$ 293.05	\$ 282.91	\$ 272.77	\$ 262.63	\$ 293.05
Yamaha	YFL-222	Flute	Student Flute	No Substitutions	50-0134	\$ 429.00	\$ 429.00	\$ 429.00	\$ 429.00	\$429.00	\$ 435.01	\$ 435.01	\$ 435.01	\$ 435.01	\$ 435.01
Yamaha	YCL-255	Clarinet	Standard Bb Clarinet	No Substitutions	50-0176	\$ 479.00	\$ 479.00	\$ 479.00	\$ 479.00	\$479.00	\$ 485.71	\$ 485.71	\$ 485.71	\$ 485.71	\$ 485.71
Yamaha	YCL-622II	Bass Clarinet	Low C Professional Bass Clarinet	No Substitutions	50-0006	\$ 7,526.58	\$ 7,526.58	\$ 7,526.58	\$ 7,526.58	\$7,526.58	\$ 7,631.95	\$ 7,631.95	\$ 7,631.95	\$ 7,631.95	\$ 7,631.95
Yamaha	YSS-82Z	Soprano Sax	Soprano Saxophone, advanced level	No Substitutions	50-0177	\$ 3,997.03	\$ 3,997.03	\$ 3,997.03	\$ 3,997.03	\$3,997.03	\$ 4,052.99	\$ 4,052.99	\$ 4,052.99	\$ 4,052.99	\$ 4,052.99
Yamaha	YBB321WC	Tuba, Concert	Lacquer/Key of BBb	No Substitutions	50-0014	\$ 4,967.55	\$ 4,967.55	\$ 4,967.55	\$ 4,967.55	\$4,967.55	\$ 5,037.10	\$ 5,037.10	\$ 5,037.10	\$ 5,037.10	\$ 5,037.10
Conn	8D	French Horn - DOUBLE	French horn, advanced level	No Substitutions	50-0178	\$ 3,935.53	\$ 3,935.53	\$ 3,935.53	\$ 3,935.53	\$3,935.53	\$ 3,990.63	\$ 3,990.63	\$ 3,990.63	\$ 3,990.63	\$ 3,990.63
SUB TOTAL - Brass										\$48,791.58					\$49,474.66

PERCUSSION															
Sonor	KSP60X-C	Bar, Contra Bass	Resonator Bar-C	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Sonor	KSP60X-F	Bar, Contra Bass	Pao Rosa Primary KSP 60X Bar - F	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Sonor	KSP60X-G	Bar, Contra Bass	Pao Rosa Primary KSP 60X, Bar - G	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Yamaha	YG - 250DS100	Bells, w/stand	Concert Bells with Rolling Stand	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Boomwhackers	BWH13	Boomwhacker	13-Note Floor Stand - storage	No Substitutions	50-0030	No Bid	No Bid	No Bid	No Bid	NO BID					
Boomwhackers	BWCG	Boomwhackers	5-note Chromatics Set	No Substitutions	50-0035	No Bid	No Bid	No Bid	No Bid	NO BID					
Boomwhackers	BWDG	Boomwhackers	C Major Diatonic Set - 8-note	No Substitutions	50-0029	No Bid	No Bid	No Bid	No Bid	NO BID					
Boomwhackers	BWJG	Boomwhackers	Bass Diatonic Set 7-note	No Substitutions	50-0033	No Bid	No Bid	No Bid	No Bid	NO BID					
Boomwhackers	BWEG	Boomwhackers	Treble Extension Set - 7 note	No Substitutions	50-0034	No Bid	No Bid	No Bid	No Bid	NO BID					
Zildjian	ZBT14C	Cymbal	Crash Cymbals 14"	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Sabian/Cannon	XS20	Cymbal	XS20 Suspended w/ 16" Stand	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Meinl	B20JETR	Cymbal	Extra Thin Ride - Byzance 20" Jazz	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Tama	TX517	Drum Set	2013 Stage Custom Birch 5-Piece Drum Set with 20" Bass Drum	No Substitutions	50-0179	No Bid	No Bid	No Bid	No Bid	NO BID					
Pearl	CB7028CS1	Drum, Bass	Intermediate Concert Series w/ stand	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Yamaha	SBP2F50	Drum, Set	w/ 20" Bass Drum 5-Piece Stage Custom Birch Shell Pack	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Yamaha	KD-0500-01	Drum, Hand	Kid's Set of 5 Nesting Drums	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Orange County Drums & Percussion	HD-8500-06	Drums, Hand Pretuned	Set of 6 w/ synthetic Fiberskyn 3	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Sonor	Global Beat GA GB	Glockenspiel	Alto	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Suzuki	AD250	Glockenspiel	Alto Standard	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Sonor	Global Beat GS GB	Glockenspiel	Soprano	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Suzuki	SD250	Glockenspiel	Soprano - Standard	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Yamaha	SK275	Snare - Kit w/Stand	Student Model	Substitutions Allowed	50-0057	No Bid	No Bid	No Bid	No Bid	NO BID					
Orange County Drum	OCSN0614-NBBA	Snare Drum	Maple, Orange County Drum	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Remo	TU-1112-PM	Tubano	Kintekloth Fabric -Tubano Drumkey Tuned, 12x27"	Substitutions Allowed	50-0085	No Bid	No Bid	No Bid	No Bid	NO BID					
Remo	DP-VSTU-CC	Tubano, Set-VERSA	TF-20 Head Orange 9,11,13 in	Substitutions Allowed	50-0084	No Bid	No Bid	No Bid	No Bid	NO BID					
Sonor	AX-GBF	Xylophone	Global Beat Fiberglass -Alto	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Sonor	AXP 1.1	Xylophone	Primary Rosewood Alto	Substitutions Allowed		No Bid	No Bid	No Bid	No Bid	NO BID					
Suzuki	AX200	Xylophone	Standard - Alto	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Sonor	AX-GBF	Xylophone	Beat Alto	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Suzuki	SX200	Xylophone	Standard - Soprano	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Yamaha	YX-500F	Xylophone		No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Sonor	GBX-GBF	Xylophone	Global Beat Bass Xylophone	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Studio 49	BX1600	Xylophone, Bass		No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Suzuki	BX200	Xylophone, Bass	Deep Bass	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Ludwig	LMXYLO	Xylophones	Ludwig Musser 2.5 octave	No Substitutions	50-0024	No Bid	No Bid	No Bid	No Bid	NO BID					
Malletch	MMT5.0	Marimba	Malletch 5 Octave Marimba	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
SUB TOTAL - Percussion											\$0.00				\$0.00

STRINGS															
Kaces	UKUB-3/4	Bag, Bass 3/4	University Series	No Substitutions	50-0097	\$ 189.50	\$ 170.55	\$ 153.50	\$ 138.15	\$189.50					
Karl Thunemann	KT80B	Bass 1/2	Student Model 80 w/ bag and bow	No Substitutions	50-0105	No Bid	No Bid	No Bid	No Bid	NO BID					
Karl Thunemann	KT80B	Bass 1/4	1/4 Double Bass Outfit	No Substitutions	50-0104	No Bid	No Bid	No Bid	No Bid	NO BID					
Shen	SB80	Bass, String 1/2	w/bag & bow	No Substitutions	50-0119	\$ 1,046.25	\$ 993.94	\$ 944.24	\$ 915.91	\$1,046.25	\$ 1,060.90	\$ 1,007.85	\$ 957.46	\$ 928.74	\$ 1,060.90
Shen	SB80	Bass, String 1/4	Model 168	No Substitutions	50-0118	\$ 1,046.25	\$ 993.94	\$ 944.24	\$ 915.91	\$1,046.25	\$ 1,060.90	\$ 1,007.85	\$ 957.46	\$ 928.74	\$ 1,060.90
Shen	SB80	Bass, String 1/8	w/bag & bow	No Substitutions	50-0167	\$ 1,046.25	\$ 993.94	\$ 944.24	\$ 915.91	\$1,046.25	\$ 1,060.90	\$ 1,007.85	\$ 957.46	\$ 928.74	\$ 1,060.90
Karl Thunemann	Model 80	Bass, String 3/4	3/4 Size String Bass	No Substitutions	50-0106 a	No Bid	No Bid	No Bid	No Bid	NO BID					
Shen	SB150	Bass, String 3/4	w/bag & bow	No Substitutions	50-0170	\$ 1,849.50	\$ 1,757.03	\$ 1,669.17	\$ 1,619.10	\$1,849.50	\$ 1,875.39	\$ 1,781.62	\$ 1,692.54	\$ 1,641.77	\$ 1,875.39
Shen	SB80	Bass, String 3/4	w/bag & bow	No Substitutions	50-0120	\$ 1,046.25	\$ 993.94	\$ 944.24	\$ 915.91	\$1,046.25	\$ 1,060.90	\$ 1,007.85	\$ 957.46	\$ 928.74	\$ 1,060.90
Glasser	G502	Bow - Bass, All Sizes German	All Sizes	No Substitutions	50-0091	\$ 107.80	\$ 97.02	\$ 92.17	\$ 89.40	\$107.80					
Glasser	G502	Bow - Bass, All Sizes French	All Sizes	No Substitutions	50-0092	\$ 107.80	\$ 97.02	\$ 92.17	\$ 89.40	\$107.80					
Glasser	F402	Bow, Cello, All Sizes	All Sizes	No Substitutions	50-0180	\$ 80.85	\$ 72.77	\$ 69.13	\$ 67.05	\$80.85					
Glasser	E302	Bow - Viola, All Sizes	All Sizes	No Substitutions	50-0181	\$ 53.90	\$ 48.51	\$ 46.08	\$ 44.70	\$53.90					
Glasser	C202	Bow - Violin, All Sizes	All Sizes	No Substitutions	50-0182	\$ 50.05	\$ 45.05	\$ 42.79	\$ 41.51	\$50.05					
H Core	CC485-3/4	Case 3/4, Bass	Bass Case ,Nylon w/ Padded Lining	No Substitutions	50-0108	No Bid	No Bid	No Bid	No Bid	NO BID					
Heritage	HCB32012	Case, Soft, 1/2 Cello	5mm padding	No Substitutions	50-0122	No Bid	No Bid	No Bid	No Bid	NO BID					
Heritage	HCB32044	Case, Soft, 3/4 Cello	5mm padding	No Substitutions	50-0123	No Bid	No Bid	No Bid	No Bid	NO BID					
Kaces	all sizes Cello	Case, Soft, Cello	all sizes cello soft case	No Substitutions	50-0183	\$ 133.00	\$ 119.70	\$ 107.73	\$ 96.96	\$133.00					
Karl Thunemann	K450	Cello 4/4 Size	outfit model	No Substitutions	50-0184	No Bid	No Bid	No Bid	No Bid	NO BID					
Karl Thunemann	Model 150	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0100	No Bid	No Bid	No Bid	No Bid	NO BID					
Karl Thunemann	Model 80	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0148	No Bid	No Bid	No Bid	No Bid	NO BID					
Shen	150	Cello 1/2 Size	w/bag & bow	No Substitutions	50-0143	\$ 703.25	\$ 668.09	\$ 634.68	\$ 615.64	\$703.25	\$ 713.10	\$ 677.44	\$ 643.57	\$ 624.26	\$ 713.10
Karl Thunemann	Model 150	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0099	No Bid	No Bid	No Bid	No Bid	NO BID					
Karl Thunemann	Model 80	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0147	No Bid	No Bid	No Bid	No Bid	NO BID					
Shen	150	Cello 1/4 Size	w/bag & bow	No Substitutions	50-0142	\$ 703.25	\$ 668.09	\$ 634.68	\$ 615.64	\$703.25	\$ 713.10	\$ 677.44	\$ 643.57	\$ 624.26	\$ 713.10
Karl Thunemann	Model 150	Cello 1/8 Size	w/bag & bow	No Substitutions	50-0151	No Bid	No Bid	No Bid	No Bid	NO BID					
Karl Thunemann	Model 80	Cello 1/8 Size	w/bag & bow	No Substitutions	50-0146	No Bid	No Bid	No Bid	No Bid	NO BID					
Shar Music	PC100	Cello 3/4	3/4 size Cello outfit Franz Hoffman	No Substitutions	50-0110	No Bid	No Bid	No Bid	No Bid	NO BID					

STRINGS Cont.															
Karl Thunemann	Model 150	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0101	No Bid	No Bid	No Bid	No Bid	NO BID					
Karl Thunemann	Model 80	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0149	No Bid	No Bid	No Bid	No Bid	NO BID					
Shen	150	Cello 3/4 Size	w/bag & bow	No Substitutions	50-0144	\$ 703.25	\$ 668.09	\$ 634.68	\$ 615.64	\$703.25	\$ 713.10	\$ 677.44	\$ 643.57	\$ 624.26	\$ 713.10
Karl Thunemann	Concert	Cello 4/4 Size	w/bag & bow	No Substitutions		No Bid	No Bid	No Bid	No Bid	NO BID					
Karl Thunemann	Model 150	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0096	No Bid	No Bid	No Bid	No Bid	NO BID					
Karl Thunemann	Model 80	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0150	No Bid	No Bid	No Bid	No Bid	NO BID					
Shen	150	Cello 4/4 Size	w/bag & bow	No Substitutions	50-0145	\$ 703.25	\$ 668.09	\$ 634.68	\$ 615.64	\$703.25	\$ 713.10	\$ 677.44	\$ 643.57	\$ 624.26	\$ 713.10
Core	C32	Cello 4/4	Core cello full size	can sub with C34	50-0185	No Bid	No Bid	No Bid	No Bid	NO BID					
Yamaha	C-40	Guitar	Cedar Top, Classical	No Substitutions	50-0124	\$ 112.33	\$ 106.71	\$ 101.37	\$ 98.33	\$112.33					
Kala	MK-SD	Ukulele	Dolphin bridge - Soprano	Substitutions Allowed	50-0109	No Bid	No Bid	No Bid	No Bid	NO BID					
Shen	SA100	Viola, 11"	w/bag & bow	No Substitutions	50-0153	\$ 287.00	\$ 272.65	\$ 259.02	\$ 251.25	\$287.00	\$ 291.02	\$ 276.47	\$ 262.64	\$ 254.76	\$ 291.02
Shen	SA100	Viola, 12"	w/bag & bow	No Substitutions	50-0154	\$ 287.00	\$ 272.65	\$ 259.02	\$ 251.25	\$287.00	\$ 291.02	\$ 276.47	\$ 262.64	\$ 254.76	\$ 291.02
Shen	SA100	Viola, 13"	w/bag & bow	No Substitutions	50-0155	\$ 287.00	\$ 272.65	\$ 259.02	\$ 251.25	\$287.00	\$ 291.02	\$ 276.47	\$ 262.64	\$ 254.76	\$ 291.02
Shen	SA300	Viola, 14"	w/bag & bow	No Substitutions	50-0156	\$ 707.00	\$ 671.65	\$ 638.07	\$ 618.93	\$707.00	\$ 716.90	\$ 681.05	\$ 647.00	\$ 627.59	\$ 716.90
Karl Thunemann	Student	Viola, 15"	w/bag & bow	No Substitutions	50-0159	No Bid	No Bid	No Bid	No Bid	NO BID					
Karl Thunemann	Student	Viola, 15.5"	w/bag & bow	No Substitutions	50-0160	No Bid	No Bid	No Bid	No Bid	NO BID					
Shen	SA300	Viola, 15.5"	w/bag & bow	No Substitutions	50-0157	\$ 707.00	\$ 671.65	\$ 638.07	\$ 618.93	\$707.00					
Karl Thunemann	Student	Viola, 16"	w/bag & bow	No Substitutions	50-0161	No Bid	No Bid	No Bid	No Bid	NO BID					
Shen	SA300	Viola, 16"	w/bag & bow	No Substitutions	50-0158	\$ 707.00	\$ 671.65	\$ 638.07	\$ 618.93	\$707.00					
Shen	SV100	Violin 1/2	w/bag & bow	No Substitutions	50-0163	\$ 259.00	\$ 246.05	\$ 233.75	\$ 222.06	\$259.00	\$ 262.63	\$ 249.49	\$ 237.02	\$ 225.17	\$ 262.63
Shen	SV100	Violin 1/4	w/bag & bow	No Substitutions	50-0162	\$ 259.00	\$ 246.05	\$ 233.75	\$ 222.06	\$259.00	\$ 262.63	\$ 249.49	\$ 237.02	\$ 225.17	\$ 262.63
Shen	SV100	Violin 3/4	w/bag & bow	No Substitutions	50-0164	\$ 259.00	\$ 246.05	\$ 233.75	\$ 222.06	\$259.00	\$ 262.63	\$ 249.49	\$ 237.02	\$ 225.17	\$ 262.63
Shen	SV100	Violin 4/4	w/bag & bow	No Substitutions	50-0165	\$ 259.00	\$ 246.05	\$ 233.75	\$ 222.06	\$259.00	\$ 262.63	\$ 249.49	\$ 237.02	\$ 225.17	\$ 262.63
Shen	SV300	Violin 4/4	w/bag & bow	No Substitutions	50-0166	\$ 602.00	\$ 571.90	\$ 543.31	\$ 516.14	\$602.00					
SUB TOTAL - Strings										\$11,451.50					\$11,611.82
MISCELLANEOUS															
Stage Right	Not Available	Deck, Stage	16" All Purpose	No Substitutions		NO BID				NO BID					
Stage Right	Not Available	Deck, Stage	8" All Purpose	No Substitutions		NO BID				NO BID					
GRAND TOTALS (Award)										\$82,169.65					\$83,320.03



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 24, 2021

TO: Fred Heid, Superintendent
Board of Education

FROM: Diane White
Director of Purchasing

SUBJECT: Approval of Postage Meter Lease

Presented at the following Board Meetings	
Construction/Facility	
Finance	06/08/2021
Policy/Legislative	
School Utilization	
BOE 1st Reading	06/08/2021
BOE 2nd Reading	06/22/2021

Background

A site survey was conducted with end users to ensure the new equipment lease would reflect their needs.

RFP documents were released on Tuesday, April 20, 2021. Proposals were opened on Tuesday, May 18, 2021. Four vendors submitted proposals. Proposals were evaluated based upon Price, Features, Service, Centralized Account Management, On-site Training and providing a digital Training Library.

Vendor		FP			Pitney Bowes			Postal Source			Quadient			FP	Pitney Bowes	Postal Source	Quadient
Evaluation Criteria	Possible Points	Totals #1	Totals #2	Totals #3	Totals #1	Totals #2	Totals #3	Totals #1	Totals #2	Totals #3	Totals #1	Totals #2	Totals #3	Cum Totals	Cum Totals	Cum Totals	Cum Totals
Price	30	2.5	7.5	7	22.5	22.5	24	30	30	28	10	10	10	17	69	88	30
Features	30	30	28	27	25	20	20	30	28	27	30	28	28	85	65	85	86
Service	20	10	5	6	15	5	5	20	20	20	18	18	20	21	25	60	56
Centralized Account Management	10	5	7	5	0	5	0	5	10	10	8	9	7	17	5	25	24
On-Site Training	5	3	2	2	3	1	1	5	5	5	4	4	3	7	5	15	11
Training Library	5	0	4	3	0	0	0	5	5	5	4	4	3	7	0	15	11
SCORES														154	169	288	218

Sites that will be receiving new equipment are as follows: Administration Center, Carpentersville Middle School, deLacey Family Education Center, Dundee Crown High School, Dundee Middle School, Hampshire Middle School, Hampshire High School, Jacobs High School, Lakewood School, Liberty Elementary, Lincoln Prairie Elementary and Westfield Community School. Equipment will be added to deLacey as a new site to meet their unique postage needs and to streamline current office procedures for efficiency. Adding folder/inserter to DCHS, HHS, LWS, WCS and removal of folder/inserter from HJS and DMS. New contract will be a net add of four devices.

The proposed equipment includes postage meter machines, scales and folder/inserter machines.

Current annual cost for 11 locations is \$31,436.53. This RFP is for 12 locations and includes upgraded folder/inserter machines for an annual cost of \$37,119.60.

There is a cost savings of \$16,646.20 to enter into a 60 month lease versus a 48 month lease.



Postal Source is offering a rebate check in the amount of \$5,096.60 to cover an estimated two month overlap in the lease agreements.

Implementation Timeline

Action	Date
Contract Issued/Purchase Order Released	NLT Friday, June 25, 2021
Equipment Ordered by Lessor	Monday, June 28, 2021
Testing of new equipment by Postal Source	Mid -July 2021
Install and Staff Training	Week of July 26, 2021
Request refund for funds remaining on meters. Return equipment to the previous leasing vendor.	EOM July 2021

Recommendation

Postal Source, Rolling Meadows, IL: award contract amount of \$185,598.00 for a 60 month lease. Annual spend is \$37,119.60. Term of Contract is July 1, 2021 through June 30, 2026. This lease will be funded from Co 10 Building budgets.

Vendors	RFP Documents Downloaded	Addendum 1	Addendum 2	Addendum 3	Required Certificates	References	W-9 & Vendor App.	Sample Contract	Exhibit A Method of Award	Exhibit B - Lessor's Information Sheet	Signed Response Form A	Signed Response Form B	Installation Timetable	Spec sheets/links for devices	Like for Like Equipment Annual Lease Total	Alternate Equipment Annual Lease Total	Optional Second Alternate Annual Lease Total	Alternate 2 Best and Final	Credit Allowance for Contract Overlap	Comments	
48 MONTH PRICING																					
FP	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y		Y	\$63,120.00	\$48,072.00	\$43,056.00			60 Day Deferral		
Pitney Bowes	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	\$40,436.76	\$69,840.12	not provided						
Postal Source	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	\$34,722.12	\$34,238.04	\$35,594.88	\$37,119.60		\$5096.60 Credit			
Quadient	Y	Y	Y	Y	Y	Y	Y			Y	Y		Y	\$43,942.72	\$30,918.32	\$18,457.18			90 Day delayed lease		
Responsive Mailroom																				Declined to Bid	
60 MONTH PRICING																					
FP	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y		Y	not provided	not provided	not provided			60 Day Deferral		
Pitney Bowes	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	\$37,685.88	\$64,666.08							
Postal Source	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	\$31,190.16	\$30,703.80	\$31,852.20			\$5096.60 Credit			
Quadient	Y	Y	Y	Y	Y	Y	Y			Y	Y	TBD	Y	\$40,537.56	\$28,522.44	\$17,026.92			90 Day delayed lease		

Recommendation:
Postal Source, Rolling Meadows, IL: award contract amount of \$185,598.00 for a 60 month lease.
 Annual spend is \$37,119.60.
 Term of Contract is July 1, 2021 through June 30, 2026.
 This lease will be funded from Co 10 Building budgets

REVISION 2 INSTRUCTIONS: Please fill in columns C - K on lines 10 - 22 where cells are in white. L is for comments.

Cells in gray should remain empty. Those pieces of equipment are not needed at that location.

Please complete the Vendor Name and Contact information to the right.

ALL proposals must be completed in the Excel spreadsheet provided.

ALL proposals must include this Excel response form in the Excel Format.

Submission of this Excel Spreadsheet with your PDF Proposal will become part of the contract documents.

Vendor Name:	Postal Source
Complete Address:	5420 Newport Dr #57 Rolling Meadows IL 60008
Phone:	847-259-0791
Fax:	563-445-3471
E-Mail:	ktomsha@postalsource.com

ALTERNATE RESPONSE: Use this form to provide an alternate response using data usage information. See Exhibit C.

Location	Current Machine*	Postage Meter Machine Product Name	Base Model	Feeder Model	Specify whether Hand-Fed or Auto-Fed	Scale Model	Folder Only	Folder-Insertor	Quarterly Lease Price (with basic accounting)	Annual Lease Price (with basic accounting)	Quarterly Lease Price (with upgraded accounting similar to Inview Accounting)	Annual Lease Price (with upgraded accounting similar to Inview Accounting)	Footprint for Configuration (Please provide the counter space needed for set-up)	Vendor Comments
Administration Center	DM475C + Relay 2000	IX-7	7-Series	Mixed Mail	Autofeed	10lb scale & Weigh-on-the-Go Dynamic In-Line Scale		DS-64i 2-station			Included	Included	47" X 15" X 12"	
Carpentersville MS	DM475C + Relay 2000	IX-5	5-Series	HF	Handfeed	5lbs		DS-64i 2-station			Included	Included	47" X 15" X 12"	
DeLacey Family Education Center	None Currently	IX-3	3-Series	HF	Handfeed	5lbs		DS-64i 2-station			Included	Included	28.5" X 17" X 10.5"	
Dundee Crown HS	DM475C	IX-3	3-Series	HF	Handfeed	5lbs		DS-64i 2-station			Included	Included	28.5" X 17" X 10.5"	
Dundee MS	DM400C + Relay 2000	IX-3	3-Series	HF	Handfeed	5lbs					Included	Included	28.5" X 17" X 10.5"	
Hampshire HS	DM400C	IX-3	3-Series	HF	Handfeed	5lbs		DS-64i 2-station			Included	Included	28.5" X 17" X 10.5"	
Hampshire MS	Neopost IS330	IX-3	3-Series	HF	Handfeed	5lbs					Included	Included	28.5" X 17" X 10.5"	
Jacobs HS	DM475C	IX-3	3-Series	HF	Handfeed	5lbs					Included	Included	28.5" X 17" X 10.5"	
Lakewood ES	DM225	IX-3	3-Series	HF	Handfeed	5lbs		DS-64i 2-station			Included	Included	28.5" X 17" X 10.5"	
Liberty ES	DM100i	IX-3	3-Series	HF	Handfeed	5lbs					Included	Included	28.5" X 17" X 10.5"	
Lincoln Prairie ES	Mailstation2	IX-3	3-Series	HF	Handfeed	5lbs					Included	Included	28.5" X 17" X 10.5"	
Westfield Community	DM400C	IX-3	3-Series	HF	Handfeed	5lbs		DS-64i 2-station			Included	Included	28.5" X 17" X 10.5"	
GRAND TOTALS 48 mo term									\$ 10,112.21	\$ 40,448.84	N/A	N/A		
GRAND TOTALS 60 mo term									\$ 9,279.90	\$ 37,119.60				

NOTE: All systems have Sealers & at a minimum, pass thru feeders.

*Refer to Appendix A (Page 41) of the RFP Documents for currently used equipment.

Optional Meter App:	48 mo term	60 mo term
NeoShip shipping app	Included	Included
e-Certified/RR app	Additional \$32.50/mo per meter	Additional \$30/mo per meter

** The following locations do not have a folder, folder/insertor but would like one: DeLacey, Dundee Crown HS, Hampshire HS, Lakewood ES, Westfield Community.

Postal Source will provide a competitive rebate check in the amount of \$5,096.60 if selected for this bid, payable to District 300 Community Schools.

Supply Cost Savings SUMMARY:

- INK SUPPLY SAVINGS: \$16,820.72
- PRINthead ELIMINATION SAVINGS: \$ 1,289.90
- POTENTIAL E-CERTIFIED/RETURN-RECEIPT POSTAGE SAVINGS: \$ 326.60
- POTENTIAL CBP POSTAGE SAVINGS ON PARCELS/PKGS: \$ 3,466.28
- SEALING SOLUTION SAVINGS: \$ 1,036.32
- POSTAGE TAPES/LABELS SAVINGS: \$ 2,207.52

**TOTAL SAVINGS FOR ENTIRE FLEET FOR 4 YEARS:
\$25,147.34**

NOTE: Savings illustration details reflected in the attached SAVINGS WORKBOOK.

Your order with Postal Source qualifies for the following rebate from our leasing company:



- Illinois:
- Contract Vehicle: ADSP016-169901
 - Contract Number: 18-510CPOGS-P-1813



one year renewal clause to extend the term for 12 additional months at the EXACT SAME PRICE. The same term option but at a lower cost. Associated with the longer, less costly lease term.



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: June 8, 2021

TO: Fred Heid, Superintendent
Board of Education

FROM: Deb Mason
Director of Transportation

SUBJECT: Alternate Transportation Service

Presented at the following Board Meetings	
Construction/Facility	
Finance	06/08/21
Policy/Legislative	
School Utilization	
BOE 1st Reading	06/08/2021
BOE 2nd Reading	06/22/2021

Background

We have been utilizing alternate transportation services beginning in July 2007. The impacts of COVID have left us, and surrounding districts, with a shortage of drivers, an increase in McKinney/Vento students, and having to broaden the search for out-of-district facility placement for our students with special needs. The totality of this impact requires us to secure additional transportation solutions, which results in the use of multiple alternate transportation resources. Being a district that is located in the far northwest suburbs, there are limited resources and drivers to provide specialized transportation. District 300, and the surrounding districts, are utilizing the same alternate transportation companies which is reducing their driver availability to our district.

Beginning in the month of April, we used ALC on a limited trial basis to evaluate the quality of services provided. We feel confident in recommending the use of their services for our students. ALC is an alternate transportation solutions company that has branched into our area and provides alternate student transportation services. They offer a very transparent process with GPS tracking on all of their vehicles, a designated email and phone number specifically for our district, and provide bus monitors as well as required transportation equipment when required.

Pricing has been vetted by comparison of the current contract of vendors for alternate transportation. ALC does have an agreement with OMNIA Partners, a national purchasing cooperative, Contract R190401. We are purchasing our services from ALC through this agreement.

Administrative Recommendation

The Administration recommends the approval of a 1 year extension with ALC.

**COMMUNITY UNIT SCHOOL DISTRICT 300
 REQUEST FOR PROPOSAL - Professional Services - Taxi Services for Students
 THURSDAY, AUGUST 29, 2019, 4:30PM - Electronic Submission**

Contract extension awarded at the July 14, 2020 Meeting

Cost Comparision to existing awarded contract - to add an additional alternative for transportation - Pricing per the national purchasing cooperative Omnia

COMPANY	Cost Per Mile Radius I	Cost Per Mile Radius II	No Load Fee	BASE TRIP FEE	BUS MONITOR FEE	SPED ACCOMMODATIONS	RIDESHARE OPTIONS	ADD'L SAFETY ENHANCEMENTS	Required Certifications	Vendor App & W-9	COI	References	Comments
American Taxi	\$2.40	\$2.40	\$10.00	N/A	DOES NOT PROVIDE	DOES NOT PROVIDE	NONE	GPS	Y	Y	Y	Y	
Axess Transportation	\$2.60	\$2.60	\$16.00	N/A	\$25/HR	1 SPED ACCOMMODATION VEHICLE	NONE	N/A	Y	Y	Y	Y	
ALC	\$2.50	\$2.50	FULL PRICE OF TRIP	\$65 UP TO FIRST 12 MILES OF TRIP	\$25/HR	PROVIDES ALL NECESSARY SPED EQUIP AND VEHICLE ACCOMMODATIONS	HAS THE ABILITY FOR RIDESHARE WITH NEIGHBORING DISTRICTS	GPS, DEDICATED WEBSITE WITH INDIVIDUAL STUDENT SCHEDULES, DEDICATED PHONE NUMBER AND EMAIL, COMMUNICATE VEHICLE INFORMATION THROUGH APP, INFORM PARENTS OF SUB DRIVERS AND VEHICLE INFORMATION	Y	Y	Y	Y	

Administration Recommends

American Taxi, Mt Prospect, IL - award contract pricing for student transportation for Radius I, for an estimated contract amount of \$273,664.00 based on actual spend for FY19

Axess Transportation, Algonquin, IL - award contract pricing for student transportation for Radius II for an estimated contract amount of \$258,715.00 based on actual spend for FY19.

ALC Student Transportation Solutions, Schaumburg, IL - award contract pricing for student transportation for overlap of Radius I and II for an estimated contract amount of \$250,000.00

AMENDMENT 1

THIS AMENDMENT 1 TO THE AGREEMENT FOR THE PROVISION OF ALTERNATIVE TRANSPORTATION SOLUTIONS ("AMENDMENT") is effective as of July 1, 2021, by and between ALC Schools, LLC. ("Contractor"), and Community Unit School District 300 (the "District"), with respect to the following facts:

RECITALS:

- A. The Contractor and the District entered into an Agreement for the Provision of Alternative Transportation Solutions through the Contractor's agreement with OMNIA Partners, Contract No. R190401, dated April 21, 2021 ("the Agreement"). Words and phrases as used in this Amendment shall have the same meaning as set forth in the Agreement except as otherwise defined herein. While not attached hereto, the provisions of the Agreement are incorporated herein by this reference.
- B. The District and the Contractor now desire to amend the Agreement on the terms and conditions set forth below.

NOW, THEREFORE, the parties agree to the following amendment(s) to the Contract:

- 1. The term of this agreement is extended to June 30, 2022.

Except as set forth in this Amendment, the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment 1.

COMMUNITY UNIT SCHOOL DISTRICT 300

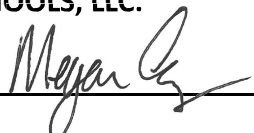
Signed: _____

Date: _____

Name: _____

Title: _____

ALC SCHOOLS, LLC.

Signed:  _____

Date: 5/20/2021

Name: Megan Carey

Title: Chief Development Officer

AGREEMENT FOR THE PROVISION OF ALTERNATIVE TRANSPORTATION SOLUTIONS

THIS AGREEMENT (“Agreement”) is entered into as of April 21, 2021 between ALC Schools, LLC. (“Contractor”) and Community Unit School District 300 (the “District”), with the following facts:

- A. Certain student(s) of the District require transportation to and from school and/or other transportation services as requested by the District.
- B. Contractor will coordinate such transportation services. The District will reimburse Contractor for the provision of these services in accordance with the terms and provisions of this Agreement.

NOW THEREFORE, for a valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Contractor Services

District may request, from time to time, that Contractor coordinate transportation services, which Contractor may agree to coordinate. To the extent accepted by Contractor, Contractor agrees to coordinate such transportation services and District agrees to pay Contractor in accordance with the provisions of this Agreement. Contractor’s coordination of such transportation services pursuant to this Agreement are sometimes referred to herein as the “Services.”

In operating under this Agreement, the District will purchase services from the Contractor through the Contractor’s agreement with **OMNIA Partners (formerly National IPA), Contract No. R190401**, the provisions of which, while not attached hereto, are nonetheless incorporated herein by this reference, and in accordance with the pricing set forth in Attachment 1 of this Agreement, which is attached hereto and incorporated herein by this reference.

2. Term

The initial term of this Agreement shall commence on April 21, 2021 and end on June 30, 2021. Either party can terminate with or without cause at any time with thirty (30) days prior written notice. At the end of the initial term, this Agreement may be renewed for successive twelve (12) month periods (each a “Renewal Term”) on the same terms and conditions.

3. Fees for Service

Contractor shall be paid the agreed sum based on fees outlined on Attachment 1, which is attached hereto and incorporated herein by this reference. Contractor shall invoice the District for the provision of the Services on a monthly basis and shall be paid within thirty (30) days after the District’s receipt of Contractor’s invoice for the provision of the Services for the relevant month. Any payment not received by Contractor within said thirty (30) day period shall accrue interest at the lesser of (a) the rate of one and one-half percent per month or (b) the

maximum rate allowed by law, commencing with the date of the invoice until payment is actually received by Contractor.

4. Adjustment of Rates

The rates established in this Agreement shall be subject to adjustment once each year, not to exceed the rates established in the Consumer Price Index (CPI) for the month of December. Rate change notification shall be provided in writing to the District, 30 days in advance, using the US Bureau of Statistics

5. Vehicles

As part of its Services and for the compensation set forth in this Agreement, Contractor agrees to coordinate the supply of such vehicles (the “Vehicles”) as may be necessary to lawfully address the transportation requirements of the District. The District requires that all such Vehicles shall fully comply with all applicable laws and regulations. Contractor shall be solely responsible for the management and logistical support necessary to coordinate all Vehicles used in transporting students.

6. Contractor Personnel and Subcontracted Service Providers

As part of its Services and for the compensation set forth in this Agreement, Contractor shall provide qualified and properly licensed personnel as required by laws and regulations and as deemed appropriate by Contractor to coordinate the Services. While Contractor may subcontract with service providers who will supply drivers (“subcontracted drivers”) to provide student transportation services for the District, Contractor shall at all times remain responsible for the coordination of the Services under this Agreement. Contractor expressly represents and warrants to the District that it will only utilize subcontracted drivers that have obtained the necessary training and are properly licensed to perform the Services.

Subcontracted drivers shall utilize identification badges during trip service.

7. Contractor Insurance

Contractor shall obtain and maintain in full force and effect during the term of this Agreement, and at no cost to District, general liability and automobile (common carrier) insurance issued by insurance companies authorized to do business in the state with minimum limits of Five Million Dollars (\$5,000,000), Combined Single Limit. The District shall be named as an additional insured of the policy or policies and shall be furnished with a certificate of insurance (COI). The District shall be notified at least thirty (30) days prior to cancellation of any such policy or policies (except 10 days for non-payment of premium).

8. Background Checks

Because Contractor will be providing transportation services for school children, it is a requirement of Contractor’s insurance that Contractor require and Contractor shall require each Contractor personnel or subcontracted driver in a position requiring contact with students to undergo a background check verifying no prior convictions for or pleas of nolo contendere to

a felony or misdemeanor offense involving moral turpitude, including any sexual offense involving a child.

9. Health and Safety (Tuberculosis Testing)

To the extent required under applicable law, rule or regulation applicable to the provision of Services and to the transportation services being provided by subcontracted drivers, Contractor shall require each Contractor personnel or subcontracted driver who may come in contact with student(s) to provide verification of having been tested for tuberculosis (TB) and cleared to work with students, as evidenced by a state licensed medical doctor's signature. As a service to District, Contractor will maintain a copy of said verifications.

Contractor will follow Centers for Disease Control and Prevention (CDC) guidelines regarding COVID-19 safety protocols.

10. Drug and Alcohol Testing

Contractor only contracts with transportation service providers who enroll their drivers in a drug and alcohol testing consortium that provide for pre-employment testing, as well as random, reasonable suspicion and post-accident drug and alcohol testing. Each consortium reports to Contractor when a driver tests positive for a prohibited substance as well as when a driver is enrolled and removed from the consortium pool.

11. Assignment of Contractor's Rights

Except as it relates to the entering into subcontracts as referred to in Section 5 of this Agreement, Contractor shall have no right to assign its rights or obligations under this Agreement; provided, however, Contractor shall have the right to assign this Agreement as part of a transaction wherein it transfers substantially all of its assets.

12. Indemnity of the District

Contractor hereby agrees to indemnify and hold the District, its Board Members, employees, agents, officers and assigns, free and harmless from and against all claims, causes of action, liabilities, damages, expenses and costs (including, but not limited to, attorney fees and court costs) arising out of (a) any injury to any person or property sustained by the District and/or Contractor and/or any student(s), in connection with the negligent provision of the Services that are to be provided by its subcontracted service provider or the subcontracted drivers pursuant to this Agreement, and (b) any injury to any person or property sustained by any person or entity which is caused or alleged to be caused by any act, neglect, fault or omission on the part of Contractor or its agents, affiliates and subcontracted service providers or subcontracted drivers in connection with the provision of the Services, whether or not said injury or damage occurs on or off District property.

13. Independent Contractor

In providing the management and logistical support necessary to coordinate the Services, Contractor shall be and act as an independent contractor in all respects and shall not, for any purpose hereunder, be or act as an employee or agent of the District. Nothing contained in this Agreement shall be deemed to create a partnership or joint venture between either of the

parties to this Agreement with each other. Contractor understands and agrees that as an independent contractor, it will not be eligible to participate in any benefits or privileges given or extended by the District to its employees. Contractor shall be solely responsible for the payment when due to appropriate taxing authorities of all federal and state income taxes and related obligations of any nature whatsoever on any consideration paid pursuant to this Agreement, as well as any interest, penalties or other sums due thereon and shall indemnify, and hold the District, its Board Members, Officers, employees and agents free and harmless therefrom.

14. Notices

All notices or other communication required or permitted hereunder shall be in writing, and shall be personally delivered (including by means of professional messenger service) or sent by registered or certified mail, postage prepaid, return receipt requested, or by facsimile or email transmission followed by delivery of a “hard” copy, and shall be deemed received upon the date of receipt thereof.

To District: Community Unit School District 300
2550 Harnish Drive
Algonquin, Il 60102
Phone: 847-551-8300
Email: deborah.mason@d300.org

To Contractor: Megan Carey, Chief Development Officer
ALC Schools, LLC.
1211 Puerta Del Sol, Suite 200
San Clemente, CA 92673
Phone: 877-225-7750; Fax: 888-252-4342
Email: alc@alcschools.com

Notice of change of address shall be given by written notice in the manner detailed in this paragraph.

15. Entire Agreement

This Agreement, and Attachments 1-6 which are incorporated herein by this reference, and if applicable the attached proposal, constitutes the entire Agreement between the parties with respect to the provision of the Service and may not be amended except by a writing signed by each of the parties.

16. Waivers

The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of this Agreement.

17. Attorney Fees

In the event that either party brings an action against the other to enforce any condition or covenant of this Agreement, the prevailing party in such action shall be entitled to recover the court costs and reasonable attorney fees in the judgment rendered in such action.

18. Severability

In the event any of the provisions, or portions, or portions thereof, of this Agreement is held to be unenforceable or invalid, by any court of competent jurisdiction, the validity and enforceability of the remaining provision or portion of it shall not be affected.

19. Further Acts

Each party shall perform any further acts and sign and deliver any further documents that are reasonably necessary to carry out the provisions of this Agreement.

20. Counterparts

This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) by e-mail, in either case with delivery confirmed. On such confirmed delivery, facsimile or PDF signatures shall be deemed to have the same force and effect as if the manually signed counterpart had been delivered to the other party in person.

DISTRICT

By: Susan Harkin

Title: Chief Operating Officer

Signed: Susan Harkin
A3BB358670FE4AD718B86C5B0A2FAD86 contractworks

Date: 04/23/2021

CONTRACTOR

By: Megan Carey

Title: Chief Development Officer

Signed: Megan Carey

Date: 4/22/2021

ATTACHMENT 1 - Fees for Service

The Contractor will charge the District a **\$65 per trip fee**, which includes the first twelve (12) miles and up to five (5) students. Vehicle capacity is determined by student requirements and vehicle availability. An additional **\$2.50 per mile** will be charged for any trip longer than 12 miles.

The pricing matrix below outlines all associated fees:

Trip Items	Fees
Trip Fee (includes first 12 miles)	\$65.00
Per Mile Fee (after the first 12 miles)	\$2.50
Additional Fees (as needed/requested):	
Wheelchair Fee (per student)	\$25.00
Car Seat/Safety Vest Fee (per student)	\$5.00
Wait Time Fee (per hour, billed in 15 min. increments)	\$60.00
Monitor Fee (per hour, 2-hour minimum)	\$25.00
No Show or Late Cancel	Full Price of Trip

Definitions:

Trip: A trip is defined as a one-way transportation event with a student or monitor continually on board. Examples include:

- Home to School:
 - Student 1: Pick-up, Student 2: Pick-Up
 - Both Student 1 & 2 dropped off at School A
 - Student 1: Pick-up, Student 2: Pick-up
 - Student 1 dropped off at School A
 - Student 2 dropped off at School B
- School to Home:
 - Student 1: Pick-up, Student 2: Pick-Up
 - Both Student 1 & 2 dropped off at Home A
 - Student 1: Pick-up, Student 2: Pick-up
 - Student 1 dropped off at Home A
 - Student 2 dropped off at Home B

The total number of trips a District is charged for is arrived at by adding together each one-way trip. The District will only be charged for miles incurred while a student or Monitor is onboard the vehicle. When no student or Monitor is onboard the vehicle, no mileage charges will be incurred.

Additional Fees: Additional fees are only incurred per the request of the District to provide additional services. They can include, but are not limited to:

- **Wheelchair Fee:** A per student/per trip fee for students requiring a wheelchair vehicle
- **Car Seat/Safety Vest Fee:** A per student/per trip fee for students requiring a car seat/safety vest
- **Wait Time Fee:** Only incurred when authorized by the District to wait for a student. Billed on an hourly basis in 15 minute increments.
- **Monitor Fee:** Only incurred when the District requests that the Contractor provide a student Monitor for the trip. School Districts usually provide the student’s Monitor. When the District provides the Monitor, they are not charged a “Monitor Fee.” The mileage incurred while a Monitor (whether provided by the Contractor or the District) is onboard the vehicle without a student (transporting the Monitor to and from their pick-up location) is considered part of the overall route mileage and will be billed accordingly.

1. Mileage Charges

Mileage charges are based on driving distance calculations from a third party provider (e.g. Google, MapQuest, Bing, ESRI). The calculations are based on fastest route, and the total is rounded up to the next whole mile. Contractor shall be responsible for plotting the routes collectively, and individually using Contractor’s proprietary School Dispatch Software.

Under no circumstances will the District be required to pay for mileage to a pick up or destination other than those authorized by the District.

2. Fuel Surcharges

When the average gasoline price exceeds \$5.00 per gallon, the mileage rate will be increased by calculating 30% of the price of gasoline that exceeds \$5.00 and adding it to the base mileage rate. Thus, if the price of gasoline, according to the gasoline price index, is \$5.20, the increase would be 30% of 20 cents, or 6 cents. The gasoline price index to be used shall be found under the category of “[Your Specific State or Region] U.S. Regular Gasoline Prices* (dollars per gallon)” on the following website:

http://www.eia.doe.gov/oil_gas/petroleum/data_publications/wrgp/mogas_home_page.html

3. Invoicing

The invoice shall contain this level of detail and additionally will separate the charges by route showing number of days and total cost. A No Show Report will also be provided with the invoice showing the students who were not transported each day of the billing period. In the event of a No Show, the trip will be billed at the normal rate. The Contractor requires 24 hour notice to remove a student from the route.

4. When Routes Change or Students are Added or Removed

When it becomes necessary to change a route for any reason, including adding or removing students, Contractor shall plot the revised or new route using Contractor's School Dispatch Software as described above in the most efficient manner based on the information known to Contractor at that time.

Routes will be optimized from time to time as deemed necessary by Contractor or requested by the District. Routes will not be optimized more than once in a month.

If the District adds a Student to be transported, that Student may be individually transported until routes are optimized.

ATTACHMENT 2 – The District agrees that the following policies shall be followed related to Student No-Shows and Late Canceled trips for trips serviced by the Contractor

No-Shows & Late Cancels

A No-Show occurs when no previous notice is provided to the Contractor by the District/guardian that a student will not be transported and a driver attempts to pick-up a student but the student is not there or is not ready. A Late Cancel occurs when less than 2-hour notice is provided to the Contractor by the District/guardian that a student will not need transportation.

Trips where a No-Show or Late Cancel occurs are billed at full trip charge.

Possible District Protocols for No-Shows:

If the driver attempts to pick-up a student on a scheduled trip in the AM but the student is not there or not ready, then the following scenarios could apply (as determined by the District):

1. Single Rider Trips

- a. If an AM single rider No-Show occurs, the District will be billed for the AM trip and the afternoon trip will remain scheduled unless the Contractor is notified by the parent or the District to cancel the trip.
 - i. The District may set up a protocol to automatically cancel afternoon trips in the event of an AM Single Rider No-Show
- b. If the afternoon trip is cancelled within 2 hours of the scheduled pick up time, the District will not be billed for the afternoon trip.

2. Multiple Rider Trips

- a. The afternoon trip always remains scheduled.

No-Show Reports

Each morning an email is sent from the Contractor's School Dispatch team to the District. This email is sent by 11 AM and alerts the District of the following circumstances:

- Which students were no-shows that morning
- How many consecutive days/trips they have been a no-show

The daily No-Show Report provides the District time to inform the Contractor's School Dispatch if one of the students on the No-Show Report is attending school that day and will still need a ride home in the PM.

The District is responsible for alerting the Contractor of any change requests based on the data provided in the No-Show Report, such as removing a student from a route due to multiple no-shows.

Student Removal / Student Cancellation:

Permanent Removal of Student from Route:

Permanent removal of a student from a route requires District notification/approval

- The District sends an email stating that a student needs to be removed from a route until further notice.

Impact:

Once the student is removed from the route, the student's spot is now gone and may be replaced with a different student, if available, to consolidate routes. If the student was the only one on that route, the route will be removed entirely and the driver then becomes available to service other routes.

Billing:

Will only be affected if:

- Trip is above the minimum and there is a reduction in the mileage as a result of removing the student.
- The student was the only one on the route, therefore the route is cancelled.

Cancellations/Temporary Removal:

Cancellation of a student from a route requires District notification/approval.

- A student is sick one day or will be going on vacation for a few days.

Impact:

Because this is a temporary change, the student is not replaced on the route and their space on the route is reserved for their return.

Billing:

If the student is a single rider and the student is cancelled or temporarily removed, no charges will be assessed. When cancelling or temporarily removing the pick-up/drop-off for a student who is part of a multiple rider trip, the District will be charged the normal trip rate.

ATTACHMENT 3 – Multi-District Billing: An Explanation

Should The District choose to share trips with a neighboring school district that is also under contract with ALC, the shared trip will be prorated and billed according to the following explanation

Proration of Trip Fees – ALC’s Three Step Process

1. Stand Alone District Trips:

Each Districts’ students are routed as stand-alone trips, District specific pricing is applied.

a. Example:

- i. District A has two students who routed together cost the District \$65 (Trip 1)
- ii. District B has a single student whose trip would cost the District \$80 (Trip 2)

2. Multi-District Trips

All of the students from the participating Districts, as identified above, are combined into the most cost effective trips, yielding new “Multi-District trips” and subsequent trip costs.

a. Example (cont.):

- i. When all three students are routed together, the total trip cost is \$95

3. Proration of Costs for Multi-District Trips

The total cost of the multi-District trips is then allocated to each District based upon the percentage of the Districts stand-alone trip costs (found in step 1) as compared to the multi-District trip costs (found in step 2).

Example (cont.):

○ **Blended Cost of Multi-District Trip = \$95**

- Stand Alone Cost of Trip for District A = \$65
- Stand Alone Cost of Trip for District B = \$80

i. District A’s Percent Responsibility = $\text{Trip A} / (\text{Trip A} + \text{Trip B})$

1. $\$65 / (\$65 + \$80)$
 - a. $\$65 / \$145 = 44.83\%$
2. $44.83\% \times \$95 = \42.59

3. **District A’s Prorated Cost = \$42.59**

a. District A’s Savings = \$22.41

ii. District B’s Percent Responsibility = $\text{Trip B} / (\text{Trip A} + \text{Trip B})$

1. $\$80 / (\$65 + \$80)$
 - a. $\$80 / \$145 = 55.17\%$
2. $55.17\% \times \$95 = \52.41

3. **District B’s Cost = \$52.41**

a. District B Savings = \$27.59

4. No Shows and Cancellations:

For the purpose of all Multi-District Trips, No Shows and Cancellations are applied to each District invoice as if the student had boarded the vehicle on schedule even if District notifies ALC with advanced notice of cancellation.

5. Invoicing

The invoice shall separate the charges by route showing number of days and total cost. A No Show Report will also be provided with the invoice showing the students who were not transported each day of the billing period. In the event of a No Show, the trip will be billed at the normal rate. 24-hour notice is required to permanently remove a student from a route.

6. When Routes Change or Students are Added or Removed

When it becomes necessary to change a route for any reason, including adding or removing students, Contractor shall plot the revised or new route using Contractor's School Dispatch Software as described above in the most efficient manner based on the information known to Contractor at that time.

Routes will be optimized from time to time as deemed necessary by Contractor or requested by the District. Routes will not be optimized more than once in a month. If the District adds a Student to be transported, that Student may be individually transported until routes are optimized.

ATTACHMENT 4 – The District requires the following from all Subcontracted Driver(s) working with the Contractor.

As required by the District, prior to beginning services transporting students for the District:

Subcontracted drivers shall have a criminal history record check that is free of convicted offense(s) of a felony.

Subcontracted drivers shall utilize identification badges during trip service.

ATTACHMENT 5 – The District requires the following DRIVER TRAINING modules for all Subcontracted Driver(s) working with the Contractor.

As required by the District, prior to beginning services transporting students for the District:

Subcontracted drivers shall complete a Passenger Service and Safety (PASS) basic training program. Subject areas include:

- Customer Service, Communication and Stress Management
- Americans with Disabilities Act
- Service Animals
- Disability Awareness: Assisting the Visually Impaired; Hidden Disabilities; Stroke; Epilepsy and Seizure Disorders
- Bloodborne Pathogens (Hepatitis A, B, C; HIV, Dialysis)
- Wheelchairs
- Emergency and Evacuation Procedures
- Driver/Passenger Sexual Improprieties

And any other mandated training required by the State of Illinois

ATTACHMENT 6 – The District requires the following from all Vehicle(s) providing service through the Contractor.

As required by the District, prior to beginning services transporting students for the District:

Vehicles operated by subcontracted drivers will be maintained according to manufactured specifications with records, and/or inspection report(s) made available upon request.

Vehicles operated by subcontracted drivers will be clean at all times during service.

Vehicles operated by subcontracted drivers shall be marked with a window placard.

District Name: Community Unit School District 300

(Please complete this form and return as soon as possible)

To whom should contract notices be sent?

Name & Title: Deborah Mason
Address: 2550 Harnish Drive
City: Algonquin State: IL Zip: 60102
Email: deborah.mason@d300.org Fax: 847-551-8413

Who should our accounting personnel contact regarding accounts payable matters?

Name & Title: _____
Email: accounts.payable@d300.org
Phone: _____ Fax: _____

Who should our dispatchers contact regarding routine transportation matters?

Name & Title: Michelle Kopetsky X8332, Megan Caudill X8482 or Deb Mason X8492
Email: Michelle.kopetsky@d300.org, megan.caudill@d300.org; deborah.mason@d300.org
Phone: 847-551-8300 Fax: _____

Who should our dispatchers contact regarding emergencies, accidents or student behavior?

Name & Title: Deborah Mason, Director of Transportation
Email: deborah.mason@d300.org
Phone: 847-551-8492 Emergency Phone: 847-875-2532

Who should we email the No-Show Report to each morning?

Name & Title: Michelle Kopetsky X8332, Megan Caudill X8482 or Deb Mason X8492
Email: Michelle.kopetsky@d300.org, megan.caudill@d300.org; deborah.mason@d300.org



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 24, 2021

TO: Fred Heid, Superintendent
Board of Education

FROM: Dan Opels
Executive Director of Facilities & Operations

Presented at the following Board Meetings	
Construction/Facility	06/08/2021
Finance	
Policy/Legislative	
School Utilization	
BOE 1st Reading	06/08/2021
BOE 2nd Reading	06/22/2021

SUBJECT: Herbicide; Broadleaf, Post Emergent Grass, Bees, and Grub Control – Bid Extension

Background

As part of District 300's yearly grounds maintenance program, we solicit bids for the application, fertilization, and maintenance for school property's and perimeters, of broadleaf weeds. This includes herbicide to control post emergent grasses and grub control, district wide.

The scope of work was developed in March and bid out in June 2020 with the bid opening occurring on June 26th, 2020. There were two (2) companies that bid this project. The lowest responsible bidder was Trinity Landscape located in Carpentersville, IL.

On July 14, 2020, the District 300 Board of Education awarded Trinity Landscape Inc. a one-year contract for District Wide Weed Control, Lawn Fertilization Services, and Bee Control. This award included two one-year options to extend the contract.

Recommendation

Administration recommends the first extension to the contract, running from July 15, 2021 to July 14, 2022, to Trinity Landscape, located in Carpentersville, IL, with an estimated value of \$72,770.28 for Weed Control and Lawn Fertilization and Bee Control. This is a zero percent (0%) increase over last year's contract as Trinity has agreed to hold their pricing.

This will be paid for out of the Operations and Maintenance Budget (20).



Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 • FAX: 847-551-8463

March 30, 2021

Mr. Anthony Cina
Trinity Landscape Inc.
1050 Tamarac Drive
Carpentersville, IL 60110

Bid – District Wide Weed Control, Lawn Fertilization Services, and Bee Control

Dear Mr. Cina,

On July 14, 2020, the District 300 Board of Education awarded Trinity Landscape Inc. a one-year contract for District Wide Weed Control, Lawn Fertilization Services, and Bee Control. This award included two one-year options to extend the contract. District 300 is offering the first extension to the contract, running from July 15, 2021 to July 14, 2022 with an estimated value of \$72,770.28 for Weed Control and Lawn Fertilization along with an hourly rate of \$85.00 for Bee Control. The terms of the contract require an annual performance bond. Per our conversation, Trinity is choosing to decline an Urban CPI increase for this contract period.

If your firm agrees to hold pricing, the administration will recommend your contract extension to the Board of Education for review by the facilities committee on May 11, 2021 and award by the board on Tuesday, May 25, 2021.

Sincerely,

Diane White

8375D43E716D90C09E2DBCBD5C76FBD7

contractworks

03/30/2021

Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Anthony Cina

president

03/31/2021

2A3F9FCC336A340CB39957F6E802885D

contractworks

Service Provider

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: 06/29/2020

TO: Fred Heid, Superintendent
Board of Education

FROM: Dan Opels, Executive Director of
Facilities

RE: 2020 – 2021 Herbicide; Broadleaf, Post Emergent Grass, Bees, and Grub Control

		Presented at the following Board Meetings:	
			On:
X	Construction/Facility		07/07/2020
	Finance		
	Policy/Legislative		
	School Utilization		
X	BOE 1st Reading		07/14/2020
X	BOE 2nd Reading		07/14/2020

Background

As part of District 300’s yearly grounds maintenance program, we solicit bids for the application, fertilization, and maintenance for school property’s and perimeters, of broadleaf weeds. This includes herbicide to control post emergent grasses and grub control, district wide. The scope of work was developed in March and bid out in June 2020 with the bid opening occurring on June 26th, 2020. There were two (2) companies that bid this project. The lowest responsible bidder is Trinity Landscape located in Carpentersville, IL.

Recommendation

Administration recommends renewing the Herbicide; Broadleaf, Post Emergent Grass, Bees, and Grub Control contract, to Trinity Landscape, from Carpentersville Illinois, at a cost of \$72,770. This will be paid for out of the Operations and Maintenance Budget (20).

**COMMUNITY UNIT SCHOOL DISTRICT 300
 DISTRICT WIDE WEED CONTROL, LAWN FERTILIZATION SERVICES and BEE CONTROL
 FRIDAY, JUNE 26, 2020, 11:00AM, BUNKER HILL PDC**

Vendors	References	Certifications	Vendor App. & W9	Comments
Davey Tree				No Response
Illini-Scapes				No Response
JDK Services				No Response
Kacoa Landscaping				No Response
McGinty Brothers				No Response
Ryco Landscaping				No Response
Sebert				No Response
SRK Landscape				No Response
Trinity Landscape	Y	Y	Y	
Tru-Green	Y	Y	Y	
Woodland Landscape				No Response

Administration Recommends:
Trinity Landscape Inc.- Carpentersville, IL
 Award contract for Weed Control,Lawn Fertilization Services and Bee Control
 for the annual Alternate Base Bid amount of - **\$72,770.28**

**COMMUNITY UNIT SCHOOL DISTRICT 300
DISTRICT WIDE WEED CONTROL, LAWN FERTILIZATION SERVICES and BEE CONTROL
FRIDAY, JUNE 26, 2020, 11:00AM, BUNKER HILL PDC**

VENDOR	Weed Control and Fertilization LIQUID <i>Single Application</i> <i>All district sites</i> (MID SUMMER)	ALTERNATE: Weed Control and Fertilization LIQUID <i>Single Application</i> (MID SUMMER) To Include: Herbicide to control post-emergent grasses and insecticide for grub control	DRY Fert. GRANULAR ONLY <i>Single Application</i> (FALL) To Include: Post emergence herbicide	Pre-Emergent GRANULAR w/slow release fert. AND Weed Control <i>Single Application</i> (EARLY SPRING)	Weed Control LIQUID ONLY <i>Single Application</i> (UPON REQUEST)	Performance Bond	Base Bid (Grand Total)	Base Bid W/ ALTERNATE (Grand Total)	Bee Control Rate/hr	Comments
Trinity Landscape	\$18,741.56	\$21,114.36	\$17,555.76	\$19,938.16	\$11,862.00	\$2,300.00	\$70,397.48	\$72,770.28	\$85.00/hr	
Tru-Green	\$26,702.75	\$32,055.82	\$25,341.95	\$31,885.06	\$17,736.08	No Response	\$101,665.84	\$107,018.91	NO BID	Bond Cost would be determined after a TruGreen award.



Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 • FAX: 847-551-8463

July 15, 2020

Mr. Anthony Cina
Trinity Landscape Inc
1050 Tamarac Drive
Carpentersville, IL 60110

Bid – District Wide Weed Control, Lawn Fertilization Services, and Bee Control

Dear Mr. Cina,

Congratulations! District 300 has awarded the District Wide Weed Control, Lawn Fertilization Services, and Bee Control bid to Trinity Landscape! The value of this contract is to be estimated at \$72,770.28 for Weed Control and Lawn Fertilization with an hourly rate of \$85.00 for bee control through June 30, 2021.

This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.

Please send this signed letter to:

Community Unit School District 300
Diane White, Director of Purchasing
2605 Bunker Hill Drive
Algonquin, IL. 60102

A service agreement will be issued in accordance with the terms of this contract. Please sign and return your award letter by July 31, 2020. Please submit your Certificate of Insurance naming District 300 as additional insured & performance bond no later than August 7, 2020.

This Agreement is entered into as of July 14, 2020.

Diane C. White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.
OWNER (Signature)

Diane C. White, Director of Purchasing

Please return your signed copy to Diane White – diane.white@d300.org
If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White
Diane White, Director of Purchasing

Anthony Cina
2A3F9FCC336A340CB39957F6E802885D contractworks.
CONTRACTOR (Signature)
tony president

(Printed name and title)

TRINITY INC.



American Owned

P.O. Box 24 ▪ West Dundee, Illinois 60118

REC'D D300 PURCHASING
'20 JUN 25 PM12:45

*District Wide Weed Control,
Lawn Fertilization Services
and Bee Control.*

June 26, 2020 11:00 Am CMT

BID RESPONSE FORM – Part A

District Wide Weed Control - Lawn Fertilization Services and Bee Control

Scope of Work	Base Bid Pricing
MID SUMMER- Weed Control and Fertilization LIQUID	\$ 18741.56
ATERNATE: MID SUMMER- Weed Control and Fertilization LIQUID To Include: Herbicide for post -emergent grasses and insecticide for grub control.	\$21114.36
FALL - Dry Fertilization (Granular) To Include: Post Emergence Herbicide	\$17555.76
EARLY SPRING- Pre-Emergent (Granular) w/slow release fertilizer. AND weed control.	\$ 19938.16
Weed Control ONLY for all district wide sites - UPON REQUEST	\$11862.00
Performance Bond Bond fee not included in base bid (\$2300.00)	\$.00
BASE BID (Grand Total)	\$89211.64

RATE PER HOUR for PESTICIDE APPLICATION _____ \$85.00_/hr

Please include the completed Bid Response Form - Part B with your sealed bid.

ADDITIONAL COMMENTS –

*This amount should be \$1827 less than the Part B row F Excel sheet shows. There seems to be an error with column F. Bruce Batt was notified of this issue. Base Bid should be \$99769.20.

Vendor has received Addendum #1 Yes x No _____
Addendum #2 Yes x No _____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>

TRINITY LANDSCAPE INC

Name of Company/Corporation

1050 TAMM ANAC DR
Street Address

CARPENTERSVILLE ILL 60110
City, State, Zip Code

847-426-0000-
Telephone Number

847-426-0001
Fax Number

36-3757820
FEIN NUMBER

60 Days
Length of time bid is firm

Proposal submitted by:

[Signature]
Signature of Authorized Agent
ANTHONY PINA
Please Write or Type Name

TOUR-AT-TRINITY LANDSCAPE.COM
E-mail Address

CA71335
Illinois License Number

***** Sealed Bids are due by 11:00AM CT, Friday, June 26, 2020 *****

BID RESPONSE FORM - Part

District Wide Weed Control, Lawn Fertilization Services, and Bee Control

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:

1. Bidders must insure they have viewed all three(3) tabs in this spreadsheet.
2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.
3. Payment of Prevailing Wages **IS NOT REQUIRED** for this project.
4. It is the intent to award this project to one single vendor.
5. Prices quoted shall include all charges for handling, transportation and delivery.
6. MSDS's **MUST** be on hand at the District 300 Purchasing AND Buildings & Grounds offices before chemical applications can begin.
7. Community Unit School District #300 is Tax Exempt.
Tax Exemption Number - E99960079.

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>

Vendor has received Addendum (IF APPLICABLE)

#1 - #2 -

TRINITY LANDSCAPE INC

NAME OF COMPANY /CORPORATION

STREET ADDRESS:

CAMPBELL'S VILLAGE ILL 60010

CITY:

ILLINOIS

STATE:

60010

ZIP:

847-426-0000

TELEPHONE NUMBER:

847-426-0001

FAX NUMBER:

TRINITY LANDSCAPE.COM

EMAIL ADDRESS:

**** Sealed Bids are due by 11:00AM, Friday, June 26, 2020 ****

INSTRUCTIONS: Please fill in columns D, E, F, G, and H Please use column I for vendor comments. ALL bids must be completed in the Excel spreadsheet provided.	Vendor Name:	Trinity Landscape Inc.
	Complete Address:	1050 Tamarac Dr., Carpentersville IL 60110
	Phone:	847-426-0000
	Fax:	847-426-0001
	Email:	tony@trinitylandscape.com
	Contact Person:	Anthony Cina

RATE PER HOUR for **PESTICIDE APPLICATION** \$85.00
 (Start Date Aug. 1 2020, "On-Call" Basis)

D300 Location	Acreage	Weed Control and Fertilization LIQUID Single Application All district sites (MID SUMMER)	ALTERNATE: Weed Control and Fertilization LIQUID Single Application (MID SUMMER) To Include: Herbicide to control post-emergent grasses and insecticide for grub control	DRY Fert. GRANULAR ONLY Single Application (FALL) To Include: Post emergence herbicide	Pre-Emergent GRANULAR w/slow release fert. AND Weed Control Single Application (EARLY SPRING)	Weed Control LIQUID ONLY Single Application (UPON REQUEST)	Vendor Comments
Oak Ridge,CMS, DeLacey	13.4	\$1,058.20	\$1,192.60	\$991.60	\$1,125.60	\$670.00	
Dundee-Crown HS and Perry Elem.	24.6	\$1,943.40	\$2,189.40	\$1,820.40	\$2,066.40	\$1,230.00	
Jacobs HS, B&G, Transportation Dept. Administration Building	39.04	\$3,084.16	\$3,474.56	\$2,888.96	\$3,279.36	\$1,952.00	
Hampshire Middle School	16.1	\$1,271.90	\$1,432.90	\$1,191.40	\$1,352.40	\$805.00	
Algonquin Middle and Eastview Elem.	15.2	\$1,200.80	\$1,352.80	\$1,124.80	\$1,276.80	\$760.00	
Dundee Middle School	9.7	\$766.30	\$863.30	\$717.80	\$814.80	\$485.00	
Dundee Highlands Elem.	1.1	\$86.90	\$97.90	\$81.40	\$92.40	\$55.00	
Golfview Elem.	2.98	\$235.42	\$265.22	\$220.52	\$250.30	\$149.00	
Hampshire Elem.	4.97	\$392.63	\$442.33	\$367.78	\$417.50	\$248.50	
Lakewood School	7.2	\$568.80	\$640.80	\$532.80	\$604.80	\$360.00	
Lake in the Hills Elem.	2.1	\$165.90	\$186.90	\$155.40	\$176.40	\$105.00	
Meadowdale Elem.	4.6	\$363.40	\$409.40	\$340.40	\$386.40	\$230.00	
Neubert Elem.	2.1	\$165.90	\$186.90	\$155.40	\$176.40	\$105.00	
Parkview Elem.	2	\$158.00	\$178.00	\$148.00	\$168.00	\$100.00	
Sleepy Hollow Elem.	5.1	\$402.90	\$453.90	\$377.40	\$428.40	\$255.00	
Westfield Community School	21.75	\$1,718.25	\$1,935.75	\$1,609.50	\$1,827.00	\$1,087.50	
Algonquin Lakes Elem.	1	\$79.00	\$89.00	\$74.00	\$84.00	\$50.00	
Lincoln Prairie Elem.	4.5	\$355.50	\$400.50	\$333.00	\$378.00	\$225.00	
Liberty Elem.	9.3	\$734.70	\$827.70	\$688.20	\$791.20	\$465.00	
Gilberts Elem.	10.9	\$861.10	\$970.10	\$806.60	\$915.60	\$545.00	
Hampshire HS and Gary Wright Elem.	39.6	\$3,128.40	\$3,524.40	\$2,930.40	\$3,326.40	\$1,980.00	
TOTALS (per Application)	237.24	\$18,741.56	\$21,114.36	\$17,555.76	\$19,938.16	\$11,862.00	

GRAND TOTAL (Catalog Total)	\$89,211.84
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**Community Unit School District # 300
Purchasing Department
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 – PHONE**

June 9, 2020

Dear Vendor,

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit a sealed bid for

**District Wide Weed Control, Lawn Fertilization Services,
and Bee Control**

The enclosed bid form(s) **must** be used in submitting bid. Bid must be addressed as follows:

**Community Unit School District No. 300
Purchasing Department – Weed Control
2605 Bunker Hill Drive
Algonquin, IL 60102**

Sealed bids will be received until **11:00AM CT, Friday, June 26, 2020** at which time they will be publicly opened and read.

The required Contractor's Certification forms must be completed and returned with the bid.

It is the intention of the Board of Education to award the bid at the **Tuesday, July 14, 2020 regular meeting.** The Board of Education may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all bids if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the bids, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the bid, which is in the best interest of the District. Conditional bids will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a bid without any specification of reason for the rejection. Any request for information shall be made to Diane C. White, Director of Purchasing, but the response may not be used as a condition to any bid being submitted.



Sincerely,
Diane C. White
Director of Purchasing / CUSD 300

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting sealed bids for:

**District Wide Weed Control, Lawn Fertilization Services,
and Bee Control**

Sealed bids will be accepted until **11:00 AM CT, Friday, June 26, 2020**, at which time they will be publically read.

All bids will be received at:
Community Unit School District 300
Purchasing Office
2605 Bunker Hill Drive
Algonquin, IL 60102

A public bid opening will be held at the Buildings and Grounds building located at 2605 Bunker Hill Drive, Algonquin, IL 60102. The opening will be held outside, observing social distancing guidelines. Potential suppliers may also choose to attend the bid opening virtually. Meeting information will be supplied to potential suppliers via meeting invitation.

A non-mandatory virtual pre-bid meeting is scheduled for **11:00AM CT, Thursday, June 18, 2020**. At that time, prospective bidders are invited to review bid documents via virtual meeting. Please contact the D300 Purchasing Department for access to this meeting.

Any questions regarding this bid must be directed to:

Community Unit School District #300
Diane C. White
2605 Bunker Hill Dr.
Algonquin, IL 60102
847-551-8460
Bids.purchasing@d300.org

Bid specifications will be available on Tuesday, June 9, 2020, after 2:00PM. To obtain bid specifications, please contact The D300 Purchasing Office at 847-551-8460 or via email at bids.purchasing@d300.org

Timeline

Bid - Weed Control, Lawn Fertilization and Bee Control			
Timeline 6/8/2020			
ACTION	DATE	TIME	LOCATION
Project presented to Purchasing	3/24/2020		
Establish Timeline	6/8/2020		
Specifications Review/Deadline	6/8/2020		
Specifications Finalized	6/9/2020		B&G / Purchasing
Specifications Released	6/9/2020	2:00 PM CT	
Legal Ad	6/10/2020		Daily Herald
Pre-Bid Meeting	6/18/2020	11:00:00 AM CMT	Google Meetings
Q&A Deadline	6/25/2020	12 Noon CMT	Written via email
Bid Opening	6/26/2020	11:00 AM CMT	Google Meetings
Evaluation Period	6/26/2020 - 6/30/2020		Purchasing
Info to COO	7/1/2020		Susan Harkin
Workshop	7/14/2020		Administration
BOE MEETING/Approval	7/14/2020		Administration
Contracts Released to Vendors	7/15/2020		Purchasing
Service Agreements Issued	7/16/2020		Purchasing Office
Contract Expiration	6/30/2021		

Instructions to Bidders

1. GENERAL

- a. Bids shall be signed and submitted in an envelope properly marked with the title of the bid, and date and time of opening. Unsigned bids will be rejected.
- b. Seal and deliver bid to the purchasing office on or before the time scheduled for the opening. Late bids will not be opened nor considered.
- c. All bids MUST be completed in the EXCEL spreadsheet provided in the Bid Response Form and. All bids must be submitted in hard copy along with an electronic version on a flash drive only.
- d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.
- e. Prices quoted shall include all charges for packing, transportation and delivery to the locations designated on the bid specification and installation if called for in the bid specifications.
- f. Correspondence shall be addressed to the Director of Purchasing.
- g. Bids are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.
- h. Oral, telephonic, telegraphic, facsimile or electronically transmitted bids will not be accepted.
- i. The district will be using the CPI-U (Consumer Price Index - Urban) to determine the rate of increase/decrease over the contract period if warranted. Vendor price increase/decrease notifications MUST be submitted in writing to the D300 Purchasing Office within 30 days of the December 2020 published CPI-U. Price increases/decreases will become effective July 31, 2021.

2. ERRORS AND OMISSIONS

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for bid opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. FIRM BID

All bids will be considered to be firm for a period of sixty (60) days from the date established for the opening of bids.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, or telegram, or fax received by the district or in person prior to the time and date established for the opening of bids.

5. INVESTIGATION OF BIDDERS

- a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.
- b. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items bid shall be new unless otherwise specified in the requirements.

6. VENDOR APPLICATION AND W-9 FORM

The District requires that a current Vendor Application and W-9 form be included with your sealed bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The bidder shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract (whether or not federal funds are involved) the bidder agrees as follows:

- a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

11. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidders state the delivery time by each respective item. All prices must be quoted FOB. Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. EVALUATIONS

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to a different bidder or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in its own bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. PERFORMANCE: LABOR AND MATERIAL PAYMENT BONDS IS REQUIRED OF THIS PROJECT

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. Each bond shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties. The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. BID SECURITY IS NOT REQUIRED OF THIS PROJECT

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

16. SERVICE POINTS

Building Name	Address
Administration Center (847)551-8300	2550 Harnish Dr Algonquin, IL 60102
Algonquin Lakes Elementary (847)532-7500	1401 Compton Drive Algonquin, IL 60102
Algonquin Middle School (847)532-7100	520 Longwood Drive Algonquin, IL 60102
Carpentersville Middle School (224)484-2100	100 Cleveland Avenue Carpentersville, IL 60110
deLacey Family Education Center (224)484-2300	50 Cleveland Avenue Carpentersville, IL 60110
Dundee-Crown High School (224)484-5000	1500 Kings Road Carpentersville, IL 60110
Dundee Highlands Elementary (224)484-4700	407 South Fifth Street West Dundee, IL 60118
Dundee Middle School (224)484-4500	4200 W. Main Street West Dundee, IL 60118
Eastview Elementary (847)532-7400	540 Longwood Drive Algonquin, IL 60102
Gilberts Elementary (224)484-5900	729 Paperbark Lane Gilberts, IL 60136
Golfview Elementary (224)484-2800	124 Golfview Lane Carpentersville, IL 60110
Hampshire Elementary (847)792-3400	321 Terwilliger Avenue Hampshire, IL 60140
Hampshire Middle School (847)792-3200	560 South State Street Hampshire, IL 60140
Hampshire High School (847)792-3500	1600 E. Big Timber Road Hampshire, IL 60140
Jacobs High School (847)532-6100	2601 Bunker Hill Drive Algonquin, IL 60102
Lake in the Hills Elementary (847)532-6900	519 Willow Street Lake in the Hills, IL 60156
Lakewood School (224)484-2600	1651 Ravine Lane Carpentersville, IL 60110
Liberty Elementary (224)484-4800	6500 Miller Road Carpentersville, IL 60110
Lincoln Prairie Elementary (847)532-6600	500 W. Harvest Gate Lake in the Hills, IL 60156
Meadowdale Elementary (224)484-2900	14 Ash Street Carpentersville, IL 60110
Neubert Elementary School (847)532-6800	1100 Huntington Drive Algonquin, IL 60102
Oak Ridge School (224)484-5800	300 Cleveland Avenue Carpentersville, IL 60110
Parkview Elementary (224)484-2500	122 Carpenter Blvd. Carpentersville, IL 60110
Perry Elementary (224)484-5600	251 Amarillo Drive Carpentersville, IL 60110
Sleepy Hollow Elementary (224)484-4900	898 Glen Oak Drive Sleepy Hollow, IL 60118
Westfield Community School (847)532-7600	2100 Sleepy Hollow Road Algonquin, IL 60102
Gary D. Wright Elementary (847)683-5700	1500 Ketchum Road Hampshire, IL 60140
Bldgs. & Grounds & Prof. Develop. Center - Bunker Hill (847)532-6700	2605 Bunker Hill Drive Algonquin, IL 60102
Transportation Department (847)532-6050	2603 Bunker Hill Drive Algonquin, IL 60102

17. PROJECT MANAGER

Jon Mickle
Comm. Unit School District 300/ Facilities Manager
2605 Bunker Hill Drive
Algonquin, IL 60102
Ph: 847-532-6700
Jonathan.mickle@d300.org

18. WARRANTY

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 1 years. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

19. INSURANCE (REQUIRED)

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	\$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including

the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

20. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

21. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

- A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.
- B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

22. DAMAGE TO PROPERTY

In the event the bidder damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation,

the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

23. LATE BIDS

Bids received after the time specified in the Invitation to Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the Board of Education. The use of Board of Education equipment for transmission of bids is prohibited.

24. RECYCLED PRODUCTS

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

25. PAYMENT

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?

Does your company accept credit cards?

Does your company allow discounts for early payments?

Discounts examples –

2% 10 days net 30

1% 20 days net 30

26. MANUALS

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

27. CONTRACT DURATION

Contract term starting **July 15, 2020 - July 14, 2021**. This is a one (1) year contract with the possibility of two (2) one-year extensions.

28. PERSONNEL

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

29. SEXUAL HARASSMENT

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the vendor’s internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

30. QUALIFICATIONS

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

31. FINANCIAL STABILITY.

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

- a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.
- b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

32. COMPLIANCE WITH LAWS.

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

33. GOVERNING LAW

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

34. BID

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

35. BIDDER'S AGREEMENT

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

36. CANCELLATION – The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

37. ADDITIONAL INFORMATION

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org

REFERENCES

LIST BELOW THE LAST THREE (3) BUSINESSES OR OTHER ORGANIZATIONS
FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES.

1. ORGANIZATION: Brentwood Condo
ADDRESS: 1449 Winstowe Dr.
CITY, STATE, and ZIP CODE: Palatine, IL 60074
TELEPHONE NUMBER: 847-359-7944
CONTACT PERSON: KENT
DATE OF SERVICES: 4-1-20-20
DOLLAR AMOUNT OF THE JOB: 25K

2. ORGANIZATION: Meadowdale Management
ADDRESS: 303 LW Besinger Dr.
CITY, STATE, and ZIP CODE: Carpentersville, IL 60110
TELEPHONE NUMBER: 847-428-6404
CONTACT PERSON: DWAIN
DATE OF SERVICES: 4-1-2020
DOLLAR AMOUNT OF THE JOB: 68K

REFERENCES (CONT.)

3. ORGANIZATION: Shenandoah Condo Assoc. /o Hillcrest
Mgmt.
ADDRESS: _____
CITY, STATE, and ZIP CODE: CAMPDENUS VILLE
TELEPHONE NUMBER 630-627-3303
CONTACT PERSON: PAUL
DATE OF SERVICES: 4-1-2020
DOLLAR AMOUNT OF THE JOB: 57K

OFFEROR'S NAME: ANTHONY CINKI
SIGNATURE: [Signature]
DATE: 6-16-20

COMMENTS -

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

TRINITY LANDSCAPE as part of its bid for the WEED CONTROL FERT work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: TRINITY LANDSCAPE INC

By: [Signature]
(Signature)

ANTHONY A. CINA
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25 day of June, 2020


[Signature]
NOTARY PUBLIC



**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

TRINITY LANDSCAPE, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

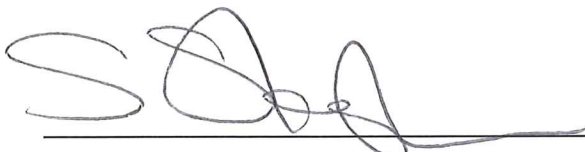
Firm: TRINITY LANDSCAPE

By: 
(Signature)

ANTHONY @INA PRESIDENT
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25 day of June, 2020



NOTARY PUBLIC



**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

TRINITY LANDSCAPE INC does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: TRINITY LANDSCAPE INC

By: [Signature]
(Signature)

ANTHONY C. WA President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25 day of June, 2020

[Signature]

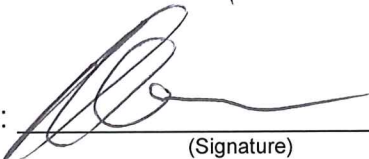
NOTARY PUBLIC



**CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY**

TRINITY LANDSCAPE, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the *Illinois Human Rights Act*.

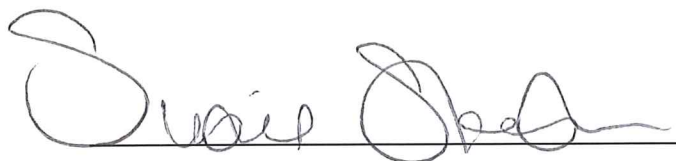
Firm: TRINITY LANDSCAPE INC

By: 
(Signature)

ANTHONY CIWA President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25 day of June, 2020



NOTARY PUBLIC

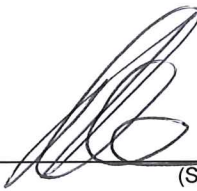


CERTIFICATE REGARDING

EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

Trinity Landscape agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then Trinity Landscape agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

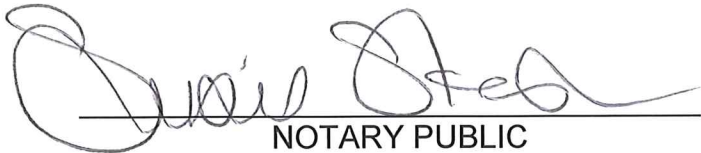
Firm: TRINITY LANDSCAPE

By:  _____
(Signature)

Anthony Q. Presedat
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25 day of June, 2020



NOTARY PUBLIC



NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) Quote was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

TRINITY LANDSCAPE, as part of its bid for the W&P Contract + Fence work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: TRINITY LANDSCAPE

By: [Signature]
(Signature)

ANTHONY CINA President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25 day of June, 2020

[Signature]
NOTARY PUBLIC



CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

TRINITY LANDSCAPE does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Vendor/Contractor Conflict of Interest

Any vendor or contractor doing \$5,000 - \$25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: TRINITY LANDSCAPE

By: [Signature]
(Signature)

ANTHONY C. AN PRESIDENT
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25 day of June, 2020

[Signature]

NOTARY PUBLIC



CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act," 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

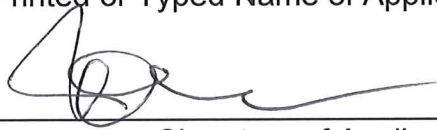
This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By Anthony Cind
Title: President
Dated: 6-16-20

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

STEVE PIEL
(Printed or Typed Name of Applicant Employee)


Signature of Applicant or Employee

Dated: 6-16-20

SCOPE OF WORK/SERVICE

District Wide Weed Control, Lawn Fertilization Services, and Bee Control

Community Unit School District 300 is seeking service suppliers for broadleaf weed control, pre-emergent control, fertilization of turf and stinging insect control for all building locations located on page two (2) of this scope of work.

QUALIFICATIONS – Vendor must be a certified and Illinois licensed vendor to apply weed control, fertilization chemical **and / or** pesticides for bee and wasp control. Vendor must supply a list of references of like customers on the Reference Forms attached to this bids Boiler Plate.

SCOPE OF SERVICE TO BE PROVIDED –

Fall Application: Dry Fertilizer Only. GRANULAR. Single Application for all district sites listed in this scope of work.

- To Include post emergent herbicide.

Early Spring Application: Pre-Emergent GRANULAR with slow release fertilizer and weed control. Single Application for all district sites listed in this scope of work.

Mid-Summer: Weed Control and Fertilization LIQUID. Single Application for all district sites listed in this scope of work.

MID – SUMMER ALTERNATE: To include herbicide to control post-emergent grasses (crabgrass, goosegrass, quackgrass) and insecticide for grub control.

Weed Control: LIQUID ONLY. Single Application for all district sites listed in this scope of work. (UPON REQUEST)

Products must be in liquid or granular form.

Products to be used:

1. **Weed Control:** TRIPLET, Escalade 2, or equivalent*.
2. **Liquid Fertilizer:** 25-0-5. 30% ammonium sulfate, 3 lbs of product per 1000, .75 lbs per 1000 of Nitrogen. **This product may vary in Nitrogen content when applied in unusually wet months. Formula of the fertilizer used is under the discretion of the Grounds Supervisor, Paul Wiloff.**
3. **Granular Fertilizer:** 30-0-5 (dry) fertilizer or an acceptable **non-phosphorus** dry granular product.
4. **Pre-emergent:** "Barricade", "Dimension" or equivalent*.
5. **Pesticide:** Sevin, Sevin SL, "Cyonara" or equivalent.

*** Vendor MUST PROVIDE chemical specification sheets and/or SDS's on all equivalent chemicals upon bid submission.**

- ALL Liquid Fertilizer and Weed Control and Pesticide SDS's must be on file with the Purchasing Dept. and the Buildings and Grounds Dept. before work can commence.
- Certificate of Insurance must be provided to the Purchasing Dept. before any application can start.
- Scheduling of all applications must be coordinated with Paul Wiloff, Buildings and Grounds Foreman, (847) 417-0748 cell.
- **The District must be notified at least 5 working days in advance before any site(s) can be sprayed.**
- **If for any reason the vendor is unable to apply weed control on their scheduled day, the vendor is to notify the Buildings and Grounds Department within 24 hrs. of scheduled cancelation. Ph: 847-532-6700**
- **It is the vendor's responsibility to fully communicate to all district buildings 24hrs. prior to any application. Contact information is provided on page 2 of this Scope of Work.**
- Site(s) must be marked with signs (flags) 24 hours in advance to notify that area(s) will be sprayed the following day.
- Site (s) must be marked with signs (flags) after weed control application in accordance with product label for re-entry times and other limitations.
- Vendor must be in compliance with all State and Federal regulations regarding material handling, filling and recycling.

Building location and school property perimeter sheets are attached.

Base Bid – is considered to be the lump sum of one each application Weed Control/ Fertilization, Weed Control only, dry granular fertilization and pre-emergent granular. Also note Bid Response Form B asks for a rate per hour for pesticide application for the control of stinging insects. Individual building pricing listed in Bid Response Form B also needs to be submitted with the vendors sealed bid. **It is the intent of District 300 to award this bid to a single vendor.**

Community Unit School District 300
2605 Bunker Hill Dr
Algonquin, IL 60102
847-551-8300

Building Name/Location List

Bldg. #	Building Name	Address	Phone (847)	Fax
29	Algonquin Lakes Elementary	1401 Compton Drive - Algonquin, IL 60102	854-3900	854-3909
4	Algonquin Middle School	520 Longwood Drive - Algonquin, IL 60102-3099	658-2545	658-2547
48	Buildings & Grounds / PDC / Administration Building	2605 Bunker Hill Drive – Algonquin, IL 60102	658-3631	658-4410
2	Carpentersville Middle School	100 Cleveland Avenue - Carpentersville, IL 60110-1960	426-1380	426-1404
13	deLacey Family Educ. Center	50 Cleveland Avenue - Carpentersville, IL 60110	426-1450	426-1453
8	Dundee Highlands Elementary	407 South Fifth Street - West Dundee, IL 60118-2899	426-1480	426-1935
5	Dundee Middle School	4200 W. Main Street - West Dundee, IL 60118-9590	426-1485	426-4008
1	Dundee-Crown High School	1500 Kings Road- Carpentersville, IL 60110-1474	426-1415	426-1245
33	Eastview Elementary	540 Longwood Drive - Algonquin, IL 60102	458-5501	458-5509
35	Gilberts Elementary	729 Paperbark Lane - Gilberts, IL 60136	551-5000	551-5015
11	Golfview Elementary	124 Golfview Lane - Carpentersville, IL 60110-2399	426-1250	426-1339
12	Hampshire Elementary	321 Terwilliger Avenue - Hampshire, IL 60140-9604	683-2171	683-4806
6	Hampshire High School	1600 East Big Timber Road - Hampshire, IL 60140	792-3500	792-3515
3	Hampshire Middle School	560 South State Street - Hampshire, IL 60140-9606	683-2522	683-1030
7	Jacobs High School	2601 Bunker Hill Drive - Algonquin, IL 60102-9734	658-2500	658-3203
14	Lake in the Hills Elementary	519 Willow Street - Lake in the Hills, IL 60156	658-2530	658-2563
10	Lakewood	1651 Ravine Lane - Carpentersville, IL 60110-2130	428-1191	426-1126
32	Liberty Elementary	6500 Miller Road - Carpentersville, IL 60110	851-8300	851-8309
30	Lincoln Prairie Elementary	500 Harvest Gate Road - Lake in the Hills, IL 60156	960-7735	960-7743
15	Meadowdale Elementary	14 Ash Street - Carpentersville, IL 60110-1694	426-1475	426-1244
26	Neubert Elementary School	1100 Huntington Drive - Algonquin, IL 60102-1999	658-2540	658-9809
16	Oak Ridge School	300 Cleveland Ave - Carpentersville, IL 60110	426-4052	426-4474
17	Parkview Elementary	122 Carpenter Blvd. - Carpentersville, IL 60110-1918	426-1260	426-2962
18	Perry Elementary	251 Amarillo Drive - Carpentersville, IL 60110-1199	426-1440	426-5903
24	Sleepy Hollow Elementary	898 Glen Oak Drive - Sleepy Hollow, IL 60118-2698	426-1460	426-1290
23	Transportation Dept.	2603 Bunker Hill Drive, Algonquin, IL 60102	458-0884	426-6255
28	Westfield Community School	2100 Sleepy Hollow Road - Algonquin, IL 60102-2698	458-2193 / ES	458-1909
			458-1900 / MS	
35	Gary D. Wright Elementary	1500 Ketchum Road - Hampshire, IL 60140	683-5700	683-5715

**SCHOOL PROPERTY PERIMETERS FOR
SPRAYING FOR BROADLEAF WEEDS**

Southeast

Oak Ridge School Carpentersville Middle School DeLacey Family Education Center	300 Cleveland Ave., Carpentersville 100 Cleveland Ave., Carpentersville 50 Cleveland Ave., Carpentersville	and and	13.4 acres	Wilmette Ave / Van Buren St. on E. Tree line / Jockey Club Field on S. Third St. / Parkview School on W.
Parkview	122 Carpenter Blvd., Carpentersville		2 acres	Cleveland Ave. on N Gravel road on E South house line Carpenter Blvd. on W
Golfview	124 Golfview Ln., Carpentersville		2.98 acres	House line / Golfview Ln. on W House line on N House line / park on E Large sidewalk on S
Lakewood	1651 Ravine Ln., Carpentersville		7.2 acres	Tree line on W Tree line on S Tree line Ravine Lane on E

Southwest

Dundee Highlands	407 S. Fifth St., West Dundee	1.1 acres	House line on N House line on E Edwards on S Fifth St. on W
Dundee Middle School	4200 W. Main St., West Dundee	9.7 acres	Rt. 72 on S Tree line on W Tree line / wetlands on N Corn field on E Retention pond by Track Pushed up tree line SW side NW retention by the industrial area
Liberty	6500 Miller Rd., Carpentersville	9.3 acres	Park on E House line / field on N House line on W Miller Rd. on S
Sleepy Hollow	898 Glen Oak Dr., Sleepy Hollow	5.1 acres	Glen Oak Dr. / Walnut Dr. on N House / tree line on E House line on S House line on W
Westfield Community School	2100 Sleepy Hollow Rd., Algonquin	21.75 acres	Sleepy Hollow Rd. on E House line on S – expanded up to the resident property for retention Tree line on W – expansion pushed back tree line Bike path / house line on N Expanded 50% more turf on N side by resident

Northeast

Algonquin Lakes	1401 Compton Dr., Algonquin		1 acre	House line on W Park on S Park / field on E Compton Dr. on N
Algonquin Middle School Eastview	520 Longwood Dr., Algonquin 540 Longwood Dr., Algonquin	and	15.2 acres	Longwood Dr. on E. House line on N House line on W House line on S Pond- added expanded tree line to west and north
Meadowdale	14 Ash St., Carpentersville		4.6 acres	Rt. 25 on W House line on N House line on E Baseball field fence on S Added Baseball Field (Tri-City no longer maintains) S/E of drive – 2 more baseball fields.
Dundee Crown H.S. Campus and Perry Elementary	1 Charger Country Dr., Carpentersville 251 Amarillo Dr., Carpentersville	and	24.6 acres	House, tree line / Amarillo Dr. on N. Athletic fields, varsity baseball, varsity softball, Football Stadium Ensenada Dr. / house line on E. Kings Rd. / house line on S. Apartment complex / tree line on W.

Northwest

Jacobs H.S. Campus including Administration Bldg. Buildings & Grounds / PDC / Transportation Garage	2601 Bunker Hill Dr., Algonquin	and	39.04 acres	Wrought iron fence along Golden Eagle Dr. on E. football field, varsity baseball, varsity softball Harnish Rd. on S. House line on W. Field / wetlands on N.
	2550 Harnish Dr., Algonquin 2605 Bunker Hill Dr., Algonquin 2603 Bunker Hill Dr., Algonquin	and		
Lake in the Hills Elementary	519 Willow St., Lake in the Hills		2.1 acres	Willow St on S House line on W Tree line on N Tree line on E
Lincoln Prairie	500 W. Harvest Gate, Lake in the Hills		4.5 acres	House line on N Village hall property on E Harvest Gate Rd. on S & W
Neubert	1100 Huntington Dr., Algonquin		2.1 acres	House line on N Park on W Tree line on S, including parkway to bridge Harnish / Huntington Drs. on E

Hampshire

Hampshire HS Campus and Gary Wright	1600 Big Timber Rd., Hampshire	and	39.6 acres	Ketchum rd on E Big timber rd on N Tree line on S Access RD on W
	1500 N. Ketchum Rd., Hampshire			
Hampshire Middle	560 S. State St., Hampshire		16.1 acres	State St. on E House line on S House line on W House line on N Football Field – no longer maintained by Football organization
Hampshire Elementary	321 Terwilliger Ave., Hampshire		4.97 acres	Terwilliger Ave. on N Klick St. on E Tree line / creek on S & W
Gilberts	729 Paperbark Lane, Gilberts		10.9 acres	Galligan rd on W Field on E Tree line on N Field on S



COMMUNITY UNIT SCHOOL DISTRICT 300
 PURCHASING DEPARTMENT
 2605 Bunker Hill Drive
 Algonquin, IL 60102
 847-551-8300
 Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	APPLICATION DATE 6-16-20
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	REVISION DATE

DATE: 6-16-20

COMPANY TRINITY LANDSCAPE INC	HOW LONG IN PRESENT BUSINESS? 35 YEARS
----------------------------------	---

ADDRESS 1050 TAMANAC DR	CITY CAMPDENVILLE	STATE IL	ZIP 60110
----------------------------	----------------------	-------------	--------------

CONTACT PERSON/REPRESENTATIVE ANTHONY CINA	FAX NUMBER 847-426-0001	PHONE AND EXTENSION 847-426-0000
---	----------------------------	-------------------------------------

TYPE OF ORGANIZATION (Check Applicable) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input checked="" type="checkbox"/> CORPORATION	IF INCORPORATED INDICATE IN WHICH STATE ILLINOIS
---	---

YEARS ESTABLISHED: 35	DO YOU ACCEPT PURCHASE ORDERS? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	DO YOU ACCEPT CREDIT CARDS? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

CATEGORY (Check below the category which applies to the applicant) <input type="checkbox"/> (A) MANUFACTURER OR PRODUCER <input type="checkbox"/> (C) RETAILER <input type="checkbox"/> (E) DISTRIBUTOR <input type="checkbox"/> (B) WHOLESALER <input type="checkbox"/> (D) MANUFACTURER'S AGENT <input checked="" type="checkbox"/> (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT ANTHONY CINA	(B) VICE PRESIDENT JOE CINA
----------------------------	-----------------------------

(C) SECRETARY KASHIE CINA	(D) TREASURER KASHIE CINA
---------------------------	---------------------------

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

TAXPAYER'S I.D. NO. FEIN 36-377820 or S.S. No. _____	INSURANCE INFORMATION (Check Applicable) LIABILITY INSURANCE: \$2,000,000 <input type="checkbox"/> \$2,500,000 <input type="checkbox"/> \$5,000,000 <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> Workers' Compensation: State Minimum <input type="checkbox"/> Greater than Minimum <input checked="" type="checkbox"/> Required that CUSD be named as an Additional Insured <input type="checkbox"/> INSURANCE CO. _____
---	--

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding) Perf. Bond 4 / 2020 <input checked="" type="checkbox"/> Payment Bond (Labor and Materials) 4 / 2020 <input checked="" type="checkbox"/> Builder's Risk _____ / _____ <input type="checkbox"/> Mo. Year Mo. Year Mo. Year

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:	
NAME ANTHONY CINA	OFFICIAL CAPACITY

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse

MINORITY/WOMEN BUSINESS ENTERPRISE (Check One) See Definitions Below <input type="checkbox"/> MBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> WBE <input type="checkbox"/> PBE	FOR USE BY CONTRACT COMPLIANCE ONLY: BY: _____ DATE _____ <input type="checkbox"/> C <input type="checkbox"/> NC
--	--

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below
 NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

AFRICAN AMERICAN OR BLACK HISPANIC AMERICAN NATIVE AMERICAN ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 percent of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

- AFRICAN AMERICAN OR BLACK** (persons with origins in any of the Black racial groups of Africa);
- HISPANIC AMERICAN** (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race);
- NATIVE AMERICAN** (American Indian)
- ASIAN-PACIFIC AMERICAN** (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

NO

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1. <u>BESSO</u>	<u>711 AUBURN RD ELGIN 60120</u>	<u>TRINITH</u>	<u>224-268-3035</u>
2. <u>SITE ONE</u>	<u>900 BELL HAMPSHIRE 60140</u>	<u>TRINITH</u>	<u>847-426-0072</u>
3. <u>WILSON NURSERIES</u>	<u>RT 72 HAMPSHIRE 60140</u>	<u>TRINITH</u>	<u>847-426-9700</u>
4. _____	_____	_____	_____

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER
<u>BMO HAMB'S</u>	<u>RT 31 WEST DUNDEE</u>	<u>KUNAIL</u>	<u>847-426-1100</u>

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
<u>ANTHONY QUINN</u>
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	36	DATE	W9	COMM LIST
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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. ANTHONY C. AM	
2 Business name/disregarded entity name, if different from above TRINITY LANDSCAPE INC	
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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>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.</small> <input type="checkbox"/> 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 1050 TAMANAC DR	Requester's name and address (optional) COMMUNITY UNIT SCHOOL DISTRICT 300 2550 HARNISH DRIVE ALGONQUIN, IL 60102
6 City, state, and ZIP code CARPENTERSVILLE ILL 60110	
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									
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
or									
Employer identification number									
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;">36</td> <td style="width: 25%;">-37</td> <td style="width: 25%;">57</td> <td style="width: 25%;">820</td> </tr> </table>	36	-37	57	820					
36	-37	57	820						

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ 6-25-20
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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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/17/2020

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 Epic One Insurance Group LLC P.O. Box 5263 ELGIN, IL 60121 License #: 8677362	CONTACT NAME: Liz Lopez	FAX (A/C, No): (847)613-4091	
	PHONE (A/C, No, Ext): (847)305-4837	E-MAIL ADDRESS: lizlopez@epiconeins.com	
INSURED TRINITY LANDSCAPE INC PO BOX 24 WEST DUNDEE, IL 60118-0024	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Pekin Insurance		
	INSURER B: Farmers Auto		24228
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: 00000709-87636 REVISION NUMBER: 44

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 <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CL0217159-0	11/01/2019	11/01/2020	EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			00P715249	11/01/2019	11/01/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			00CU32277	11/01/2019	11/01/2020	EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	005580075	11/01/2019	11/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Equip Leased/Rented			CL0217159-0	11/01/2019	11/01/2020		10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Community Unit School District 300 listed as additional insured.

CERTIFICATE HOLDER

CANCELLATION

Community Unit School District 300 2605 Bunker Hill Dr ALGONQUIN, IL 60102	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  (L_L)

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**Community Unit School District # 300
Purchasing Department
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 – PHONE**

June 9, 2020

Dear Vendor,

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit a sealed bid for

**District Wide Weed Control, Lawn Fertilization Services,
and Bee Control**

The enclosed bid form(s) **must** be used in submitting bid. Bid must be addressed as follows:

**Community Unit School District No. 300
Purchasing Department – Weed Control
2605 Bunker Hill Drive
Algonquin, IL 60102**

Sealed bids will be received until **11:00AM CT, Friday, June 26, 2020** at which time they will be publicly opened and read.

The required Contractor's Certification forms must be completed and returned with the bid.

It is the intention of the Board of Education to award the bid at the **Tuesday, July 14, 2020 regular meeting.** The Board of Education may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all bids if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the bids, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the bid, which is in the best interest of the District. Conditional bids will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a bid without any specification of reason for the rejection. Any request for information shall be made to Diane C. White, Director of Purchasing, but the response may not be used as a condition to any bid being submitted.



Sincerely,
Diane C. White
Director of Purchasing / CUSD 300

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting sealed bids for:

**District Wide Weed Control, Lawn Fertilization Services,
and Bee Control**

Sealed bids will be accepted until **11:00 AM CT, Friday, June 26, 2020**, at which time they will be publically read.

All bids will be received at:
Community Unit School District 300
Purchasing Office
2605 Bunker Hill Drive
Algonquin, IL 60102

A public bid opening will be held at the Buildings and Grounds building located at 2605 Bunker Hill Drive, Algonquin, IL 60102. The opening will be held outside, observing social distancing guidelines. Potential suppliers may also choose to attend the bid opening virtually. Meeting information will be supplied to potential suppliers via meeting invitation.

A non-mandatory virtual pre-bid meeting is scheduled for **11:00AM CT, Thursday, June 18, 2020**. At that time, prospective bidders are invited to review bid documents via virtual meeting. Please contact the D300 Purchasing Department for access to this meeting.

Any questions regarding this bid must be directed to:

Community Unit School District #300
Diane C. White
2605 Bunker Hill Dr.
Algonquin, IL 60102
847-551-8460
Bids.purchasing@d300.org

Bid specifications will be available on Tuesday, June 9, 2020, after 2:00PM. To obtain bid specifications, please contact The D300 Purchasing Office at 847-551-8460 or via email at bids.purchasing@d300.org

Timeline

Bid - Weed Control, Lawn Fertilization and Bee Control			
Timeline 6/8/2020			
ACTION	DATE	TIME	LOCATION
Project presented to Purchasing	3/24/2020		
Establish Timeline	6/8/2020		
Specifications Review/Deadline	6/8/2020		
Specifications Finalized	6/9/2020		B&G / Purchasing
Specifications Released	6/9/2020	2:00 PM CT	
Legal Ad	6/10/2020		Daily Herald
Pre-Bid Meeting	6/18/2020	11:00:00 AM CMT	Google Meetings
Q&A Deadline	6/25/2020	12 Noon CMT	Written via email
Bid Opening	6/26/2020	11:00 AM CMT	Google Meetings
Evaluation Period	6/26/2020 - 6/30/2020		Purchasing
Info to COO	7/1/2020		Susan Harkin
Workshop	7/14/2020		Administration
BOE MEETING/Approval	7/14/2020		Administration
Contracts Released to Vendors	7/15/2020		Purchasing
Service Agreements Issued	7/16/2020		Purchasing Office
Contract Expiration	6/30/2021		

Instructions to Bidders

1. GENERAL

- a. Bids shall be signed and submitted in an envelope properly marked with the title of the bid, and date and time of opening. Unsigned bids will be rejected.
- b. Seal and deliver bid to the purchasing office on or before the time scheduled for the opening. Late bids will not be opened nor considered.
- c. All bids MUST be completed in the EXCEL spreadsheet provided in the Bid Response Form and. All bids must be submitted in hard copy along with an electronic version on a flash drive only.
- d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.
- e. Prices quoted shall include all charges for packing, transportation and delivery to the locations designated on the bid specification and installation if called for in the bid specifications.
- f. Correspondence shall be addressed to the Director of Purchasing.
- g. Bids are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.
- h. Oral, telephonic, telegraphic, facsimile or electronically transmitted bids will not be accepted.
- i. The district will be using the CPI-U (Consumer Price Index - Urban) to determine the rate of increase/decrease over the contract period if warranted. Vendor price increase/decrease notifications MUST be submitted in writing to the D300 Purchasing Office within 30 days of the December 2020 published CPI-U. Price increases/decreases will become effective July 31, 2021.

2. ERRORS AND OMISSIONS

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for bid opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. FIRM BID

All bids will be considered to be firm for a period of sixty (60) days from the date established for the opening of bids.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, or telegram, or fax received by the district or in person prior to the time and date established for the opening of bids.

5. INVESTIGATION OF BIDDERS

- a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.
- b. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items bid shall be new unless otherwise specified in the requirements.

6. VENDOR APPLICATION AND W-9 FORM

The District requires that a current Vendor Application and W-9 form be included with your sealed bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The bidder shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract (whether or not federal funds are involved) the bidder agrees as follows:

- a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

11. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidders state the delivery time by each respective item. All prices must be quoted FOB. Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. EVALUATIONS

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to a different bidder or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in its own bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. PERFORMANCE: LABOR AND MATERIAL PAYMENT BONDS IS REQUIRED OF THIS PROJECT

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. Each bond shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties. The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. BID SECURITY IS NOT REQUIRED OF THIS PROJECT

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

16. SERVICE POINTS

Building Name	Address
Administration Center (847)551-8300	2550 Harnish Dr Algonquin, IL 60102
Algonquin Lakes Elementary (847)532-7500	1401 Compton Drive Algonquin, IL 60102
Algonquin Middle School (847)532-7100	520 Longwood Drive Algonquin, IL 60102
Carpentersville Middle School (224)484-2100	100 Cleveland Avenue Carpentersville, IL 60110
deLacey Family Education Center (224)484-2300	50 Cleveland Avenue Carpentersville, IL 60110
Dundee-Crown High School (224)484-5000	1500 Kings Road Carpentersville, IL 60110
Dundee Highlands Elementary (224)484-4700	407 South Fifth Street West Dundee, IL 60118
Dundee Middle School (224)484-4500	4200 W. Main Street West Dundee, IL 60118
Eastview Elementary (847)532-7400	540 Longwood Drive Algonquin, IL 60102
Gilberts Elementary (224)484-5900	729 Paperbark Lane Gilberts, IL 60136
Golfview Elementary (224)484-2800	124 Golfview Lane Carpentersville, IL 60110
Hampshire Elementary (847)792-3400	321 Terwilliger Avenue Hampshire, IL 60140
Hampshire Middle School (847)792-3200	560 South State Street Hampshire, IL 60140
Hampshire High School (847)792-3500	1600 E. Big Timber Road Hampshire, IL 60140
Jacobs High School (847)532-6100	2601 Bunker Hill Drive Algonquin, IL 60102
Lake in the Hills Elementary (847)532-6900	519 Willow Street Lake in the Hills, IL 60156
Lakewood School (224)484-2600	1651 Ravine Lane Carpentersville, IL 60110
Liberty Elementary (224)484-4800	6500 Miller Road Carpentersville, IL 60110
Lincoln Prairie Elementary (847)532-6600	500 W. Harvest Gate Lake in the Hills, IL 60156
Meadowdale Elementary (224)484-2900	14 Ash Street Carpentersville, IL 60110
Neubert Elementary School (847)532-6800	1100 Huntington Drive Algonquin, IL 60102
Oak Ridge School (224)484-5800	300 Cleveland Avenue Carpentersville, IL 60110
Parkview Elementary (224)484-2500	122 Carpenter Blvd. Carpentersville, IL 60110
Perry Elementary (224)484-5600	251 Amarillo Drive Carpentersville, IL 60110
Sleepy Hollow Elementary (224)484-4900	898 Glen Oak Drive Sleepy Hollow, IL 60118
Westfield Community School (847)532-7600	2100 Sleepy Hollow Road Algonquin, IL 60102
Gary D. Wright Elementary (847)683-5700	1500 Ketchum Road Hampshire, IL 60140
Bldgs. & Grounds & Prof. Develop. Center - Bunker Hill (847)532-6700	2605 Bunker Hill Drive Algonquin, IL 60102
Transportation Department (847)532-6050	2603 Bunker Hill Drive Algonquin, IL 60102

17. PROJECT MANAGER

Jon Mickle
 Comm. Unit School District 300/ Facilities Manager
 2605 Bunker Hill Drive
 Algonquin, Il 60102
 Ph: 847-532-6700
Jonathan.mickle@d300.org

18. WARRANTY

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 1 years. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

19. INSURANCE (REQUIRED)

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	\$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including

the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

20. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

21. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

- A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.
- B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

22. DAMAGE TO PROPERTY

In the event the bidder damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation,

the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

23. LATE BIDS

Bids received after the time specified in the Invitation to Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the Board of Education. The use of Board of Education equipment for transmission of bids is prohibited.

24. RECYCLED PRODUCTS

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

25. PAYMENT

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?

Does your company accept credit cards?

Does your company allow discounts for early payments?

Discounts examples –

2% 10 days net 30

1% 20 days net 30

26. MANUALS

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

27. CONTRACT DURATION

Contract term starting **July 15, 2020 - July 14, 2021**. This is a one (1) year contract with the possibility of two (2) one-year extensions.

28. PERSONNEL

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

29. SEXUAL HARASSMENT

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the vendor’s internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

30. QUALIFICATIONS

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

31. FINANCIAL STABILITY.

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

- a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.
- b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

32. COMPLIANCE WITH LAWS.

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

33. GOVERNING LAW

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

34. BID

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

35. BIDDER'S AGREEMENT

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

36. CANCELLATION – The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

37. ADDITIONAL INFORMATION

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org

REFERENCES

**LIST BELOW THE LAST THREE (3) BUSINESSES OR OTHER ORGANIZATIONS
FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES.**

1. ORGANIZATION: _____
ADDRESS: _____
CITY, STATE, and ZIP CODE:

TELEPHONE NUMBER:

CONTACT PERSON:

DATE OF SERVICES:

DOLLAR AMOUNT OF THE JOB:

2. ORGANIZATION: _____
ADDRESS: _____
CITY, STATE, and ZIP CODE:

TELEPHONE NUMBER:

CONTACT PERSON:

DATE OF SERVICES:

DOLLAR AMOUNT OF THE JOB:

REFERENCES (CONT.)

3. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

TELEPHONE NUMBER

CONTACT PERSON:

DATE OF SERVICES:

DOLLAR AMOUNT OF THE JOB:

OFFEROR'S NAME: _____

SIGNATURE: _____

DATE: _____

COMMENTS –

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid Quote.
FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

**CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY**

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

CERTIFICATE REGARDING

EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

_____ agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then _____ agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) Quote was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Vendor/Contractor Conflict of Interest

Any vendor or contractor doing \$5,000 - \$25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act," 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By _____

Title: _____

Dated: _____

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

(Printed or Typed Name of Applicant Employee)

Signature of Applicant or Employee

Dated: _____

SCOPE OF WORK/SERVICE

District Wide Weed Control, Lawn Fertilization Services, and Bee Control

Community Unit School District 300 is seeking service suppliers for broadleaf weed control, pre-emergent control, fertilization of turf and stinging insect control for all building locations located on page two (2) of this scope of work.

QUALIFICATIONS – Vendor must be a certified and Illinois licensed vendor to apply weed control, fertilization chemical **and / or** pesticides for bee and wasp control. Vendor must supply a list of references of like customers on the Reference Forms attached to this bids Boiler Plate.

SCOPE OF SERVICE TO BE PROVIDED –

Fall Application: Dry Fertilizer Only. GRANULAR. Single Application for all district sites listed in this scope of work.

- To Include post emergent herbicide.

Early Spring Application: Pre-Emergent GRANULAR with slow release fertilizer and weed control. Single Application for all district sites listed in this scope of work.

Mid-Summer: Weed Control and Fertilization LIQUID. Single Application for all district sites listed in this scope of work.

MID – SUMMER ALTERNATE: To include herbicide to control post-emergent grasses (crabgrass, goosegrass, quackgrass) and insecticide for grub control.

Weed Control: LIQUID ONLY. Single Application for all district sites listed in this scope of work. (UPON REQUEST)

Products must be in liquid or granular form.

Products to be used:

1. **Weed Control:** TRIPLET, Escalade 2, or equivalent*.
2. **Liquid Fertilizer:** 25-0-5. 30% ammonium sulfate, 3 lbs of product per 1000, .75 lbs per 1000 of Nitrogen. **This product may vary in Nitrogen content when applied in unusually wet months. Formula of the fertilizer used is under the discretion of the Grounds Supervisor, Paul Wiloff.**
3. **Granular Fertilizer:** 30-0-5 (dry) fertilizer or an acceptable **non-phosphorus** dry granular product.
4. **Pre-emergent:** "Barricade", "Dimension" or equivalent*.
5. **Pesticide:** Sevin, Sevin SL, "Cyonara" or equivalent.

*** Vendor MUST PROVIDE chemical specification sheets and/or SDS's on all equivalent chemicals upon bid submission.**

- ALL Liquid Fertilizer and Weed Control and Pesticide SDS's must be on file with the Purchasing Dept. and the Buildings and Grounds Dept. before work can commence.
- Certificate of Insurance must be provided to the Purchasing Dept. before any application can start.
- Scheduling of all applications must be coordinated with Paul Wiloff, Buildings and Grounds Foreman, (847) 417-0748 cell.
- **The District must be notified at least 5 working days in advance before any site(s) can be sprayed.**
- **If for any reason the vendor is unable to apply weed control on their scheduled day, the vendor is to notify the Buildings and Grounds Department within 24 hrs. of scheduled cancelation. Ph: 847-532-6700**
- **It is the vendor's responsibility to fully communicate to all district buildings 24hrs. prior to any application. Contact information is provided on page 2 of this Scope of Work.**
- Site(s) must be marked with signs (flags) 24 hours in advance to notify that area(s) will be sprayed the following day.
- Site (s) must be marked with signs (flags) after weed control application in accordance with product label for re-entry times and other limitations.
- Vendor must be in compliance with all State and Federal regulations regarding material handling, filling and recycling.

Building location and school property perimeter sheets are attached.

Base Bid – is considered to be the lump sum of one each application Weed Control/ Fertilization, Weed Control only, dry granular fertilization and pre-emergent granular. Also note Bid Response Form B asks for a rate per hour for pesticide application for the control of stinging insects. Individual building pricing listed in Bid Response Form B also needs to be submitted with the vendors sealed bid. **It is the intent of District 300 to award this bid to a single vendor.**

Community Unit School District 300
2605 Bunker Hill Dr
Algonquin, IL 60102
847-551-8300

Building Name/Location List

Bldg. #	Building Name	Address	Phone (847)	Fax
29	Algonquin Lakes Elementary	1401 Compton Drive - Algonquin, IL 60102	854-3900	854-3909
4	Algonquin Middle School	520 Longwood Drive - Algonquin, IL 60102-3099	658-2545	658-2547
48	Buildings & Grounds / PDC / Administration Building	2605 Bunker Hill Drive – Algonquin, IL 60102	658-3631	658-4410
2	Carpentersville Middle School	100 Cleveland Avenue - Carpentersville, IL 60110-1960	426-1380	426-1404
13	deLacey Family Educ. Center	50 Cleveland Avenue - Carpentersville, IL 60110	426-1450	426-1453
8	Dundee Highlands Elementary	407 South Fifth Street - West Dundee, IL 60118-2899	426-1480	426-1935
5	Dundee Middle School	4200 W. Main Street - West Dundee, IL 60118-9590	426-1485	426-4008
1	Dundee-Crown High School	1500 Kings Road- Carpentersville, IL 60110-1474	426-1415	426-1245
33	Eastview Elementary	540 Longwood Drive - Algonquin, IL 60102	458-5501	458-5509
35	Gilberts Elementary	729 Paperbark Lane - Gilberts, IL 60136	551-5000	551-5015
11	Golfview Elementary	124 Golfview Lane - Carpentersville, IL 60110-2399	426-1250	426-1339
12	Hampshire Elementary	321 Terwilliger Avenue - Hampshire, IL 60140-9604	683-2171	683-4806
6	Hampshire High School	1600 East Big Timber Road - Hampshire, IL 60140	792-3500	792-3515
3	Hampshire Middle School	560 South State Street - Hampshire, IL 60140-9606	683-2522	683-1030
7	Jacobs High School	2601 Bunker Hill Drive - Algonquin, IL 60102-9734	658-2500	658-3203
14	Lake in the Hills Elementary	519 Willow Street - Lake in the Hills, IL 60156	658-2530	658-2563
10	Lakewood	1651 Ravine Lane - Carpentersville, IL 60110-2130	428-1191	426-1126
32	Liberty Elementary	6500 Miller Road - Carpentersville, IL 60110	851-8300	851-8309
30	Lincoln Prairie Elementary	500 Harvest Gate Road - Lake in the Hills, IL 60156	960-7735	960-7743
15	Meadowdale Elementary	14 Ash Street - Carpentersville, IL 60110-1694	426-1475	426-1244
26	Neubert Elementary School	1100 Huntington Drive - Algonquin, IL 60102-1999	658-2540	658-9809
16	Oak Ridge School	300 Cleveland Ave - Carpentersville, IL 60110	426-4052	426-4474
17	Parkview Elementary	122 Carpenter Blvd. - Carpentersville, IL 60110-1918	426-1260	426-2962
18	Perry Elementary	251 Amarillo Drive - Carpentersville, IL 60110-1199	426-1440	426-5903
24	Sleepy Hollow Elementary	898 Glen Oak Drive - Sleepy Hollow, IL 60118-2698	426-1460	426-1290
23	Transportation Dept.	2603 Bunker Hill Drive, Algonquin, IL 60102	458-0884	426-6255
28	Westfield Community School	2100 Sleepy Hollow Road - Algonquin, IL 60102-2698	458-2193 / ES 458-1900 / MS	458-1909
35	Gary D. Wright Elementary	1500 Ketchum Road - Hampshire, IL 60140	683-5700	683-5715

**SCHOOL PROPERTY PERIMETERS FOR
SPRAYING FOR BROADLEAF WEEDS**

Southeast

Oak Ridge School	300 Cleveland Ave., Carpentersville	and and	13.4 acres	Wilmette Ave / Van Buren St. on E. Tree line / Jockey Club Field on S. Third St. / Parkview School on W. Cleveland Ave. on N.
Carpentersville Middle School	100 Cleveland Ave., Carpentersville			
DeLacey Family Education Center	50 Cleveland Ave., Carpentersville			
Parkview	122 Carpenter Blvd., Carpentersville		2 acres	Cleveland Ave. on N Gravel road on E South house line Carpenter Blvd. on W
Golfview	124 Golfview Ln., Carpentersville		2.98 acres	House line / Golfview Ln. on W House line on N House line / park on E Large sidewalk on S
Lakewood	1651 Ravine Ln., Carpentersville		7.2 acres	Tree line on W Tree line on S Tree line Ravine Lane on E

Southwest

Dundee Highlands	407 S. Fifth St., West Dundee	1.1 acres	House line on N House line on E Edwards on S Fifth St. on W
Dundee Middle School	4200 W. Main St., West Dundee	9.7 acres	Rt. 72 on S Tree line on W Tree line / wetlands on N Corn field on E Retention pond by Track Pushed up tree line SW side NW retention by the industrial area
Liberty	6500 Miller Rd., Carpentersville	9.3 acres	Park on E House line / field on N House line on W Miller Rd. on S
Sleepy Hollow	898 Glen Oak Dr., Sleepy Hollow	5.1 acres	Glen Oak Dr. / Walnut Dr. on N House / tree line on E House line on S House line on W
Westfield Community School	2100 Sleepy Hollow Rd., Algonquin	21.75 acres	Sleepy Hollow Rd. on E House line on S – expanded up to the resident property for retention Tree line on W – expansion pushed back tree line Bike path / house line on N Expanded 50% more turf on N side by resident

Northeast

Algonquin Lakes	1401 Compton Dr., Algonquin		1 acre	House line on W Park on S Park / field on E Compton Dr. on N
Algonquin Middle School Eastview	520 Longwood Dr., Algonquin 540 Longwood Dr., Algonquin	and	15.2 acres	Longwood Dr. on E. House line on N House line on W House line on S Pond- added expanded tree line to west and north
Meadowdale	14 Ash St., Carpentersville		4.6 acres	Rt. 25 on W House line on N House line on E Baseball field fence on S Added Baseball Field (Tri-City no longer maintains) S/E of drive – 2 more baseball fields.
Dundee Crown H.S. Campus and Perry Elementary	1 Charger Country Dr., Carpentersville 251 Amarillo Dr., Carpentersville	and	24.6 acres	House, tree line / Amarillo Dr. on N. Athletic fields, varsity baseball, varsity softball, Football Stadium Ensenada Dr. / house line on E. Kings Rd. / house line on S. Apartment complex / tree line on W.

Northwest

Jacobs H.S. Campus including Administration Bldg. Buildings & Grounds / PDC / Transportation Garage	2601 Bunker Hill Dr., Algonquin 2550 Harnish Dr., Algonquin 2605 Bunker Hill Dr., Algonquin 2603 Bunker Hill Dr., Algonquin	and	39.04 acres	Wrought iron fence along Golden Eagle Dr. on E. football field, varsity baseball, varsity softball Harnish Rd. on S. House line on W. Field / wetlands on N.
Lake in the Hills Elementary	519 Willow St., Lake in the Hills		2.1 acres	Willow St on S House line on W Tree line on N Tree line on E
Lincoln Prairie	500 W. Harvest Gate, Lake in the Hills		4.5 acres	House line on N Village hall property on E Harvest Gate Rd. on S & W
Neubert	1100 Huntington Dr., Algonquin		2.1 acres	House line on N Park on W Tree line on S, including parkway to bridge Harnish / Huntington Drs. on E

Hampshire

Hampshire HS Campus and Gary Wright	1600 Big Timber Rd., Hampshire 1500 N. Ketchum Rd., Hampshire	and	39.6 acres	Ketchum rd on E Big timber rd on N Tree line on S Access RD on W
Hampshire Middle	560 S. State St., Hampshire		16.1 acres	State St. on E House line on S House line on W House line on N Football Field – no longer maintained by Football organization
Hampshire Elementary	321 Terwilliger Ave., Hampshire		4.97 acres	Terwilliger Ave. on N Klick St. on E Tree line / creek on S & W
Gilberts	729 Paperbark Lane, Gilberts		10.9 acres	Galligan rd on W Field on E Tree line on N Field on S

BID RESPONSE FORM – Part A

District Wide Weed Control - Lawn Fertilization Services and Bee Control

Scope of Work	Base Bid Pricing
MID SUMMER- Weed Control and Fertilization LIQUID	\$
ATERNATE: MID SUMMER- Weed Control and Fertilization LIQUID To Include: Herbicide for post -emergent grasses and insecticide for grub control.	\$
FALL - Dry Fertilization (Granular) To Include: Post Emergence Herbicide.	\$
EARLY SPRING- Pre-Emergent (Granular) w/slow release fertilizer. AND weed control.	\$
Weed Control ONLY for all district wide sites - UPON REQUEST	\$
Performance Bond	\$
BASE BID (Grand Total)	\$

RATE PER HOUR for PESTICIDE APPLICATION _____ \$/hr

**Please include the completed Bid Response Form - Part B with your sealed bid.
ADDITIONAL COMMENTS –**

**Vendor has received Addendum #1 Yes _____ No _____
Addendum #2 Yes _____ No _____**

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>

Name of Company/Corporation

60 Days
Length of time bid is firm

Street Address

Proposal submitted by:

City, State, Zip Code

Signature of Authorized Agent

Telephone Number

Please Write or Type Name

Fax Number

E-mail Address

FEIN NUMBER

Illinois License Number

***** Sealed Bids are due by 11:00AM CT, Friday, June 26, 2020 *****

**COMMUNITY UNIT SCHOOL DISTRICT 300
WEED CONTROL AND BEE CONTROL BID – GUIDE TO FILLING OUT THE BID SPREADSHEET**

Requirements: Microsoft Excel v 2010 (minimum)

The bid sheets are provided in a Microsoft Excel format. Much of the worksheet is informational. The following will provide instructions for entering your information as well as how to save and submit the spreadsheet with your bid. The pricing information is keyed by selecting the tab following the Bid Response Tab within the Excel workbook.

Entering Information into the Spreadsheet:

- 1) Once the spreadsheet is open fill in the Vendor Information Section at the top. All fields should be completed.
The contact person indicated on the spreadsheet will be the person we contact in the event we have a problem with the file.
- 2) Fill in the RATE PER HOUR for pesticide applications.
- 3) Columns meant as informational only are highlighted grey.
- 4) Columns meant for your input have been left white, and are the following:
 - a. MID SUMMER Liquid Weed Control and Fertilization
 - b. Mid Summer Alternate
 - c. FALL Granular Fertilization
 - d. SPRING Granular Pre-Emergent AND Weed Control
 - e. Liquid Weed Control ONLY
 - f. Vendor comments
- 5) **If you are NOT bidding on a service, we ask you type in the words NO BID (in capitals) in the specific box for each service the NO BID pertains to.**
- 6) Only write notes in the columns labeled Vendor Comments.
- 7) The spreadsheet has been formatted to print out on 8.5 x 14 paper in a landscape mode, when you are finished print out so the hard copy can be included with your bid submission.

Saving and Submitting the Spreadsheet:

- 1) Save the file with the following naming convention:
xxxxxxxxxxxxxxxxxxxx.xls

“x” signifies the name of your company

“y” signifies the bid name – i.e. music equipment.

2) The file must be saved to a FLASH DRIVE.

- 3) It is required you submit the Flash Drive with a paper copy.

BID RESPONSE FORM - Part B

District Wide Weed Control, Lawn Fertilization Services, and Bee Control

Bids as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:

1. Bidders must insure they have viewed all three(3) tabs in this spreadsheet.
2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.
3. Payment of Prevailing Wages IS NOT REQUIRED for this project.
4. It is the intent to award this project to one single vendor.
5. Prices quoted shall include all charges for handling, transportation and delivery.
6. MSDS's MUST be on hand at the District 300 Purchasing AND Buildings & Grounds offices before chemical applications can begin.
7. Community Unit School District #300 is Tax Exempt.
Tax Exemption Number - E99960079.

CATALOG TOTAL (Columns D, E, F, and G)

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>

Vendor has received Addendum (IF APPLICABLE)

#1 - _____ #2 - _____

NAME OF COMPANY /CORPORATION _____

STREET ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

FEIN NUMBER

ILLINOIS LICENSE NUMBER

BID SUBMITTED BY:

SIGNATURE OF AUTHORIZED AGENT

PLEASE TYPE OR PRINT NAME

DATE

****** Sealed Bids are due by 11:00AM, Friday, June 26, 2020 ******

INSTRUCTIONS: Please fill in columns D, E, F, G, and H Please use column I for vendor comments. ALL bids must be completed in the Excel spreadsheet provided.	Vendor Name:	
	Complete Address:	
	Phone:	
	Fax:	
	E-Mail:	
	Contact Person:	

RATE PER HOUR for PESTICIDE APPLICATION _____ \$/hour
 (Start Date Aug. 1 2020, "On-Call" Basis)

D300 Location	Acreage	Weed Control and Fertilization LIQUID <i>Single Application</i> <i>All district sites</i> (MID SUMMER)	ALTERNATE: Weed Control and Fertilization LIQUID <i>Single Application</i> (MID SUMMER) To include: Herbicide to control post-emergent grasses and insecticide for grub control	DRY Fert. GRANULAR ONLY <i>Single Application</i> (FALL) To include: Post emergence herbicide	Pre-Emergent GRANULAR w/slow release fert. AND Weed Control <i>Single Application</i> (EARLY SPRING)	Weed Control LIQUID ONLY <i>Single Application</i> (UPON REQUEST)	Vendor Comments
Oak Ridge,CMS, DeLacey	13.4						
Dundee-Crown HS and Perry Elem.	24.6						
Jacobs HS, B&G, Transportation Dept. Administration Building	39.04						
Hampshire Middle School	16.1						
Algonquin Middle and Eastview Elem.	15.2						
Dundee Middle School	9.7						
Dundee Highlands Elem.	1.1						
Golfview Elem.	2.98						
Hampshire Elem.	4.97						
Lakewood School	7.2						
Lake in the Hills Elem.	2.1						
Meadowdale Elem.	4.6						
Neubert Elem.	2.1						
Parkview Elem.	2						
Sleepy Hollow Elem.	5.1						
Westfield Community School	21.75						
Algonquin Lakes Elem.	1						
Lincoln Prairie Elem.	4.5						
Liberty Elem.	9.3						
Gilberts Elem.	10.9						
Hampshire HS and Gary Wright Elem.	39.6						
TOTALS <i>(per Application)</i>	237.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

GRAND TOTAL <i>(Catalog Total)</i>	\$0.00
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COMMUNITY UNIT SCHOOL DISTRICT 300
 PURCHASING DEPARTMENT
 2605 Bunker Hill Drive
 Algonquin, IL 60102
 847-551-8300
 Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	APPLICATION DATE
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	REVISION DATE

DATE: _____

COMPANY	HOW LONG IN PRESENT BUSINESS?
----------------	--------------------------------------

ADDRESS	CITY	STATE	ZIP
----------------	-------------	--------------	------------

CONTACT PERSON/REPRESENTATIVE	FAX NUMBER	PHONE AND EXTENSION
	()	()

TYPE OF ORGANIZATION (Check Applicable)	IF INCORPORATED INDICATE IN WHICH STATE
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION	

YEARS ESTABLISHED:	DO YOU ACCEPT PURCHASE ORDERS? YES NO	
	DO YOU ACCEPT CREDIT CARDS? YES NO	

CATEGORY (Check below the category which applies to the applicant)

(A) MANUFACTURER OR PRODUCER
 (C) RETAILER
 (E) DISTRIBUTOR
 (B) WHOLESALER
 (D) MANUFACTURER'S AGENT
 (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT (B) VICE PRESIDENT

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

TAXPAYER'S I.D. NO.	INSURANCE INFORMATION (Check Applicable)
FEIN _____	LIABILITY INSURANCE: \$2,000,000 <input type="checkbox"/> \$2,500,000 <input type="checkbox"/> \$5,000,000 <input type="checkbox"/> OTHER <input type="checkbox"/>
or _____	Workers' Compensation : State Minimum <input type="checkbox"/> Greater than Minimum <input type="checkbox"/>
S.S. No. _____	Required that CUSD be named as an Additional Insured <input checked="" type="checkbox"/> INSURANCE CO. _____

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding)

Perf. Bond _____ / _____
 Payment Bond (Labor and Materials) _____ / _____
 Builder's Risk _____ / _____

Mo. Year Mo. Year Mo. Year

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Floor Space (Square Feet)</th> </tr> <tr> <td style="width: 50%;">Manufacturing</td> <td style="width: 50%;">Warehouse</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Floor Space (Square Feet)		Manufacturing	Warehouse		
Floor Space (Square Feet)								
Manufacturing	Warehouse							

MINORITY/WOMEN BUSINESS ENTERPRISE (Check One) See Definitions Below <input type="checkbox"/> MBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> WBE <input type="checkbox"/> PBE	FOR USE BY CONTRACT COMPLIANCE ONLY: BY: _____ DATE _____ <input type="checkbox"/> C <input type="checkbox"/> NC
MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE. <input type="checkbox"/> AFRICAN AMERICAN OR BLACK <input type="checkbox"/> HISPANIC AMERICAN <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> ASIAN-PACIFIC AMERICAN	
CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____	

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):

HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).

NATIVE AMERICAN (American Indian)

ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER
_____	_____	_____	_____

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC..) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	36	DATE	W9	COMM LIST
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Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
 requester. Do not
 send to the IRS.**

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.
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.
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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. <input type="checkbox"/> 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) _____
(Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.
Requester's name and address (optional)
6 City, state, and ZIP code
7 List account number(s) here (optional)

**COMMUNITY UNIT SCHOOL DISTRICT 300
 2550 HARNISH DRIVE
 ALGONQUIN, IL 60102**

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																				
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or																				
Employer identification number																				
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		-																		

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶
------------------	----------------------------	--------

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.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part 1 of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 24, 2021

TO: Fred Heid, Superintendent
Board of Education

FROM: Eberto Mora
Executive Director of Human
Resources

SUBJECT: **Approval of Renewal of Services for
Open Enrollment Benefit Software**

Presented at the following Board Meetings	
Construction/Facility	
Finance	06/08/2021
Policy/Legislative	
School Utilization	
BOE 1st Reading	06/08/2021
BOE 2nd Reading	06/22/2021

Background

As a district, employee insurance represents 8.3% of our overall budget. Due to the complexities of employee insurance and the limited D300 benefits staff, employees are not always able to receive the appropriate education during open enrollment to make the best choice for themselves.

To address this issue and concern, in 2019 the district engaged in a contract for employee insurance software and services.

In general, there is no cost to the district for these services. However, the provider will provide an overview of additional insurance options that employees can purchase at their own expense.

Recommendation

Administration is recommending to renew the contract for Open Enrollment Benefits American Fidelity for the 2020-2021FY.



Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 • FAX: 847-551-8463

June 1, 2021

Ms. Whitney Dyson
American Fidelity
Illinois Branch
333 Salem Place Suite 130
Fairview Heights, IL 62208

RFP – Open Enrollment-Online Benefits Services

Dear Ms. Dyson:

On August 24, 2020, The Board of Education originally approved a contract with American Fidelity for Open Enrollment-Online Benefits Services. The contract included the possibility of two (2) one (1) year extensions. District 300 would like to extend our current contract based your July 9, 2020 response submittal. The contract extension dates would be August 1, 2021 to July 31, 2023.

If your firm agrees to provide services at no cost to the District, the Administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, June 8, 2021 and award by the Board of Education on Tuesday, June 22, 2021.

If you have any questions about this offer letter, please contact me directly at 847-551-8460.

Sincerely,

Diane C White, Director of Purchasing

Acceptance to hold submitted proposal and terms:

Service Provider

Date Signed



Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 • FAX: 847-551-8463

August 31, 2020

Ms. Kaitlin Economon
American Fidelity Assurance
Company
Illinois Branch
9000 Cameron Parkway
Oklahoma City, OK 73114

RFP – Open Enrollment Services

Dear Ms. Economon,

Congratulations! District 300 has awarded American Fidelity Assurance Company the contract to provide Open Enrollment Services for year one beginning, Tuesday, September 1, 2020 through August 301, 2021, with the possibility of two, one year extensions. The Board of Education approved this award at their regular meeting on Tuesday, August 25, 2020.

This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.

Please sign your award letter by Friday, September 4, 2020. Please submit your Certificate of Insurance naming District 300 as additional insured by Friday, September 11, 2020 to: bids.purchasing@d300.org

This Agreement is entered into as of Wednesday, September 1, 2020.

Diane C. White

8375D23E716940C9E2DBCB5C76FBD7 contractworks
ADMINISTRATOR (Signature)

Jason Pledger

9209E02E1AB8BE6933E06D251723044B contractworks
CONTRACTOR (Signature)

Diane C White, Director of Purchasing

Jason Pledger

VP, Marketing

(Printed name and title)

Please will receive an executed contract through Contract Works.

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White

Diane C White, Director of Purchasing

**Community Unit School District # 300
Purchasing Department
2505 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 - PHONE
847-551- 8463- FAX**

June 22, 2020

Dear Vendor:

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit a sealed **Request for Proposal** for:

RFP – Open Enrollment Services

The enclosed proposal form(s) **must** be used in submitting your proposal. Proposals must be addressed as follows:

**Community Unit School District No. 300
Purchasing Department –
Open Enrollment Services
2605 Bunker Hill Drive
Algonquin, IL 60102**

Electronic proposals will be received until **-3:00PM CT, Thursday, July 9, 2020** at which time they will be opened and read.

The required Contractor's Certification forms must be completed and returned with your proposal.

It is the intention of the Board of Education to award the proposal at the **Tuesday, August 25, 2020 regular meeting**. The Board of Education may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all proposals if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the proposals, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the proposal, which is in the best interest of the District. Conditional proposals will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a proposal without any specification of reason for the rejection. Any request for information shall be made to **Diane C. White, Director of Purchasing**, but the response may not be used as a condition to any proposal being submitted.

Sincerely,

Diane C. White
Director of Purchasing

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District 300 is
accepting
Electronic proposals for –

RFP – Open Enrollment Services

Electronic proposals will be received until
3:00PM CT, Thursday, July 9, 2020 at the D300 Purchasing
Department, at which time they will be publicly opened and read.

**Community Unit School District #300
Purchasing Office
2605 Bunker Hill Drive
Algonquin, IL 60102**

A Non-Mandatory Pre-RFP Meeting is scheduled for
9:30 AM CT, Wednesday, June 24, 2020. At that time,
prospective bidders are invited to review bid documents via virtual meeting.
Please contact the D300 Purchasing Department for access to this meeting.

Any questions regarding this proposal must be directed to:

**Community Unit School District #300
Diane C. White
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460
Bids.purchasing@d300.org**

Proposal specifications will be available on Friday, June 19, 2020 after 3:00PM.
To obtain specifications, please contact the District 300 Purchasing Office
at 847-551-8460 or bids.purchasing@d300.org.

RFP - Open Enrollment Services			
ACTION	DATE	TIME	LOCATION
Timeline Established	6/15/2020		Purchasing Office
Specifications Finalized	6/17/2020		
Legal Ad Published	6/18/2020	3:00 PM	Daily Herald
Specifications Released to Vendors	6/18/2020		
Pre-RFP Meeting	6/24/2020	9:30 AM	Electronic - Google Meet
Q&A Deadline – via email	7/2/2020	4:30 PM	bids.purchasing@d300.org
RFP Opening - Electronic Submittal	7/9/2020	3:00 PM	bids.purchasing@d300.org
Evaluation Period	7/9/2020 - 7/23/2020		Eberto Mora, Executive Director of Human Resources
CFO Packet	7/31/2020		Susan Harkin, COO
Board Finance Committee	8/10/2020		Administration Building
BOE Workshop	8/11/2020		Administration Building
BOE Approval	8/25/2020		Administration Building

Instructions to Bidders

1. GENERAL

- a. Proposals shall be signed and submitted in an envelope properly marked with the title of the proposal, and date and time of opening. Unsigned proposals will be rejected.
- b. Seal and deliver proposal to the purchasing office on or before the time scheduled for the opening. Late proposals will not be opened nor considered.
- c. All proposals shall be made on this form.
- d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Proposals should not include sales or excise tax.
- e. Prices quoted shall include all charges for packing, transportation and delivery to the locations designated on the proposal specification and installation, if called for, in the proposal specifications.
- f. Correspondence shall be addressed to the Purchasing Director.
- g. Proposals are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.
- h. Oral, telephonic, telegraphic, facsimile or electronically transmitted proposals will not be accepted.

2. ERRORS AND OMISSIONS

All proposals shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should a bidder find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for proposal opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. FIRM PROPOSAL

All proposals will be considered to be firm for a period of sixty (60) days from the date established for the opening of proposals.

4. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by letter, or telegram, or fax received by the district or in person prior to the time and date established for the opening of proposals.

5. INVESTIGATION OF BIDDERS

- a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill proposal requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the proposal.
- b. The Board of Education reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which is considered to be in the best interest of the District. Any such decision shall be considered final. All items proposed shall be new unless otherwise specified in the requirements.

6. VENDOR APPLICATION AND W-9 FORM

The District requires that a current Vendor Application and W-9 form be included with your sealed proposal. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The bidder shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these proposal forms shall be construed as acceptance of all provisions contained herein.

9. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this proposal.

10. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract (whether or not federal funds are involved) the bidder agrees as follows:

- a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

11. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidders state the delivery time by each respective item. All prices must be quoted FOB. Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. EVALUATIONS

The District reserves the right to reject any and all proposals, to waive any technicalities in the bidding and to award each item to a different bidder or all items to a single bidder unless otherwise noted on proposal request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of proposals. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a proposal for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the proposal, and include in its own proposal all sums sufficient to provide all work required by the contract documents. After opening of proposals, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a proposal, each bidder shall be held to represent that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. PERFORMANCE: LABOR AND MATERIAL PAYMENT BONDS (IS NOT REQUIRED OF THIS PROJECT)

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. Each bond shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. BID SECURITY (IS NOT REQUIRED OF THIS PROJECT)

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the proposal shall accompany each proposal as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a proposal for a period of 60 days after the date of opening thereof.

The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of proposals and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

16. SERVICE POINTS

Building Name	Address
Administration Center	2550 Harnish Drive Algonquin, IL 60102
Algonquin Lakes Elementary	1401 Compton Drive Algonquin, IL 60102
deLacey Family Educ. Center	50 Cleveland Avenue Carpentersville, IL 60110
Dundee Highlands Elementary	407 South Fifth Street West Dundee, IL 60118-2899
Eastview Elementary	540 Longwood Drive Algonquin, IL 60102
Gilberts Elementary	729 Paperbark Lane Gilberts, IL 60136
Golfview Elementary	124 Golfview Lane Carpentersville, IL 60110-2399
Hampshire Elementary	321 Terwilliger Avenue Hampshire, IL 60140-9604
Lake in the Hills Elementary	519 Willow Street Lake in the Hills, IL 60156-
Lakewood	1651 Ravine Lane Carpentersville, IL 60110-2130
Liberty Elementary	6500 Miller Road Carpentersville, IL 60110
Lincoln Prairie Elementary	500 Harvest Gate Road Lake in the Hills, IL 60156
Meadowdale Elementary	14 Ash Street Carpentersville, IL 60110-1694
Neubert Elementary School	1100 Huntington Drive Algonquin, IL 60102-1999
Parkview Elementary	122 Carpenter Blvd. Carpentersville, IL 60110-1918
Perry Elementary	251 Amarillo Drive Carpentersville, IL 60110-1199
Sleepy Hollow Elementary	898 Glen Oak Drive Sleepy Hollow, IL 60118-2698
Westfield Community School	2100 Sleepy Hollow Road Algonquin, IL 60102-2698
Wright Elementary	1500 Ketchum Road Hampshire, IL 60140
Algonquin Middle School	520 Longwood Drive Algonquin, IL 60102-3099
Carpentersville Middle School	100 Cleveland Avenue Carpentersville, IL 60110-1960
Dundee Middle School	37W450 Route 72 West Dundee, IL 60118-9590
Hampshire Middle	560 South State Street Hampshire, IL 60140-9606
Dundee-Crown High School	1 Charger Country Drive Carpentersville, IL 60110-1474
Hampshire High School	1600 East Big Timber Road Hampshire, IL 60140
Jacobs High School	2601 Bunker Hill Drive Algonquin, IL 60102-9734

Oak Ridge School	300 Cleveland Ave Carpentersville, IL 60110
Buildings and Grounds	2605 Bunker Hill Drive Algonquin, IL 60102

Project Manager:

Eberto Mora, Executive Director of Human Resources

Office: 847-551-8300

Email: Eberto.mora@d300.org

17. WARRANTY

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 3 years. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

18. INSURANCE (REQUIRED)

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	\$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named**

insured. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the proposal award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

19. TOTAL PRICE FOR ALL ITEMS BID

A total proposal dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the proposal form before signing and submitting the proposal.

20. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

- A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.
- B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

21. DAMAGE TO PROPERTY

In the event the bidder damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

22. LATE PROPOSALS

Proposals received after the time specified in the Request for Proposals will not be opened or considered. The method of transmittal of the proposal is at the bidder's risk of untimely receipt by the Board of Education. The use of Board of Education equipment for transmission of proposals is prohibited.

23. RECYCLED PRODUCTS

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as proposal alternatives. Notations are to be included as to the percentage of recycled products in each item.

24. PAYMENT

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

25. MANUALS

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

26. CONTRACT TERM -

The work is to commence on **August 27, 2020 to prepare for open enrollment starting in October 2020. Term of the contract is for 1 year with the option of two (2) one year extensions with favorable recommendation from the Executive Director of Human Resources.**

27. PERSONNEL

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

28. SEXUAL HARASSMENT

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

29. QUALIFICATIONS

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

30. FINANCIAL STABILITY. The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

- a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the proposal, and the name, address, and business telephone number of each such person.
- b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

31. COMPLIANCE WITH LAWS.

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

32. GOVERNING LAW

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

33. PROPOSAL

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All proposals shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the proposal in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such proposal is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

34. BIDDER'S AGREEMENT

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or

(2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's proposal, the required submittals, and the purchase order, if any, shall comprise the binding contract.

35. CANCELLATION – The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

36. ADDITIONAL INFORMATION

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – diane.white@d300.org

REFERENCES

LIST BELOW THE LAST FOUR (4) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES PERFORMED ON EDUCATIONAL, LIBRAIRIES, OR OTHER MUNICIPALITIES IN THE LAST (5) YEARS..

1. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

TELEPHONE NUMBER:

CONTACT PERSON:

DATE OF SERVICES:

DOLLAR AMOUNT OF THE JOB:

2. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

TELEPHONE NUMBER:

CONTACT PERSON:

DATE OF SERVICES:

DOLLAR AMOUNT OF THE JOB:

REFERENCES (CONT.)

3. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

TELEPHONE NUMBER

CONTACT PERSON:

DATE OF SERVICES:

DOLLAR AMOUNT OF THE JOB:

4. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

TELEPHONE NUMBER

CONTACT PERSON:

DATE OF SERVICES:

DOLLAR AMOUNT OF THE JOB:

OFFEROR'S NAME: _____

SIGNATURE: _____ DATE - _____

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid Quote.
FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

**CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY**

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

CERTIFICATE REGARDING

EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

_____ agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then _____ agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm:

By:

(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) Quote was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid Quote.
FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Vendor/Contractor Conflict of Interest

Any vendor or contractor doing \$5,000 - \$25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act," 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: _____

Its: _____

Dated: _____

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2020

NOTARY PUBLIC

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Algonquin, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

(Printed or Typed Name of Applicant Employee)

Signature of Applicant or Employee

Dated: _____



**COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT**
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	APPLICATION DATE
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	REVISION DATE

DATE: _____

COMPANY	HOW LONG IN PRESENT BUSINESS?
----------------	--------------------------------------

ADDRESS	CITY	STATE	ZIP
----------------	-------------	--------------	------------

CONTACT PERSON/REPRESENTATIVE	FAX NUMBER ()	PHONE AND EXTENSION ()
--------------------------------------	--------------------------	-----------------------------------

TYPE OF ORGANIZATION (Check Applicable) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION	IF INCORPORATED INDICATE IN WHICH STATE
---	--

YEARS ESTABLISHED:	DO YOU ACCEPT PURCHASE ORDERS? YES NO
	DO YOU ACCEPT CREDIT CARDS? YES NO

CATEGORY (Check below the category which applies to the applicant) <input type="checkbox"/> (A) MANUFACTURER OR PRODUCER <input type="checkbox"/> (C) RETAILER <input type="checkbox"/> (E) DISTRIBUTOR <input type="checkbox"/> (B) WHOLESALER <input type="checkbox"/> (D) MANUFACTURER'S AGENT <input type="checkbox"/> (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.
(A) PRESIDENT (B) VICE PRESIDENT
(C) SECRETARY (D) TREASURER
(E) OWNERS, PARTNERS, OR STOCKHOLDERS

TAXPAYER'S I.D. NO. FEIN _____ or S.S. No. _____	INSURANCE INFORMATION (Check Applicable) LIABILITY INSURANCE: \$2,000,000 <input type="checkbox"/> \$2,500,000 <input type="checkbox"/> \$5,000,000 <input type="checkbox"/> OTHER <input type="checkbox"/> Workers' Compensation : State Minimum <input type="checkbox"/> Greater than Minimum <input type="checkbox"/> Required that CUSD be named as an Additional Insured <input checked="" type="checkbox"/> INSURANCE CO. _____
--	---

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding) Perf. Bond _____ / _____ <input type="checkbox"/> Payment Bond (Labor and Materials) _____ / _____ <input type="checkbox"/> Builder's Risk _____ / _____ <input type="checkbox"/> Mo. Year Mo. Year Mo. Year
--

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:	
NAME	OFFICIAL CAPACITY

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet) Manufacturing Warehouse	
--	--	---	--

MINORITY/WOMEN BUSINESS ENTERPRISE (Check One) See Definitions Below <input type="checkbox"/> MBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> WBE <input type="checkbox"/> PBE	FOR USE BY CONTRACT COMPLIANCE ONLY: BY: _____ DATE _____ <input type="checkbox"/> C <input type="checkbox"/> NC
MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE. <input type="checkbox"/> AFRICAN AMERICAN OR BLACK <input type="checkbox"/> HISPANIC AMERICAN <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> ASIAN-PACIFIC AMERICAN	
CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____	

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):

HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).

NATIVE AMERICAN (American Indian)

ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER
_____	_____	_____	_____

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC..) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

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.

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.	
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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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. <input type="checkbox"/> 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional) COMMUNITY UNIT SCHOOL DISTRICT 300 2550 HARNISH DRIVE ALGONQUIN, IL 60102
6 City, state, and ZIP code	
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																									
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Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶

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.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part 1 of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

SCOPE OF WORK

Online Benefits – Open Enrollment

Scope of service below is also in Scope of Service

Response Form A - Vendor Questionnaire

District 300 is seeking services for:

- A vendor to assist in the process of open enrollment for all current and new hired district employees.
- District 300 has an annual Open Enrollment time frame for active employees between October 15 and November 15
- The successful vendor will be expected to:
 - Provide comprehensive education to all current and new employees on fringe benefits offered by the district (health, dental, vision, etc.)
 - Provide accurate and efficient communication to inform all employees of available benefits prior to open enrollment
 - Provide an online platform for employees to complete a selection process that best fits their needs
 - Provide comprehensive education and support to employees on benefit selection process including printed and electronic communication
 - Provide education for new employees during the onboarding process
 - Coordinate the employee selections with the HR Department for proper premium deductions
- **School District Background**
- Community Unit School District 300 is the sixth largest student enrollment in Illinois with over 21,000 students, covering 118 square miles. The District provides pre-Kindergarten through twelfth grade education in an area of 118 square miles in Northwestern Illinois, 40 miles west of Chicago.
- District 300 is comprised of three (3) high schools (grades 9-12), four (4) middle school (grades 6-8), one (1) school (grades K-8), sixteen (16) elementary schools (Grades K-5), one (1) school Pre-K, and one (1) alternative school.
- District 300 employs approximately 2100 Full Time Employees (FTE)
- Firm to Provide copy of standard contract with submitted proposal in Section 6
- Complete the Scope of Work – RFP Response Form – Part A (excel file) and Part B and provide in Section 3 of your submitted proposal.
- Below is the evaluation criteria that will be used to grade submitted proposals.
- Submitted proposals will be evaluated by a committee.
- District 300 current EFP system is Infor/Lawson
- Kronos – hourly employees
- Smartfind for attendance of staff

SCOPE OF SERVICES

- 1) Provide background information about your company.
 - a. History
 - b. What percent of your business is in the education sector?
 - c. Organizational mission, brand, and market differentiators
- 2) Identify the number of IL public schools your company currently provides Section 125 administration services and employee benefit education and enrollment support.
- 3) Please summarize in 250 words or less why your company is the best candidate and the principal reasons your company should be selected over your competitors
- 4) Does your firm offer an Online Enrollment System? If so, please describe this system and how it is used in the enrollment process. Include the following information.
 - i. When was the system implemented?
 - ii. Who has access to the information?
 - iii. How is the information accessed?
 - iv. Describe information and functions available via the system.
- 5) Define the number of plan customers using your Online Enrollment System, including (Illinois) school districts?
- 6) Provide a sample project timeline that outlines the implementation process.
- 7) What security standards do you implement to ensure participant privacy?
- 8) Can the Online Enrollment System be programmed with complex eligibility rules? Is software programming done in-house or by third party?
- 9) Do employees have 24/7 access to login and view benefit choices items?
- 10) Is the system capable of exporting enrollment data to plan providers in acceptable electronic formats?
- 11) Is the system capable of generating employee deduction files for upload to the district's payroll program?
- 12) Is the system used to educate employees on the benefits offered? If so, please describe.
- 13) Are there any fees to the district associated with the Online Benefit System?

- 14) Please provide the details on the Account Management staff, including key personnel whom would have primary responsibility of supporting the District. As well as who will be enrolling the employees.
- 15) Please describe the training provided to your field staff.

- 16) Describe your Section 125 Administration.
 - a. Who is responsible for the employer risk? If the account is negative at the end of the plan year when the account is reconciled (i.e., employee leaves plan with negative unreimbursed medical balance), who is responsible?
 - b. Through which methods can employees submit claims for reimbursement?
- 17) Describe your online service center for employees and the District
- 18) Describe your firm's service model including claims' services.

- 19) Describe the process for completing annual employee election form requirements.
- 20) Describe your process for onboarding new employees.
- 21) What measurements does your company have in place to ensure all employees are educated equally on the Section 125 options available to them?
- 22) How are employee elections provided back to the District?

- 23) Describe post-enrollment services.
- 24) How would your company work with the district to develop a communication campaign?
- 25) Describe the process to educate employees on the employee benefits available at open enrollment. Include a description of your print and digital resources, including benefits website
- 26) How are employees able to access in-person resources to assist with the enrollment process?

Other Services:

- 27) Describe the benefits compliance resources your company can offer to the district and its employees.
- 28) Does your company have other services or technology that could be offered?
- 29) Please describe any additional services or support that would be available to the District.
- 30) What are the hours of operation for the live customer service office?
- 31) Does your customer service staff support other languages? What policies and procedures are in place to accommodate these needs?

RFP – Open Enrollment Services

PROPOSAL EVALUATION CRITERIA

	DEFINITION	POINT VALUE
PRICE	The lowest price that met the minimum requirements outline will be awarded	10
EDUCATION AND TRAINING	Meet the delineated expectations on the RFP	25
CUSTOMER SERVICE	Points are determined by quality of education provided to employees and HR	25
ENROLLMENT PLATFORM	End user experience in successfully completing open enrollment including plan selection changes	25
REFERENCES	Other client successful experiences	10
OTHER ENHANCEMENTS OR ADDITIONAL SERVICES	Other services provided by the vendor that can enhance the district operational systems and employee benefits	5
TOTAL POSSIBLE POINTS		100

Proposal Content and Proposal Format Submittal to include:
One complete electronic copy of proposal

Section 1 - Firm Experience and Capabilities -

- ✓ Provide a list of all School District clients for which you have provided services for in the last five years.
- ✓ Highlight your experience in performing work such as described in the Proposal.
- ✓ Samples of work that demonstrate experience at the School level or higher education.

Section 2 - Project Approach

Provide a brief discussion of the following:

- ✓ The methodology that your firm would use in collaborating with District personnel. Please provide an adequate description and summary of capabilities.
- ✓ Provide staffing resumes who would be proposed to oversee our account, along with resumes of potential employees that would be assigned to District 300.
- ✓ Your approach to project scheduling.
- ✓ Your approach for providing the necessary support to District 300 to insure the successful implementation.
- ✓ Your procedure for training personnel to adhere to the District 300 guidelines of this contract.

Section 3 – Economic Impact – Pricing and Proposal Questionnaire
Include Proposal Response Forms A and B in this section

Section 4 - References-

- ✓ Provide a minimum of four (4) references for professional services performed on educational, libraries, or other municipalities in the last five (5) years.

Section 5 – Required District 300 certificates, Vendor Application, W-9 form.
These forms are included within this Proposal.

Section 6 – Sample Contract

Section 7 – Other information proposed that is not included in the questionnaire

Section 8 – Please provide audited financials or financials for the past five years.
You may provide a link to these documents for the district to review.

RFP RESPONSE FORM – PART B

RFP – Open Enrollment Services

RFP response form Part A and B must be completed and included in your response along with all other required documents and additional documentation.

Include your fee schedule for proposal in Section 3, along with Response form A and B.

Vendor has received: Addendum #1 Yes _____ No _____
Addendum #2 Yes _____ No _____

COMMENTS AND ADDITIONAL INFORMATION

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken are included on Attachments I & II of this bid package if applicable.

_____ Name of Company/Corporation	<u>90 DAYS</u> Length of time bid is firm
_____ Street Address	Bid Submitted by:
_____ City, State, Zip Code	_____ Authorized Signature
_____ Telephone Number	_____ Please Type or Print Name
_____ Fax Number	_____ Illinois License Number
Email address - _____	

*****Electronic Proposals are due by 3:00PM CT, Thursday, July 9, 2020 *****

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

June 25, 2020

Dear Vendor:

ADDENDUM 1

RFP – Open Enrollment Services

QUESTIONS AND ANSWERS:

Question: Is there any consideration to add payroll services to the scope of services?

Answer: District 300 is not exploring the outsourcing of payroll at this time.

Question: How did District 300 handle Open Enrollment Services last year?

Answer: District 300 has used Infor/Lawson self-service in the past. This RFP is for new services.

Question: Was there a trigger event resulting in the decision to put out an RFP?

Answer: Yes, the in house process is cumbersome for employees to select their insurance options; therefore, District 300 seeks to enhance the open enrollment process to make it easier for its employees.

Question: Is this RFP only for open enrollment or for qualified life events and new hires?

Answer: The RFP focuses on the active open enrollment process, and will be utilized for employees to complete life events and new hire enrollment.

Question: Of the 2100 full-time employees, what percentage or number are benefit eligible?

Answer: District 300 has 2400 employees. Approximately 2100 employees are eligible for benefits.

Question: Regarding question 8 in the Scope of Services: *Can the Online Enrollment System be programmed with complex eligibility rules*, please explain complex eligibility rules.

Answer: D300 seeks an enrollment system that will allow participants to select plans based on eligibility rules. Example: HSA participants would only see the option to select Limited Purpose FSA and HSA Contributions but not Health FSA. HMO/PPO participants would only see the option to select Health FSA but not Limited Purpose FSA and HSA Contributions.

Question: Does District 300 have eligibility groups?

Answer: Yes, please expand on this question. Currently 2100 employees are eligible for benefits.

Question: Please explain the eligibility rule problems.

Answer: We do not have a system that can offer options based on benefit plan selection as addressed in the previous question.

Question: Does District 300 offer voluntary benefits?

Answer: Yes, District 300 offers voluntary life insurance

Question: What are the #1 and #2 priorities of this RFP? Would the goal be to provide a better enrollment experience or to provide comprehensive education to assist employees to make better enrollment decisions?

Answer: Both. District 300 seeks to provide a positive open enrollment experience for new and current employees. It is also a high priority to educate all employees on the different benefit options. District 300 offers a comprehensive benefit package and we want to ensure that employees are selecting the best option for themselves.

Question: After the employee enrolls for benefits, how is the data transferred to the carriers?

Answer: Data is transferred through an electronic feed using an interface between Infor/Lawson and the carriers. This is a constant feed sent weekly as employees are hired year-round.

Question: What is the process or format to send this information to carriers?

Answer: Data is transferred through an electronic feed using an interface between Infor/Lawson and the carriers. This is a constant feed sent weekly as employees are hired year-round.

Question: Who are District 300's current benefits carriers?

Answer: District 300 uses Blue Cross Blue Shield of Illinois for health insurance, Delta Dental for dental insurance, VSP for vision insurance and Voya for Group, Supplemental Life insurance and Long Term Disability, Horace Mann/Payflex for FSA, and HSA Savings Account is administered by First American Bank.

Question: Regarding samples of work, is District 300 looking for case studies or something else?

Answer: District 300 is requesting samples of successful implementation and execution of an open enrollment platform deployed with large school districts or employers.

Make changes to the original RFP documents

Change 1 – Under 1. GENERAL

- h. Oral, telephonic, telegraphic, facsimile or electronically transmitted proposals will not be accepted.

To

- h. Oral, telephonic, telegraphic, or facsimile transmitted proposals will not be accepted. Proposals should be transmitted electronically to bids.purchasing@d300.org

Change 2

The CERTIFICATE REGARDING EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS is not a required certificate.

ADDITIONAL INFORMATION

- 1) The evaluation team may request a Demonstration of the respondent's services.

Please acknowledge receipt of this addendum in a letter of acknowledgement and included with your sealed bid.

This Addendum is to be considered part of the original bid documents.

Please confirm receipt of this email by a telephone call, email, or fax.

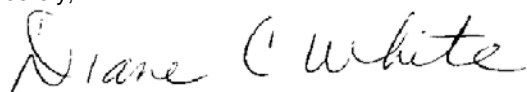
Phone Number – 847-551-8460.

E-mail- bids.purchasing@d300.org

Fax Number – 847-551-8463

If you have any questions, please feel free to contact me at the phone number listed above.

Sincerely,



Diane C. White / Director of Purchasing

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

July 3, 2020

Dear Vendor:

ADDENDUM 2

RFP – Open Enrollment Services

QUESTIONS AND ANSWERS:

Question: What is the District's current turnover percentage?

Answer: **The turnover percentage is 8%.**

Question: How many unique eligibility groups are within the District's benefit eligible population? (i.e. different location, executives, rate structures, coverage level, etc.)

Answer: **There are three different benefit eligible groups (24 pay, 20 pay and 18 pay).**

Question: Can you list the rate structures within the benefit eligibility groups?

Answer: **The rate structures are based on employee groups:
24 pay employees – Admin, LEAD, DEPA, NUG
20 pay employees – Grandfathered LEAD members
18 pay employees – DESA, DESPA10 Full-time SUBS**

Question: Do you have any union employees? If yes, how many separate union contracts? Do the union employees receive benefits through your company?

Answer: **Yes, we have union employees. There are four separate contracts. Please [click here](#) and navigate to the list of Labor Agreements. Yes, union employees do receive benefits through District 300.**

Question: Does the District have any retirees? If so, how many are under 65 and over 65? How do the retirees pay for their benefits? Do you offer split family and survivor benefits?

Answer: **Yes, there are four retirees under 65 and no retirees over 65. Retirees pay District 300 directly. No, we do not offer split family and survivor benefits outside of COBRA.**

Question: Can you confirm your Annual Enrollment is held in October? Is the timeframe for your Annual Enrollment start date flexible?

Answer: **The Annual Open Enrollment takes place during October 15 – November 15. We are not flexible with the start date.**

Question: Please describe your Benefit plan offerings and carriers. Are you currently evaluating any major plan design changes?

Answer: **For plan offerings please visit our website or [click here](#)**

Question: Do you offer Voluntary Benefits to your employees? If so, please list the plan design and carrier.

Answer: Yes, District 300 does offer a Voluntary/Supplemental Life through VOYA, [click here](#).

Question: Does the District require proof when enrolling a dependent? What events do you require this (Life events, New Hire, Open Enrollment)?

Answer: Yes, District 300 does require proof when enrolling a dependent. We require a certified copy of the marriage certificate if enrolling a spouse and a certified copy of the birth certificate if enrolling a dependent child. We require these documents when an employee adds a dependent through a Life Event, as a New Hire, or during Open Enrollment.

Question: How many benefit eligible employees have at least one dependent?

Answer: 1,373 benefit eligible employees have at least one dependent enrolled on District 300's insurance plan(s). District 300 is not able to provide you with the number of benefit eligible employees who have at least one dependent. The dependent may not be enrolled or listed as a dependent in our system because they are not enrolled in one of District 300's insurance plan(s).

Question: Have you determined who will join the District's team to be a resource during the implementation process?

Answer: District 300 will use current staff to assist with the implementation process.

Question: Can you confirm the District's timeline to make a vendor decision is August 25th, 2020? Is that deadline flexible? When is the soonest the District would make a vendor decision?

Answer: District 300 confirms the decision deadline is August 25, 2020. This deadline is not flexible. The vendor recommendation will be brought before the Board of Education at the regularly scheduled meeting on August 25, 2020. Human Resources may make a vendor decision prior to August 25, 2020, but it must go to the Board of Education for approval.

Please acknowledge receipt of this addendum in a letter of acknowledgement and included with your sealed bid.

This Addendum along with attachments is to be considered part of the original bid documents.

Please confirm receipt of this email by a telephone call, email, or fax.

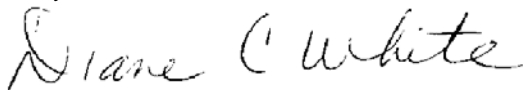
Phone Number – 847-551-8460.

E-mail- bids.purchasing@d300.org

Fax Number – 847-551-8463

If you have any questions, please feel free to contact me at the phone number listed above.

Sincerely,



Diane C. White / Director of Purchasing

PROPOSAL FOR

Community Unit School District #300



Kaitlin Economon

Account Development Coordinator

Illinois Branch Office
333 Salem Place Suite 130
Fairview Heights, IL 62208

Office: 855-822-9168 | Cell: 314-703-8208
kaitlin.economon@americanfidelity.com

americanfidelity.com/illinois

AMERICAN FIDELITY 
a different opinion

PROPOSAL FOR

Community Unit School District #300

I enjoyed meeting your team and discussing how we can work together to enhance your benefits program. As we discussed, our goal is to shift the focus from providing benefit plan information to motivating employees to make decisions about how to best utilize their benefits in a way that is economical to both their plan sponsor and the employees' families.

Many districts are in search of a better way to manage their enrollment without adding costs to their bottom line. Our model helps streamline enrollments and improve efficiencies, while providing individual support and education.



A Single Benefits System

- Central location to store your core and voluntary benefits information.
- Year-round functionality eliminates paper enrollment forms.
- EDI file feeds including new hire and qualifying event changes are sent to carriers directly.
- Available at no additional charge in exchange for offering voluntary benefits.

Customized Communication Strategy

Along with technology, we'll deliver a customized communication strategy for your organization. Through group meetings and individual education sessions, supported by our extensive collection of educational material, we help employees understand their options and enroll in the benefits that make the most sense for them and their families.

[See a Sample Enrollment Site](#)

Solutions for Community Unit School District 300

I am confident that our approach to providing benefits and services will enhance your program.

- Comprehensive, customized benefits solution.
- Complete web-based enrollment, communication, and administration platform, including EDI feeds.
- Employee education and one-on-one benefit reviews prior to enrollment.
- Year-round service from a dedicated salaried account manager.

Thank you for considering American Fidelity Assurance Company. I look forward to speaking to you further about this opportunity.



Kaitlin Economon

Account Development Coordinator

American Fidelity | Illinois Branch Office

P: 800.654.8489, ext. 2432 | americanfidelity.com/illinois

Firm Experience & Capabilities

- School District Clients
- Experience
- Samples of Work

Firm Experience & Capabilities

School District Clients

American Fidelity serves more than 4,400 school districts nationwide, including 240 districts in the state of Illinois. Due to company policy, we are not able to disclose a full list of these clients.

[See How We Are Helping Educators in St. Louis](#)



4,400+

School Districts
Served Today



140+

Education Association
Relationships



60

Years Working in
Education

Experience

American Fidelity has 60 years of experience providing top-notch benefits administration for the education community. We offer benefits strategies to empower employers like you to make benefits decisions that help both your organization and your employees. Our goal is act as an extension of your human resources department by providing employee education, enrollment, year-round administration, and compliance support.

Serving Your Region

Both **Champaign Comm USD #4** and **Evansville Vanderburgh School Corp** are similar in size to yours and have gained efficiencies by utilizing our online platform.

Associaton Partnerships

We proudly partner with more than 140 state and national education associations, and are an endorsed provider for the top business/administative associations for districts, the Association of School Business Officials (ASBO), and the top national association for school employees, the National Education Association (NEA).

Our local association partnerships include IASBO, IASA, IASPA, and LUDA.

“ Since 2006, American Fidelity has provided personalized service through annual employee benefit reviews and FSA and HRA administration. Our partner is always a quick phone call away, and I consider Kaitlin and her team to be part of our ‘unofficial’ HR department.

*Jan Bush, Business Manager
Murphysboro CUSD #186, IL*”

Project Approach

- Methodology
- Staffing Resumes
- Project Scheduling
- Implementation
- Personnel Training

American Fidelity wants to partner with your District to create a holistic benefits strategy that will help increase participation, retain employees, and save money. We also want to help take the burden off your administration by helping you create a comprehensive benefits plan, educating your employees, answering benefits questions, and executing your annual enrollment.

Objectives:

- Provide the District with a full benefits enrollment platform to enroll your employees in all their benefits, including medical, vision, and dental.
- Help you develop and execute a benefits education plan that ensure your employees are prepared for their enrollment.
- Provide local support throughout the plan year through our local account management team.

Employee Education

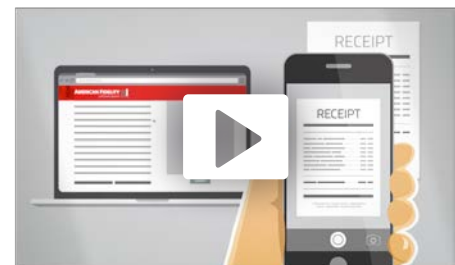
As your partner, we will help you implement valuable, consistent benefits education that allows each of your employees to learn about their benefit options through channels they prefer. We believe that when employees are properly educated, they will better appreciate and understand the benefits you offer, leading to higher satisfaction and retention. Our education strategy includes the following resources that can be customized to meet your needs:



Pre-Enrollment Materials – We can provide email blasts, posters, flyers, postcards, and benefits booklets to ensure your employees understand their benefits and know when it's time to enroll.

Educational Videos – We have an expansive video library that includes enrollment preparation tips, product information, testimonials, and self-service support options.

Visit our video library [here](#).

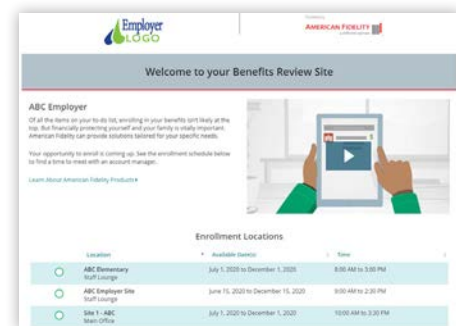


Benefits Websites – We can work with you to create a custom benefits website with up-to-date plan information and an enrollment appointment scheduler.

View a sample at <https://americanfidelity.com/pages/district-300/>

One-on-One Benefit Reviews – Employees can meet individually with one of our experienced account managers to receive customized guided enrollment education; get their questions answered; and help ensure they select the benefit that best meet their needs.

Group Meetings – We educate your employees on their benefit options in a group setting to prepare them for their annual enrollment.

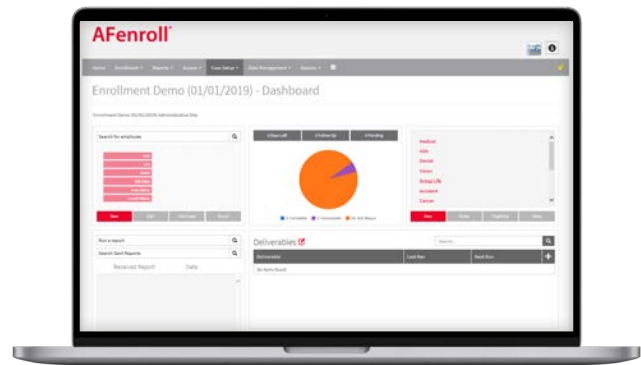


Enrollment Support

You and your employees will have access to AFenroll®, American Fidelity's online enrollment platform that can assist with your entire enrollment.

We'll provide you with a customized online benefits enrollment system with year-round features and maintenance. This includes:

- Full benefits and system enrollment monitoring
- Setup for mutually agreed upon plan functionality
- Data and census analysis, pre-load, and setup
- Testing and carrier review
- Multiple product categories, plan options, and coverage levels
- Administrative tools (reports, enrollment monitoring, etc.)
- Post-enrollment data transfer to employer



Customer Service and Support

We work hard to exceed your expectations by providing excellent customer service and claims processing for your employees, and efficient plan administration tools and support for your Human Resources department. By partnering with American Fidelity, you and your employees will have a direct line of communication with our local account managers as well as our customer service department.

Billing Support – Our employer online portal includes a section dedicated to helping you efficiently manage and reconcile your American Fidelity bill. The system allows your payroll team to reconcile bills entirely online and choose the payment method. This helps to eliminate paper bills and drastically cuts the time it normally takes to reconcile.

Claims Processing – We make it simple for your employees to file a claim in their time of need with multiple options for submitting a claim, and quick and efficient claims processing. All claims are paid in an average of five business days. For a complete video on our claims process, click [here](#).

Customer Support – We understand there will be times when your employees need to speak to someone about their benefits. You will have a local account manager available to answer employee questions directly. In addition, we have a dedicated team of customer service specialists, and participants have 24/7 access to our toll-free automated phone system to check their reimbursement account balances.



Mary Hatfield

Executive Account Manager

mary.hatfield@americanfidelity.com

Mary Hatfield is entering her fifth year with American Fidelity, working exclusively with the education market to provide solutions for employers — including employee benefit education, enrollment and benefits administration, Section 125 compliance education, High Deductible Health Plan implementation, customized supplemental insurance packages, and reimbursement account administration.

Honored by the company nationwide as the 2017 “Rookie of the Year”, Mary works hard to deliver excellent customer service to the districts she works with, as well as each employee. She is the account manager for several of our largest districts in Illinois. She also leads a team of four account managers, ensuring the highest standard of customer service, account development and retention. Mary holds a Bachelor of Science degree from the University of Illinois at Urbana Champaign.



Whitney Dyson

State Manager

whitney.dyson@americanfidelity.com

Whitney Dyson serves as Illinois State Manager for American Fidelity. She has been with American Fidelity for more than nine years and has over 18 years of experience working in leadership. In her current role, Whitney is responsible for professional development, recruiting, staff development, strategic planning, business management, and market development. She manages a team of 13 salaried account managers that support more than 500 K-12 public school districts.

Whitney supports and contributes to many association organizations such as: Illinois ASBO, ASBO International, Illinois Association of School Administrators, as well as the Illinois Large Unit District Association. She is a B-School Graduate, completed Challenger Training, attended leadership training at The University of Texas at Austin- School of Executive Training, studied Communications and Business at Illinois State University, and is currently pursuing her GBA designation.



Audra Bussard

Enrollment Coordinator

audra.bussard@americanfidelity.com

Audra Bussard serves as Enrollment Coordinator for American Fidelity. She works exclusively with school districts in Illinois. As an Enrollment Coordinator, her main goal is to facilitate implementation and onboarding processes — including developing, maintaining, and strengthening customer relationships by providing superb customer service and supporting administrative aspects of assigned accounts. Audra has worked with more than 300 school districts throughout the state in her time at American Fidelity.

Prior to working at American Fidelity, Audra was a Human Resource Manager for a Human Resource company that outsourced HR services to school districts in Illinois. This experience in addition to her time with American Fidelity, has made her well versed in benefits and HR administration in the K-12 world. She received a Bachelor's degree in Biology/Chemistry from Southern Illinois University Edwardsville.



Tammy Hinkle-Davis

Illinois Branch Administrator/Secretary

tammy.hinkle@americanfidelity.com

Tammy Hinkle-Davis has served as the Illinois Branch Administrator/Secretary with American Fidelity for more than eight years. In her role, Tammy supports the efforts of our account managers, management, our outside professional business association groups, and over 200 school districts we service throughout the state of Illinois.

Tammy's responsibilities require her to handle many details, tasks, and projects at once. Therefore, being able to multitask; effectively, efficiently, and accurately deems essential in this position, just as providing exceptional and extraordinary customer service does to every customer and co-worker she encounters.

Tammy earned a Bachelor of Science degree in Business Management from Fontbonne University in St. Louis, MO.

Implementing your benefits program is one of the most important steps in ensuring a smooth and successful enrollment. We work with you to develop a strategy centered around the needs of your organization and your employees.

Here's how we can help:

Planning Meeting

Our highly-trained account managers will meet with your staff prior to your plan year enrollment to develop an implementation plan based on your needs.

Your District will be assigned an Enrollment Analyst (responsible for configuring AFenroll® to reflect the school's specific needs), Enrollment Coordinator (responsible for training staff members and ongoing customer service) and a Data Analyst (responsible for the accurate return of payroll data and carrier data) to provide the necessary support throughout the implementation process.

Implementation

We'll schedule an implementation call to go through a benefit inventory where we learn about your benefits, carriers, and eligibility rules. We'll also:

- Help you develop a communication plan designed for your District.
- Discuss the data that we will need to conduct the enrollment.
- Contact your carriers to work through the details of their return data requirements.

Pre-Enrollment

We'll distribute pre-enrollment materials, host group meetings for your employees, and provide your employees with an online appointment scheduler to help them easily sign up for an enrollment session.

Open Enrollment

Our account managers will provide in-person enrollments with employees to discuss benefit options and help them enroll (if necessary, we can also provide one-on-one enrollments virtually). Employees will sign the annual election form.

Post-Enrollment

We'll conduct a post-enrollment review immediately following the enrollment to get feedback from you staff on the positive and negatives of the process. We'll also train your staff for American Fidelity's online billing and administration system.

CUSD 300

10/15/2020 - 11/15/2020

COMPLETED	TASK DESCRIPTION	ASSIGNED TO	DUE DATE
	Planning Meeting	AF and CUSD 300	8/27/2020
	Send Completed Benefit Blueprint to AF	CUSD 300	9/3/2020
	Send Employee Data to AF (Census/Benefit File)	CUSD 300	9/4/2020
	Send Additional Benefit Info to AF (Copays/Core Plans)	CUSD 300	9/4/2020
	Send Payroll Deduction Codes and Payroll Spec to AF	CUSD 300	9/4/2020
	Implementation Call	AF and CUSD 300	9/8/2020
	Carrier Calls	AF and CUSD 300	9/11/2020
	Principal/Supervisor Meeting	American Fidelity	9/25/2020
	IEA Presentation (if needed)	American Fidelity	9/30/2020
	Approve Enrollment Schedule	AF and CUSD 300	9/30/2020
	Approve Enrollment Communication	AF and CUSD 300	9/30/2020
	Initial Communication Sent to CUSD 300 Staff	CUSD 300	10/1/2020
	Group Benefit Overview Meetings by Building	American Fidelity	10/1 -11/5
	Approve Online Enrollment Platform (AF Enroll)	AF and CUSD 300	10/9/2020
	Time to Enroll Communication Sent to CUSD 300 Staff	CUSD 300	10/12/2020
	Enrollment	American Fidelity	10/15-11/15
	Enrollment Progress Sent to CUSD 300 Admin	American Fidelity	10/31/2020
	Send Completed Life Event Workbook to AF	CUSD 300	10/31/2020
	Last Chance to Enroll Communications Sent to CUSD 300 Staff	CUSD 300	11/9/2020
	Make-Up Enrollment Days	American Fidelity	11/11 -11/15
	Provide Post-Enrollment Reports	American Fidelity	11/27/2020
	Post-Enrollment Meeting	AF and CUSD 300	11/30/2020
	**This is a sample timeline, dates are subject to change		

American Fidelity's account managers offer our customers **a different opinion**. We hire experienced professionals that are salaried employees, not brokers or commissioned sales people. Our account managers are trained to be your strategic partner in helping you achieve your benefits goals.

Selective Hiring

We seek professionals with a pattern of success, demonstrated by career growth and leadership skills. Each candidate has at minimum a one-month interview process which includes several formal interviews and shadowing, and because we value your organization's security and safety, all our account managers undergo an extensive background check.



8 Years

Average tenure for sales colleagues



500+

Total sales colleagues in the U.S.



100+

Hours of training for new sales colleagues

Highly Trained

Our account managers are required to attend training year-round to help ensure they are up-to-date on benefits management trends. New account managers are required to attend over 100 hours of training, both in person and online, and must pass multiple exams within the first six months.

Annually, all our account managers are trained on:

- Industry benefit trends
- Compliance requirements
- Section 125 Plan regulations
- Reimbursement account regulations
- Patient Protection and Affordable Care Act (ACA)
- Data security
- Fraud detection
- HIPAA regulations

Dedicated to You Year-Round

Our account managers are available year-round to support you and your employees and help you make the most of your benefits. For employers, we help create a benefits strategy to accomplish your goals, whether that means moving to a High Deductible Health Plan, reducing costs, or implementing a new benefit. For employees, we offer one-on-one benefit reviews to help ensure they are choosing the right benefits for their individual needs, specifically focusing on benefits that complement your medical plan.

Economic Impact - Pricing and Proposal Questionnaire

- Response Form A
- Response Form B

Response Form A - Scope of Service Questionnaire		Firm Response and Comments
1) Provide background information about your company.		
a.	History	American Fidelity Assurance Company was established in 1960 and has been providing voluntary benefits and employer administrative services for the education community for 60 years. We offer benefits strategies that empower districts like yours to make benefits decisions to help your organization and your employees. Our goal is to act as an extension of your human resources department by providing employee education, enrollment, year-round administration, and compliance support.
b.	What percent of your business is in the education sector?	American Fidelity has a division solely dedicated to education community, meaning you will be served by an account team that is truly embedded within your industry's trends and benefit needs. Overall, the education sector makes up about 80% of our business.
c.	Organizational mission, brand, and market differentiators	American Fidelity's mission is to provide financial security and benefit solutions to meet the specific needs of employers and employees in our select market segments. We accomplish our mission by providing your employees with a personal approach focused on providing each of your employees with the proper education to help them understand the full scope of the benefits being offered and how they can be used to supplement their core benefits.
2)	Identify the number of IL public schools your company currently provides Section 125 administration services and employee benefit education and enrollment support.	We currently serve 240 public school districts in Illinois.
3)	Please summarize in 250 words or less why your company is the best candidate and the principal reasons your company should be selected over your competitors	American Fidelity is committed to providing your District with more than just a benefits package. We want to help you implement valuable, consistent benefit education to ensure your employees understand their benefit options and how each option fits into their overall benefits package. We do this by utilizing salaried account managers who provide a one-on-one guided enrollment experience for each eligible employee to answer questions and provide comprehensive benefits education. Additionally, we provide educational videos a benefits website, emails, and customized print materials to ensure each employee can learn about their benefit options through the channels they prefer. We believe that with a true benefits education strategy, your employees will be more prepared to make benefits decisions, leading to higher overall participation in your benefits plan.
4)	Does your firm offer an Online Enrollment System? If so, please describe this system and how it is used in the enrollment process. Include the following information.	AFenroll® is American Fidelity's complete web-based enrollment, communication, and administration platform that can assist with your entire benefit enrollment process. With ease of administration and one central location for you and your carriers, AFenroll® is your enrollment solution. We'll provide you with a customized online benefits enrollment system with year-round features and maintenance. This includes: <ul style="list-style-type: none"> • Full benefits and system enrollment monitoring • Setup for mutually agreed upon plan functionality • Data and census analysis, pre-load, and setup • Testing and carrier review • Multiple product categories, plan options, and coverage levels • Administrative tools (reports, enrollment monitoring, etc.) • Post-enrollment data transfer to employer
	i. When was the system implemented?	We began using our current enrollment system in 2011.
	ii. Who has access to the information?	Access is granted to administrators and HR team members via a secure login to our system.
	iii. How is the information accessed?	Information is accessed through administrative login into our secure webbased system.
	iv. Describe information and functions available via the system.	Employer Features: <ul style="list-style-type: none"> • Electronic payroll deduction upload • New Hire enrollments • View employee enrollment status • Employee benefit participation reports • Administrative changes, including terminations, leaves of absence, retirements and more • View employee coverage at any time • Electronic, historic record of employee data • View employee beneficiary information at any time • Customize your enrollment with company colors, logo, and photos Employee Features: <ul style="list-style-type: none"> • Accessible from any desktop browser • Customized enrollment based on demographic information and hire date • Enroll in all available benefits • View benefit confirmation statements • View benefit materials, brochures, and summary plan descriptions • Educational benefit videos • Enrollment preparation videos • Benefit calculators and Section 125 worksheets
5)	Define the number of plan customers using your Online Enrollment System, including (Illinois) school districts?	Approximately 7,200 clients currently use AFenroll, including 240 school districts throughout Illinois. We provide full benefit enrollments, including EDI data feeds to carriers, for 187 clients and eight clients in Illinois.
6)	Provide a sample project timeline that outlines the implementation process.	A sample implementation timeline is included in Section 2 of this response.

7)	What security standards do you implement to ensure participant privacy?	As an insurance company, American Fidelity is held to a high standard by Federal Government Regulations and other entities to protect the personal information of our clients. We have measures in place to continually meet these standards. These include: All American Fidelity colleagues are required to take a HIPAA class and have adopted work practices that emphasize confidentiality and security. American Fidelity provides a licensed attorney and certified PHR (Professional Human Resources) manager who ensure HIPAA compliance. Additionally, customer information is shredded and kept in locked binds. Our file server is backed up and stored offsite in a secured and monitored facility. Please see the Supporting Documents section of this response for our HIPAA Notice of Privacy Practices.
8)	Can the Online Enrollment System be programmed with complex eligibility rules? Is software programming done in-house or by third party?	Yes – AFenroll® can be programmed with complex eligibility rules. All programming is done in-house by a tech assigned specifically to your district. Our team will work with you during implementation to determine your needs and build your enrollment to meet those needs.
9)	Do employees have 24/7 access to login and view benefit choices items?	Yes – Employees have 24/7 access to manage their benefits through our secure online portal.
10)	Is the system capable of exporting enrollment data to plan providers in acceptable electronic formats?	Yes – American Fidelity has more than 18 years of experience providing EDI files to carriers. We have been successful because we take the time and make the effort to continually verify all carrier details and revise data specs to ensure their accuracy. This is done through conference calls with the carriers and through our secure test file process. We work back and forth with the carrier to make sure they are receiving what they expect and can load the file accurately. Once the test phase is complete and the enrollment is conducted, we can quickly provide the carrier files with the confidence that they are produced accurately.
11)	Is the system capable of generating employee deduction files for upload to the district's payroll program?	Yes – We can provide a file of plan year enrollments directly into the District's payroll system.
12)	Is the system used to educate employees on the benefits offered? If so, please describe.	Yes – AFenroll® can be customized to incorporate benefit materials, brochures, educational videos, and summary plan descriptions to assist employees during the enrollment experience. Employees may also utilize the custom benefits website for quick web access to educational material for each of the benefit options.
13)	Are there any fees to the district associated with the Online Benefit System?	We are offering our online enrollment platform and payroll integration at no additional charge to Community Unit School District # 300 in exchange for: •Access to offer our portfolio of voluntary benefits to District employees through payroll deduction; and •Access to school sites for group and individual enrollment meetings.
14)	Please provide the details on the Account Management staff, including key personnel whom would have primary responsibility of supporting the District. As well as who will be enrolling the employees.	Your District will be served year-round by a team of our salaried account managers that live and work in Illinois. This team includes Mary Hatfield, Audra Bussard, Whitney Dyson, and Tammy Hinkle. We will provide additional account managers as needed during the open enrollment process.
15)	Please describe the training provided to your field staff.	Our account managers are required to attend training year-round to help ensure they are up-to-date on benefits management trends. New account managers are required to attend over 100 hours of training, complete 11 online courses, and must pass multiple exams within the first six months. Annually, all our account managers are trained on: •Industry benefit trends •Compliance requirements •Section 125 Plan regulations •Reimbursement account regulations •Patient Protection and Affordable Care Act (ACA) •Data security •Fraud detection •HIPAA regulations
16)	Describe your Section 125 Administration.	American Fidelity is one of the leading Section 125 Plan providers nationwide with nearly 40 years of experience providing these Plans to school districts like yours. When you choose American Fidelity as your Plan provider, we will help you properly implement and maintain your Section 125 Plan. This includes helping you establish your Plan Document. Our business model is convenient, IRS compliant, and will help to relieve your organization of the administrative burden. We provide our Section 125 services at no additional cost.
	a. Who is responsible for the employer risk? If the account is negative at the end of the plan year when the account is reconciled (i.e., employee leaves plan with negative unreimbursed medical balance), who is responsible?	Because of the potential loss to the employer, American Fidelity provides insurance to cover the Health FSA risk. The risk policy "insures" the employer's uniform coverage risk for the Health FSA, up to \$2,750 per participant for shortages in the account due to termination of employment. American Fidelity will provide this risk protection to the District at no additional cost.
	b. Through which methods can employees submit claims for reimbursement?	We offer several convenient ways for employees to submit claims for reimbursement: Benefits Debit Card - Allows employees to pay for eligible medical expenses directly from their accounts. Our system is tied to an inventory information approval system (IIAS) allowing us to verify that a transaction is valid at the point-of-sale for most retail locations without further documentation. Mobile App – Employees can file a claim by snapping a photo of the expense receipt and submit using a smartphone. Online – Employees can file a claim and upload their expense receipts through our Online Service Center. Mail & Fax – Employees can file a claim manually by mail or fax. Printable claim forms are available on our website.

17)	Describe your online service center for employees and the District	<p>Our Employee Online Service Center allows your employees to easily manage their American Fidelity benefits in one place.</p> <p>Employees can:</p> <ul style="list-style-type: none"> • File a new claim through an online submission form • Check the status of an existing claims • Check reimbursement account balance and track account activity • Update account information • Download and print insurance policies • Set up account notifications and view statements <p>Our Employer Online Service Center is a secure portal that allows you to manage your entire benefits program and reconcile your bill in one place.</p> <p>Employers can:</p> <ul style="list-style-type: none"> • Review or terminate employees from their plan • Update organization's contact information • Download sick pay reports • Create and manage employer account logins • Access employee election forms • Upload census data • Download reports
18)	Describe your firm's service model including claims' services.	<p>At American Fidelity, we work hard to exceed your expectations by providing excellent customer service and claims processing for your employees and efficient plan administration tools and support for your human resources department. We are available throughout the year to assist you and your employees with any questions or need, both from our headquarters in Oklahoma City, OK and through our local account managers.</p> <p>We make claim submission fast and easy for your employees with options to submit online through our Online Service Center or through our mobile app. We pay claims in an average of five business days from the time a claim is received</p>
19)	Describe the process for completing annual employee election form requirements.	<p>During enrollment, all elections are captured electronically and documented on the employee's Section 125 election form, which are printed and provided to the employee. At the end of the enrollment, American Fidelity provides the employer with access to these forms, as well as the opportunity for American Fidelity to automatically upload employee elections to your payroll system. This eliminates the need for your administrative staff to key in all changes manually.</p>
20)	Describe your process for onboarding new employees.	<p>As previously discussed, we can meet in person or virtually with all new hires on set dates twice a month or when district requests. During this time, we can fully complete the onboarding process and collect all necessary forms and items on behalf of your HR department. All benefit elections can be processed through AFenroll®, making enrollment notifications to carriers and billing updates seamless.</p>
21)	What measurements does your company have in place to ensure all employees are educated equally on the Section 125 options available to them?	<p>We focus on providing a one-on-one, in-person enrollment experience for each employee. This approach allows our account managers to help educate and enroll your employees in all their benefit options. We also provide a variety of pre-enrollment marketing materials, including emails, posters, flyers, postcards, and brochures to ensure your employees understand their benefit options and know when it's time to enroll.</p>
22)	How are employee elections provided back to the District?	<p>Your District will be provided with complete enrollment documentation following the enrollment. This information can be provided by paper and/or we can provide an electronic "upload" of election changes directly into your payroll system, eliminating the need for manual data entry.</p>
23)	Describe post-enrollment services.	<p>We will coordinate a meeting with your District to review enrollment successes, participation by benefit and service, and improvement opportunities for the following plan year. In addition, we will meet with the payroll administrator to provide one-on-one training for our online billing and administration system and assist with the first billing. Complete tasks include:</p> <ul style="list-style-type: none"> •Review Payroll Deduction Report •Upload payroll deductions •Walk through the first bill and ongoing support •Training for American Fidelity's Online Service Center •Review year-round support mode
24)	How would your company work with the district to develop a communication campaign?	<p>Your benefits enrollment period is a unique opportunity to engage your employees about your benefit offerings and ensure they are choosing the benefits that meet their needs. If executed properly, your employees will better appreciate and understand the benefits you offer, leading to higher satisfaction and retention.</p> <p>American Fidelity will work with you during the planning meetings to develop and execute a communication strategy that removes much of the administrative burden on your organization while also ensuring your employees are educated on their benefit options.</p>

25)	Describe the process to educate employees on the employee benefits available at open enrollment. Include a description of your print and digital resources, including benefits website	<p>We will work with your District to develop a communication and education strategy that may include the following options:</p> <p>One-on-One Benefit Reviews - Employees can meet individually with one of our experienced account managers to receive customized guided enrollment education; get their questions answered; and help ensure they select the benefit that best meet their needs.</p> <p>Group Meetings - We educate your employees on their benefit options in a group setting to prepare them for their annual enrollment.</p> <p>Pre-Enrollment Materials - We can provide emails, posters, flyers, postcards, and brochures to ensure your employees understand their benefits and know when it's time to enroll.</p> <p>Educational Videos -We have an expansive video library that includes enrollment preparation tips, product information, testimonials, and self-service support options.</p> <p>Benefits Website - We can work with you to create a custom benefits website with up-to-date plan information and an enrollment appointment scheduler.</p>
26)	How are employees able to access in-person resources to assist with the enrollment process?	Your employees can sign up to attend one-on-one benefit reviews and group meetings with one of our account managers in-person during the enrollment process.
Other Services:		
27)	Describe the benefits compliance resources your company can offer to the district and its employees.	American Fidelity recognizes that staying on top of changes in the law is imperative for a successful benefits program. We have an entire compliance team dedicated to monitoring and educating our customers through lunch-and-learns, VIP email notifications, newsletters, our Benefits Blog, and personal benefit reviews with our account managers. These resources help give employers a head start with trying to understand new rules. We have in-house benefit attorneys and compliance experts who continually monitor both state and federal requirements. We want to be your partner and primary resource for managing the challenges and changes resulting from the ACA. We understand the requirements and how those responsibilities can impact employers and employees. We provide a variety of services to educate employers on the developing law, assist with implementation and ongoing compliance, and communicate plan changes to employees.
28)	Does your company have other services or technology that could be offered?	<ul style="list-style-type: none"> • We offer our mobile app, AFmobile®, for submitting and managing claims for our voluntary benefits and reimbursement accounts (FSA, HSA, and HRA). • Our online enrollment platform can assist with your entire enrollment. • We offer a GoToMeeting enrollment option that allows your employees to meet face-to-face with one of our account managers from anywhere.
29)	Please describe any additional services or support that would be available to the District.	<p>American Fidelity can provide the following additional services to the District:</p> <ul style="list-style-type: none"> •Section 125 Compliance •Administration of Flexible Spending Accounts (FSAs) and Health Savings Accounts (HSAs) •Dependent Verification Reviews •Group Dental and Vision Insurance •Retirement Readiness Seminars •ACA Compliance Support
30)	What are the hours of operation for the live customer service office?	Our experienced customer care team and department specialists are available Monday through Friday, 7:00 am-7:00 pm CST. Customers may contact us via email using our contact form at americanfidelity.com or through phone. We also have voicemail capabilities.
31)	Does your customer service staff support other languages? What policies and procedures are in place to accommodate these needs?	American Fidelity employs both English and Spanish speaking customer service representatives to assist with customer questions.

Technology Questionnaire		
1	What sets your product apart from the others?	<p>We believe that our focus on the education market and our individualized guided enrollment experience set us apart from the competition.</p> <p>According to a survey we conducted of more than 12,000 education employees, more than 90% responded that they favored our one-on-one approach as opposed to only 7% that preferred to self-educate and enroll on their own.</p>
2	Does your firm accept terms of deferred billing?	There are no costs associated with our enrollment platform.
3	Does the product support SSO Implementation?	Yes
4	Is SSO implementation available via SAML?	Yes
5	Is SSO implementation included in base cost?	There are no costs associated with our enrollment platform.
6	What type of support is provided and what hours is it available (CST)?	Technical support for our enrollment system is available 24/7.
7	Is technical support 24/7 available?	Yes
8	Is technical support 24/7 included in base price?	There are no costs associated with our enrollment platform.
9	Do you partner with a hosting provider (ex: AWS) and does you have data center redundancy?	Our site is hosted on premise with data center redundancy in two geographically separate locations.
10	List the products uptime over last 6 months:	99% +/-
11	List the products uptime over last 12 months:	99% +/-
12	List the products uptime over last 24 months:	99% +/-
13	Does the products license include continuous updates to the software?	Contractually, there are two maintenance windows a week for software/hardware updates – Wednesday evening through Thursday morning (8:00 p.m. – 12:00 a.m. CST) and Sunday evening through Monday morning (8:00 p.m. – 12:00 a.m. EST). Notification is sent out if there is emergency maintenance required outside of the maintenance window.

14	Does the product integrate with Google?	AFenroll® is web-based and is supported on the most used versions of any web browser, including Google Chrome.
15	Is there a Chromebook app?	AFenroll® is web-based and can be accessed from a Chromebook.
16	Does the product run in the Chrome web browser (Chromebooks)?	Yes – AFenroll® can be access from the Chrome web browser.
17	How is the content delivered on a Chromebook (web/app/other)?	AFenroll® can be accessed from the web by visiting www.afenroll.com .
18	If the content is delivered through the web, how is it delivered (HTML5/Flash)?	HTML5
19	If there is flash-based content, when will it be converted to HTML5?	N/A
20	Is Chromebook Kiosk mode supported?	Yes
21	Is an ebook/etext included?	We have electronic enrollment education materials and account managers available to assist with enrollment.
22	Is the ebook/etext available offline?	We have electronic enrollment education materials and account managers available to assist with enrollment.
23	Is there a client/app needed for teachers?	AFenroll® can be accessed from the web by visiting www.afenroll.com .
24	Is the product for teachers compatible on Windows devices?	Yes
25	Is the product supported on Windows 10?	Yes
26	Is the client/app for teachers deployable to Windows machines via MSI?	AFenroll® can be accessed from the web by visiting www.afenroll.com .
27	Does the client/app for teachers require custom configurations based on user?	N/A
28	Is an ebook/etext included?	We have electronic enrollment education materials and account managers available to assist with enrollment.
29	Is the ebook/etext available offline?	We have electronic enrollment education materials and account managers available to assist with enrollment.
30	Is there a client/app needed for teachers?	AFenroll® can be accessed from the web by visiting www.afenroll.com .
31	Is the product for teachers compatible on Windows devices?	Yes
32	Is the product supported on Windows 10?	Yes
33	Is the client/app for teachers deployable to Windows machines via MSI?	AFenroll® can be accessed from the web by visiting www.afenroll.com .
34	Does the client/app for teachers require custom configurations based on user?	N/A

RFP RESPONSE FORM – PART B

RFP – Open Enrollment Services

RFP response form Part A and B must be completed and included in your response along with all other required documents and additional documentation.

Include your fee schedule for proposal in Section 3, along with Response form A and B.

Vendor has received: Addendum #1	Yes <u>X</u>	No _____
Addendum #2	Yes <u>X</u>	No _____


COMMENTS AND ADDITIONAL INFORMATION

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken are included on Attachments I & II of this bid package if applicable.

American Fidelity Assurance Company
 Name of Company/Corporation

90 DAYS
 Length of time bid is firm

9000 Cameron Parkway
 Street Address

Bid Submitted by:


 Authorized Signature

Oklahoma City, OK 73114
 City, State, Zip Code

Jason Pledger
 Please Type or Print Name

800-654-8489
 Telephone Number

42500-21
 Illinois License Number

n/a
 Fax Number

Email address - proposal@americanfidelity.com

*****Electronic Proposals are due by 3:00PM CT, Thursday, July 9, 2020 *****

PROPOSED SERVICE FEES FOR

Community Unit School District #300

VALUE ADDED PLAN SERVICES	Your Cost
Section 125 Services*	
Section 125 Sample Plan Document, Implementation and Annual Review	\$0.00
Annual Non-Discrimination Testing Worksheets	\$0.00
Employee Election Form/Salary Reduction Agreement Assistance	\$0.00
Flexible Spending Account Administrative Services*	
Healthcare Flexible Spending Account (HCFSAs) Administration	\$0.00
Dependent Care Account Administration	\$0.00
HCFSAs Benefits Debit Card and Dependent Card(s)	\$0.00
Upfront HCFSAs Funding Assistance	\$0.00
Insured HCFSAs Risk Premium up to \$2,750	\$0.00
Health Savings Account Administrative Services*	
Health Savings Account Administration	\$0.00
HSA Benefits Debit Cards and Dependent Card(s)	\$0.00
Enrollment Solutions*	
Full Benefits Online Enrollment Platform	\$0.00
Employee Communication & Education	\$0.00
New Hire Enrollment & Year-Round Support	\$0.00
Additional Services	
Dependent Verification Reviews	\$0.00
Major Medical Plan Waivers	\$0.00
	\$0.00

**American Fidelity Assurance Company is providing these services at no additional charge to the District in exchange for access to offer our voluntary benefits to District employees and access to school sites for group and individual enrollment meetings. Please refer to the Service Exchange Agreement for details.*

Benefits Live Here. ACA Compliance Should Too.

Functionality:

- IRS Compliant Form Generation
- IRS Electronic Form Filing
- Lookback Monitoring
- IRS Form Fulfillment Options
- Automated IRS Code Determinations
- Automated Affordability Calculations

Service:

- Full-Service ACA Manager
- Setup/On-boarding Assistance
- IRS Form Generation Assistance


Convenience:


- One System, One Solution
- Pricing Structure That Decreases as Your Headcount Increases


The Selerix 2019 ACA Solution: The Perfect Blend of Service & Technology to Suit Your ACA Needs.

Core Services

- ✓ Lookback Monitoring
- ✓ IRS Form Generation
- ✓ IRS Electronic Filing

First 1,000 FTE:  **\$6.00 per full-time employee**
(50¢ per FT EE per month x 12 months)
\$1,500 minimum annual charge

Next 1,001 - 5,000 FTE:  **\$5.00 per full-time employee**
(42¢ per FT EE per month x 12 months)

Next 5,001+ FTE:  **\$4.00 per full-time employee**
(33¢ per FT EE per month x 12 months)

1st Year Setup

- ✓ **Implementation Support: 10 Hours**

Group Size:
1 - 1,000 FTE **\$1,000 one-time fee**

1,001 - 5,000 FTE **\$2,000 one-time fee**


5,001+ FTE **\$3,000 one-time fee**


Optional Form Mailing


\$1.50 Per form - postage included


\$1.00 Per correction form

Pricing Details

 FTE (Full-time employee) is defined as any employee for whom an employer must file a 1095-C form - as defined by the ACA mandate.

 1st year implementation support in excess of 10 hours will be billed separately.

 Electronic filing fees:
1st EIN: Included at no charge
2nd - 5th EINs: \$500 per EIN
Over 5 EINs: \$100 per EIN

 Support in excess of 20 hours annually will be billed separately.

References

- References

REFERENCES

LIST BELOW THE LAST FOUR (4) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES PERFORMED ON EDUCATIONAL, LIBRAIRIES, OR OTHER MUNICIPALITIES IN THE LAST (5) YEARS..

1. ORGANIZATION:

Northwest R-1

ADDRESS:

4290 Gravois Road

CITY, STATE, and ZIP CODE:

House Springs, MO 63051

TELEPHONE NUMBER:

636-677-3473

CONTACT PERSON:

Michelle Adams

DATE OF SERVICES:

Since 10/1/2019

DOLLAR AMOUNT OF THE JOB:

\$0

2. ORGANIZATION:

Jacksonville School District #117

ADDRESS:

211 West State Street

CITY, STATE, and ZIP CODE:

Jacksonville, IL 62650

TELEPHONE NUMBER:

217-243-9411

CONTACT PERSON:

Tami Stice

DATE OF SERVICES:

Since 3/1/2010

DOLLAR AMOUNT OF THE JOB:

\$0

REFERENCES (CONT.)

3. ORGANIZATION:
Champaign Community USD #4

ADDRESS:
502 W Windsor Road

CITY, STATE, and ZIP CODE:
Champaign, IL 61820

TELEPHONE NUMBER
217-351-3822

CONTACT PERSON:
Deedra Miskimins

DATE OF SERVICES:
Since 11/1/1995

DOLLAR AMOUNT OF THE JOB:
\$0

4. ORGANIZATION:
Quincy School District 172

ADDRESS:
1416 Maine Street

CITY, STATE, and ZIP CODE:
Quincy, IL 62301


TELEPHONE NUMBER
217-223-8700

CONTACT PERSON:
Teresa Kemp

DATE OF SERVICES:
Since 10/1/2016

DOLLAR AMOUNT OF THE JOB:
\$0

OFFEROR'S NAME: Jason Pledger

SIGNATURE:  _____ **DATE -** 6/30/2020

Required Forms

- Certificate of Bidder Eligibility
- Certificate of Compliance with Illinois Drug-Free Workplace Act
- Certificate Regarding Sexual Harassment Policy
- Certificate Regarding Equal Employment Opportunity
- Certificate Regarding Employment of Illinois Workers on Public Works
- Non-Collusion Affidavit
- Vendor/Contractor Conflict of Interest
- Criminal Background Investigations
- Vendor Application
- W-9 Form

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

American Fidelity Assurance Company, as part of its bid for the Open Enrollment Services work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: American Fidelity Assurance Company

By: 
(Signature)

Jason Pledger VP, Marketing Operations & Business Development
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of June, 2020


NOTARY PUBLIC



**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

American Fidelity Assurance Company, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Firm: American Fidelity Assurance Company

By: 
(Signature)

Jason Pledger VP, Marketing Operations & Business Development
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of June, 2020


NOTARY PUBLIC

JORDAN N. JESTER
Notary Public, State of Oklahoma
Commission # 18007342
My Commission Expires 07-24-2022

**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

American Fidelity Assurance Company, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: American Fidelity Assurance Company

By: 
(Signature)

Jason Pledger VP, Marketing Operations & Business Development
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of June, 2020



NOTARY PUBLIC



**CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY**

American Fidelity Assurance Company, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the *Illinois Human Rights Act*.

Firm: American Fidelity Assurance Company

By: 
(Signature)

Jason Pledger VP, Marketing Operations & Business Development
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of June, 2020


NOTARY PUBLIC



CERTIFICATE REGARDING

EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

American Fidelity Assurance Company agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then American Fidelity Assurance Company agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm:

American Fidelity Assurance Company

By:



(Signature)

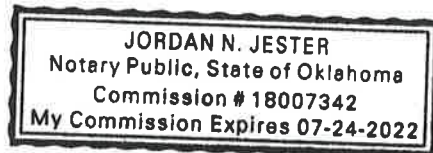
Jason Pledger VP, Marketing Operations & Business Development

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of June, 2020


NOTARY PUBLIC



NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) Quote was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid Quote.
FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

American Fidelity Assurance Company, as part of its bid for the Open Enrollment Services work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: American Fidelity Assurance Company

By: 
(Signature)

Jason Pledger VP, Marketing Operations & Business Development
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of June, 2020


NOTARY PUBLIC



**CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST**

American Fidelity Assurance Company, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Vendor/Contractor Conflict of Interest


Any vendor or contractor doing \$5,000 - \$25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003


Firm: American Fidelity Assurance Company

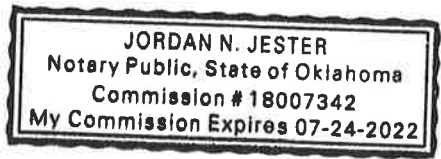
By: 
(Signature)

Jason Pledger VP, Marketing Operations & Business Development
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of June, 2020


NOTARY PUBLIC



CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act," 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: American Fidelity Assurance Company

Jason Pledger VP, Marketing Operations & Business Development

Its: 

Dated: 6/23/2020

SUBSCRIBED and SWORN TO before me

This 23rd day of June, 2020


NOTARY PUBLIC



AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Algonquin, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Jason Pledger VP, Marketing Operations & Business Development

(Printed or Typed Name of Applicant Employee)



Signature of Applicant or Employee

Dated: June 23, 2020



Community Unit School District
COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	APPLICATION DATE
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	REVISION DATE

DATE: _____

COMPANY	HOW LONG IN PRESENT BUSINESS?
----------------	--------------------------------------

ADDRESS	CITY	STATE	ZIP
----------------	-------------	--------------	------------

CONTACT PERSON/REPRESENTATIVE	FAX NUMBER ()	PHONE AND EXTENSION ()
--------------------------------------	--------------------------	-----------------------------------

TYPE OF ORGANIZATION (Check Applicable) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION	IF INCORPORATED INDICATE IN WHICH STATE
---	--

YEARS ESTABLISHED:	DO YOU ACCEPT PURCHASE ORDERS? YES	NO
	DO YOU ACCEPT CREDIT CARDS? YES	NO

CATEGORY (Check below the category which applies to the applicant)					
<input type="checkbox"/> (A) MANUFACTURER OR PRODUCER	<input type="checkbox"/> (C) RETAILER	<input type="checkbox"/> (E) DISTRIBUTOR			
<input type="checkbox"/> (B) WHOLESALER	<input type="checkbox"/> (D) MANUFACTURER'S AGENT	<input type="checkbox"/> (F) SERVICE ESTABLISHMENT			

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.	
(A) PRESIDENT	(B) VICE PRESIDENT
(C) SECRETARY	(D) TREASURER
(E) OWNERS, PARTNERS, OR STOCKHOLDERS	

TAXPAYER'S I.D. NO. FEIN _____ or S.S. No. _____	INSURANCE INFORMATION (Check Applicable) LIABILITY INSURANCE: \$2,000,000 <input type="checkbox"/> \$2,500,000 <input type="checkbox"/> \$5,000,000 <input type="checkbox"/> OTHER <input type="checkbox"/> Workers' Compensation : State Minimum <input type="checkbox"/> Greater than Minimum <input type="checkbox"/> Required that CUSD be named as an Additional Insured <input type="checkbox"/> INSURANCE CO. _____
--	--

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding)			
Perf. Bond _____ / _____ <input type="checkbox"/>	Payment Bond (Labor and Materials) _____ / _____ <input type="checkbox"/>	Builder's Risk _____ / _____ <input type="checkbox"/>	
Mo. Year	Mo. Year	Mo. Year	

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:	
NAME	OFFICIAL CAPACITY

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse

MINORITY/WOMEN BUSINESS ENTERPRISE (Check One) See Definitions Below <input type="checkbox"/> MBE <input type="checkbox"/> MBE/WBE <input type="checkbox"/> WBE <input type="checkbox"/> PBE	FOR USE BY CONTRACT COMPLIANCE ONLY: BY: _____ DATE _____ <input type="checkbox"/> C <input type="checkbox"/> NC
MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE. <input type="checkbox"/> AFRICAN AMERICAN OR BLACK <input type="checkbox"/> HISPANIC AMERICAN <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> ASIAN-PACIFIC AMERICAN	
CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____	

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):

HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).

NATIVE AMERICAN (American Indian)

ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC..) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

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. American Fidelity Assurance Company	
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.	
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
<input type="checkbox"/> 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.	
<input type="checkbox"/> Other (see instructions) ▶ _____	
5 Address (number, street, and apt. or suite no.) See instructions. PO Box 25523	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) 5 Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
6 City, state, and ZIP code Oklahoma City, OK 73125-0523	Requester's name and address (optional)
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	
7 3 - 0 7 1 4 5 0 0	

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ 1/2/2020
------------------	----------------------------	------------------------

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.

Sample Contract

- Sample Contract

Service Exchange Agreement

This Service Exchange Agreement is entered into by and between American Fidelity Assurance Company (“American Fidelity”) and [INSERT GROUP’S LEGAL NAME HERE] (“Customer”), who in consideration of the mutual agreements and promises contained herein, agree to work together as described in this Service Exchange Agreement. This Service Exchange Agreement shall be effective on the date signed by American Fidelity, and shall continue until terminated or modified by agreement of the parties.

American Fidelity will provide to Customer the following services (the “Services”):

- [Section 125 Plan Administrative Services]
- [Healthcare Flexible Spending Account Administrative Services]
- [Benefits Debit Card Services for Healthcare FSA Participants]
- [Annual Enrollment (American Fidelity’s or Customer’s platform)]
- [Year-Round Support from a dedicated Account Manager]

In exchange for the Services, Customer shall:

[Products]

- [Allow American Fidelity to be the primary provider for supplemental insurance products; and]
- [Give American Fidelity the opportunity to offer insurance products to all eligible employees.]

[Communication]

- [Permit American Fidelity opportunities to present to employees or employee groups prior to enrollment;]
- [Facilitate one-on-one meetings of employees with American Fidelity to discuss employee benefit options and as applicable, to make their annual Section 125 Plan enrollment elections; and]
- [Provide working space for American Fidelity during enrollment meetings.]

[Administration]

- [Provide a complete employee census to American Fidelity each year;]
- [Provide other administrative services to American Fidelity as may be mutually agreed to by the parties; and]
- [Provide payroll deduction for American Fidelity products and services.]

By agreeing to the Services, Customer acknowledges its understanding of the following:

- The Services described above will be provided to the extent allowed by law;
- American Fidelity does not provide tax or legal advice;
- [American Fidelity reserves the right to change the delivery of Services and cost associated with them, but only with advanced written communication to Customer.]

Intending to be bound, American Fidelity and Customer have caused their duly authorized representatives to execute this Service Exchange Agreement.

AMERICAN FIDELITY OFFICER

CUSTOMER

Signature Date

Signature Date

Printed Name Date

Printed Name Date

Additional Information

- Additional Info



Products and Services

We believe your benefits package should be customized for your market and your employees' needs. We create solutions for your employees to help maximize their coverage without affecting your bottom line.

Reasons to Offer Employee Benefits Through American Fidelity

- Create a custom benefits plan designed to help manage healthcare costs.
- Offer your employees additional benefits at little or no direct effect to your bottom line.
- Streamline your enrollment process with our highly trained account managers.
- Utilize our robust enrollment platform for your entire benefits enrollment process.

Section 125 Plan Administration

With nearly 40 years of experience helping organizations like yours with Section 125 Plan administration, American Fidelity is the partner you are looking for. As your Plan provider, we will help you create your Section 125 Plan Document, manage election changes, and assist with reporting — all while helping you maintain compliance year-round.

Why Choose American Fidelity for Section 125 Plan Administration



Expertise

40 years of experience providing Section 125 Plan administration to organizations like yours.



Plan Setup

We work with you to capture all the details in your benefits offering and help you implement and maintain your Section 125 Plan, including the Plan Document.



Compliance

Our in-house employee benefits experts can assist your HR department by helping track plan changes and new regulations.



Employee Education

Provide year-round education to help your employees understand their benefits, leading to better participation in your Section 125 Plan.



American Fidelity is outstanding at talking to us about what we need and how we can customize the services we offer to fit our district, our employees, and the community we serve.



Kevin Carl, Superintendent, Hancock Place School District, MO

Reimbursement Accounts

We offer a variety of tax-advantaged reimbursement accounts that can be included under your Section 125 Plan. These accounts allow money to be set aside on a pre-tax basis to cover eligible expenses for things like medical, dental, vision, and dependent care.

Reimbursement Account Options:



Healthcare Flexible Spending Account (HCFSAs)

Allows employees to pay for eligible medical expenses, including deductibles, copays, and prescription drugs.

We assist with upfront funding and offer optional protection to cover the risk associated with required upfront reimbursement.



Dependent Care Account (DCA)

Reimburses expenses associated with dependent daycare for either a dependent child under the age of 13 or an adult dependent who is incapable of self-care.



Health Savings Account (HSA)

Combined with a qualified High Deductible Health Plan, it offers tax savings and investment options to pay for current and future medical expenses.



Limited Purpose FSA (LPFSA)

Reimburses employees for eligible dental and vision expenses. Most commonly offered with a Health Savings Account and a qualified High Deductible Health Plan.

Supplemental Benefits

American Fidelity offers a full suite of supplemental benefits that can help your employees fill the gaps in their individual coverage. Benefits are paid directly to your employees and can be used to pay for whatever health insurance doesn't cover—including lost income, deductibles, copayments, aftercare, everyday living expenses.

Supplemental Benefit Options:



Disability Income Insurance

Provides a percentage of your employees' monthly income if they are unable to work due to a covered illness or injury. Our disability products can be customized to meet the needs of each employee and complement your benefit offerings.



Life Insurance

Offers term and whole life insurance policies to meet the immediate and long-term life insurance needs of your employees.



Accident Insurance

May help your employees cover out-of-pocket treatment costs for injuries resulting from unexpected covered accidents. Our accident policy covers more than 25 treatments—including fractures, lacerations, physical therapy, and more.



Cancer Insurance

Includes individual and group plans with 30 benefits specifically designed to help your employees and their families with the financial aspect of being diagnosed with cancer, allowing them to focus on treatment.



Critical Illness Insurance

Pays a lump-sum benefit directly to your employees if they're diagnosed with a covered critical illness, such as a heart attack or stroke.

Researching and Vetting Employee Benefit Vendors Can Be Time Consuming

American Fidelity General Agency, a member of the American Fidelity family, can help lessen this burden by connecting you with trusted partner vendors to provide additional employee benefits. This gives you an opportunity to find competitive rates and allows our account managers to conduct your entire enrollment, providing a seamless process for your employees.

Products offered by American Fidelity General Agency through Partner Carriers

- Individual Worksite Life Insurance
- Group Life Insurance
- Group Accidental Death & Dismemberment Insurance
- Group Vision Insurance
- Group Dental Insurance
- Individual Long-Term Care Insurance
- Hospital and other Medical Indemnity Insurance
- Identity Protection
- Telemedicine

Premier Partner Carriers – Available through American Fidelity General Agency

- Always Care
- Ameritas
- AUL/One America
- Boston Mutual
- Cigna
- Delta Dental (Multi-State)
- Dental Care Plus
- EyeMed
- Guardian Life
- Hartford
- Health Resources Inc.
- Life Secure
- Lincoln Financial
- Mass Mutual
- MetLife
- Mutual of Omaha
- Principal Financial
- Reliance Standard
- Security Life
- The Standard
- Sunlife
- Superior Dental
- Superior Vision
- Texas Life
- Transamerica
- Vision Care Direct
- Vision Service Plan (VSP)
- Voya
- VPI Pet Insurance

Dependent Verification Reviews

As healthcare costs continue to increase, it is important to ensure that you are only offering medical, dental, and vision plans to those dependents who are eligible to participate according to your plan design. Covering ineligible dependents may mean you are spending money on people you don't intend to cover. Additionally, employees who cover ineligible dependents may be at risk for bearing the total cost of healthcare claims for those dependents.

American Fidelity conducts complimentary Dependent Verification Reviews (DVR) to provide cost savings by eliminating non-qualified dependents and helping to ensure that employers are meeting carrier eligibility requirements.

Why We Perform In-Person Reviews

Some dependent verification companies offer electronic-only or mail-in reviews, but this can cause delays in validation as well as pose a potential privacy or security risk. We exclusively perform DVRs in-person because they:

- Don't require the transfer of sensitive data, making them more secure.
- Save time by completing the review during annual enrollment.
- Allow us to assist employees with questions and concerns.
- Offer immediate results instead of waiting for processing and mail time.

Benefits of a Third-Party Provider

While some employers choose to complete the reviews themselves, there are many reasons why using a third party is beneficial:



Confidentiality

Because of the sensitive nature of these reviews, employees may feel more comfortable speaking honestly with someone they don't work with every day.



Trained Staff

Our account managers are required to attend data security and HIPAA security training every year.



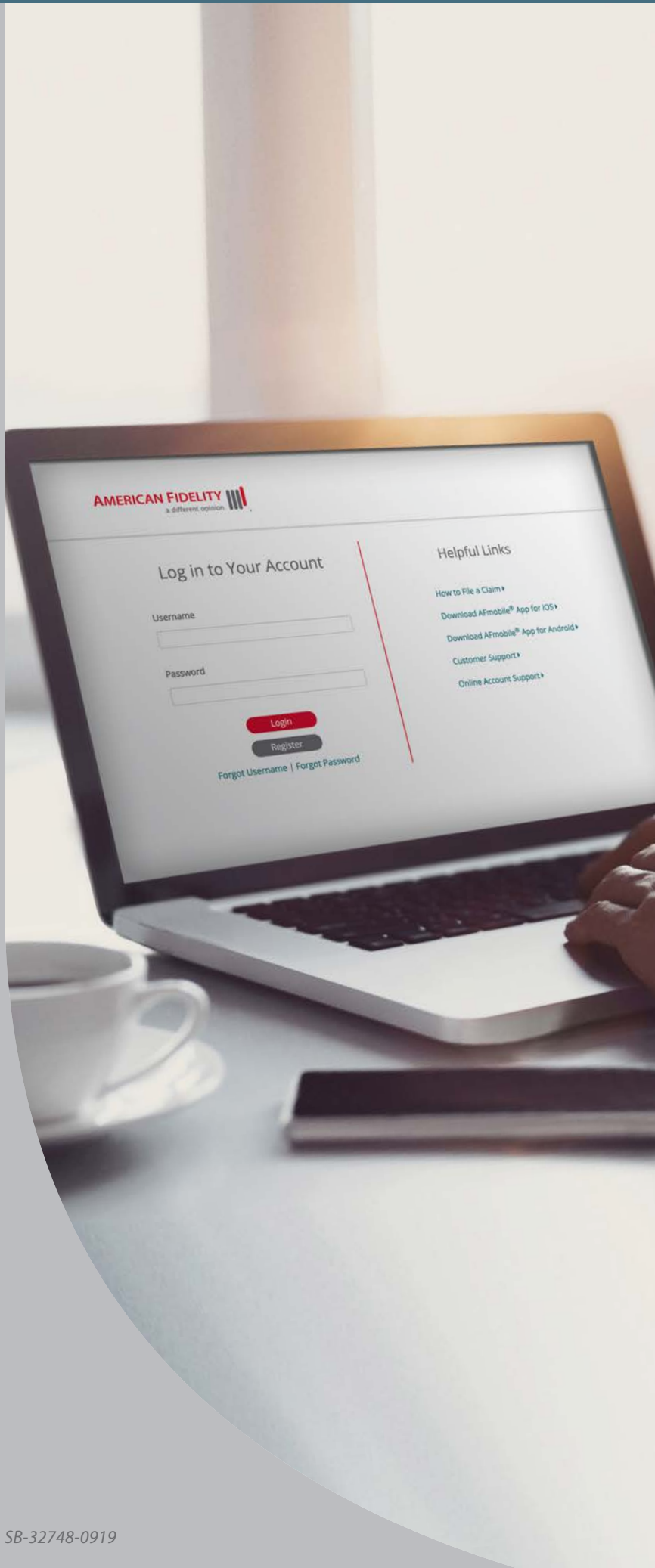
Immediate Results

Our account managers review your employees' verification documents in person, providing immediate results to you.



Save Time

DVRs take time, effort, and focus. We can help with the heavy lifting, so all you must worry about is removing ineligible dependents from your plan.



Resources and Tools

We work hard to exceed your expectations by providing excellent customer service and claims processing for your employees, and efficient plan administration tools and support for your Human Resources department. From our secured website and our convenient mobile app, to our local account managers and dedicated customer service team, American Fidelity is truly a different opinion.

- Employer Administration and Billing
- Policyholder Service and Support
- Hassle-Free Claims
- Data Security

Employer Administration and Billing

The administration of your benefits program may seem daunting without the proper resources. We have the resources and systems in place to handle all your administrative needs.

Employer Online Accounts

Our secure online system allows you to manage your entire benefits program and manage your bill in one place. Employers can:

- Review or terminate employees from their plan.
- Update contact information.
- Download sick pay reports.
- Create and manage employer account logins.
- Access employee election forms.
- Upload census data.
- Download reports.

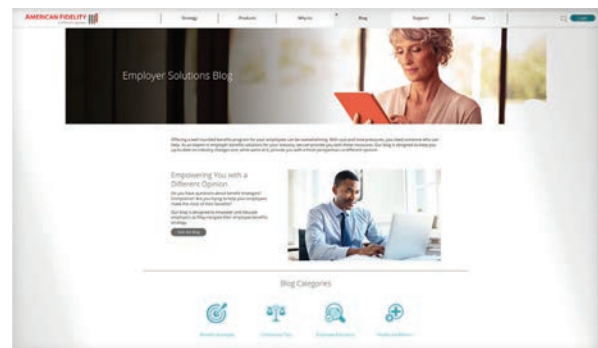
Billing and Reconciliation

American Fidelity provides multiple ways to meet the billing needs of our customers. Let us help you determine what option is best for you.

- **Hands-Free Bill Reconciliation**
Provide American Fidelity with a report of your premium deductions and we'll handle the reconciliation for you.
- **Employer Bill Reconciliation**
American Fidelity provides an itemized bill listing the premium due for each employee's coverage.

Employer Solutions Blog

We provide resources for employers to gain helpful insights about benefits management each month on our blog. Topics include tips on benefits compliance, reimbursement account management, how to get the most out of supplemental insurance, and more. Every month we email new articles to our Section 125 bookkeeper contacts. Employers can also access the articles anytime at solutions.americanfidelity.com.



Billing Paths to Meet Your Needs

Below are the three recommended billing paths. Start by logging into your American Fidelity online account at americanfidelity.com/myaccount

Hands-Free Bill Reconciliation

Premium Deduction
File Upload



Provide documentation to American Fidelity outlining the amount you deducted from each employee's pay per coverage type.

Employer Bill Reconciliation

Online
Bill Reconciliation



Make changes to your bill online so the bill reflects the premium deductions made.

Offline
Bill Reconciliation



Download your bill in excel from your online account, make changes, and then upload back to your online account.

Submit matching payment.

American Fidelity compares what was billed to the information received from you.

American Fidelity sends discrepancies to **you** and **your account manager**. You work with your dedicated billing specialist and account manager to resolve before the following month's bill.



For detailed instructions on how to reconcile and pay your bills online, visit americanfidelity.com/billing-tutorials.

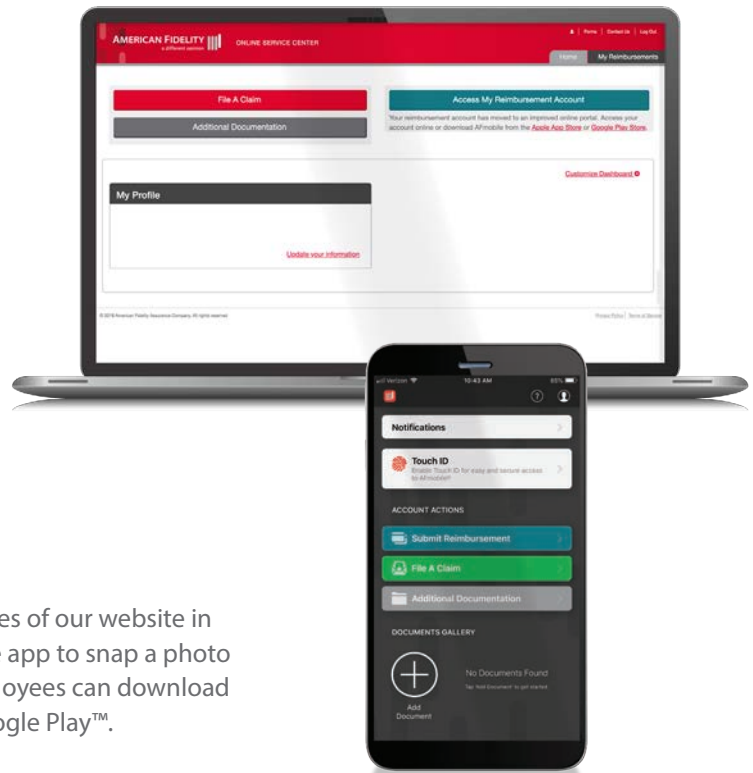
Policyholder Service and Support

We want to ensure your employees have the resources necessary to effectively utilize their benefits throughout the year. That's why we designed a variety of tools to help your employees file a claim, access account information, and get the support they need.

americanfidelity.com

Our website allows your employees to easily manage their benefits in one secure place. Employees can:

- File claims online.
- Check the status of an existing claim.
- Check reimbursement account balance and track account activity.
- Update account information.
- Download and print insurance policies.
- Set up account notifications and view statements.



AFmobile®

Our mobile app gives your employees all the features of our website in the palm of their hand. Employees may also use the app to snap a photo of documentation to conveniently file a claim. Employees can download AFmobile for free from the Apple App Store® or Google Play™.

Customer Support

There will be times when your employees need to speak to someone about their benefits. You will have a local account manager available to answer employee questions directly. In addition, we have a dedicated team of customer service representatives and participants have 24/7 access to our toll-free automated phone system to check their reimbursement account and annuity balances. Customers can also receive touch support and answers to frequently asked questions at americanfidelity.com/support.

AFQuickClaims® - Paid in as little as one day!

When participants submit their annual wellness, diagnostic testing, or health screening claim online or through AFmobile®, they can receive their benefit in as little as one business day when enrolled in direct deposit, without the need to upload documentation.

Your employees' personal information is valuable. We understand you may have security concerns regarding sharing your information with others. That's why we want to tell you about some of the ways we are protecting your data.

Security measures we take to protect your private information:

Network Security

For enhanced security, our data servers are divided into multiple zones. Each zone is protected by security devices. Our network security permits only authorized traffic to access the system from the outside or between zones. Administrative traffic is restricted to authorized Virtual Private Network (VPN) users whose access is controlled via two-factor authentication. In addition to hardware firewalls, our servers are protected by anti-virus software.

Role-Based User Access

User access to the system is governed by roles, or groupings of permissions that specify which users have access to certain sets of features. Users log in with unique usernames and strong passwords. This means only trained, authorized, and necessary colleagues within American Fidelity have access to your private information.

Data Encryption

Our platform uses 256-bit encryption and Transport Layer Security (TLS) for all personal information transmitted over the Internet. The system also encrypts all backups before transmission off-site.

Secure Data Centers

All data is stored and managed on secure systems. Access to systems in these facilities is restricted to a limited number of authorized personnel. Physical access is monitored and controlled by proximity readers and authorized escorts. Security updates are applied on a recurring basis based on level of criticality and applicability.

Committed to Privacy

We understand that the protection of customer information and private health information is critical. It is our policy to keep any information that is collected secure and confidential. We respect the privacy of our customers and treat all personal information responsibly in accordance with privacy laws and regulations.

Audited Financials

- Audited Financials

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Financial Statements and Schedules

December 31, 2019 and 2018

(With Independent Auditors' Report Thereon)



KPMG LLP
210 Park Avenue, Suite 2650
Oklahoma City, OK 73102-5683

Independent Auditors' Report

The Board of Directors
American Fidelity Assurance Company:

We have audited the accompanying financial statements of American Fidelity Assurance Company (the Company), which comprise the statutory statements of admitted assets, liabilities, and capital and surplus as of December 31, 2019 and 2018, and the related statutory statements of operations, capital and surplus, and cash flow for the years then ended, and the related notes to the statutory financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with statutory accounting practices prescribed or permitted by the Oklahoma Insurance Department. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 to the financial statements, the financial statements are prepared by the Company using statutory accounting practices prescribed or permitted by the Oklahoma Insurance Department, which is a basis of accounting other than U.S. generally accepted accounting principles. Accordingly, the financial statements are not intended to be presented in accordance with U.S. generally accepted accounting principles.

The effects on the financial statements of the variances between the statutory accounting practices and U.S. generally accepted accounting principles also are described in Note 18.



Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the variances between statutory accounting practices and U.S. generally accepted accounting principles discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraph, the financial statements referred to above do not present fairly, in accordance with U.S. generally accepted accounting principles, the financial position of American Fidelity Assurance Company as of December 31, 2019 and 2018, or the results of its operations or its cash flows for the years then ended.

Opinion on Statutory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the admitted assets, liabilities, and capital and surplus of American Fidelity Assurance Company as of December 31, 2019 and 2018, and the results of its operations and its cash flow for the years then ended, in accordance with statutory accounting practices prescribed or permitted by the Oklahoma Insurance Department described in Note 1.

Other Matter

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information included in the supplemental schedules of selected financial data, investment risk interrogatories, and summary schedule of investments, is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the Oklahoma Insurance Department. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

KPMG LLP

Oklahoma City, Oklahoma
April 13, 2020

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Admitted Assets,
Liabilities, and Capital and Surplus

December 31, 2019 and 2018

Admitted Assets	2019	2018
	<hr/>	<hr/>
Cash and invested assets:		
Bonds, at amortized cost (fair value: \$4,652,363,276 and \$4,105,274,207 at December 31, 2019 and 2018, respectively)	\$ 4,374,405,435	4,115,251,600
Preferred stocks, at cost (fair value: \$19,455,638 and \$4,628,588 at December 31, 2019 and 2018, respectively)	17,647,066	4,211,220
Common stocks, at fair value (cost: \$11,949,875 and \$12,581,365 at December 31, 2019 and 2018, respectively)	23,741,020	23,322,478
Common stock, investment in affiliates at equity value	1,335,908	1,139,211
Mortgage loans on real estate	550,520,170	484,256,052
Investment real estate, at cost (less accumulated depreciation of \$11,969,556 and \$9,186,852 at December 31, 2019 and 2018, respectively, and less encumbrances of \$30,097,988 and \$31,480,666 at December 31, 2019 and 2018, respectively)	23,773,327	24,071,571
Policy loans	56,447,154	56,675,209
Cash and short-term investments, at cost, which approximates fair value	289,209,412	336,915,573
Other invested assets	56,152,849	40,278,452
	<hr/>	<hr/>
Total cash and invested assets	5,393,232,341	5,086,121,366
Life insurance premiums and annuity considerations deferred and uncollected	44,924,305	38,320,816
Accident and health premiums due and unpaid	81,075,450	54,160,453
Investment income due and accrued	40,762,334	40,490,632
Amounts recoverable from reinsurers	1,417,663	3,162,472
Other receivables under reinsurance contracts	9,486,135	8,271,235
Furniture and Equipment, at cost (less accumulated depreciation of \$646,437 and \$528,271 at December 31, 2019 and 2018, respectively)	—	116,824
Deferred tax assets	32,308,666	28,072,095
Other assets	72,905,510	87,687,289
Separate accounts' assets	980,712,323	754,806,790
	<hr/>	<hr/>
Total admitted assets	\$ <u>6,656,824,727</u>	<u>6,101,209,972</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Admitted Assets,
Liabilities, and Capital and Surplus

December 31, 2019 and 2018

Liabilities and Capital and Surplus	2019	2018
Aggregate reserves:		
Life policies and contracts	\$ 2,517,865,702	2,390,305,977
Accident and health policies	765,011,449	709,006,176
Total aggregate reserves	3,282,877,151	3,099,312,153
Policy and contract claims reserves	137,286,075	116,179,693
Liability for premiums and other deposit funds	22,990,986	24,373,519
Remittances and items not allocated	45,793,086	21,444,809
General insurance expenses, taxes, licenses, and fees due or accrued	99,013,620	104,023,684
Funds held under coinsurance	691,753,769	706,187,716
Other liabilities	354,457,691	271,986,543
Borrowed money	497,645,003	497,669,116
Separate Accounts' liabilities	980,712,323	754,806,790
Total liabilities	6,112,529,704	5,595,984,023
Capital and surplus:		
Common stock, par value \$10 per share, 250,000 shares authorized, issued, and outstanding	2,500,000	2,500,000
Additional paid-in capital	5,887,698	5,887,698
Unassigned surplus	535,907,325	496,838,251
Total capital and surplus	544,295,023	505,225,949
Commitments and contingencies		
Total liabilities and capital and surplus	\$ 6,656,824,727	6,101,209,972

See accompanying notes to statutory financial statements.

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Operations

Years ended December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Income:		
Life insurance premiums and annuity considerations	\$ 370,729,063	348,399,110
Accident and health insurance premiums	805,431,515	739,319,233
Consideration for supplementary contracts with life contingencies	966,339	1,141,320
Net investment income (less investment expenses of \$39,359,896 and \$33,696,562 in 2019 and 2018, respectively)	180,829,179	184,959,903
Commissions and expense allowances on reinsurance ceded	(8,051,076)	(5,957,867)
Other income	<u>58,903,173</u>	<u>56,076,296</u>
Total income	<u>1,408,808,193</u>	<u>1,323,937,995</u>
Benefits and other deductions:		
Death benefits and matured endowments	33,395,707	29,675,601
Annuity benefits	186,437	2,665,949
Accident and health and disability benefits	419,763,284	368,901,423
Interest and adjustments on policy or deposit-type contract funds	25,501,129	1,559,015
Other benefits to policyholders and beneficiaries	187,510,674	182,961,204
Increase in aggregate reserves for future policy benefits	159,527,561	135,268,507
Commissions on premiums and annuity considerations	147,532,277	145,679,305
Commissions and expense allowances on reinsurance assumed	12,172,355	13,121,320
General insurance expenses, taxes, licenses, and fees	278,219,501	316,679,535
Other	<u>28,436,859</u>	<u>27,463,979</u>
Total benefits and other deductions	<u>1,292,245,784</u>	<u>1,223,975,838</u>
Net gain from operations before federal income taxes and net realized capital gains	116,562,409	99,962,157
Federal income taxes	<u>26,428,520</u>	<u>7,521,969</u>
Net gain from operations before net realized capital gains	90,133,889	92,440,188
Net realized capital gains, net of federal income tax expense (benefit) of \$9,599,983 and \$(9,142,363) in 2019 and 2018, respectively (excluding gains (losses) of \$37,515,252 and \$(4,218,990) transferred to the interest maintenance reserve in 2019 and 2018, respectively)	<u>145,877</u>	<u>6,448,632</u>
Net income	<u>\$ 90,279,766</u>	<u>98,888,820</u>

See accompanying notes to statutory financial statements.

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Capital and Surplus

Years ended December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Capital and surplus, beginning of year	\$ 505,225,949	430,624,340
Net income	90,279,766	98,888,820
Change in net unrealized capital gains, net of tax (expense) benefit of \$(517,132) and \$40,364 for 2019 and 2018, respectively	7,466,637	8,814,035
Change in net deferred taxes	10,740,955	(3,533,775)
Change in nonadmitted assets	(11,040,546)	10,497,598
Change in asset valuation reserve	2,490,485	(4,822,912)
Dividends to stockholder	(60,000,000)	(35,000,000)
Change in liability for reinsurance in unauthorized companies	(438,425)	22,981
Other changes	<u>(429,798)</u>	<u>(265,138)</u>
Net change in capital and surplus	<u>39,069,074</u>	<u>74,601,609</u>
Capital and surplus, end of year	<u>\$ 544,295,023</u>	<u>505,225,949</u>

See accompanying notes to statutory financial statements.

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Cash Flow

Years ended December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Premiums and annuity considerations, net of reinsurance	\$ 1,131,351,981	1,091,465,791
Allowances and reserve adjustments on reinsurance ceded	(10,512,331)	(5,957,867)
Investment income received	179,977,287	182,510,343
Other income	54,492,425	49,891,286
Life and accident and health claims paid	(435,539,514)	(390,836,382)
Surrender benefits and other fund withdrawals paid	(184,922,205)	(131,850,901)
Other benefits to policyholders paid	(27,087,029)	(83,588,529)
Commissions and other expenses paid	(439,633,273)	(454,077,905)
Federal income taxes paid	(27,649,958)	(9,602,014)
Dividends paid to policyholders	(953,445)	(884,406)
	<u>239,523,938</u>	<u>247,069,416</u>
Net cash from operations		
Proceeds from investments sold, matured, or repaid:		
Bonds	1,446,951,582	492,427,928
Stocks	1,308,755	1,553,668
Mortgage loans	41,085,883	69,461,272
Other	28,750,000	265,306
	<u>1,518,096,220</u>	<u>563,708,174</u>
Total investment proceeds		
Cost of investments acquired:		
Bonds	(1,654,975,728)	(567,992,125)
Stocks	(13,435,846)	—
Mortgage loans	(107,350,000)	(73,442,830)
Other	(13,117,507)	(18,175,686)
	<u>(1,788,879,081)</u>	<u>(659,610,641)</u>
Total investments acquired		
Net change in policy loans and loans on fund deposits	<u>228,055</u>	<u>(1,408,951)</u>
Net cash from investing	<u>(270,554,806)</u>	<u>(97,311,418)</u>
Borrowed money		
Other cash provided	63,006,680	36,178,981
Dividends paid to stockholder	(60,000,000)	(35,000,000)
Other cash applied	(19,681,973)	(55,852,809)
	<u>(16,675,293)</u>	<u>(54,673,828)</u>
Net cash from financing and miscellaneous sources		
Net change in cash and short-term investments	(47,706,161)	95,084,170
Cash and short-term investments, beginning of year	<u>336,915,573</u>	<u>241,831,403</u>
Cash and short-term investments, end of year	\$ <u><u>289,209,412</u></u>	\$ <u><u>336,915,573</u></u>

See accompanying notes to statutory financial statements.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

(1) Significant Accounting Policies

(a) *Business*

American Fidelity Assurance Company (AFA or the Company) provides a variety of financial services. AFA is a wholly owned subsidiary of American Fidelity Corporation (AFC), a Nevada insurance holding company. AFA is domiciled in the state of Oklahoma. The Company is subject to state insurance regulations and periodic examinations by state insurance departments.

AFA is licensed in 49 states, as well as the District of Columbia, American Samoa, Puerto Rico, and Guam, with approximately 39% of direct premiums written in Oklahoma, Texas, and California. Activities of AFA are largely concentrated in the group disability income, group and individual annuity, supplemental health, and individual medical markets. In addition, individual and group life business is also conducted. The main thrust of AFA's sales is worksite marketing of voluntary products through the use of payroll deduction. The Company sells these voluntary products through a salaried sales force that is broken down into two primary divisions: the Association Worksite Division (AWD) and American Fidelity Educational Services (AFES). AWD specializes in voluntary disability income insurance programs aimed at selected groups and associations whose premiums are funded by employees through payroll deductions. AFES focuses on marketing to public school employees with voluntary insurance products such as disability income, tax-sheltered annuities, life insurance, dread disease, and accident only. These premiums are also funded by employees through payroll deductions. The expertise gained by the Company in worksite marketing of voluntary products is used by the Strategic Alliances Division in developing products to meet special situations. The Life Division was formed upon the acquisition of a block of life business in 2000. This division is marketing individual life products through independent brokers in the United States of America and Latin America.

These statutory financial statements were prepared for the purpose of filing with the various state insurance departments.

(b) *Basis of Presentation*

The accompanying statutory financial statements of the Company have been prepared in conformity with accounting practices prescribed or permitted by the Oklahoma Insurance Department, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles (GAAP). Certain amounts in prior year have been reclassified to conform to the current year presentation. Effective January 1, 2001, the National Association of Insurance Commissioners (NAIC) and the Oklahoma Insurance Department required that insurance companies domiciled in the state of Oklahoma prepare their statutory basis financial statements in accordance with the NAIC Accounting Practices and Procedures Manual Statements of Statutory Accounting Principles (SSAP) subject to any deviations prescribed or permitted by the Insurance Commissioner of the state of Oklahoma (the Commissioner). There are no differences between the accounting practices prescribed or permitted by the Oklahoma Insurance Department and the accounting practices prescribed and permitted by the NAIC. There have been no permitted practices granted to the Company for 2019 and 2018 by the Oklahoma Insurance Department.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

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SSAP differ from GAAP in several respects, which cause differences in reported assets, liabilities, stockholder's equity (statutory capital and surplus), net income, and cash flows. The principal SSAP that differ from GAAP include the following:

- The financial statements of subsidiaries are not consolidated and are accounted for as investments in common stock.
- Investments in bonds and preferred stocks are carried amortized cost, cost, or the lower of cost or fair value; under GAAP, investments in bonds and preferred stock, other than those classified as held-to-maturity, are carried at fair value.
- Certain assets (principally certain deferred taxes, furniture, equipment, prepaid expenses, and premiums due from policyholders, agents' balances, and amounts recoverable from reinsurers over 90 days) have been designated as nonadmitted assets and excluded from assets by a charge to statutory surplus. Under GAAP, such amounts are carried at amortized cost with the appropriate valuation allowance, when necessary.
- Aggregate reserves for life, annuities, and accident and health are based on statutory mortality and interest requirements without consideration for anticipated withdrawals except where allowed. Morbidity assumptions are based on the statutory morbidity requirements or Company's experience where allowed. Under GAAP, the reserves are based on either (i) the present value of future benefits less the present value of future net premiums based on mortality, morbidity, and other assumptions that were appropriate at the time the policies were issued or acquired, or (ii) the account value for certain contracts without significant life contingencies.
- The interest maintenance reserve (IMR) represents the deferral of interest-related realized gains and losses, net of tax, on primarily fixed maturity investments, which are amortized into income over the remaining life of the investment sold. No such reserve is required under GAAP.
- Deferred income taxes are recognized for both SSAP and GAAP; however, the amount permitted to be recognized is generally more restrictive under SSAP and the change in deferred taxes is reported as a direct charge to surplus.
- The asset valuation reserve (AVR) represents a contingency reserve for credit-related risk on most invested assets of the Company, and is charged to statutory surplus. No such reserve is required under GAAP.
- Policy acquisition costs are expensed as incurred, while under GAAP, successful acquisition costs are deferred and recognized over either (1) the expected premium-paying period or (2) the estimated life of the contract.
- Reserves are reported net of ceded reinsurance; under GAAP, reserves are reported gross with a corresponding reinsurance receivable.
- A 100% provision is established for unsecured reinsurance recoverable balances from unauthorized reinsurers. The change in this provision is credited or charged to unassigned surplus. Under GAAP, a provision is established for uncollectible reinsurance balances with any changes to this provision reflected in earnings for the period.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

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- The statements of operations are different in certain respects, with life and annuity premiums being recognized as revenue when the policies and contracts are issued. Under GAAP, premiums on life insurance policies are recognized when due; premiums on annuity contracts are not recognized as revenue, but as deposits.
- Revenues for universal life policies and investment products consist of the entire premium received, and benefits represent the death benefits paid and the change in policy reserves, unless the products do not incorporate mortality or morbidity risk. Under GAAP, premiums received in excess of policy charges are not recognized as premium revenue, and benefits represent the excess of benefits paid over the policy account values and interest credited to the account values.
- The statements of cash flow differ in certain respects from the presentation required under GAAP, including the presentation of the changes in cash and short-term investments instead of cash and cash equivalents. Short-term investments include securities with maturities, at the time of acquisition, of one year or less. For statutory purposes, there is no reconciliation between net income and cash from operations.
- A statement of comprehensive income is not required for SSAP reporting.

(c) Use of Estimates

The preparation of financial statements in conformity with accounting practices prescribed or permitted by the Oklahoma Insurance Department, Annual Statement Instructions, and NAIC Manual requires management to make estimates and assumptions that affect the reported amounts of admitted assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period.

Management evaluates its estimates and assumptions on an ongoing basis using historical experience and other factors, including the current economic environment, which management believes to be reasonable under the circumstances. The Company adjusts such estimates and assumptions when facts and circumstances dictate. As future events and their effects cannot be determined with precision, actual results could differ significantly from these estimates. Changes in those estimates resulting from continuing changes in the economic environment will be reflected in the financial statements in the period in which they occur. Principal estimates that could change in the future are the fair value of investments, whether a security is other-than-temporarily impaired, and the actuarial assumptions used in establishing policy liabilities.

(d) Investments in Affiliates, Joint Ventures, Partnerships, or Limited Liability Companies

The statutory financial statements include the Company's investment in its wholly owned subsidiaries. Intercompany accounts and transactions have not been eliminated in the statutory financial statements. The Company's wholly and majority-owned subsidiaries at December 31, 2019 and 2018 are noninsurance entities that have no significant ongoing operations other than to hold assets that are primarily for the direct or indirect benefit or use of the Company or its affiliates, and are carried at the underlying equity of the respective entity's financial statements adjusted to a statutory basis of accounting.

The Company's investments in joint ventures, partnerships, and limited liability companies are recorded at cost, adjusted for the Company's share of the GAAP basis earnings or losses of the investee, net of

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

any distributions received. Such investments are reported as other invested assets and the related adjustments are reported as unrealized capital gains or losses in surplus.

(e) Investments

The investment portfolio includes bonds, preferred stocks, common stocks, mortgage loans, real estate, policy loans, other invested assets, and short-term investments.

Investments are carried in accordance with rules established by the NAIC. Bonds are carried at cost, adjusted where appropriate for accretion of premium or amortization of discount using the scientific interest method and taking into consideration stated interest and principal provisions. Additionally, bonds rated as NAIC 6 are carried at the lower of their cost or fair market value. Preferred stocks are carried at the lower of cost or fair value since there is no premium or discount. Common stocks are carried at fair value. Policy loans are stated at their aggregate unpaid balances. Mortgage loans on real estate are stated at their aggregate unpaid balances. Real estate held for investment is carried at cost less accumulated depreciation and encumbrances. Encumbrances as of December 31, 2019 and 2018 were approximately \$30,098,000 and \$31,481,000, respectively. The promissory note bears interest at 4.32% and is due in monthly installments of approximately \$103,000 (including interest) to 2022. Property occupied by the Company is carried at cost, less accumulated depreciation.

Realized gains or losses are determined on the specific identification basis. Unrealized gains and losses on common stocks of affiliates and nonaffiliates are accounted for as direct increases or decreases in surplus.

Because the Company's primary business is in the insurance industry, the Company holds a significant amount of assets that it intends to match with its liabilities in relation to maturity and interest margin. In order to maximize earnings and minimize risk, the Company invests in a diverse portfolio of investments. The portfolio is diversified by geographic region, investment type, underlying collateral, maturity, and industry. Management does not believe that the Company has any significant concentrations of credit risk in its investments.

The Company generally does not invest in any low investment-grade high-yield investment bonds (junk bonds). Certain bonds are guaranteed by the U.S. government. The Company limits its risks by investing in bonds and stocks of rated companies, mortgage loans adequately collateralized by real estate, selective real estate supported by appraisals, and policy loans collateralized by policy cash values. In addition, the Company performs due diligence procedures prior to making mortgage loans. These procedures include evaluations of the credit worthiness of the mortgagees and/or tenants and independent appraisals.

The maximum and minimum lending rates for mortgage loans originated during 2019 were 5.00% and 3.50%, respectively. The maximum and minimum lending rates for mortgage loans originated during 2018 were 5.06% and 4.17%, respectively. The maximum percentage of any one loan to the value of security at the time of the loan, exclusive of insured or guaranteed or purchase money mortgages was 80% during 2019 and 2018. During 2019 and 2018, the Company did not reduce interest rates on any outstanding mortgage loans. The Company held no mortgages with interest more than 180 days past due or impaired mortgage loans.

AMERICAN FIDELITY ASSURANCE COMPANY

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For loan-backed securities, the Company has elected to use the carrying value as of January 1, 1994 as the cost for applying the retrospective adjustment method to securities purchased prior to that date. In 2019 and 2018, the Company had no changes from the retrospective to prospective methodology due to negative yield on specific securities. Prepayment assumptions for single class and multiclass mortgage-backed/asset-backed securities were obtained from broker-dealer survey values or internal estimates.

The Company periodically reviews its investment portfolio to determine if provisions for possible losses or provisions for other-than-temporary impairment (OTTI) are necessary. In connection with this determination, management reviews published market values, credit ratings, independent appraisals, expected cash flows, and other valuation information. Securities with impairments are written down to the present value of expected cash flows to be collected rather than fair value unless the Company has the intent to sell or inability to retain the security until recovery of amortized cost. For the year ended December 31, 2019, the Company recorded no OTTI. For the year ended December 31, 2018, the Company recorded approximately \$1,926,000 of OTTI. While management believes that no additional provisions for OTTI are currently necessary, adjustments may be necessary in the future due to changes in economic conditions. In addition, regulatory agencies periodically review investment valuation as an integral part of their examination process. Such agencies may require the Company to recognize adjustments based upon available information and judgments of the regulatory examiners at the time of their examination.

(f) Equipment

Equipment consists of electronic data processing equipment and is stated at cost less accumulated depreciation. Equipment is depreciated on a straight-line basis using estimated lives of five to ten years. Additions, renewals, and betterments are capitalized. Expenditures for software, maintenance, and repairs are expensed. Upon retirement or disposal of an asset, the asset and related accumulated depreciation are eliminated and any related gain or loss is included in income.

(g) Company-Owned Life Insurance

The Company is the owner of three single premium insurance policies and one group variable life insurance policy for certain current executives of the Company, where the Company is the beneficiary. These policies, accounted for using the investment method, were purchased in 2018, 2014 and in 2010. The policies are recorded in other assets at their net cash surrender values, as reported by the four issuing insurance companies, whose Standard & Poor's financial strength ratings are AA+ for the single premium insurance policies and A for the group variable life insurance policy. The net cash surrender values totaled approximately \$69,226,000 and \$66,423,000 as of December 31, 2019 and 2018, respectively. The face value (death benefit) of the life insurance policies underlying the contracts was approximately \$185,841,000 and \$184,584,000 as of December 31, 2019 and 2018, respectively.

AMERICAN FIDELITY ASSURANCE COMPANY

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(h) Premiums

Life premiums are recognized as revenue when the policy is written and on each anniversary date thereafter. Accident and health premiums are recognized when due from the policyholder. Both life and accident and health premiums are increased by reinsurance premiums assumed and reduced by reinsurance premiums ceded. Contracts issued that do not incorporate mortality or morbidity risk are not accounted for as insurance contracts. Amounts received as payments for such contracts are recorded as direct increases to the policy reserves.

The Company estimates accrued retrospective premium adjustments (premium rate stabilization) for certain contracts in its group health and group life business based on contractually determined formulas by group. The amount of net premiums written by the Company for the years ended December 31, 2019 and 2018 that were subject to retrospective rating features were approximately \$190,000 and \$190,000, respectively, which represented approximately 0.04% and 0.05% of net premiums written for group health and group life products in 2019 and 2018, respectively. No other net premiums written by the Company were subject to retrospective rating features.

(i) Reinsurance

The Company accounts for reinsurance transactions as prescribed by the applicable accounting standards, which require the reporting of reinsurance transactions relating to the statements of admitted assets, liabilities, and capital and surplus on a net basis and precludes immediate gain recognition on reinsurance contracts.

(j) Income Taxes

Current income taxes incurred includes current income taxes for the amount of federal income taxes paid or payable for the current year. These amounts are determined based on estimates of federal income taxes for the current year, including tax contingencies and benefits. The Company's current tax recoverable is reported as a component of other assets and current tax payable is reported as a component of other liabilities. The changes in current taxes are reflected in the statutory statements of operations.

Deferred income tax assets and liabilities are determined based on differences between statutory financial statement carrying amounts of existing assets and liabilities and their respective tax bases, as well as operating loss, capital loss, and tax credit carryforwards. Temporary differences related to AVR and IMR are not included in the determination of gross deferred income taxes while temporary differences for unrealized gains/losses and nonadmitted assets are included. Gross deferred tax assets are reduced by a valuation allowance if it is more likely than not (i.e. greater than 50% likelihood) that some portion or all of the gross deferred tax assets will not be realized. The deferred tax assets and liabilities are measured using federal enacted tax rates. Deferred income tax assets are limited as to their admissibility. The changes in net deferred tax assets and liabilities are reflected in surplus. The Company's net admitted deferred tax assets are reported as a component of other assets.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

(k) Policy Liabilities

Aggregate reserves for life policies and contracts include reserve amounts principally for life insurance policies, payout annuity policies, and disability insurance policies. The life insurance reserves are principally based on the 1941, 1958, 1980, 2001, and 2017 Commissioners Standard Ordinary (CSO) mortality tables, and are established with interest rate assumptions ranging from 2.0% to 6.0%. Annuity insurance reserves are established with interest rate assumptions ranging from 3.0% to 8.8%. Disability reserves are principally based on the 2012 Group Long Term Disability Table, with adjustments for actual Company experience. The tabular interest, tabular less actual reserves released, and the tabular cost have been determined by formula. Aggregate reserves for accident and health policies include the present value of amounts not yet due on claims, additional reserves, and unearned premiums.

Policy and contract claims reserves include a provision for reported claims and claims incurred but not reported. The provision for claims incurred but not reported is estimated based primarily on Company experience. Although these provisions are the Company's best estimate of the ultimate value, the actual results may vary from these values.

Liability for premiums and other deposit funds include reserves for qualified before tax annuities and other accumulation policies that do not subject the Company to any risks from policyholder mortality and morbidity. Such reserves are established using guaranteed interest rates of 3.0% to 7.5%.

The Company has a significant amount of allocated deferred annuity contracts with life contingencies. The liability for these contracts is recorded as aggregate reserves for life policies and contracts. The Company also has annuities certain without life contingencies. The liability for these contracts is recorded as a liability for premiums and other deposit funds.

The Company started issuing business in 2017 on the 2017 CSO table for life products where approved. There were two valuation basis changes for reserves in 2016. Disability reserves moved from the 1987 Commissioners Group Disability Table to the 2012 Group Long Term Disability Table. Group term life waiver of premium reserves moved from the 1952 Disability Study, period 2, with the 1958 CSO mortality table to the 2005 Group Term Life Waiver Reserve Table.

The Company waives deduction of deferred fractional premiums upon death of the insured, and returns any portion of the final premium beyond the month of death for policies developed and issued subsequent to December 1977.

Surrender values are not promised in excess of the legally computed reserves.

Extra premiums are charged for substandard lives in addition to the regular gross premium for the true age.

Mean reserves are determined by computing the regular mean reserve for the plan at the true age and holding in addition one-half of the extra premium charge for the year.

The Company had approximately \$1,151,998,000 and \$1,305,394,000 of insurance in force (after reinsurance ceded) for which the gross premiums are less than the net premiums according to the standard valuation set by the state of Oklahoma at December 31, 2019 and 2018, respectively.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

The Company had approximately \$32,904,000 and \$34,709,000 as of December 31, 2019 and 2018, respectively, of annuity actuarial reserves and deposit liabilities that were subject to discretionary withdrawal at book value less current surrender charge of 5% or more. As of December 31, 2019 and 2018, the Company has approximately \$970,926,000 and \$746,745,000, respectively, of annuity actuarial reserves and deposit liabilities that were subject to discretionary withdrawal at market value where the withdrawal of the funds is payable at the current market value of the assets supporting the liabilities. Annuity reserves and deposit liabilities that were subject to discretionary withdrawal at book value without adjustment were approximately \$1,976,689,000 and \$1,883,672,000 as of December 31, 2019 and 2018, respectively. There were approximately \$44,033,000 and \$46,426,000 of annuity reserves and deposit liabilities that are not subject to discretionary withdrawal at December 31, 2019 and 2018, respectively. At December 31, 2019 and 2018, the total gross annuity actuarial reserves and deposit liabilities were approximately \$3,024,553,000 and \$2,711,552,000, respectively, and the net annuity actuarial reserves and deposit liabilities were approximately \$3,019,535,000 and \$2,706,415,000, respectively. The ceded amount of annuity actuarial reserves and deposit liabilities was approximately \$5,018,000 and \$5,137,000 as of December 31, 2019 and 2018, respectively. The Company's earnings related to these products are impacted by conditions in the overall interest rate environment.

(l) Capital and Surplus

Capital and surplus of the Company is restricted as to payment of dividends by statutory limitations applicable to insurance companies. Without prior approval of the respective state insurance department, dividends that can be paid are generally limited to the greater of 10% of statutory capital and surplus or the statutory net gain from operations before net realized capital gains/losses reported for the previous calendar year. The maximum dividend payout, which may be made without prior approval in 2020, is approximately \$90,134,000.

The Oklahoma Insurance Department has adopted Risk-Based Capital (RBC) requirements for life insurance companies. The RBC calculation serves as a benchmark for the regulation of life insurance companies by state insurance regulators. RBC provides for surplus formulas similar to target surplus formulas used by commercial rating agencies. The formulas specify various weighting factors that are applied to statutory financial balances or various levels of activity based on the perceived degree of risk, and are set forth in the RBC requirements. The Company has calculated RBC in accordance with the NAIC's Model Rule and RBC rules as adopted by the Oklahoma Insurance Department. The RBC, as calculated by the Company, exceeds levels requiring Company or regulatory action at December 31, 2019 and 2018.

(m) Separate Accounts

The Company maintains a separate account under Oklahoma insurance law designated as American Fidelity Separate Account A (Account A). Account A was formerly known as American Fidelity Variable Annuity Fund A, and operated as an open-end diversified management investment company from 1968 to 1998. Effective January 1, 1999, it was converted to a unit investment trust separate account, and it transferred its investment portfolio to the American Fidelity Dual Strategy Fund, Inc. (the Fund), an open-end investment company sponsored by AFA, in exchange for shares of the Fund.

On November 25, 2014, Account A's investment in the Fund was substituted with the Vanguard Total Stock Market Index Fund. Under Oklahoma law, the assets of Account A are segregated from the

AMERICAN FIDELITY ASSURANCE COMPANY

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Company's assets, are held for the exclusive benefit of the variable annuity contract owners, and are not chargeable with liabilities arising out of the business conducted by any other account or by the Company.

The Company also maintains separate accounts under Oklahoma insurance law designated as American Fidelity Separate Account B (Account B) and American Fidelity Separate Account C (Account C). Account B and Account C are registered as unit investment trusts under the Investment Company Act of 1940, as amended. Under Oklahoma law, the assets of each of the ten (10) segregated subaccounts of Account B and the ten (10) segregated subaccounts of Account C are held for the exclusive benefit of the variable annuity contract owners, and are not chargeable with liabilities arising out of the business conducted by any other account or by the Company.

The separate accounts maintained by the Company represent funds for nonguaranteed variable annuities. The assets of these accounts are carried at market value. The net investment experience of the separate account is credited directly to the policyholder and can be positive or negative. These variable annuities generally provide an incidental death benefit of the greater of the account value or the premium paid. The minimum guaranteed death benefit reserve is held in the Company's general account. For the years ended December 31, 2019 and 2018, the amount of premiums, considerations, or deposits for the year was approximately \$83,930,000 and \$75,231,000, respectively.

(2) Admitted and Nonadmitted Assets

Assets in the statutory statements of admitted assets, liabilities, and capital and surplus are stated at admitted asset values, which are the values permitted to be reported in the annual report to the Oklahoma Insurance Department. All other assets are "nonadmitted assets" and are excluded from the statutory statements of admitted assets, liabilities, and capital and surplus by a charge to surplus. Nonadmitted assets as of December 31 are as follows:

	<u>2019</u>	<u>2018</u>
Prepays, deposits, and other receivables	\$ 11,815,227	7,665,554
Amounts receivable from reinsurers	1,420,225	—
Agents' balances	23,960	26,904
Deferred tax asset	29,993,314	24,006,062
Leasehold improvements	18,547,634	19,061,294
	<u>\$ 61,800,360</u>	<u>50,759,814</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

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(3) Fair Value of Financial Instruments

A summary of the Company's financial instruments and the fair value estimates, methods, and assumptions is set forth below:

	Admitted assets	Estimated fair value as of December 31, 2019			
		Level 1	Level 2	Level 3	Total
Financial assets:					
Cash and short-term investments	\$ 289,209,412	289,209,412	—	—	289,209,412
Bonds	4,374,405,435	503,204	4,062,644,812	589,215,260	4,652,363,276
Common and preferred stock	42,723,994	38,301,466	1,468,440	4,762,660	44,532,566
Mortgage loans on real estate	550,520,170	—	—	569,102,537	569,102,537
Financial liabilities:					
Certain policy liabilities	2,026,548,359	—	—	2,027,871,376	2,027,871,376
Borrowed money	497,645,003	—	509,022,658	—	509,022,658
	Admitted assets	Estimated fair value as of December 31, 2018			
		Level 1	Level 2	Level 3	Total
Financial assets:					
Cash and short-term investments	\$ 336,915,573	336,915,573	—	—	336,915,573
Bonds	4,115,251,600	24,200,433	3,601,822,771	479,251,003	4,105,274,207
Common and preferred stock	28,672,909	23,700,796	1,258,513	4,130,968	29,090,277
Mortgage loans on real estate	484,256,052	—	—	490,749,585	490,749,585
Financial liabilities:					
Certain policy liabilities	1,936,558,042	—	—	1,937,397,267	1,937,397,267
Borrowed money	497,669,116	—	494,665,695	—	494,665,695

(a) Cash and Short-Term Investments

The carrying amounts of the financial instruments listed above approximate their fair values because they mature within a relatively short period of time, and do not present unanticipated credit concerns.

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(b) Bonds, Common Stocks and Preferred Stocks

For fixed maturities and marketable equity securities, for which market quotations generally are available, the Company primarily uses independent pricing services to assist in determining fair value measurements. When the fair value of certain securities is not readily available, the fair value estimates are based on quoted market prices of similar instruments adjusted for the differences between the quoted instruments and the instruments being valued, or fair value is estimated using discounted cash flow analysis. Interest rates used in this analysis are similar to currently offered contracts with comparable maturities as the investments being valued. The Company's investments also include certain less liquid or private fixed maturity debt securities, such as private placements and certain structured notes. Valuations are estimated based on nonbinding broker prices or valuation models discounted cash flow models and other similar techniques that use observable or unobservable inputs and are considered Level 3.

The fair value of equity securities investments of the Company is based on quotations from independent pricing services, bid prices published in financial newspapers, or bid quotations received from securities dealers.

(c) Mortgage Loans on Real Estate

Fair values are estimated for portfolios of loans with similar characteristics. Commercial mortgage loans have average net yield rates of 4.44% and 4.58% for December 31, 2019 and 2018, respectively. The fair value of mortgage loans was calculated by discounting scheduled cash flows to maturity using estimated market discount rates of 3.93% and 4.39% for December 31, 2019 and 2018, respectively. These rates reflect the credit and interest rate risk inherent in the loans. Assumptions regarding credit risk, cash flows, and discount rates are judgmentally determined using available market information and specific borrower information. The fair value of certain residential loans is based on the approximate fair value of the underlying real estate securing the mortgages.

(d) Policy Loans

Policy loans have average interest yields of 5.27% and 5.91% as of December 31, 2019, and 2018, respectively, and have no specified maturity dates. These loans typically carry an interest rate that is tied to the crediting rate applied to the related policy and contract reserves. Policy loans are an integral part of the life insurance policies that the Company has in force and cannot be valued separately.

(e) Certain Policy Liabilities

Certain policies sold by the Company are investment-type contracts. These liabilities are segregated into two categories: premiums and other deposit funds and immediate annuities. These liabilities are further defined to segregate the deferred annuity contract with life contingencies, which are reported as aggregate reserves for life policies and contracts. The fair value of aggregate reserves for life policies and contracts is estimated as the fund value of each policy less applicable surrender charges. The fair value of the immediate annuities without life contingencies and premiums and other deposit funds is

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estimated as the discounted cash flows of expected future benefits less the discounted cash flows of expected future premiums, using the current pricing assumptions.

	2019		2018	
	Carrying amount	Estimated fair value	Carrying amount	Estimated fair value
Aggregate reserves for life policies and contracts	\$ 2,003,856,743	2,002,797,723	1,912,520,605	1,911,471,263
Annuities	22,691,616	25,073,653	24,037,437	25,926,004

(f) Borrowed Money

The fair value of the Company's notes payable is estimated by the present value of a stream of future expected cash flows using an appropriate discount rate. Discount factors are based on the LIBOR/Swap curve.

(g) Limitations

Fair value estimates are made at a specific point in time, based on relevant market information and information about the financial instrument. These fair value estimates do not reflect any premium or discount that could result from offering for sale at one time the Company's entire holdings of a particular financial instrument, nor do they reflect income taxes on differences between fair value and tax basis of the assets. Because no established exchange exists for a significant portion of the Company's financial instruments, fair value estimates are based on judgments regarding future expected loss experience, current economic conditions, risk characteristics of various financial instruments, and other factors. These fair value estimates are subjective in nature and involve uncertainties and matters of significant judgment and, therefore, cannot be determined with precision. Changes in assumptions could significantly affect the fair value estimates.

(h) Fair Value Hierarchy

The following are the levels of hierarchy and a description of the type of valuation inputs that are used to establish each level:

Level 1 inputs are quoted in active markets for identical securities.

Level 2 inputs are other significant observable inputs (including quoted prices for similar securities, interest rates, prepayment speeds, credit risk, etc.).

Level 3 inputs are significant unobservable inputs (including the Company's own assumptions used to determine the fair value of investments).

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Assets that are recorded at fair value are categorized into a three-level fair value hierarchy as required by SSAP No. 100, *Fair Value Measurements*. The balances of these assets as of December 31, 2019 are as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Assets recorded at fair value:				
Bonds – industrial and miscellaneous	\$ —	2,637,828	—	2,637,828
Common stock – unaffiliated	23,608,488	132,532	—	23,741,020
Common stock – affiliated	—	1,335,908	—	1,335,908
Total assets at fair value	\$ <u>23,608,488</u>	<u>4,106,268</u>	<u>—</u>	<u>27,714,756</u>

Assets that are recorded at fair value are categorized into a three-level fair value hierarchy as required by SSAP No. 100, *Fair Value Measurements*. The balances of these assets as of December 31, 2018 are as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Assets recorded at fair value:				
Bonds – industrial and miscellaneous	\$ 23,183,381	3,055,236	—	26,238,617
Common stock – unaffiliated	23,203,177	119,301	—	23,322,478
Common stock – affiliated	—	1,139,211	—	1,139,211
Total assets at fair value	\$ <u>46,386,558</u>	<u>4,313,748</u>	<u>—</u>	<u>50,700,306</u>

There were no securities with unobservable inputs (Level 3) at December 31, 2019 or 2018.

The following table presents the change for the year ended December 31, 2018 in the assets measured at fair value using unobservable inputs (Level 3):

	<u>Loan-backed securities</u>
Beginning balance	\$ 1,781,086
Transfers in	—
Transfers out	—
Total gain (loss) included in net income	1,307,118
Total gain (loss) included in surplus	195,673
Purchases	—
Issuances	—
OTTI	—
Sales	(3,283,877)
Settlements	—
Ending balance	\$ <u>—</u>

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(4) Investments

Investment income for the years ended December 31 is summarized below:

	<u>2019</u>	<u>2018</u>
Interest on bonds	\$ 181,983,049	180,346,598
Dividends on preferred and common stocks	822,142	314,170
Interest on mortgage loans	23,788,064	24,558,391
Investment real estate income	7,436,798	8,459,581
Interest on policy loans	2,981,784	3,305,649
Interest on cash and short-term investments and other	3,177,238	1,372,076
	<u>220,189,075</u>	<u>218,356,465</u>
Less investment expenses	<u>39,359,896</u>	<u>33,396,562</u>
Net investment income	\$ <u>180,829,179</u>	<u>184,959,903</u>

Realized gains (losses) for the years ended December 31 consisted of the following:

	<u>2019</u>	<u>2018</u>
Bonds	\$ 46,301,716	(4,547,506)
OTTI	—	(1,926,441)
Realized gains (losses) on bonds	46,301,716	(6,473,947)
Common stocks of nonaffiliates	677,265	752,169
Real estate	—	(820,296)
Other capital loss	282,131	(370,647)
Total realized gains (losses) before federal income taxes and IMR transfers	47,261,112	(6,912,721)
Federal income tax expense	9,599,983	(9,142,363)
Less IMR transfers	<u>37,515,252</u>	<u>(4,218,990)</u>
Net realized gains	\$ <u>145,877</u>	<u>6,448,632</u>

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The carrying value and estimated fair value of bonds, preferred stock, and common stock at December 31 are as follows:

	2019			
	Carrying value/ cost	Gross unrealized gains	Gross unrealized losses	Fair value
U.S. Treasury securities	\$ 499,678	3,525	—	503,203
U.S. government				
agency obligations	2,028,476	153,020	—	2,181,496
Special revenue	374,675,018	11,394,517	(5,170,803)	380,898,732
States and territories	694,369,970	38,085,400	(752,290)	731,703,080
Foreign government	28,084,114	1,817,741	—	29,901,855
Corporate bonds	2,345,239,114	205,672,165	(5,379,808)	2,545,531,471
Loan-backed securities	929,509,065	36,700,464	(4,566,090)	961,643,439
Total bonds	4,374,405,435	293,826,832	(15,868,991)	4,652,363,276
Preferred stocks	17,647,066	1,816,972	(8,400)	19,455,638
Common stocks - unaffiliated	11,949,875	11,791,145	—	23,741,020
Common stocks - affiliated	103,902	1,232,006	—	1,335,908
Total stocks	29,700,843	14,840,123	(8,400)	44,532,566
Total	\$ 4,404,106,278	308,666,955	(15,877,391)	4,696,895,842

	2018			
	Carrying value/ cost	Gross unrealized gains	Gross unrealized losses	Fair value
U.S. Treasury securities	\$ 1,006,957	10,094	—	1,017,051
U.S. government				
agency obligations	2,780,932	190,689	—	2,971,621
Special revenue	420,553,110	8,181,696	(26,611,053)	402,123,753
States and territories	467,834,029	24,468,961	(590,751)	491,712,239
Foreign government	28,159,997	1,215,173	—	29,375,170
Corporate bonds	2,307,793,450	56,359,524	(74,822,358)	2,289,330,616
Loan-backed securities	863,939,743	16,672,110	(15,051,478)	865,560,375
SVO Identified Funds	23,183,382	—	—	23,183,382
Total bonds	4,115,251,600	107,098,247	(117,075,640)	4,105,274,207
Preferred stocks	4,211,220	417,368	—	4,628,588
Common stocks - unaffiliated	12,581,365	10,741,113	—	23,322,478
Common stocks - affiliated	103,902	1,035,309	—	1,139,211
Total stocks	16,896,487	12,193,790	—	29,090,277
Total	\$ 4,132,148,087	119,292,037	(117,075,640)	4,134,364,484

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The NAIC fair value of total bonds is approximately \$1,975,000 less and \$5,084,000 more than the estimated fair value in the tables above at December 31, 2019 and 2018, respectively.

The carrying value and estimated fair value of investments in bonds at December 31, 2019, by contractual maturity, are shown below. Expected maturities will differ from contractual maturities because the issuers of such securities may have the right to call or prepay obligations with or without call or prepayment penalties.

		Carrying value	Fair value
Due in one year or less	\$	37,277,992	37,848,051
Due after one year through five years		313,425,953	327,720,674
Due after five years through ten years		1,040,708,847	1,117,653,228
Due after ten years		2,053,483,578	2,207,497,884
Loan-backed securities		929,509,065	961,643,439
	\$	<u>4,374,405,435</u>	<u>4,652,363,276</u>

Proceeds from sales of bonds during 2019 and 2018 were approximately \$1,011,922,000 and \$238,736,000, respectively. Gross realized gains of approximately \$43,990,000 and \$6,125,000 and gross realized losses of approximately \$5,752,000 and \$14,841,000, respectively, were realized on those sales. The Company realized net gains of approximately \$7,009,000 and \$4,168,000 on bonds that were called or prepaid in 2019 and 2018, respectively. In addition, the Company realized a gain of \$1,055,000 on bonds transferred in 2019. There were no bonds transferred in 2018.

Gross unrealized losses on investment securities and the fair value of the related securities, aggregated by investment category and length of time that individual securities have been in a continuous unrealized loss position, at December 31, 2019 were as follows:

	<u>Less than 12 months</u>		<u>12 months or longer</u>		<u>Total</u>	
	<u>Fair value</u>	<u>Unrealized losses</u>	<u>Fair value</u>	<u>Unrealized losses</u>	<u>Fair value</u>	<u>Unrealized losses</u>
Special revenue	\$ 167,185,164	(3,295,134)	42,847,423	(1,875,669)	210,032,587	(5,170,803)
States and territories	66,270,841	(752,290)	—	—	66,270,841	(752,290)
Corporate bonds	341,086,783	(4,837,790)	11,189,482	(542,018)	352,276,265	(5,379,808)
Loan-backed securities	161,929,694	(2,483,933)	59,834,984	(2,082,157)	221,764,678	(4,566,090)
Total	\$ <u>736,472,482</u>	<u>(11,369,147)</u>	<u>113,871,889</u>	<u>(4,499,844)</u>	<u>850,344,371</u>	<u>(15,868,991)</u>

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Gross unrealized losses on investment securities and the fair value of the related securities, aggregated by investment category and length of time that individual securities have been in a continuous unrealized loss position, at December 31, 2018 were as follows:

	Less than 12 months		12 months or longer		Total	
	Fair value	Unrealized losses	Fair value	Unrealized losses	Fair value	Unrealized losses
Special revenue	\$ 53,695,118	(1,911,655)	242,890,758	(24,699,398)	296,585,876	(26,611,053)
States and territories	42,237,520	(440,086)	2,699,334	(150,665)	44,936,854	(590,751)
Corporate bonds	1,167,158,997	(51,835,726)	269,862,924	(22,986,632)	1,437,021,921	(74,822,358)
Loan-backed securities	280,677,754	(6,202,779)	176,571,111	(8,848,699)	457,248,865	(15,051,478)
Total	\$ 1,543,769,389	(60,390,246)	692,024,127	(56,685,394)	2,235,793,516	(117,075,640)

The investments included in states and territories are high-grade investment quality and have unrealized losses due to an increase in interest rates since acquisition. Because the securities were acquired during a period of low interest rates, unrealized losses may continue and may become more severe in a rising interest rate environment. As the decline in fair value is attributable to changes in interest rates and not credit quality, the Company expects the unrealized losses to reverse as the securities shorten in duration and mature, and because the Company has the ability and intent to hold these investments until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired.

The investments included in special revenue securities are comprised of general obligations of U.S. government sponsored agencies for which the U.S. government is indirectly obligated. The unrealized loss is due to interest rate fluctuations, which result in a decline in market values from original purchase price. Because the securities were acquired during a period of low interest rates, unrealized losses may continue and may become more severe in a rising interest rate environment. The Company expects the unrealized losses to reverse as the securities shorten in duration and mature and because the Company has the ability to hold these investments to maturity and does not intend to sell until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired.

The investments included in corporate securities are comprised of corporate bonds. The unrealized loss is due to interest rate fluctuations, the current market and economic environment, which affects corporate credit ratings and changes in sector spreads. The unrealized loss may continue and may become more severe if the economy slows or interest rates rise. Because the decline in fair value is attributable to interest rates and economic changes and a slight decline in credit quality, and because the Company expects all contractual cash flows will be received and has the ability and intent to hold these investments until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired.

The investments included in loan-backed securities are comprised of U.S. government-sponsored agency mortgage-backed securities for which the U.S. government is not directly obligated, and private label whole loan collateralized mortgage obligations. The unrealized losses on these securities are a result of the current market and economic conditions that affect the mortgage-backed sector. The credit quality of some mortgage-backed bonds has declined due to the larger number of home defaults. Because the decline in fair value is attributable mainly to changes in market and economic conditions and the Company believes all contractual cash flows will be received and has the ability and intent to hold these investments until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired.

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The investments included in loan-backed securities are comprised of U.S. government-sponsored agency mortgage-backed securities for which the U.S. government is not directly obligated, and private label whole loan collateralized mortgage obligations. The unrealized losses on these securities are a result of the current market and economic conditions that affect the mortgage-backed sector. The credit quality of some mortgage-backed bonds has declined due to the larger number of home defaults. Because the decline in fair value is attributable mainly to changes in market and economic conditions and the Company believes all contractual cash flows will be received and has the ability and intent to hold these investments until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired. When the Company believes it will not receive all contractual cash flows, the securities are considered other-than-temporarily impaired.

At December 31, 2019 and 2018, investments with carrying values of approximately \$3,013,000 and \$3,463,000, respectively, were on deposit with state insurance departments as required by statute.

The Company has no direct exposure to subprime mortgage loans. An extensive pre-purchase analysis is performed on every loan-backed security. By purchasing only agency mortgage-backed securities and AAA collateralized mortgage-backed whole loan securities, direct exposure to sub-prime mortgages is virtually eliminated. The unrealized losses on these securities are a result of the current market and economic conditions that are affecting the mortgage-backed sector. The credit qualities on some mortgage-backed bonds have begun to decline due to the large number of home mortgage defaults. Because the decline in fair value is attributable mainly to changes in market and economic conditions and only due slightly to a lessening of credit, the Company believes most contractual cash flows will be received.

There were no loan-backed securities that recognized OTTI in 2019 and there were no securities where the present value of cash flows expected to be collected are less than amortized cost basis.

(5) Separate Accounts

The Company utilizes Separate Accounts to record and account for variable annuity business. In accordance with the Insurance Code of the State of Oklahoma, variable annuities are supported for separate account classification by Title 36, Chapter 2, Section 6061. As of December 31, 2019 and 2018, the Company Separate Account statement included legally insulated assets of approximately \$980,712,000 and \$754,807,000, respectively, attributed to variable annuity contracts. The Separate Accounts held by the Company represent nonguaranteed variable annuity funds. The Company does not have a securities lending program.

The assets of these accounts are carried at fair market value. The net investment experience of the Separate Accounts is credited directly to the policyholder and can be positive or negative. These variable annuities generally provide an incidental death benefit of the greater of account value or premium paid. The minimum guaranteed death benefit reserve is held in Exhibit 5, Miscellaneous Reserves Section, of the Company's general account annual statement.

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	<u>2019</u>	<u>2018</u>
1. Premiums, considerations, or deposits for year ended December 31	\$ 83,929,810	75,230,630
2. Reserves at December 31:		
For accounts with assets at:		
a. Fair market value	\$ 980,712,323	754,806,790
b. Amortized cost	—	—
c. Total reserves	<u>\$ 980,712,323</u>	<u>754,806,790</u>
3. By withdrawal characteristics:		
a. Subject to discretionary withdrawal	\$ —	—
b. With market value adjustment	—	—
c. At book value without market value adjustment and with current surrender charge of 5% or more	—	—
d. At fair market value	980,712,323	754,806,790
e. At book value without market value adjustment and with current surrender charge less than 5%	—	—
f. Subtotal	<u>980,712,323</u>	<u>754,806,790</u>
g. Not subject to discretionary withdrawal	—	—
h. Total	<u>\$ 980,712,323</u>	<u>754,806,790</u>
4. Reserves for asset default risk in lieu of AVR	\$ —	—

Reconciliation of net transfers to or (from) Separate Accounts.

	<u>2019</u>	<u>2018</u>
1. Transfers as reported in the summary of operations of the separate accounts statements:		
a. Transfers to separate accounts	\$ 83,929,810	75,230,630
b. Transfers from separate accounts	<u>59,617,687</u>	<u>50,870,488</u>
c. Net transfers to or (from) separate accounts (a) – (b)	24,312,123	24,360,142
2. Reconciling adjustments:		
a. Plus change in expense allowance and administration	(2,439,214)	(262,768)
3. AFA net transfer to the separate accounts (fn1)		
a. (1c) + (2)	<u>\$ 21,872,909</u>	<u>24,097,374</u>

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(6) Liability for Accident and Health Reserves

Accident and health reserve activity for the years ended December 31, 2019 and 2018 was as follows:

	<u>2019</u>	<u>2018</u>
Liability beginning of year, net of reinsurance	\$ 516,987,838	491,139,445
Incurred related to:		
Current year	466,929,542	418,088,762
Prior years	<u>(22,280,175)</u>	<u>(30,974,899)</u>
Total incurred	<u>444,649,367</u>	<u>387,113,863</u>
Paid related to:		
Current year	236,989,122	215,689,348
Prior years	<u>162,281,917</u>	<u>145,576,122</u>
Total paid	<u>399,271,039</u>	<u>361,265,470</u>
Liability end of year, net of reinsurance	\$ <u>562,366,166</u>	<u>516,987,838</u>

Reinsurance recoverable on paid losses was approximately \$2,838,000 and \$3,162,000 at December 31, 2019 and 2018, respectively.

The provision for accident and health (A&H) benefits pertaining to prior years decreased approximately \$22,280,000 in 2019 from the prior year estimate. This decrease overall includes better than expected experience of approximately \$25,567,000 for group medical and disability and worse than expected experience of approximately \$3,287,000 for individual A&H business. The increase for individual A&H, primarily cancer, is due to a lengthening of the tail in the claim runoff.

The provision for A&H benefits pertaining to prior years decreased approximately \$30,975,000 in 2018 from the prior year estimate. This decrease overall includes better than expected experience of approximately \$31,332,000 for group medical and disability and worse than expected experience of approximately \$357,000 for individual A&H business. The increase for individual A&H, primary cancer, is due to a reserve increase due to a lengthening of the tail in the claim runoff and a one-time back payment on older diagnostic claims.

The Company paid approximately \$2,619,000 and \$259,000 in 2019 and 2018, respectively, to settle claims related to extra contractual obligations or bad faith claims stemming from lawsuits.

(7) Borrowed Money

AFA has borrowed approximately \$496,500,000 and \$496,500,000 on the line of credit with the Federal Home Loan Bank of Topeka (FHLB) at December 31, 2019 and 2018, respectively. The line of credit is secured by investment securities and cash pledged as collateral by AFA with a carrying amount of approximately \$517,000,000 and \$582,111,000 at December 31, 2019 and 2018, respectively, which exceeds the collateral required for this line of credit. The pledged securities are held in the Company's name in a custodial account at United Missouri Bank, N.A. to secure current and future borrowings. To

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participate in this available credit, AFA has acquired 227,956 shares of FHLB common stock with a total carrying value of approximately \$23,146,000 and \$22,795,600 at December 31, 2019 and 2018, respectively.

FHLB Capital Stock

	2019		
	General account	Separate accounts	Total
Membership stock – class A	\$ 834,000	—	834,000
Membership stock – class B	—	—	—
Activity stock	21,842,500	—	21,842,500
Excess stock	469,500	—	469,500
Total	<u>\$ 23,146,000</u>	<u>—</u>	<u>23,146,000</u>
Actual or estimate borrowing capacity as determined by the insurer	\$ 521,934,270		

FHLB Capital Stock

	2018		
	General account	Separate accounts	Total
Membership stock – class A	\$ 500,000	—	500,000
Membership stock – class B	—	—	—
Activity stock	21,842,500	—	21,842,500
Excess stock	453,100	—	453,100
Total	<u>\$ 22,795,600</u>	<u>—</u>	<u>22,795,600</u>
Actual or estimate borrowing capacity as determined by the insurer	\$ 556,615,156		

FHLB Membership Stock (Class A and B) Eligible for Redemption

	Current year total	Not eligible				
		for redemption	Less than 6 months	6 months to 1 year	1 to 3 years	3 to 5 years
Class A	\$ 834,000	500,000	334,000	—	—	—
Class B	—	—	—	—	—	—

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FHLB Borrowings

FHLB has the option to convert the initial rate of interest to an adjustable rate of interest on many of these lines of credit on the dates listed in the following table. At any time after FHLB exercises its conversion option, the Company may prepay the advance in full or in part without a fee.

The Company has no unused lines of credit as of December 31, 2019 or 2018.

AFA had no structured note borrowings as of December 31, 2019 and 2018.

Information regarding the terms of the funds borrowed from FHLB are as follows:

Interest rate	Interest rate subject to conversion to adjustable rate	Date issued	Maturity date	Balance at December 31	
				2019	2018
3.270	—	02/08/10	02/10/20	10,000,000	10,000,000
3.630	—	03/25/10	03/25/22	10,000,000	10,000,000
3.710	—	03/25/10	03/25/20	10,000,000	10,000,000
3.440	—	03/25/10	03/25/20	10,000,000	10,000,000
3.500	—	03/25/10	03/25/21	10,000,000	10,000,000
3.770	—	04/13/10	04/13/22	15,000,000	15,000,000
4.190	—	05/07/10	05/07/20	10,000,000	10,000,000
2.570	—	03/27/12	03/26/21	12,500,000	12,500,000
2.080	—	11/19/13	11/20/23	10,000,000	10,000,000
1.980	—	03/12/14	03/12/24	—	12,500,000
3.110	—	05/23/14	05/23/24	15,000,000	15,000,000
1.930	—	11/19/14	11/19/24	—	25,000,000
2.300	—	04/28/15	04/28/23	5,000,000	5,000,000
2.590	—	05/20/15	05/19/23	5,000,000	5,000,000
2.740	—	05/21/15	05/21/24	25,000,000	25,000,000
2.060	—	08/10/15	08/08/25	20,000,000	20,000,000
2.090	—	01/13/16	01/13/22	5,000,000	5,000,000
2.260	—	01/13/16	01/13/23	10,000,000	10,000,000
2.280	—	01/13/16	01/13/26	10,000,000	10,000,000
2.070	—	05/06/16	05/06/26	10,000,000	10,000,000
2.590	—	11/21/16	11/23/26	10,000,000	10,000,000
2.960	—	03/13/17	03/13/25	10,000,000	10,000,000
2.600	—	04/20/17	04/18/25	15,000,000	15,000,000
1.880	—	05/19/17	05/19/27	25,000,000	25,000,000
2.890	—	05/22/17	05/21/27	10,000,000	10,000,000
2.640	—	05/22/17	05/22/25	5,000,000	5,000,000
2.520	—	12/04/17	12/04/23	25,000,000	25,000,000
2.960	—	01/29/18	01/29/25	10,000,000	10,000,000
3.080	—	02/01/18	01/30/26	15,000,000	15,000,000
3.240	—	02/05/18	02/05/27	6,500,000	6,500,000

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

Interest rate	Interest rate subject to conversion to adjustable rate	Date issued	Maturity date	Balance at December 31	
				2019	2018
3.300	—	03/07/18	03/05/27	25,000,000	25,000,000
3.280	—	03/12/18	03/12/26	10,000,000	10,000,000
2.760	—	04/23/18	04/24/28	5,000,000	5,000,000
3.020	—	04/30/18	04/30/21	5,000,000	5,000,000
2.990	—	06/01/18	06/01/21	15,000,000	15,000,000
2.720	—	06/01/18	05/31/19	—	10,000,000
2.750	—	07/30/18	07/30/19	—	10,000,000
2.780	—	07/30/18	07/31/28	7,500,000	7,500,000
2.930	—	07/30/18	07/31/28	7,500,000	7,500,000
2.690	—	08/31/18	08/30/19	—	20,000,000
2.670	—	09/07/18	09/06/19	—	10,000,000
2.840	—	03/12/19	03/12/24	12,500,000	—
1.900	—	05/30/19	05/29/20	10,000,000	—
2.050	—	07/30/19	07/30/20	10,000,000	—
1.900	—	08/30/19	08/28/20	20,000,000	—
1.900	—	09/06/19	09/04/20	10,000,000	—
1.880	—	11/19/19	11/19/20	25,000,000	—
				<u>496,500,000</u>	<u>496,500,000</u>
			Accrued Interest	1,145,003	1,169,116
			Total	<u>\$ 497,645,003</u>	<u>497,669,116</u>

Interest paid in 2019 and 2018 was approximately \$13,807,000 and \$13,774,000, respectively, and is included in investment expenses in net investment income in the accompanying statutory statements of operations.

Scheduled maturities (excluding interest) of the above indebtedness at December 31, 2019 are as follows:

2020	\$ 115,000,000
2021	42,500,000
2022	30,000,000
2023	55,000,000
2024	52,500,000
2025 and thereafter	<u>201,500,000</u>
	<u>\$ 496,500,000</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

(8) Income Taxes

The Company's net deferred tax assets (liabilities) at December 31 and the change from the prior year are comprised of the following components:

	2019			2018			Change		
	Ordinary	Capital	Total	Ordinary	Capital	Total	Ordinary	Capital	Total
Gross deferred tax assets	\$ 92,972,084	894,046	93,866,130	82,838,147	905,797	83,743,944	10,133,937	(11,751)	10,122,186
Statutory valuation allowance adjustments	—	—	—	—	—	—	—	—	—
Adjusted gross deferred tax assets	92,972,084	894,046	93,866,130	82,838,147	905,797	83,743,944	10,133,937	(11,751)	10,122,186
Deferred tax asset nonadmitted	29,993,314	—	29,993,314	24,006,062	—	24,006,062	5,987,252	—	5,987,252
Sub-total net admitted deferred tax assets	62,978,770	894,046	63,872,816	58,832,085	905,797	59,737,882	4,146,685	(11,751)	4,134,934
Deferred tax liabilities	28,977,429	2,586,721	31,564,150	29,292,446	2,373,341	31,665,787	(315,017)	213,380	(101,637)
Net admitted deferred tax assets (liabilities)	\$ 34,001,341	(1,692,675)	32,308,666	29,539,639	(1,467,544)	28,072,095	4,461,702	(225,131)	4,236,571

Management has reviewed whether a valuation allowance is needed on its total gross deferred tax assets reported above based on factors such as past history and trends, projected taxable income, and expiration of carryforwards. Management believes that in 2019 and 2018 it is more likely than not that the results of operations will generate sufficient taxable income to realize its gross deferred tax assets on ordinary items. Additionally, in 2019 and 2018, management believes that there are sufficient capital gains available in its capital assets portfolio and that holding its fixed debt securities in a loss position to maturity or recovery substantiates the Company's ability to realize its gross deferred tax assets on capital items. As such, there was no statutory valuation allowance adjustments in 2019 or 2018.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

The Company's admission calculation components at December 31, 2019 and 2018 are as follows:

	2019			2018			Change		
	Ordinary	Capital	Total	Ordinary	Capital	Total	Ordinary	Capital	Total
(a) Federal income taxes paid in prior years recoverable through loss carrybacks	\$ —	—	—	—	—	—	—	—	—
(b) Adjusted gross deferred tax assets expected to be realized (excluding the amount of deferred tax assets from (a) above) after application of the threshold limitation. (The lesser of (b)1 and (b)2 below):									
1. Adjusted gross deferred tax assets expected to be realized following the balance sheet date	32,308,666	—	32,308,666	28,072,095	—	28,072,095	4,236,571	—	4,236,571
2. Adjusted gross deferred tax assets allowed per limitation threshold	—	—	76,797,954	—	—	71,573,078	—	—	5,224,876
Lesser of b(1) or b(2)	32,308,666	—	32,308,666	28,072,095	—	28,072,095	4,236,571	—	4,236,571
(c) Adjusted gross deferred tax assets (excluding the amount of deferred tax assets from (a) and (b) above) offset by gross deferred tax liabilities	30,670,104	894,046	31,564,150	30,759,990	905,797	31,665,787	(89,886)	(11,751)	(101,637)
(d) Deferred tax assets admitted									
Total ((a) + (b) + (c))	\$ 62,978,770	894,046	63,872,816	58,832,085	905,797	59,737,882	4,146,685	(11,751)	4,134,934

	<u>2019</u>	<u>2018</u>
Ratio percentage used to determine recovery period and threshold limitation amount	736 %	730 %
Amount of adjusted capital and surplus used to determine recovery period and threshold limitation in (b) 2 above	\$ <u>549,873,977</u>	<u>517,531,960</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

As of December 31, the change in the net deferred income taxes is comprised of the following (this analysis is exclusive of the nonadmitted DTAs as the change in nonadmitted assets is reported separately from the change in net deferred income taxes in the statutory statements of capital and surplus):

		<u>2019</u>	<u>2018</u>	<u>Change</u>
Gross deferred tax assets	\$	93,866,130	83,743,944	10,122,186
Gross deferred tax liabilities		31,564,150	31,665,787	(101,637)
Net deferred tax assets/liabilities		62,301,980	52,078,157	10,223,823
Tax effect of unrealized (gains) losses		(2,230,351)	(1,713,219)	(517,132)
Net deferred income taxes	\$	<u>64,532,331</u>	<u>53,791,376</u>	<u>10,740,955</u>

The impact of the Company's tax planning strategies as of December 31 is as follows:

	<u>2019</u>		<u>2018</u>		<u>Change</u>	
	<u>Ordinary</u>	<u>Capital</u>	<u>Ordinary</u>	<u>Capital</u>	<u>Ordinary</u>	<u>Capital</u>
Adjusted gross DTAs	\$ 92,972,084	894,046	82,838,147	905,797	10,133,937	(11,751)
Percentage of adjusted gross DTAs attributable to the impact of tax planning strategies	— %	1.0 %	— %	1.1 %	— %	(0.1)%
Net admitted adjusted gross DTAs	\$ 62,978,770	894,046	58,832,085	905,797	4,146,685	(11,751)
Percentage of net admitted adjusted gross DTAs attributable to the impact of tax planning strategies	— %	1.4 %	— %	1.5 %	— %	(0.1)%

None of the Company's tax-planning strategies include the use of reinsurance.

There are no temporary differences for which deferred tax liabilities are not recognized.

As of December 31, current income taxes incurred consist of the following major components:

		<u>2019</u>	<u>2018</u>	<u>Change</u>
Current federal income tax – operations	\$	26,428,520	7,521,969	18,906,551
Foreign income tax		—	—	—
Subtotal		26,428,520	7,521,969	18,906,551
Current federal income tax on capital gains taxes incurred		9,599,983	(9,142,363)	18,742,346
Federal and foreign income taxes incurred	\$	<u>36,028,503</u>	<u>(1,620,394)</u>	<u>37,648,897</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

As of December 31, deferred income tax assets and liabilities consist of the following major components:

	<u>2019</u>	<u>2018</u>	<u>Change</u>
Deferred tax assets:			
Ordinary:			
Discounting of unpaid losses	\$ 13,936,983	13,084,755	852,228
Policyholder reserves	17,202,187	15,722,541	1,479,646
Investments	—	94,336	(94,336)
Deferred acquisition costs	41,842,231	37,295,387	4,546,844
Fixed assets	3,425,664	1,662,697	1,762,967
Compensation and benefits accrual	8,466,819	8,314,627	152,192
Receivables – nonadmitted	7,152,033	5,997,730	1,154,303
Other	946,167	666,074	280,093
Subtotal	<u>92,972,084</u>	<u>82,838,147</u>	10,133,937
Nonadmitted	<u>29,993,314</u>	<u>24,006,062</u>	5,987,252
Admitted ordinary deferred tax assets	<u><u>62,978,770</u></u>	<u><u>58,832,085</u></u>	4,146,685
Capital:			
Investments	\$ <u>894,046</u>	<u>905,797</u>	<u>(11,751)</u>
Admitted capital deferred tax assets	<u>894,046</u>	<u>905,797</u>	<u>(11,751)</u>
Admitted deferred tax assets	<u><u>63,872,816</u></u>	<u><u>59,737,882</u></u>	4,134,934
Deferred tax liabilities:			
Ordinary:			
Investments	50,119	—	50,119
Fixed Assets	441,548	1,065,486	(623,938)
Deferred and uncollected premium	20,191,530	18,826,113	1,365,417
Other	8,294,232	9,400,847	(1,106,615)
Subtotal	<u>28,977,429</u>	<u>29,292,446</u>	(315,017)
Capital:			
Investments	<u>2,586,721</u>	<u>2,373,341</u>	213,380
Deferred tax liabilities	<u>31,564,150</u>	<u>31,665,787</u>	(101,637)
Net deferred tax assets	\$ <u><u>32,308,666</u></u>	<u><u>28,072,095</u></u>	4,236,571

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

The following items are included in Other Ordinary Deferred Tax Liabilities:

	<u>2019</u>	<u>2018</u>	<u>Change</u>
Change in reserve method	\$ 8,120,624	9,293,554	(1,172,930)
Other (items < 5% of total ordinary tax liabilities)	173,608	107,293	66,315
Total	<u>\$ 8,294,232</u>	<u>9,400,847</u>	<u>(1,106,615)</u>

The Company's income tax incurred and change in deferred tax differ from the amount obtained by applying the federal statutory rate of 21% to income before income taxes and net realized capital gains (losses) as follows:

	<u>2019</u>	<u>Effective 2019 tax rate</u>	<u>2018</u>	<u>Effective 2018 tax rate</u>
Income before taxes and realized capital gains (losses)	\$ 116,562,409	—%	\$ 99,962,157	—%
Income tax expense at 21% statutory rate	24,478,106	21.00%	20,992,053	21.0%
Increase (decrease) in tax resulting from:				
Dividends received deduction	(892,301)	-0.7%	(844,403)	-0.7%
Nondeductible expenses for meals and other items	718,929	0.7%	977,116	1.0%
Management fees	(1,911,000)	-1.6%	(1,269,030)	-1.3%
Tax credits	(2,113,913)	-2.0%	(2,126,320)	-2.2%
Tax-exempt income	(703,032)	-0.6%	(105,065)	-0.1%
Tax adjustment for IMR	(1,411,179)	-1.1%	(1,243,173)	-1.1%
Deferred tax benefit on nonadmitted assets	(1,154,303)	-1.0%	795,981	0.8%
Timing differences on realized gains and losses	88,522	—%	4,047,322	3.9%
Prior year return to provision and amended return adjustments	<u>(1,412,264)</u>	<u>-1.2%</u>	<u>(10,168,737)</u>	<u>-10.2%</u>
Total income tax expected	<u>\$ 15,687,565</u>	<u>13.5%</u>	<u>\$ 11,055,744</u>	<u>11.1%</u>
Current income taxes incurred (excludes tax on net realized gains and losses)	\$ 26,428,520	22.70%	\$ 7,521,969	7.6%
Net change in deferred income taxes (excludes tax on unrealized gains and losses)	<u>(10,740,955)</u>	<u>-9.2%</u>	<u>3,533,775</u>	<u>3.5%</u>
Total income tax reported	<u>\$ 15,687,565</u>	<u>13.50%</u>	<u>\$ 11,055,744</u>	<u>11.1%</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

The enactment of the Tax Cuts and Jobs Act of 2017 (Tax Act) materially impacted deferred income taxes in 2018 as a result of the tax rate change from 35% in 2017 to 21% in 2018 forward. During 2018, the pension redesignation from 2018 to 2017 and capital loss carryback from 2018 to prior years resulted in an additional 14% of current Federal income tax benefit. The Company generated a capital loss for tax purposes in 2018 of approximately \$26,186,000 which was carried back to its 2015, 2016, and 2017 Federal income tax returns, resulting in an additional Federal income tax benefit of approximately \$3,666,000 in 2018.

As of December 31, 2019, there are no operations loss deductions, capital loss, or tax credit carryforwards available for tax purposes.

The following are income taxes incurred in the current and prior years that will be available for recoupment in the event of future net losses:

	<u>Ordinary</u>	<u>Capital</u>	<u>Total</u>
December 31, 2019	\$ —	9,599,983	9,599,983
December 31, 2018	—	—	—
December 31, 2017	—	8,485,552	8,485,552

Due to the changes in Federal tax laws resulting from the enactment of the Tax Act on December 22, 2017, the 3-year carry back of ordinary losses to the extent of ordinary income generated in the carry back years is no longer available. The 3-year carry back of losses is still allowed to the extent of capital gains generated in the carry back years. The amounts in this table represent the income tax incurred on capital gains in the current and prior years that will be available for recoupment in the event of future net capital losses.

As of December 31, 2019, there were no deposits admitted under Section 6603 of the Internal Revenue Code.

The Company is included in a consolidated federal income tax return with the following entities:

American Fidelity Corporation	American Fidelity International Holdings, Inc.
American Public Life Insurance Company	AF Apartments, Inc.
American Fidelity Securities, Inc.	Market Place Realty Corporation
InvesTrust	American Fidelity Property Services, LLC
American Fidelity General Agency, Inc.	American Fidelity Community Services, Inc.
AF Professional Employment Group, LLC	Home Rentals Inc.
First Financial Securities of America, Inc.	Apple Creek Apartments, Inc.
American Fidelity Property Company	Alcott HR Group, LLC
American Fidelity Administrative Services, LLC	All In Sports & Entertainment, LLC

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

The method of tax allocation between the companies is subject to a written agreement approved by the Board of Directors. Allocation is based on separate return calculations at the group's effective tax rate with current credit for net losses. Intercompany tax balances are settled annually.

The Company has no tax loss contingencies for which it is reasonably possible that the total liability will significantly increase within twelve months of the reporting date.

As of December 31, 2019, the Company did not owe or pay and Repatriation Transition Tax installments under the TCJA.

As of December 31, 2019, the Company has no AMT credit carryforward.

The Company files income tax returns in the U.S. federal jurisdiction and various states. The Company is no longer subject to U.S. federal income tax examinations for years prior to 2016 and state and local income tax examinations for years prior to 2015. The Company is not currently under examination by any taxing authority.

(9) Reinsurance

Reinsurance contracts do not relieve the Company from its obligations to policyholders. Failure of reinsurers to honor their obligations could result in losses to the Company. The Company evaluates the financial condition of its reinsurers and monitors concentrations of credit risk arising from similar geographic regions, activities, or economic characteristics of the reinsurers to minimize its exposure to significant losses from reinsurer insolvencies. Management believes that all reinsurers presently used are financially sound and will be able to meet their contractual obligations; therefore, no significant allowance for uncollectible amounts has been included in the December 31, 2019 or 2018 statutory financial statements. Estimated amounts that reduce the reserves for future policy benefits at December 31, 2019 and 2018 for reinsurance ceded are approximately \$1,085,529,000 and \$1,094,467,000, respectively. At December 31, 2019 and 2018, amounts that reduced the reserves for future policy benefits of approximately \$697,228,000 and \$715,505,000, respectively, were associated with one reinsurer (note 14).

At December 31, 2019 and 2018, the Company had unsecured aggregate recoverable from the following reinsurers for policy and contracts claims, paid and unpaid, that exceeds 3% of the Company's surplus, as follows:

<u>Group</u>	<u>2019</u>	<u>2018</u>
Hannover Life Reassurance Company	\$ 3,491,119	2,496,774
Hannover Reassurance (Ireland) LTD	18,472,006	16,372,259
Total group	21,963,125	18,869,033

Reinsurance agreements in effect for life insurance policies vary according to the age of the insured and the type of risk. Retention amounts for life insurance range from \$250,000 on domestic individual life coverages to \$500,000 on group life and Latin American individual life coverages, with slightly lower limits on accidental death benefits. At December 31, 2019 and 2018, the face amounts of life insurance in force that are reinsured amounted to approximately \$7,421,897,000 and \$7,759,000,000, respectively (approximately 24.3% and 27.0% of total life insurance in force, respectively).

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

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Reinsurance agreements in effect for accident and health insurance policies vary with the type of coverage. There are no accident and health reinsurance treaties subject to retention limits.

The effects of reinsurance agreements on earned premiums, prior to deductions for benefits, and commission allowances are as follows for the years ended December 31, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Reinsurance ceded	\$ 209,700,052	207,564,634
Reinsurance assumed	58,091,200	52,646,255

Reinsurance agreements reduced benefits paid for life and accident and health policies by approximately \$195,274,600 and \$199,434,000 for the years ended December 31, 2019 and 2018, respectively.

(10) Employee Benefit Plans

The Company participates in a pension plan (the Plan), sponsored by AFC, and is not directly liable for obligations under the Plan. The Plan covers all employees who have satisfied longevity and age requirements. The Company's funding policy is to contribute annually the maximum amount that can be deducted for federal income tax purposes. Contributions are intended to provide not only for benefits attributed to service to date, but also for those expected to be earned in the future. The Company contributed approximately \$20,019,000 and \$56,056,000 to the Plan during the years ended December 31, 2019 and 2018, respectively. AFC also offers certain postretirement benefits other than the Plan.

On September 12, 2018, the Company made an additional approximately \$39,000,000 cash contribution over the required minimum contribution of approximately \$17,506,000. This transaction allowed the Company to take advantage of the 14% differential in tax rate (35% vs 21%) by designating all 2018 payments as contributions for the 2017 Plan Year for the Plan and for Federal Income Tax purposes. This designation had to occur and be funded prior to the filing of the 2018 tax return. The additional contribution had a pretax impact of approximately \$39,000,000. The tax benefits related to the election on required and additional contributions reduced the expense by approximately \$16,038,000 causing a net decrease of approximately \$22,962,000.

The Company participates in a defined-contribution thrift and profit sharing plan as provided under Section 401(a) of the Code, which includes the tax deferral feature for employee contributions provided by Section 401(k) of the Code. The Company contributed approximately \$9,809,000 and \$8,898,000 to this plan during the years ended December 31, 2019 and 2018, respectively.

(11) Leases

The Company leases various properties to nonaffiliates under operating lease agreements, which expire or are cancelable within one year. The properties leased are included in the statutory statements of admitted assets, liabilities, and capital and surplus as investment real estate. Rental income on these properties is included in the statutory statements of operations as net investment income.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

Investment real estate held for lease is as follows at December 31:

	<u>2019</u>	<u>2018</u>
Land and buildings, net of encumbrances	\$ 35,742,883	33,258,423
Less accumulated depreciation	<u>(11,969,556)</u>	<u>(9,186,852)</u>
Net investment real estate	<u>\$ 23,773,327</u>	<u>24,071,571</u>

The Company entered into a lease agreement with 9000 Broadway LLC, a related party, on December 31, 2012, and modified effective January 1, 2014. The balance due will be paid in monthly amounts of approximately \$714,000 over the 20 year term of the lease.

(12) Related-Party Transactions

The Company paid cash dividends to AFC in the amount of approximately \$60,000,000 during 2019 and \$35,000,000 during 2018. There were no other transactions with affiliates in amounts, which exceeded one-half of one percent of the total admitted assets of the Company.

At December 31, 2019 and 2018, the Company reported approximately \$6,514,000 and \$6,033,000, respectively, as amounts due from AFC.

The Company leases office space from a subsidiary of AFC. The rent payments associated with this lease were approximately \$10,107,000 and \$9,593,000 in 2019 and 2018, respectively.

During 2017, 2016, and 2015 the Company entered into three-year software lease agreements with AFC. Lease expense related to these agreements was approximately \$5,432,000 and \$6,246,000 for the years ended December 31, 2019 and 2018, respectively, and is included in general insurance expenses.

The Company leases automobiles, furniture, and equipment from a partnership that owns a controlling interest in AFC. These operating leases are cancelable upon one month's notice. During the years ended December 31, 2019 and 2018, payments under these leases were approximately \$12,209,000 and \$12,366,000, respectively.

Under a service agreement approved by the Oklahoma Insurance Department, AFC provides certain services on a cost basis with no markup. During the years ended December 31, 2019 and 2018, the Company paid management fees to AFC totaling approximately \$11,268,000 and \$14,494,000, respectively.

Under a service agreement approved by the Oklahoma Insurance Department, AFA provides certain services to American Fidelity International (Bermuda) Ltd. (AFIBL). During the years ended December 31, 2019 and 2018, AFIBL paid management fees to AFA of approximately \$3,078,000 and \$2,103,000, respectively.

Under a service agreement approved by the Oklahoma Insurance Department, AFA provides certain services to American Public Life Insurance Company (APL). During the years ended December 31, 2019 and 2018, APL paid management fees to AFA of approximately \$1,500,000 and \$1,500,000, respectively.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

During the years ended December 31, 2019 and 2018, the Company paid investment advisory fees to a partnership that owns a controlling interest in AFC totaling approximately \$15,341,000 and \$10,822,000, respectively.

(13) Commitments and Contingencies

Rent expense for the years ended December 31, 2019 and 2018 was approximately \$26,464,000 and \$25,583,000, respectively. A portion of rent expense relates to leases that expire or are cancelable within one year. The approximate aggregate minimum annual rental commitments as of December 31, 2019 under noncancelable long-term leases for office space are as follows:

2020	\$	11,536,000
2021		10,478,000
2022		9,065,000
2023		8,626,000
2024		8,577,000
2025 and thereafter		40,282,000

The Company has outstanding mortgage loan commitments of approximately \$40,825,000 and \$16,288,000 at December 31, 2019 and 2018, respectively.

The Company is subject to state guaranty association assessments in all states in which it is licensed to do business. These associations generally guarantee certain levels of benefits payable to resident policyholders of insolvent insurance companies. Many states allow premium tax credits for all or a portion of such assessments, thereby allowing potential recovery of these payments over a period of years. However, several states do not allow such credits. The Company estimates its liabilities for guaranty association assessments by using the latest information available from the National Organization of Life and Health Insurance Guaranty Associations. The Company monitors and revises its estimates for assessments as additional information becomes available, which could result in changes to the estimated liabilities. As of December 31, 2019 and 2018, liabilities for guaranty association assessments totaled approximately \$1,691,000 and \$1,770,000, respectively. Other operating expenses related to state guaranty association assessments were minimal for the years ended December 31, 2019 and 2018.

In the normal course of business, there are various legal actions and proceedings pending against the Company and its subsidiaries. In management's opinion, the ultimate liability, if any, resulting from these legal actions will not have a material adverse effect on the Company's financial position.

(14) Acquired Business – Mid-Continent Life Insurance Company

Effective December 31, 2000, the Company entered into an assumption reinsurance agreement with the Commissioner of Insurance of the State of Oklahoma, in his capacity as receiver of Mid-Continent Life Insurance Company (MCL) of Oklahoma City, Oklahoma. Under this agreement, the Company assumed MCL's policies in force, with the exception of a small block of annuity policies that was assumed effective January 1, 2001. In a concurrent reinsurance agreement, the Company ceded 100% of the MCL policies assumed to Hannover Life Reassurance Company of America. In 2002, this agreement was then transferred to Hannover Life Reassurance Company of Ireland (HLR). The agreement with HLR is a funds

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

\$691,754,000 and \$706,188,000 to HLR and maintaining a funds withheld liability at December 31, 2019 and 2018, respectively.

Under the terms of the agreement with the receiver, the Company has guaranteed that the amount of premiums charged under the assumed "Extra-Life" contracts will not increase during the 17-year period beginning December 31, 2000 and will only increase thereafter if certain conditions are met. In 2018, the Company demonstrated to the Oklahoma Department of Insurance that those certain conditions had been met and the Company implemented a 10% rate increase and in July of 2019 the Company implemented an 11% rate increase. The Company has also guaranteed that the current dividend scale on the assumed "Extra-Life" contracts shall not be reduced or eliminated during the five-year period beginning December 31, 2000. Beginning January 1, 2006, the dividends on the assumed "Extra-Life" contracts are no longer guaranteed pursuant to the assumption reinsurance agreement with the Commissioner of Insurance of the State of Oklahoma.

As required by the terms of the assumption reinsurance agreement with the Commissioner of Insurance of the State of Oklahoma, the Company and HLR agreed that a Supplemental Policyholder Reserve (SPR) would be established. The initial SPR is equal to the net of the assets and liabilities received from MCL under the assumption agreement, less amounts ceded to other reinsurance carriers. The SPR is 100% ceded to HLR.

The purpose of the SPR is to provide additional protection to the MCL policyholders against premium increases and to ensure that profits are recognized over the lives of the underlying policies, rather than being recognized up front. The method for calculation of the initial SPR was specified precisely in the agreement with the receiver. The method for calculating the SPR for periods beyond the purchase date was developed by the Company, as this reserve is not otherwise required statutorily or under existing actuarial valuation guidance. The SPR is divided into two parts: (a) an additional reserve for future benefits, which is an estimate of the amount needed, in addition to the policy reserves and liability for future dividends, to fund benefits assuming there are no future premium rate increases, and (b) an additional reserve for future estimated profit, which represents the profit the Company expects to earn on this business over the lives of the underlying policies. The SPR is reprojected each year to recognize current and future profits as a level percentage of future projected required capital amounts each year, resulting in a level return on investment. Any remaining SPR will not automatically be released after the premium guarantee period of 17 years because the SPR is to be held until there is an actuarial certainty that premium rate increases will not be needed. The calculation of the SPR is subject to significant volatility, as it is highly dependent upon assumptions regarding mortality, lapse experience, and investment return. Small shifts in any of these underlying assumptions could have a dramatic impact on the value of the SPR. The SPR was approximately \$343,509,000 and \$357,847,000 for 2019 and 2018, respectively.

Under the terms of the agreement with HLR, HLR has agreed to share future profits on a 50/50 basis with the Company through an experience refund account. The experience refund account is calculated as premium income plus investment income less reserve increases (including the SPR), benefits paid, and administrative expense allowances paid to the Company and is settled on a quarterly basis. Losses are not shared on a 50/50 basis, except to the extent that a net loss in the experience account at the end of a quarter carries forward to future quarters. There was no experience refund earned by the Company in 2019 and 2018. Due to the nature of a funds withheld reinsurance arrangement, the components of the experience refund calculation are reported as separate components in the accompanying summary of operations. Premium income, reserve increases, and benefits paid related to this block are reported as

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

reductions of premium income, changes in reserves, and benefits for reinsurance ceded, as required by the terms of the agreement. Investment income on the funds withheld is included in AFA's investment income, and administrative expense allowances paid to AFA are reported as a reduction of AFA's expense. The impact of ceding investment income on funds withheld is reported as a reduction of net investment income in the accompanying summary of operations.

(15) Life Contracts – Premiums

Deferred and uncollected life insurance premiums and annuity considerations as of December 31, 2019 were as follows:

	<u>Gross</u>	<u>Net of loading</u>
Ordinary new business	\$ 23,862,178	2,339,815
Ordinary renewal	55,902,416	42,487,089
Group life	97,401	97,401
	<u>79,861,995</u>	<u>44,924,305</u>
Total	\$ <u>79,861,995</u>	<u>44,924,305</u>

Deferred and uncollected life insurance premiums and annuity considerations as of December 31, 2018 were as follows:

	<u>Gross</u>	<u>Net of loading</u>
Ordinary new business	\$ 22,491,514	2,118,863
Ordinary renewal	45,199,738	36,110,684
Group life	91,343	91,269
	<u>67,782,595</u>	<u>38,320,816</u>
Total	\$ <u>67,782,595</u>	<u>38,320,816</u>

(16) Managing General Agents and Third-Party Administrators

There are no MGA or TPA arrangements with direct written premium greater than 5% of surplus at December 31, 2019 and 2018 respectively. Total aggregate direct written premium was approximately \$51,120,000 and \$58,646,000 at December 31, 2019 and 2018, respectively.

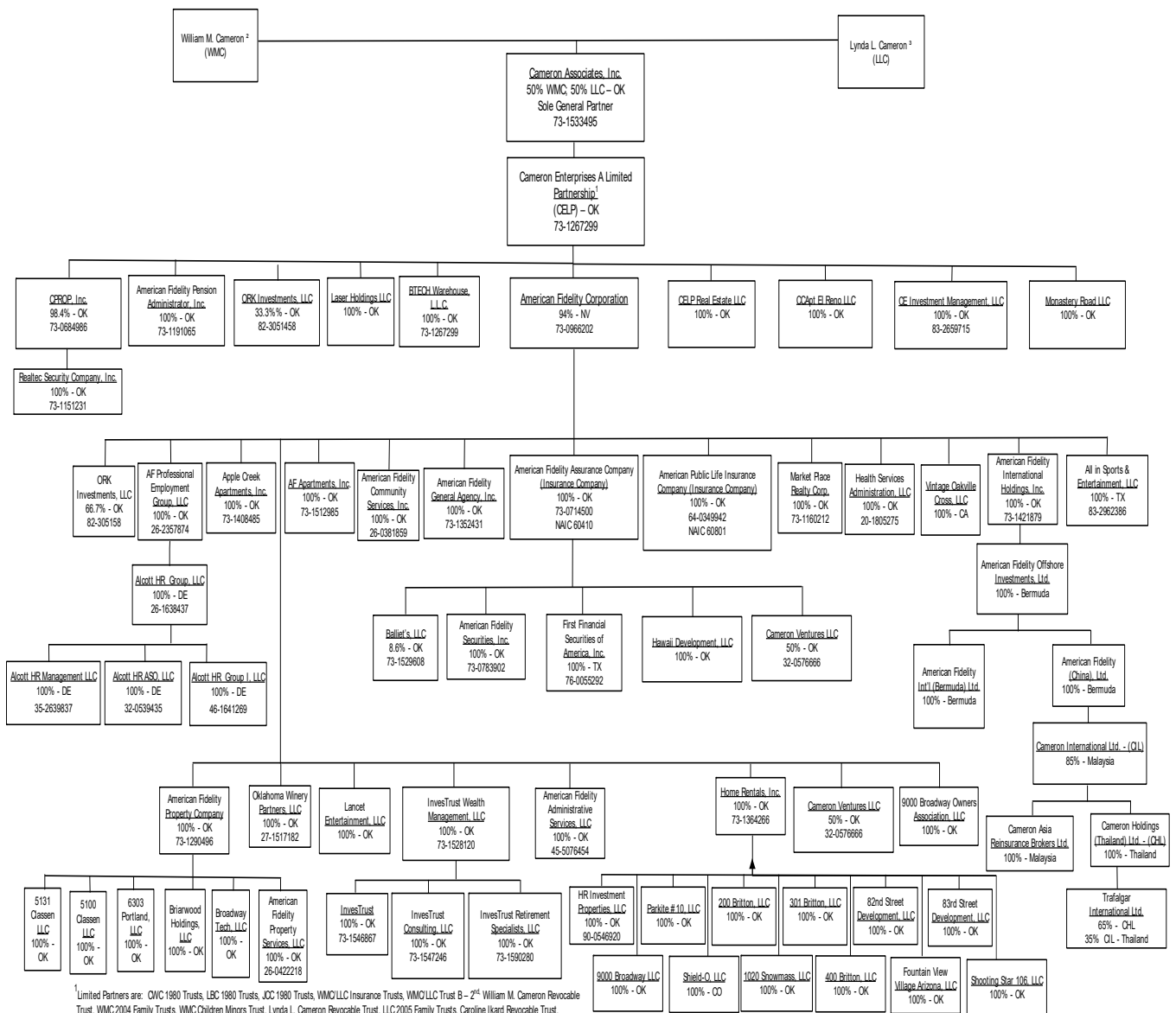
AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

(17) Affiliated Entities

The following is a summary of the significant ownership and affiliated entity relationships that existed at December 31, 2019



¹ Limited Partners are: OWC 1980 Trusts, LBC 1980 Trusts, JOC 1980 Trusts, WMO/LLC Insurance Trusts, WMO/LLC Trust B - 2nd William M. Cameron Revocable Trust, WMC 2004 Family Trusts, WMC Children Minors Trust, Lynda L. Cameron Revocable Trust, LLC 2005 Family Trusts, Caroline Icard Revocable Trust, Liza Cameron Revocable Trust

² William M. Cameron owns his interest in Cameron Associates through the William M. Cameron Revocable Trust.

³ Lynda L. Cameron owns her interest in Cameron Associates through the Lynda L. Cameron Revocable Trust.

NOTE: Organizations that are corporations include one of the following: Corporation, Company or Inc.
Organizations that are limited liability companies include one of the following: LLC or LC

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

(18) Reconciliations

Reconciliations of capital and surplus and net income on a GAAP basis to the amounts included in the accompanying statutory financial statements for the years ended December 31, 2019 and 2018 are as follows (in thousands):

	Net income, year ended December 31		Capital and surplus, at December 31	
	2019	2018	2019	2018
Amounts as reported on statutory basis	\$ 90,280	98,889	544,295	505,226
Adjustments:				
Deferred policy acquisition costs	48,006	50,098	719,167	681,183
Policy benefit reserves	(848)	(19,647)	(21,232)	(21,705)
Deferred federal income taxes	1,224	(9,098)	(146,917)	(102,268)
Due and deferred premiums	(4,190)	(1,050)	(24,820)	(25,722)
Nonadmitted assets	—	—	25,842	26,162
Asset valuation reserve	—	—	37,888	40,378
Invested assets	—	(74,834)	277,076	(11,564)
Funds withheld derivative	27,186	75,661	(132,630)	(47,099)
Other, net	34	(823)	62,597	32,997
	<u>161,692</u>	<u>119,196</u>	<u>1,341,266</u>	<u>1,077,588</u>
Amounts on a GAAP basis for consolidated presentation	\$ <u>161,692</u>	<u>119,196</u>	<u>1,341,266</u>	<u>1,077,588</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

(19) Guaranty Assessments

As of December 31, 2019, American Fidelity Assurance Company did not receive notice of any assessments that would have a material financial impact.

The amount of recognized liabilities under SSAP No. 35R is approximately \$1,691,000 and the related asset for premium tax credits is approximately \$772,000. The Company expects that the assessments would be billed and paid over the next year and the majority of the premium tax offsets would be realized over the next five years after that.

Assets recognized from paid and accrued premium tax offsets and policy surcharges prior year-end	\$	4,229,571
Decreases current year:		
Premium tax offset applied		857,261
Payments on insolvencies which were set up as payables prior to the current year		354,932
Increases current year:		
Assessment payments less refunds on insolvencies billed during the current year		403,052
Adjusted the liability to remove payments on insolvencies which are no longer part of the projected liability		4,160
Increase in the estimated assessment liability based on the new projections at the end of the current year		134,136
Assets recognized from paid and accrued premium tax offsets and policy surcharges current year-end	\$	3,558,725

(20) Subsequent Events

The Company has evaluated events subsequent to December 31, 2019 and through April 13, 2020 the date on which the audited financial statements were issued. The Company's exposure to risk and impact from COVID-19 is being analyzed at every level. Our product mix does not currently have comprehensive medical coverage as we primarily sell supplemental products. Our reserves have proved to be adequate under a wide variety of interest rates and stress tests. At this point, we have no reason to believe that normal reserves will not be adequate to cover impacts of COVID-19. Due to our product mix, we believe that the claim impact, if any due to the virus itself will be very minor. However, if these events would trigger a recession, we could see the potential for additional claims (and claim reserves) in our disability lines. The Company is modeling various stress scenarios for all potentially impacted areas and will monitor outcomes

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2019 and 2018

monthly of all financial impacts. Our investments portfolio is very high credit quality, and as noted earlier in footnote 1(l), Capital and Surplus, our liquidity level is substantial for the Company, with additional sources at the AFC level. Monitoring at every level will continue as long as deemed necessary.

AMERICAN FIDELITY ASSURANCE COMPANY

Selected Financial Data

December 31, 2019

Investment income earned:	
Government bonds	\$ 1,655,900
Other bonds (unaffiliated)	180,327,149
Preferred stocks (unaffiliated)	806,724
Common stocks (unaffiliated)	15,418
Mortgage loans	23,788,064
Real estate	7,436,798
Premium notes, policy loans, and liens	2,981,784
Cash on hand and on deposit	1,850,855
Other invested assets	492,719
Aggregate write-ins for investment income	833,664
Gross investment income	<u>\$ 220,189,075</u>
Real estate owned – book value	\$ 23,773,327
Mortgage loans – book value:	
Commercial mortgages	<u>\$ 550,520,170</u>
Total mortgage loans	<u>\$ 550,520,170</u>
Mortgage loans by standing – book value:	
Good standing	\$ 550,520,170
Other long-term invested assets – statement value	55,443,823
Bonds and stocks of parents, subsidiaries, and affiliates – book value:	
Common stocks	1,335,908
Bonds and short-term investments by class and maturity:	
Bonds and short-term investments by maturity – statement value:	
Due within 1 year	\$ 135,001,333
Over 1 year through 5 years	636,364,919
Over 5 years through 10 years	1,371,073,254
Over 10 years through 20 years	962,131,490
Over 20 years	<u>1,269,834,439</u>
Total by maturity	<u>\$ 4,374,405,435</u>
Bonds and short-term investments by class – statement value:	
Class 1	\$ 3,070,430,501
Class 2	1,281,103,325
Class 3	20,233,781
Class 4	—
Class 5	—
Class 6	<u>2,637,828</u>
Total by class	4,374,405,435
Total bonds and short-term investments publicly traded	<u>3,258,139,579</u>
Total bonds and short-term investments privately placed	<u>\$ 1,116,265,856</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Selected Financial Data

December 31, 2019

Common stocks – fair value (investments in affiliates at equity value)	\$	25,076,928
Cash on hand and on deposit		289,209,412
Life insurance in force (net):		
Ordinary		22,167,190,000
Group life		965,095,000
Amount of accidental death insurance in force under ordinary policies (net)		5,407,762
Life insurance policies with disability provisions in force (net):		
Ordinary		2,207,391,000
Group life		54,367,000
Supplementary contracts in force (net):		
Ordinary – not involving life contingencies:		
Amount on deposit		88,544
Income payable		5,197,800
Ordinary – involving life contingencies (net):		
Income payable		2,275,111
Annuities:		
Ordinary:		
Immediate – amount of income payable	\$	—
Deferred – fully paid account balance		1,209,364,835
Group:		
Immediate – amount of income payable		—
Accident and health insurance – premiums in force:		
Ordinary		370,353,586
Group		625,173,268
Deposit funds and dividend accumulations:		
Deposit funds – account balance		7,009
Dividend and coupon accumulations – account balance		203,817
Claims payments:		
Other accident and health:		
2019		115,765,355
2018		73,462,849
2017		12,747,903
2016		5,140,810
2015		3,657,023
Prior		20,271,404
Group accident and health:		
2019		121,223,767
2018		37,620,920
2017		4,552,340
2016		1,804,630
2015		984,400
Prior		2,039,638

See accompanying independent auditors' report.

AMERICAN FIDELITY ASSURANCE COMPANY

Schedule of Investment Risk Interrogatories

December 31, 2019

1. Total admitted assets, excluding separate accounts: \$5,676,112,404
2. The Company's 10 largest exposures to a single issuer/borrower/investment, excluding U.S. government, U.S. government agency securities, and those U.S. government money market funds listed in the Appendix to the NAIC SVO Purposes and Procedures Manual as exempt, property occupied by the Company, and policy loans at December 31, 2019 are as follows:

Investment category	Amount	Percentage of total admitted assets
PepsiCo, Inc	\$ 29,479,874	0.519%
Intl Business Machines Corp	28,885,307	0.509%
Apple Inc	28,472,524	0.502%
Mars, Inc	28,115,280	0.495%
Prudential Financial, Inc	27,472,399	0.484%
Bristol-Myers Squibb Company	27,446,650	0.484%
Comcast Corp	26,500,864	0.467%
Exxon Mobil Corporation	26,482,847	0.467%
Target Corporation	25,759,012	0.454%
Burlington Northern Santa Fe	25,355,314	0.447%

3. The Company's investments in bonds, short-term investments, and preferred stocks by NAIC rating at December 31, 2019 are as follows:

Bonds, short-term investments, and preferred stocks	Amount	Percentage of total admitted assets
NAIC-1	\$ 3,072,310,751	54.127%
NAIC-2	1,296,556,305	22.842%
NAIC-3	20,336,397	0.358%
NAIC-4	—	0.000%
NAIC-5	—	0.000%
NAIC-6	2,849,048	0.050%

AMERICAN FIDELITY ASSURANCE COMPANY

Schedule of Investment Risk Interrogatories

December 31, 2019

4. Assets held in foreign investments:

	<u>Amount</u>	<u>Percentage of total admitted assets</u>
Are assets held in foreign investments less than 2.5% of the reporting entity's total admitted assets?		Yes () No (X)
Total admitted assets held in foreign investment	\$ 496,578,839	8.749%
Foreign-currency-denominated investments	—	—
Insurance liabilities denominated in that same foreign currency	—	—

5. Aggregate foreign investment exposure categorized by NAIC sovereign rating:

	<u>Amount</u>	<u>Percentage of total admitted assets</u>
Countries rated NAIC-1	\$ 455,873,361	8.031%
Countries rated NAIC-2 or below	40,705,478	0.717%

6. Largest foreign investment exposures by country, categorized by the country's NAIC sovereign rating:

	<u>Amount</u>	<u>Percentage of total admitted assets</u>
Countries rated NAIC – 1:		
Country 1: Australia	\$ 94,410,887	1.663%
Country 2: Netherlands	85,494,186	1.506%
Countries rated NAIC – 2 or below:		
Country 1: Mexico	\$ 20,846,925	0.367%
Country 2: Panama	13,889,683	0.245%

AMERICAN FIDELITY ASSURANCE COMPANY

Schedule of Investment Risk Interrogatories

December 31, 2019

10. Ten largest nonsovereign (i.e., nongovernmental) foreign issues:

Issuer	Amount	Percentage of total admitted assets
Shell International Fin**	\$ 30,223,770	0.532%
Mitsubishi UFJ Finance Group**	23,666,761	0.417%
Siemens Financieringsmat**	22,361,487	0.394%
Tencent Holdings Ltd.**	15,043,330	0.265%
Ausgrid Finance Pty Ltd**	11,995,722	0.211%
NSW	11,000,000	0.194%
Total Capital International SA	10,539,794	0.186%
BIB	10,000,000	0.176%
ING Groep N.V.**	9,996,898	0.176%
Reckitt Benckiser Tsy**	9,976,714	0.176%

- 16a. The aggregate mortgage interest represents the combined value of all mortgages secured by the same property or same group of properties. Each of the Company's 10 largest aggregate mortgage interests at December 31, 2019 are as follows:

Type (commercial)	Amount	Percentage of total admitted assets
Crown Equipment	\$ 15,872,161	0.280%
Waterloo Devon	14,506,695	0.256%
H.R. Developers	13,498,949	0.238%
CE Enterprise Partners	13,042,750	0.230%
ZP No. 17, LLC	10,899,541	0.192%
Daboo, LLC	10,699,923	0.189%
River Oaks Properties	10,431,596	0.184%
RCG U-45 Hayward	8,651,107	0.152%
Apollo Partners LP	8,448,857	0.149%
Susan A Cox	8,108,543	0.143%

AMERICAN FIDELITY ASSURANCE COMPANY

Schedule of Investment Risk Interrogatories

December 31, 2019

- 16b. The Company's mortgage loans have the following loan-to-value ratios as determined from the most current appraisal as of the annual statement date:

	Loan-to-value	Commercial	Percentage of total admitted assets
i.	above 95%	\$ —	— %
ii.	91% to 95%	—	—
iii.	81% to 90%	—	—
iv.	71% to 80%	9,218,175	0.162%
v.	below 70%	541,301,995	9.536%

Items 7 through 9, 11 through 15, 17a, and 18 through 23 are not applicable to the Company.

See accompanying independent auditors' report.

AMERICAN FIDELITY ASSURANCE COMPANY

Summary Schedule of Investments

December 31, 2019

Investment categories	Gross investment holdings		Admitted assets as reported in the annual statement	
	Amount	Percentage	Amount	Percentage
Bonds:				
U.S. Governments	\$ 3,978,923	0.074%	\$ 3,978,923	0.074%
All Other Governments	28,084,114	0.521%	28,084,114	0.521%
U.S. States, Territories and Possessions, etc., Guaranteed	694,369,970	12.875%	694,369,970	12.875%
U.S. Special Revenue and Special Assessment Obligations, etc., Non-Guaranteed	1,076,795,506	19.966%	1,076,795,506	19.966%
Industrial and Miscellaneous	2,571,176,922	47.674%	2,571,176,922	47.674%
Preferred Stocks:				
Industrial and Misc. (Unaffiliated)	17,647,066	0.327%	17,647,066	0.327%
Common Stocks:				
Industrial and Miscellaneous Publicly Traded (Unaffiliated)	462,488	0.009%	462,488	0.009%
Industrial and Miscellaneous Other (Unaffiliated)	23,146,000	0.429%	23,146,000	0.429%
Parent, Subsidiaries and Affiliates Other	1,335,908	0.025%	1,335,908	0.025%
Mutual Funds (Unaffiliated)	132,532	0.002%	132,532	0.002%

AMERICAN FIDELITY ASSURANCE COMPANY

Summary Schedule of Investments

December 31, 2019

Investment categories	Gross investment holdings		Admitted assets as reported in the annual statement	
	Amount	Percentage	Amount	Percentage
Mortgage loans:				
Commercial Mortgages	\$ 550,520,170	10.208%	\$ 550,520,170	10.208%
Real estate investments:				
Property Held for Production of Income	23,773,327	0.441%	23,773,327	0.441%
Cash, Cash Equivalents, and Short-term Investments				
Cash	289,209,412	5.362%	289,209,412	5.362%
Contract Loans	56,447,154	1.047%	56,447,154	1.047%
Receivables for Securities	709,026	0.013%	709,026	0.013%
Other Invested Assets	55,443,823	1.028%	55,443,823	1.028%
Total Invested Assets	\$ 5,393,232,341	100%	\$ 5,393,232,341	100%

See accompanying independent auditors' report.

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Financial Statements and Schedules

December 31, 2017 and 2016

(With Independent Auditors' Report Thereon)

Independent Auditors' Report

To the Board of Directors
American Fidelity Assurance Company:

We have audited the accompanying financial statements of American Fidelity Assurance Company (the Company), which comprise the statutory statements of admitted assets, liabilities, and capital and surplus as of December 31, 2017 and 2016, and the related statutory statements of operations, capital and surplus, and cash flow for the years then ended, and the related notes to the statutory financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with statutory accounting practices prescribed or permitted by the Oklahoma Insurance Department. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in note 1 to the statutory financial statements, the financial statements are prepared by the Company using statutory accounting practices prescribed or permitted by the Oklahoma Insurance Department, which is a basis of accounting other than U.S. generally accepted accounting principles. Accordingly, the financial statements are not intended to be presented in accordance with U.S. generally accepted accounting principles.

The effects on the financial statements of the variances between the statutory accounting practices and U.S. generally accepted accounting principles also are described in note 19.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the variances between statutory accounting practices and U.S. generally accepted accounting principles discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraph, the financial statements referred to above do not present fairly, in accordance with U.S. generally accepted accounting principles, the financial position of American Fidelity Assurance Company as of December 31, 2017 and 2016, or the results of its operations or its cash flows for the years then ended.

Opinion on Statutory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the admitted assets, liabilities, and capital and surplus of American Fidelity Assurance Company as of December 31, 2017 and 2016, and the results of its operations and its cash flow for the years then ended, in accordance with statutory accounting practices prescribed or permitted by the Oklahoma Insurance Department described in note 1.

Other Matter

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information included in the supplemental schedules of selected financial data, investment risk interrogatories, and summary schedule of investments, is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the Oklahoma Insurance Department. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

/s/KPMG LLP

Oklahoma City, Oklahoma
April 19, 2018

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Admitted Assets,
Liabilities, and Capital and Surplus

December 31, 2017 and 2016

Admitted Assets	2017	2016
Cash and invested assets:		
Bonds, at amortized cost (fair value: \$4,259,537,835 and \$3,998,585,286 in 2017 and 2016, respectively)	\$ 4,043,435,952	3,874,796,569
Preferred stocks, at cost (fair value: \$5,162,340 and \$4,917,320 in 2017 and 2016, respectively)	4,211,220	4,211,220
Common stocks, at fair value (cost: \$13,382,865 and \$14,126,581 in 2017 and 2016, respectively)	23,252,191	23,169,690
Common stock, investment in affiliates at equity value	962,932	880,238
Mortgage loans on real estate	480,274,494	442,601,524
Investment real estate, at cost (less accumulated depreciation of \$8,457,362 and \$6,293,343 in 2017 and 2016, respectively, and less encumbrances of \$32,803,503 and \$13,866,070 in 2017 and 2016, respectively)	20,496,168	10,066,258
Policy loans	55,266,258	53,218,030
Cash and short-term investments, at cost, which approximates fair value	241,831,403	143,509,947
Other invested assets	23,105,556	22,412,589
Total cash and invested assets	<u>4,892,836,174</u>	<u>4,574,866,065</u>
Life insurance premiums and annuity considerations deferred and uncollected	38,791,158	34,697,971
Accident and health premiums due and unpaid	51,829,866	49,353,222
Investment income due and accrued	40,109,898	40,160,883
Amounts recoverable from reinsurers	1,275,751	2,218,140
Other receivables under reinsurance contracts	11,558,586	12,027,490
Equipment, at cost (less accumulated depreciation of \$313,482 in 2017 and \$102,467 in 2016)	336,914	943,266
Deferred tax assets	24,838,194	38,338,826
Other assets	53,368,892	46,121,395
Separate Accounts' assets	781,742,340	648,033,770
Total admitted assets	<u>\$ 5,896,687,773</u>	<u>5,446,761,028</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Admitted Assets,
Liabilities, and Capital and Surplus

December 31, 2017 and 2016

Liabilities and Capital and Surplus	2017	2016
Aggregate reserves:		
Life policies and contracts	\$ 2,328,051,699	2,204,233,575
Accident and health policies	661,508,564	603,063,432
Total aggregate reserves	2,989,560,263	2,807,297,007
Policy and contract claims reserves	106,663,883	120,857,902
Liability for premiums and other deposit funds	8,925,655	9,418,602
Remittances and items not allocated	19,868,845	19,786,365
General insurance expenses, taxes, licenses, and fees due or accrued	83,886,053	81,916,342
Funds held under coinsurance	724,753,162	732,348,589
Other liabilities	252,992,978	114,744,886
Borrowed money	497,670,254	497,755,108
Separate Accounts' liabilities	781,742,340	648,033,770
Total liabilities	5,466,063,433	5,032,158,571
Capital and surplus:		
Common stock, par value \$10 per share, 250,000 shares authorized, issued, and outstanding	2,500,000	2,500,000
Additional paid-in capital	5,887,698	5,804,686
Unassigned surplus	422,236,642	406,297,771
Total capital and surplus	430,624,340	414,602,457
Commitments and contingencies		
Total liabilities and capital and surplus	\$ 5,896,687,773	5,446,761,028

See accompanying notes to statutory financial statements.

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Operations

Years ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Income:		
Life insurance premiums and annuity considerations	\$ 277,014,197	269,132,871
Accident and health insurance premiums	680,365,036	637,451,328
Net investment income (less investment expenses of \$33,617,790 and \$32,288,799 in 2017 and 2016, respectively)	178,067,273	175,492,628
Commissions and expense allowances on reinsurance ceded	(9,320,885)	(11,980,402)
Other income	<u>48,092,873</u>	<u>44,734,212</u>
Total income	<u>1,174,218,494</u>	<u>1,114,830,637</u>
Benefits and other deductions:		
Death benefits and matured endowments	25,688,445	27,772,465
Annuity benefits	8,606,590	9,017,760
Accident and health and disability benefits	319,679,930	279,479,902
Interest and adjustments on policy or deposit-type contract funds	413,696	315,282
Other benefits to policyholders and beneficiaries	121,165,678	106,659,685
Increase in aggregate reserves for future policy benefits	182,263,256	219,515,930
Commissions on premiums and annuity considerations	132,173,398	120,283,886
Commissions and expense allowances on reinsurance assumed	13,378,325	12,339,862
General insurance expenses, taxes, licenses, and fees	261,853,121	231,436,106
Other	<u>6,765,911</u>	<u>1,129,201</u>
Total benefits and other deductions	<u>1,071,988,350</u>	<u>1,007,950,079</u>
Net gain from operations before federal income taxes and net realized capital gains (losses)	102,230,144	106,880,558
Federal income taxes	<u>31,554,611</u>	<u>32,030,414</u>
Net gain from operations before net realized capital gains (losses)	70,675,533	74,850,144
Net realized capital gains (losses), net of federal income tax expense of \$9,447,403 and \$7,278,712 in 2017 and 2016, respectively (excluding gains of \$16,242,903 and \$12,699,868 transferred to the interest maintenance reserve in 2017 and 2016, respectively)	<u>(4,477,008)</u>	<u>1,584,125</u>
Net income	\$ <u><u>66,198,525</u></u>	<u><u>76,434,269</u></u>

See accompanying notes to statutory financial statements.

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Capital and Surplus

Years ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Capital and surplus, beginning of year	\$ 414,602,457	408,497,516
Net income	66,198,525	76,434,269
Change in net unrealized capital gains, net of tax benefit (expense) of \$607,835 and (\$258,915) for 2017 and 2016, respectively	2,203,033	431,579
Change in net deferred taxes	(32,231,203)	4,865,153
Change in nonadmitted assets	18,927,609	(19,814,729)
Change in asset valuation reserve	(2,673,790)	(6,297,898)
Dividends to stockholder	(35,000,000)	(45,000,000)
Change in liability for reinsurance in unauthorized companies	(1,252,401)	381,660
Correction of error, net of tax expense of \$0 and \$2,528,052 for 2017 and 2016, respectively (note 1)	—	(5,855,896)
Other changes	<u>(149,890)</u>	<u>960,803</u>
Net change in capital and surplus	<u>16,021,883</u>	<u>6,104,941</u>
Capital and surplus, end of year	\$ <u><u>430,624,340</u></u>	<u><u>414,602,457</u></u>

See accompanying notes to statutory financial statements.

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Cash Flow

Years ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Premiums and annuity considerations, net of reinsurance	\$ 939,495,468	900,614,869
Allowances and reserve adjustments on reinsurance ceded	(9,320,885)	(11,980,402)
Investment income received	177,655,461	174,392,452
Other income	41,853,449	40,229,702
Life and accident and health claims paid	(355,803,263)	(336,633,908)
Surrender benefits and other fund withdrawals paid	(121,043,482)	(106,521,586)
Other benefits to policyholders paid	(8,728,786)	(9,155,859)
Commissions and other expenses paid	(408,083,202)	(365,788,138)
Federal income taxes paid	(35,368,482)	(41,065,332)
Dividends paid to policyholders	<u>(795,603)</u>	<u>(488,797)</u>
Net cash from operations	<u>219,860,675</u>	<u>243,603,001</u>
Proceeds from investments sold, matured, or repaid:		
Bonds	739,805,969	763,901,133
Stocks	1,549,846	2,514,516
Mortgage loans	51,610,622	50,247,283
Other	<u>33,879,265</u>	<u>2,803,089</u>
Total investment proceeds	<u>826,845,702</u>	<u>819,466,021</u>
Cost of investments acquired:		
Bonds	(883,786,844)	(894,371,627)
Stocks	(145,376)	—
Mortgage loans	(89,283,592)	(99,568,000)
Other	<u>(33,469,917)</u>	<u>(1,940,513)</u>
Total investments acquired	<u>(1,006,685,729)</u>	<u>(995,880,140)</u>
Net change in policy loans and loans on fund deposits	<u>(2,048,228)</u>	<u>(544,385)</u>
Net cash from investing	<u>(181,888,255)</u>	<u>(176,958,504)</u>
Borrowed money		(25,160,319)
Other cash provided	109,354,854	2,963,162
Dividends paid to stockholder	(35,000,000)	(45,000,000)
Other cash applied	<u>(14,005,818)</u>	<u>(31,125,621)</u>
Net cash from financing and miscellaneous sources	<u>60,349,036</u>	<u>(98,322,778)</u>
Net change in cash and short-term investments	98,321,456	(31,678,281)
Cash and short-term investments, beginning of year	<u>143,509,947</u>	<u>175,188,228</u>
Cash and short-term investments, end of year	\$ <u><u>241,831,403</u></u>	\$ <u><u>143,509,947</u></u>

See accompanying notes to statutory financial statements.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

(1) Significant Accounting Policies

(a) Business

American Fidelity Assurance Company (AFA or the Company) provides a variety of financial services. AFA is a wholly owned subsidiary of American Fidelity Corporation (AFC), a Nevada insurance holding company. AFA is domiciled in the state of Oklahoma. The Company is subject to state insurance regulations and periodic examinations by state insurance departments.

AFA is licensed in 49 states, as well as the District of Columbia, American Samoa, Puerto Rico, and Guam, with approximately 39% of direct premiums written in Oklahoma, Texas, and California. Activities of AFA are largely concentrated in the group disability income, group and individual annuity, supplemental health, and individual medical markets. In addition, individual and group life business is also conducted. The main thrust of AFA's sales is worksite marketing of voluntary products through the use of payroll deduction. The Company sells these voluntary products through a salaried sales force that is broken down into two primary divisions: the Association Worksite Division (AWD) and American Fidelity Educational Services (AFES). AWD specializes in voluntary disability income insurance programs aimed at selected groups and associations whose premiums are funded by employees through payroll deductions. AFES focuses on marketing to public school employees with voluntary insurance products such as disability income, tax-sheltered annuities, life insurance, dread disease, and accident only. These premiums are also funded by employees through payroll deductions. The expertise gained by the Company in worksite marketing of voluntary products is used by the Strategic Alliances Division in developing products to meet special situations. The Life Division was formed upon the acquisition of a block of life business in 2000. This division is marketing individual life products through independent brokers in the United States of America and Latin America.

These statutory financial statements were prepared for the purpose of filing with the various state insurance departments.

In 2016, the Company discovered an error in the amounts recorded for group medical payables and receivables related to ceded insurance contracts. The majority of the cumulative amount was created by the application of incorrect contractual percentages on certain arrangements since 2007. The cumulative impact of this error was recorded in 2016 as an adjustment to the beginning of year surplus. The error had accumulated over the 9-year period, thus the misstatement in a single year was not material. The remainder of the cumulative amount resulted from incorrect postings of receivables dating back to 2000. Total impact of the error to 2016 beginning of period capital and surplus was approximately \$5,900,000.

(b) Basis of Presentation

The accompanying statutory financial statements of the Company have been prepared in conformity with accounting practices prescribed or permitted by the Oklahoma Insurance Department, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles (GAAP). Effective January 1, 2001, the National Association of Insurance Commissioners (NAIC) and the Oklahoma Insurance Department required that insurance companies domiciled in the state of Oklahoma prepare their statutory basis financial statements in accordance with the NAIC Accounting Practices and Procedures Manual Statements of Statutory Accounting Principles (SSAP) subject to any deviations prescribed or permitted by the Insurance Commissioner of the state of Oklahoma

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

(the Commissioner). There are no differences between the accounting practices prescribed or permitted by the Oklahoma Insurance Department and the accounting practices prescribed and permitted by the NAIC. There have been no permitted practices granted to the Company for 2017 and 2016 by the Oklahoma Insurance Department.

SSAP differ from GAAP in several respects, which cause differences in reported assets, liabilities, stockholder's equity (statutory capital and surplus), net income, and cash flows. The principal SSAP that differ from GAAP include the following:

- The financial statements of subsidiaries are not consolidated and are accounted for as investments in common stock.
- Investments in bonds and preferred stocks are carried amortized cost, cost, or the lower of cost or fair value; under GAAP, investments in bonds and preferred stock, other than those classified as held-to-maturity, are carried at fair value.
- Certain assets (principally certain deferred taxes, furniture, equipment, prepaid expenses, and premiums due from policyholders, agents' balances, and amounts recoverable from reinsurers over 90 days) have been designated as nonadmitted assets and excluded from assets by a charge to statutory surplus. Under GAAP, such amounts are carried at amortized cost with the appropriate valuation allowance, when necessary.
- Aggregate reserves for life, annuities, and accident and health are based on statutory mortality and interest requirements without consideration for anticipated withdrawals except where allowed. Morbidity assumptions are based on the statutory morbidity requirements or Company's experience where allowed. Under GAAP, the reserves are based on either (i) the present value of future benefits less the present value of future net premiums based on mortality, morbidity, and other assumptions that were appropriate at the time the policies were issued or acquired, or (ii) the account value for certain contracts without significant life contingencies.
- The interest maintenance reserve (IMR) represents the deferral of interest-related realized gains and losses, net of tax, on primarily fixed maturity investments, which are amortized into income over the remaining life of the investment sold. No such reserve is required under GAAP.
- Deferred income taxes are recognized for both SSAP and GAAP; however, the amount permitted to be recognized is generally more restrictive under SSAP and the change in deferred taxes is reported as a direct charge to surplus.
- The asset valuation reserve (AVR) represents a contingency reserve for credit-related risk on most invested assets of the Company, and is charged to statutory surplus. No such reserve is required under GAAP.
- Policy acquisition costs are expensed as incurred, while under GAAP, successful acquisition costs are deferred and recognized over either (1) the expected premium-paying period or (2) the estimated life of the contract.
- Reserves are reported net of ceded reinsurance; under GAAP, reserves are reported gross with a corresponding reinsurance receivable.
- A 100% provision is established for unsecured reinsurance recoverable balances from unauthorized reinsurers. The change in this provision is credited or charged to unassigned surplus.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

Under GAAP, a provision is established for uncollectible reinsurance balances with any changes to this provision reflected in earnings for the period.

- The statements of operations are different in certain respects, with life and annuity premiums being recognized as revenue when the policies and contracts are issued. Under GAAP, premiums on life insurance policies are recognized when due; premiums on annuity contracts are not recognized as revenue, but as deposits.
- Revenues for universal life policies and investment products consist of the entire premium received, and benefits represent the death benefits paid and the change in policy reserves, unless the products do not incorporate mortality or morbidity risk. Under GAAP, premiums received in excess of policy charges are not recognized as premium revenue, and benefits represent the excess of benefits paid over the policy account values and interest credited to the account values.
- The statements of cash flow differ in certain respects from the presentation required under GAAP, including the presentation of the changes in cash and short-term investments instead of cash and cash equivalents. Short-term investments include securities with maturities, at the time of acquisition, of one year or less. For statutory purposes, there is no reconciliation between net income and cash from operations.
- A statement of comprehensive income is not required for SSAP reporting.

(c) Use of Estimates

The preparation of financial statements in conformity with accounting practices prescribed or permitted by the Oklahoma Insurance Department, Annual Statement Instructions, and NAIC Manual requires management to make estimates and assumptions that affect the reported amounts of admitted assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period.

Management evaluates its estimates and assumptions on an ongoing basis using historical experience and other factors, including the current economic environment, which management believes to be reasonable under the circumstances. The Company adjusts such estimates and assumptions when facts and circumstances dictate. As future events and their effects cannot be determined with precision, actual results could differ significantly from these estimates. Changes in those estimates resulting from continuing changes in the economic environment will be reflected in the financial statements in the period in which they occur. Principal estimates that could change in the future are the fair value of investments, whether a security is other-than-temporarily impaired, and the actuarial assumptions used in establishing policy liabilities.

(d) Investments in Affiliates, Joint Ventures, Partnerships, or Limited Liability Companies

The statutory financial statements include the Company's investment in its wholly owned subsidiaries. Intercompany accounts and transactions have not been eliminated in the statutory financial statements. The Company's wholly and majority-owned subsidiaries at December 31, 2017 and 2016 are noninsurance entities that have no significant ongoing operations other than to hold assets that are primarily for the direct or indirect benefit or use of the Company or its affiliates, and are carried at the underlying equity of the respective entity's financial statements adjusted to a statutory basis of accounting.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

The Company's investments in joint ventures, partnerships, and limited liability companies are recorded at cost, adjusted for the Company's share of the GAAP basis earnings or losses of the investee, net of any distributions received. Such investments are reported as other invested assets and the related adjustments are reported as unrealized capital gains or losses in surplus.

(e) Investments

The investment portfolio includes bonds, preferred stocks, common stocks, mortgage loans, real estate, policy loans, other invested assets, and short-term investments.

Investments are carried in accordance with rules established by the NAIC. Bonds are carried at cost, adjusted where appropriate for accretion of premium or amortization of discount using the scientific interest method and taking into consideration stated interest and principal provisions. Additionally, bonds rated as NAIC 6 are carried at the lower of their cost or fair market value. Preferred stocks are carried at the lower of cost or fair value since there is no premium or discount. Common stocks are carried at fair value. Policy loans are stated at their aggregate unpaid balances. Mortgage loans on real estate are stated at their aggregate unpaid balances. Real estate held for investment is carried at cost less accumulated depreciation and encumbrances. Encumbrances as of December 31, 2017 and 2016 were approximately \$32,803,503 and \$13,866,000, respectively. The promissory note bears interest at 4.32% and is due in monthly installments of approximately \$103,000 (including interest) to 2022. Property occupied by the Company is carried at cost, less accumulated depreciation.

Realized gains or losses are determined on the specific identification basis. Unrealized gains and losses on common stocks of affiliates and nonaffiliates are accounted for as direct increases or decreases in surplus.

Because the Company's primary business is in the insurance industry, the Company holds a significant amount of assets that it intends to match with its liabilities in relation to maturity and interest margin. In order to maximize earnings and minimize risk, the Company invests in a diverse portfolio of investments. The portfolio is diversified by geographic region, investment type, underlying collateral, maturity, and industry. Management does not believe that the Company has any significant concentrations of credit risk in its investments.

The Company generally does not invest in any low investment-grade high-yield investment bonds (junk bonds). Certain bonds are guaranteed by the U.S. government. The Company limits its risks by investing in bonds and stocks of rated companies, mortgage loans adequately collateralized by real estate, selective real estate supported by appraisals, and policy loans collateralized by policy cash values. In addition, the Company performs due diligence procedures prior to making mortgage loans. These procedures include evaluations of the credit worthiness of the mortgagees and/or tenants and independent appraisals.

The maximum and minimum lending rates for mortgage loans originated during 2017 were 4.70% and 4.00%, respectively. The maximum and minimum lending rates for mortgage loans originated during 2016 were 4.70% and 4.00%, respectively. The maximum percentage of any one loan to the value of security at the time of the loan, exclusive of insured or guaranteed or purchase money mortgages was 80% during 2017 and 2016. During 2017 and 2016, the Company did not reduce interest rates on any outstanding mortgage loans. The Company held no mortgages with interest more than 180 days past due or impaired mortgage loans.

AMERICAN FIDELITY ASSURANCE COMPANY

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December 31, 2017 and 2016

For loan-backed securities, the Company has elected to use the carrying value as of January 1, 1994 as the cost for applying the retrospective adjustment method to securities purchased prior to that date. In 2017 and 2016, the Company had no changes from the retrospective to prospective methodology due to negative yield on specific securities. Prepayment assumptions for single class and multiclass mortgage-backed/asset-backed securities were obtained from broker-dealer survey values or internal estimates.

The Company periodically reviews its investment portfolio to determine if provisions for possible losses or provisions for other-than-temporary impairment (OTTI) are necessary. In connection with this determination, management reviews published market values, credit ratings, independent appraisals, expected cash flows, and other valuation information. Securities with impairments are written down to the present value of expected cash flows to be collected rather than fair value unless the Company has the intent to sell or inability to retain the security until recovery of amortized cost. For the year ended December 31, 2017, the Company recorded approximately \$5,000,000 of OTTI. For the year ended December 31, 2016, the Company recorded approximately \$157,000 of OTTI. While management believes that no additional provisions for OTTI are currently necessary, adjustments may be necessary in the future due to changes in economic conditions. In addition, regulatory agencies periodically review investment valuation as an integral part of their examination process. Such agencies may require the Company to recognize adjustments based upon available information and judgments of the regulatory examiners at the time of their examination.

(f) Equipment

Equipment consists of electronic data processing equipment and is stated at cost less accumulated depreciation. Equipment is depreciated on a straight-line basis using estimated lives of five to ten years. Additions, renewals, and betterments are capitalized. Expenditures for software, maintenance, and repairs are expensed. Upon retirement or disposal of an asset, the asset and related accumulated depreciation are eliminated and any related gain or loss is included in income.

(g) Company-Owned Life Insurance

The Company is the owner of three single premium insurance policies and one group variable life insurance policy for certain current executives of the Company, where the Company is the beneficiary. These policies, accounted for using the investment method, were purchased in 2010 and in 2014. The policies are recorded in other assets at their net cash surrender values, as reported by the four issuing insurance companies, whose Standard & Poor's financial strength ratings are AA+ for the single premium insurance policies and A for the group variable life insurance policy. The net cash surrender values totaled approximately \$34,812,000 and \$33,896,000 as of December 31, 2017 and 2016, respectively. The face value (death benefit) of the life insurance policies underlying the contracts was approximately \$80,488,000 and \$80,510,000 as of December 31, 2017 and 2016, respectively.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

(h) Premiums

Life premiums are recognized as revenue when the policy is written and on each anniversary date thereafter. Accident and health premiums are recognized when due from the policyholder. Both life and accident and health premiums are increased by reinsurance premiums assumed and reduced by reinsurance premiums ceded. Contracts issued that do not incorporate mortality or morbidity risk are not accounted for as insurance contracts. Amounts received as payments for such contracts are recorded as direct increases to the policy reserves.

The Company estimates accrued retrospective premium adjustments (premium rate stabilization) for certain contracts in its group health and group life business based on contractually determined formulas by group. The amount of net premiums written by the Company for the years ended December 31, 2017 and 2016 that were subject to retrospective rating features was approximately \$199,00 and \$214,000, respectively, which represented approximately 0.05% and 0.06% of net premiums written for group health and group life products in 2017 and 2016. No other net premiums written by the Company were subject to retrospective rating features.

(i) Reinsurance

The Company accounts for reinsurance transactions as prescribed by the applicable accounting standards, which require the reporting of reinsurance transactions relating to the statements of admitted assets, liabilities, and capital and surplus on a net basis and precludes immediate gain recognition on reinsurance contracts.

(j) Income Taxes

Current income taxes incurred includes current income taxes for the amount of federal income taxes paid or payable for the current year. These amounts are determined based on estimates of federal income taxes for the current year, including tax contingencies and benefits. The Company's current tax recoverable is reported as a component of other assets and current tax payable is reported as a component of other liabilities. The changes in current taxes are reflected in the statutory statements of operations.

Deferred income tax assets and liabilities are determined based on differences between statutory financial statement carrying amounts of existing assets and liabilities and their respective tax bases, as well as operating loss, capital loss, and tax credit carryforwards. Temporary differences related to AVR and IMR are not included in the determination of gross deferred income taxes while temporary differences for unrealized gains/losses and nonadmitted assets are included. Gross deferred tax assets are reduced by a valuation allowance if it is more-likely-than-not (i.e. greater than 50% likelihood) that some portion or all of the gross deferred tax assets will not be realized. The deferred tax assets and liabilities are measured using federal enacted tax rates. Deferred income tax assets are limited as to their admissibility. The changes in net deferred tax assets and liabilities are reflected in surplus. The Company's net admitted deferred tax assets are reported as a component of other assets.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

(k) Policy Liabilities

Aggregate reserves for life policies and contracts include reserve amounts principally for life insurance policies, payout annuity policies, and disability insurance policies. The life insurance reserves are principally based on the 1941, 1958, 1980, 2001 and 2017 Commissioners Standard Ordinary (CSO) mortality tables, and are established with interest rate assumptions ranging from 2.0% to 6.0%. Annuity insurance reserves are established with interest rate assumptions ranging from 3.0% to 8.8%. Disability reserves are principally based on the 2012 Group Long Term Disability Table, with adjustments for actual Company experience. The tabular interest, tabular less actual reserves released, and the tabular cost have been determined by formula. Aggregate reserves for accident and health policies include the present value of amounts not yet due on claims, additional reserves, and unearned premiums.

Policy and contract claims reserves include a provision for reported claims and claims incurred but not reported. The provision for claims incurred but not reported is estimated based primarily on Company experience. Although these provisions are the Company's best estimate of the ultimate value, the actual results may vary from these values.

Liability for premiums and other deposit funds include reserves for qualified before tax annuities and other accumulation policies that do not subject the Company to any risks from policyholder mortality and morbidity. Such reserves are established using guaranteed interest rates of 3.0% to 7.5%.

The Company has a significant amount of allocated deferred annuity contracts with life contingencies. The liability for these contracts is recorded as aggregate reserves for life policies and contracts. The Company also has annuities certain without life contingencies. The liability for these contracts is recorded as a liability for premiums and other deposit funds.

The Company started issuing business in 2017 on the 2017 CSO table for life products where approved. There were two valuation basis changes for reserves in 2016. Disability reserves moved from the 1987 Commissioners Group Disability Table to the 2012 Group Long Term Disability Table. Group term life waiver of premium reserves moved from the 1952 Disability Study, period 2, with the 1958 CSO mortality table to the 2005 Group Term Life Waiver Reserve Table.

The Company waives deduction of deferred fractional premiums upon death of the insured, and returns any portion of the final premium beyond the month of death for policies developed and issued subsequent to December 1977.

Surrender values are not promised in excess of the legally computed reserves.

Extra premiums are charged for substandard lives in addition to the regular gross premium for the true age.

Mean reserves are determined by computing the regular mean reserve for the plan at the true age and holding in addition one-half of the extra premium charge for the year.

The Company had approximately \$1,570,099,000 and \$1,713,192,000 of insurance in force (after reinsurance ceded) for which the gross premiums are less than the net premiums according to the standard valuation set by the state of Oklahoma at December 31, 2017 and 2016, respectively.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

The Company had approximately \$43,876,000 and \$233,798,000 as of December 31, 2017 and 2016, respectively, of annuity actuarial reserves and deposit liabilities that were subject to discretionary withdrawal at book value less current surrender charge of 5% or more. As of December 31, 2017 and 2016, the Company has approximately \$774,454,000 and \$642,626,000, respectively, of annuity actuarial reserves and deposit liabilities that were subject to discretionary withdrawal at market value where the withdrawal of the funds is payable at the current market value of the assets supporting the liabilities. Annuity reserves and deposit liabilities that were subject to discretionary withdrawal at book value without adjustment were approximately \$1,793,827,000 and \$1,503,635,000 as of December 31, 2017 and 2016, respectively. There were approximately \$56,759,000 and \$65,115,000 of annuity reserves and deposit liabilities that are not subject to discretionary withdrawal at December 31, 2017 and 2016, respectively. At December 31, 2017 and 2016, the total gross annuity actuarial reserves and deposit liabilities were approximately \$2,668,916,000 and \$2,445,174,000, respectively, and the net annuity actuarial reserves and deposit liabilities were approximately \$2,663,595,000 and \$2,439,593,000, respectively. The ceded amount of annuity actuarial reserves and deposit liabilities was approximately \$5,321,000 and \$5,581,000 as of December 31, 2017 and 2016, respectively. The Company's earnings related to these products are impacted by conditions in the overall interest rate environment.

(l) Capital and Surplus

Capital and surplus of the Company is restricted as to payment of dividends by statutory limitations applicable to insurance companies. Without prior approval of the respective state insurance department, dividends that can be paid are generally limited to the greater of 10% of statutory capital and surplus or the statutory net gain from operations before net realized capital gains/losses reported for the previous calendar year. The maximum dividend payout, which may be made without prior approval in 2017, is approximately \$70,676,000.

The Oklahoma Insurance Department has adopted Risk-Based Capital (RBC) requirements for life insurance companies. The RBC calculation serves as a benchmark for the regulation of life insurance companies by state insurance regulators. RBC provides for surplus formulas similar to target surplus formulas used by commercial rating agencies. The formulas specify various weighting factors that are applied to statutory financial balances or various levels of activity based on the perceived degree of risk, and are set forth in the RBC requirements. The Company has calculated RBC in accordance with the NAIC's Model Rule and RBC rules as adopted by the Oklahoma Insurance Department. The RBC, as calculated by the Company, exceeds levels requiring Company or regulatory action at December 31, 2017 and 2016.

(m) Separate Accounts

The Company maintains a separate account under Oklahoma insurance law designated as American Fidelity Separate Account A (Account A). Account A was formerly known as American Fidelity Variable Annuity Fund A, and operated as an open-end diversified management investment company from 1968 to 1998. Effective January 1, 1999, it was converted to a unit investment trust separate account, and it transferred its investment portfolio to the American Fidelity Dual Strategy Fund, Inc. (the Fund), an open-end investment company sponsored by AFA, in exchange for shares of the Fund.

On November 25, 2014, Account A's investment in the Fund was substituted with the Vanguard Total Stock Market Index Fund. Under Oklahoma law, the assets of Account A are segregated from the

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

Company's assets, are held for the exclusive benefit of the variable annuity contract owners, and are not chargeable with liabilities arising out of the business conducted by any other account or by the Company.

The Company also maintains separate accounts under Oklahoma insurance law designated as American Fidelity Separate Account B (Account B) and American Fidelity Separate Account C (Account C). Account B and Account C are registered as unit investment trusts under the Investment Company Act of 1940, as amended. Under Oklahoma law, the assets of each of the ten (10) segregated subaccounts of Account B and the ten (10) segregated subaccounts of Account C are held for the exclusive benefit of the variable annuity contract owners, and are not chargeable with liabilities arising out of the business conducted by any other account or by the Company.

The separate accounts maintained by the Company represent funds for nonguaranteed variable annuities. The assets of these accounts are carried at market value. The net investment experience of the separate account is credited directly to the policyholder and can be positive or negative. These variable annuities generally provide an incidental death benefit of the greater of the account value or the premium paid. The minimum guaranteed death benefit reserve is held in the Company's general account. For the years ended December 31, 2017 and 2016, the amount of premiums, considerations, or deposits for the year was approximately \$74,957,000 and \$67,998,000, respectively.

(2) Admitted and Nonadmitted Assets

Assets in the statutory statements of admitted assets, liabilities, and capital and surplus are stated at admitted asset values, which are the values permitted to be reported in the annual report to the Oklahoma Insurance Department. All other assets are "nonadmitted assets" and are excluded from the statutory statements of admitted assets, liabilities, and capital and surplus by a charge to surplus. Nonadmitted assets as of December 31 are as follows:

	<u>2017</u>	<u>2016</u>
Prepays, deposits, and other receivables	\$ 8,855,125	7,357,049
Agents' balances	39,277	1,534,104
Deferred tax asset	30,733,374	48,856,107
Leasehold improvements	21,629,636	22,437,761
	<u>\$ 61,257,412</u>	<u>80,185,021</u>

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(3) Fair Value of Financial Instruments

A summary of the Company's financial instruments and the fair value estimates, methods, and assumptions is set forth below:

	Admitted assets	Estimated fair value as of December 31, 2017			
		Level 1	Level 2	Level 3	Total
Financial assets:					
Cash and short-term investments	\$ 241,831,403	241,831,403	—	—	241,831,403
Bonds	4,043,435,952	21,140,938	3,610,267,203	628,129,694	4,259,537,835
Common and preferred stocks	28,426,343	23,725,544	156,727	5,495,192	29,377,463
Mortgage loans	480,274,494	—	—	488,921,484	488,921,484
Financial liabilities:					
Certain policy liabilities	1,856,987,606	—	—	1,858,391,904	1,858,391,904
Borrowed money	497,670,254	—	474,352,172	—	474,352,172

	Admitted assets	Estimated fair value as of December 31, 2016			
		Level 1	Level 2	Level 3	Total
Financial assets:					
Cash and short-term investments	\$ 143,509,947	143,509,947	—	—	143,509,947
Bonds	3,874,796,569	1,085,411	3,481,216,570	516,283,305	3,998,585,286
Common and preferred stocks	28,261,148	23,651,880	90,610	5,224,758	28,967,248
Mortgage loans	442,601,524	—	—	456,011,866	456,011,866
Financial liabilities:					
Certain policy liabilities	1,763,626,783	—	—	1,766,083,135	1,766,083,135
Borrowed money	497,755,108	—	506,677,978	—	506,677,978

(a) Cash and Short-Term Investments and Investment Income Due and Accrued

The carrying amounts of the financial instruments listed above approximate their fair values because they mature within a relatively short period of time, and do not present unanticipated credit concerns.

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(b) Bonds, Common Stocks and Preferred Stocks

For fixed maturities and marketable equity securities, for which market quotations generally are available, the Company primarily uses independent pricing services to assist in determining fair value measurements. When the fair value of certain securities is not readily available, the fair value estimates are based on quoted market prices of similar instruments adjusted for the differences between the quoted instruments and the instruments being valued, or fair value is estimated using discounted cash flow analysis. Interest rates used in this analysis are similar to currently offered contracts with comparable maturities as the investments being valued. The Company's investments also include certain less liquid or private fixed maturity debt securities, such as private placements and certain structured notes. Valuations are estimated based on nonbinding broker prices or valuation models discounted cash flow models and other similar techniques that use observable or unobservable inputs and are considered Level 3.

The fair value of equity securities unaffiliated investments of the Company is based on quotations from independent pricing services, bid prices published in financial newspapers, or bid quotations received from securities dealers. Equity securities affiliated are reported at book value, which approximates fair value.

(c) Mortgage Loans on Real Estate

Fair values are estimated for portfolios of loans with similar characteristics. Commercial mortgage loans have average net yield rates of 4.66% and 4.88% for December 31, 2017 and 2016, respectively. The fair value of mortgage loans was calculated by discounting scheduled cash flows to maturity using estimated market discount rates of 4.36% and 4.30% for December 31, 2017 and 2016, respectively. These rates reflect the credit and interest rate risk inherent in the loans. Assumptions regarding credit risk, cash flows, and discount rates are judgmentally determined using available market information and specific borrower information. The fair value of certain residential loans is based on the approximate fair value of the underlying real estate securing the mortgages.

(d) Policy Loans

Policy loans have average interest yields of 5.97% and 6.19% as of December 31, 2017 and 2016, respectively, and have no specified maturity dates. These loans typically carry an interest rate that is tied to the crediting rate applied to the related policy and contract reserves. Policy loans are an integral part of the life insurance policies that the Company has in force and cannot be valued separately; therefore, are not presented in the previous table.

(e) Certain Policy Liabilities

Certain policies sold by the Company are investment-type contracts. These liabilities are segregated into two categories: premiums and other deposit funds and immediate annuities. These liabilities are further defined to segregate the deferred annuity contract with life contingencies, which are reported as aggregate reserves for life policies and contracts. The fair value of aggregate reserves for life policies and contracts is estimated as the fund value of each policy less applicable surrender charges. The fair value of the immediate annuities without life contingencies and premiums and other deposit funds is

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estimated as the discounted cash flows of expected future benefits less the discounted cash flows of expected future premiums, using the current pricing assumptions.

	2017		2016	
	Carrying amount	Estimated fair value	Carrying amount	Estimated fair value
Aggregate reserves for life policies and contracts	\$ 1,831,470,989	1,830,296,090	1,736,200,804	1,734,971,155
Annuities	25,516,617	28,095,814	27,425,979	31,111,980

(f) Borrowed Money

The fair value of the Company's notes payable is estimated by the present value of a stream of future expected cash flows using an appropriate discount rate. Discount factors are based on the LIBOR/Swap curve.

(g) Limitations

Fair value estimates are made at a specific point in time, based on relevant market information and information about the financial instrument. These fair value estimates do not reflect any premium or discount that could result from offering for sale at one time the Company's entire holdings of a particular financial instrument, nor do they reflect income taxes on differences between fair value and tax basis of the assets. Because no established exchange exists for a significant portion of the Company's financial instruments, fair value estimates are based on judgments regarding future expected loss experience, current economic conditions, risk characteristics of various financial instruments, and other factors. These fair value estimates are subjective in nature and involve uncertainties and matters of significant judgment and, therefore, cannot be determined with precision. Changes in assumptions could significantly affect the fair value estimates.

(h) Fair Value Hierarchy

The following are the levels of hierarchy and a description of the type of valuation inputs that are used to establish each level:

Level 1 inputs are quoted in active markets for identical securities.

Level 2 inputs are other significant observable inputs (including quoted prices for similar securities, interest rates, prepayment speeds, credit risk, etc.).

Level 3 inputs are significant unobservable inputs (including the Company's own assumptions used to determine the fair value of investments).

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Assets that are recorded at fair value are categorized into a three-level fair value hierarchy as required by SSAP No. 100, *Fair Value Measurements*. The balances of these assets as of December 31, 2017 are as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Assets recorded at fair value:				
Bonds – industrial and miscellaneous	\$ 20,093,868	2,790,676	1,781,086	24,665,630
Common stock – unaffiliated	23,095,464	156,727	—	23,252,191
Common stock – affiliated	—	962,932	—	962,932
Total assets at fair value	\$ <u>43,189,332</u>	<u>3,910,335</u>	<u>1,781,086</u>	<u>48,880,753</u>

The following table presents the change for the year ended December 31, 2017 in the assets measured at fair value using unobservable inputs (Level 3):

	<u>Loan-backed securities</u>
Beginning balance	\$ 1,835,158
Transfers in	—
Transfers out	—
Total gain (loss) included in net income	90,188
Total gain (loss) included in surplus	5,941
Purchases	—
Issuances	—
OTTI	—
Sales	(150,201)
Settlements	—
Ending balance	\$ <u>1,781,086</u>

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Assets that are recorded at fair value are categorized into a three level fair value hierarchy as required by SSAP No. 100, *Fair Value Measurements*. The balances of these assets as of December 31, 2016 are as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Assets recorded at fair value:				
Bonds – industrial and miscellaneous	\$ —	2,298,479	1,835,158	4,133,637
Common stock – unaffiliated	23,079,080	90,610	—	23,169,690
Common stock – affiliated	—	880,238	—	880,238
Total assets at fair value	\$ <u>23,079,080</u>	<u>3,269,327</u>	<u>1,835,158</u>	<u>28,183,565</u>

The following table presents the change for the year ended December 31, 2016 in the assets measured at fair value using unobservable inputs (Level 3):

	<u>Loan-backed securities</u>
Beginning balance	\$ 1,758,289
Transfers in	—
Transfers out	—
Total gain (loss) included in net income	138,396
Total gain (loss) included in surplus	168,960
Purchases	—
Issuances	—
OTTI	—
Sales	(230,487)
Settlements	—
Ending balance	\$ <u>1,835,158</u>

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(4) Investments

Investment income for the years ended December 31 is summarized below:

	<u>2017</u>	<u>2016</u>
Interest on bonds	\$ 175,570,134	176,503,325
Dividends on preferred and common stocks	312,896	311,726
Interest on mortgage loans	24,897,481	22,993,619
Investment real estate income	6,844,174	3,987,896
Interest on policy loans	3,240,046	3,274,867
Interest on cash and short-term investments and other	<u>820,332</u>	<u>709,994</u>
	211,685,063	207,781,427
Less investment expenses	<u>33,617,790</u>	<u>32,288,799</u>
Net investment income	\$ <u>178,067,273</u>	<u>175,492,628</u>

Realized gains (losses) for the years ended December 31 consisted of the following:

	<u>2017</u>	<u>2016</u>
Bonds	\$ 25,901,289	20,855,691
OTTI	<u>(5,000,000)</u>	<u>(157,009)</u>
	20,901,289	20,698,682
Common stocks of nonaffiliates	660,753	1,074,925
Real estate	—	—
Other capital loss	<u>(348,744)</u>	<u>(210,902)</u>
Total realized gains before federal income taxes and IMR transfers	21,213,298	21,562,705
Federal income tax expense	9,447,403	7,278,712
Less IMR transfers	<u>16,242,903</u>	<u>12,699,868</u>
Net realized gains (losses)	\$ <u>(4,477,008)</u>	<u>1,584,125</u>

The gross unrealized gains on common stocks of nonaffiliates were approximately \$9,869,000 and \$9,052,000 in 2017 and 2016, respectively. The gross unrealized losses on common stocks of nonaffiliates were approximately \$0 and \$9,400 in 2017 and 2016, respectively.

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The carrying value and estimated fair value of bonds, preferred stock, and common stock at December 31 are as follows:

	2017			
	Carrying value/ cost	Gross unrealized gains	Gross unrealized losses	Fair value
U.S. Treasury securities	\$ 1,020,393	29,798	(3,121)	1,047,070
U.S. government agency obligations	3,874,559	317,184	—	4,191,743
Special revenue	392,916,263	11,535,015	(11,585,348)	392,865,930
States, territories, and political subdivisions	407,706,187	36,524,506	(95,260)	444,135,433
Foreign government	28,230,642	2,138,829	—	30,369,471
Corporate bonds	2,310,659,850	162,459,563	(10,296,017)	2,462,823,396
Loan-backed securities	878,934,190	30,953,824	(5,877,090)	904,010,924
SVO Identified Funds	20,093,868	—	—	20,093,868
Total bonds	4,043,435,952	243,958,719	(27,856,836)	4,259,537,835
Preferred stocks	4,211,220	951,120	—	5,162,340
Common stocks - unaffiliated	13,382,865	9,869,326	—	23,252,191
Common stocks - affiliated	103,902	859,030	—	962,932
Total stocks	17,697,987	11,679,476	—	29,377,463
Total	\$ 4,061,133,939	255,638,195	(27,856,836)	4,288,915,298

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	2016			
	<u>Carrying value/ cost</u>	<u>Gross unrealized gains</u>	<u>Gross unrealized losses</u>	<u>Fair value</u>
U.S. Treasury securities	\$ 1,032,683	55,465	(2,737)	1,085,411
U.S. government agency obligations	5,228,142	510,799	—	5,738,941
Special revenue States, territories, and political subdivisions	369,580,002	12,864,458	(19,841,347)	362,603,113
Foreign government	407,848,018	32,478,152	(738,820)	439,587,350
Corporate bonds	33,291,576	2,201,264	—	35,492,840
Loan-backed securities	2,242,745,175	111,323,829	(37,242,075)	2,316,826,929
	815,070,973	31,676,006	(9,496,277)	837,250,702
Total bonds	<u>3,874,796,569</u>	<u>191,109,973</u>	<u>(67,321,256)</u>	<u>3,998,585,286</u>
Preferred stocks	4,211,220	706,100	—	4,917,320
Common stocks - unaffiliated	14,126,581	9,052,499	(9,390)	23,169,690
Common stocks - affiliated	103,902	776,336	—	880,238
Total stocks	<u>18,441,703</u>	<u>10,534,935</u>	<u>(9,390)</u>	<u>28,967,248</u>
Total	<u>\$ 3,893,238,272</u>	<u>201,644,908</u>	<u>(67,330,646)</u>	<u>4,027,552,534</u>

The NAIC fair value of total bonds is approximately \$5,802,000 more and \$1,626,000 less than the estimated fair value in the tables above at December 31, 2017 and 2016, respectively.

The carrying value and estimated fair value of investments in bonds at December 31, 2017, by contractual maturity, are shown below. Expected maturities will differ from contractual maturities because the issuers of such securities may have the right to call or prepay obligations with or without call or prepayment penalties.

	<u>Carrying value</u>	<u>Fair value</u>
Due in one year or less	\$ 50,210,626	50,966,887
Due after one year through five years	519,141,836	539,804,342
Due after five years through ten years	1,006,602,765	1,051,726,840
Due after ten years	1,568,452,667	1,692,934,974
Loan-backed securities	878,934,190	904,010,924
SVO Identified Funds	20,093,868	20,093,868
	<u>\$ 4,043,435,952</u>	<u>4,259,537,835</u>

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Proceeds from sales of bonds during 2017 and 2016 were approximately \$423,619,000 and \$260,277,000, respectively. Gross realized gains of approximately \$14,693,000 and \$16,506,000 and gross realized losses of approximately \$279,000 and \$65,000, respectively, were realized on those sales. In addition, the Company realized net gains of approximately \$11,487,000 and \$4,415,000 on bonds that were called or prepaid in 2017 and 2016, respectively.

Gross unrealized losses on investment securities and the fair value of the related securities, aggregated by investment category and length of time that individual securities have been in a continuous unrealized loss position, at December 31, 2017 were as follows:

	Less than 12 months		12 months or longer		Total	
	Fair value	Unrealized losses	Fair value	Unrealized losses	Fair value	Unrealized losses
U.S. Treasury securities \$	—	—	497,578	(3,121)	497,578	(3,121)
Special revenue	30,779,623	(254,366)	225,163,292	(11,330,982)	255,942,915	(11,585,348)
States and territories	—	—	2,910,418	(95,260)	2,910,418	(95,260)
Foreign government	—	—	—	—	—	—
Corporate bonds	106,138,114	(1,170,655)	219,411,904	(9,125,362)	325,550,018	(10,296,017)
Loan-backed securities	96,534,855	(1,221,735)	120,167,845	(4,655,355)	216,702,700	(5,877,090)
Total	233,452,592	(2,646,756)	568,151,037	(25,210,080)	801,603,629	(27,856,836)

Gross unrealized losses on investment securities and the fair value of the related securities, aggregated by investment category and length of time that individual securities have been in a continuous unrealized loss position, at December 31, 2016 were as follows:

	Less than 12 months		12 months or longer		Total	
	Fair value	Unrealized losses	Fair value	Unrealized losses	Fair value	Unrealized losses
U.S. Treasury securities \$	498,946	(2,737)	—	—	498,946	(2,737)
Special revenue	226,415,082	(19,710,899)	14,850,870	(130,448)	241,265,952	(19,841,347)
States and territories	6,777,080	(330,016)	22,252,657	(408,804)	29,029,737	(738,820)
Foreign government	—	—	—	—	—	—
Corporate bonds	270,916,852	(10,176,304)	455,605,527	(27,065,771)	726,522,379	(37,242,075)
Loan-backed securities	214,096,192	(6,177,772)	15,750,122	(3,318,505)	229,846,314	(9,496,277)
Total	\$ 718,704,152	(36,397,728)	508,459,176	(30,923,528)	1,227,163,328	(67,321,256)

The unrealized losses in U.S. Treasury securities, obligations of U.S. government agencies and states and territories, and foreign government securities are due to interest rate fluctuations, which result in a decline in market values from original purchase price. Because the securities were acquired during a period of low interest rates, unrealized losses may continue and may become more severe in a rising interest rate environment. The Company expects the unrealized losses to reverse as the securities shorten in duration and mature, and because the Company has the ability to hold these investments and does not intend to sell until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired.

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The investments included in states, territories, and political subdivisions are high-grade investment quality and have unrealized losses due to an increase in interest rates since acquisition. Because the decline in fair value is attributable to changes in interest rates and not credit quality, and because the Company has the ability and intent to hold these investments until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired.

The investments included in special revenue securities are comprised of general obligations of U.S. government sponsored agencies for which the U.S. government is indirectly obligated. The unrealized loss is due to interest rate fluctuations, which result in a decline in market values from original purchase price. Because the securities were acquired during a period of low interest rates, unrealized losses may continue and may become more severe in a rising interest rate environment. The Company expects the unrealized losses to reverse as the securities shorten in duration and mature and because the Company has the ability to hold these investments to maturity and does not intend to sell until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired.

The investments included in corporate securities are comprised of corporate bonds. The unrealized loss is due to the current market and economic environment, which is affecting corporate credit ratings and changes in sector spreads. The unrealized loss may continue and may become more severe if the economy continues to trend downward or interest rates rise. Because the decline in fair value is attributable to economic changes and a slight decline in credit quality, and because the Company expects all contractual cash flows will be received and has the ability and intent to hold these investments until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired.

The investments included in loan-backed securities are comprised of U.S. government-sponsored agency mortgage-backed securities for which the U.S. government is not directly obligated, and private label whole loan collateralized mortgage obligations. The unrealized losses on these securities are a result of the current market and economic conditions that are affecting the mortgage-backed sector. The credit quality on some mortgage-backed bonds has declined due to the larger number of home defaults. Because the decline in fair value is attributable mainly to changes in market and economic conditions and the Company believes all contractual cash flows will be received and has the ability and intent to hold these investments until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired. When the Company believes it will not receive all contractual cash flows, the securities are considered other-than-temporarily impaired.

At December 31, 2017 and 2016, investments with carrying values of approximately \$2,985,000 and \$2,916,000, respectively, were on deposit with state insurance departments as required by statute.

The Company has no direct exposure to subprime mortgage loans. An extensive pre-purchase analysis is performed on every loan-backed security. By purchasing only AAA agency mortgage-backed securities and AAA collateralized mortgage-backed whole loan securities, direct exposure to sub-prime mortgages is virtually eliminated. The unrealized losses on these securities are a result of the current market and economic conditions that are affecting the mortgage-backed sector. The credit qualities on some mortgage-backed bonds have begun to decline due to the large number of home mortgage defaults. Because the decline in fair value is attributable mainly to changes in market and economic conditions and only due slightly to a lessening of credit, the Company believes most contractual cash flows will be received.

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(5) Separate Accounts

The Company utilizes Separate Accounts to record and account for variable annuity business. In accordance with the Insurance Code of the State of Oklahoma, variable annuities are supported for separate account classification by Title 36, Chapter 2, Section 6061. As of December 31, 2017 and 2016, the Company Separate Account statement included legally insulated assets of approximately \$781,742,000 and \$648,034,000, respectively, attributed to variable annuity contracts. The Separate Accounts held by the Company represent nonguaranteed variable annuity funds. The Company does not have a securities lending program.

The assets of these accounts are carried at fair market value. The net investment experience of the Separate Accounts is credited directly to the policyholder and can be positive or negative. These variable annuities generally provide an incidental death benefit of the greater of account value or premium paid. The minimum guaranteed death benefit reserve is held in Exhibit 5, Miscellaneous Reserves Section, of the Company's general account annual statement.

	<u>2017</u>	<u>2016</u>
1. Premiums, considerations, or deposits for year ended December 31	\$ 74,957,069	67,998,082
2. Reserves at December 31:		
For accounts with assets at:		
a. Fair market value	\$ 781,742,340	648,033,770
b. Amortized cost	—	—
c. Total reserves	<u>\$ 781,742,340</u>	<u>648,033,770</u>
3. By withdrawal characteristics:		
a. Subject to discretionary withdrawal	\$ —	—
b. With market value adjustment	—	—
c. At book value without market value adjustment and with current surrender charge of 5% or more	—	—
d. At fair market value	781,742,340	648,033,770
e. At book value without market value adjustment and with current surrender charge of 5%	—	—
f. Subtotal	<u>781,742,340</u>	<u>648,033,770</u>
g. Not subject to discretionary withdrawal	—	—
h. Total	<u>\$ 781,742,340</u>	<u>648,033,770</u>
4. Reserves for asset default risk in lieu of AVR	\$ —	—

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Reconciliation of net transfers to or (from) Separate Accounts.

	<u>2017</u>	<u>2016</u>
1. Transfers as reported in the summary of operations of the separate accounts statements:		
a. Transfers to separate accounts	\$ 75,624,877	68,594,854
b. Transfers from separate accounts	<u>50,877,654</u>	<u>45,344,768</u>
c. Net transfers to or (from) separate accounts (a) – (b)	24,747,223	23,250,086
2. Reconciling adjustments:		
a. Plus net investment income (expense)	118,997,712	74,632,055
b. Less increase (decrease) in liability for premiums	133,456,449	89,387,684
c. Plus change in expense allowance	1,628,734	1,182,735
d. Less fees for investment management and administration	10,288,486	8,494,457
3. Transfers as reported in the summary of operations of the life, accident and health annual statement:	<u>—</u>	<u>—</u>
a. (1c) + (2)	\$ <u>1,628,734</u>	<u>1,182,735</u>

(6) Liability for Accident and Health Reserves

Accident and health reserve activity for the years ended December 31, 2017 and 2016 was as follows:

	<u>2017</u>	<u>2016</u>
Liability beginning of year, net of reinsurance	\$ 471,470,553	456,563,871
Incurred related to:		
Current year	385,359,058	379,400,106
Prior years	<u>(34,022,788)</u>	<u>(51,124,835)</u>
Total incurred	<u>351,336,270</u>	<u>328,275,271</u>
Paid related to:		
Current year	193,002,436	189,306,565
Prior years	<u>138,664,942</u>	<u>124,062,024</u>
Total paid	<u>331,667,378</u>	<u>313,368,589</u>
Liability end of year, net of reinsurance	\$ <u>491,139,445</u>	<u>471,470,553</u>

Reinsurance recoverable on paid losses was approximately \$1,276,000 and \$2,218,000 at December 31, 2017 and 2016, respectively.

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The provision for accident and health benefits pertaining to prior years decreased approximately \$34,023,000 in 2017 from the prior year estimate. This decrease overall includes better than expected experience of approximately \$31,113,000 for group medical and disability and approximately \$2,910,000 for cancer business. The decrease is due to subsequent better than expected claim experience.

The provision for accident and health benefits pertaining to prior years decreased approximately \$51,125,000 in 2016 from the prior year estimate. This decrease overall includes better than expected experience of approximately \$48,009,000 for group medical and disability and approximately \$3,116,000 for cancer business. The decrease is due to subsequent better than expected claim experience.

The Company paid approximately \$53,000 and \$291,000 in 2017 and 2016, respectively, to settle claims related to extra contractual obligations or bad faith claims stemming from lawsuits.

(7) Borrowed Money

AFA has borrowed approximately \$496,500,000 and \$496,500,000 on the line of credit with the Federal Home Loan Bank of Topeka (FHLB) at December 31, 2017 and 2016, respectively. The line of credit is secured by investment securities and cash pledged as collateral by AFA with a carrying amount of approximately \$510,769,000 and \$529,187,000 at December 31, 2017 and 2016, respectively, which exceeds the collateral required for this line of credit. The pledged securities are held in the Company's name in a custodial account at United Missouri Bank, N.A. to secure current and future borrowings. To participate in this available credit, AFA has acquired 227,532 shares in 2017 and 227,312 shares in 2016 of FHLB common stock with a total carrying value of approximately \$22,753,200 and \$22,731,200 at December 31, 2017 and 2016, respectively.

FHLB Capital Stock

	2017		
	General account	Separate accounts	Total
Membership stock – class A	\$ 500,000	—	500,000
Membership stock – class B	—	—	—
Activity stock	21,842,500	—	21,842,500
Excess stock	410,700	—	410,700
Total	\$ 22,753,200	—	22,753,200
Actual or estimate borrowing capacity as determined by the insurer	\$ 505,364,379		

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	2016		
	General account	Separate accounts	Total
Membership stock – class A	\$ 500,000	—	500,000
Membership stock – class B	—	—	—
Activity stock	21,842,500	—	21,842,500
Excess stock	388,700	—	388,700
Total	<u>\$ 22,731,200</u>	<u>—</u>	<u>22,731,200</u>
Actual or estimate borrowing capacity as determined by the insurer	\$ —	—	532,731,343

FHLB Membership Stock (Class A and B) Eligible for Redemption

	<u>Current year total</u>	<u>Not eligible for redemption</u>	<u>Less than 6 months</u>	<u>6 months to 1 year</u>	<u>1 to 3 years</u>	<u>3 to 5 years</u>
Class A	\$ 500,000	500,000	—	—	—	—
Class B	—	—	—	—	—	—

FHLB Borrowings

FHLB has the option to convert the initial rate of interest to an adjustable rate of interest on many of these lines of credit on the dates listed in the following table. At any time after FHLB exercises its conversion option, the Company may prepay the advance in full or in part without a fee.

The Company has no unused lines of credit as of December 31, 2017.

AFA had no Structured Note borrowings as of December 31, 2017 and 2016.

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Information regarding the terms of the funds borrowed from FHLB are as follows:

Interest rate	Interest rate subject to conversion to adjustable rate	Date issued	Maturity date	Balance at December 31	
				2017	2016
4.640	March 2012	03/12/07	03/13/17	—	10,000,000
5.060	May 2013	05/22/07	05/22/17	—	10,000,000
3.900	December 2012	12/04/07	12/04/17	—	25,000,000
3.520	January 2013	01/28/08	01/29/18	10,000,000	10,000,000
3.460	February 2013	02/01/08	02/01/18	15,000,000	15,000,000
3.490	February 2013	02/04/08	02/05/18	6,500,000	6,500,000
4.020	March 2009	03/07/08	03/07/18	25,000,000	25,000,000
3.460	March 2013	03/12/08	03/12/18	10,000,000	10,000,000
4.100	April 2009	04/28/08	04/30/18	5,000,000	5,000,000
4.100	May 2009	05/19/08	05/19/17	—	25,000,000
4.140	May 2009	05/20/08	05/22/17	—	5,000,000
4.290	July 2009	07/28/08	07/30/18	25,000,000	25,000,000
3.270	—	02/08/10	02/10/20	10,000,000	10,000,000
3.630	—	03/25/10	03/25/22	10,000,000	10,000,000
3.710	—	03/25/10	03/25/20	10,000,000	10,000,000
3.440	—	03/25/10	03/25/20	10,000,000	10,000,000
3.500	—	03/25/10	03/25/21	10,000,000	10,000,000
3.770	—	04/13/10	04/13/22	15,000,000	15,000,000
4.190	—	05/07/10	05/07/20	10,000,000	10,000,000
2.870	—	04/20/11	04/20/17	—	15,000,000
2.570	—	03/27/12	03/26/21	12,500,000	12,500,000
2.080	—	11/19/13	11/20/23	10,000,000	10,000,000
1.980	—	03/12/14	03/12/24	12,500,000	12,500,000
3.110	—	05/23/14	05/23/24	15,000,000	15,000,000
1.930	—	11/19/14	11/19/24	25,000,000	25,000,000
2.300	—	04/28/15	04/28/23	5,000,000	5,000,000
2.590	—	05/20/15	05/19/23	5,000,000	5,000,000
2.740	—	05/21/15	05/21/24	25,000,000	25,000,000
2.060	—	08/10/15	08/08/25	20,000,000	20,000,000
2.090	—	01/13/16	01/13/22	5,000,000	5,000,000
2.260	—	01/13/16	1/13/23	10,000,000	10,000,000
2.280	—	01/13/16	01/13/26	10,000,000	10,000,000
0.660	—	04/22/16	04/21/17	—	5,000,000
2.070	—	05/06/16	05/06/26	10,000,000	10,000,000

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Interest rate	Interest rate subject to conversion to adjustable rate	Date issued	Maturity date	Balance at December 31	
				2017	2016
0.770		06/03/16	06/02/17	—	25,000,000
0.790		08/31/16	08/31/17	—	20,000,000
0.810		09/09/16	09/08/17	—	10,000,000
2.590		11/21/16	11/23/26	10,000,000	10,000,000
2.960		03/13/17	03/13/25	10,000,000	—
2.600		04/20/17	04/18/25	15,000,000	—
1.450		04/21/17	04/20/18	5,000,000	—
1.880		05/19/17	05/19/27	25,000,000	—
2.890		05/22/17	05/21/27	10,000,000	—
2.640		05/22/17	05/22/25	5,000,000	—
1.600		06/02/17	06/01/18	25,000,000	—
1.590		08/31/17	08/31/18	20,000,000	—
1.620		09/08/17	09/07/18	10,000,000	—
2.520		12/4/17	12/4/23	25,000,000	—
				496,500,000	496,500,000
			Accrued Interest	1,170,254	1,255,108
			Total	\$ 497,670,254	497,755,108

* These lines of credits have interest rates subject to conversion to an adjustable rate at the date specified above, as well as quarterly thereafter.

Interest paid in 2017 and 2016 was approximately \$14,385,000 and \$16,146,000, respectively, and is included in investment expenses in net investment income in the accompanying statutory statements of operations.

Scheduled maturities (excluding interest) of the above indebtedness at December 31, 2017 are as follows:

2018	\$ 156,500,000
2019	—
2020	40,000,000
2021	22,500,000
2022	30,000,000
2023 and thereafter	<u>247,500,000</u>
	\$ <u>496,500,000</u>

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(8) Income Taxes

The Company's net deferred tax assets (liabilities) at December 31 and the change from the prior year are comprised of the following components:

	2017			2016			Change		
	Ordinary	Capital	Total	Ordinary	Capital	Total	Ordinary	Capital	Total
Gross deferred tax assets	\$ 71,890,297	4,708,769	76,599,066	113,266,528	6,101,701	119,368,229	(41,376,231)	(1,392,932)	(42,769,163)
Statutory valuation allowance adjustments	—	—	—	—	—	—	—	—	—
Adjusted gross deferred tax assets	71,890,297	4,708,769	76,599,066	113,266,528	6,101,701	119,368,229	(41,376,231)	(1,392,932)	(42,769,163)
Deferred tax assets nonadmitted	28,005,630	2,727,744	30,733,374	45,507,280	3,348,827	48,856,107	(17,501,650)	(621,083)	(18,122,733)
Sub-total net admitted deferred tax assets	43,884,667	1,981,025	45,865,692	67,759,248	2,752,874	70,512,122	(23,874,581)	(771,849)	(24,646,430)
Deferred tax liabilities	19,046,476	1,981,025	21,027,501	29,420,422	2,752,874	32,173,296	(10,373,946)	(771,849)	(11,145,795)
Net admitted deferred tax assets (liabilities)	\$ 24,838,191	—	24,838,191	38,338,826	—	38,338,826	(13,500,635)	—	(13,500,635)

Management has reviewed whether a valuation allowance is needed on its total gross deferred tax assets reported above based on factors such as past history and trends, projected taxable income, and expiration of carryforwards. Additionally, management considered the various aspects of the Tax Cuts and Jobs Act when it assessed whether or not its criteria for establishing a valuation allowance was impacted. Management believes that in 2017 and 2016 it is more likely than not that the results of operations will generate sufficient taxable income to realize its gross deferred tax assets on ordinary items. Additionally, in 2017 and 2016, management believes that there are sufficient capital gains available in its capital assets portfolio and that holding its fixed debt securities in a loss position to maturity or recovery substantiates the Company's ability to realize its gross deferred tax assets on capital items.

On February 8, 2018, the NAIC issued Interpretation (INT) 18-01 to address the reporting and updating of estimates that companies are required to reflect as various accounting adjustments in their financial statements as a result of the Tax Act. This guidance provides that, although some accounting computations may be considered "complete", other accounting computations or assessments may be considered "incomplete" when the financial statements are filed. As such, for those items which are "incomplete" but for which a reasonable estimate can be made, those amounts should be recorded as provisional in the financial statements for the year ended December 31, 2017. For those items for which a reasonable estimate cannot be made, companies may continue to apply pre-Tax Act law. Changes to amounts recognized in the financial statements for the year ended December 31, 2017 as a result of the Tax Act shall be recognized as a change in accounting estimate, pursuant to SSAP No. 3, when the information necessary to update the estimate becomes available. All income tax effects have been identified and appropriately accounted for as a result of the Tax Act in accordance with INT 18-01. The tax accounting for the revaluation of deferred tax liabilities is complete. The income tax effects of life insurance reserves for tax purposes pursuant to the Tax Act have been recorded as provisional as the analysis is incomplete but a

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reasonable estimate was determined. The Company is in the process of quantifying the impact of the Tax Act and will record any adjustments in accordance with the guidance provided in INT 18-01 within the measurement period.

The Company's admission calculation components at December 31 are as follows:

	2017			2016			Change		
	Ordinary	Capital	Total	Ordinary	Capital	Total	Ordinary	Capital	Total
(a) Federal income taxes paid in prior years recoverable through loss carrybacks	\$ —	—	—	38,338,826	—	38,338,826	(38,338,826)	—	(38,338,826)
(b) Adjusted gross deferred tax assets expected to be realized (excluding the amount of deferred tax assets from (a) above) after application of the threshold limitation. (The lesser of (b)1 and (b)2 below):									
1. Adjusted gross deferred tax assets expected to be realized following the balance sheet date	24,838,191	—	24,838,191	—	—	—	24,838,191	—	24,838,191
2. Adjusted gross deferred tax assets allowed per limitation threshold	—	—	60,867,922	—	—	56,439,545	—	—	4,428,377
Lesser of b(1) or b(2)	—	—	24,838,191	—	—	—	—	—	24,838,191
(c) Adjusted gross deferred tax assets (excluding the amount of deferred tax assets from (a) and (b) above) offset by gross deferred tax liabilities	19,046,476	1,981,025	21,027,501	29,420,422	2,752,874	32,173,296	(10,373,946)	(771,849)	(11,145,795)
(d) Deferred tax assets admitted Total ((a) + (b) + (c))	\$ 43,884,667	1,981,025	45,865,692	67,759,248	2,752,874	70,512,122	(23,874,581)	(771,849)	(24,646,430)

	<u>2017</u>	<u>2016</u>
Ratio percentage used to determine recovery period and threshold limitation amount	<u>724 %</u>	<u>730 %</u>
Amount of adjusted capital and surplus used to determine recovery period and threshold limitation in (b)2 above	\$ <u>441,341,339</u>	<u>409,145,035</u>

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As of December 31, the change in the net deferred income taxes is comprised of the following (this analysis is exclusive of the nonadmitted DTAs as the change in nonadmitted assets is reported separately from the change in net deferred income taxes in the statutory statements of capital and surplus):

	<u>2017</u>	<u>2016</u>	<u>Change</u>
Gross deferred tax assets	\$ 76,599,066	119,368,229	(42,769,163)
Gross deferred tax liabilities	21,027,501	32,173,296	(11,145,795)
Net deferred tax assets/liabilities	55,571,565	87,194,933	(31,623,368)
Statutory valuation allowance adjustment	—	—	—
Net deferred tax assets/liabilities after statutory valuation allowance	55,571,565	87,194,933	(31,623,368)
Tax effect of unrealized (gains) losses	(1,735,014)	(2,342,849)	607,835
Statutory valuation allowance adjustment allocated to unrealized	—	—	—
Net deferred income taxes	\$ <u>57,306,579</u>	<u>89,537,782</u>	<u>(32,231,203)</u>

The impact of the Company's tax planning strategies as of December 31 is as follows:

	<u>2017</u>		<u>2016</u>		<u>Change</u>	
	<u>Ordinary</u>	<u>Capital</u>	<u>Ordinary</u>	<u>Capital</u>	<u>Ordinary</u>	<u>Capital</u>
Adjusted gross DTAs	\$ 71,890,297	4,708,769	113,266,528	6,101,701	(41,376,231)	(1,392,932)
Percentage of adjusted gross DTAs attributable to the impact of tax planning strategies	— %	6.1 %	— %	5.1 %	— %	1.0 %
Net admitted adjusted gross DTAs	\$ 43,884,667	1,981,025	67,759,248	2,752,874	(23,874,581)	(771,849)
Percentage of net admitted adjusted gross DTAs attributable to the impact of tax planning strategies	— %	4.3 %	— %	3.9 %	— %	0.4 %

None of the Company's tax-planning strategies include the use of reinsurance.

There are no temporary differences for which deferred tax liabilities are not recognized.

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As of December 31, current income taxes incurred consist of the following major components:

	<u>2017</u>	<u>2016</u>	<u>Change</u>
Current federal income tax – operations	\$ 31,554,611	32,030,414	(475,803)
Foreign income tax	<u>—</u>	<u>—</u>	<u>—</u>
Subtotal	31,554,611	32,030,414	(475,803)
Current federal income tax on capital gains	9,447,403	7,278,712	2,168,691
Current tax on the cumulative impact of accounting error reported in surplus	<u>—</u>	<u>(2,528,052)</u>	<u>2,528,052</u>
Federal and foreign income taxes incurred	\$ <u>41,002,014</u>	<u>36,781,074</u>	<u>4,220,940</u>

As of December 31, deferred income tax assets and liabilities consist of the following major components:

	<u>2017</u>	<u>2016</u>	<u>Change</u>
Deferred tax assets:			
Ordinary:			
Discounting of unpaid losses	\$ 4,141,107	6,494,567	(2,353,460)
Policyholder reserves	19,305,517	31,274,349	(11,968,832)
Deferred acquisition costs	33,417,685	52,596,815	(19,179,130)
Compensation and benefits accrual	7,506,173	10,492,710	(2,986,537)
Receivables – nonadmitted	6,793,711	11,168,966	(4,375,255)
Other	<u>726,104</u>	<u>1,239,121</u>	<u>(513,017)</u>
Subtotal	71,890,297	113,266,528	(41,376,231)
Statutory valuation allowance adjustment	<u>—</u>	<u>—</u>	<u>—</u>
Nonadmitted	<u>28,005,630</u>	<u>45,507,280</u>	<u>(17,501,650)</u>
Admitted ordinary deferred tax assets	<u>43,884,667</u>	<u>67,759,248</u>	<u>(23,874,581)</u>

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	<u>2017</u>	<u>2016</u>	<u>Change</u>
Capital:			
Investments	\$ 4,708,769	6,101,701	(1,392,932)
Subtotal	4,708,769	6,101,701	(1,392,932)
Statutory valuation allowance adjustment	—	—	—
Nonadmitted	<u>2,727,744</u>	<u>3,348,827</u>	<u>(621,083)</u>
Admitted capital deferred			
tax assets	<u>1,981,025</u>	<u>2,752,874</u>	<u>(771,849)</u>
Admitted deferred tax assets	<u>45,865,692</u>	<u>70,512,122</u>	<u>(24,646,430)</u>
Deferred tax liabilities:			
Ordinary:			
Fixed Assets	112,342	156,338	(43,996)
Deferred and uncollected premium	18,630,982	28,414,297	(9,783,315)
Other	<u>303,149</u>	<u>849,787</u>	<u>(546,638)</u>
Subtotal	<u>19,046,473</u>	<u>29,420,422</u>	<u>(10,373,949)</u>
Capital:			
Investments	<u>1,981,025</u>	<u>2,752,874</u>	<u>(771,849)</u>
Subtotal	<u>1,981,025</u>	<u>2,752,874</u>	<u>(771,849)</u>
Deferred tax liabilities	<u>21,027,498</u>	<u>32,173,296</u>	<u>(11,145,798)</u>
Net deferred tax			
assets	\$ <u>24,838,194</u>	<u>38,338,826</u>	<u>(13,500,632)</u>

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The Company's income tax incurred and change in deferred tax differ from the amount obtained by applying the federal statutory rate of 35% to income before income taxes and net realized capital gains (losses) as follows:

	<u>2017</u>	<u>Effective 2017 tax rate</u>	<u>2016</u>	<u>Effective 2016 tax rate</u>
Income before taxes and realized capital gains (losses)	\$ 102,230,144	—%	\$ 106,880,558	—%
Income tax expense at 35% statutory rate	\$ 35,780,550	35.0%	\$ 37,408,196	35.0%
Increase (decrease) in tax resulting from:				
Dividends received deduction	\$ (1,365,947)	-1.3%	\$ (1,573,155)	-1.5%
Nondeductible expenses for meals and other items	1,662,620	1.6%	1,913,616	1.8%
Management fees	(2,253,425)	-2.2%	(1,960,000)	-1.8%
School bond and low income housing tax credits	(2,100,320)	-2.1%	(1,894,320)	-1.8%
Tax-exempt income	(2,741)	0.0%	(3,053)	0.0%
Tax adjustment for IMR	(2,102,283)	-2.0%	(1,669,899)	-1.6%
Deferred tax benefit on nonadmitted assets	4,375,255	4.3%	(5,230,427)	-4.9%
Remove impact of tax rate change included in deferred tax benefit on nonadmitted assets	(4,529,141)	-4.5%	—	0.0%
Timing differences on realized gains and losses	(1,773,790)	-1.7%	268,234	0.3%
Prior year adjustment to current and deferred taxes	<u>(2,109,350)</u>	<u>-2.1%</u>	<u>(506,802)</u>	<u>-0.5%</u>
Total income tax expected before tax rate change	\$ <u>25,581,428</u>	<u>25.0%</u>	\$ <u>26,752,390</u>	<u>25.0%</u>
Adj to SAP deferred income taxes for tax rate change from 35% to 21% (excludes tax on unrealized gains and losses)	<u>38,204,386</u>	<u>37.4%</u>	<u>—</u>	<u>0.0%</u>
Total income tax expected after adjustment for tax rate change from 35% to 21%	\$ <u>63,785,814</u>	<u>62.4%</u>	\$ <u>26,752,390</u>	<u>25.0%</u>
Current income taxes incurred (excludes tax on net realized gains and losses and reserve method changes)	\$ 31,554,611	31.0%	\$ 32,030,414	30.0%
Net change in deferred income taxes (excludes tax on unrealized gains and losses and reserve method changes)	<u>32,231,203</u>	<u>31.5%</u>	<u>(5,278,024)</u>	<u>-5.0%</u>
Total income tax reported	\$ <u>63,785,814</u>	<u>62.5%</u>	\$ <u>26,752,390</u>	<u>25.0%</u>

The Tax Cuts and Jobs Act was enacted on December 22, 2017 and materially impacts the net deferred tax assets reported by the Company. This \$38,204,386 is the impact of the tax rate change from 35% to 21% on net deferred tax assets without unrealized gains and losses. The total impact of the tax rate

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change from 35% to 21% on net deferred tax assets is \$37,047,712 when including the (\$1,156,674) impact of the tax rate change on the deferred tax liability attributable to unrealized gains and losses.

As of December 31, 2017, there are no operations loss deductions, capital loss, or tax credit carryforwards available for tax purposes.

The following are income taxes incurred in the current and prior years that will be available for recoupment in the event of future net losses:

	<u>Ordinary</u>	<u>Capital</u>	<u>Total</u>
December 31, 2017	\$ —	9,046,670	9,046,670
December 31, 2016	—	7,114,280	7,114,280
December 31, 2015	—	1,320,831	1,320,831

Due to the change in Federal tax law resulting from the enactment of the Tax Cuts and Jobs Act on December 22, 2017, the 3-year carry back of ordinary losses to the extent of ordinary income generated in the carry back years is no longer available. The 3-year carry back of capital losses is still allowed to the extent of capital gains generated in the carry back years. The amounts in this table represent the income tax incurred on capital gains in the current and prior years that will be available for recoupment in the event of future net capital losses.

As of December 31, 2017, there were no deposits admitted under Section 6603 of the Internal Revenue Code.

The Company is included in a consolidated federal income tax return with the following entities:

American Fidelity Corporation	American Fidelity International Holdings, Inc.
American Public Life Insurance Company	Enrollcom, Inc.
American Fidelity Securities, Inc.	AF Apartments, Inc.
InvesTrust	Market Place Realty Corporation
American Fidelity General Agency, Inc.	American Fidelity Property Services, LLC
AF Professional Employment Group, LLC	American Fidelity Community Services, Inc.
First Financial Securities of America, Inc.	Home Rentals Inc.
American Fidelity Property Company	Apple Creek Apartments, Inc.
American Fidelity Administrative Services, LLC	

The method of tax allocation between the companies is subject to a written agreement approved by the Board of Directors. Allocation is based on separate return calculations at the group's effective tax rate with current credit for net losses. Intercompany tax balances are settled annually.

The Company has no tax loss contingencies for which it is reasonably possible that the total liability will significantly increase within twelve months of the reporting date.

The Company files income tax returns in the U.S. federal jurisdiction and various states. The Company is no longer subject to U.S. federal income tax examinations for years prior to 2014 and state and local

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income tax examinations for years prior to 2013. The Company is not currently under examination by any taxing authority.

(9) Reinsurance

Reinsurance contracts do not relieve the Company from its obligations to policyholders. Failure of reinsurers to honor their obligations could result in losses to the Company. The Company evaluates the financial condition of its reinsurers and monitors concentrations of credit risk arising from similar geographic regions, activities, or economic characteristics of the reinsurers to minimize its exposure to significant losses from reinsurer insolvencies. Management believes that all reinsurers presently used are financially sound and will be able to meet their contractual obligations; therefore, no significant allowance for uncollectible amounts has been included in the December 31, 2017 or 2016 statutory financial statements. Estimated amounts that reduce the reserves for future policy benefits at December 31, 2017 and 2016 for reinsurance ceded are approximately \$1,121,336,000 and \$1,105,970,000, respectively. At December 31, 2017 and 2016, amounts that reduced the reserves for future policy benefits of approximately \$734,182,000 and \$742,164,000, respectively, were associated with one reinsurer (note 14).

At December 31, 2017 and 2016, the Company had unsecured aggregate recoverable from the following reinsurers for policy and contracts claims, paid and unpaid, that exceeds 3% of the Company's surplus, as follows:

<u>Group</u>	<u>2017</u>	<u>2016</u>
Hannover Life Reassurance Company	\$ 1,714,431	2,455,492
Hannover Reassurance (Ireland) LTD	<u>15,862,370</u>	<u>11,129,986</u>
Total group	17,576,801	13,585,478
Gerber Life Insurance Company	<u>9,535,683</u>	<u>11,585,543</u>
Total	<u>\$ 27,112,484</u>	<u>25,171,021</u>

Reinsurance agreements in effect for life insurance policies vary according to the age of the insured and the type of risk. Retention amounts for life insurance range from \$250,000 on domestic individual life coverages to \$500,000 on group life and Latin American individual life coverages, with slightly lower limits on accidental death benefits. At December 31, 2017 and 2016, the face amounts of life insurance in force that are reinsured amounted to approximately \$8,167,000,000 and \$8,557,000,000, respectively (approximately 29.8% and 33.9% of total life insurance in force, respectively).

Reinsurance agreements in effect for accident and health insurance policies vary with the type of coverage. There are no accident and health reinsurance treaties subject to retention limits.

AMERICAN FIDELITY ASSURANCE COMPANY

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The effects of reinsurance agreements on earned premiums, prior to deductions for benefits, and commission allowances are as follows for the years ended December 31, 2017 and 2016:

	<u>2017</u>	<u>2016</u>
Reinsurance ceded	\$ 222,403,939	209,666,031
Reinsurance assumed	50,128,570	44,768,192

Reinsurance agreements reduced benefits paid for life and accident and health policies by approximately \$197,162,000 and \$198,393,000 for the years ended December 31, 2017 and 2016, respectively.

(10) Employee Benefit Plans

The Company participates in a pension plan (the Plan), sponsored by AFC, and is not directly liable for obligations under the Plan. The Plan covers all employees who have satisfied longevity and age requirements. The Company's funding policy is to contribute annually the maximum amount that can be deducted for federal income tax purposes. Contributions are intended to provide not only for benefits attributed to service to date, but also for those expected to be earned in the future. The Company contributed approximately \$16,150,000 and \$9,566,000 to the Plan during the years ended December 31, 2017 and 2016, respectively. AFC also offers certain postretirement benefits other than the Plan.

The Company participates in a defined-contribution thrift and profit sharing plan as provided under Section 401(a) of the Code, which includes the tax deferral feature for employee contributions provided by Section 401(k) of the Code. The Company contributed approximately \$8,483,000 and \$7,664,000 to this plan during the years ended December 31, 2017 and 2016, respectively.

SSAP No. 102, *Accounting for Pensions, A replacement of SSAP No. 89*, is effective for years beginning January 1, 2013. The Company participates in a Consolidated/Holding Company plan for pension benefits and is not directly liable for obligations under the Plan. The accounting and reporting requirements of SSAP No. 102 have no impact on the Company's financial statements, as the applicable requirements under Paragraph 80 have not changed from past years.

(11) Leases

The Company leases various properties to nonaffiliates under operating lease agreements, which expire or are cancelable within one year. The properties leased are included in the statutory statements of admitted assets, liabilities, and capital and surplus as investment real estate. Rental income on these properties is included in the statutory statements of operations as net investment income.

Investment real estate held for lease is as follows at December 31:

	<u>2017</u>	<u>2016</u>
Land and buildings, net of encumbrances	\$ 28,953,530	16,359,601
Less accumulated depreciation	<u>(8,457,362)</u>	<u>(6,293,343)</u>
Net investment real estate	<u>\$ 20,496,168</u>	<u>10,066,258</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

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The Company entered into a lease agreement with 9000 Broadway LLC, a related party, on December 31, 2012, and modified effective January 1, 2014. The balance due will be paid in monthly amounts of approximately \$714,000 over the 20 year term of the lease.

(12) Related-Party Transactions

The Company paid cash dividends to AFC in the amount of approximately \$35,000,000 during 2017 and \$45,000,000 during 2016. There were no other transactions with affiliates in amounts, which exceeded one-half of one percent of the total admitted assets of the Company.

At December 31, 2017 and 2016, the Company reported approximately \$9,936,000 and \$6,492,000, respectively, as amounts due from AFC.

The Company leases office space from a subsidiary of AFC. The rent payments associated with this lease were approximately \$13,643,000 and \$14,045,000 in 2017 and 2016, respectively.

During 2017 and 2016, the Company entered into three-year software lease agreements with AFC. Lease expense related to these agreements was approximately \$5,397,000 and \$5,471,000 for the years ended December 31, 2017 and 2016, respectively, and is included in general insurance expenses.

The Company leases automobiles, furniture, and equipment from a partnership that owns a controlling interest in AFC. These operating leases are cancelable upon one month's notice. During the years ended December 31, 2017 and 2016, payments under these leases were approximately \$12,692,000 and \$10,904,000, respectively.

Under a service agreement approved by the Oklahoma Insurance Department, AFC provides certain services on a cost basis with no markup. During the years ended December 31, 2017 and 2016, the Company paid management fees to AFC totaling approximately \$8,456,000 and \$8,662,000, respectively.

Under a service agreement approved by the Oklahoma Insurance Department, AFA provides certain services to American Fidelity International (Bermuda) Ltd. (AFIBL). During the years ended December 31, 2017 and 2016, AFIBL paid management fees to AFA of approximately \$2,103,000.

Under a service agreement approved by the Oklahoma Insurance Department, AFA provides certain services to American Public Life Insurance Company (APL). During the years ended December 31, 2017 and 2016, APL paid management fees to AFA of approximately \$1,500,000 and \$750,000, respectively.

During the years ended December 31, 2017 and 2016, the Company paid investment advisory fees to a partnership that owns a controlling interest in AFC totaling approximately \$10,481,000 and \$10,048,000, respectively.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

(13) Commitments and Contingencies

Rent expense for the years ended December 31, 2017 and 2016 was approximately \$30,516,000 and \$29,273,000, respectively. A portion of rent expense relates to leases that expire or are cancelable within one year. The approximate aggregate minimum annual rental commitments as of December 31, 2017 under noncancelable long-term leases for office space are as follows:

2018	\$	11,713
2019		11,193
2020		10,082
2021		9,214
2022		8,706
2023 and thereafter		127,115

The Company has outstanding mortgage loan commitments of approximately \$9,500,000 and \$19,010,000 at December 31, 2017 and 2016, respectively.

The Company is subject to state guaranty association assessments in all states in which it is licensed to do business. These associations generally guarantee certain levels of benefits payable to resident policyholders of insolvent insurance companies. Many states allow premium tax credits for all or a portion of such assessments, thereby allowing potential recovery of these payments over a period of years. However, several states do not allow such credits. The Company estimates its liabilities for guaranty association assessments by using the latest information available from the National Organization of Life and Health Insurance Guaranty Associations. The Company monitors and revises its estimates for assessments as additional information becomes available, which could result in changes to the estimated liabilities. As of December 31, 2017 and 2016, liabilities for guaranty association assessments totaled approximately \$2,210,000 and \$985,000, respectively. Other operating expenses related to state guaranty association assessments were minimal for the years ended December 31, 2017 and 2016.

In the normal course of business, there are various legal actions and proceedings pending against the Company and its subsidiaries. In management's opinion, the ultimate liability, if any, resulting from these legal actions will not have a material adverse effect on the Company's financial position.

(14) Acquired Business – Mid-Continent Life Insurance Company

Effective December 31, 2000, the Company entered into an assumption reinsurance agreement with the Commissioner of Insurance of the State of Oklahoma, in his capacity as receiver of Mid-Continent Life Insurance Company (MCL) of Oklahoma City, Oklahoma. Under this agreement, the Company assumed MCL's policies in force, with the exception of a small block of annuity policies that was assumed effective January 1, 2001. In a concurrent reinsurance agreement, the Company ceded 100% of the MCL policies assumed to Hannover Life Reassurance Company of America. In 2002, this agreement was then transferred to Hannover Life Reassurance Company of Ireland (HLR). The agreement with HLR is a funds withheld arrangement, with the Company ceding net policy assets and liabilities of approximately \$724,753,000 and \$732,349,000 to HLR and maintaining a funds withheld liability at December 31, 2017 and 2016, respectively.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

Under the terms of the agreement with the receiver, the Company has guaranteed that the amount of premiums charged under the assumed "Extra-Life" contracts will not increase during the 17-year period beginning December 31, 2000, and will only increase thereafter if certain conditions are met. In 2018, the Company demonstrated to the Oklahoma Department of Insurance that those certain conditions had been met and the Company will implement a rate increase beginning in July of 2018. The Company has also guaranteed that the current dividend scale on the assumed "Extra-Life" contracts shall not be reduced or eliminated during the five-year period beginning December 31, 2000. Beginning January 1, 2006, the dividends on the assumed "Extra-Life" contracts are no longer guaranteed pursuant to the assumption reinsurance agreement with the Commissioner of Insurance of the State of Oklahoma.

As required by the terms of the assumption reinsurance agreement with the Commissioner of Insurance of the State of Oklahoma, the Company and HLR agreed that a Supplemental Policyholder Reserve (SPR) would be established. The initial SPR is equal to the net of the assets and liabilities received from MCL under the assumption agreement, less amounts ceded to other reinsurance carriers. The SPR is 100% ceded to HLR.

The purpose of the SPR is to provide additional protection to the MCL policyholders against premium increases and to ensure that profits are recognized over the lives of the underlying policies, rather than being recognized up front. The method for calculation of the initial SPR was specified precisely in the agreement with the receiver. The method for calculating the SPR for periods beyond the purchase date was developed by the Company, as this reserve is not otherwise required statutorily or under existing actuarial valuation guidance. The SPR is divided into two parts: (a) an additional reserve for future benefits, which is an estimate of the amount needed, in addition to the policy reserves and liability for future dividends, to fund benefits assuming there are no future premium rate increases, and (b) an additional reserve for future estimated profit, which represents the profit the Company expects to earn on this business over the lives of the underlying policies. The SPR is reprojected each year to recognize current and future profits as a level percentage of future projected required capital amounts each year, resulting in a level return on investment. Any remaining SPR will not automatically be released after the premium guarantee period of 17 years because the SPR is to be held until there is an actuarial certainty that premium rate increases will not be needed. The calculation of the SPR is subject to significant volatility, as it is highly dependent upon assumptions regarding mortality, lapse experience, and investment return. Small shifts in any of these underlying assumptions could have a dramatic impact on the value of the SPR. The SPR was approximately \$369,102,000 and \$376,521,000 for 2017 and 2016, respectively.

Under the terms of the agreement with HLR, HLR has agreed to share future profits on a 50/50 basis with the Company through an experience refund account. The experience refund account is calculated as premium income plus investment income less reserve increases (including the SPR), benefits paid, and administrative expense allowances paid to the Company and is settled on a quarterly basis. Losses are not shared on a 50/50 basis, except to the extent that a net loss in the experience account at the end of a quarter carries forward to future quarters. There was no experience refund earned by the Company in 2017 and 2016. Due to the nature of a funds withheld reinsurance arrangement, the components of the experience refund calculation are reported as separate components in the accompanying summary of operations. Premium income, reserve increases, and benefits paid related to this block are reported as reductions of premium income, changes in reserves, and benefits for reinsurance ceded, as required by the terms of the agreement. Investment income on the funds withheld is included in AFA's investment income, and administrative expense allowances paid to AFA are reported as a reduction of AFA's expense. The

AMERICAN FIDELITY ASSURANCE COMPANY

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impact of ceding investment income on funds withheld is reported as a reduction of net investment income in the accompanying summary of operations.

(15) Life Contracts – Premiums

Deferred and uncollected life insurance premiums and annuity considerations as of December 31, 2017 were as follows:

	<u>Gross</u>	<u>Net of loading</u>
Ordinary new business	\$ 22,313,524	2,142,189
Ordinary renewal	43,492,685	36,593,406
Group life	<u>55,596</u>	<u>55,563</u>
Total	<u>\$ 65,861,805</u>	<u>38,791,158</u>

Deferred and uncollected life insurance premiums and annuity considerations as of December 31, 2016 were as follows:

	<u>Gross</u>	<u>Net of loading</u>
Ordinary new business	\$ 15,540,170	2,060,989
Ordinary renewal	38,666,438	32,565,141
Group life	<u>71,993</u>	<u>71,841</u>
Total	<u>\$ 54,278,601</u>	<u>34,697,971</u>

(16) Short-Duration Contracts

Liabilities for Unpaid Claims and Claims Expenses

The following is information about incurred and paid claims development as of December 31, 2017. Such amounts are presented net of reinsurance, and are not discounted. The tables present claims development and cumulative claim payments by incurred year. The development tables are only presented for significant short-duration product liabilities. The information about incurred and paid claims development prior to 2016 is presented as supplementary information.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

Joint Venture (in thousands):

Accident Year	Incurred Claims and Allocated Claim Adjustment Expenses, Net of Reinsurance										As of December 31, 2017	
	For the Years Ended December 31,										Total of IBNR	
	Unaudited										Liabilities Plus	Cumulative
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	Expected Development on Reported Claims	Number of Reported Claims*
2008	\$ 77,492	66,603	63,557	63,623	63,560	63,517	63,517	63,517	63,517	63,517	—	NA
2009		76,333	66,360	62,478	61,776	61,690	62,037	62,037	62,037	62,037	—	NA
2010			74,400	67,176	68,029	67,271	67,271	67,225	67,247	67,247	—	NA
2011				77,020	57,571	54,187	54,151	54,076	54,112	54,112	—	NA
2012					79,103	66,845	65,243	63,987	64,188	64,153	—	NA
2013						79,418	68,263	65,067	64,474	64,265	—	NA
2014							67,194	55,110	53,387	53,363	37	NA
2015								64,488	56,920	55,788	171	NA
2016									65,557	61,175	983	NA
2017										69,000	21,859	NA
Total										\$ 614,657		

* Reported claims for the Joint Venture segment are processed and reported by different Managing General Underwriters or Third Party Administrators for each separate venture. While most reported claims are detailed in a centralized database, some historical information has not been maintained at the level necessary for this disclosure. Therefore, the number of individual claims reported is not available.

Accident Year	Cumulative Paid Claims and Paid Allocated Claim Adjustment Expenses, Net of Reinsurance									
	For the Years Ended December 31,									
	Unaudited									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
2008	\$ 42,703	62,181	63,342	63,414	63,520	63,517	63,517	63,517	63,517	63,517
2009		36,804	58,664	61,516	61,744	61,690	62,037	62,037	62,037	62,037
2010			32,894	61,039	67,315	67,271	67,271	67,247	67,247	67,247
2011				27,839	52,153	54,049	54,061	54,076	54,112	54,112
2012					29,111	61,017	63,648	63,924	64,188	64,153
2013						30,034	62,988	64,306	64,217	64,265
2014							26,932	52,175	53,246	53,326
2015								26,476	53,995	55,195
2016									28,614	58,072
2017										34,060
Total										\$ 575,984

All outstanding liabilities before 2008, net of reinsurance

\$ —

Liabilities for claims and claim adjustment expenses, net of reinsurance

38,673

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

Average Annual Percentage Payout

The following is supplementary information about average historical claims duration as of December 31, 2017:

Years	Average annual percentage payout of incurred claims by age, net of reinsurance									
	1	2	3	4	5	6	7	8	9	10
Joint venture	51.31 %	44.28 %	3.70 %	0.13 %	0.10 %	0.11 %	— %	— %	— %	— %

Significant Methodologies and Assumptions

Joint Venture (JV) reserves are developed by looking at the historical pattern of paid claims and pending case reserves. Factors are developed using these patterns and are applied to the current cumulative paid claims and pending case reserves. For incurred months that are not fully credible, the Company weights the non-credible portion with the target loss ratio for the block.

Reconciliation of the Disclosure of Incurred and Paid Claims Development to the Liability for Unpaid Claims and Cost Adjustment Expenses.

The reconciliation of the net incurred and paid claims development tables to the liability for unpaid claims and claim adjustment expenses on the consolidated balance sheet were as follows at (in thousands):

	<u>December 31, 2017</u>	<u>December 31, 2016</u>
Net Outstanding Liabilities		
JV Insurance	\$ 38,673	\$ 40,268
Other short-duration insurance lines	1,546	2,833
Liabilities for unpaid claims and claim adjustment expenses, net of reinsurance	<u>40,219</u>	<u>43,101</u>
Reinsurance recoverable on unpaid claims		
JV Insurance	29,240	22,129
Other insurance lines	90,726	81,011
Total reinsurance recoverable on unpaid claims	<u>119,966</u>	<u>103,140</u>
Insurance lines other than short-duration	448,590	428,607
Unallocated claim adjustment expenses	10,329	9,968
Liabilities for unpaid claims and claim adjustment expenses, net of reinsurance	<u>458,919</u>	<u>438,575</u>
Total gross liability for unpaid claims and claim adjustment expense	<u>\$ 619,104</u>	<u>\$ 584,816</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

(17) Managing General Agents and Third-Party Administrators

Managing general agents (MGAs) and direct written contracts at December 31 were as follows:

<u>Name and address of managing general agent or third-party administrator</u>	<u>Federal employer identification number</u>	<u>Exclusive contract</u>	<u>Type of business written</u>	<u>Type of authority granted *</u>	<u>2017 Direct written premium</u>	<u>2016 Direct written premium</u>
TRU Services, LLC 200 Cummings Center, Ste. 272 D Beverly, MA 01915	04-3392571	No	Excess loss medical and group life	U, C, CA, R, P	\$ 31,322,507	37,729,238
	Aggregate other				<u>65,270,322</u>	<u>47,981,973</u>
Total MGA and third-party administrator premium					<u>\$ 96,592,829</u>	<u>85,711,211</u>

* Abbreviations
 U: Underwriting
 C: Claims payment
 CA: Claims adjustment
 R: Reinsurance ceding
 P: Premium collection

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

(18) Affiliated Entities

The following is a summary of the significant ownership and affiliated entity relationships that existed at December 31, 2017:

Immediate parent	American Fidelity Corporation
Other insurance affiliates	American Public Life Insurance Company American Fidelity International (Bermuda) Ltd. American Fidelity International Holdings, Inc.
Other affiliates	American Fidelity Property Company 6303 Portland, LLC Broadway Tech, LLC Apple Creek Apartments, Inc. American Fidelity General Agency, Inc. American Fidelity Securities, Inc. First Fidelity Bank and its affiliates INSURICA, Inc. and its affiliates Cameron Enterprises, A Limited Partnership and its affiliates InvesTrust Consulting, LLC InvesTrust Retirement Specialists, LLC InvesTrust American Fidelity Property Services, LLC Alcott HR Group, LLC First Financial Securities of America, Inc. AF Professional Employment Group, LLC Hawaii Development, LLC Home Rentals, Inc. 9000 Broadway, LLC Market Place Realty Corporation Health Services Administration, LLC American Fidelity Community Services, Inc. AF Apartments, Inc. Oklahoma Winery Partners, LLC Vintage Oakville Cross, LLC American Fidelity Administrative Services, LLC First Financial Capital Corporation, Inc. and its affiliates

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

(19) Reconciliations

Reconciliations of capital and surplus and net income on a GAAP basis to the amounts included in the accompanying statutory financial statements for the years ended December 31, 2017 and 2016 are as follows (in thousands):

	<u>Net income, year ended December 31</u>		<u>Capital and surplus, at December 31</u>	
	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
Amounts as reported on statutory basis	\$ 66,199	76,434	430,624	414,602
Adjustments:				
Deferred policy acquisition costs	41,358	36,200	622,638	584,217
Policy benefit reserves	(254)	10,674	(2,275)	(2,625)
Deferred federal income taxes	57,323	(15,206)	(120,313)	(173,589)
Due and deferred premiums	(2,066)	(1,978)	(24,458)	(21,807)
Nonadmitted assets	—	—	30,222	31,329
Asset valuation reserve	—	—	35,555	32,881
Invested assets	51,719	40,676	215,696	122,712
Funds withheld derivative	(46,050)	(34,465)	(122,760)	(76,710)
Other, net	(2,483)	(7,102)	35,552	26,053
Amounts on a GAAP basis for consolidated presentation	<u>\$ 165,746</u>	<u>105,233</u>	<u>1,100,481</u>	<u>937,063</u>

(20) Guaranty Assessments

As of December 31, 2017, American Fidelity Assurance Company did not receive notice of any assessments that would have a material financial impact.

The amount of recognized liabilities under SSAP No. 35R is \$2,210,000 and the related asset for premium tax credits is \$1,535,558. The Company expects that the assessments would be billed and paid over the next year and the majority of the premium tax offsets would be realized over the next five years after that.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2017 and 2016

Assets recognized from paid and accrued premium tax offsets and policy surcharges prior year-end	\$	954,625
Decreases current year:		
Premium tax offset applied	\$	320,194
Reduction in the estimated liability based on the new projections at the end of the current year		3,261,661
Increases current year:		
Assessment payments less refunds on insolvencies billed during the current year	\$	3,148,462
Adjustment to remove payments on insolvencies		(18,861)
Increase in the estimated assessment liability		4,729,056
Assets recognized from paid and accrued premium tax offsets and policy surcharges current year end	\$	5,231,427

(21) Subsequent Events

The Company has evaluated events subsequent to December 31, 2017 and through April 19, 2018, the date on which the audited financial statements were issued.

AMERICAN FIDELITY ASSURANCE COMPANY

Selected Financial Data

December 31, 2017

Investment income earned:	
Government bonds	\$ 1,956,048
Other bonds (unaffiliated)	173,614,086
Preferred stocks (unaffiliated)	300,000
Common stocks (unaffiliated)	12,896
Mortgage loans	24,897,481
Real estate	6,844,174
Premium notes, policy loans, and liens	3,240,046
Cash on hand and on deposit	359,924
Other invested assets	199,808
Aggregate write-ins for investment income	<u>260,600</u>
Gross investment income	\$ <u>211,685,063</u>
Real estate owned – book value	\$ 20,496,168
Mortgage loans – book value:	
Commercial mortgages	\$ <u>480,274,494</u>
Total mortgage loans	\$ <u>480,274,494</u>
Mortgage loans by standing – book value:	
Good standing	\$ 480,274,494
Other long-term invested assets – statement value	22,213,579
Bonds and stocks of parents, subsidiaries, and affiliates – book value:	
Common stocks	962,932
Bonds and short-term investments by class and maturity:	
Bonds and short-term investments by maturity – statement value:	
Due within 1 year	\$ 140,539,674
Over 1 year through 5 years	808,617,595
Over 5 years through 10 years	1,321,085,509
Over 10 years through 20 years	1,024,831,300
Over 20 years	728,268,006
SVO Identified Funds	<u>20,093,868</u>
Total by maturity	\$ <u>4,043,435,952</u>
Bonds and short-term investments by class – statement value:	
Class 1	\$ 2,178,709,065
Class 2	1,789,262,908
Class 3	49,917,585
Class 4	12,009,777
Class 5	8,964,855
Class 6	<u>4,571,762</u>
Total by class	4,043,435,952
Total bonds and short-term investments publicly traded	<u>3,102,343,975</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Selected Financial Data

December 31, 2017

Common stocks – fair value (investments in affiliates at equity value)	\$ 24,215,123
Cash on hand and on deposit	241,831,403
Life insurance in force (net):	
Ordinary	18,351,436,000
Group life	852,566,000
Amount of accidental death insurance in force under ordinary policies (net)	3,166,935,000
Life insurance policies with disability provisions in force (net):	
Ordinary	1,946,443,000
Group life	57,671,000
Supplementary contracts in force (net):	
Ordinary – not involving life contingencies:	
Amount on deposit	95,797
Income payable	
Ordinary – involving life contingencies (net):	61,983
Income payable	
Annuities:	
Ordinary:	
Immediate – amount of income payable	\$ 8,009,261
Deferred – fully paid account balance	826,840,159
Group:	
Immediate – amount of income payable	427,452
Accident and health insurance – premiums in force:	
Ordinary	350,347,962
Group	571,217,024
Deposit funds and dividend accumulations:	
Deposit funds – account balance	5,984
Dividend and coupon accumulations – account balance	184,436
Claims payments:	
Other accident and health:	
2017	100,914,637
2016	29,256,152
2015	3,490,756
2014	1,382,558
2013	746,414
Prior	560,230
Group accident and health:	
2017	92,087,799
2016	63,526,254
2015	11,590,303
2014	5,445,545
2013	4,032,238
Prior	18,634,492

See accompanying independent auditors' report.

AMERICAN FIDELITY ASSURANCE COMPANY

Schedule of Investment Risk Interrogatories

December 31, 2017

1. Total admitted assets, excluding separate accounts: \$5,114,945,433
2. The Company's 10 largest exposures to a single issuer/borrower/investment, excluding U.S. government, U.S. government agency securities, and those U.S. government money market funds listed in the Appendix to the NAIC SVO Purposes and Procedures Manual as exempt, property occupied by the Company, and policy loans at December 31, 2017 are as follows:

Investment category	Amount	Percentage of total admitted assets
Woodside Finance Ltd	\$ 16,987,184	0.332%
Enbridge, Inc	16,425,454	0.321
ZP, LLC	16,160,795	0.316
Thermo Fisher Scientific	15,844,306	0.310
Kroger Co	15,483,045	0.303
Crown Equipment	15,323,470	0.300
Equifax, Inc	15,303,030	0.299
Morgan Stanley	15,186,770	0.297
Priceline Group, Inc.	14,981,260	0.293
Cox Communications, Inc	14,944,015	0.292

3. The Company's investments in bonds, short-term investments, and preferred stocks by NAIC rating at December 31, 2017 are as follows:

Bonds, short-term investments, and preferred stocks	Amount	Percentage of total admitted assets
NAIC-1	\$ 2,178,709,065	42.595%
NAIC-2	1,793,262,908	35.059
NAIC-3	49,917,585	0.976
NAIC-4	12,009,777	0.235
NAIC-5	8,964,855	0.175
NAIC-6	4,782,982	0.094

AMERICAN FIDELITY ASSURANCE COMPANY

Schedule of Investment Risk Interrogatories

December 31, 2017

4. Assets held in foreign investments:

	<u>Amount</u>	<u>Percentage of total admitted assets</u>
Are assets held in foreign investments less than 2.5% of the reporting entity's total admitted assets?		Yes () No (X)
Total admitted assets held in foreign investment	\$ 477,308,286	9.332%
Foreign-currency-denominated investments	—	—
Insurance liabilities denominated in that same foreign currency	—	—

5. Aggregate foreign investment exposure categorized by NAIC sovereign rating:

	<u>Amount</u>	<u>Percentage of total admitted assets</u>
Countries rated NAIC-1	\$ 442,455,046	8.650%
Countries rated NAIC-2 or below	34,853,240	0.681

6. Largest foreign investment exposures by country, categorized by the country's NAIC sovereign rating:

	<u>Amount</u>	<u>Percentage of total admitted assets</u>
Countries rated NAIC – 1:		
Country 1: Australia	\$ 119,782,987	2.342%
Country 2: Great Britain	100,440,082	1.964
Countries rated NAIC – 2 or below:		
Country 1: Mexico	\$ 31,727,687	0.620%
Country 2: Italy	3,000,000	0.059

AMERICAN FIDELITY ASSURANCE COMPANY

Schedule of Investment Risk Interrogatories

December 31, 2017

10. Ten largest nonsovereign (i.e., nongovernmental) foreign issues:

<u>Issuer</u>	<u>Amount</u>	<u>Percentage of total admitted assets</u>
Woodside Finance Ltd 144A	\$ 16,987,183	0.332%
Grupo Bimbo	14,935,129	0.292
WPP France 2010	14,817,183	0.290
Shell International	11,187,693	0.219
NSW	11,000,000	0.215
Orange SA	10,935,931	0.214
Scentre Group Trust 1/2	10,306,371	0.201
Electricite De France	10,245,779	0.200
Reckitt Benckiser Tsy	9,971,332	0.195
Transurban Finance Co 144A	9,932,087	0.194

- 16a. The aggregate mortgage interest represents the combined value of all mortgages secured by the same property or same group of properties. Each of the Company's 10 largest aggregate mortgage interests at December 31, 2017 are as follows:

<u>Type (commercial)</u>	<u>Amount</u>	<u>Percentage of total admitted assets</u>
ZP, LLC	\$ 16,160,795	0.316%
Crown Equipment	15,323,470	0.300
CE Enterprise Partners	13,620,158	0.266
Wildcat Commons, LLC	11,507,429	0.225
Daboo, LLC	11,404,665	0.223
Susan A Cox	9,414,512	0.184
Apollo Partners LP	9,112,769	0.178
Locke Supply Co	8,330,236	0.163
DWB Greeneville, LLC	6,973,212	0.136
Kuakini Self Storage, LLC	6,425,947	0.126

AMERICAN FIDELITY ASSURANCE COMPANY

Schedule of Investment Risk Interrogatories

December 31, 2017

- 16b. The Company's mortgage loans have the following loan-to-value ratios as determined from the most current appraisal as of the annual statement date:

	<u>Loan-to-value</u>	<u>Commercial</u>	<u>Percentage of total admitted assets</u>
i.	above 95%	\$ —	— %
ii.	91% to 95%	—	—
iii.	81% to 90%	—	—
iv.	71% to 80%	37,389,678	0.731
v.	below 70%	442,884,816	8.659

Items 7 through 9, 11 through 15, 17a, and 18 through 23 are not applicable to the Company.

See accompanying independent auditors' report.

AMERICAN FIDELITY ASSURANCE COMPANY

Summary Schedule of Investments

December 31, 2017

Investment categories	Gross investment holdings		Admitted assets as reported in the annual statement	
	Amount	Percentage	Amount	Percentage
Bonds:				
U.S. Treasury securities	\$ 1,020,393	0.021%	1,020,393	0.021%
U.S. government agency obligations (excluding mortgage-backed securities):				
Issued by U.S. government agencies	3,874,559	0.079%	3,874,559	0.079%
Issued by U.S. government sponsored agencies	392,916,263	8.030%	392,916,263	8.030%
Non-U.S. government (including Canada, excluding mortgage-backed securities)	28,230,642	0.577%	28,230,642	0.577%
Securities issued by states, territories, and possessions and political subdivisions in the United States:				
States, territories, and possessions general obligations	261,923,324	5.353%	261,923,324	5.353%
Revenue and assessment obligations	145,782,863	2.980%	145,782,863	2.980%
Mortgage-backed securities (includes residential and commercial MBS):				
Pass-through securities:				
Issued or guaranteed by GNMA	1,967,884	0.040%	1,967,884	0.040%
Issued or guaranteed by FNMA and FHLMC	811,746	0.017%	811,746	0.017%
All other				
CMOs and REMICs:				
Issued or guaranteed by GNMA, FNMA, FHLMC, and VA	638,503,848	13.050%	638,503,848	13.050%
All other	82,504,602	1.686%	82,504,602	1.686%
Other debt and other fixed income securities (excluding short-term):				
Unaffiliated domestic securities (includes credit tenant loans rated by the SVO)	1,937,552,411	39.600%	1,937,552,411	39.600%
Unaffiliated foreign securities	548,347,417	11.207%	548,347,417	11.207%
Equity interests:				
Preferred stocks:				
Unaffiliated	4,211,220	0.086%	4,211,220	0.086%
Publicly traded equity securities (excluding preferred stocks):				
Unaffiliated	373,438	0.008%	373,438	0.008%
Other equity securities:				
Affiliated	962,932	0.020%	962,932	0.020%
Unaffiliated	22,878,753	0.468%	22,878,753	0.468%

AMERICAN FIDELITY ASSURANCE COMPANY

Summary Schedule of Investments

December 31, 2017

Investment categories	Gross investment holdings		Admitted assets as reported in the annual statement	
	Amount	Percentage	Amount	Percentage
Mortgage loans:				
Commercial loans	\$ 480,274,494	9.816%	480,274,494	9.816%
Real estate investments:				
Property held for production of income (including \$0 of property acquired in satisfaction of debt)	20,496,168	0.419%	20,496,168	0.419%
Property held for sale (including \$0 of property acquired in satisfaction of debt)				
Policy loans	55,266,258	1.130%	55,266,258	1.130%
Receivables for securities	891,977	0.018%	891,977	0.018%
Cash, cash equivalents, and short-term investments	241,831,403	4.943%	241,831,403	4.943%
Other invested assets	22,213,579	0.454%	22,213,579	0.454%
Total invested assets	<u>\$ 4,892,836,174</u>	<u>100%</u>	<u>4,892,836,174</u>	<u>100%</u>

See accompanying independent auditors' report.



AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Financial Statements and Schedules

December 31, 2015 and 2014

(With Independent Auditors' Report Thereon)



KPMG LLP
210 Park Avenue, Suite 2850
Oklahoma City, OK 73102-5683

Independent Auditors' Report

The Board of Directors
American Fidelity Assurance Company:

Report on the Financial Statements

We have audited the accompanying statutory financial statements of American Fidelity Assurance Company (the Company), which comprise the statutory statements of admitted assets, liabilities, and capital and surplus as of December 31, 2015 and 2014, and the related statutory statements of operations, capital and surplus, and cash flow for the years then ended, and the related notes to the statutory financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with statutory accounting practices prescribed or permitted by the Oklahoma Insurance Department. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in note 1 to the statutory financial statements, the financial statements are prepared by the Company using statutory accounting practices prescribed or permitted by the Oklahoma Insurance Department, which is a basis of accounting other than U.S. generally accepted accounting principles. Accordingly, the financial statements are not intended to be presented in accordance with U.S. generally accepted accounting principles.

The effects on the financial statements of the variances between the statutory accounting practices and U.S. generally accepted accounting principles also are described in note 18.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the variances between statutory accounting principles and U.S. generally accepted accounting principles discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraph, the financial statements referred to above do not present fairly, in accordance with U.S. generally accepted accounting principles, the financial position of American Fidelity Assurance Company as of December 31, 2015 and 2014, or the results of its operations or its cash flows for the years then ended.

Opinion on Statutory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the admitted assets, liabilities, and capital and surplus of American Fidelity Assurance Company as of December 31, 2015 and 2014, and the results of its operations and its cash flow for the years then ended, in accordance with statutory accounting practices prescribed or permitted by the Oklahoma Insurance Department described in note 1.

Other Matter

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information included in the supplemental schedules of selected financial data, investment risk interrogatories, and summary schedule of investments, is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the Oklahoma Insurance Department. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

/s/KPMG LLP

Oklahoma City, Oklahoma
May 16, 2016

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Admitted Assets,
Liabilities, and Capital and Surplus

December 31, 2015 and 2014

Admitted Assets	2015	2014
	<hr/>	<hr/>
Cash and invested assets:		
Bonds, at amortized cost (fair value: \$3,798,014,131 and \$3,766,794,670 in 2015 and 2014, respectively)	\$ 3,720,637,147	3,502,505,616
Preferred stocks, at cost (fair value: \$4,358,200 and \$277,092 in 2015 and 2014, respectively)	4,211,220	211,220
Common stocks, at fair value (cost: \$15,566,172 and \$16,408,121 in 2015 and 2014, respectively)	24,230,887	24,333,878
Common stock, investment in affiliates at equity value	790,709	780,706
Mortgage loans on real estate	393,280,807	354,597,714
Investment real estate, at cost (less accumulated depreciation of \$4,898,719 and \$3,540,781 in 2015 and 2014, respectively and less encumbrances of \$14,486,300 and \$15,079,657 in 2015 and 2014, respectively)	10,713,130	11,954,975
Policy loans	52,673,645	51,928,464
Cash and short-term investments, at cost, which approximates fair value	175,188,228	132,976,274
Other invested assets	21,866,789	22,106,042
	<hr/>	<hr/>
Total cash and invested assets	4,403,592,562	4,101,394,889
Life insurance premiums and annuity considerations deferred and uncollected	32,335,500	29,970,810
Accident and health premiums due and unpaid	46,576,168	50,231,651
Investment income due and accrued	39,990,590	38,592,265
Amounts recoverable from reinsurers	2,945,575	874,367
Other receivables under reinsurance contracts	17,521,100	16,328,383
Equipment, at cost (less accumulated depreciation of \$0 in 2015 and 2014)	401,367	1,828
Other assets	79,433,645	72,836,409
Separate account assets	558,314,969	648,749,195
	<hr/>	<hr/>
Total admitted assets	\$ 5,181,111,476	4,958,979,797
	<hr/>	<hr/>

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Admitted Assets,
Liabilities, and Capital and Surplus

December 31, 2015 and 2014

Liabilities and Capital and Surplus	2015	2014
	<hr/>	<hr/>
Aggregate reserves:		
Life policies and contracts	\$ 2,060,946,289	1,840,170,395
Accident and health policies	528,014,413	495,551,552
Total aggregate reserves	<hr/> 2,588,960,702	<hr/> 2,335,721,947
Policy and contract claims reserves	152,759,713	154,040,496
Liability for premiums and other deposit funds	9,955,264	10,391,344
Remittances and items not allocated	17,726,985	3,926,664
General insurance expenses, taxes, licenses, and fees due or accrued	90,446,161	70,250,585
Funds held under coinsurance (notes 9 and 14)	737,412,044	736,704,703
Other liabilities	94,122,695	95,848,223
Borrowed money	522,915,427	522,973,345
Separate account liabilities	558,314,969	648,749,195
Total liabilities	<hr/> 4,772,613,960	<hr/> 4,578,606,502
Capital and surplus:		
Common stock, par value \$10 per share, 250,000 shares authorized, issued, and outstanding	2,500,000	2,500,000
Additional paid-in capital	5,804,686	5,804,686
Unassigned surplus	400,192,830	372,068,609
Total capital and surplus	<hr/> 408,497,516	<hr/> 380,373,295
Commitments and contingencies (notes 7, 8, 12, and 13)		
Total liabilities and capital and surplus	<hr/> <hr/> \$ 5,181,111,476	<hr/> <hr/> 4,958,979,797

See accompanying notes to statutory financial statements.

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Operations

Years ended December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Income:		
Life insurance premiums and annuity considerations	\$ 355,371,149	239,212,269
Accident and health insurance premiums	602,521,311	583,252,676
Net investment income (less investment expenses of \$32,611,100 and \$34,122,550 in 2015 and 2014, respectively)	173,129,135	165,218,489
Commissions and expense allowances on reinsurance ceded	(3,156,671)	(2,571,281)
Other income	<u>41,978,170</u>	<u>39,884,685</u>
Total income	<u>1,169,843,094</u>	<u>1,024,996,838</u>
Benefits and other deductions:		
Death benefits and matured endowments	21,861,762	25,411,216
Annuity benefits	9,052,529	9,502,717
Accident and health and disability benefits	294,443,710	293,082,004
Interest and adjustments on policy or deposit-type contract funds	410,929	291,898
Other benefits to policyholders and beneficiaries	107,320,332	99,532,076
Increase in aggregate reserves for future policy benefits	253,238,755	150,631,778
Commissions on premiums and annuity considerations	125,452,653	113,558,638
Commissions and expense allowances on reinsurance assumed	13,360,132	13,652,461
General insurance expenses, taxes, licenses, and fees	226,717,620	210,184,959
Other	<u>3,196,121</u>	<u>4,431,262</u>
Total benefits and other deductions	<u>1,055,054,543</u>	<u>920,279,009</u>
Net gain from operations before federal income taxes and net realized capital gains (losses)	114,788,551	104,717,829
Federal income taxes	<u>41,960,713</u>	<u>35,212,048</u>
Net gain from operations before net realized capital gains (losses)	72,827,838	69,505,781
Net realized capital gains (losses), net of federal income tax expense of \$1,408,332 and \$1,422,611 in 2015 and 2014, respectively (excluding gains of \$5,937,103 and \$4,468,608 transferred to the interest maintenance reserve in 2015 and 2014, respectively)	<u>2,539,254</u>	<u>(253,885)</u>
Net income	<u>\$ 75,367,092</u>	<u>69,251,896</u>

See accompanying notes to statutory financial statements.

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Capital and Surplus

Years ended December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Capital and surplus, beginning of year	\$ 380,373,295	342,671,304
Net income	75,367,092	69,251,896
Change in net unrealized capital gains, net of tax benefit (expense) of \$460,208 and 103,997 for 2015 and 2014, respectively	(957,954)	(211,345)
Change in net deferred taxes	10,913,745	4,634,749
Change in nonadmitted assets	(17,390,290)	(3,514,894)
Change in asset valuation reserve	(4,035,360)	(3,071,279)
Dividends to stockholder	(35,000,000)	(35,000,000)
Change in liability for reinsurance in unauthorized companies	(488,392)	264,076
Correction of error (note 1)	—	4,733,000
Other changes	(284,620)	615,788
Net change in capital and surplus	<u>28,124,221</u>	<u>37,701,991</u>
Capital and surplus, end of year	<u>\$ 408,497,516</u>	<u>380,373,295</u>

See accompanying notes to statutory financial statements.

AMERICAN FIDELITY ASSURANCE COMPANY

Statutory Statements of Cash Flow

Years ended December 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Premiums and annuity considerations, net of reinsurance	\$ 957,714,918	818,905,483
Allowances and reserve adjustments on reinsurance ceded	(3,156,671)	(2,571,281)
Investment income received	171,805,186	163,132,957
Other income	38,409,872	55,332,562
Life and accident and health claims paid	(321,908,000)	(335,810,367)
Surrender benefits and other fund withdrawals paid	(107,192,389)	(99,377,891)
Other benefits to policyholders paid	(9,180,472)	(9,656,903)
Commissions and other expenses paid	(347,550,794)	(338,758,795)
Federal income taxes paid	(46,764,729)	(39,575,000)
Dividends paid to policyholders	<u>(532,662)</u>	<u>(414,598)</u>
Net cash from operations	<u>331,644,259</u>	<u>211,206,167</u>
Proceeds from investments sold, matured, or repaid:		
Bonds	386,364,794	324,181,892
Stocks	1,388,423	4,838,273
Mortgage loans	52,010,657	69,147,281
Other	<u>111,955</u>	<u>4,836,875</u>
Total investment proceeds	<u>439,875,829</u>	<u>403,004,321</u>
Cost of investments acquired:		
Bonds	(595,564,334)	(451,769,072)
Stocks	(4,000,000)	—
Mortgage loans	(90,693,750)	(83,690,000)
Other	<u>(5,683,388)</u>	<u>(1,636,073)</u>
Total investments acquired	<u>(695,941,472)</u>	<u>(537,095,145)</u>
Net change in policy loans and loans on fund deposits	<u>(745,181)</u>	<u>(7,952,273)</u>
Net cash from investing	<u>(256,810,824)</u>	<u>(142,043,097)</u>
Borrowed money	(57,918)	(59,116)
Other cash provided	14,176,337	5,348,788
Dividends paid to stockholder	(35,000,000)	(35,000,000)
Other cash applied	<u>(11,739,900)</u>	<u>(28,612,547)</u>
Net cash from financing and miscellaneous sources	<u>(32,621,481)</u>	<u>(58,322,875)</u>
Net change in cash and short-term investments	42,211,954	10,840,195
Cash and short-term investments, beginning of year	<u>132,976,274</u>	<u>122,136,079</u>
Cash and short-term investments, end of year	<u>\$ 175,188,228</u>	<u>132,976,274</u>

See accompanying notes to statutory financial statements.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2015 and 2014

(1) Significant Accounting Policies

(a) *Business*

American Fidelity Assurance Company (AFA or the Company) provides a variety of financial services. AFA is a wholly owned subsidiary of American Fidelity Corporation (AFC), a Nevada insurance holding company. AFA is domiciled in the state of Oklahoma. The Company is subject to state insurance regulations and periodic examinations by state insurance departments.

AFA is licensed in 49 states, as well as the District of Columbia, American Samoa, Puerto Rico, and Guam, with approximately 40% of direct premiums written in Oklahoma, Texas, and California. Activities of AFA are largely concentrated in the group disability income, group and individual annuity, supplemental health, and individual medical markets. In addition, individual and group life business is also conducted. The main thrust of AFA's sales is worksite marketing of voluntary products through the use of payroll deduction. The Company sells these voluntary products through a salaried sales force that is broken down into two primary divisions: the Association Worksite Division (AWD) and American Fidelity Educational Services (AFES). AWD specializes in voluntary disability income insurance programs aimed at selected groups and associations whose premiums are funded by employees through payroll deductions. AFES focuses on marketing to public school employees with voluntary insurance products such as disability income, tax-sheltered annuities, life insurance, dread disease, and accident only. These premiums are also funded by employees through payroll deductions. The expertise gained by the Company in worksite marketing of voluntary products is used by the Strategic Alliances Division in developing products to meet special situations. The Life Division was formed upon the acquisition of a block of life business in 2000. This division is marketing individual life products through independent brokers in the United States of America and Latin America.

These statutory financial statements were prepared for the purpose of filing with the various state insurance departments.

(b) *Basis of Presentation*

The accompanying statutory financial statements of the Company have been prepared in conformity with accounting practices prescribed or permitted by the Oklahoma Insurance Department, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles (GAAP). Effective January 1, 2001, the National Association of Insurance Commissioners (NAIC) and the Oklahoma Insurance Department required that insurance companies domiciled in the state of Oklahoma prepare their statutory basis financial statements in accordance with the NAIC Accounting Practices and Procedures Manual Statements of Statutory Accounting Principles (SSAP) subject to any deviations prescribed or permitted by the Insurance Commissioner of the state of Oklahoma (the Commissioner). There are no material differences between the accounting practices prescribed or permitted by the Oklahoma Insurance Department and the accounting practices prescribed and permitted by the NAIC. There have been no permitted practices granted to the Company for 2015 and 2014 by the Oklahoma Insurance Department.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2015 and 2014

SSAP differ from GAAP in several respects, which cause differences in reported assets, liabilities, stockholder's equity (statutory capital and surplus), net income, and cash flows. The principal SSAP that differ from GAAP include the following:

- The financial statements of subsidiaries are not consolidated and are accounted for as investments in common stock.
- Investments in bonds and preferred stocks are carried amortized cost, cost, or the lower of cost or fair value; under GAAP, investments in bonds and preferred stock, other than those classified as held-to-maturity, are carried at fair value.
- Certain assets (principally certain deferred taxes, furniture, equipment, prepaid expenses, and premiums due from policyholders, agents' balances, and amounts recoverable from reinsurers over 90 days) have been designated as nonadmitted assets and excluded from assets by a charge to statutory surplus. Under GAAP, such amounts are carried at amortized cost with the appropriate valuation allowance, when necessary.
- Aggregate reserves for life, annuities, and accident and health are based on statutory mortality and interest requirements without consideration for anticipated withdrawals. Morbidity assumptions are based on the statutory morbidity requirements or Company's experience where allowed. Under GAAP, the reserves are based on either (i) the present value of future benefits less the present value of future net premiums based on mortality, morbidity, and other assumptions that were appropriate at the time the policies were issued or acquired, or (ii) the account value for certain contracts without significant life contingencies.
- The interest maintenance reserve (IMR) represents the deferral of interest-related realized gains and losses, net of tax, on primarily fixed maturity investments, which are amortized into income over the remaining life of the investment sold. No such reserve is required under GAAP.
- Deferred income taxes are recognized for both SSAP and GAAP; however, the amount permitted to be recognized is generally more restrictive under SSAP and the change in deferred taxes is reported as a direct charge to surplus.
- The asset valuation reserve (AVR) represents a contingency reserve for credit-related risk on most invested assets of the Company, and is charged to statutory surplus. No such reserve is required under GAAP.
- Policy acquisition costs are expensed as incurred, while under GAAP, successful acquisition costs are deferred and recognized over either (1) the expected premium-paying period or (2) the estimated life of the contract.
- Reserves are reported net of ceded reinsurance; under GAAP, reserves are reported gross with a corresponding reinsurance receivable.
- A 100% provision is established for unsecured reinsurance recoverable balances from unauthorized reinsurers. The change in this provision is credited or charged to unassigned surplus. Under GAAP, a provision is established for uncollectible reinsurance balances with any changes to this provision reflected in earnings for the period.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2015 and 2014

- The statements of operations are different in certain respects, with life and annuity premiums being recognized as revenue when the policies and contracts are issued. Under GAAP, premiums on life insurance policies are recognized when due; premiums on annuity contracts are not recognized as revenue, but as deposits.
- Revenues for universal life policies and investment products consist of the entire premium received, and benefits represent the death benefits paid and the change in policy reserves, unless the products do not incorporate mortality or morbidity risk. Under GAAP, premiums received in excess of policy charges are not recognized as premium revenue, and benefits represent the excess of benefits paid over the policy account values and interest credited to the account values.
- The statements of cash flow differ in certain respects from the presentation required under GAAP, including the presentation of the changes in cash and short-term investments instead of cash and cash equivalents. Short-term investments include securities with maturities, at the time of acquisition, of one year or less. For statutory purposes, there is no reconciliation between net income and cash from operations.
- A statement of comprehensive income is not required for SSAP reporting.

(c) *Use of Estimates*

The preparation of financial statements in conformity with accounting practices prescribed or permitted by the Oklahoma Insurance Department, Annual Statement Instructions, and NAIC Manual requires management to make estimates and assumptions that affect the reported amounts of admitted assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period.

Management evaluates its estimates and assumptions on an ongoing basis using historical experience and other factors, including the current economic environment, which management believes to be reasonable under the circumstances. The Company adjusts such estimates and assumptions when facts and circumstances dictate. As future events and their effects cannot be determined with precision, actual results could differ significantly from these estimates. Changes in those estimates resulting from continuing changes in the economic environment will be reflected in the financial statements in future periods. Principal estimates that could change in the future are the fair value of investments, whether an available-for-sale security is other-than-temporarily impaired, and the actuarial assumptions used in establishing policy liabilities.

(d) *Investments in Affiliates, Joint Ventures, Partnerships, or Limited Liability Companies*

The statutory financial statements include the Company's investment in its wholly owned subsidiaries. Intercompany accounts and transactions have not been eliminated in the statutory financial statements. The Company's wholly and majority-owned subsidiaries at December 31, 2015 and 2014 are noninsurance entities that have no significant ongoing operations other than to hold assets that are primarily for the direct or indirect benefit or use of the Company or its affiliates, and are carried at the underlying equity of the respective entity's financial statements adjusted to a statutory basis of accounting.

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The Company's investments in joint ventures, partnerships, and limited liability companies are recorded at cost, adjusted for the Company's share of the GAAP basis earnings or losses of the investee, net of any distributions received. Such investments are reported as other invested assets and the related adjustments are reported as unrealized capital gains or losses in surplus.

(e) Investments

The investment portfolio includes bonds, preferred stocks, common stocks, mortgage loans, real estate, policy loans, other invested assets, and short-term investments.

Investments are carried in accordance with rules established by the NAIC. Bonds are carried at cost, adjusted where appropriate for accretion of premium or amortization of discount using the scientific interest method and taking into consideration stated interest and principal provisions. Additionally, bonds rated as NAIC 6 are carried at the lower of their cost or fair market value. Preferred stocks are carried at the lower of cost or fair value since there is no premium or discount. Common stocks are carried at fair value. Policy loans are stated at their aggregate unpaid balances. Mortgage loans on real estate are stated at their aggregate unpaid balances. Real estate held for investment is carried at cost less accumulated depreciation and encumbrances. Encumbrances as of December 31, 2015 and 2014 were \$14,486,000 and \$15,080,000, respectively. The promissory note bears interest at 4.32% and is due in monthly installments of approximately \$103,000 (including interest) to 2022. Property occupied by the Company is carried at cost, less accumulated depreciation.

Realized gains or losses are determined on the specific identification basis. Unrealized gains and losses on common stocks of affiliates and nonaffiliates are accounted for as direct increases or decreases in surplus.

Because the Company's primary business is in the insurance industry, the Company holds a significant amount of assets that it intends to match with its liabilities in relation to maturity and interest margin. In order to maximize earnings and minimize risk, the Company invests in a diverse portfolio of investments. The portfolio is diversified by geographic region, investment type, underlying collateral, maturity, and industry. Management does not believe that the Company has any significant concentrations of credit risk in its investments.

The Company generally does not invest in any low investment-grade high-yield investment bonds (junk bonds). Certain bonds are guaranteed by the U.S. government. The Company limits its risks by investing in bonds and stocks of rated companies, mortgage loans adequately collateralized by real estate, selective real estate supported by appraisals, and policy loans collateralized by policy cash values. In addition, the Company performs due diligence procedures prior to making mortgage loans. These procedures include evaluations of the credit worthiness of the mortgagees and/or tenants and independent appraisals.

The maximum and minimum lending rates for mortgage loans originated during 2015 were 4.660% and 4.125%, respectively. The maximum and minimum lending rates for mortgage loans originated during 2014 were 6.875% and 4.125%, respectively. The maximum percentage of any one loan to the value of security at the time of the loan, exclusive of insured or guaranteed or purchase money mortgages was 80% during 2015 and 2014. During 2015 and 2014, the Company did not reduce

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interest rates on any outstanding mortgage loans. The Company held no mortgages with interest more than 180 days past due or impaired mortgage loans.

For loan-backed securities, the Company has elected to use the carrying value as of January 1, 1994 as the cost for applying the retrospective adjustment method to securities purchased prior to that date. In 2015 and 2014, the Company had no changes from the retrospective to prospective methodology due to negative yield on specific securities. Prepayment assumptions for single class and multiclass mortgage-backed/asset-backed securities were obtained from broker-dealer survey values or internal estimates.

The Company periodically reviews its investment portfolio to determine if provisions for possible losses or provisions for other-than-temporary impairment (OTTI) are necessary. In connection with this determination, management reviews published market values, credit ratings, independent appraisals, expected cash flows, and other valuation information. Securities with impairments are written down to the present value of expected cash flows to be collected rather than fair value unless the Company has the intent to sell or inability to retain the security until recovery of amortized cost. For the year ended December 31, 2015, the Company recorded \$0 OTTI. For the year ended December 31, 2014, the Company recorded approximately \$533,000 OTTI on two securities. While management believes that no additional provisions for OTTI are currently necessary, adjustments may be necessary in the future due to changes in economic conditions. In addition, regulatory agencies periodically review investment valuation as an integral part of their examination process. Such agencies may require the Company to recognize adjustments based upon available information and judgments of the regulatory examiners at the time of their examination.

(f) *Equipment*

Equipment consists of electronic data processing equipment and is stated at cost less accumulated depreciation. Equipment is depreciated on a straight-line basis using estimated lives of five to ten years. Additions, renewals, and betterments are capitalized. Expenditures for software, maintenance, and repairs are expensed. Upon retirement or disposal of an asset, the asset and related accumulated depreciation are eliminated and any related gain or loss is included in income.

(g) *Company-Owned Life Insurance*

The Company is the owner of three single premium insurance policies and one group variable life insurance policy for certain current executives of the Company, where the Company is the beneficiary. These policies, accounted for using the investment method, were purchased in 2010 and in 2014. The policies are recorded in other assets at their net cash surrender values, as reported by the four issuing insurance companies, whose Standard & Poor's financial strength ratings range are AA+ for the single premium insurance policies and A for the group variable life insurance policy. The net cash surrender values totaled approximately \$32,929,000 and \$31,935,000 as of December 31, 2015 and 2014, respectively, and are included in other assets. The face value (death benefit) of the life insurance policies underlying the contracts was approximately \$80,511,000 and \$80,217,000 as of December 31, 2015 and 2014, respectively.

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(h) Premiums

Life premiums are recognized as revenue when the policy is written and on each anniversary date thereafter. Accident and health premiums are recognized when due from the policyholder. Both life and accident and health premiums are increased by reinsurance premiums assumed and reduced by reinsurance premiums ceded. Contracts issued that do not incorporate mortality or morbidity risk are not accounted for as insurance contracts. Amounts received as payments for such contracts are recorded as direct increases to the policy reserves.

The Company estimates accrued retrospective premium adjustments (premium rate stabilization) for certain contracts in its group health and group life business based on contractually determined formulas by group. The amount of net premiums written by the Company for the years ended December 31, 2015 and 2014 that were subject to retrospective rating features was approximately \$226,000 and \$245,000, respectively, which represented approximately 0.07% of net premiums written for group health and group life products in 2015 and 2014. No other net premiums written by the Company were subject to retrospective rating features.

(i) Reinsurance

The Company accounts for reinsurance transactions as prescribed by the applicable accounting standards, which require the reporting of reinsurance transactions relating to the statements of admitted assets, liabilities, and capital and surplus on a net basis and precludes immediate gain recognition on reinsurance contracts.

(j) Income Taxes

Current income taxes incurred includes current income taxes for the amount of federal income taxes paid or payable for the current year. These amounts are determined based on estimates of federal income taxes for the current year, including tax contingencies and benefits. The Company's current tax recoverable is reported as a component of other assets and current tax payable is reported as a component of other liabilities. The changes in current taxes are reflected in the statutory statements of operations.

Deferred income tax assets and liabilities are determined based on differences between statutory financial statement carrying amounts of existing assets and liabilities and their respective tax bases, as well as operating loss, capital loss, and tax credit carryforwards. Temporary differences related to AVR and IMR are not included in the determination of gross deferred income taxes while temporary differences for unrealized gains/losses and nonadmitted assets are included. Gross deferred tax assets are reduced by a valuation allowance if it is more likely than not (i.e. greater than 50% likelihood) that some portion or all of the gross deferred tax assets will not be realized. The deferred tax assets and liabilities are measured using federal enacted tax rates. Deferred income tax assets are limited as to their admissibility. The changes in net deferred tax assets and liabilities are reflected in surplus. The Company's net admitted deferred tax assets are reported as a component of other assets.

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(k) Policy Liabilities

Aggregate reserves for life policies and contracts include reserve amounts principally for life insurance policies, payout annuity policies, and disability insurance policies. The life insurance reserves are principally based on the 1941, 1958, 1980, and 2001 Commissioners Standard Ordinary (CSO) mortality tables, and are established with interest rate assumptions ranging from 2.0% to 6.0%. Annuity insurance reserves are established with interest rate assumptions ranging from 3.0% to 8.8%. Disability reserves are principally based on the 1987 Group Life Disability Table, with adjustments for actual Company experience. The tabular interest, tabular less actual reserves released, and the tabular cost have been determined by formula. Aggregate reserves for accident and health policies include the present value of amounts not yet due on claims, additional reserves, and unearned premiums.

Policy and contract claims reserves include a provision for reported claims and claims incurred but not reported. The provision for claims incurred but not reported is estimated based primarily on Company experience. Although these provisions are the Company's best estimate of the ultimate value, the actual results may vary from these values.

Liability for premiums and other deposit funds include reserves for qualified before tax annuities and other accumulation policies that do not subject the Company to any risks from policyholder mortality and morbidity. Such reserves are established using guaranteed interest rates of 3.0% to 7.5%.

The Company has a significant amount of allocated deferred annuity contracts with life contingencies. The liability for these contracts is recorded as aggregate reserves for life policies and contracts. The Company also has annuities certain without life contingencies. The liability for these contracts is recorded as a liability for premiums and other deposit funds.

There were no changes made to the valuation basis for reserves in 2015 and 2014, other than the addition of the 2001 CSO table for life products where approved.

The Company waives deduction of deferred fractional premiums upon death of the insured, and returns any portion of the final premium beyond the month of death for policies developed and issued subsequent to December 1977.

Surrender values are not promised in excess of the legally computed reserves.

Extra premiums are charged for substandard lives in addition to the regular gross premium for the true age.

Mean reserves are determined by computing the regular mean reserve for the plan at the true age and holding in addition one-half of the extra premium charge for the year.

The Company had approximately \$1,408,812,000 and \$12,754,023,000 of insurance in force (after reinsurance ceded) for which the gross premiums are less than the net premiums according to the standard valuation set by the state of Oklahoma at December 31, 2015 and 2014, respectively.

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The Company had approximately \$215,549,000 and \$114,637,000 as of December 31, 2015 and 2014, respectively, of annuity actuarial reserves and deposit liabilities that were subject to discretionary withdrawal at book value less current surrender charge of 5% or more. As of December 31, 2015 and 2014, the Company has approximately \$554,421,000 and \$643,936,000, respectively, of annuity actuarial reserves and deposit liabilities that were subject to discretionary withdrawal at market value where the withdrawal of the funds is payable at the current market value of the assets supporting the liabilities. Annuity reserves and deposit liabilities that were subject to discretionary withdrawal at book value without adjustment were approximately \$1,407,710,000 and \$1,307,917,000 as of December 31, 2015 and 2014, respectively. There were approximately \$64,444,000 and \$66,025,000 of annuity reserves and deposit liabilities that are not subject to discretionary withdrawal at December 31, 2015 and 2014, respectively. At December 31, 2015 and 2014, the total gross annuity actuarial reserves and deposit liabilities were approximately \$2,242,124,000 and \$2,132,515,000, respectively, and the net annuity actuarial reserves and deposit liabilities were approximately \$2,236,228,000 and \$2,126,753,000, respectively. The ceded amount of annuity actuarial reserves and deposit liabilities was approximately \$5,896,000 and \$5,762,000 as of December 31, 2015 and 2014, respectively. The Company's earnings related to these products are impacted by conditions in the overall interest rate environment.

(l) Capital and Surplus

Capital and surplus of the Company is restricted as to payment of dividends by statutory limitations applicable to insurance companies. Without prior approval of the respective state insurance department, dividends that can be paid are generally limited to the greater of 10% of statutory capital and surplus or the statutory net gain from operations before net realized capital gains/losses reported for the previous calendar year. The maximum dividend payout, which may be made without prior approval in 2015, is approximately \$72,828,000.

The Oklahoma Insurance Department has adopted Risk-Based Capital (RBC) requirements for life insurance companies. The RBC calculation serves as a benchmark for the regulation of life insurance companies by state insurance regulators. RBC provides for surplus formulas similar to target surplus formulas used by commercial rating agencies. The formulas specify various weighting factors that are applied to statutory financial balances or various levels of activity based on the perceived degree of risk, and are set forth in the RBC requirements. The Company has calculated RBC in accordance with the NAIC's Model Rule and RBC rules as adopted by the Oklahoma Insurance Department. The RBC, as calculated by the Company, exceeds levels requiring Company or regulatory action at December 31, 2015 and 2014.

(m) Separate Accounts

The Company maintains a separate account under Oklahoma insurance law designated as American Fidelity Separate Account A (Account A). Account A was formerly known as American Fidelity Variable Annuity Fund A, and operated as an open-end diversified management investment company from 1968 to 1998. Effective January 1, 1999, it was converted to a unit investment trust separate account, and it transferred its investment portfolio to the American Fidelity Dual Strategy Fund, Inc. (the Fund), an open-end investment company sponsored by AFA, in exchange for shares of the Fund.

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On November 25, 2014, Account A's investment in the Fund was substituted with the Vanguard Total Stock Market Index Fund. Under Oklahoma law, the assets of Account A are segregated from the Company's assets, are held for the exclusive benefit of the variable annuity contract owners, and are not chargeable with liabilities arising out of the business conducted by any other account or by the Company.

The Company also maintains separate accounts under Oklahoma insurance law designated as American Fidelity Separate Account B (Account B) and American Fidelity Separate Account C (Account C). Account B and Account C are registered as unit investment trusts under the Investment Company Act of 1940, as amended. Under Oklahoma law, the assets of each of the ten (10) segregated subaccounts of Account B and the ten (10) segregated subaccounts of Account C are held for the exclusive benefit of the variable annuity contract owners, and are not chargeable with liabilities arising out of the business conducted by any other account or by the Company.

The separate accounts maintained by the Company represent funds for nonguaranteed variable annuities. The assets of these accounts are carried at market value. The net investment experience of the separate account is credited directly to the policyholder and can be positive or negative. These variable annuities generally provide an incidental death benefit of the greater of the account value or the premium paid. The minimum guaranteed death benefit reserve is held in the Company's general account. For the years ended December 31, 2015 and 2014, the amount of premiums, considerations, or deposits for the year was approximately \$74,568,000 and \$103,338,000, respectively.

(n) Reclassification

Certain prior year amounts have been reclassified to conform to the current year presentation.

(2) Admitted and Nonadmitted Assets

Assets in the statutory statements of admitted assets, liabilities, and capital and surplus are stated at admitted asset values, which are the values permitted to be reported in the annual report to the Oklahoma Insurance Department. All other assets are "nonadmitted assets" and are excluded from the statutory statements of admitted assets, liabilities, and capital and surplus by a charge to surplus. Nonadmitted assets as of December 31 are as follows:

	<u>2015</u>	<u>2014</u>
Prepays, deposits, and other receivables	\$ 5,853,047	3,308,702
Agents' balances	1,598,451	77,841
Deferred tax asset	44,146,314	36,509,900
Leasehold improvements	8,772,480	3,083,559
	<u>\$ 60,370,292</u>	<u>42,980,002</u>

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(3) Fair Value of Financial Instruments

A summary of the Company's financial instruments and the fair value estimates, methods, and assumptions is set forth below:

	Estimated fair value as of December 31, 2015				
	Aggregate fair value	Admitted assets	Level 1	Level 2	Level 3
Financial assets:					
Cash and short-term investments	\$ 175,188,228	175,188,228	175,188,228	—	—
Investment income due and accrued	39,990,590	39,990,590	39,990,590	—	—
Bonds	3,798,014,131	3,720,637,147	1,150,731	3,440,489,361	356,374,039
Common and preferred stock	29,379,796	29,232,816	24,391,316	90,171	4,898,309
Mortgage loans	412,812,228	393,280,807	—	—	412,812,228
Financial liabilities:					
Certain policy liabilities	1,649,538,704	1,647,163,360	—	—	1,649,538,704
Borrowed money	540,249,319	522,915,427	—	540,249,319	—
	Estimated fair value as of December 31, 2014				
	Aggregate fair value	Admitted assets	Level 1	Level 2	Level 3
Financial assets:					
Cash and short-term investments	\$ 132,976,274	132,976,274	132,976,274	—	—
Investment income due and accrued	38,592,265	38,592,265	38,592,265	—	—
Bonds	3,766,794,670	3,502,505,616	1,182,724	3,441,322,963	324,288,983
Common and preferred stock	25,391,676	25,325,804	24,513,684	97,286	780,706
Mortgage loans	384,680,910	354,597,714	—	—	384,680,910
Financial liabilities:					
Certain policy liabilities	1,449,967,843	1,447,897,929	—	—	1,449,967,843
Borrowed money	547,756,206	522,973,345	—	547,756,206	—

(a) Cash and Short-Term Investments and Investment Income Due and Accrued

The carrying amounts of the financial instruments listed immediately above approximate their fair values because they mature within a relatively short period of time, and do not present unanticipated credit concerns.

(b) Bonds, Common Stocks and Preferred Stocks

For fixed maturities and marketable equity securities, for which market quotations generally are available, the Company primarily uses independent pricing services to assist in determining fair value measurements. When the fair value of certain securities is not readily available, the fair value estimates are based on quoted market prices of similar instruments adjusted for the differences between the quoted instruments and the instruments being valued, or fair value is estimated using discounted cash flow analysis. Interest rates used in this analysis are similar to currently offered contracts with comparable maturities as the investments being valued. The Company's investments also include

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certain less liquid or private fixed maturity debt securities, such as private placements and certain structured notes. Valuations are estimated based on nonbinding broker prices or valuation models discounted cash flow models and other similar techniques that use observable or unobservable inputs and are considered Level 3.

The fair value of equity securities investments of the Company is based on quotations from independent pricing services, bid prices published in financial newspapers, or bid quotations received from securities dealers.

(c) *Mortgage Loans on Real Estate*

Fair values are estimated for portfolios of loans with similar characteristics. Commercial mortgage loans have average net yield rates of 5.17% and 5.52% for December 31, 2015 and 2014, respectively. The fair value of mortgage loans was calculated by discounting scheduled cash flows to maturity using estimated market discount rates of 4.24% and 3.81% for December 31, 2015 and 2014, respectively. These rates reflect the credit and interest rate risk inherent in the loans. Assumptions regarding credit risk, cash flows, and discount rates are judgmentally determined using available market information and specific borrower information. The fair value of certain residential loans is based on the approximate fair value of the underlying real estate securing the mortgages.

(d) *Policy Loans*

Policy loans have average interest yields of 6.07% and 6.54% as of December 31, 2015 and 2014, respectively, and have no specified maturity dates. These loans typically carry an interest rate that is tied to the crediting rate applied to the related policy and contract reserves. Policy loans are an integral part of the life insurance policies that the Company has in force and cannot be valued separately.

(e) *Certain Policy Liabilities*

Certain policies sold by the Company are investment-type contracts. These liabilities are segregated into two categories: premiums and other deposit funds and immediate annuities. These liabilities are further defined to segregate the deferred annuity contract with life contingencies, which are reported as aggregate reserves for life policies and contracts. The fair value of aggregate reserves for life policies and contracts is estimated as the fund value of each policy less applicable surrender charges. The fair value of the immediate annuities without life contingencies and premiums and other deposit funds is estimated as the discounted cash flows of expected future benefits less the discounted cash flows of expected future premiums, using the current pricing assumptions.

	2015		2014	
	Carrying amount	Estimated fair value	Carrying amount	Estimated fair value
Aggregate reserves for life policies and contracts	\$ 1,621,780,913	1,620,357,076	1,420,981,477	1,419,544,216
Annuities	25,382,447	29,181,628	26,916,452	30,423,627

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(f) Borrowed Money

The fair value of the Company's notes payable is estimated by the present value of a stream of future expected cash flows using an appropriate discount rate. Discount factors are based on the LIBOR/Swap curve.

(g) Limitations

Fair value estimates are made at a specific point in time, based on relevant market information and information about the financial instrument. These fair value estimates do not reflect any premium or discount that could result from offering for sale at one time the Company's entire holdings of a particular financial instrument, nor do they reflect income taxes on differences between fair value and tax basis of the assets. Because no established exchange exists for a significant portion of the Company's financial instruments, fair value estimates are based on judgments regarding future expected loss experience, current economic conditions, risk characteristics of various financial instruments, and other factors. These fair value estimates are subjective in nature and involve uncertainties and matters of significant judgment and, therefore, cannot be determined with precision. Changes in assumptions could significantly affect the fair value estimates.

(h) Fair Value Hierarchy

The following are the levels of hierarchy and a description of the type of valuation inputs that are used to establish each level:

Level 1 inputs are quoted in active markets for identical securities.

Level 2 inputs are other significant observable inputs (including quoted prices for similar securities, interest rates, prepayment speeds, credit risk, etc.).

Level 3 inputs are significant unobservable inputs (including the Company's own assumptions used to determine the fair value of investments).

Assets that are recorded at fair value are categorized into a three-level fair value hierarchy as required by SSAP No. 100, *Fair Value Measurements*. The balances of these assets as of December 31, 2015 are as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Assets recorded at fair value:				
Bonds – industrial and miscellaneous	\$ —	2,368,173	1,758,289	4,126,462
Common stock – unaffiliated	24,230,887	—	—	24,230,887
Common stock – affiliated	—	790,709	—	790,709
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total assets at fair value	\$ <u>24,230,887</u>	<u>3,158,882</u>	<u>1,758,289</u>	<u>29,148,058</u>

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The following table presents the change for the year ended December 31, 2015 in the assets measured at fair value using unobservable inputs (Level 3):

	Loan-Backed securities	
	<hr/>	
Beginning balance	\$	5,528,118
Transfers in		—
Transfers out		(3,603,833)
Total gain (loss) included in net income		116,230
Total gain (loss) included in surplus		(207,406)
Purchases		118,752
Issuances		(193,572)
OTTI		—
Sales		—
Settlements		—
		<hr/>
Ending balance	\$	<u><u>1,758,289</u></u>

Assets that are recorded at fair value are categorized into a three-level fair value hierarchy as required by SSAP No. 100. The balances of these assets as of December 31, 2014 are as follows:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Assets recorded at fair value:				
Bonds – industrial and miscellaneous	\$ —	—	5,528,118	5,528,118
Common stock – unaffiliated	24,333,878	—	—	24,333,878
Common stock – affiliated	—	780,706	—	780,706
				<hr/>
Total assets at fair value	\$ <u>24,333,878</u>	<u>780,706</u>	<u>5,528,118</u>	<u>30,642,702</u>

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The following table presents the change for the year ended December 31, 2014 in the assets measured at fair value using unobservable inputs (Level 3):

	Loan-Backed securities
Beginning balance	\$ 4,948,157
Transfers in	—
Transfers out	—
Total gain (loss) included in net income	18,512
Total gain (loss) included in surplus	71,439
Purchases	520,840
Issuances	—
OTTI	—
Sales	(30,830)
Settlements	—
Ending balance	\$ 5,528,118

(4) Investments

Investment income for the years ended December 31 is summarized below:

	2015	2014
Interest on bonds	\$ 172,190,442	169,023,064
Dividends on preferred and common stocks	72,327	9,620
Interest on mortgage loans	23,408,487	22,448,739
Investment real estate income	4,414,194	4,134,816
Interest on policy loans	3,176,054	3,134,992
Interest on cash and short-term investments and other	2,478,731	589,808
	205,740,235	199,341,039
Less investment expenses	32,611,100	34,122,550
Net investment income	\$ 173,129,135	165,218,489

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Realized gains (losses) for the years ended December 31 consisted of the following:

	<u>2015</u>	<u>2014</u>
Bonds	\$ 9,467,453	4,512,838
OTTI	—	(532,701)
	<u>9,467,453</u>	<u>3,980,137</u>
Common stocks of nonaffiliates	546,474	1,657,197
Real estate	61,765	—
Other capital loss	(191,003)	—
	<u>9,884,689</u>	<u>5,637,334</u>
Total realized gains before federal income taxes and IMR transfers	9,884,689	5,637,334
Federal income tax expense	1,408,332	1,422,611
Less IMR transfers	<u>5,937,103</u>	<u>4,468,608</u>
Net realized gains (losses)	<u>\$ 2,539,254</u>	<u>(253,885)</u>

The gross unrealized gains on common stocks of nonaffiliates were approximately \$8,675,000 and \$7,926,000 in 2015 and 2014, respectively. The gross unrealized losses on common stocks of nonaffiliates were approximately \$10,000 and \$0 in 2015 and 2014, respectively.

The carrying value and estimated fair value of bonds at December 31 are as follows:

	<u>2015</u>			
	<u>Carrying value</u>	<u>Gross unrealized gains</u>	<u>Gross unrealized losses</u>	<u>Fair value</u>
U.S. Treasury securities	\$ 1,076,489	75,346	(1,105)	1,150,730
U.S. government agency obligations	7,105,463	829,647	—	7,935,110
Special revenue	408,936,095	17,001,982	(7,230,572)	418,707,505
States, territories, and political subdivisions	407,547,918	38,635,259	(454,833)	445,728,344
Foreign government	33,352,181	2,293,080	(146,747)	35,498,514
Corporate bonds	2,104,888,861	89,938,369	(99,326,105)	2,095,501,125
Loan-backed securities	<u>757,730,140</u>	<u>41,861,978</u>	<u>(6,099,315)</u>	<u>793,492,803</u>
Total	<u>\$ 3,720,637,147</u>	<u>190,635,661</u>	<u>(113,258,677)</u>	<u>3,798,014,131</u>

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	2014			
	Carrying value	Gross unrealized gains	Gross unrealized losses	Fair value
U.S. Treasury securities	\$ 1,086,679	97,153	(1,107)	1,182,725
U.S. government agency obligations	8,813,983	1,040,662	—	9,854,645
Special revenue	341,183,544	22,178,306	(5,167,158)	358,194,692
States, territories, and political subdivisions	401,639,306	49,196,871	(167,045)	450,669,132
Foreign government	33,408,576	3,017,339	—	36,425,915
Corporate bonds	1,881,091,907	168,766,314	(18,375,725)	2,031,482,496
Loan-backed securities	835,281,621	52,294,075	(8,590,631)	878,985,065
Total	<u>\$ 3,502,505,616</u>	<u>296,590,720</u>	<u>(32,301,666)</u>	<u>3,766,794,670</u>

The NAIC fair value of total bonds is approximately \$14,571,000 and \$6,739,000 more than the estimated fair value in the tables above at December 31, 2015 and 2014, respectively.

The carrying value and estimated fair value of investments in bonds at December 31, 2015, by contractual maturity, are shown below. Expected maturities will differ from contractual maturities because the issuers of such securities may have the right to call or prepay obligations with or without call or prepayment penalties.

	Carrying value	Fair value
Due in one year or less	\$ 40,376,165	40,688,853
Due after one year through five years	382,658,078	403,640,946
Due after five years through ten years	1,085,362,627	1,070,314,353
Due after ten years	1,454,510,137	1,489,877,176
Loan-backed securities	757,730,140	793,492,803
	<u>\$ 3,720,637,147</u>	<u>3,798,014,131</u>

Proceeds from sales of bonds during 2015 and 2014 were approximately \$146,704,000 and \$150,101,000, respectively. Gross realized gains of approximately \$9,167,000 and \$6,814,000 and gross realized losses of approximately \$4,024,000 and \$3,889,000, respectively, were realized on those sales. In addition, the Company realized net gains of approximately \$4,324,000 and \$1,588,000 on bonds that were called or prepaid in 2015 and 2014, respectively.

AMERICAN FIDELITY ASSURANCE COMPANY

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Gross unrealized losses on investment securities and the fair value of the related securities, aggregated by investment category and length of time that individual securities have been in a continuous unrealized loss position, at December 31, 2015 were as follows:

	<u>Less than 12 months</u>		<u>12 months or longer</u>		<u>Total</u>	
	<u>Fair value</u>	<u>Unrealized losses</u>	<u>Fair value</u>	<u>Unrealized losses</u>	<u>Fair value</u>	<u>Unrealized losses</u>
U.S. Treasury securities	\$ —	—	498,457	(1,105)	498,457	(1,105)
States and territories	15,046,238	(261,860)	11,067,027	(192,973)	26,113,265	(454,833)
Special revenue	67,413,724	(1,254,879)	149,550,379	(5,975,693)	216,964,103	(7,230,572)
Foreign government	4,847,810	(146,747)	—	—	4,847,810	(146,747)
Corporate bonds	592,292,202	(41,823,076)	340,287,158	(57,503,029)	932,579,360	(99,326,105)
Loan-backed securities	55,835,499	(715,111)	75,438,901	(5,384,204)	131,274,400	(6,099,315)
Total	\$ 735,435,473	(44,201,673)	576,841,922	(69,057,004)	1,312,277,395	(113,258,677)

Gross unrealized losses on investment securities and the fair value of the related securities, aggregated by investment category and length of time that individual securities have been in a continuous unrealized loss position, at December 31, 2014 were as follows:

	<u>Less than 12 months</u>		<u>12 months or longer</u>		<u>Total</u>	
	<u>Fair value</u>	<u>Unrealized losses</u>	<u>Fair value</u>	<u>Unrealized losses</u>	<u>Fair value</u>	<u>Unrealized losses</u>
U.S. Treasury securities	\$ 497,930	(1,107)	—	—	497,930	(1,107)
States and territories	—	—	11,596,858	(167,045)	11,596,858	(167,045)
Special revenue	2,998,683	(1,317)	161,849,490	(5,165,841)	164,848,173	(5,167,158)
Corporate bonds	72,387,672	(1,335,966)	331,700,116	(17,039,759)	404,087,788	(18,375,725)
Loan-backed securities	7,069,603	(71,573)	98,142,581	(8,519,058)	105,212,184	(8,590,631)
Total	\$ 82,953,888	(1,409,963)	603,289,045	(30,891,703)	686,242,933	(32,301,666)

The unrealized losses in U.S. Treasury securities, obligations of U.S. government agencies and states and territories, and foreign government securities are due to interest rate fluctuations, which result in a decline in market values from original purchase price. Because the securities were acquired during a period of low interest rates, unrealized losses may continue and may become more severe in a rising interest rate environment. The Company expects the unrealized losses to reverse as the securities shorten in duration and mature, and because the Company has the ability to hold these investments and does not intend to sell until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired.

The investments included in states, territories, and political subdivisions are high-grade investment quality and have unrealized losses due to an increase in interest rates since acquisition. Because the decline in fair value is attributable to changes in interest rates and not credit quality, and because the Company has the ability and intent to hold these investments until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired.

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The investments included in special revenue securities are comprised of general obligations of U.S. government sponsored agencies for which the U.S. government is indirectly obligated. The unrealized loss is due to interest rate fluctuations, which result in a decline in market values from original purchase price. Because the securities were acquired during a period of low interest rates, unrealized losses may continue and may become more severe in a rising interest rate environment. The Company expects the unrealized losses to reverse as the securities shorten in duration and mature and because the Company has the ability to hold these investments to maturity and does not intend to sell until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired.

The investments included in corporate securities are comprised of corporate bonds. The unrealized loss is due to the current market and economic environment, which is affecting corporate credit ratings and changes in sector spreads. The unrealized loss may continue and may become more severe if the economy continues to trend downward or interest rates rise. Because the decline in fair value is attributable to economic changes and a slight decline in credit quality, and because the Company expects all contractual cash flows will be received and has the ability and intent to hold these investments until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired.

The investments included in loan-backed securities are comprised of U.S. government-sponsored agency mortgage-backed securities for which the U.S. government is not directly obligated, and private label whole loan collateralized mortgage obligations. The unrealized losses on these securities are a result of the current market and economic conditions that are affecting the mortgage-backed sector. The credit quality on some mortgage-backed bonds has declined due to the larger number of home defaults. Because the decline in fair value is attributable mainly to changes in market and economic conditions and the Company believes all contractual cash flows will be received and has the ability and intent to hold these investments until a market price recovery or maturity, these investments are not considered other-than-temporarily impaired. When the Company believes it will not receive all contractual cash flows, the securities are considered other-than-temporarily impaired.

At December 31, 2015 and 2014, investments with carrying values of approximately \$2,904,000 and \$2,903,000, respectively, were on deposit with state insurance departments as required by statute.

The Company has no direct exposure to subprime mortgage loans. An extensive pre-purchase analysis is performed on every loan-backed security. By purchasing only AAA agency mortgage-backed securities and AAA collateralized mortgage-backed whole loan securities, direct exposure to sub-prime mortgages is virtually eliminated. The unrealized losses on these securities are a result of the current market and economic conditions that are affecting the mortgage-backed sector. The credit qualities on some mortgage-backed bonds have begun to decline due to the large number of home mortgage defaults. Because the decline in fair value is attributable mainly to changes in market and economic conditions and only due slightly to a lessening of credit, the Company believes most contractual cash flows will be received.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

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(5) Separate Accounts

The Company utilizes Separate Accounts to record and account for variable annuity business. In accordance with the Insurance Code of the State of Oklahoma, variable annuities are supported for separate account classification by Title 36, Chapter 2, Section 6061. As of December 31, 2015 and 2014, the Company Separate Account statement included legally insulated assets of approximately \$558,315,000 and \$648,749,000, respectively, attributed to variable annuity contracts. The Separate Accounts held by the Company represent nonguaranteed variable annuity funds. The Company does not have a securities lending program.

The assets of these accounts are carried at fair market value. The net investment experience of the Separate Accounts is credited directly to the policyholder and can be positive or negative. These variable annuities generally provide an incidental death benefit of the greater of account value or premium paid. The minimum guaranteed death benefit reserve is held in Exhibit 5, Miscellaneous Reserves Section, of the Company's general account annual statement.

	<u>2015</u>	<u>2014</u>
1. Premiums, considerations, or deposits for year ended December 31	\$ 74,568,350	103,338,113
2. Reserves at December 31:		
For accounts with assets at:		
a. Fair market value	\$ 558,314,969	648,749,195
b. Amortized cost	—	—
c. Total reserves	<u>\$ 558,314,969</u>	<u>648,749,195</u>
3. By withdrawal characteristics:		
a. Subject to discretionary withdrawal	\$ —	—
b. With market value adjustment	—	—
c. At book value without market value adjustment and with current surrender charge of 5% or more	—	—
d. At fair market value	558,314,969	648,749,195
e. At book value without market value adjustment and with current surrender charge of 5%	—	—
f. Subtotal	<u>558,314,969</u>	<u>648,749,195</u>
g. Not subject to discretionary withdrawal	—	—
h. Total	<u>\$ 558,314,969</u>	<u>648,749,195</u>
4. Reserves for Asset Default Risk in Lieu of AVR	\$ —	—

AMERICAN FIDELITY ASSURANCE COMPANY

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Reconciliation of net transfers to or (from) Separate Accounts.

	<u>2015</u>	<u>2014</u>
1. Transfers as reported in the Summary of Operations of the Separate Accounts statements:		
a. Transfers to Separate Accounts	\$ 75,102,615	103,964,789
b. Transfers from Separate Accounts	<u>150,019,091</u>	<u>96,045,522</u>
c. Net transfers to or (from) Separate Accounts (a) – (b)	(74,916,476)	7,919,267
2. Reconciling adjustments:		
a. Plus Net Investment Income (Expense)	(7,439,427)	56,931,791
b. Less Increase (Decrease) in Liability for Premiums	(90,434,224)	55,922,283
c. Plus Change in Expense Allowance	(919,357)	3,931,866
d. Less fees for investment management and administration	8,078,321	8,928,775
3. Transfers as Report in the Summary of Operations of the Life, Accident & Health Annual Statement:		
a. (1c) + (2)	\$ <u>(919,357)</u>	<u>3,931,866</u>

(6) Liability for Accident and Health Reserves

Accident and health reserve activity for the years ended December 31, 2015 and 2014 was as follows:

	<u>2015</u>	<u>2014</u>
Liability beginning of year, net of reinsurance	\$ 447,297,390	438,667,648
Incurred related to:		
Current year	364,072,525	355,472,414
Prior years	<u>(61,471,669)</u>	<u>(54,175,989)</u>
Total incurred	<u>302,600,856</u>	<u>301,296,425</u>
Paid related to:		
Current year	173,031,400	167,881,485
Prior years	<u>120,302,975</u>	<u>124,785,198</u>
Total paid	<u>293,334,375</u>	<u>292,666,683</u>
Liability end of year, net of reinsurance	\$ <u>456,563,871</u>	<u>447,297,390</u>

Reinsurance recoverable on paid losses was approximately \$2,946,000 and \$874,000 at December 31, 2015 and 2014, respectively.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2015 and 2014

The provision for accident and health benefits pertaining to prior years decreased approximately \$61,472,000 in 2015 from the prior year estimate. This decrease overall includes better than expected experience of approximately \$54,179,000 for group medical and disability and approximately \$7,293,000 for cancer business. The decreases are due to conservative estimate in prior year reserves followed by subsequent better than expected claim experience.

The provision for accident and health benefits pertaining to prior years decreased approximately \$54,176,000 in 2014 from the prior year estimate. This decrease overall includes better than expected experience of approximately \$52,183,000 for group medical and disability and approximately \$1,993,000 for cancer business. The decreases are due to conservative estimate in prior year reserves followed by subsequent better than expected claim experience.

The Company paid approximately \$614,000 and \$825,000 in 2015 and 2014, respectively, to settle claims related to extra contractual obligations or bad faith claims stemming from lawsuits.

(7) Borrowed Money

AFA has borrowed approximately \$521,500,000 on the line of credit with the Federal Home Loan Bank of Topeka (FHLB) at December 31, 2015 and 2014. The line of credit is secured by investment securities and cash pledged as collateral by AFA with a carrying amount of approximately \$539,739,000 and \$573,243,000 at December 31, 2015 and 2014, respectively, which exceeds the collateral required for this line of credit. The pledged securities are held in the Company's name in a custodial account at United Missouri Bank, N.A. to secure current and future borrowings. To participate in this available credit, AFA has acquired 238,673 shares of FHLB common stock with a total carrying value of approximately \$23,867,300 at December 31, 2015.

FHLB Capital Stock

	2015		
	General account	Separate accounts	Total
Membership stock – class A	\$ 500,000	—	500,000
Membership stock – class B	23,367,300	—	23,367,300
Total	<u>\$ 23,867,300</u>	<u>—</u>	<u>23,867,300</u>
Activity stock	\$ 23,467,500	—	23,467,500
Excess stock	399,800	—	399,800
Total	<u>\$ 23,867,300</u>	<u>—</u>	<u>23,867,300</u>
Actual or estimate borrowing capacity as determined by the insurer			\$ 534,926,151

AMERICAN FIDELITY ASSURANCE COMPANY

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	2014		
	<u>General account</u>	<u>Separate accounts</u>	<u>Total</u>
Membership stock – class A	\$ 500,000	—	500,000
Membership stock – class B	23,367,600	—	23,367,600
Total	<u>\$ 23,867,600</u>	<u>—</u>	<u>23,867,600</u>
Activity stock	\$ 23,467,600	—	23,467,600
Excess stock	400,000	—	400,000
Total	<u>\$ 23,867,600</u>	<u>—</u>	<u>23,867,600</u>
Actual or estimate borrowing capacity as determined by the insurer			\$ 574,206,149

FHLB Membership Stock (Class A and B) Eligible for Redemption

	<u>Current year total</u>	<u>Not eligible for redemption</u>	<u>Less than 6 months</u>	<u>6 months to 1 year</u>	<u>1 to 3 years</u>	<u>3 to 5 years</u>
Class A	\$ 500,000	500,000	—	—	—	—
Class B	23,367,300	23,367,300	—	—	—	—

FHLB Borrowings

FHLB has the option to convert the initial rate of interest to an adjustable rate of interest on many of these lines of credit on the dates listed in the following table. At any time after FHLB exercises its conversion option, the Company may prepay the advance in full or in part without a fee.

The Company has no unused lines of credit as of December 31, 2015.

AFA had no Structured Note borrowings as of December 31, 2015 and 2014.

AMERICAN FIDELITY ASSURANCE COMPANY

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Information regarding the terms of the funds borrowed from FHLB are as follows:

<u>Interest rate</u>	<u>Interest rate subject to conversion to adjustable rate</u>	<u>Date issued</u>	<u>Maturity date</u>	<u>Balance at December 31</u>	
				<u>2015</u>	<u>2014</u>
0.310%	—	04/25/14	04/25/15	\$ —	5,000,000
4.270	April 2011	04/28/05	04/28/15	—	5,000,000
4.040	May 2011	05/20/05	05/20/15	—	5,000,000
0.320	—	05/21/14	05/21/15	—	25,000,000
0.320	—	06/05/14	06/05/15	—	25,000,000
4.360	July 2012	07/27/05	07/27/15	—	20,000,000
4.200	August 2011	08/29/05	08/31/15	—	20,000,000
0.360	—	09/12/14	09/12/15	—	10,000,000
3.950	January 2008*	01/13/06	01/13/16	10,000,000	10,000,000
4.090	January 2009*	01/13/06	01/13/16	5,000,000	5,000,000
4.430	January 2011*	01/13/06	01/13/16	10,000,000	10,000,000
4.690	October 2011*	10/31/06	10/31/16	25,000,000	25,000,000
4.630	November 2011*	11/21/06	11/21/16	10,000,000	10,000,000
4.640	March 2012	03/12/07	03/13/17	10,000,000	10,000,000
5.060	May 2013	05/22/07	05/22/17	10,000,000	10,000,000
3.900	December 2012	12/04/07	12/04/17	25,000,000	25,000,000
3.520	January 2013	01/28/08	01/29/18	10,000,000	10,000,000
3.460	February 2013	02/01/08	02/01/18	15,000,000	15,000,000
3.490	February 2013	02/04/08	02/05/18	6,500,000	6,500,000
4.020	March 2009	03/07/08	03/07/18	25,000,000	25,000,000
3.460	March 2013	03/12/08	03/12/18	10,000,000	10,000,000
4.100	April 2009	04/28/08	04/30/18	5,000,000	5,000,000
4.100	May 2009	05/19/08	05/19/17	25,000,000	25,000,000
4.140	May 2009	05/20/08	05/22/17	5,000,000	5,000,000
4.290	July 2009	07/28/08	07/30/18	25,000,000	25,000,000
3.270	—	02/08/10	02/10/20	10,000,000	10,000,000
3.630	—	03/25/10	03/25/22	10,000,000	10,000,000
3.710	—	03/25/10	03/25/20	10,000,000	10,000,000
3.440	—	03/25/10	03/25/20	10,000,000	10,000,000
3.500	—	03/25/10	03/25/21	10,000,000	10,000,000
3.770	—	04/13/10	04/13/22	15,000,000	15,000,000
3.230	—	05/07/10	05/06/16	10,000,000	10,000,000
4.190	—	05/07/10	05/07/20	10,000,000	10,000,000
2.870	—	04/20/11	04/20/17	15,000,000	15,000,000
2.570	—	03/27/12	03/26/21	12,500,000	12,500,000

AMERICAN FIDELITY ASSURANCE COMPANY

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Interest rate	Interest rate subject to conversion to adjustable rate	Date issued	Maturity date	Balance at December 31	
				2015	2014
2.080%	—	11/19/13	11/20/23	\$ 10,000,000	10,000,000
1.980	—	3/12/14	3/12/24	12,500,000	12,500,000
3.110	—	5/23/14	5/23/24	15,000,000	15,000,000
1.930	—	11/19/14	11/19/24	25,000,000	25,000,000
0.410	July 2015	4/24/15	4/22/16	5,000,000	—
2.300	—	4/28/15	4/28/23	5,000,000	—
2.590	—	5/20/15	5/29/23	5,000,000	—
2.740	—	5/21/15	5/21/24	25,000,000	—
0.600	September 2015	6/5/15	6/3/16	25,000,000	—
2.060	—	8/10/15	8/8/25	20,000,000	—
0.540	November 2015	8/31/15	8/31/16	20,000,000	—
0.730	December 2015	9/11/15	9/9/16	10,000,000	—
				<u>521,500,000</u>	<u>521,500,000</u>
Interest payable				<u>1,415,427</u>	<u>1,473,345</u>
				<u>\$ 522,915,427</u>	<u>522,973,345</u>

* These lines of credits have interest rates subject to conversion to an adjustable rate at the date specified above, as well as quarterly thereafter.

Interest paid in 2015 and 2014 was approximately \$17,212,000 and \$17,808,000, respectively, and is included in investment expense in net investment income in the accompanying statutory statements of operations.

Scheduled maturities (excluding interest) of the above indebtedness at December 31, 2015 are as follows:

2016	\$ 130,000,000
2017	90,000,000
2018	96,500,000
2019	—
2020	40,000,000
2021 and thereafter	<u>165,000,000</u>
	<u>\$ 521,500,000</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2015 and 2014

(8) Income Taxes

The Company's net deferred tax assets (liabilities) at December 31 and the change from the prior year are comprised of the following components:

	2015			2014			Change		
	Ordinary	Capital	Total	Ordinary	Capital	Total	Ordinary	Capital	Total
Gross deferred tax assets	\$ 105,766,632	6,869,137	112,635,769	92,427,829	9,481,416	101,909,245	13,338,803	(2,612,279)	10,726,524
Statutory valuation allowance adjustments	—	—	—	—	—	—	—	—	—
Adjusted gross deferred tax assets	105,766,632	6,869,137	112,635,769	92,427,829	9,481,416	101,909,245	13,338,803	(2,612,279)	10,726,524
Deferred tax assets nonadmitted	39,771,137	4,375,177	44,146,314	29,984,327	6,525,573	36,509,900	9,786,810	(2,150,396)	7,636,414
Sub-total net admitted deferred tax assets	65,995,495	2,493,960	68,489,455	62,443,502	2,955,843	65,399,345	3,551,993	(461,883)	3,090,110
Deferred tax liabilities	27,553,114	2,493,960	30,047,074	27,738,660	2,955,843	30,694,503	(185,546)	(461,883)	(647,429)
Net admitted deferred tax assets (liabilities)	\$ 38,442,381	—	38,442,381	34,704,842	—	34,704,842	3,737,539	—	3,737,539

Management has reviewed whether a valuation allowance is needed on its total gross deferred tax assets reported above based on factors such as past history and trends, projected taxable income, and expiration of carryforwards. Management believes that in 2015 and 2014 it is more likely than not that the results of operations will generate sufficient taxable income to realize its gross deferred tax assets on ordinary items. Additionally, in 2015 and 2014, management believes that there are sufficient capital gains available in its capital assets portfolio and that holding its fixed debt securities in a loss position to maturity or recovery substantiates the Company's ability to realize its gross deferred tax assets on capital items.

AMERICAN FIDELITY ASSURANCE COMPANY

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December 31, 2015 and 2014

The Company's admission calculation components at December 31, 2015 and 2014 are as follows:

	2015			2014			Change		
	Ordinary	Capital	Total	Ordinary	Capital	Total	Ordinary	Capital	Total
(a) Federal income taxes paid in prior years recoverable through loss carrybacks	\$ 38,442,381	—	38,442,381	34,704,842	—	34,704,842	3,737,539	—	3,737,539
(b) Adjusted gross deferred tax assets expected to be realized (excluding the amount of deferred tax assets from (a) above) after application of the threshold limitation. (The lesser of (b)1 and (b)2 below):									
1. Adjusted gross deferred tax assets expected to be realized following the balance sheet date	—	—	—	—	—	—	—	—	—
2. Adjusted gross deferred tax assets allowed per limitation threshold	—	—	55,508,270	—	—	51,850,268	—	—	3,658,002
Lesser of b(1) or b(2)	—	—	—	—	—	—	—	—	—
(c) Adjusted gross deferred tax assets (excluding the amount of deferred tax assets from (a) and (b) above) offset by gross deferred tax liabilities	<u>27,553,114</u>	<u>2,493,960</u>	<u>30,047,074</u>	<u>27,738,660</u>	<u>2,955,843</u>	<u>30,694,503</u>	<u>(185,546)</u>	<u>(461,883)</u>	<u>(647,429)</u>
(d) Deferred tax assets admitted Total ((a) + (b) + (c))	<u>\$ 65,995,495</u>	<u>2,493,960</u>	<u>68,489,455</u>	<u>62,443,502</u>	<u>2,955,843</u>	<u>65,399,345</u>	<u>3,551,993</u>	<u>(461,883)</u>	<u>3,090,110</u>

	<u>2015</u>	<u>2014</u>
Ratio percentage used to determine recovery period and threshold limitation amount	740%	732%
Amount of adjusted capital and surplus used to determine recovery period and threshold limitation in (b)2 above	\$ 396,638,640	368,216,598

AMERICAN FIDELITY ASSURANCE COMPANY

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As of December 31, the change in net deferred income taxes is comprised of the following:

	<u>2015</u>	<u>2014</u>	<u>Change</u>
Gross deferred tax assets	\$ 112,635,769	101,909,245	10,726,524
Gross deferred tax liabilities	<u>30,047,074</u>	<u>30,694,503</u>	<u>(647,429)</u>
Net deferred tax assets/liabilities	82,588,695	71,214,742	11,373,953
Statutory valuation allowance adjustment	<u>—</u>	<u>—</u>	<u>—</u>
Net deferred tax assets/liabilities after statutory valuation allowance	82,588,695	71,214,742	11,373,953
Tax effect of unrealized (gains) losses	(2,083,934)	(2,544,142)	460,208
Statutory valuation allowance adjustment allocated to unrealized	<u>—</u>	<u>—</u>	<u>—</u>
Change in net deferred income taxes	\$ <u><u>84,672,629</u></u>	<u><u>73,758,884</u></u>	<u><u>10,913,745</u></u>

The impact of the Company's tax planning strategies as of December 31 is as follows:

	<u>2015</u>		<u>2014</u>		<u>Change</u>	
	<u>Ordinary</u>	<u>Capital</u>	<u>Ordinary</u>	<u>Capital</u>	<u>Ordinary</u>	<u>Capital</u>
Adjusted gross DTAs	\$ 105,766,632	6,869,137	92,427,829	9,481,416	13,338,803	(2,612,279)
Percentage of adjusted gross DTAs attributable to the impact of tax planning strategies	—%	6.1%	—%	9.3%	—%	(3.2)%
Net admitted adjusted gross DTAs	\$ 65,995,495	2,493,960	62,443,502	2,955,843	3,551,993	(461,883)
Percentage of net admitted adjusted gross DTAs attributable to the impact of tax planning strategies	—%	3.6%	—%	4.5%	—%	(0.9)%

None of the Company's tax-planning strategies include the use of reinsurance.

There are no temporary differences for which deferred tax liabilities are not recognized.

AMERICAN FIDELITY ASSURANCE COMPANY

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As of December 31, current income taxes incurred consist of the following major components:

	<u>2015</u>	<u>2014</u>	<u>Change</u>
Current federal income tax – operations	\$ 41,960,713	35,212,048	6,748,665
Foreign income tax	—	—	—
Subtotal	41,960,713	35,212,048	6,748,665
Current federal income tax on capital gains	1,408,332	1,422,611	(14,279)
Federal and foreign income taxes incurred	\$ <u>43,369,045</u>	<u>36,634,659</u>	<u>6,734,386</u>

As of December 31, deferred income tax assets and liabilities consist of the following major components:

	<u>2015</u>	<u>2014</u>	<u>Change</u>
Deferred tax assets:			
Ordinary:			
Discounting of unpaid losses	\$ 6,291,456	6,384,300	(92,844)
Policyholder reserves	28,525,020	23,713,608	4,811,412
Deferred acquisition costs	49,810,115	46,628,951	3,181,164
Fixed assets	3,051,169	2,870,037	181,132
Compensation and benefits accrual	10,118,086	8,887,495	1,230,591
Receivables – nonadmitted	5,938,539	2,431,026	3,507,513
Other	2,032,247	1,512,412	519,835
Subtotal	105,766,632	92,427,829	13,338,803
Statutory valuation allowance adjustment Nonadmitted	—	—	—
Admitted ordinary deferred tax assets	<u>39,771,137</u>	<u>29,984,327</u>	<u>9,786,810</u>
Admitted ordinary deferred tax assets	65,995,495	62,443,502	3,551,993
Capital:			
Investments	6,869,137	9,481,416	(2,612,279)
Net capital loss carry-forward	—	—	—
Subtotal	6,869,137	9,481,416	(2,612,279)
Statutory valuation allowance adjustment Nonadmitted	—	—	—
Admitted capital deferred tax assets	<u>4,375,177</u>	<u>6,525,573</u>	<u>(2,150,396)</u>
Admitted capital deferred tax assets	2,493,960	2,955,843	(461,883)
Admitted deferred tax assets	<u>68,489,455</u>	<u>65,399,345</u>	<u>3,090,110</u>

AMERICAN FIDELITY ASSURANCE COMPANY

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	<u>2015</u>	<u>2014</u>	<u>Change</u>
Deferred tax liabilities:			
Ordinary:			
Deferred and uncollected premium	\$ 26,778,433	26,952,344	(173,911)
Other	774,681	786,316	(11,635)
Subtotal	<u>27,553,114</u>	<u>27,738,660</u>	<u>(185,546)</u>
Capital:			
Investments	2,493,960	2,955,843	(461,883)
Subtotal	<u>2,493,960</u>	<u>2,955,843</u>	<u>(461,883)</u>
Deferred tax liabilities	<u>30,047,074</u>	<u>30,694,503</u>	<u>(647,429)</u>
Net deferred tax assets	\$ <u>38,442,381</u>	<u>34,704,842</u>	<u>3,737,539</u>

The Company's income tax incurred and change in deferred tax differ from the amount obtained by applying the federal statutory rate of 35% to income before income taxes and net realized capital gains (losses) as follows:

	<u>2015</u>	<u>Effective 2015</u> <u>tax rate</u>	<u>2014</u>	<u>Effective 2014</u> <u>tax rate</u>
Income before taxes and realized capital gains (losses)	\$ 114,788,551	—%	\$ 104,717,829	—%
Income tax expense at 35% statutory rate	\$ 40,175,992	35.0%	\$ 36,651,240	35.0%
Increase (decrease) in tax resulting from:				
Dividends received deduction	(1,386,395)	(1.2)	(660,092)	(0.6)
Nondeductible expenses for meals and other items	808,606	0.7	1,847,560	1.8
Management fees	(3,815,000)	(3.3)	(4,346,185)	(4.1)
School bond and low income housing tax credits	(1,829,320)	(1.6)	(1,775,320)	(1.8)
Tax-exempt income	(2,240)	—	(2,741)	—
Tax adjustment for IMR	(1,331,024)	(1.2)	(1,123,380)	(1.1)
Deferred tax benefit on nonadmitted assets	(3,507,513)	(3.1)	289,339	0.3
Timing differences on realized gains and losses	2,051,308	1.8	550,455	0.5
Prior year adjustment to current and deferred taxes	<u>(117,446)</u>	<u>(0.1)</u>	<u>(853,577)</u>	<u>(0.8)</u>
Total income tax expected	\$ <u>31,046,968</u>	<u>27.0%</u>	\$ <u>30,577,299</u>	<u>29.2%</u>

AMERICAN FIDELITY ASSURANCE COMPANY

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	<u>2015</u>	<u>Effective 2015 tax rate</u>	<u>2014</u>	<u>Effective 2014 tax rate</u>
Current income taxes incurred (excludes tax on net realized gains and losses)	\$ 41,960,713	36.5%	\$ 35,212,048	33.7%
Net change in deferred income taxes (excludes tax on unrealized gains and losses)	<u>(10,913,745)</u>	<u>(9.5)</u>	<u>(4,634,749)</u>	<u>(4.5)</u>
Total income tax reported	<u>\$ 31,046,968</u>	<u>27.0%</u>	<u>\$ 30,577,299</u>	<u>29.2%</u>

As of December 31, 2015, there are no operations loss deductions, capital loss, or tax credit carryforwards available for tax purposes.

The following are income taxes incurred in the current and prior years that will be available for recoupment in the event of future net losses:

	<u>Ordinary</u>	<u>Capital</u>	<u>Total</u>
December 31, 2015	\$ 38,231,101	1,338,701	39,569,802
December 31, 2014	42,706,515	1,049,204	43,755,719
December 31, 2013	34,272,174	2,521,657	36,793,831

As of December 31, 2015, there were no deposits admitted under Section 6603 of the Internal Revenue Code.

The Company is included in a consolidated federal income tax return with the following entities:

American Fidelity Corporation	American Fidelity International Holdings, Inc.
American Public Life Insurance Company	Enrollcom, Inc.
American Fidelity Securities, Inc.	AF Apartments, Inc.
InvesTrust, N.A.	Market Place Realty Corporation
American Fidelity General Agency, Inc.	American Fidelity Property Services, LLC
AF Professional Employment Group, LLC	American Fidelity Community Services, Inc.
First Financial Securities of America, Inc.	Home Rentals Inc.
American Fidelity Property Company	Apple Creek Apartments, Inc.
American Fidelity Administrative Services, LLC	

The method of tax allocation between the companies is subject to a written agreement approved by the Board of Directors. Allocation is based on separate return calculations at the group's effective tax rate with current credit for net losses. Intercompany tax balances are settled annually.

The Company has no tax loss contingencies for which it is reasonably possible that the total liability will significantly increase within twelve months of the reporting date.

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The Company files income tax returns in the U.S. federal jurisdiction and various states. The Company is no longer subject to U.S. federal income tax examinations for years prior to 2012 and state and local income tax examinations for years prior to 2011. The Company is not currently under examination by any taxing authority.

(9) Reinsurance

Reinsurance contracts do not relieve the Company from its obligations to policyholders. Failure of reinsurers to honor their obligations could result in losses to the Company. The Company evaluates the financial condition of its reinsurers and monitors concentrations of credit risk arising from similar geographic regions, activities, or economic characteristics of the reinsurers to minimize its exposure to significant losses from reinsurer insolvencies. Management believes that all reinsurers presently used are financially sound and will be able to meet their contractual obligations; therefore, no significant allowance for uncollectible amounts has been included in the December 31, 2015 or 2014 statutory financial statements. Estimated amounts that reduce the reserves for future policy benefits at December 31, 2015 and 2014 for reinsurance ceded are approximately \$1,114,739,000 and \$1,108,283,000, respectively. At December 31, 2015 and 2014, amounts that reduced the reserves for future policy benefits of approximately \$748,059,000 and \$747,963,000, respectively, were associated with one reinsurer (note 14).

At December 31, 2015 and 2014, the Company had unsecured aggregate recoverable from the following reinsurers for policy and contracts claims, paid and unpaid, that exceeds 3.0% of the Company's surplus, as follows:

Group	2015	2014
Hannover Life Reassurance Company	\$ 1,526,535	381,924
Hannover Reassurance (Ireland) LTD	8,870,136	7,874,298
Total group	10,396,671	8,256,222
Gerber Life Insurance Company	7,927,089	14,695,944
Total	\$ 18,323,760	22,952,166

Reinsurance agreements in effect for life insurance policies vary according to the age of the insured and the type of risk. Retention amounts for life insurance are \$500,000 on individual life coverage and group life, with slightly lower limits on accidental death benefits. At December 31, 2015 and 2014, the face amounts of life insurance in force that are reinsured amounted to approximately \$8,988,000,000 and \$9,611,000,000, respectively (approximately 36.1% and 39.9% of total life insurance in force, respectively).

Reinsurance agreements in effect for accident and health insurance policies vary with the type of coverage. There are no accident and health reinsurance treaties subject to retention limits.

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The effects of reinsurance agreements on earned premiums, prior to deductions for benefits, and commission allowances are as follows for the years ended December 31, 2015 and 2014:

	<u>2015</u>	<u>2014</u>
Reinsurance ceded	\$ 221,196,842	234,797,928
Reinsurance assumed	43,545,541	45,056,342

Reinsurance agreements reduced benefits paid for life and accident and health policies by approximately \$187,656,000 and \$200,390,000 for the years ended December 31, 2015 and 2014, respectively.

(10) Employee Benefit Plans

The Company participates in a pension plan (the Plan), sponsored by AFC, and is not directly liable for obligations under the Plan. The Plan covers all employees who have satisfied longevity and age requirements. The Company's funding policy is to contribute annually the maximum amount that can be deducted for federal income tax purposes. Contributions are intended to provide not only for benefits attributed to service to date, but also for those expected to be earned in the future. The Company contributed approximately \$7,558,000 and \$10,193,000 to the Plan during the years ended December 31, 2015 and 2014, respectively. AFC also offers certain postretirement benefits other than the Plan.

The Company participates in a defined-contribution thrift and profit sharing plan as provided under Section 401(a) of the Code, which includes the tax deferral feature for employee contributions provided by Section 401(k) of the Code. The Company contributed approximately \$6,909,000 and \$3,293,000 to this plan during the years ended December 31, 2015 and 2014, respectively.

SSAP No. 102, *Accounting for Pensions, A replacement of SSAP No. 89*, is effective for years beginning January 1, 2013. The Company participates in a Consolidated/Holding Company plan for pension benefits and is not directly liable for obligations under the Plan. The accounting and reporting requirements of SSAP No. 102 have no impact on the Company's financial statements, as the applicable requirements under Paragraph 80 have not changed from past years.

(11) Leases

The Company leases various properties to nonaffiliates under operating lease agreements, which expire or are cancelable within one year. The properties leased are included in the statutory statements of admitted assets, liabilities, and capital and surplus as investment real estate. Rental income on these properties is included in the statutory statements of operations as net investment income.

Investment real estate held for lease is as follows at December 31:

	<u>2015</u>	<u>2014</u>
Land and buildings, net of encumbrances	\$ 15,611,849	15,450,022
Less accumulated depreciation	<u>(4,898,719)</u>	<u>(3,540,781)</u>
Net investment real estate	<u>\$ 10,713,130</u>	<u>11,909,241</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2015 and 2014

In addition to the real estate held for lease, the Company also has approximately \$0 and \$46,000 of real estate held for sale, net of accumulated depreciation of approximately \$0 at December 31, 2015 and 2014, respectively.

The Company entered into a lease agreement with 9000 Broadway LLC, a related party, on December 31, 2012, and modified effective January 1, 2014. The balance due will be paid in monthly amounts of approximately \$714,000 over the 20 year term of the lease.

(12) Related-Party Transactions

The Company paid cash dividends to AFC in the amount of approximately \$35,000,000 during 2015 and 2014. There were no other transactions with affiliates in amounts, which exceeded one-half of one percent of the total admitted assets of the Company.

At December 31, 2015 and 2014, the Company reported approximately \$4,493,000 and \$3,330,000, respectively, as amounts due from AFC.

The Company leases office space from a subsidiary of AFC. The rent payments associated with this lease were approximately \$14,671,000 and \$12,461,000 in 2015 and 2014, respectively.

During 2015 and 2014, the Company entered into three-year software lease agreements with AFC. Lease expense related to these agreements was approximately \$5,449,000 and \$4,920,000 for the years ended December 31, 2015 and 2014, respectively, and is included in general insurance expenses.

The Company leases automobiles, furniture, and equipment from a partnership that owns a controlling interest in AFC. These operating leases are cancelable upon one month's notice. During the years ended December 31, 2015 and 2014, rentals paid under these leases were approximately \$9,374,000 and \$8,265,000, respectively.

Under a service agreement approved by the Oklahoma Insurance Department, AFC provides certain services on a cost basis with no markup. During the years ended December 31, 2015 and 2014, the Company paid management fees to AFC totaling approximately \$6,316,000 and \$6,501,000, respectively.

Under a service agreement approved by the Oklahoma Insurance Department, AFA provides certain services to American Fidelity International (Bermuda) Ltd. (AFIBL) on a cost basis. During the years ended December 31, 2015 and 2014, AFIBL paid management fees to AFA of approximately \$2,103,000.

Under a service agreement approved by the Oklahoma Insurance Department, AFA provides certain services to American Public Life Insurance Company (APL) on a cost basis. During the years ended December 31, 2015 and 2014, APL paid management fees to AFA of approximately \$750,000.

During the years ended December 31, 2015 and 2014, the Company paid investment advisory fees to a partnership that owns a controlling interest in AFC totaling approximately \$9,988,000 and \$9,429,000, respectively.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

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(13) Commitments and Contingencies

Rent expense for the years ended December 31, 2015 and 2014 was approximately \$28,001,000 and \$25,541,000, respectively. A portion of rent expense relates to leases that expire or are cancelable within one year. The approximate aggregate minimum annual rental commitments as of December 31, 2015 under noncancelable long-term leases for office space are as follows:

2016	\$	11,330,000
2017		11,219,000
2018		9,202,000
2019		8,975,000
2020		8,568,000
2021 and thereafter		144,234,000

The Company has outstanding mortgage loan commitments of approximately \$37,836,000 and \$34,365,000 at December 31, 2015 and 2014, respectively.

The Company is subject to state guaranty association assessments in all states in which it is licensed to do business. These associations generally guarantee certain levels of benefits payable to resident policyholders of insolvent insurance companies. Many states allow premium tax credits for all or a portion of such assessments, thereby allowing potential recovery of these payments over a period of years. However, several states do not allow such credits. The Company estimates its liabilities for guaranty association assessments by using the latest information available from the National Organization of Life and Health Insurance Guaranty Associations. The Company monitors and revises its estimates for assessments as additional information becomes available, which could result in changes to the estimated liabilities. As of December 31, 2015 and 2014, liabilities for guaranty association assessments totaled approximately \$5,128,000. Other operating expenses related to state guaranty association assessments were minimal for the years ended December 31, 2015 and 2014.

In the normal course of business, there are various legal actions and proceedings pending against the Company and its subsidiaries. In management's opinion, the ultimate liability, if any, resulting from these legal actions will not have a material adverse effect on the Company's financial position.

(14) Acquired Business – Mid-Continent Life Insurance Company

Effective December 31, 2000, the Company entered into an assumption reinsurance agreement with the Commissioner of Insurance of the State of Oklahoma, in his capacity as receiver of Mid-Continent Life Insurance Company (MCL) of Oklahoma City, Oklahoma. Under this agreement, the Company assumed MCL's policies in force, with the exception of a small block of annuity policies that was assumed effective January 1, 2001. In a concurrent reinsurance agreement, the Company ceded 100% of the MCL policies assumed to Hannover Life Reassurance Company of America. In 2002, this agreement was then transferred to Hannover Life Reassurance Company of Ireland (HLR). The agreement with HLR is a funds withheld arrangement, with the Company ceding net policy assets and liabilities of approximately \$737,412,000 and \$736,705,000 to HLR and maintaining a funds withheld liability at December 31, 2015 and 2014, respectively.

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Under the terms of the agreement with the receiver, the Company has guaranteed that the amount of premiums charged under the assumed "Extra-Life" contracts will not increase during the 17-year period beginning December 31, 2000. The Company has also guaranteed that the current dividend scale on the assumed "Extra-Life" contracts shall not be reduced or eliminated during the five-year period beginning December 31, 2000. Beginning January 1, 2006, the dividends on the assumed "Extra-Life" contracts are no longer guaranteed pursuant to the assumption reinsurance agreement with the Commissioner of Insurance of the State of Oklahoma.

As required by the terms of the assumption reinsurance agreement with the Commissioner of Insurance of the State of Oklahoma, the Company and HLR agreed that a Supplemental Policyholder Reserve (SPR) would be established. The initial SPR is equal to the net of the assets and liabilities received from MCL under the assumption agreement, less amounts ceded to other reinsurance carriers. The SPR is 100% ceded to HLR.

The purpose of the SPR is to provide additional protection to the MCL policyholders against premium increases and to ensure that profits are recognized over the lives of the underlying policies, rather than being recognized up front. The method for calculation of the initial SPR was specified precisely in the agreement with the receiver. The method for calculating the SPR for periods beyond the purchase date was developed by the Company, as this reserve is not otherwise required statutorily or under existing actuarial valuation guidance. The SPR is divided into two parts: (a) an additional reserve for future benefits, which is an estimate of the amount needed, in addition to the policy reserves and liability for future dividends, to fund benefits assuming there are no future premium rate increases, and (b) an additional reserve for future estimated profit, which represents the profit the Company expects to earn on this business over the lives of the underlying policies. The SPR is reprojected each year to recognize current and future profits as a level percentage of future projected required capital amounts each year, resulting in a level return on investment. Any remaining SPR will not automatically be released after the premium guarantee period of 17 years because the SPR is to be held until there is an actuarial certainty that premium rate increases will not be needed. The calculation of the SPR is subject to significant volatility, as it is highly dependent upon assumptions regarding mortality, lapse experience, and investment return. Small shifts in any of these underlying assumptions could have a dramatic impact on the value of the SPR. The SPR was approximately \$378,749,000 and \$378,454,000 for 2015 and 2014, respectively.

Under the terms of the agreement with HLR, HLR has agreed to share future profits on a 50/50 basis with the Company through an experience refund account. The experience refund account is calculated as premium income plus investment income less reserve increases (including the SPR), benefits paid, and administrative expense allowances paid to the Company and is settled on a quarterly basis. Losses are not shared on a 50/50 basis, except to the extent that a net loss in the experience account at the end of a quarter carries forward to future quarters. There was no experience refund earned by the Company in 2015 and 2014. Due to the nature of a funds withheld reinsurance arrangement, the components of the experience refund calculation are reported as separate components in the accompanying summary of operations. Premium income, reserve increases, and benefits paid related to this block are reported as reductions of premium income, changes in reserves, and benefits for reinsurance ceded, as required by the terms of the agreement. Investment income on the funds withheld is included in AFA's investment income, and administrative expense allowances paid to AFA are reported as a reduction of AFA's expense. The impact of ceding investment income on funds withheld is reported as a reduction of net investment income in the accompanying summary of operations.

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

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(15) Life Contracts – Premiums

Deferred and uncollected life insurance premiums and annuity considerations as of December 31, 2015 were as follows:

	<u>Gross</u>	<u>Net of loading</u>
Ordinary new business	\$ 14,111,011	1,837,286
Ordinary renewal	36,244,168	30,430,103
Group life	68,295	68,111
	<u>50,423,474</u>	<u>32,335,500</u>
Total	\$ <u>50,423,474</u>	<u>32,335,500</u>

Deferred and uncollected life insurance premiums and annuity considerations as of December 31, 2014 were as follows:

	<u>Gross</u>	<u>Net of loading</u>
Ordinary new business	\$ 12,852,534	1,674,303
Ordinary renewal	33,587,381	28,274,733
Group life	21,774	21,774
	<u>46,461,689</u>	<u>29,970,810</u>
Total	\$ <u>46,461,689</u>	<u>29,970,810</u>

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Notes to Statutory Financial Statements

December 31, 2015 and 2014

(16) Managing General Agents and Third-Party Administrators

Managing general agents (MGAs) and direct written contracts at December 31 were as follows:

<u>Name and address of managing general agent or third-party administrator</u>	<u>Federal employer identification number</u>	<u>Exclusive contract</u>	<u>Type of business written</u>	<u>Type of authority granted *</u>	<u>2015 Direct written premium</u>	<u>2014 Direct written premium</u>
TRU Services, LLC 200 Cummings Center, Ste. 272 D Beverly, MA 01915	04-3392571	No	Excess loss medical and group life	U, C, CA, R, P	\$ 37,684,320	40,074,609
Elite Brokerage Services, Inc. Suite 200 191 Sheree Blvd. Exton, PA 19341	23-2328659	No	Excess loss medical	U, C, CA, R, P	18,915,226	37,685,243
Excess Reinsurance UW Agency, Inc. Suite 101 307 South Evergreen Ave Woodbury, NJ 08096	22-2945293	No	Excess loss medical	U, C, CA, R, P	11,508,916	16,902,042
	Aggregate other				<u>24,800,260</u>	<u>20,510,891</u>
Total MGA and third-party administrator premium					<u>\$ 92,908,722</u>	<u>115,172,785</u>

* Abbreviations
 U: Underwriting
 C: Claims payment
 CA: Claims adjustment
 R: Reinsurance ceding
 P: Premium collection

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(17) Affiliated Entities

The following is a summary of the significant ownership and affiliated entity relationships that existed at December 31, 2015:

Immediate parent	• American Fidelity Corporation
Other insurance affiliates	• American Public Life Insurance Company
	• American Fidelity International (Bermuda) Ltd.
Other affiliates	• American Fidelity International Holdings, Inc.
	• American Fidelity Property Company
	• 6303 Portland, LLC
	• Broadway Tech, LLC
	• Apple Creek Apartments, Inc.
	• American Fidelity General Agency, Inc.
	• American Fidelity Securities, Inc.
	• First Fidelity Bank, N.A. and its affiliates
	• INSURICA, Inc. and its affiliates
	• Cameron Enterprises, A Limited Partnership and its affiliates
	• InvesTrust Consulting, LLC
	• InvesTrust Retirement Specialists, LLC
	• InvesTrust N.A.
	• Enrollcom, Inc.
	• American Fidelity Property Services, LLC
	• Alcott HR Group, LLC
	• First Financial Securities of America, Inc.
	• AF Professional Employment Group, LLC
	• Hawaii Development, LLC
	• Home Rentals, Inc.
	• 9000 Broadway, LLC
	• Market Place Realty Corporation
	• Health Services Administration, LLC
	• American Fidelity Community Services, Inc.
	• AF Apartments, Inc.
	• Oklahoma Winery Partners, LLC
	• Vintage Oakville Cross, LLC
	• American Fidelity Administrative Services, LLC
	• First Financial Capital Corporation, Inc. and its affiliates

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(18) Reconciliations

Reconciliations of capital and surplus and net income on a GAAP basis to the amounts included in the accompanying statutory financial statements for the years ended December 31, 2015 and 2014 are as follows (in thousands):

	Net income, year ended December 31		Capital and surplus, at December 31	
	2015	2014	2015	2014
Amounts as reported on statutory basis	\$ 75,367	69,252	408,498	380,373
Adjustments:				
Deferred policy acquisition costs	39,733	38,241	549,370	496,907
Policy benefit reserves	(448)	23,753	(12,724)	(12,730)
Deferred federal income taxes	(5,471)	(13,914)	(153,763)	(180,353)
Due and deferred premiums	(2,126)	(777)	(19,229)	(16,519)
Nonadmitted assets	—	—	16,224	6,470
Asset valuation reserve	—	—	26,584	22,548
Invested assets	(72,431)	65,102	75,785	263,911
Funds withheld derivative	73,955	(64,566)	(42,246)	(116,201)
Other, net	(1,306)	(2,496)	19,559	17,862
Amounts on a GAAP basis for consolidated presentation	\$ <u>107,273</u>	<u>114,595</u>	<u>868,058</u>	<u>862,268</u>

(19) Guaranty Assessments

As of December 31, 2015, American Fidelity Assurance Company did not receive notice of any assessments that would have a material financial impact.

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The amount of recognized liabilities under SSAP No. 35R is \$1,050,000 and the related asset for premium tax credits is \$194,000. The Company expects that the assessments would be billed and paid over the next year and the majority of the premium tax offsets would be realized over the next five years after that.

Assets recognized from paid and accrued premium tax offsets and policy surcharges prior year-end	\$	975,922
Decreases current year:		
Premium tax offset applied	\$	299,250
Payments on insolvencies which were set up as payables prior to the current year		146,530
Reduction in the estimated liability based on new projections at the end of the current year		123,498
Adjusted the liability to remove payments on insolvencies which are no longer part of the projected liability		(50,131)
Increases current year:		
Assessment payments less refunds on insolvencies billed during the current year	\$	239,201
Increase in estimated liability based on the new projections at the end of the current year		484,097
Assets recognized from paid and accrued premium tax offsets and policy surcharges current year-end	\$	1,079,811

(20) Reconciliation to Annual Statement

The reconciling items between the annual statement filing and the audited financial statements for the year ended December 31, 2015 are as follows:

Statutory Statements of Cash Flow

	<u>Annual statement</u>	<u>Reclass</u>	<u>Audited financials</u>
Premiums and annuity considerations, net reinsurance	\$ 960,201,329	(2,486,411)	957,714,918
Investment income received	184,878,650	(13,073,464)	171,805,186
Life and accident and health claims paid	(325,587,128)	3,679,128	(321,908,000)
Commissions and other expenses paid	(360,789,479)	13,238,685	(347,550,794)
Net cash from operations	330,286,321	1,357,938	331,644,259
Other proceeds from investments sold, matured, or repaid	\$ 1,469,893	(1,357,938)	111,955
Total investment proceeds	441,233,767	(1,357,938)	439,875,829
Net cash from investing	(255,452,886)	(1,357,938)	(256,810,824)

AMERICAN FIDELITY ASSURANCE COMPANY

Notes to Statutory Financial Statements

December 31, 2015 and 2014

The reconciling items between the annual statement filing and the audited financial statements for the year ended December 31, 2014 are as follows:

Statutory Statements of Cash Flow

	<u>Annual statement</u>	<u>Reclass</u>	<u>Audited financials</u>
Life and accident and health claims paid	\$ (317,461,676)	(18,348,691)	(335,810,367)
Net cash from operations	229,554,858	(18,348,691)	211,206,167
Net (increase) in policy loans and loans on fund deposits	\$ (26,300,964)	18,348,691	(7,952,273)
Net cash from investing	(160,391,788)	18,348,691	(142,043,097)

(21) Subsequent Events

The Company evaluated events subsequent to December 31, 2015 and through February 19, 2016, the date on which the statutory financial statements were issued. The Company also evaluated events subsequent to December 31, 2015 and through May 16, 2016 the date on which the audited financial statements were issued.

AMERICAN FIDELITY ASSURANCE COMPANY

Selected Financial Data

December 31, 2015

Investment income earned:	
Government bonds	\$ 2,284,696
Other bonds (unaffiliated)	169,905,746
Preferred stocks (unaffiliated)	61,667
Common stocks (unaffiliated)	10,660
Mortgage loans	23,408,487
Real estate	4,414,194
Premium notes, policy loans, and liens	3,176,054
Cash on hand and on deposit	9,798
Other invested assets	350,221
Aggregate write-ins for investment income	2,118,712
Gross investment income	\$ <u>205,740,235</u>
Real estate owned – book value	\$ 10,713,130
Mortgage loans – book value:	
Commercial mortgages	\$ <u>393,280,807</u>
Total mortgage loans	\$ <u>393,280,807</u>
Mortgage loans by standing – book value:	
Good standing	\$ 393,280,807
Other long-term invested assets – statement value	21,866,789
Bonds and stocks of parents, subsidiaries, and affiliates – book value:	
Common stocks	790,709
Bonds and short-term investments by class and maturity:	
Bonds and short-term investments by maturity – statement value:	
Due within 1 year	\$ 122,118,996
Over 1 year through 5 years	600,436,928
Over 5 years through 10 years	1,355,786,581
Over 10 years through 20 years	1,053,377,860
Over 20 years	588,916,782
Total by maturity	\$ <u>3,720,637,147</u>
Bonds and short-term investments by class – statement value:	
Class 1	\$ 2,105,526,165
Class 2	1,518,729,280
Class 3	77,964,707
Class 4	10,570,953
Class 5	3,719,580
Class 6	4,126,462
Total by class	3,720,637,147
Total bonds and short-term investments publicly traded	<u>3,096,870,962</u>
Total bonds and short-term investments privately placed	\$ <u>623,766,185</u>

AMERICAN FIDELITY ASSURANCE COMPANY

Selected Financial Data

December 31, 2015

Common stocks – fair value (investments in affiliates at equity value)	\$	25,021,596
Cash on hand and on deposit		175,188,228
Life insurance in force (net):		
Ordinary		15,114,999,000
Group life		821,958,000
Amount of accidental death insurance in force under ordinary policies (net)		1,965,321,000
Life insurance policies with disability provisions in force (net):		
Ordinary		1,799,954,000
Group life		46,504,000
Supplementary contracts in force (net):		
Ordinary – not involving life contingencies:		
Amount on deposit		138,530
Income payable		—
Ordinary – involving life contingencies (net):		
Income payable		52,983
Annuities:		
Ordinary:		
Immediate – amount of income payable	\$	8,567,387
Deferred – fully paid account balance		711,634,905
Group:		
Immediate – amount of income payable		474,010
Accident and health insurance – premiums in force:		
Ordinary		301,222,888
Group		512,083,621
Deposit funds and dividend accumulations:		
Deposit funds – account balance		4,917
Dividend and coupon accumulations – account balance		199,440
Claims payments:		
Other accident and health:		
2015		76,913,498
2014		27,684,759
2013		2,488,315
2012		1,016,707
2011		571,369
Prior		321,014
Group accident and health:		
2015		96,117,902
2014		61,972,205
2013		11,279,905
2012		5,114,748
2011		3,021,680
Prior		6,832,273

See accompanying independent auditors' report.

AMERICAN FIDELITY ASSURANCE COMPANY

Schedule of Investment Risk Interrogatories

December 31, 2015

1. Total admitted assets, excluding separate accounts: \$4,622,796,507
2. The Company's 10 largest exposures to a single issuer/borrower/investment, excluding U.S. government, U.S. government agency securities, and those U.S. government money market funds listed in the Appendix to the NAIC SVO Purposes and Procedures Manual as exempt, property occupied by the Company, and policy loans at December 31, 2015 are as follows:

Investment category	Amount	Percentage of total admitted assets
Oracle Corporation	\$ 22,836,325	0.494%
Williams Companies, Inc.	21,962,115	0.475
Equifax, Inc.	15,346,851	0.332
Time Warner, Inc.	15,200,457	0.329
Comcast Corp.	15,184,750	0.328
Scripps Networks Inter-CLA	15,115,354	0.327
Electricite De France	15,100,201	0.327
Becton Dickinson & Co.	15,024,706	0.325
Commonwealth Bank Australia	15,000,000	0.324
WPP Finance 2010	14,811,235	0.320

3. The Company's investments in bonds, short-term investments, and preferred stocks by NAIC rating at December 31, 2015 are as follows:

Bonds, short-term investments, and preferred stocks	Amount	Percentage of total admitted assets
NAIC-1	\$ 2,105,526,165	45.547%
NAIC-2	1,518,729,280	32.853
NAIC-3	77,964,707	1.687
NAIC-4	10,570,953	0.229
NAIC-5	3,719,580	0.080
NAIC-6	4,126,462	0.089

AMERICAN FIDELITY ASSURANCE COMPANY

Schedule of Investment Risk Interrogatories

December 31, 2015

4. Assets held in foreign investments:

	<u>Amount</u>	<u>Percentage of total admitted assets</u>
Are assets held in foreign investments less than 2.5% of the reporting entity's total admitted assets?		Yes () No (X)
Total admitted assets held in foreign investment	\$ 473,333,824	10.239%
Foreign-currency-denominated investments	—	—
Insurance liabilities denominated in that same foreign currency	—	—

5. Aggregate foreign investment exposure categorized by NAIC sovereign rating:

	<u>Amount</u>	<u>Percentage of total admitted assets</u>
Countries rated NAIC-1	\$ 442,654,323	9.575%
Countries rated NAIC-2 or below	30,679,501	0.664

6. Largest foreign investment exposures by country, categorized by the country's NAIC sovereign rating:

	<u>Amount</u>	<u>Percentage of total admitted assets</u>
Countries rated NAIC – 1:		
Country 1: Great Britain	\$ 113,995,402	2.466%
Country 2: Australia	74,623,217	1.614
Countries rated NAIC – 2 or below:		
Country 1: Mexico	\$ 27,679,501	0.599%
Country 2: Italy	3,000,000	0.065

AMERICAN FIDELITY ASSURANCE COMPANY

Schedule of Investment Risk Interrogatories

December 31, 2015

7. Ten largest nonsovereign (i.e., nongovernmental) foreign issues:

Issuer	Amount	Percentage of total admitted assets
Electricite De France	\$ 15,100,201	0.327%
Commonwealth Bank of Australia	15,000,000	0.324
WPP France 2010	14,811,235	0.320
Petrobras Global Finance	14,480,576	0.313
France Telecom	10,905,291	0.236
Grupo Bimbo	10,894,786	0.236
Lotte Shopping Co	9,993,436	0.216
Anglo American Capital	9,965,519	0.216
Shelle International	9,952,274	0.215
Formento Economico Mexico	9,857,105	0.213

- 7a. The aggregate mortgage interest represents the combined value of all mortgages secured by the same property or same group of properties. Each of the Company's 10 largest aggregate mortgage interests at December 31, 2015 are as follows:

Type (commercial)	Amount	Percentage of total admitted assets
Kilkee, LLC	\$ 14,150,594	0.306%
Daboo, LLC	12,048,089	0.261
Susan A. Cox	10,590,683	0.229
Crown Equipment	7,625,158	0.165
Colonial Hickary/Rockingham/Clemmons	7,522,097	0.163
Locke Supply Co	7,060,309	0.153
Majestic Regence Woods, LLC	6,589,622	0.143
Lake Park Storage, LLC	6,383,274	0.138
Quick Trip Service Stations	6,330,362	0.137
CVS and O-Reilly Stores	6,199,882	0.134

AMERICAN FIDELITY ASSURANCE COMPANY

Schedule of Investment Risk Interrogatories

December 31, 2015

- 7b. The Company's mortgage loans have the following loan-to-value ratios as determined from the most current appraisal as of the annual statement date:

	Loan-to-value	Commercial	Percentage of total admitted assets
i.	above 95%	\$ —	—
ii.	91% to 95%	—	—
iii.	81% to 90%	—	—
iv.	71% to 80%	26,033,445	0.563%
v.	below 70%	367,247,362	7.944%

Items 8 through 9, 11 through 15, 17a, and 18 through 23 are not applicable to the Company.

See accompanying independent auditors' report.

AMERICAN FIDELITY ASSURANCE COMPANY

Summary Schedule of Investments

December 31, 2015

Investment categories	Gross investment holdings		Admitted assets as reported in the annual statement	
	Amount	Percentage	Amount	Percentage
Bonds:				
U.S. Treasury securities	\$ 1,076,489	0.024%	1,076,489	0.024%
U.S. government agency obligations (excluding mortgage-backed securities):				
Issued by U.S. government agencies	7,105,463	0.161	7,105,463	0.161
Issued by U.S. government sponsored agencies	408,936,095	9.286	408,936,095	9.286
Non-U.S. government (including Canada, excluding mortgage-backed securities)	33,352,181	0.757	33,352,181	0.757
Securities issued by states, territories, and possessions and political subdivisions in the United States:				
States, territories, and possessions general obligations	276,375,942	6.276	276,375,942	6.276
Revenue and assessment obligations	131,171,976	2.979	131,171,976	2.979
Mortgage-backed securities (includes residential and commercial MBS):				
Pass-through securities:				
Issued or guaranteed by GNMA	2,609,477	0.059	2,609,477	0.059
Issued or guaranteed by FNMA and FHLMC	1,718,921	0.039	1,718,921	0.039
All other	14,147,156	0.321	14,147,156	0.321
CMOs and REMICs:				
Issued or guaranteed by GNMA, FNMA, FHLMC, and VA	585,041,381	13.285	585,041,381	13.285
All other	154,213,205	3.502	154,213,205	3.502
Other debt and other fixed income securities (excluding short-term):				
Unaffiliated domestic securities (includes credit tenant loans rated by the SVO)	1,562,313,919	35.476	1,562,313,919	35.476
Unaffiliated foreign securities	542,574,942	12.321	542,574,942	12.321
Equity interests:				
Preferred stocks:				
Unaffiliated	4,211,220	0.096	4,211,220	0.096
Publicly traded equity securities (excluding preferred stocks):				
Unaffiliated	273,417	0.006	273,417	0.006
Other equity securities:				
Affiliated	790,709	0.018	790,709	0.018
Unaffiliated	23,957,470	0.544	23,957,470	0.544

AMERICAN FIDELITY ASSURANCE COMPANY

Summary Schedule of Investments

December 31, 2015

Investment categories	Gross investment holdings		Admitted assets as reported in the annual statement	
	Amount	Percentage	Amount	Percentage
Mortgage loans:				
Commercial loans	\$ 393,280,807	8.931%	393,280,807	8.931%
Real estate investments:				
Property held for production of income (including \$0 of property acquired in satisfaction of debt)	10,713,130	0.243	10,713,130	0.243
Property held for sale (including \$0 property acquired in satisfaction of debt)				
Contract loans	52,673,645	1.196	52,673,645	1.196
Receivables for securities	844	—	844	—
Cash, cash equivalents, and short-term investments	175,188,228	3.978	175,188,228	3.978
Other invested assets	22,086,745	0.502	21,865,945	0.497
Total invested assets	\$ 4,403,813,362	100%	\$ 4,403,592,562	100%

See accompanying independent auditors' report.

Response Form A - Scope of Service Questionnaire		Firm Response and Comments
1) Provide background information about your company.		
a.	History	American Fidelity Assurance Company was established in 1960 and has been providing voluntary benefits and employer administrative services for the education community for 60 years. We offer benefits strategies that empower districts like yours to make benefits decisions to help your organization and your employees. Our goal is to act as an extension of your human resources department by providing employee education, enrollment, year-round administration, and compliance support.
b.	What percent of your business is in the education sector?	American Fidelity has a division solely dedicated to education community, meaning you will be served by an account team that is truly embedded within your industry's trends and benefit needs. Overall, the education sector makes up about 80% of our business.
c.	Organizational mission, brand, and market differentiators	American Fidelity's mission is to provide financial security and benefit solutions to meet the specific needs of employers and employees in our select market segments. We accomplish our mission by providing your employees with a personal approach focused on providing each of your employees with the proper education to help them understand the full scope of the benefits being offered and how they can be used to supplement their core benefits.
2)	Identify the number of IL public schools your company currently provides Section 125 administration services and employee benefit education and enrollment support.	We currently serve 240 public school districts in Illinois.
3)	Please summarize in 250 words or less why your company is the best candidate and the principal reasons your company should be selected over your competitors	American Fidelity is committed to providing your District with more than just a benefits package. We want to help you implement valuable, consistent benefit education to ensure your employees understand their benefit options and how each option fits into their overall benefits package. We do this by utilizing salaried account managers who provide a one-on-one guided enrollment experience for each eligible employee to answer questions and provide comprehensive benefits education. Additionally, we provide educational videos, a benefits website, emails, and customized print materials to ensure each employee can learn about their benefit options through the channels they prefer. We believe that with a true benefits education strategy, your employees will be more prepared to make benefits decisions, leading to higher overall participation in your benefits plan.
4)	Does your firm offer an Online Enrollment System? If so, please describe this system and how it is used in the enrollment process. Include the following information.	AFenroll® is American Fidelity's complete web-based enrollment, communication, and administration platform that can assist with your entire benefit enrollment process. With ease of administration and one central location for you and your carriers, AFenroll® is your enrollment solution. We'll provide you with a customized online benefits enrollment system with year-round features and maintenance. This includes: <ul style="list-style-type: none"> • Full benefits and system enrollment monitoring • Setup for mutually agreed upon plan functionality • Data and census analysis, pre-load, and setup • Testing and carrier review • Multiple product categories, plan options, and coverage levels • Administrative tools (reports, enrollment monitoring, etc.) • Post-enrollment data transfer to employer
	i. When was the system implemented?	We began using our current enrollment system in 2011.
	ii. Who has access to the information?	Access is granted to administrators and HR team members via a secure login to our system.
	iii. How is the information accessed?	Information is accessed through administrative login into our secure web based system.
	iv. Describe information and functions available via the system.	Employer Features: <ul style="list-style-type: none"> • Electronic payroll deduction upload • New Hire enrollments • View employee enrollment status • Employee benefit participation reports • Administrative changes, including terminations, leaves of absence, retirements and more • View employee coverage at any time • Electronic, historic record of employee data • View employee beneficiary information at any time • Customize your enrollment with company colors, logo, and photos Employee Features: <ul style="list-style-type: none"> • Accessible from any desktop browser • Customized enrollment based on demographic information and hire date • Enroll in all available benefits • View benefit confirmation statements • View benefit materials, brochures, and summary plan descriptions • Educational benefit videos • Enrollment preparation videos • Benefit calculators and Section 125 worksheets
5)	Define the number of plan customers using your Online Enrollment System, including (Illinois) school districts?	Approximately 7,200 clients currently use AFenroll, including 240 school districts throughout Illinois. We provide full benefit enrollments, including EDI data feeds to carriers, for 187 clients and eight clients in Illinois.
6)	Provide a sample project timeline that outlines the implementation process.	A sample implementation timeline is included in Section 2 of this response.

7)	What security standards do you implement to ensure participant privacy?	As an insurance company, American Fidelity is held to a high standard by Federal Government Regulations and other entities to protect the personal information of our clients. We have measures in place to continually meet these standards. These include: All American Fidelity colleagues are required to take a HIPAA class and have adopted work practices that emphasize confidentiality and security. American Fidelity provides a licensed attorney and certified PHR (Professional Human Resources) manager who ensure HIPAA compliance. Additionally, customer information is shredded and kept in locked binds. Our file server is backed up and stored offsite in a secured and monitored facility. Please see the Supporting Documents section of this response for our HIPAA Notice of Privacy Practices.
8)	Can the Online Enrollment System be programmed with complex eligibility rules? Is software programming done in-house or by third party?	Yes – AFenroll® can be programmed with complex eligibility rules. All programming is done in-house by a tech assigned specifically to your district. Our team will work with you during implementation to determine your needs and build your enrollment to meet those needs.
9)	Do employees have 24/7 access to login and view benefit choices items?	Yes – Employees have 24/7 access to manage their benefits through our secure online portal.
10)	Is the system capable of exporting enrollment data to plan providers in acceptable electronic formats?	Yes – American Fidelity has more than 18 years of experience providing EDI files to carriers. We have been successful because we take the time and make the effort to continually verify all carrier details and revise data specs to ensure their accuracy. This is done through conference calls with the carriers and through our secure test file process. We work back and forth with the carrier to make sure they are receiving what they expect and can load the file accurately. Once the test phase is complete and the enrollment is conducted, we can quickly provide the carrier files with the confidence that they are produced accurately.
11)	Is the system capable of generating employee deduction files for upload to the district's payroll program?	Yes – We can provide a file of plan year enrollments directly into the District's payroll system.
12)	Is the system used to educate employees on the benefits offered? If so, please describe.	Yes – AFenroll® can be customized to incorporate benefit materials, brochures, educational videos, and summary plan descriptions to assist employees during the enrollment experience. Employees may also utilize the custom benefits website for quick web access to educational material for each of the benefit options.
13)	Are there any fees to the district associated with the Online Benefit System?	We are offering our online enrollment platform and payroll integration at no additional charge to Community Unit School District # 300 in exchange for: •Access to offer our portfolio of voluntary benefits to District employees through payroll deduction; and •Access to school sites for group and individual enrollment meetings.
14)	Please provide the details on the Account Management staff, including key personnel whom would have primary responsibility of supporting the District. As well as who will be enrolling the employees.	Your District will be served year-round by a team of our salaried account managers that live and work in Illinois. This team includes Mary Hatfield, Audra Bussard, Whitney Dyson, and Tammy Hinkle. We will provide additional account managers as needed during the open enrollment process.
15)	Please describe the training provided to your field staff.	Our account managers are required to attend training year-round to help ensure they are up-to-date on benefits management trends. New account managers are required to attend over 100 hours of training, complete 11 online courses, and must pass multiple exams within the first six months. Annually, all our account managers are trained on: •Industry benefit trends •Compliance requirements •Section 125 Plan regulations •Reimbursement account regulations •Patient Protection and Affordable Care Act (ACA) •Data security •Fraud detection •HIPAA regulations
16)	Describe your Section 125 Administration.	American Fidelity is one of the leading Section 125 Plan providers nationwide with nearly 40 years of experience providing these Plans to school districts like yours. When you choose American Fidelity as your Plan provider, we will help you properly implement and maintain your Section 125 Plan. This includes helping you establish your Plan Document. Our business model is convenient, IRS compliant, and will help to relieve your organization of the administrative burden. We provide our Section 125 services at no additional cost.
	a. Who is responsible for the employer risk? If the account is negative at the end of the plan year when the account is reconciled (i.e., employee leaves plan with negative unreimbursed medical balance), who is responsible?	Because of the potential loss to the employer, American Fidelity provides insurance to cover the Health FSA risk. The risk policy "insures" the employer's uniform coverage risk for the Health FSA, up to \$2,750 per participant for shortages in the account due to termination of employment. American Fidelity will provide this risk protection to the District at no additional cost.
	b. Through which methods can employees submit claims for reimbursement?	We offer several convenient ways for employees to submit claims for reimbursement: Benefits Debit Card - Allows employees to pay for eligible medical expenses directly from their accounts. Our system is tied to an inventory information approval system (IIAS) allowing us to verify that a transaction is valid at the point-of-sale for most retail locations without further documentation. Mobile App – Employees can file a claim by snapping a photo of the expense receipt and submit using a smartphone. Online – Employees can file a claim and upload their expense receipts through our Online Service Center. Mail & Fax – Employees can file a claim manually by mail or fax. Printable claim forms are available on our website.

17)	Describe your online service center for employees and the District	<p>Our Employee Online Service Center allows your employees to easily manage their American Fidelity benefits in one place.</p> <p>Employees can:</p> <ul style="list-style-type: none"> • File a new claim through an online submission form • Check the status of an existing claims • Check reimbursement account balance and track account activity • Update account information • Download and print insurance policies • Set up account notifications and view statements <p>Our Employer Online Service Center is a secure portal that allows you to manage your entire benefits program and reconcile your bill in one place.</p> <p>Employers can:</p> <ul style="list-style-type: none"> • Review or terminate employees from their plan • Update organization's contact information • Download sick pay reports • Create and manage employer account logins • Access employee election forms • Upload census data • Download reports
18)	Describe your firm's service model including claims' services.	<p>At American Fidelity, we work hard to exceed your expectations by providing excellent customer service and claims processing for your employees and efficient plan administration tools and support for your human resources department. We are available throughout the year to assist you and your employees with any questions or need, both from our headquarters in Oklahoma City, OK and through our local account managers.</p> <p>We make claim submission fast and easy for your employees with options to submit online through our Online Service Center or through our mobile app. We pay claims in an average of five business days from the time a claim is received</p>
19)	Describe the process for completing annual employee election form requirements.	<p>During enrollment, all elections are captured electronically and documented on the employee's Section 125 election form, which are printed and provided to the employee. At the end of the enrollment, American Fidelity provides the employer with access to these forms, as well as the opportunity for American Fidelity to automatically upload employee elections to your payroll system. This eliminates the need for your administrative staff to key in all changes manually.</p>
20)	Describe your process for onboarding new employees.	<p>As previously discussed, we can meet in person or virtually with all new hires on set dates twice a month or when district requests. During this time, we can fully complete the onboarding process and collect all necessary forms and items on behalf of your HR department. All benefit elections can be processed through AFenroll®, making enrollment notifications to carriers and billing updates seamless.</p>
21)	What measurements does your company have in place to ensure all employees are educated equally on the Section 125 options available to them?	<p>We focus on providing a one-on-one, in-person enrollment experience for each employee. This approach allows our account managers to help educate and enroll your employees in all their benefit options. We also provide a variety of pre-enrollment marketing materials, including emails, posters, flyers, postcards, and brochures to ensure your employees understand their benefit options and know when it's time to enroll.</p>
22)	How are employee elections provided back to the District?	<p>Your District will be provided with complete enrollment documentation following the enrollment. This information can be provided by paper and/or we can provide an electronic "upload" of election changes directly into your payroll system, eliminating the need for manual data entry.</p>
23)	Describe post-enrollment services.	<p>We will coordinate a meeting with your District to review enrollment successes, participation by benefit and service, and improvement opportunities for the following plan year. In addition, we will meet with the payroll administrator to provide one-on-one training for our online billing and administration system and assist with the first billing. Complete tasks include:</p> <ul style="list-style-type: none"> •Review Payroll Deduction Report •Upload payroll deductions •Walk through the first bill and ongoing support •Training for American Fidelity's Online Service Center •Review year-round support mode
24)	How would your company work with the district to develop a communication campaign?	<p>Your benefits enrollment period is a unique opportunity to engage your employees about your benefit offerings and ensure they are choosing the benefits that meet their needs. If executed properly, your employees will better appreciate and understand the benefits you offer, leading to higher satisfaction and retention.</p> <p>American Fidelity will work with you during the planning meetings to develop and execute a communication strategy that removes much of the administrative burden on your organization while also ensuring your employees are educated on their benefit options.</p>

25)	Describe the process to educate employees on the employee benefits available at open enrollment. Include a description of your print and digital resources, including benefits website	<p>We will work with your District to develop a communication and education strategy that may include the following options:</p> <p>One-on-One Benefit Reviews - Employees can meet individually with one of our experienced account managers to receive customized guided enrollment education; get their questions answered; and help ensure they select the benefit that best meet their needs.</p> <p>Group Meetings - We educate your employees on their benefit options in a group setting to prepare them for their annual enrollment.</p> <p>Pre-Enrollment Materials - We can provide emails, posters, flyers, postcards, and brochures to ensure your employees understand their benefits and know when it's time to enroll.</p> <p>Educational Videos -We have an expansive video library that includes enrollment preparation tips, product information, testimonials, and self-service support options.</p> <p>Benefits Website - We can work with you to create a custom benefits website with up-to-date plan information and an enrollment appointment scheduler.</p>
26)	How are employees able to access in-person resources to assist with the enrollment process?	Your employees can sign up to attend one-on-one benefit reviews and group meetings with one of our account managers in-person during the enrollment process.
Other Services:		
27)	Describe the benefits compliance resources your company can offer to the district and its employees.	American Fidelity recognizes that staying on top of changes in the law is imperative for a successful benefits program. We have an entire compliance team dedicated to monitoring and educating our customers through lunch-and-learns, VIP email notifications, newsletters, our Benefits Blog, and personal benefit reviews with our account managers. These resources help give employers a head start with trying to understand new rules. We have in-house benefit attorneys and compliance experts who continually monitor both state and federal requirements. We want to be your partner and primary resource for managing the challenges and changes resulting from the ACA. We understand the requirements and how those responsibilities can impact employers and employees. We provide a variety of services to educate employers on the developing law, assist with implementation and ongoing compliance, and communicate plan changes to employees.
28)	Does your company have other services or technology that could be offered?	<ul style="list-style-type: none"> • We offer our mobile app, AFmobile®, for submitting and managing claims for our voluntary benefits and reimbursement accounts (FSA, HSA, and HRA). • Our online enrollment platform can assist with your entire enrollment. • We offer a GoToMeeting enrollment option that allows your employees to meet face-to-face with one of our account managers from anywhere.
29)	Please describe any additional services or support that would be available to the District.	<p>American Fidelity can provide the following additional services to the District:</p> <ul style="list-style-type: none"> •Section 125 Compliance •Administration of Flexible Spending Accounts (FSAs) and Health Savings Accounts (HSAs) •Dependent Verification Reviews •Group Dental and Vision Insurance •Retirement Readiness Seminars •ACA Compliance Support
30)	What are the hours of operation for the live customer service office?	Our experienced customer care team and department specialists are available Monday through Friday, 7:00 am-7:00 pm CST. Customers may contact us via email using our contact form at americanfidelity.com or through phone. We also have voicemail capabilities.
31)	Does your customer service staff support other languages? What policies and procedures are in place to accommodate these needs?	American Fidelity employs both English and Spanish speaking customer service representatives to assist with customer questions.

Technology Questionnaire

1	What sets your product apart from the others?	<p>We believe that our focus on the education market and our individualized guided enrollment experience set us apart from the competition.</p> <p>According to a survey we conducted of more than 12,000 education employees, more than 90% responded that they favored our one-on-one approach as opposed to only 7% that preferred to self-educate and enroll on their own.</p>
2	Does your firm accept terms of deferred billing?	There are no costs associated with our enrollment platform.
3	Does the product support SSO Implementation?	Yes
4	Is SSO implementation available via SAML?	Yes
5	Is SSO implementation included in base cost?	There are no costs associated with our enrollment platform.
6	What type of support is provided and what hours is it available (CST)?	Technical support for our enrollment system is available 24/7.
7	Is technical support 24/7 available?	Yes
8	Is technical support 24/7 included in base price?	There are no costs associated with our enrollment platform.
9	Do you partner with a hosting provider (ex: AWS) and does you have data center redundancy?	Our site is hosted on premise with data center redundancy in two geographically separate locations.
10	List the products uptime over last 6 months:	99% +/-
11	List the products uptime over last 12 months:	99% +/-
12	List the products uptime over last 24 months:	99% +/-
13	Does the products license include continuous updates to the software?	Contractually, there are two maintenance windows a week for software/hardware updates – Wednesday evening through Thursday morning (8:00 p.m. – 12:00 a.m. CST) and Sunday evening through Monday morning (8:00 p.m. – 12:00 a.m. EST). Notification is sent out if there is emergency maintenance required outside of the maintenance window.

14	Does the product integrate with Google?	AFenroll® is web-based and is supported on the most used versions of any web browser, including Google Chrome.
15	Is there a Chromebook app?	AFenroll® is web-based and can be accessed from a Chromebook.
16	Does the product run in the Chrome web browser (Chromebooks)?	Yes – AFenroll® can be access from the Chrome web browser.
17	How is the content delivered on a Chromebook (web/app/other)?	AFenroll® can be accessed from the web by visiting www.afenroll.com .
18	If the content is delivered through the web, how is it delivered (HTML5/Flash)?	HTML5
19	If there is flash-based content, when will it be converted to HTML5?	N/A
20	Is Chromebook Kiosk mode supported?	Yes
21	Is an ebook/etext included?	We have electronic enrollment education materials and account managers available to assist with enrollment.
22	Is the ebook/etext available offline?	We have electronic enrollment education materials and account managers available to assist with enrollment.
23	Is there a client/app needed for teachers?	AFenroll® can be accessed from the web by visiting www.afenroll.com .
24	Is the product for teachers compatible on Windows devices?	Yes
25	Is the product supported on Windows 10?	Yes
26	Is the client/app for teachers deployable to Windows machines via MSI?	AFenroll® can be accessed from the web by visiting www.afenroll.com .
27	Does the client/app for teachers require custom configurations based on user?	N/A
28	Is an ebook/etext included?	We have electronic enrollment education materials and account managers available to assist with enrollment.
29	Is the ebook/etext available offline?	We have electronic enrollment education materials and account managers available to assist with enrollment.
30	Is there a client/app needed for teachers?	AFenroll® can be accessed from the web by visiting www.afenroll.com .
31	Is the product for teachers compatible on Windows devices?	Yes
32	Is the product supported on Windows 10?	Yes
33	Is the client/app for teachers deployable to Windows machines via MSI?	AFenroll® can be accessed from the web by visiting www.afenroll.com .
34	Does the client/app for teachers require custom configurations based on user?	N/A

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 18, 2021

TO: Fred Heid, Superintendent
Board of Education

FROM: Shelley Nacke
Assistant Superintendent of
Education Services

RE: Student Support Services Contract
- Renewal

	Presented at the following Board Meetings:	
		On:
	Construction/Facility	
	Finance	
	Policy/Legislative	
	School Utilization	
X	BOE 1st Reading	06/08/2021
X	BOE 2nd Reading	06/22/2021

Background

This contract is a renewal for professional services for substance abuse and mental health screenings along with counseling services for At-Risks Students. The services also include prevention education for faculty and students, re-entry counseling, and support for students returning from treatment. The contract price for 2021-2021 is \$360,000. This is an increase of \$44,000 and is due to the increase in the marketplace salary schedules that have occurred during the past year to recruit and employ Mental Health Professionals. The contract will be paid for out of the Education Services Budget.

The services covered for the contract include:

- Five SAP's (2 full time twelve month staff and 3 ten month staff)
- Student Preventive Education Intervention Services: In-Person and Virtual
- Parent Education
- Staff Education
- Health Education Class Support and Presentations
- Mental Health Support

Recommendation

The Administration recommends approving the contract for Rosecrance as presented.

Student Assistance Program Agreement

This Agreement made and entered into by and between Rosecrance, Inc., an Illinois not for profit corporation, (“Rosecrance”) and Community District 300 (herein referred to as “District”).

WHEREAS, District requires integrated substance use and mental health screenings and assessments and early intervention services for its students;

WHEREAS, Rosecrance represents that it is qualified and skilled in providing such services; and

WHEREAS, District and Rosecrance deem it mutually desirable to enter into an agreement for the provision of integrated substance use and mental health screenings and assessments and early intervention services by Rosecrance to District’s students on an independent contractor basis.

NOW, THEREFORE, in consideration of the foregoing, the mutual agreements hereinafter set forth and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, District and Rosecrance hereby agree to the following:

Section 1 Duties and Responsibilities of Rosecrance

Rosecrance will provide the substance use screenings and assessments and early intervention Services as listed on Exhibit A (“Services”). Rosecrance will assign two full-time Rosecrance Student Assistant Professional (SAP) Counselors to deliver the services throughout the year. The SAP Counselors will work full-time in the District’s schools while schools are in session. Rosecrance will also assign three part-time SAP Counselors to provide 28 hours of Services per week onsite while schools are in session. Rosecrance staff are available to provide virtual services when school is not in session, including during school holidays and summer break.

The SAP Counselors will be assigned to the District’s four high schools and the District’s middle schools according to a rotation and schedule mutually agreeable to both parties.

Section 2 Duties and Responsibilities of District

The District shall:

- a. Assign appropriate staff to work with the SAP Case Manager/Counselor.
- b. Provide an office, group room, computer, phone, locked file cabinet and access to a fax machine.
- c. Perform in-service trainings and orientation to the SAP Case Manager/Counselor at the beginning of the contract year.
- d. Facilitate referrals to Rosecrance Services and facilitate obtaining consents for the release of information to be shared among the Parties.

Section 3 Confidentiality

The Parties acknowledge that the records produced by each entity in the normal course of business and the information contained therein is governed by various State and federal laws related to record maintenance, access, and release, and confidentiality of the information contained therein. Under substance abuse and mental health confidentiality laws, this includes information related to the fact that a client sought or may be receiving services. For Rosecrance, the primary governing laws include: *Health Insurance Portability and Accountability Act* (HIPAA), 42 USC §1320d-1320d-8; 45 CFR part 164 (privacy and security provisions); the *Alcoholism and Drug Abuse and Dependency Act*, 20 ILCS 300/1-1 et seq.; the *Illinois Mental Health and Developmental Disabilities Confidentiality Act*, 740 ILCS 110/1 et seq; and the Federal Confidentiality of Alcohol and Drug Abuse Patient Records (42 U.S.C. 290dd-2 and its implementing regulation, 42 CFR Part 2). For District, the primary laws governing student records and student record information are the *Family Educational Rights and Privacy Act*, 20 USC 1232g (FERPA), the *School Student Records Act*, 105 ILCS 10/1 et seq., and the *Local Records Act*, 50 ILCS 5/1 et seq. The Parties further acknowledge and agree that educational records covered by FERPA are excluded from the definition of protected health information under HIPAA.

Based upon the above understanding, records produced by each Party in the regular course of business, pursuant to the terms of this Agreement, shall belong to the entity that provided the service to the student. Each Party is responsible for maintaining policies, practices, and procedures applicable to its respective records as required by State and Federal laws and their implementing regulations. This includes management of requests for access to and the release of records or record information, unless otherwise set forth in this Agreement. The District agrees that protected information cannot be shared by Rosecrance without appropriate releases, authorizations, or consents necessary to use or disclose protected health information or mental health/substance use disorder information. The obligations set forth in the section shall survive the termination of this Agreement.

Section 4 Compensation

The District will pay to Rosecrance the amount of \$360,000 for the Services set forth in Exhibit A. One invoice will be issued at the beginning of the semester in July 2021 for the total contract value. The invoice is payable by District upon receipt. With respect to the unpaid amount of any invoice not paid in full within 30 days of receipt, a finance charge of 1% per month, payable from the date of the invoice to the date payment is received, shall be due and payable to Rosecrance. In addition, District shall indemnify Rosecrance for its costs, including reasonable attorneys' fees and disbursements, incurred to collect any unpaid amount.

Section 5 Term

This Agreement commences on July 1, 2021 and continues until June 30, 2022.

Section 6 Termination

Either party may terminate this Agreement without cause by providing at least thirty (30)

days' prior written notice to the other party in accordance with Section 10. In the event of termination, District will provide payment to Rosecrance for all services rendered up to the termination date on a pro rata basis. Further, any termination of this Agreement shall be without prejudice to any other right or remedy to which the terminating party shall be entitled, either at law or in equity, under this Agreement or otherwise.

Section 7 Independent Contractor Status

This Agreement shall not be construed to create any relationship between the parties other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this Agreement. The parties shall be independent contractors and none of them shall be construed to be the agent, partner, joint venture, or representative of the other. The parties agree that no party shall have the express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of any other party except as otherwise expressly provided in this Agreement.

Section 8 Indemnification

Each party shall indemnify, defend and hold harmless the other party and its officers, directors, employees, agents, successors and assigns against any and all claims, demands, damages, interest or penalties arising out of the breach of this Agreement by or the negligence or intentional misconduct of the indemnifying party or its present or former employees, agents or contractors. Any party seeking indemnification under this section will promptly notify the other party in writing of any actual, potential or threatened action, suit or proceeding to which it believes such indemnity applies. Any party seeking indemnification shall assist the indemnifying party in the defense of any action to the extent reasonably possible. The obligations set forth in the section shall survive the termination of this Agreement.

Section 9 Insurance

During the term of this Agreement, Rosecrance, at its sole cost and expense, shall carry and maintain comprehensive general liability insurance, insuring against all liability of Rosecrance arising out of the services provided pursuant to this Agreement, with a minimum combined single limit of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$3,000,000) general aggregate. Rosecrance shall also carry Automobile Liability and Professional Liability Insurance with a combined single limit of \$1,000,000. Rosecrance shall also keep and maintain Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under the Illinois Workers' Compensation Act and any similar laws for Rosecrance's respective employees. In addition, Rosecrance shall carry umbrella liability insurance that follows form coverage with a minimum combined single limit of One Million dollars (\$4,000,000.00) per occurrence and One Million Dollars (\$4,000,000) general aggregate. The liability insurance shall include sexual abuse and molestation coverage.

All insurers shall be licensed by the State of Illinois and rated A+-VII or better by AM. Best or comparable rating service. Rosecrance shall provide District with certificates of insurance upon request that are reasonably acceptable to District evidencing the existence of the coverage

described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling District to terminate this Agreement immediately.

Section 10 Notice

All notices, requests, approvals, demands, and other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given and to be effective when delivered personally (including delivery by express or courier service) or, if mailed, three (3) business days after being deposited, postage prepaid, certified or registered mail, return receipt requested, in the United States mail bearing the address shown in this Agreement, for, or such other address as may be designated in writing hereafter by, such party:

If to Rosecrance:

Rosecrance Inc.
Attn: General Counsel
1021 N. Mulford Road
Rockford, IL 61107

If to District:

District 300
Central Office
2550 Harnish Drive
Algonquin, IL 60102

Section 11 Amendments

Neither this Agreement nor any term or provision hereof may be changed, waived, discharged, or terminated except by an instrument in writing signed by the party against which the enforcement of the change, waiver, discharge, or termination is sought.

Section 12 Assignment

The Services provided hereunder may be carried out by professional subcontractors of Rosecrance. Notwithstanding the foregoing, the parties expressly agree that this Agreement shall not be assigned except with the written consent of the other party.

Section 13 Severability

The invalidity of any provision of this Agreement shall not impair the validity of any other provision. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, that provision shall be deemed as severable from other sections or provisions of this Agreement.

Section 14 Non-Solicitation

During the Term of this Agreement and for one (1) year following expiration or termination of this Agreement for any reason, each party agrees not to solicit or hire directly or indirectly (including through any affiliate or subsidiary) any of the other's employees or contractors who provided Services under this Agreement without the prior written consent of the other party. This Section shall survive termination or expiration of this Agreement.

Section 15 Waiver

No delay or failure to exercise any right under this Agreement by either party shall operate as a waiver of such right or of any other rights under this Agreement. A waiver on one occasion shall not be construed as a bar to or waiver of any such right or remedy on any future occasion.

Section 16 Governing Law

This Agreement shall be subject to and construed under the laws of the State of Illinois.

Section 17 Entire Agreement

This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof.

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be duly executed and delivered by their proper and duly authorized officers as of the date specified thereon.

COMMUNITY DISTRICT 300

ROSECRANCE, INC.

By: _____

By: _____

Name: Susan Harkin

Name: _____

Title: Chief Operating Officer

Title: _____

Date: _____

Date: _____

EXHIBIT A
SERVICES

SUMMARY OF POTENTIAL PROGRAM SERVICES TO BE PROVIDED AT THE DISTRICT'S SCHOOLS:

1. Prevention education for faculty as agreed upon by the parties.
2. Training and orientation to the SAP Counselor for both faculty and students at the beginning of each academic school year as requested by the District.
3. Conduct substance use disorder pre-assessment screenings or mental health screenings with at risk students as appropriate.
4. Perform interventions with substance using students as requested.
5. Perform student referral and follow-up as appropriate for substance use disorder or mental health treatment.
6. Participate in re-entry conferences with students returning from substance use disorder or mental health treatment and respective District personnel when requested.
7. Prevention education and support for parents as agreed upon by both parties.

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: June 8, 2021

TO: Fred Heid, Superintendent
Board of Education

FROM: Shelley Nacke, Assistant Superintendent
Education Services

RE: Psychological Services (Renewal)

	Presented at the following Board Meetings:	
		On:
	Construction/Facility	
	Finance	
	Policy/Legislative	
	School Utilization	
X	BOE 1st Reading	June 8, 2021
X	BOE 2nd Reading	June 22, 2021

Background

This is a renewal contract for substitute psychological and social workers professionals to perform an evaluation as needed for students for IEP compliance and who speak languages where it is hard to find a related service professional who speaks that language. This would also be used for the current opening at Liberty Elementary, Perry Elementary, Meadowdale Elementary, District and any possible FMLA leaves. This contract will be paid for out the Special Education Department budget. IDEA funding is available for the psychologist.

Recommendation

The administration recommends the approval of this contract.



SERVICES AGREEMENT

THIS SERVICES AGREEMENT (“Agreement”) is made on **May 26th, 2021** by and between **Center for Special Education Services (“CSES”)**, an Illinois Limited Liability Company, and **Community Unit School District 300 (“CLIENT”)**, an Illinois School District. (Collectively, CSES and CLIENT may be referred to as the “Parties” and each individually as a “Party”). This Agreement is made with reference to the following facts:

WHEREAS, CSES specializes in providing school related professional services and is willing to provide its services to CLIENT;

WHEREAS, CLIENT desires to have services provided by CSES;

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CSES and CLIENT, intending to be legally bound, hereby agree as follows:

- 1. DESCRIPTION OF SERVICES.** Beginning on or before July 1st, 2021 (“Effective Date”), CSES shall provide CLIENT with school related professional services (“Services”) as provided in Appendix A to this Agreement, entitled “Description of Services,” attached to this Agreement, upon the terms and conditions set forth in this Agreement.
- 2. PERFORMANCE OF SERVICES.** The services to be performed pursuant to this Agreement will be provided by an independent contractor (“Contractor”) designated by CSES, with the approval of CLIENT. The assignment and review of work performed pursuant to this Agreement shall be completed at CLIENT’S premises. CLIENT will rely on the assigned Contractor to work as many hours as may be reasonably necessary to fulfill CSES’s obligations under this Agreement. It is understood and agreed that the Contractor has full dominion and control over the means by which services are to be performed under this Agreement and that any approval by CLIENT of reports, methods, or techniques or evaluation of the quality of Services being provided shall not be construed to alter the independent contractor status of the CSES Contractor. Furthermore, it is CSES policy that our Contractors may not serve in the capacity of an LEA representative at CLIENT IEP meetings, unless CLIENT executes Appendix C to this Agreement, entitled “Waiver for IEP Meetings.”

3. MATERIALS. Evaluation materials, such as testing kits and protocols will be provided by CLIENT. In the event that CLIENT is unable to provide evaluation materials, CSES will provide the materials and charge CLIENT the usual and customary fee associated with this product.

4. PAYMENT.

4.1 Fee Schedule. Fees for Services rendered will be paid by CLIENT to CSES. Please refer to Appendix B of this Agreement, entitled “Fee Schedule” for current rates. We review and may revise our rates yearly. If rates are revised, we will provide CLIENT with an updated Fee Schedule.

4.2 Invoices. CSES will bill CLIENT for Services performed in furtherance of this Agreement pursuant to the Fee Schedule and will issue invoices on a bi-weekly basis for the work incurred over the course of that billing period. Invoices will reflect the charges for that billing period. In accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., all fees due CSES shall be paid within sixty (60) calendar days from the date of receipt of the invoice and with the approval of the CLIENT’S Board.

4.3 Late Payments. Any fees owed after the sixty-day calendar period shall be deemed as past due and subject to a one hundred dollar (\$100.00) late charge per invoice and interest of one percent (1%) per billing period.

4.4 Payment Obligations. CLIENT’S obligation to pay CSES fees for Services rendered shall be unconditional. CLIENT’S payment obligations include late charges and any third-party collection costs incurred by CSES to collect past due amounts, including reasonable attorneys’ fees.

4.5 Checks Payable: CLIENT should make all checks payable to: “Center for Psychological Services”, the parent organization of CSES.

5. NEW PROJECT APPROVAL. CSES and CLIENT recognize that CSES’S Services will include working on various projects for CLIENT. CSES shall obtain the approval of CLIENT prior to the commencement of any new projects and work on them will be performed only by prior mutual agreement.

6. TERM/TERMINATION. This Agreement will commence on the Effective Date first above listed and shall continue in full force and effect for a period of one-year from the Effective Date (“Initial Term”). This Agreement may be renewed by written agreement of the Parties. This Agreement may be terminated by either Party at any time and without cause by giving ten (10) days’ written notice to the other Party. In the event of such termination, CLIENT may, at its discretion, require CSES to fulfill any existing obligations to provide Services pursuant to this Agreement. In the event of termination of this Agreement, CLIENT will pay CSES for all Services rendered to the date of termination, and subsequent if outstanding Services are rendered. Payment shall be made to CSES in accordance with Section 4 of this Agreement.

In the event that specific performance of this Agreement is frustrated by an event outside of the control of either party, such as an extended school closure, the Parties agree that CLIENT will utilize its best efforts to continue to provide Contractor with billable activities as contemplated under this Agreement. If CLIENT is unable to provide Contractor with sufficient billable activities, CSES may elect to provide CLIENT with ten (10) days written notice that CSES will remove a CLIENT's Contractor and assign that individual to another client. In this event, CLIENT will pay CSES for all Services rendered to the date of reassignment, and subsequent if outstanding Services are rendered. Payment shall be made to CSES in accordance with Section 4 of this Agreement.

7. RELATIONSHIP OF PARTIES. It is understood by the parties that CSES is an independent contractor with respect to CLIENT, and not an employee of CLIENT. CLIENT will not provide fringe benefits, including health insurance benefits, paid vacation, nor any other employee benefit, for the benefit of CSES. As a result of the independent contractor relationship between CLIENT and CSES, CLIENT is bound by I.R.S. statutes to issue 1099 forms for services paid. CSES shall provide CLIENT with its federal tax identification number (F.E.I.N.).

8. EMPLOYEES AND SUBCONTRACTORS. CSES's professional staff shall meet all applicable professional licensing requirements. All CSES professional staff are supervised by a licensed professional in their field of study. Professional staff and employees who perform services for CLIENT under this Agreement shall also be bound by the provisions of this Agreement. CSES shall provide CLIENT with professional references and comprehensive background checks, including fingerprints if requested, for all professional staff, employees and subcontractors who perform work pursuant to this Agreement. CLIENT reserves the right to approve or disapprove the use of any, and all, CSES professional staff, employees and subcontractors in the performance of this Agreement.

9. INSURANCE. CSES acknowledges CSES's obligation to obtain appropriate insurance coverage, including professional liability insurance, for the benefit of CSES (and CSES's employees, independent contractors, and doctoral students, if any). CSES agrees to maintain in full force and effect liability insurance covering the operation with limits of not less than One Million Dollars (\$1,000,000.00). CSES shall list CLIENT as a named insured under the CSES's insurance policy. Upon request from CLIENT, CSES will provide CLIENT with a certificate of insurance complying with the foregoing. CSES waives any rights to recovery from CLIENT for any injuries that CSES (and/or CSES's employees, independent contractors, and doctoral students) may sustain while performing services under this Agreement and that are a result of the negligence of CSES or CSES's employees or independent contractors. On each anniversary of the effective date of this Agreement, CSES shall provide CLIENT with evidence of current insurance.

10. INDEMNIFICATION. Parties agree to indemnify, defend and hold harmless each other, and each other's officers, principals, employees, and agents, from and against any and all liability, claims, losses, expenses, fees, including, but not limited to, attorneys' fees, and judgments that may arise out of any lawsuit or proceeding by or against either party for any acts, omissions, or breach of covenants under this Agreement, including alleged negligence or

professional malpractice, and for the acts or omissions of either party's employees and/or agents, if any.

11. CONFIDENTIALITY. CSES acknowledges and agrees that CLIENT is the owner of its students' records, and all records assigned to CSES are the property of CLIENT. However, during the term of this Agreement, and any renewal thereof, CSES acknowledges and agrees that it is responsible for maintaining, disclosing, storing, and retaining student' records under their control in compliance with applicable federal and state law and the relevant code of conduct of the profession. CSES may remove records of only those students assigned to CSES from the premises of CLIENT for the sole purposes of conducting Services pursuant to this Agreement.

During the term of this Agreement, any renewal thereof, and even after the termination or expiration of this Agreement, CSES will uphold and abide by the federal and state confidentiality laws, including the provisions of the Federal Family Educational Rights and Privacy Act ("FERPA"), the Illinois School Student Records Act ("ISSRA"), and the Illinois Mental Health and Developmental Disabilities Confidentiality Act ("IMHDDCA") as related to rendering Services under this Agreement and the use and disclosure of student records. CSES agrees herein that it has no proprietary interest in any of the confidential information concerning CLIENT's students.

12. RETURN OF RECORDS. Upon the expiration or termination of this Agreement, CSES agrees to provide CLIENT with any records pertaining to CLIENT students, including all records, notes, documentation and other items that were used, created, or controlled by CSES during the term of this Agreement, but for the personal notes of the CSES Contractor.

13. NON-COMPETE AGREEMENT. Recognizing that CSES has a legitimate business interest in preventing unfair competition from its sub-contractors, CLIENT agrees and covenants that during the period of this Agreement and for a period of one year following the termination of this Agreement, whether such termination is voluntary or involuntary, CLIENT shall not contract with any of the CSES sub-contractors to provide services for CLIENT without the prior written consent of CSES. In the event that CLIENT hires a CSES contractor as an employee or contractor during this exclusionary period of one year, it shall pay a finder's fee of \$10,000.00 to CSES.

14. ASSIGNMENT. Neither this Agreement nor any interest in this Agreement nor any claim arising under or in connection with or relating to this Agreement may be assigned by either Party without the other Party's prior written consent, and any attempted assignment without such consent will be void, and may be cause for termination of this Agreement.

15. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for CLIENT:

Community Unit School District 300
Shelley Nacke
Assistant Superintendent of Education Services
2550 Harnish Dr
Algonquin, IL, 60102

IF for CSES:

Center for Special Education Services, LLC (a Center for Psychological Services Company)
Adam Kredow
Chief Executive Officer
400 Skokie Boulevard., Suite 245
Northbrook IL 60062

Such names and address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

- 16. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.
- 17. AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.
- 18. SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- 19. WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
- 20. APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of Illinois.
- 21. PREVIOUS CONTRACTS.** This contract supersedes all previous contracts between CLIENT and CSES.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the day and year first above written.

CENTER FOR SPECIAL EDUCATION SERVICES, an Illinois Limited Liability Corporation

COMMUNITY UNIT SCHOOL DISTRICT 300, an Illinois School District

Adam Z. Kredow

Susan Harkin

Printed Name

Printed Name

(Signature on File)

Adam Z. Kredow

Signature

Signature

Superintendent

CEO

Title

Title

05/26/2021

Date



Appendix A - Fee Schedule

Full Day Consultant by: Psych, SLP, OT or PT

- **\$600/Day In-Person Attendance**
- **\$550/Day Virtual Attendance**

Full Day by Consultant by: SW, Counselor or RN

- **\$500/Day In-Person Attendance**
- **\$450/Day Virtual Attendance**

Individual Assessment and Report by: Psych, SW, SLP, OT or PT

- **AS NEEDED: \$1,500/Assessment**
- **5-20 EVALUATIONS: \$1350/Assessment**
- **20+ EVALUATIONS: \$1200/Assessment**

Individual Bilingual Assessment and Report by: Psych, SW, SLP, OT or PT

- **AS NEEDED: \$1750/Assessment**
- **5-20 EVALUATIONS: \$1600/Assessment**
- **20+ EVALUATIONS: \$1400/Assessment**

Comprehensive Early Childhood Assessment Team Eval and Report

- **AS NEEDED: \$3000/Assessment**
- **5-10 EVALUATIONS: \$2750/Assessment**
- **11-20 EVALUATIONS: \$2500/Assessment**
- **20+ EVALUATIONS: \$2250/Assessment**

Comprehensive Bilingual Early Childhood Assessment Team Eval and Report

- **AS NEEDED: \$3500/Assessment**
- **5-20 EVALUATIONS: \$3250/Assessment**
- **20+ EVALUATIONS: \$3000/Assessment**

Individual Attendance at Domain IEP Meeting

- **\$300/EACH**

Direct Consultation to District

- **\$250/HOUR**

Student No Show/Late Cancel (24 hours) For Assessment:

- **\$350/Evaluation**

**A "Full Day" is considered the time-in to the time-out for district staff including 30 minutes for lunch*

*** Note: discounts only apply for guaranteed purchase at the start of contract*



Appendix B – Waiver for IEP Meetings

Pursuant to the Individuals with Disabilities Education Improvement Act (“IDEIA”), 20 U.S. Code, Section 1414(d)(1)(B)(iv), and conforming Illinois law, school districts are responsible for ensuring that a representative from the local education agency (“LEA”) is present at all IEP meetings. That section reads in pertinent part:

- (B) Individualized education program team. The term “individualized education program team” or “IEP Team” means a group of individuals composed of—*
- (iv) a representative of the local educational agency who—*
- (I) is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;*
- (II) is knowledgeable about the general education curriculum; and*
- (III) is knowledgeable about the availability of resources of the local educational agency;*

Given that CSES Contractors are not employees of CLIENT under this Agreement, it is CSES’ position that CSES Contractors should not serve in the capacity of an LEA representative at CLIENT IEP meetings. However, CSES recognizes that there may exist circumstances where CLIENT may request a CSES Contractor to serve in the capacity as an LEA representative.

CLIENT, by signing below, agrees to assume any risk associated with assigning a CSES Contractor to serve as an LEA representative at an IEP meeting and releases CSES from any and all causes of actions, claims and damages, including attorney’s fees, whether known or unknown, that may arise from this circumstance.

Signature:

Title: Superintendent

Date:

Print Name: Susan Harkin



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 24, 2021
TO: Fred Heid, Superintendent
Board of Education
FROM: Eberto Mora
Executive Director of Human Resources

Presented at the following Board Meetings	
Construction/Facility	
Finance	06/08/2021
Policy/Legislative	
School Utilization	
BOE 1st Reading	06/08/2021
BOE 2nd Reading	06/22/2021

SUBJECT: 2021-2022 Administrator Handbook

Background

The attached document reflects the FY 2021-2022 proposed salary and benefits for the District administrative and supervisor staff. As part of the compensation package, we are recommending adding 1.5% to the salary schedule. This amount plus the 2% step equates to a 3.5% salary increase. In the red-lined handbook, we have highlighted the appropriate changes.

Recommendation

The Administration recommends that the Board approve the Administrative and Supervisor Staff Handbook as presented. The proposed salary increase is reflected in the financial projections.

ADMINISTRATORS AND SUPERVISORY STAFF

COMPENSATION AND BENEFITS

~~2020-2021~~

2021-2022

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CERTIFIED ADMINISTRATORS AND SUPERVISORY STAFF COMPENSATION AND BENEFITS HANDBOOK

SALARY COMPENSATION

Compensation will be paid in accordance with the schedule approved by the Board. The Board may elect not to advance an administrative/support staff employee on the salary schedule.

Administrators, who have exceeded years of service beyond the established scale, will earn the average annual adjustment of all administrators in levels.

Placement on salary schedule: When a current employee is moved to an administrative classification of higher pay, consideration will be given to previous years of administrative experience. For involuntary assignments/placements to a lower grade position, the employee will maintain the current salary for the remainder of the current fiscal year and be placed at the appropriate salary grade and step for the position in the subsequent year. For voluntary assignments/placements to a lower grade position, the employee may maintain the current salary based on the recommendation of the Superintendent and the approval by the BOE.

Administrators may be eligible to receive a performance-based bonus.

Board paid TRS for Certified Administrators

The Board pays the employee portion of TRS and retirement insurance (T.H.I.S. Fund).

Pay Procedures

Employees are paid their annual salary in 26 equal installments, beginning in July and ending in June of each fiscal year. Certified administrators and supervisory staff shall receive their pay by direct deposit.

CONTRACT YEAR

The administrator/supervisor contract year begins July 1 and ends on June 30 of the following year.

The number of workdays (listed on the salary schedule in the appendix) refers to weekdays and excludes Saturdays and Sundays. Legal holidays are observed when they fall within the normal workweek – Monday through Friday. Start and stop dates for those employed fewer than 262 days are set individually by the supervisor. 262-day contracts include paid legal holidays; contracts having fewer than 262 days exclude paid legal holidays.

HEALTH CARE BENEFITS

1. Medical

The Board of Education shall contribute an amount equal to 80% percent of the premium cost for an individual plan and 70% percent for a family plan. Employees may choose between a health maintenance organization (HMO), participating provider option (PPO) or a High Deductible PPO/HSA plan.

2. Dental

The Board of Education shall contribute an amount equal to 80% percent of the premium cost for an individual or family plan. Employees may choose between a dental HMO program, dental PPO program, or a dental Indemnity program.

3. Vision

The Board of Education shall contribute an amount equal to 80% percent of the premium cost for an individual or family plan.

EMPLOYEE ASSISTANCE PROGRAM

The District uses Perspectives to provide all District employees and their families' confidential free assessments and unlimited short term counseling sessions. Counseling services will be provided at no cost for family, marital, stress, emotional problems, psychological disturbances, legal and financial difficulties, and chemical dependency.

Perspectives 24-hour number is (800)456-6327.

LIFE INSURANCE

1. Basic Group Life Insurance

Employees are covered for a term life insurance benefit equal to annual salary up to a maximum of \$150,000. Premiums are paid by the Board.

2. Personal Accidental Death & Dismemberment Coverage

When enrolling for Basic Life Insurance coverage, employees are automatically enrolled for Personal Accidental Death and Dismemberment (PAD&D) coverage. PAD&D is available for employees only in an amount equal to their Basic Life coverage. Premiums are paid by the Board.

3. Optional Life Insurance

Employees may obtain between \$10,000 and \$500,000 of additional life insurance for him/herself, available through payroll deduction, in \$10,000 increments. Premiums are paid by the employee.

4. Dependent Coverage – Life Insurance

Employees may obtain life insurance coverage for their spouse in \$5,000 increments, with a minimum benefit of \$5,000 and a maximum of \$250,000. Life insurance coverage is also available in the amount of \$10,000, \$5,000 or \$1,000, for employee's dependent children age 6 months to 26 years. Premiums are paid by the employee

5. Voluntary Accidental Death and Dismemberment Coverage

Employees can receive Voluntary Accidental Death and Dismemberment (VAD&D) coverage when they have purchased optional life insurance coverage. VAD&D is available in multiples of 1 to 10x salary up to a maximum of the lesser of 10x salary or \$500,000. Premiums are paid by the employee.

DISABILITY INSURANCE

The long-term disability plan provides financial protection for an employee by paying a portion of their income while they are disabled. The amount received is based on the amount earned before the disability began. The Board pays 100 percent of the cost for this coverage.

FLEXIBLE SPENDING PLAN AND 403(b)/457 PLAN

All administrators shall be eligible to participate in a Section 125 Flex Plan and a Section 457 or 403(b) tax-sheltered annuity plan selected by the Board.

HEALTH REIMBURSEMENT ACCOUNT

All administrators will receive a Health Reimbursement Arrangement (HRA) paid by the Board of Education in the amount of \$300 annually.

LIABILITY INSURANCE

All administrative employees shall be covered under the Board-approved liability insurance policy.

FUNERAL LEAVE AS DISTRICT REPRESENTATIVE

Absence as representatives of the District or school at funerals of community leaders, staff members, retired staff members, parents of students, students, etc., shall be allowable as time off with pay when this absence has prior approval by the Superintendent or designee.

VACATION

Administrators shall receive 25 vacation days per year. Administrators will receive 13 days at the start of their contract and will then accrue one (1) day per month for the duration of their 12-month contract. Administrators may only carry over a maximum of 10 days into the following year. If an administrator is hired after the start of the year, vacation days will be prorated. Should an administrator's employment end before the start of the academic school year the 13-day annual allotment will be forfeited

SICK LEAVE

On July 1 of each year, administrators are awarded 12 sick days. If an administrator is hired after the start of the year, sick days would be prorated to reflect one day of sick leave for each month remaining in the contract year (as previously defined).

Unused sick leave may accumulate to an unlimited number of days. Upon retirement/separation of employment, unused accumulated sick days will be reported TRS or IMRF for service credit. Sick leave shall be interpreted to mean personal illness, quarantine at home, illness in the immediate family or household. The immediate family for purposes of this section shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal dependent.

Administrators may use up to 3 sick leave days per incident for leave connected with the death of a member of their immediate family as defined above. The Superintendent or designee may extend such time to allow for special circumstances.

SICK LEAVE BANK

A sick leave bank has been established for the participation of all certified staff. After an initial contribution, no further donations will be requested from members until the Sick Leave Bank has been depleted to 200 or fewer days. Upon their initial date of hire, each administrator will be required to contribute one day to the Sick Leave Bank.

Any participating member who has had an illness of at least ten consecutive days and has exhausted his or her accumulated sick leave and who has also used two uncompensated sick days will be eligible to apply to the Sick Leave Bank Committee for additional days. Sick days from the bank shall be remunerated at 100% of the employee's scheduled salary. Members are eligible for a number of days from the Sick Leave Bank equal to the highest number of sick days the individual has accumulated but no less than ten days for a first-year member, 15 days for a second-year member, and 20 days for members who are in their third year of employment and beyond. The number of days granted to any member shall not exceed 185 days. Members shall not have to pay back the number of days granted by the Committee.

Note:

1. Further clarifications and explanations are included in the LEAD 300 contract.

PERSONAL DAYS

Two personal days per year are available for taking care of personal and/or family business that cannot be taken care of other than during school time.

Administrators receive their personal days on July 1. These days accumulate as sick leave if unused.

FLEX DAYS

Administrators employed 220 days may receive up to 4 flex days in recognition of numerous evening and weekend supervision commitments throughout the school year. Permission must be secured from the administrator's immediate supervisor when using these days. The flex days are non-cumulative and cannot be used before the start of the academic school year. Should an administrator's employment end before the beginning of the academic school year, all flex days will be forfeited.

RELIGIOUS HOLIDAYS

Those employees who wish to observe major religious holidays of their faith, two release days may be granted per school year. Any days requested beyond the two shall be granted but will be considered benefit days. Such requests shall be in writing and approved in advance by the Superintendent.

JURY DUTY

The District complies with the Illinois School Code of Illinois Section 10-20.7 and provides further that there shall be no loss in salary or benefits due to jury duty.

RETIREMENT

Certified Administrators eligible for regular retirement will follow the same parameters as agreed to in the negotiated contract between the Board of Education and LEAD 300 Certified Members.

Non-Certified Administrators who retire from the District through IMRF after completing at least ten (10) years of continuous service shall receive separation pay equal to the per diem rate of the member for unused sick leave up to eighty (80) days. Payment shall be made in the second full calendar month following the month in which the employee retires from the District through IMRF, less any applicable deductions required by law.

MOVING EXPENSES

Effective July 1, 2015, any Administrator may receive home moving expenses up to \$4,500, based on estimates received if they reside outside the District and move into the District during their first year of employment as an administrator in D300. During their first year (consisting of a 12 month calendar year from their date of hire), an administrator must submit a letter of intent to the superintendent informing him/her of their scheduled moving date should it fall outside of the 12-month timeframe. Such requests shall be in writing and approved in advance by the Superintendent.

An employee will provide two (2) written moving expense estimates detailing the cost of moving by a professional mover. The employee must complete a reimbursement form, include the original receipts and submit to Human Resources for approval. The employee may select a one-time cash payment or may choose to have the District pay the mover directly. Reimbursed moving expenses are subject to income and employment taxes as per IRS regulations

If the employee resigns from the District as an employee before completing 36 months of service, such moving reimbursement shall be refunded to the District.

TRAVEL REIMBURSEMENT

Monthly mileage reimbursement for travel will be provided for the following positions per month or at the published IRS rate if submitting documentation approved by a supervisor.

Level	Amount	Level	Amount
Positions at Level AA and A	\$200	Coordinators Level G	\$100
Assistant Sup Level B	\$200	Athletic Directors Level F	\$100
Directors at Level C, D, E and G	\$200	Associate Principals Level E	\$50
Principals at Level B, C, D and E	\$100	Assistant Principals Level G, I, J	\$50
Coord & Ed Serv Spec Level G	\$100	Other Positions at level H, I, J, K, and L	\$50

PROFESSIONAL ORGANIZATION MEMBERSHIPS/PUBLICATIONS

Pending yearly Title II funding ability and Superintendent approval, District 300 will purchase ASCD memberships for all building level administrators and all district-level instructional administrators using an institutional membership.

CONFERENCE ATTENDANCE

Pending yearly Title II funding availability and Superintendent approval, a three-year, staggered national/regional conference attendance program will be established and published at the beginning of each school year. All national/regional conferences must be approved in advance by the Superintendent. Administrator's eligible for this benefit is limited to Principals and High School Associate Principals.

National/regional conference attendance is reserved for administrators who are not approved for any early or regular retirement incentive/bonus program.

Attendance costs are limited to \$1,750 per year per eligible participant. Any additional expense above the set limit will be the responsibility of the individual attending the conference.

TUITION REIMBURSEMENT

Per Administrative Procedure 5:100, Administrators enrolled in an accredited program are eligible for tuition reimbursement up to \$300 per credit hour. The maximum number of courses submitted for reimbursement is limited to eight, three-hour courses per year. Maximum reimbursement is \$7,200 per year, per individual. The IRS limits the amount of tuition that employers can reimburse employees tax-free to \$5,250.

Participating administrators must sign a Qualified Education Expense Reimbursement Agreement with District 300 stating that should they, by choice, leave the District's employment during progress towards the graduate-level degree or before four years after earning the degree, the administrator will reimburse the District for the associated costs to this benefit.

Administrators who earn their doctoral degree through an approved and accredited university will receive an 8% increase to their base salary

Beginning July 1, 2016, administrators will only be eligible to receive the 8% increase to their base salary if the doctoral degree is completed through an approved and accredited university and is directly applicable to the administrator's daily function. Requests for consideration regarding the applicable nature of the doctoral degree shall be submitted in writing and approved in advance by the Superintendent. Only those employees hired before June 30, 2018 are eligible to receive the 8% increase to their base salary.

If the current degree is determined not to be applicable, the administrator may resubmit a request for review if/when they transition into a new administrative role where the doctoral degree may be applicable. Requests for consideration regarding the applicable nature of the doctoral degree shall be submitted in writing and approved in advance by the Superintendent.

Note:

1. This section does not apply to those administrators who have entered into a retirement contract

APPENDIX – 2021-2022 SALARY SCHEDULE

Level	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Days*	261	261	261	261	261	261	261	261	220	261	220	261	220	261	261
<u>1</u>	\$207,000	\$146,302	\$132,250	\$123,949	\$116,221	\$ 101,181	\$ 96,155	\$ 91,154	\$ 91,154	\$ 86,139	\$ 79,872	\$ 78,185	\$ 73,606	\$ 87,323	\$ 55,366
<u>2</u>	\$214,307	\$149,227	\$134,896	\$126,427	\$118,544	\$ 103,205	\$ 98,078	\$ 92,978	\$ 92,978	\$ 87,861	\$ 81,470	\$ 79,749	\$ 75,078	\$ 89,069	\$ 56,474
<u>3</u>	\$221,872	\$152,212	\$137,593	\$128,956	\$120,915	\$ 105,269	\$100,040	\$ 94,837	\$ 94,837	\$ 89,618	\$ 83,100	\$ 81,343	\$ 76,579	\$ 90,851	\$ 57,603
<u>4</u>	\$229,704	\$155,255	\$140,345	\$131,535	\$123,334	\$ 107,374	\$102,040	\$ 96,734	\$ 96,734	\$ 91,411	\$ 84,763	\$ 82,970	\$ 78,111	\$ 92,667	\$ 58,755
<u>5</u>	\$237,813	\$158,361	\$143,152	\$134,167	\$125,800	\$ 109,522	\$104,081	\$ 98,667	\$ 98,667	\$ 93,239	\$ 86,457	\$ 84,630	\$ 79,673	\$ 94,520	\$ 59,931
<u>6</u>	\$246,208	\$161,529	\$146,014	\$136,849	\$128,317	\$ 111,712	\$106,164	\$100,641	\$100,641	\$ 95,103	\$ 88,186	\$ 86,322	\$ 81,268	\$ 96,411	\$ 61,129
<u>7</u>	\$254,899	\$164,759	\$148,935	\$139,587	\$130,884	\$ 113,947	\$108,286	\$102,654	\$102,654	\$ 97,006	\$ 89,949	\$ 88,049	\$ 82,893	\$ 98,339	\$ 62,352
<u>8</u>	\$263,897	\$168,054	\$151,914	\$142,378	\$133,501	\$ 116,227	\$110,452	\$104,707	\$104,707	\$ 98,945	\$ 91,748	\$ 89,810	\$ 84,552	\$100,306	\$ 63,599
<u>9</u>	\$273,212	\$171,415	\$154,953	\$145,226	\$136,171	\$ 118,551	\$112,662	\$106,802	\$106,802	\$100,923	\$ 93,584	\$ 91,607	\$ 86,242	\$102,313	\$ 64,872
<u>10</u>	\$282,857	\$174,844	\$158,052	\$148,131	\$138,895	\$ 120,922	\$114,915	\$108,938	\$108,938	\$102,942	\$ 95,455	\$ 93,439	\$ 87,966	\$104,359	\$ 66,168
<u>11</u>	\$292,841	\$178,341	\$161,212	\$151,094	\$141,673	\$ 123,341	\$117,212	\$111,117	\$111,117	\$105,001	\$ 97,365	\$ 95,309	\$ 89,725	\$106,446	\$ 67,490
<u>12</u>	\$303,179	\$181,906	\$164,435	\$154,115	\$144,506	\$ 125,807	\$119,557	\$113,340	\$113,340	\$107,101	\$ 99,313	\$ 97,214	\$ 91,520	\$108,576	\$ 68,841
<u>13</u>	\$313,881	\$185,545	\$167,725	\$157,196	\$147,395	\$ 128,323	\$121,949	\$115,606	\$115,606	\$109,243	\$101,298	\$ 99,158	\$ 93,351	\$110,747	\$ 70,218
<u>14</u>	\$324,961	\$189,256	\$171,079	\$160,342	\$150,343	\$ 130,890	\$124,388	\$117,918	\$117,918	\$111,428	\$103,325	\$101,143	\$ 95,217	\$112,962	\$ 71,622
<u>15</u>	\$336,432	\$193,041	\$174,501	\$163,547	\$153,350	\$ 133,508	\$126,877	\$120,276	\$120,276	\$113,657	\$105,390	\$103,165	\$ 97,120	\$115,222	\$ 73,056
<u>16</u>	\$348,308	\$196,903	\$177,990	\$166,818	\$156,418	\$ 136,177	\$129,414	\$122,682	\$122,682	\$115,929	\$107,499	\$105,227	\$ 99,062	\$117,526	\$ 74,516
<u>17</u>	\$360,603	\$200,841	\$181,551	\$170,156	\$159,545	\$ 138,901	\$132,003	\$125,136	\$125,136	\$118,248	\$109,648	\$107,331	\$101,044	\$119,876	\$ 76,006
<u>18</u>	\$373,333	\$204,857	\$185,181	\$173,558	\$162,736	\$ 141,679	\$134,642	\$127,638	\$127,638	\$120,613	\$111,842	\$109,478	\$103,064	\$122,274	\$ 77,527
<u>19</u>	\$386,511	\$208,955	\$188,885	\$177,029	\$165,990	\$ 144,513	\$137,336	\$130,191	\$130,191	\$123,025	\$114,079	\$111,667	\$105,126	\$124,720	\$ 79,077
<u>20</u>	\$400,155	\$213,135	\$192,662	\$180,570	\$169,310	\$ 147,401	\$140,082	\$132,793	\$132,793	\$125,484	\$116,360	\$113,901	\$107,229	\$127,215	\$ 80,659

LEVEL	POSITION
AA	DEPUTY SUPERINTENDENT
A	CHIEF (ACADEMIC OFFICER, of SCHOOLS, FINANCIAL OFFICER/CSBO, OPERATING OFFICER/CSBO, LEGAL COUNSEL)
B	ASSISTANT SUPERINTENDENT (EDUCATION SERVICES, CURRICULUM & INSTRUCTION, ELEMENTARY, SECONDARY, TITLE I, HUMAN RESOURCES, DIGITAL LEARNING & INNOVATION), PRINCIPAL (HIGH SCHOOL)
C	PRINCIPAL (K-8), EXECUTIVE DIRECTOR (HUMAN RESOURCES, TECHNOLOGY & OPERATIONS, FACILITIES, EC & COLLEGE PROGRAMS)
D	DIRECTOR I (ASSESSMENT/ACCOUNTABILITY, EARLY CHILDHOOD, DIGITAL LEARNING & INNOVATION, LITERACY, MATHEMATICS, K-12 SOCIAL & EMOTIONAL LEARNING, PROFESSIONAL DEVELOPMENT, SCIENCE, SOCIAL SCIENCES & AVID, FINANCE/CSBO, EDUCATION SERVICES; TITLE I, ELL ELL & WORLD LANGUAGES, EMPLOYEE & LABOR RELATIONS, DIVERSITY EQUITY & INCLUSION, RTI), PRINCIPAL (MIDDLE SCHOOL), CHIEF of COMMUNICATIONS
E	PRINCIPAL (ALT ED, ELEMENTARY, EARLY CHILDHOOD) ASSOCIATE PRINCIPAL (HIGH SCHOOL), DIRECTOR II (PE/HEALTH/DRIVERS ED/SEL, RESEARCH & ANALYTICS)
F	ATHLETIC DIRECTOR (HIGH SCHOOL)
G	ASSISTANT PRINCIPAL (HIGH SCHOOL), COORDINATOR II (FINE & PERFORMING ARTS, ASSESSMENT, EDUCATION SERVICES, ALT & SUPP PROGRAMING, RTI/PBIS, SCHOOL HEALTH SERVICES, TITLE I & ELL, CTE/PATHWAYS, STUDENT SERVICES , K-12 SOCIAL & EMOTIONAL LEARNING), SPECIALIST (EDUCATION SERVICES), DIRECTOR III (COMMUNICATION SERVICES, SCHOOL SAFETY, TECHNOLOGY, TRANSPORTATION, PURCHASING, FEDERAL PROGRAMS)
H	DIVISION HEAD (HIGH SCHOOL)
I	ASSISTANT PRINCIPAL (MIDDLE SCHOOL) FACILITY MANAGER <u>261/260 DAY CONTRACT</u>
J	ASSISTANT PRINCIPAL (ELEMENTARY), <u>220 DAY CONTRACT</u>
K	ASSISTANT PRINCIPAL (EARLY CHILDHOOD) <u>261/260 DAY CONTRACT</u>
L	DEAN (HIGH SCHOOL/MIDDLE SCHOOL) <u>220 DAY CONTRACT</u>
M	MANAGER (CONSTRUCTION, HUMAN RESOURCES)
N	INTERNAL AUDITOR



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 24, 2021
TO: Fred Heid, Superintendent
Board of Education
FROM: Eberto Mora
Executive Director of Human Resources

Presented at the following Board Meetings	
Construction/Facility	
Finance	06/08/2021
Policy/Legislative	
School Utilization	
BOE 1st Reading	06/08/2021
BOE 2nd Reading	06/22/2021

SUBJECT: 2021-2022 Non-Union Group Handbook

Background

The attached document reflects the FT 2021-2022 proposed salary and benefits for our non-union employee group. These employees are not covered by any other union contract; now, they are considered District administrators or supervisors. A significant number of employees in this group are part of our technology department. As part of the compensation package, we are recommending adding 1.25% to the salary schedule. This amount plus the step of 2.25% equates to a 3.5% salary increase.

In the red-lined contract, we have highlighted a minor change: Callbacks for hourly NUG Employees (Technology)

Recommendation

The Administration recommends that the Board accept the Non-Union Group Staff compensation and Benefits as presented.



COMMUNITY UNIT SCHOOL DISTRICT 300

NON-UNION GROUP

(IMRF Participants)

STAFF COMPENSATION

&

BENEFITS

July 1, 2020¹ – June 30, 2021²

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ARTICLE I: WORKING CONDITIONS

1.1 Workweek Definition

In accordance with the Fair Labor Standards Act, the workweek shall consist of forty (40) hours. The workweek begins on Sunday at 12:00 a.m. and ends the following Saturday at 11:59 p.m. Work beyond forty hours in a workweek will be compensated according to applicable laws and District Policy.

1.2 Work Day

The starting and ending time for all employees will be established per the operational requirements of the applicable building, department, or division.

All requests for time off will be confirmed with the respective supervisor as far in advance as possible.

The District is to make an effort to notify employees of mandated schedule changes (i.e., summer hours), by March 1st.

Ten-month non-union support staff will work all declared student attendance days per the school calendar in addition to all teacher professional development days. With supervisor approval, the ten-month non-union employee may work two additional days following the last student attendance day. Shall a student attendance day be canceled, employees will work the scheduled make-up dates per the school calendar.

1.3 Reporting to Work

Employees are expected to report to work on time and under the direction of their supervisor. It is the responsibility of the employee who is unable to report for work to notify their supervisor in accordance with District or departmental rules and enter their absence into the district attendance system.

1.4 Breaks and Lunch

Employees who work at least 5.0 continuous hours are to take a thirty-minute unpaid meal period no later than 5 hours after the start of their shift. Meal periods longer than 30 minutes need to be approved by a supervisor.

Employees shall be allowed a fifteen-minute break for every four hours worked. Breaks are inclusive of an employee's workday. Supervisors are responsible for establishing break and lunch schedules for employees. Breaks and lunches shall not be combined or "stacked" in order for an employee to leave work before the workday ends. An employee who feels the aforementioned procedure is not being followed needs to address the issue with their supervisor and/or Human Resources.

1.5 Unapproved Absences

Employees who do not report to work and do not have available approved leave day(s) may be subject to discipline.

1.6 Overtime, Compensatory, and Flextime (Hourly Employees)

- A. Overtime pay will be calculated against time worked (plus holiday hours) over forty, within the defined workweek, following the Fair Labor Standards Act.
- B. Employees may receive compensatory time in lieu of overtime. All compensatory time must be approved in advance by an employee's supervisor. Compensatory time will be calculated following the Fair Labor Standards Act against hours worked over forty within the defined workweek. Compensatory hours earned but not used within the two weeks after they are earned will be converted to hourly pay.
- C. Flextime allows employees of the unit to vary their regular assigned work schedule, while still requiring employees to work their prescribed number of hours as defined in Section 1.2 of this Agreement.
- D. Employees are permitted to use flex time if it is mutually agreed to by the employee and his/her direct supervisor in advance of the requested time off. The employee is required to submit all flex time requests to his/her immediate supervisor. The use of flex time shall be limited to no more than two hours per week. The hours taken as flex time must be accounted for or made up within the same workweek in which the flex time was taken.
- E. Employees may be called back due to a system or network outage. If an employee can solve the issue remotely, he or she will be paid one hour minimum. If the call requires more than one hour, additional hours shall be compensated. If the issue cannot be resolved remotely, the employee will be required to report to the worksite and he or she shall be paid at a minimum of two hours. If the call requires more than two hours, additional hours shall be compensated.

1.7 Travel Reimbursement

An employee who uses his/her own personal automobile when on school business as approved by the immediate supervisor shall be reimbursed by the Board of Education at a rate equivalent to the IRS mileage.

1.8 Probationary Period

New employees in the non-union support staff group will be hired on a probationary period for one calendar year. If a new employee does not successfully complete their probationary period, the immediate supervisor will inform the employee in writing before the completion of the one calendar year period. A copy of this written record will be submitted to the Director of Human Resources before the expiration of the one calendar year period.

1.9 10 Month Employees

Ten Month Employees will work each date when students are in physical attendance and all professional development days as identified in the corresponding approved school calendar

ARTICLE II: EMERGENCY CLOSINGS

2.1 Emergency Closings

All twelve-month employees working in the non-union support staff group are expected to report for work when school is canceled due to an “act of nature” such as a “snow-day,” power outage, flood, etc. Any employee who does not report for work will be required to utilize benefit time. A sick day may be used in the event the employee does not have any vacation or personal time available. If the employee has no benefit time to claim, the member will be docked for the time missed with no recourse. With supervisor approval, the employee may work from an alternate District location.

ARTICLE III: LEAVES OF ABSENCE & TIME OFF

3.1 Usage

- A. Hourly staff may use benefit time in increments of fifteen minutes.
- B. Exempt staff are to record full-day absences when absent the entire day.

3.2 Sick Time

- A. Employees assigned to positions who work year-round shall accrue sick time as follows:
 - 1. Employees will accrue sick days at a rate of (one) 1 day per month of employment.
 - 2. Unused sick leave may accumulate to an unlimited number of days per Board agreement.
 - 3. Any employee absent for three (3) consecutive working days or more may be required to submit a medical report of illness to his/her supervisor.
 - 4. Any employee, who has been hospitalized, shall present medical clearance, signed by his/her physician, before returning to work.
- B. Employees assigned to positions working less than full-time, year-round, who participate in IMRF, will accrue ten sick days per year (as per requirements of the Illinois School Code and IMRF). To calculate the number of hours in a day, the average of the scheduled workweek of the employee shall be the equivalent of one day.

3.3 Sick Leave Bank

A Sick Leave Bank has been established for the participation of all non-union support staff who is not an employee of a bargaining unit. After an initial contribution of one day (following one year of service), no further donations will be requested from employees until the Sick Leave Bank has been depleted to 100 or fewer days. At that time, each employee will be required to contribute a day to the Sick Leave Bank. The Board will match sick day donations each time an employee is required to donate a day.

Any participating employee who has completed one year of service, has donated a day, who has had an illness of at least ten consecutive days, has exhausted his or her accumulated sick leave and his/her accrued vacation days, and has also used two (2) uncompensated sick days will be eligible to apply to the Sick Leave Bank for additional days. Sick days from the bank shall be remunerated at 100% of the employee's scheduled salary for the first 30 days. Employees are eligible for a number of days from the Sick Leave Bank equal to the highest number of days the individual has accumulated, per occurrence, maximum of 30 days but no less than 12 days. The number of days granted to any employee shall not exceed 30 days per 12-month period. Employees shall not have to pay back the number of days granted by the committee. See guidelines on the application process for IMRF Disability information.

Employees may keep personal time in the event of need upon return.

Persons with an injury/illness that is eligible for workers' compensation will not be eligible for Sick Leave Bank days.

3.4 Personal Time

Upon completion of the probationary period, the District shall advance two (2) personal days to each employee. If an employee works less than full-time, year-round, personal days shall be pro-rated. Unused days will roll over into sick days at the end of each fiscal year.

3.5 Jury Duty

Employees shall be excused from his/her regularly assigned duties for jury duty. He/she shall be paid full compensation for attendance. The employee shall submit to the school district any jury duty stipend (less mileage, meals, and parking expenses). Employees must provide written documentation to the District to support the leave.

3.6 Vacation Days

Only employees in positions assigned to work year-round shall be granted vacation time. Vacation time is accrued, not awarded.

The following schedule will be used for paid vacation allowance:

<u>Employment Service</u>	<u>Vacation</u>
Zero to 5 years	10 days
6 years to 13 years	15 days
14 years to 20 years	20 days

Twenty-one (21) years to twenty-five (25) add one (1) additional vacation day per year for a maximum of twenty-five (25) days or five (5) weeks of vacation accrual at 25 years of employment.

The maximum amount of vacation time an employee can accrue in their vacation bank shall be limited to fifteen (15) days more than their annual vacation accrual rate outlined in this Agreement, never to exceed 35 days.

3.7 Religious Holidays

For those individuals who wish to observe major religious holidays of their faith, two release days (unpaid if no benefit time) may be granted per fiscal year. Such requests shall be in writing at least 10-days advance notice and approved in advance by the employee's supervisor.

3.8 Holidays

A. Employees who are regularly scheduled to work year-round will be paid for, Monday through Friday, but will not be required to work on these holidays when they fall on a Monday through Friday:

New Year's Eve Day*	Columbus Day
New Year's Day*	Day before Thanksgiving
Martin Luther King, Jr. Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve*
Independence Day*	Christmas Day*
Labor Day	Friday before Easter

B. Employees who are regularly scheduled to work year-round, but on a part-time basis, will be paid their daily rate for holidays that fall on their scheduled workday.

New Year's Eve Day*	Columbus Day
New Year's Day*	Day before Thanksgiving
Martin Luther King, Jr. Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Labor Day	Christmas Eve*
Friday Before Easter	Christmas Day*

*If these days fall on a Saturday or Sunday, the preceding Friday or following Monday will be declared the holiday by the administration. The Board of Education may declare additional holidays.

3.9 Bereavement Leave

Each employee shall be given two (2) days bereavement leave with pay for a death in the immediate family, per fiscal year. The immediate family will be defined as husband, wife or child (including in-laws), or parent (including in-laws), siblings (including in-laws), grandparents, uncle or aunt of the employee. The above will be interpreted to mean two (2) days at a time or a total of two (2) bereavement days per fiscal year. If additional days are required, the employee may request to use sick, personal, or vacation or days. Upon return, employees must provide written documentation to the District to support the request for bereavement leave.

3.10 Family and Medical Leave Act (FMLA)

Employees will be afforded FMLA leave pursuant to the District's FMLA policy (See Board of Education Policy). Available paid vacation, personal, or sick leave will be used concurrently with a family and medical leave.

ARTICLE IV: INSURANCE BENEFITS

4.1 Health, Dental and Vision Coverage

The parties agree that employees shall pay the same percentage of the cost of health, dental, and vision benefits offered by the district as employees represented by LEAD. Part-time employees shall have the benefits pro-rated.

4.2 Life Insurance

The district shall provide each employee of the bargaining unit, who is scheduled to work thirty (30) hours or more per week, with a \$50,000 term life insurance policy.

4.3 Health Reimbursement Arrangement (HRA) Contribution

Each full-time, twelve-month employee shall receive an annual HRA contribution in the amount of \$250.00. The employee must be active at the time of processing, deposited by August 1st, of each fiscal year.

4.4 Employee Assistance Program (EAP)

An Employee Assistance Service is available to all employees and employees of their families to provide professional help for personal problems. Through the agency's provider, any employee or family member can receive immediate and confidential support. Information regarding the Employee Assistance Program is available in Human Resources.

ARTICLE V: PROFESSIONAL GROWTH

5.1 Performance Reviews

To be completed during the probationary period at ninety calendar days, six months, and the one-year anniversary from the start date. Following the completion of the probationary period, employees are to be evaluated at least every other year.

5.2 Tuition Reimbursement

District 300 shall reimburse an employee of the group the cost of job-related courses, when pre-approved, up to \$1000 per fiscal year (for classes started July 1st through June 30th of the fiscal year). Coursework will only be considered for approval if via an accredited college, first approved by the department head to then be presented to the Professional Development Office for final approval. The coursework must be taken during non-work hours.

Participating employees must sign an agreement with District 300 stating that should he/she, by choice, leave the District's employment during the progress of the coursework or before one year after completing the coursework, the employee will reimburse the District for the associated costs to this benefit. Reimbursement will be processed for completed coursework with a minimum grade of B or "Pass."

ARTICLE VI: COMPENSATION

6.1 Pay Procedures

Employees will be paid bi-weekly. All employees are encouraged to enroll in the direct deposit of their paychecks.

All employees will have the option to receive their W-2 forms electronically.

6.2 Salary - Increases

Individuals newly hired between January 1st and June 30th are not eligible for the annual pay increase on July 1st. However, their pay will be increased, if necessary, to ensure that they receive the minimum pay for the appropriate pay grade and step.

6.3 Salary - Starting

When hiring new employees or rehiring employees, the Human Resources Department and the hiring supervisor are to determine the employee's starting salary before making a salary offer. The determination will be based on the individual's qualifications, including experience, subject to the following:

Internal Equity

If an employee is being hired into a department that has one or more employees in the same job title, the new or transferred in employee's starting salary will not exceed the current salary of any employee in the department with the same job title who has equivalent qualifications, including experience, and/or education.

6.4 Salary - Voluntary Reassignment

An employee who voluntarily vacates his/her present position and moves to an existing or new position at a lower grade. Pay would be reduced and should be within the pay range of the new job.

6.5 Salary - Promotions/Transfers

A one-grade promotion should be accompanied by a pay increase of an approximate 10%, and the promotion of two or more grades should be accompanied by an approximate pay increase of at least 15%. The employee will be placed on the nearest step to achieve the closest to the percentage with all exceptions approved by Human Resources.

6.6 Salary - Reassignment Due to Restructure

If an employee is moved to another job at a lower grade level due to a reorganization or position elimination, the employee's pay should not be reduced so long as the current pay does not exceed the maximum pay range for the new position.

6.7 Salary - Disciplinary Reassignment

If an employee is moved to another job at a lower grade level due to poor performance, the employee's pay will be reduced and will not exceed the pay range of the new position.

ARTICLE VII: RETIREMENT

7.1 Illinois Municipal Retirement Fund (IMRF) Participation

Non-certified employees of District 300 are required to participate in IMRF if they work at least 600 hours per year. IMRF employee mandated contributions are tax-deferred. See the Illinois Municipal Retirement Fund Handbook for details.

7.2 Unused Sick Leave

Employees who retire from the District through IMRF after completing at least ten (10) years of continuous service shall receive separation pay equal to the per diem rate of the employee for unused sick leave up to eighty (80) days. Payment shall be made in the second full calendar month following the month in which the employee retires from the District through IMRF, less any applicable deductions required by law. The employee may divide or distribute these days; however, they choose between IMRF usage and separation pay. Under no circumstance may days be used for both purposes.

7.3 HRA Incentive

If a vested employee presents a letter of retirement with a six-month notice, an additional HRA deposit of \$250 will be provided to the employee within thirty days of the employee's retirement date.

APPENDIX 2020~~1~~-2021~~2~~ SALARY SCHEDULE

NUG 21/22SY	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19
Grade 11	\$ 37,049	\$ 37,884	\$ 38,736	\$ 39,608	\$ 40,499	\$ 41,409	\$ 42,341	\$ 43,294	\$ 44,268	\$ 45,265	\$ 46,282	\$ 47,324	\$ 48,389	\$ 49,477	\$ 50,589	\$ 51,728	\$ 52,893	\$ 54,082	\$ 55,300
Grade 12	\$ 41,853	\$ 42,793	\$ 43,756	\$ 44,740	\$ 45,747	\$ 46,776	\$ 47,830	\$ 48,905	\$ 50,005	\$ 51,130	\$ 52,280	\$ 53,457	\$ 54,660	\$ 55,889	\$ 57,146	\$ 58,432	\$ 59,746	\$ 61,091	\$ 62,465
Grade 13	\$ 47,255	\$ 48,318	\$ 49,406	\$ 50,518	\$ 51,653	\$ 52,816	\$ 54,005	\$ 55,220	\$ 56,461	\$ 57,733	\$ 59,031	\$ 60,359	\$ 61,717	\$ 63,106	\$ 64,525	\$ 65,977	\$ 67,461	\$ 68,980	\$ 70,532
Grade 14	\$ 53,344	\$ 54,545	\$ 55,772	\$ 57,027	\$ 58,311	\$ 59,623	\$ 60,965	\$ 62,337	\$ 63,739	\$ 65,173	\$ 66,639	\$ 68,139	\$ 69,672	\$ 71,239	\$ 72,842	\$ 74,482	\$ 76,157	\$ 77,870	\$ 79,622
Grade 14A	\$ 60,012	\$ 61,363	\$ 62,744	\$ 64,156	\$ 65,599	\$ 67,076	\$ 68,584	\$ 70,128	\$ 71,705	\$ 73,319	\$ 74,969	\$ 76,656	\$ 78,381	\$ 80,144	\$ 81,947	\$ 83,790	\$ 85,676	\$ 87,604	\$ 89,574
Grade 15	\$ 60,549	\$ 61,911	\$ 63,304	\$ 64,728	\$ 66,185	\$ 67,674	\$ 69,197	\$ 70,753	\$ 72,344	\$ 73,972	\$ 75,637	\$ 77,338	\$ 79,078	\$ 80,857	\$ 82,677	\$ 84,537	\$ 86,438	\$ 88,382	\$ 90,372
Grade 16	\$ 69,381	\$ 70,943	\$ 72,539	\$ 74,170	\$ 75,839	\$ 77,546	\$ 79,291	\$ 81,075	\$ 82,900	\$ 84,765	\$ 86,672	\$ 88,622	\$ 90,616	\$ 92,655	\$ 94,740	\$ 96,870	\$ 99,051	\$ 101,280	\$ 103,558
Grade 17	\$ 79,844	\$ 81,641	\$ 83,478	\$ 85,358	\$ 87,277	\$ 89,242	\$ 91,249	\$ 93,302	\$ 95,401	\$ 97,546	\$ 99,741	\$ 101,984	\$ 104,278	\$ 106,625	\$ 109,024	\$ 111,477	\$ 113,986	\$ 116,550	\$ 119,172
Grade 18	\$ 92,280	\$ 94,355	\$ 96,478	\$ 98,649	\$ 100,869	\$ 103,138	\$ 105,459	\$ 107,831	\$ 110,257	\$ 112,737	\$ 115,274	\$ 117,868	\$ 120,520	\$ 123,231	\$ 126,003	\$ 128,840	\$ 131,738	\$ 134,702	\$ 137,732



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May, 28, 2021

TO: Fred Heid, Superintendent
Board of Education

FROM: Nancy Oesterreich
Director of Federal Grants

SUBJECT: Consolidated District Plan for Federal
Grants

	Presented at the following Board Meetings	
	Construction/Facility	
	Finance	
	Policy/Legislative	
	School Utilization	
X	BOE 1st Reading	06/08/2021
X	BOE 2nd Reading	06/22/2021

Background

The Consolidated District Plan is required under law for an LEA that receives Federal grants, including Title I, Title II, Title III (LIEP), Title IV, and IDEA Flow-Through and PreSchool Dollars. The Consolidated District Plan is to be reviewed annually and then approved by the Local School Board if and when significant changes are made to the plan. The Consolidated District Plan included below was reviewed and revised by district administrators and outlines how federal programs funds will be used at the district level, and reviews the requirements needed for receipt of Federal Program dollars.

Recommendation

The administration recommends that the Board approve the Consolidated District Plan for Federal Grants.

eGrant Management System

Printed Copy of Application

Applicant: CUSD 300

Application: Consolidated District Plan - 00

Cycle: Original Application

Sponsor/District: CUSD 300

Date Generated: 5/25/2021 5:00:05 PM

Generated By: nancyoesterreich

1. Contact Information for Person Completing This Form

Last Name*

Oesterreich

Phone*

847 551 8300

First Name*

Nancy

Middle
Initial

Email*

nancy.oesterreich@d300.org

2. General Education Provisions Act (GEPA) Section 427 *

Section 427 of GEPA (20 U.S.C. 1228a) affects all applicants submitting proposals under this program. This section requires each applicant to include in its proposal a description of the steps the applicant proposes to take to ensure equitable access to, and participate in, its federally assisted program for students, teachers and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. The applicant should determine whether these or other barriers may prevent students, teachers, etc. from such access to, or participation in, the federally funded project or activity. The description of steps to be taken to overcome these barriers need not be lengthy; the school district may provide a clear and succinct description of how it plans to address those barriers that are applicable to its circumstances. In addition, the information may be provided in a single narration, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of the civil rights statutes, but rather to ensure that, in designing their programs, applicants for federal funds address equity concerns that may affect the ability of certain beneficiaries to fully participate in the program and to achieve high standards. Consistent with requirements and its approved proposal, an applicant may use the federal funds awarded to it to eliminate barriers it identifies.

Describe the steps that will be taken to overcome barriers to equitable program participation of students, teachers, and other beneficiaries with special needs.

([count] of 2500 maximum characters used)

CUSD 300 will ensure to the extent possible equitable access to, participation in, and appropriate educational opportunities for individuals served. Federally funded activities, programs and services will be accessible to all teachers, students, and other program beneficiaries with special needs allowing them to participate fully in projects. The District does not discriminate on the basis of age, color, religion, creed, disability, marital or veteran status, national origin, race or gender. The intent of the use of these funds is to eliminate access barriers to learning due to EL status.

3. General Completion Instructions

Work through the tabs from left to right. Save each page before moving to the next tab.

Required fields on each page are dependent upon funding sources selected on the Coordinated Funding tab.

Many pages have notes at the bottom indicating for which programs the page is required.

To determine if a page is required for the funding sources selected earlier in the application, save the page before completing and look for error messages. If none, the page is not required for the program(s) selected.

How to Complete Pages with Pre-populated Fields

Several pages have two boxes below the narrative questions - one has the response from the prior year plan and the other allows responses for the updated plan. Copy the response from the redisplay and paste it into the updated plan box, revising the description as necessary. Be sure to save the page once this has been completed for all questions on the page.

Some pages display sections based on which grants were selected on the Funding page as anticipated as funded. To change the sections that display, return to the Funding page and select or de-select grants for which funding is anticipated.

*Required field, applicable for all funding sources

Amendments

Indicate whether this is the first submission for the fiscal year or an amendment to the APPROVED initial plan for the fiscal year.*

NOTE: This page must be completed each time a new plan version within the fiscal year is submitted to ISBE.

- Initial submission for the fiscal year
- Amendment to approved plan for the fiscal year

Plan Changes

Provide a brief description of the changes which have been made to the APPROVED initial application for the fiscal year or a subsequent APPROVED amendment with this amendment. Include the name of any page that was changed.

([count] of 5000 maximum characters used)

Private school consultation information has been updated.Needs assessment information has been updated.Professional Development information has been updated.

*Required field, applicable for all funding sources

1. Consolidated planning includes how anticipated programs will be funded. Indicate below for which programs the LEA anticipates receiving funding for school year 2021-2022.* [1]

NOTE: All funding sources should be reviewed after October 1 and the plan should be amended and resubmitted to ISBE if funding sources have been added or removed due to actual grant awards.

- Title I, Part A - Improving Basic Programs
- Title I, Part A - School Improvement Part 1003(a)
- Title I, Part D - Delinquent
- Title I, Part D - Neglected
- Title I, Part D - State Neglected/Delinquent
- Title II, Part A - Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
- Title III - Language Instruction Educational Program (LIEP)
- Title III - Immigrant Student Education Program (ISEP)
- Title IV, Part A - Student Support and Academic Enrichment
- Title V, Part B - Rural and Low Income Schools
- IDEA, Part B - Flow-Through
- IDEA, Part B - Preschool

2. Describe how the LEA will align federal resources, including but not limited to the programs listed above, with state and local resources to carry out activities supported in whole or in part with funding from the programs selected.* [2] For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs. *DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.*
 ([count] of 7500 maximum characters used)

In collaboration with all departments (Grants, Special Education, Assessment and Professional Development) through the Chief Academic and Chief Operations Officers, the departments meet on a weekly basis and collaborate at least monthly to build in activities that align funding with our District Strategic Plan. The Strategic Plan is developed in collaboration with all administrative stakeholders, the school board, and community members. The Strategic Plan is aligned with current data, continuous improvement strategies, and best practices for students and staff.

Response from the approved prior year Consolidated District Plan.

In collaboration with all department (Grants, Special Education, Assessment and Professional Development) through the Chief Academic and Chief Operation Officers the department collaborate on a weekly basis to build in activities that align with funding with our District Strategic Plan. The Strategic Plan is developed in collaboration with multiple areas that are based on data for continuous improvement.

Legislative References:

[1] Title I, Part A, Reference Section 1112(a) (1)

[2] Title I, Part A, Reference Section 1112(a) (1)

*Required field, applicable for all funding sources

1. Indicate which of the instruments below were used in the LEA needs assessment process.*

- A. School and/or district report card(s)
- B. Five Essentials Survey
- C. Student achievement data (disaggregated by student groups)
- D. Current recruitment and retention efforts and effectiveness data
- E. Professional development plan(s)
- F. School improvement plan(s)
- G. ESSA site based expenditure data
- H. ED School Climate Survey (EDSCLS)
- I. CDC School Health Index
- J. National School Climate Center
- K. ASCD School Improvement Tool
- L. Illinois Quality Framework and Supporting Rubric
- M. Other

List and describe other instruments and/or processes that were used in the needs assessment.

Strategic Planning

2. For each program for which funding is anticipated, provide a summary of the needs assessment results. Include the program goal(s) identified through the needs assessment process, as applicable. * Writing space appears if a program was selected on the Coordinated Funding page; to make changes in program funding, return to that page, revise, save the page and return to this page.

- Identify areas of need related to student achievement, subgroup performance, and resource inequities.
- Include any additional information relevant to this planning document. Provide targeted responses where noted.
- Describe how the needs assessment information will be used for identifying program goals and planning grant activities for each program as applicable.

A. Title I, Part A - Improving Basic Programs

Based on student achievement data and report card data, schoolwide programs are required to provide services, increase achievement and close achievement gaps for low income, minority students and English learners. Achievement gaps persist for low income students at 27%, Black students at 30%, and Hispanic students at 26%. Programs will be designed to address the needs of these groups of students, including but not limited to instructional coaches, interventionists, family school liaisons, afterschool programs, summer school, and professional development. Supplemental materials and supplies will also benefit our students.

B. Title I, Part A - School Improvement Part 1003(a)**C. Title I, Part D - Delinquent****D. Title I, Part D - Neglected****E. Title I, Part D - State Neglected/Delinquent****F. Title II, Part A - Preparing, Training, and Recruiting**

Also identify needs assessment results, including description of strategies for closing any achievement gaps and for key professional development opportunities for teachers and principals.

Professional development is linked to student performance data, staff surveys, professional development surveys, the district strategic plan activities and indicators, professional learning communities, the professional development plan and DRIVE 300, our district guiding instructional and curriculum document. The district provides comprehensive professional development options to all teachers and instructional administrators. Teachers have access to full-district early release and teacher institute professional development activities that are systematically developed around key district targets. Teachers and administrators also have opportunities to learn through professional learning communities, workshops, D300U courses, pipelines for teacher leadership, teacher teams, and other differentiated and personalized learning opportunities. Professional development is delivered in a variety of formats including face to face, blended, and online. D300 supports membership in professional organizations; attendance at workshops and conferences; internal professional development activities and opportunities for teacher and administrator leadership. The areas of focus for 2021-2022 are Professional Learning Communities, equity, assessment development, best practice learning strategies for all (centered on English learners and special education students); and coaching for all. All professional development will be centered and linked to these five concepts so that there is coherence for teachers, instructional coaches and administrators.

G. Title III - LIEP

Based on student achievement data the district has continued to expand its dual language offerings across the district to serve more students. As part of the expansion, the district has established two dual language centers. We have explored and implemented a five day a week targeted language support for all non dual language students needing language supports. AVID Excel has expanded at Carpentersville Middle School across sixth through eighth grade to help students academically and to increase their language acquisition. Supplemental materials are used across all grade levels to give ELs equitable access to the curriculum in their native language. Due to the pandemic, the district has dedicated time to investigating and trying various technology features to increase our support for our families and students who are in a remote learning environment. This exploration of resources has allowed us to open the line of communication with our families and be able to support them with native language support. Feedback on professional development forms as well as classroom observations provide the data needed to provide professional development to move our students forward academically. Instructional coach support feedback has helped with identifying areas of need for teachers as well. Our district is continuing to take a collaborative approach to ensure language is supported throughout all content areas.

H. Title III - ISEP

I. Title IV, Part A - Student Support and Academic Enrichment

Also provide information for Title IV-A programs and activities planned as a result of needs assessment that align with the Title IV-A budget.

The needs for mental health support is evident in the Kane County Health Surveys as well as school district data based on social work minutes, parent requests for support for their child in the area of social emotional, level of care referrals for students. Schools will be provided funding for assemblies, parent events, speakers to support increasing awareness of mental health and strategies for coping. To support schools abilities to expose students to different college/trade school/universities money will be allocated for visits to these schools during the school day to allow students exploration of possibilities they may not be aware of as well as to provide opportunities to students who may not have parents' capable of exploring these opportunities. To support teachers with professional development and refining of their curriculum money will be used to support this curricular area. Extended day/year programs for students who need more support in our non-Title buildings is needed. These buildings have students who struggle academically but do not have the funds for programming beyond the school day. Programs supporting math and or literacy will be offered to students who are below grade level expectations in one or both of these areas. Summer School offerings will be provided to all students. Due to COVID 19 and the racial inequities, the need for SEL supports and summer school remain consistent.

J. Title V, Part B - Rural and Low Income Schools

K. IDEA, Part B - Flow-Through [1]

The needs assessment were use in the LEA needs process. CUSD 300 continues to focus on early intervening successes academically and behaviorally with the need to all students K-12. Based on the needs assessment complete in May 2021, indicates the need for: supporting students in a post pandemic world, supporting students with anxiety, depression, DMDD and ADHD, Love and Logic in the classroom, trauma informed practices, CPI, FA/BIP training and Love and Logic for special education students. Buildings continue to request support including coaching, staff development and materials to support special education students in the general education setting. Professional development for IEP teams for staff to demonstrate appropriate conversation and decisions being made at the IEP team meeting and development. This year same as last year, IEP compliance will continue to be incorporated through online training based development with Schoology as well as face-to-face after school opportunities. Staff will receive additional support of reading to align with the ELA common core curriculum and curriculum adoption; especially in math, and staff training as an identified need. Staff will participate in math instruction with continue focus on appropriate use of manipulative and ELA with the focus on closing the reading gap. Staff feedback continues to indicate that teachers are still eager for professional development and materials on best practices, differentiation, assistive technology and ways of engaging students in classroom activities. In addition, will align with strategic plan goals and initiatives that focus on instruction, diversity/equity and social emotional health.

L. IDEA, Part B - Preschool

Pre-KThe needs assessment were used in the IEP needs assessment process. The most recent needs assessment via a program review, recommend to increases support for early childhood in the areas of professional development for compliance curriculum training. Other needs that came up with the professional development with supporting students in post pandemic world, CPI, love and logic, and trauma informed practices. The review also recommended continued growth of the special education preschool instruction and environmental options with no-disables peers resulting in continues support for pre-k. This was also discussed again at early childhood collaborative council committee. In addition, will align with strategic plan goals and initiatives that focus on instruction, diversity/equity and social emotional health.

Legislative Requirement:

[1] IDEA - 23 IAC Section 1.420(q)

*Required field, applicable for all funding sources selected

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.*

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

1. Select the types of personnel/groups that were included in the planning process (required stakeholders for various programs as footnoted below).*
Check all that apply.

- A. Teachers (1,7,8)
- B. Principals (1,7,8)
- C. Other school leaders (1,8)
- D. Paraprofessionals (1)
- E. Specialized instructional support personnel (1,2,3,4,8)
- F. Charter school leaders (in a local educational agency that has charter schools) (1)
- G. Parents and family members of children in attendance centers covered by included programs (1,2,3,4,7,8)
- H. Parent liaisons
- I. Title I director (1)
- J. Title II director (1)
- K. Bilingual director (1,7)
- L. Title IV director (1)
- M. Special Education director
- N. Guidance staff
- O. Local government representatives (8)
- P. Community members and community based organizations (7,8)
- Q. Business representatives (2,3,4)
- R. Researchers (7)
- S. Institutions of Higher Education (7)
- T. Other - specify
- U. Additional Other - specify

Program Footnotes:

- 1 = Title I, Part A - Improving Basic Programs
- 2 = Title I, Part D - Neglected
- 3 = Title I, Part D - Delinquent
- 4 = Title I, Part D - State Neglected/Delinquent

7 = Title III, including LIEP and ISEP

8 = Title IV, Part A - Student Support and Academic Enrichment

2. Articulate how the LEA consulted with the stakeholders identified above in the development of this plan. Describe how stakeholders' input impacted the final plan submission, as well as references to particular meetings. Note that documentation of stakeholder engagement may be requested during monitoring; keep documentation on file. [1]**

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

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([count] of 7500 maximum characters used)

Needs assessments from the community were used to develop the plan (Head Start, Kane County Health Department) as well as district needs assessments completed by teachers, administrators, para professionals, Family School Liaisons and parents. Non-public schools are met with throughout the year as well as via email as needed. Community Engagement meetings are held monthly (third Wednesday) addressing the needs in the community. Agencies such as Girl Scouts, Rosecrance (mental health, substance abuse, Aunt Martha's Health and Wellness, Fox River Valley Libraries, Carpentersville Police Dept. address the needs of the community and are working on a process to decrease a person in need having to run agency to agency to get assistance. The needs of the schools are gathered during data meetings held two times each year. Principals present their student data including academic, attendance and behavioral. During the school leaders identify their greatest needs preventing students from being successful in school. This becomes a collaborative effort with district leaders. Parents and students participate through needs assessments as well as participation on Superintendent's Executive Cabinet - Monthly throughout the year - discussion and input used in the writing the plan Superintendent's Cabinet - Monthly throughout the year Needs Assessment on Family Engagement - Fall 2019 - results used in writing the plan Bilingual Parent Advisory Committee - regularly throughout the school year. Directors of Social Studies, Science, Math, Literacy, Music, Art, PE consultation throughout the year Coordinator of CTE - consultation throughout the year Datacom - all principals present data and needs - results used in the writing of the plan August 2020 - May 2021 Monthly meetings with Chief Academic Officer, Asst. Supt. for Curriculum and Instruction, Asst. Supt. for Title I Schools quarterly - Title I Principals Monthly Boys and Girls Club

Response from the prior year Consolidated District Plan.

Needs assessments from the community were used to develop the plan (Head Start, Kane County Health Department) as well as district needs assessments completed by teachers, administrators, para professionals, Family School Liaisons and parents. Non-public schools are met with throughout the year as well as via email as needed. Community Engagement meetings are held monthly (third Wednesday) addressing the needs in the community. Agencies such as Girl Scouts, Rosecrance (mental health, substance abuse, Aunt Martha's Health and Wellness, Fox River Valley Libraries, Carpentersville Police Dept. address the needs of the community and are working on a process to decrease a person in need having to run agency to agency to get assistance. The needs of the schools are gathered during data meetings held two times each year. Principals present their student data including academic, attendance and behavioral. During the school leaders identify their greatest needs preventing students from being successful in school. This becomes a collaborative effort with district leaders. Parents and students participate through needs assessments as well as participation on Superintendent's Executive Cabinet - Monthly throughout the year - discussion and input used in the writing in the plan Teacher Survey Title I Buildings - 5/8/17 - 5/25/17, March 2019 - results used in the writing of the plan Principal Survey Title I Buildings - 5/8/17 - 5/25/17, March 2019 - results used in the writing of the plan Para-educator Survey Title I Buildings - 5/8/17 - 5/25/17 - results used in writing of the plan Family Liaison Needs Assessment on Family Engagement - March 2019 - results used in writing in the plan Bilingual Parent Advisory Committee - regularly throughout the school year. Directors of Social Studies, Science, Math, Literacy, Music, Art, PE May 24, 2019 results used in writing in the plan Coordinator of CTE - May 21, 2019 - results used in writing in the plan Datacom February 7 and 8, 2019 - all principals present data and needs - results used in the writing of the plan May 25, 2019 - Directors of Curriculum (ELA, Math, Social Studies, Science, Music, Art, Physical Education, Health) August 2018 - May 2019 Monthly meetings with Chief Academic Officer, Asst. Supt. for Curriculum and Instruction, Asst. Supt. for Title I Schools August 2018 - June 2019 Weekly meetings with Directors, Asst. Supt. and Chief Academic Officer February 26, 2019 - Title I Principals March 14, 2019 Boys and Girls Club May 8, 2019 Community Engagement Committee May 24, 2019 Carpentersville Early Childhood Collaboration

3. Describe the approaches the district will use to include parents and family members in the development of LEA plans, so that the plans and related activities represent the needs of varied populations. [2]**

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([count] of 7500 maximum characters used)

Special Education engages parent feedback in the way during the IEP process, we partner with the Special Education Parent Network to host training and survey parents. In addition, the Parent Liaison has a D300 social media site to be able to gather parents input as well. Title I Parents completed a needs assessment focused on Parent Engagement May 2021. Each school has a School Improvement Plan written with a team with parent participation. The School Improvement Plans are used in writing the various grants to meet the needs of each school. **The Bilingual Parent Advisory committee also plans educational and social activities for inclusion of Bilingual parents in the culture and climate of the schools, as well as planning for the education of students. Title I buildings have engaged parents in parent involvement surveys and have completed parent engagement assessments. Title I parents are invited to participate annually in the Title I parent planning meetings.

Response from the prior year Consolidated District Plan.

Special Education engages parent feedback in the way during the IEP process, we partner with the Special Education Parent Network to host training and survey parents. In addition, the Parent Liaison has a D300 social media site to be able to gather parents input as well. Title I Parents completed a needs assessment focused on Parent Engagement March 2019. Each school has a School Improvement Plan written with a team with parent participation. The School Improvement Plans are used in writing the various grants to meet the needs of each school. **The Bilingual Parent Advisory committee also plans educational and social activities for inclusion of Bilingual parents in the culture and climate of the schools, as well as planning for the education of students. Title I buildings have engaged parents in parent involvement surveys and have completed parent engagement assessments. Title I parents are invited to participate annually in the Title I parent planning meetings.

4. Describe the activities/strategies the LEA will implement for effective parent and family engagement. This includes a description of any activities/strategies that will be implemented for effective English learner and immigrant parent family engagement, as applicable. ** [3]

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Special education partners with the Special Education Parent Network. through this network, parents have access to a parent liaison that will work with them to understand the IEP process and procedures. The Parent Network Liaison and CUSD 300 partner together to host multiple D300 Parent Universities through out the year. Topics include: Understanding the IEP Process, Transition Planning, Guardianship and wills, substance abuse prevention, mental health topics, Suicide Prevention, Anxiety and Depression, Bully Prevention, Social media safety, disaster training, overview of curriculum and student discipline. At all trainings, parent complete a survey with the Parent liaison. **BPAC plans for social and academic enrichment activities, including celebrations, field trips and events to participate in registration and documents.

Response from the prior year Consolidated District Plan.

Special education partners with the Special Education Parent Network. through this network, parents have access to a parent liaison that will work with them to understand the IEP process and procedures. The Parent Network Liaison and CUSD 300 partner together to host multiple D300 Parent Universities through out the year. Topics include: Understanding the IEP Process, Transition Planning, Guardianship and wills, substance abuse prevention, mental health topics such as ADHD, Suicide Prevention, Anxiety and Depression, Bully Prevention, Social media safety, disaster training, overview of curriculum and student discipline. At all trainings, parent complete a survey with the Parent liaison. **BPAC plans for social and academic enrichment activities, including celebrations, field trips and events to participate in registration and documents.

Title I Requirement:

An LEA must develop the Title I Plan with timely and meaningful consultation with the stakeholders identified below.

[ESEA section 1112\(a\)\(1\)\(A\)](#)

Title III Requirement:

An LEA must develop and implement the plan in consultation with teachers, researchers, school administrators, parent and family members, community members, public or private entities, and institutions of higher education. (Section 3121(b)(4)(C))

Legislative References:

[1] Title I, Part A, Section 1112(a) (1) (A and B) and Section 3121 (b) (4)(C)

[2] Title I, Part A, Section 1116(a)(2)

[3] Title I, Part A, Section Section 1116(a)(2) and Section 1112(b)(7)

*Required field

** Required if funding selected for Title I, Part A; Title I, Part D; Title II, Part A; Title III; and/or Title IV, Part A



Private School Participation

File Upload instructions are linked below. [Click here for general page instructions](#)

NOTE: This page may remain blank if no private schools are listed or participating in the programs
NOTE: This page is not applicable to state schools or state-authorized charter schools.

Using the latest available verified data, private schools within the districts boundaries that are registered with ISBE are pre-populated in the table below. Timely and meaningful consultation with these schools is required by legislation for ESEA Titles I, II, and IV, as well as both IDEA grants. Any additional newer schools can be added by selecting Create Additional Entries. See separate sections below for more detailed information on completing the table.

Will Private Schools participate in the Program?

Yes No

Private School Name	Consultation Date		School Closing
	Titles I, II, IV		
St Anne School Barrington	<input type="text" value="5/14/2021"/>	<input type="text"/>	<input type="checkbox"/>
St Margaret Mary	<input type="text" value="4/12/2021"/>	<input type="text"/>	<input type="checkbox"/>
St Charles Borromeo	<input type="text" value="4/27/2021"/>	<input type="text"/>	<input type="checkbox"/>
St Catherine of Siena	<input type="text" value="4/12/2021"/>	<input type="text"/>	<input type="checkbox"/>
Immanuel Lutheran School	<input type="text" value="4/12/2021"/>	<input type="text"/>	<input type="checkbox"/>
Valeo Academy	<input type="text" value="4/20/2021"/>	<input type="text"/>	<input type="checkbox"/>

Title Programming Nonpublic Consultation

In addition to private schools within the district boundaries, ESEA also requires timely and meaningful consultation with private schools outside the boundaries of the district if students are known to attend them. Those schools can be added by selecting Create Additional Entries. For each school listed, provide the date of consultation for Titles I, II, IV. If a school has closed, select that option under School Closing. Each school listed in the table requires at least one consultation date or a check in the School Closing column.

For each nonpublic school enrolling public school students from within the district, submit a signed copy of the Nonpublic School Consultation Participation Form (blank form linked below). Forms may be uploaded separately or may be combined into a single scanned PDF document as one upload.

For detailed instructions on how to upload and for naming conventions for uploaded files, **click on the link to Title Funding Upload NOTE: READ BEFORE IMPORTING link** below.

[Title Funding Upload - NOTE: READ BEFORE IMPORTING - Data Import Instructions Nonpublic School Consultation Form](#)

No file chosen

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

Describe how the district will support, coordinate, and integrate services provided under this part with early childhood education programs at the district or individual school level, including plans for the transition of participants in such programs to local elementary school programs.* [1]

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

If the district does not offer early childhood education programs, enter

No Preschool Programs

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([count] of 7500 maximum characters used)

Early childhood programs are funded through IDEA Pre-K grant, as well as through Federal and State preschool grants. Through the grant, IEP meetings and transition meetings are provided for students going to kindergarten. Using IDEA funds allow for students to have IEP needs met in the areas of academic, social emotional and developmental areas. Early childhood programs are funded through Preschool For All Grant and the Expansion grant. Through those grants transition meetings are provided for students going to kindergarten. Though we hold a large preschool program, less than 50% of our kindergartners in our Title I buildings attend preschool. Additionally, Title I funds may be used as needed to support preschool programs. District 300, Two Rivers Head Start and Jerri Hoffman Center (Children's Home and Aid Society) have formed a collaboration to recruit prenatal - students age 5 for early childhood programs. Joint recruiting events are held. Families are referred to the agency that best fits the families needs negating competition. All agencies feel that this is not only good for the agencies but better serves the families.

Response from the approved prior year Consolidated District Plan.

Early childhood programs are funded through IDEA Pre-K grant, as well as through Federal and State preschool grants. Through the grant, IEP meetings and transition meetings are provided for students going to kindergarten. Using IDEA funds allow for students to have IEP needs met in the areas of academic, social emotional and developmental areas. Early childhood programs are funded through Preschool For All Grant and the Expansion grant. Through those grants transition meetings are provided for students going to kindergarten. Though we hold a large preschool program, less than 50% of our kindergartners in our Title I buildings attend preschool. Additionally, Title I funds may be used as needed to support preschool programs. District 300, Two Rivers Head Start and Jerri Hoffman Center (Children's Home and Aid Society) have formed a collaboration to recruit prenatal - students age 5 for early childhood programs. Joint recruiting events are held. Families are referred to the agency that best fits the families needs negating competition. All agencies feel that this is not only good for the agencies but better serves the families.

Title I Requirement

Coordination of services with preschool education programs

Legislative References:

[1] Title I, Part A, Section 1112(b)(8)

*Required field for Title I and/or IDEA Preschool

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.*

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

Strategic Planning

1. Describe the well-rounded instructional program to meet the academic and language needs of all students and how the district will develop and implement the program(s).* [1]

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Drive 300 encompasses the guiding principles that serve as our commitment to provide our students with purposeful and engaging learning experiences that ensure student success. In District 300, we work in partnership with the student to define his or her success, while maintaining high expectations. As such, our curriculum focuses on teaching 21st century skills and providing innovative learning experiences for all students. Drive 300's guiding principles focus on rigorous and relevant curriculum for all grade levels and all ranges of student ability that is aligned with state and national standards and prepares students for success in our global society. Our curriculum is research-based and vertically aligned from pre-kindergarten through 12th grade and reviewed through a continuous improvement model. Quality instruction promotes active learning for all students and is supported by our teachers, data, and assessments. Through differentiated instruction, we incorporate higher order thinking skills while meeting the diverse needs and abilities of each individual learner. All students are on a journey. When students arrive to us in District 300, this is the beginning of their journey, or Point A. Each District 300 student is striving to reach his or her destination, Point B, which is to become college or career ready upon graduation. District 300's Curriculum and Instruction Structures are designed to guarantee students have the knowledge and skills required for success in the 21st century. It also ensures that all teachers maintain this focus throughout their instructional practices. The development and implementation of this framework results in: Intentional alignment to standards. Clear learning outcomes with assessments. Engaging learning experiences. High-impact instructional strategies. Sequenced units of study that serve as a detailed road map. Focus on the development of the whole child. 21st century student outcomes are the skills, knowledge, and expertise students should master to succeed in work and life in the 21st century. These outcomes are broken down into four major components: D300 recognizes that today's students need to develop thinking skills, content knowledge, and social and emotional competencies, to navigate complex life and work environments. To be effective in the 21st century, citizens and workers must be able to create, evaluate, and effectively utilize information, media, and technology. Learning and innovation skills are being recognized as the skills, that separate students who are prepared for increasingly complex life and work environments in the 21st century and those who are not. Embedding creativity, critical thinking, communication, and collaboration through design of rich lessons and units of study is essential to prepare students for the future. Through design of curriculum, implementation of high impact teaching strategies, and incorporation of all components of Drive 300, we will continue to support students in achieving these outcomes. 21st century student outcomes are the skills, knowledge, and expertise students should master to succeed in work and life in the 21st century. These outcomes are broken down into four major components: Content Knowledge and 21st Century Themes. Learning and Innovation Skills. Information, Media, and Technology Skills. Life and Career Skills. In order to ensure the success of the District 300 Strategic Plan, we have adopted the Rigorous Curriculum Design Model to provide our students with the learning experiences necessary to be college and career ready upon graduation. This model is the overarching process that incorporates all aspects of the district's curriculum and instructional components. It provides an inclusive set of strategies fully aligned to standards with clear learning outcomes, assessments for learning, engaging learning experiences, and instructional strategies all organized into sequenced units of study. Implementation of a Rigorous Curriculum Design Model ensures all students can reach proficiency of grade level standards and content. The process for implementation of the model follows a structured sequence: Unpacking learning standards. Prioritizing learning standards. Developing pre-assessments, post-assessments, and interim assessments for learning. Alignment of pacing of instruction. Identification of high impact instructional strategies with the intent of rigorous student outcomes. The Rigor and Relevance Framework ensures student learning progresses from basic recall of information to application of knowledge and skills. Students demonstrate knowledge as they transition across four quadrants, called: acquisition, application, assimilation, and adaptation. High Impact Instructional Strategies are evidenced based teaching strategies that: Are supported by research. Have a substantially higher effect on student results than other teaching strategies. Are able to be used across a wide range of content areas. The cornerstone of learning within District 300's curriculum is High Impact Instructional Strategies. These research-based strategies are embedded in District 300 classrooms to engage students, ensure student mastery of content, and to empower students to make connections to their lives. Drive 300 strategies encourage higher level thinking and are differentiated to guarantee all students are empowered to reach proficiency.

Response from the prior year Consolidated District Plan.

Drive 300 encompasses the guiding principles that serve as our commitment to provide our students with purposeful and engaging learning experiences that ensure student success. In District 300, we work in partnership with the student to define his or her success, while maintaining high expectations. As such, our curriculum focuses on teaching 21st century skills and providing innovative learning experiences for all students. Drive 300's guiding principles focus on rigorous and relevant curriculum for all grade levels and all ranges of student ability that is aligned with state and national standards and prepares students for success in our global society. Our curriculum is research-based and vertically aligned from pre-kindergarten through 12th grade and reviewed through a continuous improvement model. Quality instruction promotes active learning for all students and is supported by our teachers, data, and assessments. Through differentiated instruction, we incorporate higher order thinking skills while meeting the diverse needs and abilities of each individual learner. All students are on a journey. When students arrive to us in District 300, this is the beginning of their journey, or Point A. Each District 300 student is striving to reach his or her destination, Point B, which is to become college or career ready upon graduation. District 300's Curriculum and Instruction Structures are designed to guarantee students have the knowledge and skills required for success in the 21st century. It also ensures that all teachers maintain this focus throughout their instructional practices. The development and implementation of this framework results in: Intentional alignment to standards. Clear learning outcomes with assessments. Engaging learning experiences. High-impact instructional strategies. Sequenced units of study that serve as a detailed road map. Focus on the development of the whole child. 21st century student outcomes are the skills, knowledge, and expertise students should master to succeed in work and life in the 21st century. These outcomes are broken down into four major components: D300 recognizes that today's students need to develop thinking skills, content knowledge, and social and emotional competencies, to navigate complex life and work environments. To be effective in the 21st century, citizens and workers must be able to create, evaluate, and effectively utilize information, media, and technology. Learning and innovation skills are being recognized as the skills, that separate students who are prepared for increasingly complex life and work environments in the 21st century and those who are not. Embedding creativity, critical thinking, communication, and collaboration through design of rich lessons and units of study is essential to prepare students for the future. Through design of curriculum, implementation of high impact teaching strategies, and incorporation of all components of Drive 300, we will continue to support students in achieving these outcomes. 21st century student outcomes are the skills, knowledge, and expertise students should master to succeed in work and life in the 21st century. These outcomes are broken down into four major components: Content Knowledge and 21st Century Themes. Learning and Innovation Skills. Information, Media, and Technology Skills. Life and Career Skills. D300 recognizes that today's students need to develop thinking skills, content knowledge, and social and emotional competencies to navigate complex life and work environments. To be effective in the 21st century, citizens and workers must be able to create, evaluate, and effectively utilize information, media, and technology. Learning and innovation skills are being recognized as the skills that separate students who are prepared for increasingly complex life and work environments in the 21st century and those who are not. Embedding creativity, critical thinking, communication, and collaboration through design of rich lessons and units of study is essential to prepare students for the future. Through design of curriculum, implementation of high impact teaching strategies, and incorporation of all components of Drive 300, we will continue to support students in achieving these outcomes. In order to ensure the success of the District 300 Strategic Plan, we have adopted the Rigorous Curriculum Design Model to provide our students with the learning experiences necessary to be college and career ready upon graduation. This model is the overarching process that incorporates all aspects of the district's curriculum and instructional components. It provides an inclusive set of strategies fully aligned to standards with clear learning outcomes, assessments for learning, engaging learning experiences, and instructional strategies all organized into sequenced units of study. Implementation

of a Rigorous Curriculum Design Model ensures all students can reach proficiency of gradelevel standards and content. The process for implementation of the model follows a structured sequence:Unpacking learning standardsPrioritizing learning standardsDeveloping pre-assessments, post-assessments, and interim assessments for learningAlignment of pacing of instructionIdentification of high impact instructional strategies with the intent of rigorous student outcomesThe Rigor and Relevance Framework ensures student learning progresses from basic recall of information to application of knowledge and skills. Students demonstrate knowledge as they transition across four quadrants, called: acquisition, application, assimilation, and adaptation.High Impact Instructional Strategies are evidenced based teaching strategies that:Are supported by researchHave a substantially higher effect on student results than other teaching strategiesAre able to be used across a wide range of content areasThe cornerstone of learning within District 300's curriculum is High Impact Instructional Strategies.These research-based strategies are embedded in District 300 classrooms to engage students,ensure student mastery of content, and to empower students to make connections to their lives.Drive 300 strategies encourage higher level thinking and are differentiated to guarantee all studentsare empowered to reach proficiency.

2. List and describe the measures the district takes to use and create the identification criteria for students at risk of failure.*Include criteria for low-income, EL, special education, neglected, and delinquent as applicable to the district. [2]

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([count] of 7500 maximum characters used)

In Kindergarten, interventionists should push into classrooms for small group instruction to help support letter names, letter sounds and foundational skill gaps for students. In grades 1-5, interventionists can either push-in to classrooms for small group instruction or pull students together of like level, based upon identified needs and skill deficits. Interventionists may also need to run more than one group per grade level. Students receiving Tier 3 intervention need to receive the full core instruction from the general education teacher in the classroom and a Tier 2 intervention, in addition to the Tier 3 intervention. Students in grades 6-12 will receive full core instruction in their English course. Those who require Tier 3 support will receive scaffolded support in both Tiers 2 and 3. This intervention will be provided as a course embedded as a class period into their daily schedule. In order to determine which students need interventions, review iReady, summative assessments, running records and informative assessments to make that decision. Depending on the intervention materials selected, utilize the diagnostic and placement assessment provided within the materials in order to determine where to begin.1.Administer the iReady Diagnostic2.Determine student's Reading Scale score and corresponding D300 tier (Using iReady Scale to D300 Tier Correlation)3.If Scaled Score for the grade level is within the red range, interventions daily by reading specialist or interventionist 5 days per week, 30 minutes per session in small group (6 or less).4.If Scaled Score is within the yellow range the interventionist will be 3-5 days per week, 30 minutes per session in a small group (6 or less).5.If Scaled Score is within the orange range, the intervention will be classroom based and will occur 3 days per week, 20 minutes per session in groups of 5-6 students6. Review progress over time and make adjustments as necessary following D300 Tiered Instructional Guidelines

Response from the prior year Consolidated District Plan.

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3. Describe the additional education assistance to be provided to individual students needing additional help meeting the challenging State academic and language standards. This includes a description of any additional educational assistance designed to assist English learners and immigrant students to access academic content and develop language proficiency, as applicable.* [3]

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A Multi-Tiered System of Supports (MTSS) is a systemic, continuous-improvement model in which databased decision-making is practiced across all levels of the educational system for supporting students. MTSS utilizes high quality evidence-based instruction, intervention, and assessment practices to ensure that every student receives the appropriate level of support to master grade level expectations. A Multi-Tiered System of Supports aligns academic and social emotional instruction implemented with fidelity and sustained over time, in order to enable every child to be college or career ready. This three-tiered model of support covers both the academic and social emotional learning associated with student success. Tier 1 Instruction: Focuses on all students receiving rigorous standards based curriculum. Ensures core curriculum is aligned with 21st century learning skills. Connects to district curriculum that is evidence-based, aligned to New Illinois Standards Incorporates differentiation and flexible grouping. Effective instruction includes: Evidence-based core instructional programs aligned to standards Flexible grouping and differentiation Formative and summative assessments 21st century learning skills Enrichment and extension Strategies to motivate and engage learners Tier 2 Instruction Tier two instruction is conducted within the classroom setting during the core instructional time or during Tier 2 time such as What I Need (WIN) time. Tier 2 is targeted instruction is matched to a specific need of the students. Tier 2 targeted instruction can be delivered in 10-15 minutes in small group. Tier 2 is not a program, but rather targeted instruction based on formative data. Understanding i-Ready Scaled Scores Scale scores allow us to put everything on a single continuum so that we can compare across grade levels. Scale scores are a metric indicating that a student has mastered skills up to a certain point, and still needs to work on skills that come after that point. The scale score is a common language across grades and schools. When looking at these scores, it's important to note that the first number in a scale score does not equate to a grade level. For example, a scale score in the 500s does not mean that a student's grade level placement is fifth grade. Understanding i-Ready Placement Levels The placement level is the practical day-to-day language that helps teachers determine what level of skills to focus on with a particular student. Placement levels can be simply Level 4, or can be ranked as early, mid, or late Level 4. Placement levels indicate where students should be receiving instruction, either online or in the classroom (e.g., students that fall within a particular scale score range need to work on early fourth grade skills). How to read and i-Ready Placement test Determine the student's grade. Look at that column to see the range of scores that the student should have in order to be considered on-level for their grade. Tier 3 Instruction: Literacy and Math Tier 3 instruction can occur during WIN time outside of the literacy and math block. Students receiving tier 3 instruction, also need to receive tier 2 instruction in the classroom with the classroom teacher. Tier 3 is delivered by an interventionist, reading specialist, or special education teacher.Title III funds are used to support our students identified as needing language services in our non-title schools through para-educator support. Para-educators work with individual and small group of students based on their academic needs. Para-educators help within the general education classroom for push-in support as well as provide additional language supports outside of the classroom setting during the school designated differentiation time. Para-educators work directly with the ESL teacher from their respective building to ensure all student's academic needs are met. The instructional EL coaches will be attending the National WIDA conference. Coaches will be able to receive professional development on the WIDA standards and language acquisition. Coaches will provide professional development from key aspects of the conference to all ESL and Dual Language teachers during their PLC times during the 2019-2020 SY. Coaches will also continue to work with teachers to strengthen their instructional practices to ensure language development is being addressed at all grade levels. Lastly, funds are also used for our non-public school to provide support to their EL student. Non-public school works collaboratively with the district to provide research based resources to their student.

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4. Describe the instructional and additional strategies intended to strengthen academic and language programs and improve school conditions for student learning and how these are implemented. This includes a description of any additional supplemental instructional activities and strategies designed to strengthen academic and language programs for English learners and immigrant students, as applicable.* [4]

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D300 Instructional Coaching The D300 Coaching Model is grounded in research based models (i.e. Instructional and Student Centered) and gradual release. The coach collaborates with the teacher to develop lessons, models effective instructional delivery of the lessons, and co-teaches with the teacher, leading the independent teaching with observation and debriefing. Why Instructional Coaching? Instructional coaches partner with teachers to provide an outside perspective to help them grow and improve teaching and learning so students are more successful. (Knight, 2016) Instructional coaching expert Jim Knight often says, "Most people don't know what it looks like when they do what they do." (DeWitt, 2014) There are multiple reasons why instructional coaches benefit teachers and ultimately students. Instructional coaches focus on best practices. Instructional coaches can help teachers focus on their individual needs in the classroom, find resources to help support their growth in instructional practices, and they can help teachers share best practices with one another. (DeWitt, 2014) In D300, instructional coaches can help teachers within the same school or across the district connect with one another. Excellent examples of teaching and learning are happening in classrooms across the district, but our teachers are often limited by time to learn from one another. Instructional coaches see what is going on in many classrooms - and in some cases across multiple schools - and can connect teachers who are focusing on similar strategies or goals. D300 instructional coaches can provide a fresh perspective and support a teacher's personal learning. Although coaches will provide support in district identified focus strategies each year, teachers can identify individual areas that they would like support from a coach. A D300 instructional coach can be the "safety net" when a teacher wants to try something new or innovative and would like feedback that is non-evaluative. Coaches aim to inspire and empower educators to reflect on their instructional practices and philosophies in alignment with District 300's central mission to ensure that all students are college and career ready. Coaches work collaboratively with teachers to support data-driven changes that utilize instructional practices to promote student-centric learning environments and to provide a sense of safety when attempting new strategies. Role of the Coach Support and assist teachers, within a coaching partnership, focused on student learning. Develop and maintain trusting relationships with staff. Provide purposeful, aligned, and ongoing, differentiated professional development to staff. Collaborate with staff to provide co-planning, co-delivery, modeling, and reflection of instruction. Implement a coaching continuum with individuals and/or teams of teachers. Follow and implement District 300's Coaching Vision. Maintain confidentiality as it pertains to individual teachers. Shared Responsibility All coaches share the responsibility of student outcomes. Coaches will work together to support student outcomes. Coaches and classroom teachers foster teamwork and collaborate to support student outcomes. District leadership is committed to helping coaches succeed. Development and Support Coaches will be provided with: Coaching Professional Development Embedded and ongoing professional development (Informal and Formal) Instructional coaches focus on best practice instructional strategies by collaborating with teachers to get a clear picture of their instruction, setting goals, and problem solving collaboratively with teachers until goals are met. The coaching focus areas listed below by level and content area are the focus strategies for the 2019-2020 school year. Although coaches will be providing support in these district identified focus strategies for 2018-2019, teachers can identify individual areas that they would also like support from a coach. Coaches will support teachers by: Implementing district-developed professional development Collaborating with coaches and district leadership to create and implement professional development Coaching Cycle Identify focus area - set goals - plan - implement access progress and reflect - identify focus area etc. Math Elementary School : Unpacking units including standards, activities, centers, and creation of common formative assessments Differentiation High School Increasing math discourse in all courses Increasing student engagement in all courses Shifting instruction to teacher facilitated learning Differentiation ELA Elementary School Unpacking units including standards, learning targets, differentiation, and creation of common formatives Guided Practices in reading and writing Tier 2 supports within the classroom and WIN time Foundational Skills teaching and assessing practices Middle School Unpacking units including standards, learning targets, differentiation, and creation of common formatives Scaffolding appropriate text sets Evidence-based reading and writing teaching and assessment High School Unpacking units including standards, learning targets, differentiation, and creation of common formatives Formative assessments to inform instruction Evidence-based reading and writing teaching and assessment ENGLISH LEARNERS: the program will be implemented by identifying EL student's language and academic needs. Dual Language Instruction and Interventions will be provided in the classroom or as a pull out program as needed to include but not limited to: ELEMENTARY (Title) Supporting writing through language-Language acquisition support Bridging Lessons in ELA and Math Implementation of the new DL schedule Extension Lessons Using assessment to inform instruction (iStation and iReady) Integration of science and social studies into the biliteracy framework Supporting reading interventionist with Tier III intervention (ENIL) ELEMENTARY (Non-Title) Supporting writing through language-Language acquisition support Targeted support on vocabulary and writing instruction using EL Wonders framework General Education teacher support EL Wonders framework in collaboration with Director of Literacy MIDDLE SCHOOL Supporting writing through language-Language acquisition support CMS specific: AVID EXCEL and Language Acceleration CMS specific: ESL PLC meetings Aligning ELD standards into content area curriculum General Education teacher support HIGH SCHOOLS Supporting writing through language-Language acquisition support DCHS specific: ESL PLC meeting Aligning ELD standards into content area curriculum General Education teacher support

5. Explain the process through which the district will identify and address any disparities that result in low-income and/or minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers.[5]**

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Community School District 300 does not hire out-of-field teachers. Due to the limited number of bilingually certified teachers, we hire teachers from Spain and Puerto Rico as well as inexperienced teachers who are properly certified. To help these teachers instructional coaches are hired to model and work with the teachers in their classrooms. Teachers meet in Professional Learning Communities to look at student work and discuss instructional strategies for teaching concepts. This helps inexperienced teachers increase their knowledge of strategies to use with students. In addition, they look at assessment data to identify students who are struggling. Teachers who are more experienced or whose students did well on an assessment share their teaching strategies. Students may also be grouped for re-teaching with the teacher whose students did well on the assessment. The district ensures that second language students in our Title I buildings are taught by teachers who are certified bilingual/ ESL teachers as appropriate. Teachers not certified to teach these students are often moved out of the buildings or their current grade level and are replaced with a bilingual/ESL certified teacher. Instructional coaching of teachers and paras to increase the strategies they use with students including, but not limited to differentiation, scaffolding, WIDA standards for language acquisition, ESL strategies, comprehension strategies, the use of manipulatives and proven programs. Teachers are given coaching based on requests, inexperience as well as recommendation from building and district administration based on walk-through data and formal observations. Length of coaching depends on the needs of the teacher and/or students. Coaching models is I teach, we teach you teach (gradual release).

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6. Describe the measures the district takes in assisting schools in developing effective school library programs that provide students an opportunity to develop digital literacy skills and improve academic achievement. [6]**

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Board Policy 6:230 Library Media ProgramThe Superintendent or designee shall manage the District's library media program to comply with, (1) State law and Illinois State Board of Education rule, and (2) the following standards:The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served. Financial resources for the program's resources and supplies are allocated to meet students' needs.Students in all grades served have equitable access to library media resources.The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionalStaff members are invited to recommend additions to the collection.Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

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7. Describe how the district will identify and serve gifted and talented students by using objective criteria. [7]**

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The District 300 Board of Education believes that all students should be challenged and supported based upon their individual needs in order to develop their full potential. This belief is supported by the District's commitment to provide both enrichment and acceleration options for students. Definitions"Accelerated placement" is the placement of a student at the instructional level that best matches that student's needs by allowing access to a curriculum that is usually reserved for children who are older or in higher grades than the student. Accelerated placement options must include, but need not be limited to, early entrance to kindergarten and first grade, individual subject acceleration, and whole grade acceleration. Accelerated placement is not limited to those students who have been identified as gifted and talented, but rather is open to all students who demonstrate high ability and who may benefit from accelerated placement. Eligibility for accelerated placement shall also be open to all students regardless of race, ethnicity, gender, religion, sexual orientation, disability, English language proficiency, or socioeconomic status. "Early entrance to kindergarten" is the admission of a student to kindergarten who will not yet be five years old by September 1 of that school year. "Early entrance to first grade" is the admission of a student to first grade who will not yet be six years old by September 1 of that school year, and who has not completed kindergarten. Students who are younger than six upon starting first grade but who were admitted early to kindergarten do not need to be reevaluated prior to admission to first grade. "Individual subject acceleration" is the practice of assigning a student to specific content at a higher instructional level than is typical given the student's grade for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas. "Whole grade acceleration" is the practice of assigning a student to a higher grade level than is typical given the student's age on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities.The referrer shall complete the referral form and submit it to the Principal. The Principal shall then forward the referral form to the appropriate individuals so that the remaining sections may be completed. The submission of the referral intake form by the initial referrer starts the clock on the thirty (30) calendar day evaluation process. Parental Consent is obtained via the referral form when the individual referring the student for evaluation is a student's parent or legal guardian. In the event the referral is made by school personnel, the school principal shall obtain written consent. The district shall evaluate all students who are referred for evaluation and whose parent(s) or legal guardian(s) have granted permission to evaluate the student for possible accelerated placement. For students returning to the district, evaluation requests should be made in the fourth quarter of the previous school year, and the student shall be evaluated in advance of the start of the school year in order to start in the accelerated placement on the first day of school. In all other cases, including but not limited to students transferring into the district, evaluations of a referred student shall be completed within 30 calendar days of the referral. Placement in the accelerated setting shall be made for the current school year, if the referral is made within the first quarter. For all referrals submitted after the first quarter and approved for acceleration, student acceleration would not begin until the start of the next school year.Evaluation Process: The team must utilize a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians. This multi-person evaluation team is responsible for gathering relevant, reliable and comprehensive data in order to determine whether and what type of accelerated placement is appropriate for that student.Multiple Evaluators/Decision MakersA diverse evaluation team shall consist of multiple participants. Recommended team members include:1. Principal/assistant principal from the student's current school2. Most current teacher of that student3. School psychologist and/or school social worker4. District level administratorA parent or legal guardian of the student shall be invited to participate in the evaluation processMultiple Evaluation CriteriaThe evaluation process shall include multiple valid, reliable indicators.For students referred for possible acceleration in an individual subject area, multiple assessments will be utilized, including, but not limited to: iReady diagnostic, iStation diagnostic, Devereaux Student Strengths Assessment (DESSA), and available district and state assessments.For students referred for possible whole grade acceleration, in addition to the assessments listed for individual subject area acceleration (above) the team will also use of the The Cognitive Abilities Test (CogAT), a multiple-choice K-12 assessment that measures reasoning skills with different types of verbal, quantitative, and nonverbal questions. If any assessments are utilized as part of the evaluation process: A) the instruments shall be appropriate given the needs of the student (e.g., linguistically appropriate instruments should be used with English Learner students); B) any assessment accommodations to which the student may be entitled generally (e.g., by the terms of an IEP) shall be available during the evaluation for accelerated placement; and C) parents or guardians shall be notified about any assessments that will be conducted as part of the evaluation at the time that they are asked to consent in writing.

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"Whole grade acceleration" is the practice of assigning a student to a higher grade level than is typical given the student's age on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities. The referrer shall complete the referral form and submit it to the Principal. The Principal shall then forward the referral form to the appropriate individuals so that the remaining sections may be completed. The submission of the referral intake form by the initial referrer starts the clock on the thirty (30) calendar day evaluation process. Parental Consent is obtained via the referral form when the individual referring the student for evaluation is a student's parent or legal guardian. In the event the referral is made by school personnel, the school principal shall obtain written consent. The district shall evaluate all students who are referred for evaluation and whose parent(s) or legal guardian(s) have granted permission to evaluate the student for possible accelerated placement. For students returning to the district, evaluation requests should be made in the fourth quarter of the previous school year, and the student shall be evaluated in advance of the start of the school year in order to start in the accelerated placement on the first day of school. In all other cases, including but not limited to students transferring into the district, evaluations of a referred student shall be completed within 30 calendar days of the referral. Placement in the accelerated setting shall be made for the current school year, if the referral is made within the first quarter. For all referrals submitted after the first quarter and approved for acceleration, student acceleration would not begin until the start of the next school year. Evaluation Process: The team must utilize a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians. This multi-person evaluation team is responsible for gathering relevant, reliable and comprehensive data in order to determine whether and what type of accelerated placement is appropriate for that student. Multiple Evaluators/Decision Makers A diverse evaluation team shall consist of multiple participants. Recommended team members include: 1. Principal/assistant principal from the student's current school 2. Most current teacher of that student 3. School psychologist and/or school social worker 4. District level administrator A parent or legal guardian of the student shall be invited to participate in the evaluation process Multiple Evaluation Criteria The evaluation process shall include multiple valid, reliable indicators. For students referred for possible acceleration in an individual subject area, multiple assessments will be utilized, including, but not limited to: iReady diagnostic, iStation diagnostic, Devereaux Student Strengths Assessment (DESSA), and available district and state assessments. For students referred for possible whole grade acceleration, in addition to the assessments listed for individual subject area acceleration (above) the team will also use of the The Cognitive Abilities Test (CogAT), a multiple-choice K-12 assessment that measures reasoning skills with different types of verbal, quantitative, and nonverbal questions. If any assessments are utilized as part of the evaluation process: A) the instruments shall be appropriate given the needs of the student (e.g., linguistically appropriate instruments should be used with English Learner students); B) any assessment accommodations to which the student may be entitled generally (e.g., by the terms of an IEP) shall be available during the evaluation for accelerated placement; and C) parents or guardians shall be notified about any assessments that will be conducted as part of the evaluation at the time that they are asked to consent in writing.

Title I Requirements:

Ensure that all children receive a high-quality education.

Close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards.

Legislative References:

[1] Title I, Part A, Section 1112(b)(1)(A)

[2] Title I, Part A, Section 1112(b)(1)(B); 34 CFR 300.226 and 300.646

[3] Title I, Part A, Section 1112(b)(1)(C); 34 CFR 300.226 and 300.646

[4] Title I, Part A, Section 1112(b)(1)(D); 34 CFR 300.226 and 300.646

[5] Title I, Part A, Section 1112(b)(2)

[6] Title I, Part A, Section 1112(b)(13)(B)

[7] Title I, Part A, Section 1112(b)(13)(A)

* Required if funding selected for Title I, Part A; Title I, Part 1003a; Title I, Part D; Title II, Part A; Title III; and/or Title IV, Part A

**Required field for only Title I, Part A

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

1. Describe how the district will facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including, if applicable, through:* [1]

i. Coordination with institutions of higher education, employers, and other local partners;* and

ii. Increased student access to early college, high school or dual or concurrent enrollment opportunities, or career counseling to identify student interests and skills.*

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

[(count) of 7500 maximum characters used]

Response from the approved prior year Consolidated District Plan.

D300 provides transition experiences and support for all students during middle to high school transition and high school to postsecondary education through curriculum and supplemental enhancement programmatic options. D300 has a PaCE framework aligned scope and sequence for the use of Naviance for college and career exploration starting with grade 6 through graduation. Naviance is used in many courses such as AVID and College and Career Exploration in middle school and AVID, CTE, personal development, and College 101 courses in high school. D300 high schools welcome an average of 80+ plus college representatives (including military) at each campus each year. Local businesses are frequently in D300 schools participating in career talks, class presentations, and mentorships with D300 students. Many D300 middle schools host annual career days inviting local businesses, Chambers of Commerce, and organizations to the schools for career exposure. D300 students through specific classes and independent opportunities, have options for college campus visits including public and private, junior/community, and in state and out of state institutions. D300 implemented a district-wide college and career counselor to support students and staff with college and career exposure. Some activities include: free college application night, site visits to technical college training schools, and FAFSA activities. D300 partners with Elgin Community College (ECC) to offer full time and part time dual credit college courses both in D300 schools and on ECC's campus. These courses are offered in general academics leading to an associate's degree as well as programs leading to industry certification (HVAC, CNA, welding). D300 partners with ABC School of Cosmetology to offer students industry training in one of four licensed areas: cosmetology, barbering, esthetics, and nail technology. Both ECC and ABC School of Cosmetology programs are offered to juniors and seniors.

2. If applicable, describe the district's support for programs that coordinate and integrate the following:* [2]

Academic and career and technical education content through coordinated instructional strategies, that may incorporate experimental learning opportunities and promote skills attainment important to in-demand occupations or industries in the State; and work-based learning opportunities that provide students in-depth integration with industry professionals and, if appropriate, academic credit.

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*NOTE: If not applicable because district serves only grades K-8, enter **Elementary District***

[(count) of 7500 maximum characters used]

Response from the approved prior year Consolidated District Plan.

D300 offers Career and Technical Education (CTE) courses at all three high schools in the areas of business, family and consumer science, and industrial technology education. Furthermore, D300 offers students internship opportunities, cooperative education work program, and cooperative work experience programs to meet student needs. D300 collaborates with local businesses, Chambers of Commerce, and organizations to facilitate these learning opportunities. Student participation in these programs is complimented by classroom experiences and, upon successful completion, students earn credit toward graduation. As an early exposure to careers, D300 students can participate in a job shadow experience as early as freshman year in high school. All programs are available to any D300 student and are supported by appropriate D300 staff.

Legislative References:

[1] Title I, Part A, Section 1112(b)(10)(A and B)

[2] Title I, Part A, Section 1112(b)(12)(A and B)

* Required if funding selected for Title I, Part A; Title I, Part D; Title II, Part A; Title IV, Part A; IDEA, Part B Flow-Through; and/or IDEA, Part B Preschool

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.*

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

District Strategic Plan

For each program for which funding is anticipated for the 2021-2022 school year, provide a brief description of professional development activities to be funded by the program as applicable.* [1]

NOTE: - If Professional Development will not be provided for a funded program below, enter **NOT PROVIDING**.

- Be sure to include information on how participating private schools will be included in the professional development plans.
- NOTE - writing space appears only if a program was selected on the Coordinated Funding page; to make changes in program funding, return to that page, revise, save the page and return to this page.

Program and Description

A. Title I, Part A - Improving Basic Programs

Professional Learning Communities, equity, assessment development, best practice learning strategies for all and coaching for all .

B. Title I, Part A - School Improvement Part 1003(a)

C. Title I, Part D - Delinquent

D. Title I, Part D - Neglected

E. Title I, Part D - State Neglected/Delinquent

F. Title II, Part A - Preparing, Training, and Recruiting

Professional Learning Communities, equity, assessment development, best practice learning strategies for all and coaching for all . Mentor programs for new and 2nd year teachers

G. Title III - LIEP

Family School Liaisons will participate in PD on parent engagement

H. Title III - ISEP

I. Title IV, Part A - Student Support and Academic Enrichment

None at this time

J. Title V, Part B - Rural and Low Income Schools

K. IDEA, Part B - Flow-Through [2]

Professional development focus on curriculum writing and training focus area in math and ELA, trauma informed classes ACES, Love and Logic materials and conference, CPI for ISBE requirements with restraints certification and materials, transition services conferences, compliance training, PLC's, Illinois transition conference, autism conference, IAASE conference, CEC conference, LRP conference, ISHA, ISPA conference, Social thinking training, Zones of regulation training, Autism conference, legal presentations, SRA training, Barton Training, Foundations training, AT conference, ITDHH Conference, hearing conference, vision conference, social work conferences, co-teaching training, diversity and equity training, disability awareness, medical health training/workshops subs (including benefits) for staff to participate in all activities

L. IDEA, Part B - Preschool

he most recent needs assessment via a program review, recommend to increases support for early childhood in the areas of professional development for compliance curriculum training. Other needs that came up with the professional development with supporting students in post pandemic world, CPI, love and logic, and trauma informed practices. The review also recommended continued growth of the special education preschool instruction and environmental options with no-disables peers resulting in continues support for pre-k. This was also discussed again at early childhood collaborative council committee. In addition, will align with strategic plan goals and initiatives that focus on instruction, diversity/equity and social emotional health.

Legislative Requirement:

[1] Title III, Section 3115(c)(2)

[2] 34 CFR 300.207 ; 2122(b)(4-9) of ESSA

* Required if funding selected for Title I, Part A; Title II, Part A; Title III; Title IV, Part A; Title V, Part B; IDEA, Part B Flow-Through; and/or IDEA, Part B Preschool

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

District Goal(s):

- Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

District Strategic Plan

1. Describe the process through which the districts will:*

i. reduce incidences of bullying and harassment

ii. reduce the overuse of discipline practices that remove students from the classroom [1]

iii. reduce the use of aversive behavioral interventions that compromise student health and safety; disaggregated by each subgroup of student as defined below. [2]

- a. each major racial and ethnic group;
- b. economically disadvantaged students as compared to students who are not economically disadvantaged;
- c. children with disabilities as compared to children without disabilities;
- d. English proficiency status;
- e. gender; and
- f. migrant status.

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([count] of 7500 maximum characters used)

District 300 prioritizes student health, welfare, and safety. The district educates students at all grade levels about bullying and harassment. Lessons are delivered to students through Social and Emotional lessons in the classroom along with educational speakers that focus specifically on these unacceptable behaviors. Threat assessment requirements met of training and assessment in collaboration with District Safety Offices. Students are informed how to report any instances they may experience and may do so anonymously if they prefer. The district administration reviews student discipline data regularly and monitors the various discipline practices administrators use. Focused training occurs quarterly with all administrators to educate and engage administrators in ways to continue reducing practices that remove students from the classroom. All administrators have been trained in Restorative Practices and use these practices to help students and staff resolve behavioral issues to keep students in the classroom more regularly. Restorative Practices, Love and Logic, and Crisis Prevention are all skills and strategies that the District supports and trains certificated and non-certificated employees that helps promote a more inclusive, safe and healthy environment for members of the school community.

Response from the prior year Consolidated District Plan.

District 300 prioritizes student health, welfare, and safety. The district educates students at all grade levels about bullying and harassment. Lessons are delivered to students through Social and Emotional lessons in the classroom along with educational speakers that focus specifically on these unacceptable behaviors. Students are informed how to report any instances they may experience and may do so anonymously if they prefer. The district administration reviews student discipline data regularly and monitors the various discipline practices administrators use. Focused training occurs quarterly with all administrators to educate and engage administrators in ways to continue reducing practices that remove students from the classroom. All administrators have been trained in Restorative Practices and use these practices to help students and staff resolve behavioral issues to keep students in the classroom more regularly. Restorative Practices, Love and Logic, and Crisis Prevention are all skills and strategies that the District supports and trains certificated and non-certificated employees that helps promote a more inclusive, safe and healthy environment for members of the school community.

2. Describe the services the district will provide homeless children and youth, including services provided with funds reserved to support the enrollment, attendance, and success of homeless children and youth, in coordination with the services the district is providing under the McKinney-Vento Homeless Assistance Act. [3]

[\(42 U.S.C. 11301 et seq.\):*](#)

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([count] of 7500 maximum characters used)

300 provides services to the children and youth who have been identified as homeless according to the McKinney-Vento Act to help them to overcome obstacles and barriers to receiving an education. These services include: Advocating and expediting school enrollment and services for homeless children and unaccompanied youth. Coordinating with registrars, social workers and school staff in the district(s) to assist homeless students with obtaining documents necessary to attend school. Coordinating with the school district to providing transportation to and from school and school relates activities. Providing and coordinating with registrars, social workers and school staff to assist with delivery of supplies to homeless children such as backpacks, school supplies, personal hygiene items, clothing, shoes, coats and boots at no expense to the families. Assisting with referrals to community resources for medical needs such as glasses, immunizations, dental and mental health needs that may that impair school performance. Assisting with placing children in after school tutoring and after school programs free of charge for the families. Assisting and providing direct services to unaccompanied youth in an effort to support their continued education past high school graduation. Assisting parents in motels or doubling up with referrals for food, clothing, and shelter.

Response from the prior year Consolidated District Plan.

D300 provides services to the children and youth who have been identified as homeless according to the McKinney-Vento Act to help them to overcome obstacles and barriers to receiving an education. These services include: Advocating and expediting school enrollment and services for homeless children and unaccompanied youth. Coordinating with registrars, social workers and school staff in the district(s) to assist homeless students with obtaining documents necessary to attend school. Coordinating with the school district to providing transportation to and from school and school relates activities. Providing and coordinating with registrars, social workers and school staff to assist with delivery of supplies to homeless children such as backpacks, school supplies, personal hygiene items, clothing, shoes, coats and boots at no expense to the families. Assisting with referrals to community resources for medical needs such as glasses, immunizations, dental and mental health needs that may that impair school performance. Assisting with placing children in after school tutoring and after school programs free of charge for the families. Assisting and providing direct services to unaccompanied youth in an effort to support their continued education past high school graduation. Assisting parents in motels or doubling up with referrals for food, clothing, and shelter.

Title I Requirement:

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards

Legislative Requirements:

[1] Title I, Part A, Section 1112(b)(11)

[2] Title I, Part A, Section 1111(c)(2); 34 CFR 300.226 and 300.646

[3] Title I, Part A, Section 1112(b)(6)

* Required if funding selected for Title I, Part A and/or Title IV, Part A

Attendance Center Designation

[Instructions](#)

Attendance Center Designation

Attendance Center	Schoolwide	Targeted Assistance	Not Served	Closed	Board Approved Date
0002 - DUNDEE-CROWN HIGH SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5/11/2021
0003 - HAMPSHIRE HIGH SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
0004 - HARRY D JACOBS HIGH SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
1001 - CARPENTERSVILLE MIDDLE SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5/11/2021
1004 - ALGONQUIN MIDDLE SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
1005 - DUNDEE MIDDLE SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
1008 - HAMPSHIRE MIDDLE SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2001 - ALGONQUIN LAKES ELEM SCH	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2002 - LIBERTY ELEMENTARY SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2003 - LINCOLN PRAIRIE ELEM SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2009 - DUNDEE HIGHLANDS ELEM SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2010 - EASTVIEW ELEM SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2012 - GOLFPVIEW ELEM SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5/11/2021
2013 - HAMPSHIRE ELEM SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2015 - LAKE IN THE HILLS ELEM SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2016 - MEADOWDALE ELEM SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5/11/2021
2018 - PARKVIEW ELEMENTARY SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5/11/2021
2019 - SLEEPY HOLLOW ELEM SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
201C - Cambridge Lakes Charter School	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2020 - KENNETH E NEUBERT ELEM SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2021 - PERRY ELEMENTARY SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5/11/2021
2022 - LAKEWOOD SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5/11/2021
2023 - WESTFIELD COMMUNITY SCHOOL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2025 - GARY D WRIGHT ELEM SCH	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2026 - GILBERTS ELEM SCH	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
3001 - DELACEY FAMILY EDUC CTR	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
3002 - OAK RIDGE SCHOOL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5/11/2021

Describe anticipated Reorganizations: _____

If Title I funding was selected on the Coordinated Funding page, this page is required. If the page is blank and the entity does plan to receive and use Title I funds, return to the Coordinated Funding page and select Title I, save the page, and return to this page.

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

District Goal(s): Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

Strategic Plan

1. Describe how the district will carry out its responsibilities to support and improve schools identified as comprehensive or targeted under paragraphs (1) and (2) of section 1111(d).* (Section 1112(b)(3))

[Section 1111\(d\)](#)

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

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If the district does not have any schools identified as comprehensive or targeted, enter

No schools identified under this part

[(count] of 7500 maximum characters used)

no schools identified under this part.

Re-display of the approved response from the prior year Consolidated District Plan.

no schools identified under this part.

2. Does the district serve eligible children in an institution or community day program for neglected or delinquent children or in an adult correctional institution? * (Section 1112(b)(5))

- Yes
- No

3. Select the poverty criteria below that will be used to rank school attendance centers. A district shall use the same measure(s) of poverty, which measure the number of children aged 5 through 17 in poverty counted in the most recent census data, with respect to ALL school attendance centers in the LEA.* (Section 1112(b)(4))

[Measures of Poverty from 1113\(5\)\(A\) and \(B\)](#)

- School Lunch: the number of children eligible for a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.),
- TANF: the number of children in families receiving assistance under the State program funded under part A of Title IV of the Social Security Act,
- Medicaid: the number of children eligible to receive medical assistance under the Medicaid Program,
- Direct Certification

4. Describe, in general, the targeted assistance (section 1115) and/or schoolwide programs (section 1114) the district will operate, as well as the goal of those programs. Where appropriate, please explain educational services outside such schools for children living in local institutions or community day programs for neglected or delinquent children.* (Section 1112(b)(5))

[Section 1114 and 1115](#)

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[(count] of 7500 maximum characters used)

Lakewood School, Golfview Elementary School, Meadowdale Elementary School, Parkview Elementary School, Perry Elementary School, Oak Ridge School, Dundee Crown High School and Carpentersville Middle School operate as schoolwide programs. Their goal is to close the achievement gap for all of their sub groups as well as the entire school. Closing the achievement gap is done through data analysis. These schools consistently review their data at the school level as well as with the assistant superintendent for Title I schools. In addition they are given additional teachers who focus on closing the achievement gap through instructional coaching and small group instruction using proven intervention programs such as LLI (Leveled Literacy Intervention, Wonder Works, Barton, and other proven programs as well as enrich and reteach scheduled into the school day. In addition before and/or after school programs are offered to students who have been identified as being below grade level and/or in need of additional social/emotional intervention. Contracted programs such as but not limited to Snapology, Tim Hanning Inc., Bricks, 4 Kidz are also used in after school programs. These students are enrolled in the additional programs based on their data. Summer school is also offered to students to reduce summer learning loss. Summer school may be but not limited to STEM Camp, Art Camp, Theater Camp and Music Camp. Research shows keeping students as active learners reduces summer learning loss. Field trips during the school year as well as in the summer are provided to increase students' background knowledge and increasing their chances of making connections during their academic work in the areas of science, social studies and language arts. Field trips are aligned to the Common Core State Standards of each grade level and may address art and/or music. A family field trip may be offered in order to enrich the entire family and help parents support their child's learning. Schools conduct book studies to help the entire staff learn and move in the same direction. These books may address teaching strategies in academic areas, working with students of poverty, family engagement, professional learning communities, assessment and other areas addressed in the school's school improvement plan. The most effective model for instruction of English learners is dual language education. In a dual language program, students develop high levels of language proficiency in two languages (English and Spanish) , they achieve above grade level on academic performance measures and they demonstrate positive cross-cultural attitudes and behaviors. The four Title I elementary schools will move to the dual language model for the 2017-2018 school year. Beginning in kindergarten

students will have the 80-20 model slowly increasing English language instruction as they progress through the grade levels up to eighth grade. Family school liaisons (FSLs) are placed at each Title I school. Their role is to focus on family engagement. They interpret and translate to make sure parents are communicated with in their first language. FSLs work with parents with issues such as attendance, school communication, school documents and paperwork, provides information and explanations of school policy and procedures. Provides information for families and school district staff and faculty with situations involving attendance, late arrivals, truancy, grade, progress reports, teacher conferences, illness situations, and interaction with administration, special events, and any other situation warranting Liaison needs. Schedule, organize and promote school activities to increase participation in various activities such as Parent Nights, monthly family night, and other school events Assist families in crisis by securing basic need items for them; distributes donated clothing, food, seasonal gifts, and other items; conduct home visits to families. Assist families and students with the registration process and adapting to their new school. Recruit parents and community member volunteers and coordinate schedules to efficiently use volunteer time and services. Act as an advocate for families, educate parents and students of their rights, available services, and assist families in finding community resources. Provide information and assistance to families to increase their understanding of and participation in the educational process

Re-display of the approved response from the prior year Consolidated District Plan.

Lakewood School, Golfview Elementary School, Meadowdale Elementary School, Parkview Elementary School, Perry Elementary School, Dundee Crown High School and Carpentersville Middle School operate as schoolwide programs. Their goal is to close the achievement gap for all of their sub groups as well as the entire school. Closing the achievement gap is done through data analysis. These schools consistently review their data at the school level as well as with the assistant superintendent for Title I schools. In addition they are given additional teachers who focus on closing the achievement gap through instructional coaching and small group instruction using proven intervention programs such as LLI (Leveled Literacy Intervention, Wonder Works, Barton, and other proven programs as well as enrich and reteach scheduled into the school day. In addition before and/or after school programs are offered to students who have been identified as being below grade level and/or in need of additional social/emotional intervention. Contracted programs such as but not limited to Snapology, Tim Hanning Inc., Bricks, 4 Kidz are also used in after school programs. These students are enrolled in the additional programs based on their data. Summer school is also offered to students to reduce summer learning loss. Summer school may be but not limited to STEM Camp, Art Camp, Theater Camp and Music Camp. Research shows keeping students as active learners reduces summer learning loss. Field trips during the school year as well as in the summer are provided to increase students' background knowledge and increasing their chances of making connections during their academic work in the areas of science, social studies and language arts. Field trips are aligned to the Common Core State Standards of each grade level and may address art and/or music. A family field trip may be offered in order to enrich the entire family and help parents support their child's learning. Schools conduct book studies to help the entire staff learn and move in the same direction. These books may address teaching strategies in academic areas, working with students of poverty, family engagement, professional learning communities, assessment and other areas addressed in the school's school improvement plan. The most effective model for instruction of English learners is dual language education. In a dual language program, students develop high levels of language proficiency in two languages (English and Spanish), they achieve above grade level on academic performance measures and they demonstrate positive cross-cultural attitudes and behaviors. The four Title I elementary schools will move to the dual language model for the 2017-2018 school year. Beginning in kindergarten students will have the 80-20 model slowly increasing English language instruction as they progress through the grade levels up to eighth grade. Family school liaisons (FSLs) are placed at each Title I school. Their role is to focus on family engagement. They interpret and translate to make sure parents are communicated with in their first language. FSLs work with parents with issues such as attendance, school communication, school documents and paperwork, provides information and explanations of school policy and procedures. Provides information for families and school district staff and faculty with situations involving attendance, late arrivals, truancy, grade, progress reports, teacher conferences, illness situations, and interaction with administration, special events, and any other situation warranting Liaison needs. Schedule, organize and promote school activities to increase participation in various activities such as Parent Nights, monthly family night, and other school events Assist families in crisis by securing basic need items for them; distributes donated clothing, food, seasonal gifts, and other items; conduct home visits to families. Assist families and students with the registration process and adapting to their new school. Recruit parents and community member volunteers and coordinate schedules to efficiently use volunteer time and services. Act as an advocate for families, educate parents and students of their rights, available services, and assist families in finding community resources. Provide information and assistance to families to increase their understanding of and participation in the educational process

5. In schools operating a targeted assistance program, please describe the objective criteria the district has established to identify the target populations, AND how teachers and school leaders will include parents, administrators, paraprofessionals, and instructional support personnel in their identification of the target population.* (Section 1112(b)(9))

For your convenience, the prior year Consolidated District Plan approved response is provided below. It may be copied and modified to address the Consolidated District Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

*If the district does not serve any schools identified as targeted assistance, enter **Schoolwide Program Only***

([count] of 7500 maximum characters used)

Schoolwide Program Only

Re-display of the approved response from the prior year Consolidated District Plan.

Schoolwide Program Only

Title I Requirement:

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards.

*Required Field

If IDEA funding was selected on the Coordinated Funding page, this page is required. If the page is blank and the entity does plan to receive and use IDEA funds, return to the Coordinated Funding page and select IDEA, save the page, and return to this page.

INSTRUCTIONS: Select the goal(s) below that align with the District responses provided in the required information below. A minimum of one ISBE or District Goal must be selected.

ISBE Goals:

- Student Learning: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.
- Learning Conditions: All schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every child.
- Elevating Educators: Illinois diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their efforts to provide each and every child an education that meets their needs.

District Goal(s): Select the checkbox, then enter the District Goal(s) that align to the responses below in the text area.

-

1. How was the comprehensive needs assessment information used for planning grant activities?* This section should include the comprehensive needs identified that will be targeted by the activities and programs funded by IDEA.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

The needs assessment were use in the LEA needs process. CUSD 300 continues to focus on early intervening successes academically and behaviorally with the need to all students K-12. Based on the needs assessment complete in May 2021, indicates the need for: supporting students in a post pandemic world, supporting students with anxiety, depression, DMDD and ADHD, Love and Logic in the classroom, trauma informed practices, CPI, FA/BIP training and Love and Logic for special education students. Buildings continue to request support including coaching, staff development and materials to support special education students in the general education setting. Professional development for IEP teams for staff to demonstrate appropriate conversation and decisions being made at the IEP team meeting and development. This year same as last year, IEP compliance will continue to be incorporated through online training based development with Schoology as well as face-to-face after school opportunities. Staff will receive additional support of reading to align with the ELA common core curriculum and curriculum adoption; especially in math, and staff training as an identified need. Staff will participate in math instruction with continue focus on appropriate use of manipulative and ELA with the focus on closing the reading gap. Staff feedback continues to indicate that teachers are still eager for professional development and materials on best practices, differentiation, assistive technology and ways of engaging students in classroom activities. In addition, will align with strategic plan goals and initiatives that focus on instruction, diversity/equity and social emotional health. Pre-K-The needs assessment were used in the IEP needs assessment process. The most recent needs assessment via a program review, recommend to increases support for early childhood in the areas of professional development for compliance curriculum training. Other needs that came up with the professional development with supporting students in post pandemic world, CPI, love and logic, and trauma informed practices. The review also recommended continued growth of the special education preschool instruction and environmental options with no-disables peers resulting in continues support for pre-k. This was also discussed again at early childhood collaborative council committee. In addition, will align with strategic plan goals and initiatives that focus on instruction, diversity/equity and social emotional health.

Response from the approved prior year Consolidated District Plan.

The needs assessment were use in the LEA needs process. CUSD300 continues to focus on early intervening successes academically and behaviorally with the need to all students K-12. Based on the needs assessment complete in May 2020, indicates the need for: Legal updates, IEP components (data use, FA/BIP, Accommodations and modifications/Goals), 21st Century Learning for special education, Differentiation of Instruction for special education, High Impact instructional strategies, CPI, Professional Learning Communities (PLC), Love and Logic, Restorative practices, trauma informed instruction and how to best teach in remote learning/e-learning. Buildings continue to request support including coaching, staff development and materials to support special education students in the general education setting. Professional development for IEP teams for staff to demonstrate appropriate conversation and decisions being made at the IEP team meeting and development. This year same as last year, IEP compliance will continue to be incorporated through online training based development with Haiku as well as face-to-face after school opportunities. Staff will receive additional support of reading to align with the ELA common core curriculum and curriculum adoption; especially in math, and staff training as an identified need. Staff will participate in math instruction with continue focus on appropriate use of manipulative and ELA with the focus on closing the reading gap. Staff feedback continues to indicate that teachers are still eager for professional development and materials on best practices, differentiation, assistive technology and ways of engaging students in classroom activities. Pre-k-The needs assessment were used in the IEP needs assessment process. The most recent needs assessment via a program review, recommend to increases support for early childhood in the areas of professional development for compliance curriculum training. Other needs that came up with the professional development with CPI, love and logic, and trauma informed practices. The review also recommended continued growth of the special education preschool instruction and environmental options with no-disables peers resulting in continues support for pre-k. This was also discussed again at early childhood collaborative council committee.

2. Summarize the activities and programs to be funded within the grant application.*

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

Professional development is based off the needs assessment. The goal of professional development is for staff to be able to continue to grow in the profession to best support students' academic, social emotional and other needs. While also making sure our staff is aware of the legal requirements of the IEP and IEP process. This can be done in a variety of methods of professional development, including conferences, training, webinars, speakers, webinars, book studies or online. Professional development focus on curriculum writing and training focus area in math and ELA, trauma informed classes ACES, Love and Logic materials and conference, CPI for ISBE requirements with restraints certification and materials, transition services conferences, compliance training, PLC's, Illinois transition conference, autism conference, IAASE conference, CEC conference, LRP conference, ISHA, ISPA conference, Social thinking training, Zones of regulation training, Autism conference, legal presentations, SRA training, Barton Training, Foundations training, AT conference, ITDHH Conference, hearing conference, vision conference, social work conferences, co-teaching training, diversity and equity training, disability awareness, medical health training/workshops subs (including benefits) for staff to participate in all activities

Response from the approved prior year Consolidated District Plan.

Professional development is based off the needs assessment. The goal of professional development is for staff to be able to continue to grow in the profession to best support students' academic, social emotional and other needs. While also making sure our staff is aware of the legal requirements of the IEP and IEP process. This can be done in a variety of methods of professional development, including conferences, training, webinars, speakers, webinars, book studies or online. Professional development focus on curriculum writing and training, trauma informed classes ACES, Love and Logic materials and conference, CPI for ISBE requirements with restraints certification and materials, transition services conferences, compliance training, PLC's, Illinois transition conference, autism conference, IAASE conference, CEC conference, LRP conference, ISHA, ISPA conference, Social thinking training, Zones of regulation training, Autism conference, legal presentations, SRA training, Barton Training, Foundations training, AT conference, ITDHH Conference, hearing conference, vision conference, social work conferences, co-teaching training, medical health training/workshops subs (including benefits) for staff to participate in all activities. Professional development is based off the needs assessment. The goal of professional development is for staff to be able to continue to grow in the profession to best support students' academic, social emotional and other needs. While also making sure our staff is aware of the legal requirements of the IEP and IEP process. This can be done in a variety of methods of professional development, including conferences, training, webinars, CPI materials to align with Restraint procedures, speakers, webinars, book studies or online. Professional development focus love and logic, equals training, PCI training, compliance training, legal updates, medical health training/workshops subs (including benefits) for staff to participate in all activities.

3. Describe any changes in the scope or nature of services from the prior fiscal year.*

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

([count] of 7500 maximum characters used)

The changes from this year have not changed significantly. The focus continues to be on improvement of instructional practices while meeting the needs of the students. The compliance to have compliant IEP's. One focus this year will continue to be with CPI, restorative practice,diversity/ equity, classroom management and trauma informed practices to align with ISBE ruling with isolation and restraints

Response from the approved prior year Consolidated District Plan.

The changes from this year have not changed significantly. The focus continues to be on improvement of instructional practices while meeting the needs of the students. The compliance to have compliant IEP's. One focus this year will continue to be with CPI, restorative practice, classroom management and trauma informed practices to align with ISBE ruling with isolation and restraints.

*Required Field

Overview

*******NOTE: This plan section is not required for the Department of Juvenile Justice*******

PROGRAM:	Foster Care Transportation Plan
PURPOSE:	To comply with ESSA requirements for educational stability for students in foster care
REQUIRED FOR:	All Illinois school districts and state-authorized charter schools
RESOURCES:	ED and HHS Letter to Chief State School Officers and Child Welfare Directors on Implementing the Fostering Connections Act of May 30, 2014 US Department of Education (USDE) web page for Students in Foster Care The Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351) Educational Stability Requirements (Effective October 7, 2008) Public Act 099-0781 (effective 8/12/2016) USDE Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care (June 23, 2016) Finance, Budgets & Funding Transportation Programs (scroll to Foster Care Transportation section) ESEA of 1965 as Amended, Section 6312(c)

BACKGROUND

Section 6312(5)(B) of ESEA of 1965 as Amended by ESSA requires that the local educational agency (LEA) collaborate with the state or local child welfare agency to develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin when in their best interests will be provided, arranged, and funded for the duration of the time in foster care.

DEFINITION AND REFERENCES

First Division vehicles are defined in the Illinois Vehicle Code as motor vehicles designed to carry no more than 10 persons total.

First Division vehicles can be used to transport 10 or fewer persons, including the driver, on regular routes for any and all school-sponsored activities, including curriculum-related trips. Examples of First Division vehicles include cars, station wagons, mini-vans (10 passengers or less which includes the driver), taxi cabs, medical carrier or medi-car, and Suburbans. The manufacturer sticker (Federal Certification Label) located on the inside of the drivers side door will stipulate MPV for Multi-Passenger Vehicle, MPPV (MultiPurpose Passenger Vehicle), or Passenger Car [49 CFR 571.3]

Vehicle Usage:

https://www.isbe.net/Documents/school_vehicle_guidance.pdf

https://www.isbe.net/Documents/vehicle_use_summary.pdf

<https://www.isbe.net/Documents/ISBE-Visual-Vehicle-Use-Guide.pdf>

Transportation Programs:

<https://www.isbe.net/Pages/Funding-and-Disbursements-Transportation-Programs.aspx>

REQUIREMENTS

A. The following factors should be considered when developing the transportation procedures for a student in foster care:

1. Safety
2. Duration of the need for services
3. The time/length of travel time for the student each day
4. Time of placement change
5. Type of transportation available (yellow school bus, taxi cab, First Division vehicle, etc.)
6. Traffic patterns
7. Flexibility in school schedule
8. Impact of extracurricular activities on transportation options.
9. Maturity and behavioral capacity of student

B. The following low-cost/ no-cost options should be considered when developing the transportation procedures:

1. Pre-existing transportation route
2. New transportation route
3. Route-to-Route hand-offs
4. District-to-district boundary hand-offs
5. Eligibility of the student for transportation through other services such as, but not limited to, Individuals with Disabilities Education Act (IDEA)
6. Alternatives not directly provided by the district/school such as:
 - a. Contracted services - taxis, student transport companies, etc. - see note below
 - b. Public transportation such as city buses, rails, etc.
 - c. Carpools- see note below
 - d. School/District staff- see note below
 - e. Options presented by DCFS outside of those provided by the district/school, such as reimbursing the foster parents for transportation costs, or including transport in contracts with licensed child placing agencies or group homes

NOTE: A school bus driver permit is REQUIRED for these options! IMPORTANT: All drivers transporting students (other than parents or legal guardians transporting their own students) in First Division vehicles MUST possess a valid school bus driver permit per Section 6-104(d) of the Vehicle Code. THIS INCLUDES TAXI CAB DRIVERS.

REMINDER: A multifunction school activity bus (MFSAB) can NEVER be used to transport home-to-school or school-to-home [625 ILCS 5/1-148.3a-5]

C. The following funding options should be considered when developing the transportation procedures for a student in foster care:

1. Title IV-E of the Social Security Act if the student is eligible
2. Title I of the ESEA of 1965 as Amended by ESSA (except that funds reserved for comparable services for homeless children and youth may NOT be used for transportation)
3. IDEA funds, if the student has an Individual Educational Program (IEP) that includes provisions for specialized transportation
4. State special education transportation funds, if the student has an IEP
5. Local funds

Contact Information

*******NOTE: This page is not required for the Department of Juvenile Justice*******

As part of the foster care transportation plan development process, several stakeholders should be involved. These may include, but are not limited to:

- a. Local educational agency (LEA) point of contact for foster students (LEA-POC)
- b. LEA transportation director
- c. Child welfare agency point of contact
- d. LEA Department of Children and Family Services (DCFS) liaison as permitted by 105 ILCS 5/10-20.58, if applicable
- e. Title I director
- f. School social worker
- g. Guidance counselor
- h. Special education personnel

Provide contact information for all personnel included in the development of the plan. The LEA-POC and transportation director are required; others are optional and should be included as applicable.

1. Foster Care LEA-POC - required*

Last Name*	First Name*	Position/Title*	Email*
Nacke	Shelley	Assistant Superintendent for Education Services	shelley.nacke@d300.org

2. LEA Transportation Director - required*

Last Name*	First Name*	Position/Title*	Email*
Mason	Deborah	Director of Transportaiton	deborah.mason@d300.org

Click here to add information for other personnel involved in the plan development.

3. Other personnel

Last Name	First Name	Position/Title	Email
Oesterreich	Nancy	Director of Federal Programs	nancy.oesterreich@d300.org

Click here to add information for additional other personnel.

4. Other personnel

Last Name	First Name	Position/Title	Email
Sandoval	Wendy	Administrative Specialist	wendy.sandoval@d300.org

Click here to add information for additional other personnel.

*Required field

Best Interest Determination as it relates to School Stability

*******NOTE: This page is not required for the Department of Juvenile Justice*******

NOTE: FIELDS BELOW MAY BE PREPOPULATED WITH DATA. REVIEW ANY PREPOPULATED DATA, COPY AND REVISE AS NEEDED IN THE BOX ABOVE IT, AND SAVE THE PAGE.

1. Describe the process for determining the best interest of the affected child for placement if the child is placed into foster care or changes residences while in foster care. Include the positions of all district personnel involved.*

Be sure to include the factors that should be considered in determining whether remaining in a child's school of origin is in his or her best interest, as it relates to ensuring school stability.

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

The LEA-POC, DCFS case manager, LEA Director of Transportation, the LEA direct contact staff and foster parents (if available) will discuss the specific needs of the student. The student's social emotional history, behavior, attendance and academic performance will be considered when determining the best interest of the child. The factors to consider when developing the transportation procedures for a student in foster care are as follows: SafetyDurationTime of placement changeType of transportation availableTraffic patternsFlexibility in School scheduleImpact of extracurricular activities on transportation optionsMaturity and behavioral capacity

Response from the approved prior year Consolidated District Plan.

The LEA-POC, DCFS case manager, LEA Director of Transportation, the LEA direct contact staff and foster parents (if available) will discuss the specific needs of the student. The student's social emotional history, behavior, attendance and academic performance will be considered when determining the best interest of the child. The factors to consider when developing the transportation procedures for a student in foster care are as follows: SafetyDurationTime of placement changeType of transportation availableTraffic patternsFlexibility in School scheduleImpact of extracurricular activities on transportation optionsMaturity and behavioral capacity

2. Describe any special considerations and legal requirements taken into account for children with disabilities under IDEA and students with disabilities under Section 504.*

See IDEA legislation hereSee Section 504 here

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

Best practice, laws and guidelines under Section 504, IDEA will drive discussion and decisions.

Response from the approved prior year Consolidated District Plan.

Best practice, laws and guidelines under Section 504, IDEA will drive discussion and decisions.

3. Describe any special consideration and legal requirements taken into account for children who are English learners.*

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

Certainly, the student's background, including language spoken and understood, will be considered when determining the best plan for students.

Response from the approved prior year Consolidated District Plan.

Certainly, the student's background, including language spoken and understood, will be considered when determining the best plan for students.

4. Describe the dispute resolution process should there be disagreement among parents, education decision makers, and other stakeholders regarding the best interest determination.*

Be sure to include the step-by-step process if one would want to initiate a dispute through the resolution. NOTE: include that DCFS has the final say if a resolution cannot be determined.

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

In the case of a dispute, the student will remain in their school of origin without interruption to transportation services while dispute is being resolved. The LEA/POC and Transportation Director will meet with DCFS case manager to come to an agreeable resolution. Should this not be the outcome, the LEA/POC will meet with the Superintendent of the Regional Office of Education and the Deputy of Education and Transition Services with DCFS until resolution is reached. If a resolution still has not been made, DCFS will have the final say.

Response from the approved prior year Consolidated District Plan.

In the case of a dispute, the student will remain in their school of origin without interruption to transportation services while dispute is being resolved. The LEA/POC and Transportation Director will meet with DCFS case manager to come to an agreeable resolution. Should this not be the outcome, the LEA/POC will meet with the Superintendent of the Regional Office of Education and the Deputy of Education and Transition Services with DCFS until resolution is reached. If a resolution still has not been made, DCFS will have the final say.

*Required field

Transportation Plan Development

*****NOTE: This plan section is not required for the Department of Juvenile Justice*****

NOTE: FIELDS BELOW MAY BE PREPOPULATED WITH DATA. REVIEW ANY PREPOPULATED DATA, COPY AND REVISE AS NEEDED IN THE BOX ABOVE IT, AND SAVE THE PAGE.

1. Describe the process for determining how transportation will be provided to students who qualify, including the position of all individuals involved in the process.*

Be sure to include the factors that should be considered when developing the transportation procedures for a student in foster care.

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

The D300 LEA-POC, the DCFS case manager, school personnel, LEA-Transportation Director, and foster parents (if available) will consult to identify the best interest of the student. Consideration will be given to transportation needs specific to the student, mode of transportation and length of ride. The following factors will be considered when developing the transportation procedures for a student in foster care: 1. Safety 2. Duration of the need for services 3. The time/length of travel time for the student each day 4. Time of placement change 5. Type of transportation available (yellow school bus, taxi cab, First Division vehicle, etc.) 6. Traffic patterns 7. Flexibility in school schedule 8. Impact of extracurricular activities on transportation options 9. Maturity and behavioral capacity of student

Response from the approved prior year Consolidated District Plan.

The D300 LEA-POC, the DCFS case manager, school personnel, LEA-Transportation Director, and foster parents (if available) will consult to identify the best interest of the student. Consideration will be given to transportation needs specific to the student, mode of transportation and length of ride. The following factors will be considered when developing the transportation procedures for a student in foster care: 1. Safety 2. Duration of the need for services 3. The time/length of travel time for the student each day 4. Time of placement change 5. Type of transportation available (yellow school bus, taxi cab, First Division vehicle, etc.) 6. Traffic patterns 7. Flexibility in school schedule 8. Impact of extracurricular activities on transportation options 9. Maturity and behavioral capacity of student

2. Indicate which options will be considered when developing the transportation plan. Check all that apply.*

- a. Pre-existing transportation route
- b. New transportation route
- c. Route-to-route hand-offs
- d. District-to-district boundary hand-offs
- e. Other services for which student is eligible, such as IDEA transportation options
- f. Options presented by DCFS worker
- g. Alternatives not directly provided by the district/school such as taxis, carpools, public transportation, etc.

IMPORTANT: All drivers transporting students (other than parents or legal guardians transporting their own students) in First Division vehicles MUST possess a valid school bus driver permit per Section 6-104(d) of the Vehicle Code. THIS INCLUDES TAXI CAB DRIVERS.

- h. Other - describe _____
- i. Other - describe _____
- j. Other - describe _____

3. Describe how all funding options selected above will be considered and coordinated when developing the transportation plan.*

Be sure to include the funding options that should be considered when developing the transportation procedures for a student in foster care.

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

First consideration will be to meet the students unique set of circumstances, following "best practices" and student's safety and security. Investigation of the use of title I funds, local funds, State Special Education funds, (for eligible students) IDEA funds (for eligible students) and DCFS shared reimbursement.

Response from the approved prior year Consolidated District Plan.

First consideration will be to meet the students unique set of circumstances, following "best practices" and student's safety and security. Investigation of the use of title I funds, local funds, State Special Education funds, (for eligible students) IDEA funds (for eligible students) and DCFS shared reimbursement.

4. Describe the dispute resolution process to be utilized if the district/school and DCFS have difficulty coming to agreement on how to provide transportation for a particular student in need.*

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

Student will remain in their school of origin with transportation services being provided while dispute is being resolved. The LEA-POC and Transportation Director will meet with DCFS case manager to come to an agreeable resolution. Should this not be the outcome, the LEA-POC will meet with Kane County Regional Office of Education Assistant Superintendent and Deputy of Education and Transition Services with DCFS.

Response from the approved prior year Consolidated District Plan.

Student will remain in their school of origin with transportation services being provided while dispute is being resolved. The LEA-POC and Transportation Director will meet with DCFS case manager to come to an agreeable resolution. Should this not be the outcome, the LEA-POC will meet with Kane County Regional Office of Education Assistant Superintendent and Deputy of Education and Transition Services with DCFS.

5. Describe how the district/school will provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.*

NOTE: Include that the School Of Origin [SOO] is responsible for the transportation while all disputes are being resolved.

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

The School Of Origin (SOO) is responsible for the transportation while all disputes are being resolved. The student's transportation will continue without interruption or change until there is a resolution.

Response from the approved prior year Consolidated District Plan.

The School Of Origin (SOO) is responsible for the transportation while all disputes are being resolved. The student's transportation will continue without interruption or change until there is a resolution.

6. Describe how the district/school will ensure that all school personnel are aware of the transportation plan process and can initiate the process if they become aware of a student who is eligible for such services.*

For your convenience, the prior year approved response is provided below. It may be copied and modified to address the Foster Care Transportation Plan needs.

DO NOT use special characters, numbered or bulleted lists copied from Word, 'see above', or n/a as this may delay the submission or approval of your plan.

The transportation plan will be shared in writing with any and all appropriate staff at the building or administration level. Verbal Communication of the plan will take place at building level meetings. Additionally, the foster care transportation plan will be included in the annual "Youth in Care" training that all registers and administrators participate in . If staff become aware of a student who is eligible, the building principal of the SOO will be immediately notified and the plan will be implemented.

Response from the approved prior year Consolidated District Plan.

The transportation plan will be shared in writing with any and all appropriate staff at the building or administration level. Verbal Communication of the plan will take place at building level meetings. Additionally, the foster care transportation plan will be included in the annual "Youth in Care" training that all registers and administrators participate in . If staff become aware of a student who is eligible, the building principal of the SOO will be immediately notified and the plan will be implemented.

*Required field

- By checking this box, the applicant hereby certifies that he or she has read, understood and will comply with the assurances listed below, as applicable to the planning requirements of all included programs as applicable.

Provide the date on which the District Board approved the Consolidated District Plan.

Each district plan shall provide assurances that the district will, as applicable based on grant award(s):

1. ensure that migratory children and formerly migratory children who are eligible to receive services under this part are selected to receive such services on the same basis as other children who are selected to receive services under this part;
2. provide services to eligible children attending private elementary schools and secondary schools in accordance with section 1117, and timely and meaningful consultation with private school officials regarding such services;
3. participate, if selected, in the National Assessment of Educational Progress in reading and mathematics in grades 4 and 8 carried out under section 303(b)(3) of the National Assessment of Educational Progress Authorization Act (20 U.S.C. 9622(b)(3));
4. coordinate and integrate services provided under this part with other educational services at the district or individual school level, such as services for English learners, children with disabilities, migratory children, American Indian, Alaska Native, and Native Hawaiian children, and homeless children and youths, in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program;
5. collaborate with the State or local child welfare agency to
 - A. designate a point of contact if the corresponding child welfare agency notifies the local educational agency, in writing, that the agency has designated an employee to serve as a point of contact for the local educational agency and
 - B. by not later than 1 year after the date of enactment of the Every Student Succeeds Act, develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care, which procedures shall
 - i. ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A))
 - ii. ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the local educational agency will provide transportation to the school of origin if
 - a. The local child welfare agency agrees to reimburse the local educational agency for the cost of such transportation;
 - b. the local educational agency agrees to pay for the cost of such transportation; or
 - c. the local educational agency and the local child welfare agency agree to share the cost of such transportation; and
6. ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification; and
7. in the case of a local educational agency that chooses to use funds under this part to provide early childhood education services to low-income children below the age of compulsory school attendance, ensure that such services comply with the performance standards established under section 641A(a) of the Head Start Act (42 U.S.C. 9836a(a)).
8. each LEA that is included in the eligible entity is complying with Section 1112(e) prior to, and throughout, each school year as of the date of application;
9. the eligible entity is not in violation of any State law, including State constitutional law, regarding the education of English learners, consistent with sections 3125 and 3126;
10. the eligible entity consulted with teachers, researchers, school administrators, community members, public or private entities, and institutions of higher education, in developing and implementing such plan; and
11. the eligible entity will, if applicable, coordinate activities and share relevant data under the plan with local Head Start and Early Head Start agencies, including migrant and seasonal Head Start agencies, and other early childhood education providers.
12. Teacher English Fluency - each eligible entity receiving a subgrant under section 3114 shall include in its plan a certification that all teachers in any language instruction educational program for English learners that is, or will be, funded under this part are fluent in English and any other language used for instruction, including having written and oral communications skills.
13. in the case of a school district serving at least one English learner, and in accordance with Article 14C of the Illinois School Code, assurance is provided that at least 60% of the district's state funds attributable to ELs will be used for the instructional costs of programs and services authorized under this article.
14. in the case of a school district offering Transitional Bilingual Education programs, assurance is provided that the parent advisory committee was afforded the opportunity effectively to express its views in order to ensure that the EL programs are planned, operated, and evaluated with the involvement of, and in consultation with, parents of children served by the programs.
15. The district further assures that no policy of the LEA prevents, or otherwise denies participation in constitutionally protected prayer in public elementary schools and secondary schools as set forth in the Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools on the U.S. Department of Education's website.

- By checking this box, the applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires) hereby certifies and assures the Illinois State Board of Education that:

1. The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly

authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.

The undersigned representative affirms, under penalties of perjury, that he or she is authorized to execute these Certifications and Assurances, and Standard Terms of the Grant on behalf of the applicant. Further, the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.

DEFINITIONS

Applicant means an individual, entity or entities for which grant funds may be available and who has made application to the Illinois State Board of Education for an award of such grant funds.

Grant means the award of funds, which are to be expended in accordance with the Grant Agreement for a particular project. The terms grant, award, program, and project may be used interchangeably.

Grantee means the person, entity or entities that are to receive or have received grant funds through an award from the Illinois State Board of Education. The terms grantee and award recipient may be used interchangeably.

Project means the activities to be performed for which grant funds are being sought by the applicant. The terms project and program may be used interchangeably.

The capitalized word Term means the period of time from the project beginning date through the project ending date.

Termination means the ending of a grant, whether in whole or in part, at any time prior to the end of the grant Term, as stated in the Grant Agreement.

LAWS AND REGULATIONS REGARDING FEDERAL AND STATE AWARDS

The applicant acknowledges and agrees that this grant is subject to the provisions of:

2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Illinois Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq.

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3559&ChapterID=7>

Administrative Rules for GATA, 44 Ill. Admin. Code Part 7000

<https://ilga.gov/commission/icar/admincode/044/04407000sections.html>

NO BINDING OBLIGATION

2. The applicant acknowledges and agrees that the selection of its proposal for funding, or approval to fund an application, shall not be deemed to be a binding obligation of the Illinois State Board of Education until such time as a final Grant Agreement is entered into between the applicant and the Illinois State Board of Education. Prior to the execution of a final Grant Agreement, the Illinois State Board of Education may withdraw its award of funding to the applicant at any time, for any reason.
3. Payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly or sufficient appropriation by the U.S. Congress for federal programs. Obligations of the Illinois State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient state, federal, or other funds for this program.
4. Funding in the subsequent years beyond the Term of the grant will be contingent upon compliance with federal and state law, regulations, administrative rules, terms and conditions of the award, passage of sufficient appropriations for the program, and satisfactory performance in the preceding grant period. Renewal decisions are at the sole discretion of the Illinois State Board of Education, and the receipt of an award in a current or previous Term does not create any right to or expectation of renewal in a subsequent Term.

PROJECT

5. The project proposed in the application, and as negotiated and finalized by the parties in the Grant Agreement, is hereinafter referred to as the project. In planning the project there has been, and in establishing and carrying out the project there will be (to the extent applicable to the project), participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.
6. Applicants may be asked to clarify certain aspects of their proposals/applications or proposed amendments prior to final agreement on the terms of the project or amendment.
7. The project will be administered by or under the supervision of the applicant and in accordance with the laws and regulations applicable to the grant. The applicant will be responsible for and obtain all necessary permits, licenses, or consent forms as may be required to implement the project.

FUNDING

8. All funds provided will be used solely for the purposes stated in the approved proposal/application, as finalized in the Grant Agreement, in accordance with applicable federal and state statutes, regulations, administrative rules, and terms and conditions of the grant.
9. The applicant may not count tuition and fees collected from students towards meeting matching, cost sharing, or maintenance of effort requirements of a program, pursuant to 34 CFR 76.534.
10. The applicant will maintain records for three years following competition of the activities for which the applicant uses the federal or state funding, pursuant to 2 CFR 200.334.
11. If real property or structures are provided or improved with the aid of federal financial assistance, the applicant will comply with applicable statutes, regulations, and the project application in the use, encumbrance, transfer, or sale of such property or structure. If personal property is so provided, the applicant will comply with applicable statutes, regulations, and the project application in the use, encumbrance, transfer, disposal, and sale of such.
12. The applicant will have effective financial management systems which conform to the standards present in 2 CFR 200.302, which includes, but is not limited to, the ability to report financial data verifying compliance with program regulations and maintaining effective internal control over the operations of the approved grant.
13. The applicant will conform all activities conducted under the approved grant to the provisions contained within 2 CFR Part 200
14. All expenditures claimed in relation to a grant are subject to applicable federal and state laws, regulations, and administrative rules. Expenditures claimed in relation to an award are subject to cost allowability standards, as defined by the grant program and 2 CFR Part 200, and other applicable federal and state laws, regulations, and administrative rules. Failure to adhere to these requirements will lead to disallowed expenditures for which funds must be returned.
15. Adequacy tier designation under Evidence-Based Funding will be utilized by ISBE at its discretion pursuant to applicable law and agency policy (105 ILCS 5/18-8.15).

INVOLUNTARY TERMINATION

16. The applicant will accept funds in accordance with applicable federal and state statutes, regulations, administrative rules, and terms and conditions of the award, and administer the programs in compliance with all provisions of such statutes, regulations, administrative rules, terms and conditions of the award, and amendments thereto.
17. Failure of applicant to comply with state and federal statutes, regulations, administrative rules, or the terms and conditions of the award may result in conditions placed on grantee, including, but not limited to, involuntary termination of a grant at the discretion of the Illinois State Board of Education, in whole or in part, in accordance with federal and state law and regulations.

GENERAL CERTIFICATIONS AND ASSURANCES

18. The applicant will obey all applicable state and federal laws, regulations, and executive orders, including without limitation: those regarding the confidentiality of student records, such as the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 et seq.); those prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, such as Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.) and 34 CFR part 106, the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 34 CFR part 104, the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), the Age Discrimination Act (42 U.S.C. 6101 et seq.) and 34 CFR part 110, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.) and 34 CFR part 100, the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and the Illinois School Code (105 ILCS 5/1-1 et seq.). Further, no award recipient shall deny access to the program funded under the grant to students who lack documentation of their immigration status or legal presence in the United States (Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982)).
19. The applicant certifies it has informed the State Superintendent of Education in writing if any employee of the applicant/ grantee was formerly employed by the Illinois State Board of Education and has received an early retirement incentive under 40 ILCS 5/14-108.3 or 40 ILCS 5/16-133.3 (Illinois Pension Code). The applicant acknowledges and agrees that if such early retirement incentive was received, the Grant Agreement is not valid unless the official executing the agreement has made the appropriate filing with the Auditor General prior to execution.
20. The applicant shall notify the State Superintendent of Education if the applicant solicits or intends to solicit for employment any of the Illinois State Board of Educations employees during any part of the application process or during the Term of the Grant Agreement.
21. The applicant is not barred from entering into this contract by Sections 33E-3 and 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a state contract by a contractor who has been convicted of bid-rigging or bid-rotating.
22. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
23. The applicant certifies it does not pay dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1).
24. The applicant certifies that it is (a) current as to the filing and payment of any applicable federal, state and/or local taxes; and (b) not delinquent in its payment of moneys owed to any federal, state, or local unit of government.
25. Any applicant not subject to Section 10-21.9 of the School Code certifies that a fingerprint-based criminal history records check through the Illinois State Police and a check of the Statewide Sex Offender Database will be performed for all its employees, b) volunteers, and c) all employees of persons or firms holding contracts with the applicant/ grantee, who have direct contact with children receiving services under the grant; and such applicant shall not a) employ individuals, b) allow individuals to volunteer, or c) enter into a contract with a person or firm who employs individuals, who will have direct contact with children receiving services under the grant who have been convicted of any offense identified in subsection (c) of Section 10-21.9 of the School Code (105 ILCS 5/10-21.9(c)) or have been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1 et seq.).
26. The applicant hereby assures that when purchasing core instructional print materials published after July 19, 2006, the applicant/grantee will ensure that all such purchases are made from publishers who comply with the requirements of 105 ILCS 5/28-21, which instructs the publisher to send (at no additional cost) to the National Instructional Materials Access Center (NIMAC) electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard (NIMAS), on or before delivery of the print instructional materials. This does not preclude a grantee school district from purchasing or obtaining accessible materials directly from the publisher.
27. The applicant certifies that notwithstanding any other provision of the application, proposal, or Grant Agreement, grant funds shall not be used and will not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.

JOINT APPLICATIONS - ADMINISTRATIVE AND/OR FISCAL AGENT

28. Applicants/grantees participating in a joint application hereby certify that they are individually and jointly responsible to the Illinois State Board of Education and to the administrative and fiscal agent under the grant. An applicant/ grantee that is a party to the joint application and is a legal entity, or a Regional Office of Education, may serve as the administrative and/or fiscal agent under the grant.
29. The entity acting as the fiscal agent certifies that it is responsible to the applicant/grantee or, in the case of a joint application, to each applicant/grantee that is a party to the application; it is the agent designated and responsible for reports and for receiving and administering funds; and it will:
 - a) Obtain fully executed Grant Application Certifications and Assurances forms from each entity or individual participating in the grant and return the forms to ISBE prior to award of the grant;
 - b) Maintain separate accounts and ledgers for the project;
 - c) Provide a proper accounting of all revenue from the Illinois State Board of Education for the project
 - d) Properly post all expenditures made on behalf of the project;
 - e) Be responsible for the accountability, documentation and cash management of the project, the approval and payment of all expenses, obligations, and contracts and hiring of personnel on behalf of the project in accordance with the Grant Agreement;
 - f) Disburse all funds to joint applicants/grantees based on information (payment schedules) from joint applicants/grantees showing anticipated cash needs in each month of operation (The composite payment schedule submitted to ISBE should reflect monthly cash needs for the fiscal agent and the joint applicants/grantees.);
 - g) Require joint applicants/grantees to report expenditures to the fiscal agent based on actual expenditures/ obligation data and documentation. Reports submitted to the Illinois State Board of Education should reflect actual expenditure/obligations for the fiscal agent and the data obtained from the joint applicants/ grantees on actual expenditures/obligations that occur within project beginning and ending dates;
 - h) Be accountable for interest income earned on excess cash on hand by all parties to the grant and return applicable interest earned on advances to the Illinois State Board of Education;
 - i) Make financial records available to outside auditors and Illinois State Board of Education personnel, as requested by the Illinois State Board of Education;
 - j) Have a recovery process in place with all joint applicants/grantees for collection of any funds to be returned to the Illinois State Board of Education.

DRUG-FREE WORKPLACE CERTIFICATION

30. This certification is required by the Drug-Free Workplace Act (30 ILCS 580/1). The Drug-Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the state unless that grantee or contractor has certified to the state that the grantee or contractor will provide a drug-free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant, and debarment of contracting or grant opportunities with the state of Illinois for at least one (1) year but not more than five (5) years.

For the purpose of this certification, applicant, grantee, or contractor means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the state

The applicant certifies and agrees that it will provide a drug-free workplace by:

- a) Publishing a statement:
 - 1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the grantees or contractors workplace.
 - 2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - 3) Notifying the employee that, as a condition of employment on such contract or grant, the

- A) Abide by the terms of the statement; and
 - B) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
- b) Establishing a drug-free awareness program to inform employees about:
- 1) The dangers of drug abuse in the workplace;
 - 2) The grantees or contractors policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon an employee for drug violations.
- c) Providing a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and posting the statement in a prominent place in the workplace.
- d) Notifying the contracting or granting agency within ten (10) calendar days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug-Free Workplace Act.
- f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-Free Workplace Act.
31. The applicant represents and warrants that all of the certifications and assurances set forth herein, in the application, all attachments, and the Grant Agreement are and shall remain true and correct through the Term of the grant. During the Term of the grant, the award recipient shall provide the Illinois State Board of Education with notice of any change in circumstances affecting the certifications and assurances within ten (10) calendar days of the change. Failure to maintain all certifications and assurances or provide the required notice will result in the Illinois State Board of Education withholding future project funding until the award recipient provides documentation evidencing that the award recipient has returned to compliance with this provision, as determined by the Illinois State Board of Education.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

Instructions

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

Before completing this certification, read instructions below.

CERTIFICATION

By checking this box, the prospective lower tier participant certifies that:

1. Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
3. It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
4. It will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions; and
5. The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into.

Instructions for Certification

1. By checking the box and saving this page, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Government-Wide System for Award Management Exclusions" (SAM Exclusions) at: www.sam.gov
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

v1.2019

Certification Regarding Lobbying

Instructions

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By checking this box, the applicant hereby certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the contractor/grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the contractor/grantee shall complete and submit [ISBE 85-37](#) "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

v1.2021

GEPA 442 Assurances

Instructions

By checking this box, the applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires), hereby certifies and assures the Illinois State Board of Education that:

1. The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.

DEFINITIONS

"APPLICANT" means an individual, entity or entities for which grant funds may be available and has made application to the Illinois State Board of Education for an award of such grant funds.

"LEA" means the local educational agency.

"AWARD RECIPIENT" means the person, entity or entities that are to receive or have received grant funds through an award from the Illinois State Board of Education. The terms "grantee" and "award recipient" may be used interchangeably.

"GRANT" means the award of funds, which are to be expended in accordance with the Grant Agreement for a particular project, in accordance with applicable federal and state statutes, regulations, administrative rules, and terms and conditions of the award. The terms "grant", "award" and "project" may be used interchangeably.

"PROGRAM" means any applicable program under which federal funds are made available to the applicant.

"PROJECT" means the activities to be performed for which grant funds are being sought by the applicant.

"SECRETARY" means the Secretary of Education.

PROJECT

2. The LEA will administer each Program in accordance with all applicable statutes, regulations, program plans, and applications;
3. The control of funds provided to the LEA under each Program and title to property acquired with those funds, will be in a public agency and that a public agency will administer those funds and property;
4. The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that agency under each Program, in accordance with 2 CFR 200.302 and 2 CFR 200.303 and the Illinois State Board of Education's State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures manual, maintained on the Illinois State board of Education's Internet website. The LEA's administration and expenditure of Program funds shall be in accordance with all applicable requirements of the Education Department General Administrative Regulations (EDGAR), 2 CFR 200, and other applicable federal state statutes, regulations, and administrative rules.
5. The LEA will make reports to ISBE and to the Secretary as may reasonably be necessary to enable ISBE and the Secretary to perform their duties and meet federal reporting requirements, and the LEA will maintain such records, including the records required under 20 U.S.C. 1232f, and provide access to those records, as ISBE or the Secretary deem necessary to perform their duties;
6. The LEA will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each Program;
7. An application, evaluation, periodic program plan or report relating to each Program will be made readily available to parents and other members of the general public;
8. In the case of any Program project involving construction: (A) the project will comply with state requirements for the construction of school facilities; and (B) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under 29 U.S.C. 794 in order to ensure that facilities constructed with the use of federal funds are accessible to and usable by individuals with disabilities;
9. The LEA has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each Program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects; and
10. None of the funds expended under any applicable Program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or an affiliate of such an organization.

v1.2021

Assurances

Instructions

GRANT AGREEMENT: The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in each tab of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds described in the Budget Detail tab. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances, and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification. This grant agreement may not be amended or modified except as by receiving approval for an amendment through the IWAS application process or otherwise by the approval of the Illinois State Board of Education. By hitting Submit on the Submit page, this grant agreement shall be deemed to be executed on behalf of the applicant.

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

The person approving these Grant Application Certifications and Assurances hereby certifies and assures the Illinois State Board of Education that the person submitting the final application on behalf of the applicant (and thereby executing the grant agreement with the Illinois State Board of Education) has the necessary legal authority to do so.

The person approving this application certifies (1) to the statements contained in the list of certifications, and (2) that the statements herein are true, complete and accurate to the best of his/her knowledge. He/she also provided the required assurances and agrees to comply with any resulting terms if an award is accepted. He/she is aware that any false, fictitious, or fraudulent statements or claims may subject him/her to criminal, civil or administrative penalties, in accordance with applicable federal and state law, including, but not limited to, 18 U.S.C. 101, the federal False Claims Act (31 U.S.C. 3729 et seq), and the Illinois False Claims Act (740 ILCS 175/). The list of certification and assurances is included below and/or incorporated into the Uniform Grant Agreement pages contained herein.

NOTE: These boxes will be automatically filled in as each of the separate certifications/assurances are read and completed.

- Assurances for all covered programs
- Grant Application Certifications and Assurances (State Assurances)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion See the Overview page for instructions
- Certification Regarding Lobbying
- GEPA 442 Assurances

[Not calling IWAS Web Service](#)

Signature of School District Superintendent / Agency Administrator

Signature of Board-Certified Delegated Authority for the School District Superintendent

Assurances must be reviewed and approved by your Local IWAS Administrator before you can submit your application.

[Consistency Check](#) [Lock Application](#) [Unlock Application](#)

Application was created on:

3/31/2021

Assurances

District Data Entry

Business Manager

District Administrator

ISBE Program Admin 1

ISBE Program Admin 2

ISBE Program Admin 3

ISBE Program Admin 4

This Application has not been submitted

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Consolidated District Plan

Page Status

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[Consolidated District Plan](#)

Contact Information			OPEN	<input type="checkbox"/>
Coordinated Funding			OPEN	<input type="checkbox"/>
Plan Specifics				
Needs Assessment Impact		OPEN		<input type="checkbox"/>
Stakeholders		OPEN		<input type="checkbox"/>
Private Schools Participation		OPEN		<input type="checkbox"/>
Preschool Coordination		OPEN		<input type="checkbox"/>
Student Achievement		OPEN		<input type="checkbox"/>
College and Career		OPEN		<input type="checkbox"/>
Professional Development		OPEN		<input type="checkbox"/>
Safe Learning Environment		OPEN		<input type="checkbox"/>
Title I Specific Pages				
Title I Specific - Part One	OPEN	<input type="checkbox"/>		
Title I Specific - Part Two	OPEN	<input type="checkbox"/>		
IDEA Specific Requirements			OPEN	<input type="checkbox"/>
Foster Care Transportation				
Foster Care Plan Contacts	OPEN	<input type="checkbox"/>		
BID - School Stability	OPEN	<input type="checkbox"/>		
Foster Care Transportation Plan	OPEN	<input type="checkbox"/>		
Assurance Pages				
Plan Assurances		OPEN		<input type="checkbox"/>
State Assurances		OPEN		<input type="checkbox"/>
Debarment		OPEN		<input type="checkbox"/>
Lobbying		OPEN		<input type="checkbox"/>
GEPA 442		OPEN		<input type="checkbox"/>
AssurancesText		OPEN		<input type="checkbox"/>
Assurances		OPEN		<input type="checkbox"/>

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**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: June 8, 2021

TO: Fred Heid, Superintendent
Board of Education

FROM: Deb Mason
Director of Transportation

SUBJECT: Annual review and approval of hazardous routes

	Presented at the following Board Meetings	
X	Construction/Facility	06/08/21
	Finance	
	Policy/Legislative	
	School Utilization	
X	BOE 1 st Reading	06/08/2021
X	BOE 2 nd Reading	06/22/2021

Background

Annually, the Board of Education is required to adopt a resolution to approve the serious safety findings which certifies that the serious safety hazards still exist and no new hazards have been identified. The resolution must remain on file for the state transportation audit.

Administrative Recommendation

The recommendation is to approve the list of identified serious safety hazards.

RESOLUTION OF COMMUNITY UNIT SCHOOL DISTRICT 300
KANE, MCHENRY, COOK AND DEKALB COUNTIES, ILLINOIS REGARDING
RETENTION OF APPROVED STATUS FOR HAZARDOUS ROUTES – June, 2021

WHEREAS, under the provision of Chapter 122 of the Illinois Revised Statutes, Paragraph 29-3, the Board of Education of Community Unit School District 300, Kane McHenry, Cook and DeKalb Counties, Illinois, is required to submit an annual certification of hazardous route for previous years; and

WHEREAS, it is deemed advisable and necessary to maintain these hazardous areas:

NOW, THEREFORE, be it and it is hereby resolved by the Board of Education of Community Unit School District 300, Kane, McHenry, Cook and DeKalb Counties, Illinois, hereby determines and declares that the attached list of “Serious Safety Hazard Findings” as identified by their respective Annual Sequential Numbers represent hazardous areas in which the conditions have not changed as to alter the need for continued approval.

ADOPTED:

AYES:

NAYS:

ABSENT:

President, Board of Education

Secretary, Board of Education

Community Unit School District 300
SERIOUS SAFETY HAZARD FINDINGS ANNUAL SEQUENTIAL NUMBERS

Note: School boundaries have changed over the years and some schools have changed location. Hazard would still exist for whatever school is assigned to this geographical location.

1	SH	300-80-01	Route 72 from Rainbow to .2 miles east of Rainbow
2	SH	300-80-02	Route 72 from Rainbow to .2 miles west of Rainbow
4	DHL	300-80-04	Route 31 from Lisa to .2 miles north of Lisa
6	LITH	300-80-06	Algonquin-Huntley Blacktop from Hilltop to .2 miles west of Hilltop
7	EV	300-80-07	Route 31 in Algonquin from Arrowhead to Riverview
8	AMS	300-80-08	North River Road in Algonquin from Route 62 to Wood Drive
9	EV	300-80-09	Route 31 Algonquin Filip to Beach Dr
10	HHS	300-80-11	State Street in Hampshire from Milwaukee R.R. tracks to .5 miles north of R.R. tracks
11	HHS	300-80-12	Route 72 in Hampshire from State Street to .8 miles east of State Street
13	HHS	300-80-13	Route 72 in Hampshire from State Street to .8 miles west of State Street
14	LITH	300-80-16	Burr Street from Oak to 1014 Burr
15	AMS	300-80-17	Crossing Route 62 at Harrison in Algonquin
17	DMS	300-80-18	Route 72 from DMS to .6 mileas east
18	DMS	300-80-19	Randall Rd from Route 72 to .4 miles south of Binnie Rd
19	DMS	300-80-20	Randall Rd & Route 72 from JoyLane to DMS
20	DMS	300-80-21	Route 72 from DMS1.1 miles west on Route 72
22	KEN	300-80-22	Hanson Rd from Huntington to .2 miles south of Huntington Drive
23	KEN	300-80-24	West side of Route 31Algonquin from Huntington Dr to Center
24	PV	300-80-26	Intersection of Barrington Ave and Route 68
25	LITH	300-80-30	Willow & Council Trail from bridge to .2 miles on Council Trail, Willow and Mohican &
27	KEN	300-81-05	Terrace Drive from Huntington Drive to Lexington Drive
28	SH	300-81-07	Winmoor & Willow Ln from Sleepy Hollw to .5 miles from school on Willow
29	SH	300-81-08	Winmoor & Thoroughbred from Sleepy Hollow School to Sleepy Hollow Road
31	SH	300-81-09	Winmoor Dr from Sleepy Hollow to .5 miles from school on Winmoor
32	PE	300-82-01	Skyline from Kings Rd to .2 miles south on Skyline just south of Deerpath
33	PV	300-83-01	Duncan Ave south of Route 72
34	CMS	300-81-03	Along Barrington Ave and crossing Route 68
36	HDJ	300-85-01	Along Randall Road north and south of HDJ
37	AMS	300-85-02	Intersection of Route 62 and Countryside Drive (Cinnamon Creek Subdivision)
38	MDW	300-85-04	West of Route 25---(2016/2017 this is no longer MDW attendance area)
39	DHL	300-85-05	North of route 72
41	ST CATH	300-85-06	North of route 72 and east of route 31
42	STJOHN	300-85-07	West of route 31
43	EV	300-85-08	South of Souwanas along Menoma to Pokagon
44	PE	300-87-02	From Oxford .2 miles east on Kings Rd
46	PV	300-87-03	From Lincoln over Fox River bridge in C'Ville
47	LKWD	300-88-04	South on Ravine Ln .2 miles; west on Ravine Rd .2 miles
48	SH	300-88-05	From Sleepy Hollow school .5 miles on Glen Oak Rd

50 LP	300-02-01	Huntley/Algonquin Rd from Boulder Dr to Harvestgate
51 LP	300-02-02	Intersection of Huntley/Algonquin Rd and Talaga/Harvestgate for students south of
52 LP	300-02-03	Intersection of Randall Rd and Acorn for students east of Randall Rd
53 AL	300-02-04	Intersection of Algonquin Rd and Sandbloom for students north of Algonquin Rd
55 AL	300-02-05	Intersection of Sandbloom and Compton for students west of Sandbloom
56 KEN	300-02-07	Intersection of Hanson and Harnish for students west of Hanson
57 PE	300-03-01	Intersection of Kings and Amarillo
63 DMS	300-20-04	Watermark Terrace Subdivision at Randall Rd and Northwest Pkwy, Elgin



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 24, 2021

TO: Fred Heid, Superintendent
Board of Education

FROM: Susan Harkin
Chief Operating Officer

Presented at the following Board Meetings	
Construction/Facility	
Finance	06/08/2021
Policy/Legislative	
School Utilization	
BOE 1st Reading	06/08/2021
BOE 2nd Reading	06/22/2021

SUBJECT: Approval of Appointment of School Treasurer

Background

The Board of Education of Community Unit School District 300 is authorized and required to appoint a School Treasurer. This individual must meet the qualifications for a School Treasurer as established by Section 8-1 of the Illinois School Code (Ill. Rev.Stat. c. 122, par.-8-1) and must present a surety bond conditioned upon the discharge of the School Treasurer and which surety bond is in conformance with the requirements of Section 8-2 of the Illinois School Code. (Ill. Rev. Stat., c. 122, par. 8-2).

Administrative Recommendation

The Administration recommends the appointment of Jennifer Porter as the School Treasurer as of July 1, 2021.

RESOLUTION TO APPOINT SCHOOL TREASURER

COMMUNITY UNIT SCHOOL DISTRICT 300

WHEREAS, the Board of Education of Community Unit School District 300 is authorized and required to appoint a School Treasurer;

WHEREAS, the Board of Education has determined that Jennifer Porter meets the qualifications for School Treasurer as established by Section 8-1 of the Illinois School Code (Ill.Rev.Stat. c. 122, par.-8-1); and

WHEREAS, said Jennifer Porter has presented a surety bond conditioned upon the discharge of the School Treasurer and which surety bond is in conformance with the requirements of Section 8-2 of the Illinois School Code. (Ill. Rev. Stat., c. 122, par. 8-2).

NOW, THEREFORE, BE IT SOLVED AND IT IS HEREBY RESOLVED BY THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT 300 as follows:

1. Jennifer Porter is appointed School Treasurer for Community Unit School District 300 effective July 1, 2021 and
2. This resolution shall be in effect forthwith and upon its adoption. Adopted this 22nd day of June 2021, by the following roll call vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

David Scarpino

President

Board of Education

Leslie LaMarca,

Secretary

Board of Education



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 24, 2021
TO: Fred Heid, Superintendent
Board of Education
FROM: Susan Harkin
Chief Operating Officer

Presented at the following Board Meetings	
Construction/Facility	
Finance	06/08/2021
Policy/Legislative	
School Utilization	
BOE 1st Reading	06/08/2021
BOE 2nd Reading	06/22/2021

SUBJECT: Approval of Treasurers' Bond

Background

Section 3-8 and Section 8-2 of the School Code (105 ILCS 5/3-8 and 105 ILCS 5/8-2) require Regional Superintendents of Schools to file an affidavit with the Illinois State Board of Education (ISBE) showing which treasurers of school districts in their region are properly bonded. This affidavit must be filed by September 1 of each year. Section 8-2 of the School Code (105 ILCS 5/8-2) requires each treasurer of a school district to be properly bonded. The penalty of the bond shall be 25% of the amount of all bonds, notes, mortgages, moneys and effects of which the treasurer is to have custody. The bond shall be increased or decreased from time to time, as the increase or decrease of the amount of notes, bonds, mortgages, moneys and effects may require. The bond shall be payable to the township trustees of schools over the district or payable to the school board of the district, whichever is applicable. The bond shall be filed with the Regional Superintendent of Schools.

Recommendation

We are currently securing quotes and will bring the quote for the Treasurer's Bond to the board for approval at the June 22 board meeting.

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: June 3, 2021
TO: Fred Heid, Superintendent
Board of Education
FROM: Jennifer Porter
Director of Finance

Presented at the following Board Meetings: On: 6/8/2021 & 6/22/2021	
Construction/Facility	
Finance	June 8, 2021
Policy/Legislative	
School Utilization	
BOE 1st Reading	June 8, 2021
BOE 2nd Reading	June 22, 2021

RE: FY 2021-22 Education Plan Requests

Background

Attached for your review is the draft Education Plan / Budget Summary. During the superintendent's report, we will provide an overview of the FY 2020-21 financial projections, proposed budget requests for FY 2021-2022, and draft FY 2021-2022 education plan/budget summary inclusive of the budget requests. We will be asking for approval of those requests so we can begin posting the positions to ensure we have sufficient time to hire the appropriate personnel. Those positions include:

Staffing: Maintain current staffing levels

- Digital Learning Coaches - 3 FTE - ongoing expense - Support all buildings in digital learning
- Elementary Teacher on Special Assignment - 5 FTE - ongoing expense - Support all elementary buildings
- Director of Response to Intervention - 1 FTE - ongoing expense - Support for student interventions
- PowerSchool Learning Professional Development Stipends-1 year expense-Staff support for PowerSchool implementation

We will also provide an overview of how we will be using the first half, \$4.5M of the \$9.2M American Rescue Plan Funding (ESSER II) funding to support our at-risk students. Those positions and funding include:

ESSER II Funding Allocations

- Tutors - 44 FTE - Provide math/ELA support to Tier II elementary students
- Flex Teachers - 22 FTE - Provide math/ELA support to Tier II elementary students
- Interventionists- 10 FTE- Provide math/ELA support to Tier III middle school students
- Other COVID supplies & PPE \$1.2M- Provide supplies and needs related to the COVID-19 pandemic.

Recommendation

Administration recommends approving the budget requests as presented and authorize the administration to post and hire all positions requested

Community Unit School District 300



FY 2021-2022 Draft Education Plan / Budget Summary

Presented by Jennifer Porter, Director of Finance
At the June 8, 2021 Board of Education Committee Meeting

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EXECUTIVE SUMMARY

We hereby submit to you the FY 2021-2022 (FY22) tentative budget for Community Unit School District 300 (D300 or District). This budget has been developed over the past year with input from staff, administration, and board members.

D300 is committed to providing top-quality educational programs for its students, balanced with maintaining safe and secure buildings while efficiently running its operations. At the heart of the D300 budget process is the need to fulfill our mission to ensure all students are college or career ready upon graduation while maintaining a strong financial position.

As outlined in the Board Policy 4:10 – Fiscal and Business Management, "The budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the D300's educational programs." Once all of the projected expenditures are determined, D300 strives for a budget that will receive enough revenue to meet the needs of its educational program.

Per Board Policy 4:20 – Fund Balance, "the Board shall strive to maintain a cumulative fund balance equal to three months of working/operating expenses in the cash fund balance to meet all financial obligations of D300 on a timely basis". Operating funds for this purpose include Education, Transportation, Operations and Maintenance, Working Cash, IMRF/Social Security, and Tort Funds.

The formula for school district fund balances can be summarized as follows:

$$\text{Prior Year Fund Balance} + \text{Revenues} - \text{Expenditures} + \text{Other Sources} - \text{Other Uses} = \text{Current Year Fund Balance}$$

Per the D300 Fund Balance Policy, the "Fund Balance of the District may be committed for specific source by formal action of the School District Board of Education."

As part of this summary document, we will review the significant sources of revenue available to D300, provide a summary of expenditures, and review D300's fund balance per D300 Board Policy 4.20.

BUDGET PROCESS

State law and the School Code of Illinois govern the policies and procedures of school finance. The budget is a detailed financial plan for the new fiscal year, which runs from July 1 through June 30. The development of the District budget is a collaborative process that includes the D300 staff, administration, Board Finance Committee, Board Construction, and Facility Oversight Committee, and Board of Education.

DESCRIPTION OF GOVERNMENTAL FUNDS

The following is a brief explanation of how D300 accounts for its funds. The:

- **Educational** accounts for the majority of the instructional and administrative aspects of the district's operations;
- **Operations and Maintenance** accounts for repair and Maintenance of district property;
- **Transportation** accounts for activity relating to student transportation to and from schools and for extracurricular and co-curricular activities;
- **Municipal Retirement (IMRF)/Social Security** accounts for the district's portion of personnel pension costs;
- **Tort Immunity** accounts for expenses related to tort liability, insurance, and risk management programs;
- **Debt Service** accounts for the district's bond principal and interest payments;
- **Capital Projects** accounts for District capital improvements;
- **Working Cash** accounts for inter-fund borrowing;

For budgeting and financial purpose reporting, we track the District funds as follows:

- **Governmental Fund** reporting includes all of D300 funds listed above;
- **Operating Fund** reporting accounts for the Educational, Operations, and Maintenance, Transportation, Municipal Retirement (IMRF)/Social Security, Tort Immunity and Working Cash funds combined;

- **Debt Service** reporting stands on its own as the debt services is paid from the referendum approved tax levy; and
- **Capital Project** reporting stands on its own as it is funded through Board approved debt service and impact fees.

OPERATING FUNDS

Operating Funds Budget Assumptions

The first step in the development of the District budget is to update the current financial projections with the economic parameters and assumptions. The following assumptions were used in projecting revenues and expenditures for the FY22 budget:

<u>Levy Year</u>	2020
CPI	2.30%
New Property	\$ 66,315,362
Collection Rate	99.70%
<u>Revenue Category</u>	FY22-Bud
Local-Other	\$ (1,317,194)
Interest Rate	0.18%
State-EBF	\$ 1,500,000
State-Other	\$ 1,192,003
Federal	\$ (3,652,037)
<u>Expenditure Category</u>	FY22-Bud
Salary	3.50%
Insurance	5.00%
Other Objects	5.00%
Tort	7.90%
Purchased Services	5.00%
Master Facility Plan Projects	\$ 23,324,675

An explanation of the assumptions that were used to develop the baseline budget is as follows:

- Revenue
 - Property Tax Levy
 - CPI = 1.9% for the 2019 levy and 2.3% for the 2020 levy.
 - New Property = \$50.1 million for the 2019 levy and \$66.3 million for the 2020 levy.
 - Collection Rate = 99.7%
 - State Revenue
 - Categoricals = Flat
 - EBF = +\$1.5M
 - Local Revenue
 - Interest = -\$97k due to lower interest rates.
 - Federal Revenue = -\$3.7M due to 1 year COVID-19 grants
 - Other Sources = -\$5.6 million for FY2021 1:1 lease proceeds
- Expenses
 - Salary
 - LEAD Contract – Expires in FY 2021-2022 with average salary increases as follows:
 - FY 2021-2022 = +2.96% (2% step, 2% schedule, net savings of 10 est. retirees)
 - DESPA Contract – Expires in FY 2021-2022 with average salary increases as follows:
 - FY 2021-2022 = +3.5% (1.75% step, 1.75% schedule)
 - DESA Contract – Expires in FY 2023-2024 with average salary increases as follows:
 - FY 2021-2022 = +4.0% (\$0.73 per hour increase)
 - Non-Union Group – Reviewed annually with average salary increases as follows:
 - FY 2021-2022 = +3.5% (2.25% step, 1.25% schedule)
 - Administrators – Reviewed annually with average salary increases as follows:

- FY 2021-2022 = +3.5% (2.00% step, 1.50% schedule)
- Insurance = +5% based upon historical trend data
- Benefits = Increase in alignment with the salary increases
- Purchased Services = Except for the following items, we are keeping this line item flat.
 - Transportation = +5% as provided for in the transportation bid. This increase relates to a transition from district-owned buses to contractor-owned buses and an increase in the overall transportation contract.
 - Tort = +\$148k due to higher wages that increase our workers' comp premium as well as higher costs due to our general liability insurance.
 - Water/Sewer/Sanitation Services = +2% based upon historical trends
- Supplies = Line item flat to last year's budgeted amount
- Capital Outlay = -\$7.1 million due to for 1:1 device refresh budgeted in FY2020-2021
- Charter School Tuition = -2.4% based upon current enrollment projections
- Other Objects = +5% increase in outplaced tuition based upon historical trend data
- Other Uses = +\$418k increase for 1:1 device lease payment due to more devices being purchased in FY2020-2021 to support all grade levels

The projected fund balances for the district based upon the financial assumptions provided above are as follows:

Operating Funds	FY21 Projected	FY22-Bud	FY23-Proj
Total Revenues	289,637,243	289,536,010	298,362,123
Total Expenditures	277,595,571	286,333,665	299,125,291
Net Change in Fund Balance	12,041,672	3,202,345	(763,168)
Fund Balance Transfer	(19,000,000)	-	-
Prior Period Adjustment		-	-
Beginning Fund Balance	118,955,175	111,996,847	115,199,192
Ending Fund Balance	111,996,847	115,199,192	114,436,024
Fund Balance % > Target 30%	40%	40%	38%

Budget Requests

As part of the annual budget cycle, new requests for increases to the budget are presented to the Board of Education for evaluation. It is assumed that all new programs will be evaluated and approved by the Board of Education. It is further assumed that funding for new programs would be through reallocating current resources or dedicating new funds. No additional funds have been included in the baseline budget for programs that have not been approved by the Board of Education. For the FY22 budget, the following items are being requested:

Position Title	FTE	Cost	Purpose
Digital Learning Coaches	3.00	\$238,314	Support all buildings in digital learning
Elementary Teacher on Special Assignment	5.00	\$418,433	Support all elementary buildings
Director of Response to Intervention	1.00	\$137,578	Support for student interventions
Powerschool Learning Professional Development Stipends		\$391,720	Staff support for PowerSchool implementation (1 year)
Tutors	44.00	\$608,001	Provide math/ELA support to Tier II elementary students
Flex Teachers	22.00	\$1,876,380	Provide math/ELA support to Tier II elementary students
Interventionists	10.00	\$852,900	Provide math/ELA support to Tier III middle school students
Other COVID supplies & PPE		\$1,246,509	Provide supplies and needs related to COVID-19
Total	85.00	\$5,769,835	

Based on the above budget request, we have factored in the following assumptions:

- Revenue
 - Property Tax Levy
 - CPI = 1.9% for the 2019 levy and 2.3% for the 2020 levy.
 - New Property = \$50.1 million for the 2019 levy and \$66.3 million for the 2020 levy.
 - Collection Rate = 99.7%
 - State Revenue
 - Categoricals = Flat
 - EBF = +\$1.5M
 - Local Revenue
 - Interest = -\$97k due to lower interest rates.
 - **Federal Revenue = +\$4.5 million for ESSER II funding**
 - Other Sources = -\$5.6 million for FY2021 1:1 lease proceeds

- Expenses
 - Salary
 - LEAD Contract – Expires in FY 2021-2022 with average salary increases as follows:
 - FY 2021-2022 = +2.96% (2% step, 2% schedule, net savings of 10 est. retirees)
 - DESPA Contract – Expires in FY 2021-2022 with average salary increases as follows:
 - FY 2021-2022 = +3.5% (1.75% step, 1.75% schedule)
 - DESA Contract – Expires in FY 2023-2024 with average salary increases as follows:
 - FY 2021-2022 = +4.0% (\$0.73 per hour increase)
 - Non-Union Group – Reviewed annually with average salary increases as follows:
 - FY 2021-2022 = +3.5% (2.25% step, 1.25% schedule)
 - Administrators – Reviewed annually with average salary increases as follows: FY 2021-2022 = +3.5% (2.00% step, 1.50% schedule)
 - Insurance = +5% based upon historical trend data
 - Benefits = Increase in alignment with the salary increases
 - Purchased Services = Except for the following items, we are keeping this line item flat.
 - Transportation = +5% as provided for in the transportation bid. This increase relates to a transition from district-owned buses to contractor-owned buses and an increase in the overall transportation contract.
 - Tort = +\$148k due to higher wages that increase our workers' comp premium as well as higher costs due to our general liability insurance.
 - Water/Sewer/Sanitation Services = +2% based upon historical trends
 - Supplies = Line item flat to last year's budgeted amount
 - Capital Outlay = -\$7.1 million due to for 1:1 device refresh budgeted in FY2020-2021
 - Charter School Tuition = -2.4% based upon current enrollment projections
 - Other Objects = +5% increase in outplaced tuition based upon historical trend data
 - Other Uses = +\$418k increase for 1:1 device lease payment due to more devices being purchased in FY2020-2021 to support all grade levels
 - **Budget Requests = \$1.2M offset with EBF new funds**
 - **ESSER II Requests = \$4.5M offset with ESSER II funds**

The projected fund balances for the district based upon the financial assumptions above and requests provided above are as follows:

<i>Operating Funds</i>	FY21 Projected	FY22-Bud	FY23-Proj
Total Revenues	289,637,243	294,119,800	302,945,913
Total Expenditures	277,595,571	292,103,500	304,895,126
Net Change in Fund Balance	12,041,672	2,016,300	(1,949,213)
Fund Balance Transfer	(19,000,000)	-	-
Prior Period Adjustment		-	-
Beginning Fund Balance	118,955,175	111,996,847	114,013,147
Ending Fund Balance	111,996,847	114,013,147	112,063,934
Fund Balance % > Target 30%	40%	39%	37%

As you can see above, the district is well above its 25% fund balance policy threshold. However, the projected deficits in FY22-FY23 will need to be monitored.

OPERATING FUND BALANCE

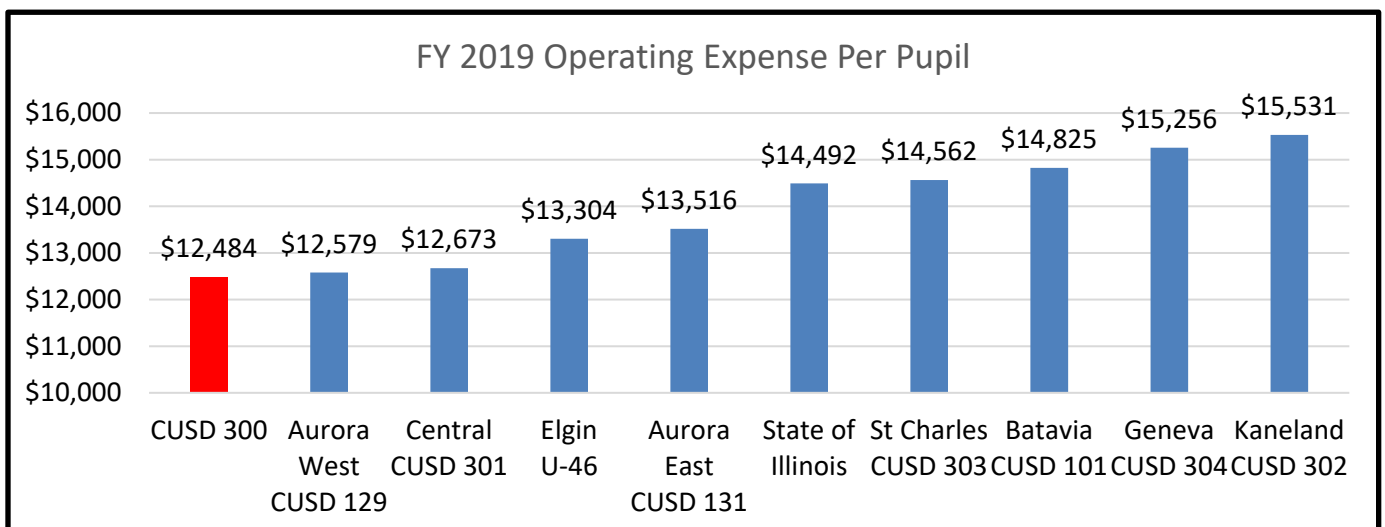
Per Board Policy 4.0, the goal of the Board of Education is to adopt a budget where the District's Operating Funds expenditure commitments are within the District's Operating Funds anticipated revenues for each fiscal year. The operating funds are those funds that are used to track the financial reporting for the operational costs of the district. They include the education, operations and maintenance, transportation, Illinois municipal retirement (IMRF)/social security, and working cash funds. The Operating Fund balance represents the district's cash on hand as of June 30. The fund balance includes the early real estate tax payments that are received in May and June that are for the following school year. In the past, the district had to borrow money to cover its spring payrolls until it received its early tax payments, even with the working cash fund. The Board fund balance policy recommends that the fund balance should be 25% and aim to maintain a threshold of 30% of annual expenditures. Due to the successful passage of the educational fund referendum in 2005 and recent strong fiscal management, the district has complied with its fund balance policy since FY11.

The Working Cash Fund is used to meet outstanding expenditure obligations that occur due to a delay in the collection of revenues in a given budget year. Loan and repayment provisions will be followed per Illinois School Code 105 ILSC 5/20-5. Short-Term and Long-Term Borrowing amounts will not exceed 25% of the district's debt margin, as calculated by the Illinois State Board of Education's School District Financial Profile formula. Major capital projects and sources of funding to cover those projects are to be addressed by the Board and administration as the need arises or during the course of the Board's annual budgeting process.

Due to the recent increase in Evidence-Based Funding revenue and the conservative fiscal management by the district, the district has seen a steady rise in its fund balance. These funds are being conserved in anticipation of any future decreases in State funding, the possible pension cost shift to school districts, or a property tax freeze. This fund balance will allow the district to develop a plan to address the financial impact of these changes in a systematic approach with the least impact to the District programs and services.

CLOSING

The FY22 budget is balanced and adheres to the Board Fund Balance Policy. The district continues to have one of the lowest average costs to educate a student for K-12 school districts in Kane and McHenry County. The average cost to educate a student is calculated by taking the total district cost and dividing it by their total average daily attendance for the school year. This calculation is called the operating expense per pupil (OEPP). As illustrated in the chart below, D300's OEPP has historically been lower than the state average as well as our surrounding unit school districts in Kane and McHenry County. I am confident that the district is poised to sustain our strong financial position going forward by maintaining our robust Board Fiscal Policy, Finance Committee oversight and commitment to maintaining fiscal stability,



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

Date: June 3, 2021
To: Fred Heid
Superintendent
From: Jennifer Porter
Director of Finance

	Presented at the following Board Meetings –Public Hearing On: 6/22/2021	
	Construction/Facility	
X	Finance	06/08/2021
	Policy/Legislative	
	School Utilization	
X	BOE 1st Reading	06/08/2021
X	BOE 2nd Reading	06/22/2021

Subject: Interfund Transfers Resolutions
 1. From Education Fund to Operations & Maintenance Funds
 2. From Operations Fund to Capital Funds

Background

Section 105 ILCS 5/17-2A of the School Code authorizes school districts, by proper resolution and following a public hearing, to permanently transfer monies from and between its three primary operating funds (Educational Fund, Operations and Maintenance Fund, and Transportation Fund) for non-recurring expenses. Transfers from the Education Fund to the Capital Project Fund need to occur through a sequence of transfers, first to the Operations and Maintenance Fund and then from the Operations and Maintenance Fund to the Capital Projects Fund. Fund balance transfers from the Operations and Maintenance Fund to Capital Projects Fund may be permanently transferred by proper resolution.

The Capital Projects Fund is used exclusively for ongoing construction and site improvement projects. The Illinois State Board of Education established accounting guidelines requiring school districts to utilize the Capital Projects fund exclusively for earmarked construction-related projects. This system was established to separate and distinguish designated construction project costs from normal operations costs.

As was discussed for the funding of the new elementary school, we are recommending a \$15 million fund transfer option to fund half of the construction costs. In addition, we are recommending a transfer of \$4 million related to the excess foodservice revenue that will be targeted for capital improvements to the foodservice programs. These funds can only be used for food service expenditures, and we would recommend using a portion of the funds to update the Dundee-Crown kitchen and serving line renovations. The remaining funds would be used once future projects have been identified.

In total, we are recommending a \$19 million transfer from the Education Fund to the Operations & Maintenance Fund and a transfer from the Operations and Maintenance Fund to the Capital Projects Fund. The transfer of the Education fund balance would not adversely affect the instructional and operational program we currently support. To complete these transfers, the Board must approve two resolutions. However, these transfers still allow the District to comply with its Fund Balance Policy. In addition, the Board will be required to hold a public hearing to transfer the funds from the Education Fund to the

Operations & Maintenance Fund.

Recommendation

The administration recommends that the Board hold a hearing and adopt the resolution to transfer \$19,000,000 from the Education Fund to the Operations Fund. The administration also recommends that the Board adopt the resolution to transfer \$19,000,000 from the Operations & Maintenance Fund to the Capital Projects Fund. This transfer does not require a public hearing. As indicated above, these funds will be used to fund Food Service capital improvements and the construction of the new elementary.

**RESOLUTION AUTHORIZING AN INTERFUND TRANSFER
FROM THE EDUCATION FUND
TO THE OPERATIONS AND MAINTENANCE FUND**

WHEREAS, pursuant to Section 17-2A of the *School Code* (105 ILCS 5/17-2A), the Board of Education (“Board”) of the Community Unit School District 300, Kane, McHenry, Cook and DeKalb Counties, Illinois (“School District”), by proper resolution, may authorize the Treasurer of the School District to make interfund transfers between the Education, Operations and Maintenance, and Transportation Funds, and from the Tort Immunity to the Operations and Maintenance Fund; and

WHEREAS, the adoption of such resolution must follow a public hearing set by the Board or Board President; and

WHEREAS, the public hearing was required to be preceded by at least one published notice occurring at least seven (7) days and not more than thirty (30) days prior to the hearing in a newspaper of general circulation within the School District, and a notice posted at least forty-eight (48) hours before the hearing, at the Central Office, 2550 Harnish Drive, Algonquin, IL 60102, with both notices setting forth the time, date, place and subject matter of the hearing.

WHEREAS, such hearing was held on June 22, 2021 at 6:30 p.m., at the Central Office, 2550 Harnish Drive, Algonquin, IL 60102, pursuant to the notice published on June 14, 2021, in the Daily Herald and the notice posted on June 18, 2021, on the District Webpage; and

WHEREAS, the Board has determined that it is in the best interests of the School District to transfer money currently in the Education Fund to the Operations and Maintenance Fund.

NOW, THEREFORE, it is hereby resolved by the Board of Education of Community Unit School District 300 as follows:

Section 1. The Board has determined that it is in the best interests of the School District to transfer the following amounts between the following funds:

<u>Amount</u>	<u>Transfer From</u>	<u>Transfer To</u>
\$19,000,000	Education Fund	Operations and Maintenance Fund

Section 2. The Treasurer is authorized to transfer said amount and record the transfer on the books of the School District.

Section 3. This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this 22nd day of June, 2021, by the following roll call vote:

AYE:

NAY:

ABSENT:

President, Board of Education

ATTEST:

Secretary, Board of Education

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

Date: June 3, 2021
To: Fred Heid
Superintendent
From: Jennifer Porter
Director of Finance

	Presented at the following Board Meetings –Public Hearing On: 6/22/2021	
	Construction/Facility	
X	Finance	06/08/2021
	Policy/Legislative	
	School Utilization	
X	BOE 1st Reading	06/08/2021
X	BOE 2nd Reading	06/22/2021

Subject: Interfund Transfers Resolutions
 1. From Education Fund to Operations & Maintenance Funds
 2. From Operations Fund to Capital Funds

Background

Section 105 ILCS 5/17-2A of the School Code authorizes school districts, by proper resolution and following a public hearing, to permanently transfer monies from and between its three primary operating funds (Educational Fund, Operations and Maintenance Fund, and Transportation Fund) for non-recurring expenses. Transfers from the Education Fund to the Capital Project Fund need to occur through a sequence of transfers, first to the Operations and Maintenance Fund and then from the Operations and Maintenance Fund to the Capital Projects Fund. Fund balance transfers from the Operations and Maintenance Fund to Capital Projects Fund may be permanently transferred by proper resolution.

The Capital Projects Fund is used exclusively for ongoing construction and site improvement projects. The Illinois State Board of Education established accounting guidelines requiring school districts to utilize the Capital Projects fund exclusively for earmarked construction-related projects. This system was established to separate and distinguish designated construction project costs from normal operations costs.

As was discussed for the funding of the new elementary school, we are recommending a \$15 million fund transfer option to fund half of the construction costs. In addition, we are recommending a transfer of \$4 million related to the excess foodservice revenue that will be targeted for capital improvements to the foodservice programs. These funds can only be used for food service expenditures, and we would recommend using a portion of the funds to update the Dundee-Crown kitchen and serving line renovations. The remaining funds would be used once future projects have been identified.

In total, we are recommending a \$19 million transfer from the Education Fund to the Operations & Maintenance Fund and a transfer from the Operations and Maintenance Fund to the Capital Projects Fund. The transfer of the Education fund balance would not adversely affect the instructional and operational program we currently support. To complete these transfers, the Board must approve two resolutions. However, these transfers still allow the District to comply with its Fund Balance Policy. In addition, the Board will be required to hold a public hearing to transfer the funds from the Education Fund to the

Operations & Maintenance Fund.

Recommendation

The administration recommends that the Board hold a hearing and adopt the resolution to transfer \$19,000,000 from the Education Fund to the Operations Fund. The administration also recommends that the Board adopt the resolution to transfer \$19,000,000 from the Operations & Maintenance Fund to the Capital Projects Fund. This transfer does not require a public hearing. As indicated above, these funds will be used to fund Food Service capital improvements and the construction of the new elementary.

**RESOLUTION AUTHORIZING INTERFUND TRANSFERS
FROM THE OPERATIONS AND MAINTENANCE
TO THE CAPITAL PROJECTS FUND**

WHEREAS, pursuant to Sections 2-3, 2-3.27, and 2-3.28 of the *School Code*, the Illinois State Board of Education ("ISBE") has the power and duty to formulate and approve forms, procedures, and regulations for school district accounts and budgets; and

WHEREAS, ISBE Regulation Section 100.40(a), effective as of FY 2009, requires the establishment of a Capital Projects Fund to replace the fund formerly known as the Site and Construction Fund; and

WHEREAS, the Board of Education ("Board") of Community Unit School District 300, Kane, McHenry, Cook, and DeKalb Counties, Illinois ("School District"), has previously established a Capital Projects Fund in compliance with these regulations; and

WHEREAS, in addition to expenditures that were in previous fiscal years properly made out of the Site and Construction Fund, ISBE Regulation Section 100.50(d)(2) provides that when revenues or other sources of funds are pledged to pay for a capital project or acquisition, the moneys shall be transferred for accounting purposes into the Capital Projects Fund and expended from that Fund, except in case of acquisition of any equipment that must be financed from the transportation fund pursuant to Section 17-8 of the *School Code*; and

NOW, THEREFORE, it is hereby resolved by the Board of Education of Community Unit School District 300, Kane, McHenry, Cook, and Kane Counties, Illinois that:

Section 1. The accounting transfer of revenues and other sources of funds into the Capital Projects Fund by the Treasurer is hereby approved for the following funds, which are pledged for the projects described on Exhibit A:

<u>Amount</u>	<u>Transfer From</u>	<u>Transfer To</u>
\$19,000,000	Operations and Maintenance	Capital Funds

Section 2. Accounting transfers of revenues and other sources of funds into the Capital Projects Fund and Debt Service Fund by the Treasurer are hereby approved when and as necessary to comply with Sections 100.50(d)(1) and 100.50(d)(2) of the ISBE regulations, as long as such transfers are included in the School District's annual budget.

Section 3. All such accounting transfers shall be reflected in School District financial reports in accordance with ISBE regulations.

Section 4. All expenditures from School District funds shall continue to be approved by the Board in accordance with law and Board Policy.

Section 5. All inter-fund transfers expressly authorized by statute shall continue to be approved by the Board as provided in the applicable statute.

Section 6. The Treasurer is directed to implement this Resolution.

Section 7. This Resolution shall be in full force and effective June 22, 2021, immediately upon its adoption.

ADOPTED this 22nd day of June, 2021 by the following roll call vote:

AYE:

NAY:

ABSENT:

Attest:

Signature:

Secretary
Board of Education Community School
District 300

Board President
Board of Education Community School
District 300

**EXHIBIT A
TO**

**RESOLUTION AUTHORIZING TRANSFER TO
CAPITAL PROJECTS AND DEBT SERVICE FUNDS**

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Pledged For</u>
Operations and Maintenance	Capital Projects	\$19,000,000	Construction Projects



**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 24, 2021

TO: Fred Heid, Superintendent
Board of Education

FROM: Jennifer Porter

Presented at the following Board Meetings	
Construction/Facility	
Finance	06/08/2021
Policy/Legislative	
School Utilization	
BOE 1st Reading	06/08/2021
BOE 2nd Reading	06/22/2021

SUBJECT: Approval of Resolution Designate Bank Depositories and Investments

Background

Per Board Policy 4:30, the Board is to annually review and approve the list of authorized depositories for the school district funds annually. We are recommending no changes to the FY 2021-2022 list.

Recommendation

The Administration recommends that the Board approve the Resolution to Designate Banks of Depository for School Funds as presented.

**COMMUNITY UNIT SCHOOL DISTRICT 300
RESOLUTION TO DESIGNATE BANK DEPOSITORIES AND INVESTMENT
MANAGER FOR SCHOOL DISTRICT FUNDS**

WHEREAS, Section 4:30 of the Community Unit School District 300 Board of Education Policy states that the Board of Education will annually designate the banks of depository and investment manager for school funds,

NOW, THEREFORE, BE IT HEREBY RESOLVED that during the 2021-2022 fiscal year,

the PMA Financial Network, Inc.
27545 Diehl Road, Suite 100
Warrenville, IL 60555

US Bank.
111 E Wacker Drive Suite 3000
Chicago, IL 60601

ISDLAF
27545 Diehl Road, Suite 100
Warrenville, IL 60555

Harris Bank
PO Box 755
Chicago, IL 60609

Amalgamated Bank of Chicago
One West Monroe Street
Chicago, IL 60603

be designated as banks of depository or investment managers for the school district funds.

A motion was made by _____, and seconded by _____, that the foregoing resolution is adopted. Upon this motion being put to a vote, the members of Community Unit School District 300 voted as follows:

AYES:

NAYS:

ABSENT:

ADOPTED this ____ day of June 2021.

Board of Education
Community Unit School District 300
County of Kane, McHenry, Cook and DeKalb Counties
Illinois

By: _____

Attested: _____

President, Board of Education

Board Secretary

**Freedom of Information
Board Report
June 8, 2021**

<u>FOIA#</u>	<u>Date of Request</u>	<u>Requestor</u>	<u>Subject</u>	<u>Date Completed/ STATUS</u>	<u>Time to complete in hours</u>
43-2021	4/21/2021	Zoe Yalcin SmartProcure	Commercial Purpose - Requesting any and all purchasing records from Feb 2, 2021, to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person, and their email address.	Completed 5/20/2021	2

Community Unit School District 300
A/P Board Bill Listing for June 8, 2021

<u>Fund</u>	<u>Amount</u>
Educational	\$ 1,479,980.53
Health Insurance Fund	\$ 8,431.87
Grant Fund	\$ 72,945.29
COVID 19 Fund	\$ 12,007.00
Operations & Maintenance	\$ 341,699.78
Bond & Interest	\$ -
Transportation	\$ 1,427,840.97
Site & Construction	\$ 781.82
Impact Fees	\$ -
Tort Immunity Fund	\$ -
	<hr/>
Total All Funds	<u><u>\$ 3,343,687.26</u></u>

Approved at a meeting of the Board of Education, Community Unit School District No. 300

Date: _____

Signed: _____
President

Secretary

Cash Payment Register

AP265 Date: 06/02/21
Time: 12:18

JOB SUBMISSION PARAMETERS

User Name: D300\karen.patek
Job Name: AP265
Step Nbr: 1

Pay Group: D300
Company:
Process Level:

Community School District 300

Cash Code:
or Cash Code Group:
or Cash Code List:

Payment Dates: -

Report Option: C
Document Currency: A
Payment Code:
Format Option: S

Current
Account Currency
Standard

Cash Payment Register

AP265 Date 06/02/21
Time 12:18

Pay Group D300 Community School District 300 USD
Post Company 10 Educational Fund USD
Cash Payment Register for thru 12/31/20

Page 1

Current Report Account Currency

Cash Code HBAP Harris Bank Accounts Payable Currency USD
Payment Code ACH

Payment Number	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
1440	10	4636	ACH2	ARAMARK CORPORATION	ALGONQUIN	06/09/21	Processed	92,784.61	USD
1441	10	3158	ACH	CDW GOVERNMENT	CHICAGO	06/09/21	Processed	23,032.57	USD
1442	10	9477	ACH	CONSTELLATION NEW ENERGY	CHICAGO	06/09/21	Processed	162,930.47	USD
1443	10	13380	ACH	CREATIVE PROMOTIONAL APPAR	CARPENTERSVILLE	06/09/21	Processed	4,042.40	USD
1444	10	13038	ACH	DIAMOND GRAPHICS OF ALGONQ	Algonquin	06/09/21	Processed	12,007.00	USD
1445	10	12005	ACH	DURHAM SCHOOL SERVICES	WARRENVILLE	06/09/21	Processed	1,260,199.23	USD
1446	10	19315	ACH	JENNIFER EISENMENGER	SCHAUMBURG	06/09/21	Processed	229.69	USD
1447	10	16688	ACH	PERFORMANCE SERVICES INC	INDIANAPOLIS	06/09/21	Processed	786.60	USD
1448	10	21131	ACH	PETRO CHOICE	PHILADELPHIA	06/09/21	Processed	1,273.40	USD

*** Payment Code ACH Totals

Total Open Payments	9	1,557,285.97
Total Reconciled Payments		0.00
Total Void Payments		0.00
Total Stale Dated Payments		0
Total Escheated Payments		0

Cash Payment Register

AP265 Date 06/02/21
Time 12:18

Pay Group D300 Community School District 300 USD
Post Company 10 Educational Fund USD
Cash Payment Register for thru 12/31/20

Page 2

Current Report Account Currency

Cash Code HBAP Harris Bank Accounts Payable Currency USD
Payment Code MHC

Payment Number	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
163855	10	20962		2170 POINT BLVD LLC	ELGIN	06/08/21	Processed	7,527.54	USD
163856	10	11910	REM	4IMPRINT	CHICAGO	06/08/21	Processed	246.80	USD
163857	10	6301		A FREEDOM FLAG CO	CRYSTAL LAKE	06/08/21	Processed	729.95	USD
163858	10	21123		ADA SPORTS	KANSAS CITY	06/08/21	Processed	1,689.79	USD
163859	10	7301		ADLAI STEVENSON HIGH SCHOO	LINCOLNSHIRE	06/08/21	Processed	320.00	USD
163860	10	11504		LEIGH ADLER	MCHENRY	06/08/21	Processed	40.32	USD
163861	10	3860		ADVOCATE SHERMAN HOSPITAL	ELGIN	06/08/21	Processed	99.90	USD
163862	10	3860	REM2	ADVOCATE OCCUPATIONAL HEAL	CHICAGO	06/08/21	Processed	540.80	USD
163863	10	3096	REM4	AIRGAS USA LLC	CHICAGO	06/08/21	Processed	660.31	USD
163864	10	6839	REM3	AIRGAS USA LLC	CHICAGO	06/08/21	Processed	721.27	USD
163865	10	16284		ALL AMERICAN AUTO BODY INC	ELGIN	06/08/21	Processed	534.00	USD
163866	10	1048		ALLENDALE ASSOCIATION	LAKE VILLA	06/08/21	Processed	12,144.00	USD
163867	10	8694	REM1	AMAZON.COM	ATLANTA	06/08/21	Processed	22,128.49	USD
163868	10	11780		AMERICAN TAXI DISPATCH INC	MOUNT PROSPECT	06/08/21	Processed	55,504.00	USD
163869	10	1708	REM	AMERICAN TIME AND SIGNAL C	DASSEL	06/08/21	Processed	4,066.16	USD
163870	10	11392	REM	AMERICAN UNITED LIFE	LAKELAND	06/08/21	Processed	191,270.40	USD
163871	10	17899		AMS STORE AND SHRED LLC	LAKE IN THE HILLS	06/08/21	Processed	250.00	USD
163872	10	565	REM	APPLE COMPUTER INC.	ATLANTA	06/08/21	Processed	1,495.00	USD
163873	10	11123		JAMES AUGUST II	BELVIDERE	06/08/21	Processed	36.06	USD
163874	10	11383	REM2	AVID CENTER	SAN DIEGO	06/08/21	Processed	35,700.00	USD
163875	10	6918	REM	B & H PHOTO-VIDEO	NEW YORK	06/08/21	Processed	5,683.21	USD
163876	10	13896		BATAVIA HIGH SCHOOL	BATAVIA	06/08/21	Processed	200.00	USD
163877	10	814	REM4	POWER UP BATTERIES LLC	GLEN ELLYN	06/08/21	Processed	46.08	USD
163878	10	11110		JULIE BELIN	BOGART	06/08/21	Processed	207.76	USD
163879	10	7302		BELVIDERE HIGH SCHOOL	BELVIDERE	06/08/21	Processed	185.00	USD
163880	10	17816	REM3	BRAND ADVANTAGE GROUP	CINCINNATI	06/08/21	Processed	583.80	USD
163881	10	21189		BRITTEN INC	TRAVERSE CITY	06/08/21	Processed	1,311.85	USD
163882	10	12481		SANDRA BRODERICK	CRYSTAL LAKE	06/08/21	Processed	48.51	USD
163883	10	8895	REM4	BSN SPORTS INC	DALLAS	06/08/21	Processed	580.67	USD
163884	10	16561		NIKI BURKEY	HUNTLEY	06/08/21	Processed	29.97	USD
163885	10	9411	REM1	BUSINESS SOFTWARE INC	PEACHTREE CORNERS	06/08/21	Processed	8,906.94	USD
163886	10	14545	REM3	0311 CAMELOT THERAPEUTIC S	CHICAGO	06/08/21	Processed	133,389.86	USD
163887	10	14830	REM2	CARDUNAL OFFICE SUPPLY	CHICAGO	06/08/21	Processed	194.67	USD
163888	10	2558		CASSANDRA STRINGS	Algonquin	06/08/21	Processed	4,846.96	USD
163889	10	21024		CATHOLIC CHARITIES	ROCKFORD	06/08/21	Processed	480.00	USD
163890	10	3064	REM	CENTER FOR PSYCHOLOGICAL S	NORTHBROOK	06/08/21	Processed	4,950.00	USD
163891	10	15452	REM2	COTG	ATLANTA	06/08/21	Processed	1,864.00	USD
163892	10	13919		SUZANNE CLARKE	ELGIN	06/08/21	Processed	9.86	USD
163893	10	15593		COLLEY ELEVATOR	BENSENVILLE	06/08/21	Processed	249.00	USD
163894	10	11900	REM	COMMITEE FOR CHILDREN	SEATTLE	06/08/21	Processed	367.00	USD
163895	10	19330	REM4	COMMONWEALTH EDISON CO	CAROL STREAM	06/08/21	Processed	20.45	USD
163896	10	49605	REM3	CONSERV FS, INC	CHICAGO	06/08/21	Processed	2,116.52	USD
163897	10	18381	REM	CORE MECHANICAL INC	CHICAGO	06/08/21	Processed	21,774.20	USD
163898	10	2117		CRISIS PREVENTION INSTITUT	MILWAUKEE	06/08/21	Processed	150.00	USD
163899	10	18789		SHONDA CROWLEY	PINGREE GROVE	06/08/21	Processed	62.68	USD
163900	10	4155		CRYSTAL LAKE SOUTH HIGH SC	CRYSTAL LAKE	06/08/21	Processed	200.00	USD
163901	10	18259	REM	CUMBERLAND THERAPY SERVICE	CHICAGO	06/08/21	Processed	448.00	USD
163902	10	12392		DAWN SIGN PRESS	SAN DIEGO	06/08/21	Processed	4,448.00	USD

Cash Payment Register

AP265 Date 06/02/21
Time 12:18

Pay Group D300 Community School District 300 USD
Post Company 10 Educational Fund USD
Cash Payment Register for thru 12/31/20

Current Report Account Currency

Cash Code HBAP Harris Bank Accounts Payable Currency USD
Payment Code MHC

Payment Number	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
163903	10	4417	REM2	DECKER EQUIP-SCHOOL FIX	VASSAR	06/08/21	Processed	206.25	USD
163904	10	264	REM	DELL	CHICAGO	06/08/21	Processed	253.26	USD
163905	10	1164	REM3	DELTA DENTAL OF ILLINOIS-R	CHICAGO	06/08/21	Processed	5,360.64	USD
163906	10	19486	REM	DOOR SYSTEMS	BEDFORD PARK	06/08/21	Processed	16,524.00	USD
163907	10	12598		JOAN DORAN	GILBERTS	06/08/21	Processed	200.00	USD
163908	10	20095		DUNDEE FORD	EAST DUNDEE	06/08/21	Processed	111.72	USD
163909	10	8328	REM2	ERIC ARMIN INC	BOSTON	06/08/21	Processed	146.98	USD
163910	10	10777		EDS RENTAL AND SALES INC	ALGONQUIN	06/08/21	Processed	372.60	USD
163911	10	3099	RE10	ELGIN COMMUNITY COLLEGE	ELGIN	06/08/21	Processed	3,000.00	USD
163912	10	3451	REM2	ELGIN PAPER COMPANY	CAROL STREAM	06/08/21	Processed	1,110.00	USD
163913	10	11834		EWS WELDING SUPPLY	ELK GROVE VILLAGE	06/08/21	Processed	123.62	USD
163914	10	20373		EXCELL AUTOMOTIVE EQUIPMEN	CARY	06/08/21	Processed	1,120.00	USD
163915	10	16801	REM	FASTSIGNS OF CARPENTERSVIL	CARPENTERSVILLE	06/08/21	Processed	2,401.01	USD
163916	10	32740	REM	FEDEX	PALATINE	06/08/21	Processed	77.30	USD
163917	10	17404	REM	FERGUSON ENTERPRISES #1550	CHICAGO	06/08/21	Processed	1,392.71	USD
163918	10	11664		FISHER PIANO SERVICE	CRYSTAL LAKE	06/08/21	Processed	200.00	USD
163919	10	2919	REM1	THE FLOLO CORPORATION	WEST CHICAGO	06/08/21	Processed	13,906.65	USD
163920	10	17269	REM1	FOLLETT SCHOOL SOLUTIONS I	CHICAGO	06/08/21	Processed	7,823.41	USD
163921	10	21050	REM2	FRANK COONEY COMPANY	ELK GROVE VILLAGE	06/08/21	Processed	2,019.90	USD
163922	10	12254		PATRICIA FREEMAN	ALGONQUIN	06/08/21	Processed	49.28	USD
163923	10	13542	REM3	ADESTA	CHICAGO	06/08/21	Processed	949.09	USD
163924	10	12737	REM	GABRIEL FIRST CORP	EAST ROCHESTER	06/08/21	Processed	521.37	USD
163925	10	20442		DAVID GARCIA	GILBERTS	06/08/21	Processed	87.47	USD
163926	10	19922		EMMA GENTILE	CARPENTERSVILLE	06/08/21	Processed	24.64	USD
163927	10	8320	REM2	GLOBAL EQUIPMENT COMPANY	CHICAGO	06/08/21	Processed	705.82	USD
163928	10	20186		GOLDIE B. FLOBERG CENTER	ROCKTON	06/08/21	Processed	20,294.09	USD
163929	10	18232		JENNIFER GOODEN	HUNTLEY	06/08/21	Processed	99.68	USD
163930	10	36850		GOODHEART-WILCOX PUBLISHER	TINLEY PARK	06/08/21	Processed	11,885.66	USD
163931	10	19162	REM	GORDON FOOD SERVICE INC	CHICAGO	06/08/21	Processed	787.87	USD
163932	10	2580	REM	GRAINGER	PALATINE	06/08/21	Processed	14,755.84	USD
163933	10	9713	REM	GUSTAVE A. LARSON COMPANY	Chicago	06/08/21	Processed	412.00	USD
163934	10	11713		INEABELLE GUTIERREZ	CARPENTERSVILLE	06/08/21	Processed	113.94	USD
163935	10	9599		HEATHER HAWKINS	WEST DUNDEE	06/08/21	Processed	36.40	USD
163936	10	20907		HEIDI LERETTE-KAUFFMAN	BATAVIA	06/08/21	Processed	191.52	USD
163937	10	15657	REM	HEIDISONGS	LA VERNE	06/08/21	Processed	55.00	USD
163938	10	19736	REM1	ILLINOIS SCHOOL SERVICE	DEKALB	06/08/21	Processed	1,423.50	USD
163939	10	19736	REM2	HERFF JONES LLC	CHICAGO	06/08/21	Processed	4,968.21	USD
163940	10	7848		HERSEY HIGH SCHOOL	ARLINGTON HEIGHTS	06/08/21	Processed	200.00	USD
163941	10	6079	REM2	THE HOME DEPOT PRO	CHICAGO	06/08/21	Processed	231.50	USD
163942	10	8197	REM	HUNTLEY HIGH SCHOOL	HUNTLEY	06/08/21	Processed	400.00	USD
163943	10	507	REM2	ILLINOIS ASSOCIATION OF SC	DEKALB	06/08/21	Processed	1,189.00	USD
163944	10	21010		IHSCCO	BUFFALO GROVE	06/08/21	Processed	45.00	USD
163945	10	852	REM	ILL ASSOC OF SCHOOL BOARDS	SPRINGFIELD	06/08/21	Processed	19,872.00	USD
163946	10	16615	REM	ILLINOIS DEPARTMENT OF AGR	SPRINGFIELD	06/08/21	Processed	45.00	USD
163947	10	42580		ILLINOIS HIGH SCHOOL ASSN	BLOOMINGTON	06/08/21	Processed	700.00	USD
163948	10	16715	REM3	IMPACT APPLICATIONS INC	CHICAGO	06/08/21	Processed	120.00	USD
163949	10	7422		INTEGRITY ENVIRONMENTAL	NAPERVILLE	06/08/21	Processed	1,520.00	USD
163950	10	19385	REM2	INVO HEALTHCARE ASSOCIATES	CINNCINNATI	06/08/21	Processed	115,532.75	USD

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Payment Number	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
163951	10	17194		IWIRE TECHNOLOGIES	ELGIN	06/08/21	Processed	7,340.00	USD
163952	10	21043		KATHRYN JOHANSON	GLENVIEW	06/08/21	Processed	70.50	USD
163953	10	8224		JOHNSON CONTROLS FIRE PROT	ADDISON	06/08/21	Processed	1,585.00	USD
163954	10	19104		JANE JOYCE	HAMPSHIRE	06/08/21	Processed	53.76	USD
163955	10	1184	REM3	JW PEPPER & SON INC	PHILADELPHIA	06/08/21	Processed	71.99	USD
163956	10	21099		NICOLE KENNEDY	CRYSTAL LAKE	06/08/21	Processed	25.76	USD
163957	10	9816	REM2	KINSEY	GLEN ELLYN	06/08/21	Processed	2,080.00	USD
163958	10	21030		TRACY KLEIN	FOX RIVER GROVE	06/08/21	Processed	78.40	USD
163959	10	19310		BARBARA KOLAKOWSKI	INVERNESS	06/08/21	Processed	133.28	USD
163960	10	19829		KONA ICE OF MCHENRY COUNTY	LAKE IN THE HILLS	06/08/21	Processed	2,080.00	USD
163961	10	15351	REM1	KRANZ Div IMPERIAL DADE	NEW YORK	06/08/21	Processed	133.32	USD
163962	10	19793		KRIHA BOUCEK LLC	OAKBROOK TERRACE	06/08/21	Processed	4,575.00	USD
163963	10	11479	REM2	KRONOS INCORPORATED	ATLANTA	06/08/21	Processed	5,133.75	USD
163964	10	13516	REM1	LEARNING A-Z	BOSTON	06/08/21	Processed	1,062.00	USD
163965	10	20295		LED RITE LLC	HAMPSHIRE	06/08/21	Processed	1,683.00	USD
163966	10	18851	REM1	LEGAT ARCHITECTS	GURNEE	06/08/21	Processed	781.82	USD
163967	10	21215		LIFEZONE EVENTS LLC	WEST DUNDEE	06/08/21	Processed	3,744.00	USD
163968	10	17509		LOCKDOWN MAGNET.COM	LITTLE FALLS	06/08/21	Processed	650.00	USD
163969	10	19979		LORITO BOOKS INC	ARVADA	06/08/21	Processed	708.24	USD
163970	10	13796		SHARON LOUIS	HAMPSHIRE	06/08/21	Processed	31.36	USD
163971	10	12517		LUCKY LOCATORS INC	ALGONQUIN	06/08/21	Processed	245.00	USD
163972	10	11596		AMY LUTES	HAMPSHIRE	06/08/21	Processed	177.52	USD
163973	10	11043		M AND A PRECISION TRUCK RE	LAKE IN THE HILLS	06/08/21	Processed	72.00	USD
163974	10	13173		TRACI MAGSAMEN	WEST DUNDEE	06/08/21	Processed	31.36	USD
163975	10	8669		MAINE SOUTH HIGH SCHOOL	PARK RIDGE	06/08/21	Processed	100.00	USD
163976	10	21083	REM	MANSFIELD OIL CO	DALLAS	06/08/21	Processed	102,484.64	USD
163977	10	19797		METALCRAFT INC	MASON CITY	06/08/21	Processed	4,854.58	USD
163978	10	529		MID VALLEY GLASS AND SERVI	EAST DUNDEE	06/08/21	Processed	1,378.00	USD
163979	10	14492	REM2	MLZ PRODUCTIONS	ALGONQUIN	06/08/21	Processed	560.00	USD
163980	10	11777	REM3	MOBILE MINI	DALLAS	06/08/21	Processed	141.12	USD
163981	10	19691		MOHAWK USA LLC	NEW MILFORD	06/08/21	Processed	25,606.00	USD
163982	10	20963		ROB MOULTON	PINGREE GROVE	06/08/21	Processed	127.12	USD
163983	10	10471	REM2	MPS	ATLANTA	06/08/21	Processed	33,392.00	USD
163984	10	18154		DEBRA McCLOYN	LAKE IN THE HILLS	06/08/21	Processed	60.45	USD
163985	10	1975		NAPA AUTO AND TRUCK PARTS	SOUTH ELGIN	06/08/21	Processed	4,411.89	USD
163986	10	60880	REM2	NEFF COMPANY	CHICAGO	06/08/21	Processed	301.88	USD
163987	10	17363		MARIA NIEVES	HAMPSHIRE	06/08/21	Processed	25.20	USD
163988	10	14224		NORTH AMERICAN CORP	GLENVIEW	06/08/21	Processed	4,072.67	USD
163989	10	62530		NORTHWESTERN ILLINOIS ASSO	SYCAMORE	06/08/21	Processed	207,282.30	USD
163990	10	2701		OAK FIRE & SECURITY SYSTEM	HOMER GLEN	06/08/21	Processed	1,470.00	USD
163991	10	6181	REM2	OTHER WORLD COMPUTING	WOODSTOCK	06/08/21	Processed	261.13	USD
163992	10	7308		PALATINE HIGH SCHOOL	PALATINE	06/08/21	Processed	70.00	USD
163993	10	20698	REM	PEAR DECK INC	PASADENA	06/08/21	Processed	29,960.00	USD
163994	10	9325	REM5	NCS PEARSON, INC	CHICAGO	06/08/21	Processed	670.94	USD
163995	10	3299	REM6	NCS PEARSON INC	CHICAGO	06/08/21	Processed	0.00	USD
163996	10	4157		PENTEGRA SYSTEMS	ADDISON	06/08/21	Processed	26,656.29	USD
163997	10	15348		PERSPECTIVES LTD	CHICAGO	06/08/21	Processed	200.00	USD
163998	10	65470	REM	PETERSEN FUELS INC.	HAMPSHIRE	06/08/21	Processed	110.42	USD

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163999	10	20021		PIONEER VALLEY BOOKS	NORTHAMPTON	06/08/21	Processed	297.00	USD
164000	10	18018		MICHAEL POWERS	BATAVIA	06/08/21	Processed	10.00	USD
164001	10	19181		POWERSCHOOL GROUP LLC	FOLSOM	06/08/21	Processed	226,361.99	USD
164002	10	7326	REM3	QUINLAN & FABISH MUSIC CO	BURR RIDGE	06/08/21	Processed	1,536.00	USD
164003	10	7326	REM3	QUINLAN & FABISH MUSIC CO	BURR RIDGE	06/08/21	Processed	1,536.00	USD
164004	10	7326	REM3	QUINLAN & FABISH MUSIC CO	BURR RIDGE	06/08/21	Processed	546.00	USD
164005	10	7326	REM3	QUINLAN & FABISH MUSIC CO	BURR RIDGE	06/08/21	Processed	546.00	USD
164006	10	7326	REM3	QUINLAN & FABISH MUSIC CO	BURR RIDGE	06/08/21	Processed	546.00	USD
164007	10	7326	REM3	QUINLAN & FABISH MUSIC CO	BURR RIDGE	06/08/21	Processed	546.00	USD
164008	10	7326	REM3	QUINLAN & FABISH MUSIC CO	BURR RIDGE	06/08/21	Processed	519.00	USD
164009	10	5571		R A ADAMS ENTERPRISES, INC	MCHENRY	06/08/21	Processed	1,090.06	USD
164010	10	6378	REM1	REALLY GOOD STUFF	CHICAGO	06/08/21	Processed	2,922.77	USD
164011	10	20300	REM	RED JUMPER LIMITED	PALATINE	06/08/21	Processed	0.00	USD
164012	10	15119	REM	SCHNEIDER ELECTRIC BUILDIN	DALLAS	06/08/21	Processed	1,170.00	USD
164013	10	8429	REM1	SCHOLASTIC CLASSROOM MAGAZ	CINCINNATI	06/08/21	Processed	338.91	USD
164014	10	6816	REM1	SCHOLASTIC INC	CINCINNATI	06/08/21	Processed	7,584.52	USD
164015	10	11672	REM	SCHOOL DATEBOOKS, INC	LAFAYETTE	06/08/21	Processed	153.00	USD
164016	10	21002	REM1	SCHOOL SPECIALTY LLC	PHILADELPHIA	06/08/21	Processed	10,609.71	USD
164017	10	21002	REM1	SCHOOL SPECIALTY LLC	PHILADELPHIA	06/08/21	Processed	17,079.24	USD
164018	10	498		SHERWIN WILLIAMS	CARPENTERSVILLE	06/08/21	Processed	350.57	USD
164019	10	15165	REM2	SITEONE LANDSCAPE SUPPLY L	CHICAGO	06/08/21	Processed	615.23	USD
164020	10	4368		SOLUTION TREE	BLOOMINGTON	06/08/21	Processed	10,400.00	USD
164021	10	19927		SOUTHEASTERN EQUIPMENT AND	WEST COLUMBIA	06/08/21	Processed	739.00	USD
164022	10	14188	REM2	STAPLES ADVANTAGE	CHICAGO	06/08/21	Processed	490.14	USD
164023	10	14242	REM2	STATE INDUSTRIAL PRODUCTS	BOSTON	06/08/21	Processed	177.90	USD
164024	10	10537	REM2	SWEETWATER EDUCATION	FORT WAYNE	06/08/21	Processed	7,397.82	USD
164025	10	19148		T S LIVINGSTON INC	NORTH AURORA	06/08/21	Processed	877.50	USD
164026	10	20571		TECHNO WELD CONSULTANTS	NEW LENOX	06/08/21	Processed	950.00	USD
164027	10	21135		THE FUN ONES	CAROL STREAM	06/08/21	Processed	300.00	USD
164028	10	1897		THOMPSON ELEVATOR INSPECTI	MT PROSPECT	06/08/21	Processed	400.00	USD
164029	10	9467	REM5	THRESHOLDS	CHICAGO	06/08/21	Processed	84.00	USD
164030	10	713	REM2	TRANE US INC	CHICAGO	06/08/21	Processed	1,096.50	USD
164031	10	13897	REM1	TREDROC TIRE SERVICES LLC	TROY	06/08/21	Processed	707.56	USD
164032	10	12213		TROPHIES BY GEORGE	BARTLETT	06/08/21	Processed	456.00	USD
164033	10	11468	REM	ULINE	CHICAGO	06/08/21	Processed	449.68	USD
164034	10	11477	REM3	US GAMES-DIV OF BSN SPORTS	DALLAS	06/08/21	Processed	363.18	USD
164035	10	18375	REM2	VALDES LLC	WHEELING	06/08/21	Processed	1,155.00	USD
164036	10	18149	REM	NATIONAL CHEERLEADERS ASSO	PLANO	06/08/21	Processed	3,000.00	USD
164037	10	19206	REM2	VENTRIS LEARNING	SUN PRARIE	06/08/21	Processed	214.20	USD
164038	10	6060	REM3	VERITIV OPERATING COMPANY	CHICAGO	06/08/21	Processed	717.00	USD
164039	10	6404	REM4	VERIZON WIRELESS	ALBANY	06/08/21	Processed	749.99	USD
164040	10	6404	REM4	VERIZON WIRELESS	ALBANY	06/08/21	Processed	150.00	USD
164041	10	4000	REM2	VILLAGE OF ALGONQUIN WS	CHICAGO	06/08/21	Processed	6,397.85	USD
164042	10	49720	REM1	VILLAGE OF LAKE IN THE HIL	LAKE IN THE HILLS	06/08/21	Processed	400.49	USD
164043	10	87220	REM2	VILLAGE OF WEST DUNDEE	WEST DUNDEE	06/08/21	Processed	46,489.00	USD
164044	10	4395	REM3	VISION SERVICE PLAN	LOS ANGELES	06/08/21	Processed	2,871.23	USD
164045	10	20577		VIVACITY TECH PBC	SAINT PAUL	06/08/21	Processed	43,840.00	USD
164046	10	21145		VIZOCOM ICT LLC	EL CAJON	06/08/21	Processed	164.73	USD

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Payment Number	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
164047	10	6808	REMI	WEATHERGUARD ROOFING COMPA	ELGIN	06/08/21	Processed	707.00	USD
164048	10	87070	REM	WENGER CORPORATION	MINNEAPOLIS	06/08/21	Processed	4,492.61	USD
164049	10	87070	REM	WENGER CORPORATION	MINNEAPOLIS	06/08/21	Processed	2,596.00	USD
164050	10	16029		WOLF ELECTRIC SUPPLY CO IN	ELK GROVE VILLAGE	06/08/21	Processed	676.80	USD
164051	10	6387		WORTHINGTON DIRECT INC	DALLAS	06/08/21	Processed	1,298.70	USD

*** Payment Code MHC Totals
 Total Open Payments 197 1,674,538.03
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

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Cash Code HBAP Harris Bank Accounts Payable Currency USD
Payment Code PCD

Payment Number	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
980	10	10851	AT&T		SAGINAW	06/08/21	Processed	19,143.70	USD

*** Payment Code PCD Totals

Total Open Payments	1	19,143.70
Total Reconciled Payments		0.00
Total Void Payments		0.00
Total Stale Dated Payments		0
Total Escheated Payments		0

*** Cash Code HBAP Totals

Total Open Payments	207	3,250,967.70
Total Reconciled Payments		0.00
Total Void Payments		0.00
Total Stale Dated Payments		0
Total Escheated Payments		0

*** Pay Group D300 USD Totals

Total Open Payments	207	3,250,967.70
Total Reconciled Payments		0.00
Total Void Payments		0.00
Total Stale Dated Payments		0
Total Escheated Payments		0

Cash Payment Register

AP265 Date: 06/01/21
Time: 10:03

JOB SUBMISSION PARAMETERS

User Name: D300\laura.kelly
Job Name: AP265
Step Nbr: 1

Pay Group: D300
Company:
Process Level:

Community School District 300

Cash Code:
or Cash Code Group:
or Cash Code List:

Payment Dates: -

Report Option: C
Document Currency: A
Payment Code:
Format Option: S

Current
Account Currency
Standard

Cash Payment Register

AP265 Date 06/01/21
Time 10:03

Pay Group D300 Community School District 300 USD
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Current Report Account Currency

Cash Code HBAP Harris Bank Accounts Payable Currency USD
Payment Code WIR

Payment Number	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
2888	10	12763		BMO HARRIS BANK	CHICAGO	05/31/21	Processed	70,514.56	USD

*** Payment Code WIR Totals

Total Open Payments	1	70,514.56
Total Reconciled Payments		0.00
Total Void Payments		0.00
Total Stale Dated Payments		0
Total Escheated Payments		0

*** Cash Code HBAP Totals

Total Open Payments	1	70,514.56
Total Reconciled Payments		0.00
Total Void Payments		0.00
Total Stale Dated Payments		0
Total Escheated Payments		0

*** Pay Group D300 USD Totals

Total Open Payments	1	70,514.56
Total Reconciled Payments		0.00
Total Void Payments		0.00
Total Stale Dated Payments		0
Total Escheated Payments		0

Cash Payment Register

AP265 Date: 05/26/21
Time: 09:54

JOB SUBMISSION PARAMETERS

User Name: D300\laura.kelly
Job Name: AP265
Step Nbr: 1

Pay Group: D300
Company:
Process Level:

Community School District 300

Cash Code:
or Cash Code Group:
or Cash Code List:

Payment Dates: -

Report Option: C
Document Currency: A
Payment Code:
Format Option: S

Current
Account Currency
Standard

Cash Payment Register

AP265 Date 05/26/21
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Cash Code HBAP Harris Bank Accounts Payable Currency USD
Payment Code MHC

Payment Number	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr	
163852	10	20969		RIVER CITY RACE MANAGEMENT	PEORIA	05/26/21	Processed	850.00	USD	
163853	10	38500	REM	VILLAGE OF HAMPSHIRE	HAMPSHIRE	05/26/21	Processed	8,820.00	USD	
*** Payment Code MHC Totals										
Total Open Payments								2	9,670.00	
Total Reconciled Payments									0.00	
Total Void Payments									0.00	
Total Stale Dated Payments									0	
Total Escheated Payments									0	
*** Cash Code HBAP Totals										
Total Open Payments								2	9,670.00	
Total Reconciled Payments									0.00	
Total Void Payments									0.00	
Total Stale Dated Payments									0	
Total Escheated Payments									0	
*** Pay Group D300 USD Totals										
Total Open Payments								2	9,670.00	
Total Reconciled Payments									0.00	
Total Void Payments									0.00	
Total Stale Dated Payments									0	
Total Escheated Payments									0	

Cash Payment Register

AP265 Date: 05/25/21
Time: 15:16

JOB SUBMISSION PARAMETERS

User Name: D300\laura.kelly
Job Name: AP265
Step Nbr: 1

Pay Group: D300
Company:
Process Level:

Community School District 300

Cash Code:
or Cash Code Group:
or Cash Code List:

Payment Dates: -

Report Option: C
Document Currency: A
Payment Code:
Format Option: S

Current
Account Currency
Standard

Cash Payment Register

AP265 Date 05/25/21
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Pay Group D300 Community School District 300 USD
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Cash Code HBAP Harris Bank Accounts Payable Currency USD
Payment Code MHC

Payment Number	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
163724	10	16093		DAVID C ACCARDI	LAKE IN THE HILLS	05/25/21	Processed	65.00	USD
163725	10	10664		CHRISTOPHER AVILA	HUNTLEY	05/25/21	Processed	130.00	USD
163726	10	13456		RANDY BAIER	GARDEN PRAIRIE	05/25/21	Processed	65.00	USD
163727	10	19947		NICHOLAS G BALABAN	ROUND LAKE	05/25/21	Processed	65.00	USD
163728	10	8788		DON BECKER	ELGIN	05/25/21	Processed	168.00	USD
163729	10	11440		STEVE BELLMORE	MCHENRY	05/25/21	Processed	120.00	USD
163730	10	10953		FRED C BRACH SR	ELGIN	05/25/21	Processed	65.00	USD
163731	10	21181		JOSEPH BRIGANTE	CARPENTERSVILLE	05/25/21	Processed	62.00	USD
163732	10	11723		PAUL E BROWN	CHICAGO	05/25/21	Processed	65.00	USD
163733	10	20244		MICHAEL BUCK	CRYSTAL LAKE	05/25/21	Processed	65.00	USD
163734	10	19634		MARGARET BURAU	WHEATON	05/25/21	Processed	65.00	USD
163735	10	19997		JOHN BURNETT	ELGIN	05/25/21	Processed	239.00	USD
163736	10	19114		JOHN J CASEY	MCHENRY	05/25/21	Processed	55.00	USD
163737	10	14827		SCOTT CHOKLAD	CRYSTAL LAKE	05/25/21	Processed	130.00	USD
163738	10	10117		JASON CHUPICH	HARVARD	05/25/21	Processed	65.00	USD
163739	10	19381		NICHOLAS R CLESEN	CARY	05/25/21	Processed	124.00	USD
163740	10	19918		LUIS CORREA	NORTHLAKE	05/25/21	Processed	113.00	USD
163741	10	18569		PEGGY A CRUTCHFIELD	MCHENRY	05/25/21	Processed	65.00	USD
163742	10	20279		DILLON DELGADO	ALGONQUIN	05/25/21	Processed	284.00	USD
163743	10	21107		ADRIAN DOBRINCUCU	HOFFMAN ESTATES	05/25/21	Processed	130.00	USD
163744	10	12601		PAUL DUCATO	CARPENTERSVILLE	05/25/21	Processed	90.00	USD
163745	10	15108		EDWARD DURRENBERGER	EAST DUNDEE	05/25/21	Processed	260.00	USD
163746	10	21156		ANDREW ECKELBERRY	BARTLETT	05/25/21	Processed	113.00	USD
163747	10	10124		JON EHLERT	GENEVA	05/25/21	Processed	110.00	USD
163748	10	21061		PADRAIG EHLERT	GENEVA	05/25/21	Processed	110.00	USD
163749	10	10328		JAMES L ELLISON	CARY	05/25/21	Processed	65.00	USD
163750	10	13412		PATRICK FAJARDO	SCHAUMBURG	05/25/21	Processed	181.00	USD
163751	10	21171		ORTHINO FARRIS JR	ROCKFORD	05/25/21	Processed	62.00	USD
163752	10	14635		RICH FEISS	ST. CHARLES	05/25/21	Processed	133.00	USD
163753	10	20200		SCOTT FISCHER	LAKE IN THE HILLS	05/25/21	Processed	68.00	USD
163754	10	17629		JAMES FRANKLIN	HOFFMAN ESTATES	05/25/21	Processed	65.00	USD
163755	10	8844		LARRY FREEMAN	EAST DUNDEE	05/25/21	Processed	130.00	USD
163756	10	5586		VICTOR S FREUND	MCHENRY	05/25/21	Processed	65.00	USD
163757	10	19091		ASHLEY FREY	ELGIN	05/25/21	Processed	62.00	USD
163758	10	15692		TREVOR FULK	LAKE IN THE HILLS	05/25/21	Processed	126.00	USD
163759	10	10969		STEVE GAMBLE	ELGIN	05/25/21	Processed	65.00	USD
163760	10	10419		STEVE GEATI	WEST DUNDEE	05/25/21	Processed	65.00	USD
163761	10	16687		WILLIAM GENTES	ROUND LAKE	05/25/21	Processed	65.00	USD
163762	10	10684		JEFF GOODLOVE	ELGIN	05/25/21	Processed	65.00	USD
163763	10	17297		TIMOTHY GORAJ	HUNTLEY	05/25/21	Processed	75.00	USD
163764	10	21185		THOMAS GOUGH	BELVIDERE	05/25/21	Processed	62.00	USD
163765	10	8763		JOEY HAGER	ROUND LAKE BEACH	05/25/21	Processed	65.00	USD
163766	10	18022		JONATHAN HAND	MAPLE PARK	05/25/21	Processed	130.00	USD
163767	10	8856		ROBERT J HANSEN	CRYSTAL LAKE	05/25/21	Processed	65.00	USD
163768	10	20685		MATT HARMAN	ALGONQUIN	05/25/21	Processed	90.00	USD
163769	10	20728		MITCHELL HELM	CRYSTAL LAKE	05/25/21	Processed	124.00	USD
163770	10	13406		JOHN HOBSCHEID	ROSELLE	05/25/21	Processed	75.00	USD
163771	10	14824		DAVID HOLBROOK	ELBURN	05/25/21	Processed	65.00	USD

Cash Payment Register

AP265 Date 05/25/21
Time 15:16

Pay Group D300 Community School District 300 USD
Post Company 10 Educational Fund USD
Cash Payment Register for thru 12/31/20

Current Report Account Currency

Cash Code HBAP Harris Bank Accounts Payable Currency USD
Payment Code MHC

Payment Number	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
163772	10	20233		HOLMAN EDDIE A	STREAMWOOD	05/25/21	Processed	62.00	USD
163773	10	14931		RUSSELL D HOWARD	HUNTLEY	05/25/21	Processed	130.00	USD
163774	10	21201		WILLIAM HUDON	ST CHARLES	05/25/21	Processed	124.00	USD
163775	10	14020		JAMES A JABLONSKI	LAKE IN THE HILLS	05/25/21	Processed	171.00	USD
163776	10	19616		MICHAEL W JAMBOR	STREAMWOOD	05/25/21	Processed	65.00	USD
163777	10	16674		DAVID C JONES	BARTLETT	05/25/21	Processed	168.00	USD
163778	10	17979		NICHOLAS KEIL	BELVIDERE	05/25/21	Processed	62.00	USD
163779	10	20248		F. KANE KEIRNAN	GLEN ELLYN	05/25/21	Processed	113.00	USD
163780	10	11735		MIKE KLIPSTEIN	LAKEMOOR	05/25/21	Processed	65.00	USD
163781	10	8886		DENNIS KNEIP	HAMPSHIRE	05/25/21	Processed	401.00	USD
163782	10	17948		DAVID KOELPER	CARPENTERSVILLE	05/25/21	Processed	356.00	USD
163783	10	5035		TOM KOHLER	ELGIN	05/25/21	Processed	297.00	USD
163784	10	13568		MIKE KOTIW	MCHENRY	05/25/21	Processed	130.00	USD
163785	10	10739		LEE DEREK J	WOODSTOCK	05/25/21	Processed	130.00	USD
163786	10	15910		JAMES R LETIZIA	GENEVA	05/25/21	Processed	68.00	USD
163787	10	11681	REM	LINO NOVIELLI	GLENDALE HEIGHTS	05/25/21	Processed	110.00	USD
163788	10	17958		MARK LONIGRO	LAKE IN THE HILLS	05/25/21	Processed	195.00	USD
163789	10	21207		MICHAEL J LUPO	LAKE IN THE HILLS	05/25/21	Processed	168.00	USD
163790	10	15576		MACHESKY DENNIS J	CRYSTAL LAKE	05/25/21	Processed	127.00	USD
163791	10	15535		FERNANDO MACIAS	AURORA	05/25/21	Processed	65.00	USD
163792	10	10707		JAMES MACZKA	MCHENRY	05/25/21	Processed	65.00	USD
163793	10	17370		CHUCK MALIK	VERNON HILLS	05/25/21	Processed	120.00	USD
163794	10	15374		PETER MARSHALL	BARRINGTON	05/25/21	Processed	65.00	USD
163795	10	18585		COURTNEY MASSIE	CRYSTAL LAKE	05/25/21	Processed	130.00	USD
163796	10	1634		SCOTT MASSIE	CRYSTAL LAKE	05/25/21	Processed	65.00	USD
163797	10	10269		SCOTT MCCLELLAN	CRYSTAL LAKE	05/25/21	Processed	240.00	USD
163798	10	14835		MICUCCI DAN	LAKE ZURICH	05/25/21	Processed	65.00	USD
163799	10	10741		DAVE MOELLER	LAKE IN THE HILLS	05/25/21	Processed	192.00	USD
163800	10	21203		FINN MURRAY	CRYSTAL LAKE	05/25/21	Processed	62.00	USD
163801	10	17937		BRADLEY NELSON	WOODSTOCK	05/25/21	Processed	175.00	USD
163802	10	18577		LEWIS E NICHOLS	ROCKFORD	05/25/21	Processed	65.00	USD
163803	10	10591		BOB NICOLIN	LAKE IN THE HILLS	05/25/21	Processed	106.00	USD
163804	10	21174		JUSTIN O'BRYAN	NAPERVILLE	05/25/21	Processed	65.00	USD
163805	10	10164		WILLIAM E ORRIS JR	OAKWOOD HILLS	05/25/21	Processed	65.00	USD
163806	10	18586		CHRIS PACANA	WOODSTOCK	05/25/21	Processed	65.00	USD
163807	10	20232		DIMITRIOS PANAGIOTIDIS	DES PLAINES	05/25/21	Processed	65.00	USD
163808	10	11761		CHUCK S RAKSINH	ELGIN	05/25/21	Processed	130.00	USD
163809	10	20284		BRIAN RENO	BARRINGTON	05/25/21	Processed	113.00	USD
163810	10	14785		RAFAEL RIVERA JR	LAKE IN THE HILLS	05/25/21	Processed	65.00	USD
163811	10	21204		CHARLES ROGOWSKI	ELK GROVE VILLAGE	05/25/21	Processed	113.00	USD
163812	10	21205		HOWARD ROOT	CHICAGO	05/25/21	Processed	62.00	USD
163813	10	17990		MICHAEL RUSSO	LOVES PARK	05/25/21	Processed	130.00	USD
163814	10	21209		DUSTIN SARDELLI	WOODSTOCK	05/25/21	Processed	120.00	USD
163815	10	19702		MICHAEL D SAVINO	LAKE IN THE HILLS	05/25/21	Processed	65.00	USD
163816	10	10558		MATT SCHACHT	ELGIN	05/25/21	Processed	65.00	USD
163817	10	10510		JAMES A SCHEVERS	CRYSTAL LAKE	05/25/21	Processed	302.00	USD
163818	10	13367		MIKE SCHMICKLEY	ALGONQUIN	05/25/21	Processed	65.00	USD
163819	10	15065		ROBERT J SHEA	ALGONQUIN	05/25/21	Processed	55.00	USD

Cash Payment Register

AP265 Date 05/25/21
Time 15:16

Pay Group D300 Community School District 300 USD
Post Company 10 Educational Fund USD
Cash Payment Register for thru 12/31/20

Current Report Account Currency

Cash Code HBAP Harris Bank Accounts Payable Currency USD
Payment Code MHC

Payment Number	Co	Vendor Number	Remit To	Name	City	Payment Date	Status	Payment Amount	Curr
163820	10	19615		JAMES SPADE	BARTLETT	05/25/21	Processed	65.00	USD
163821	10	10304		DON SWANSON	FOX LAKE	05/25/21	Processed	130.00	USD
163822	10	18845		JAMES SWIDERSKI	WAUCONDA	05/25/21	Processed	113.00	USD
163823	10	14430		DAVID TAYLOR	WOODSTOCK	05/25/21	Processed	65.00	USD
163824	10	21193		JOSEPH TEDESCHI	GILBERTS	05/25/21	Processed	124.00	USD
163825	10	11073		WESLEY J TERRY	UNION	05/25/21	Processed	130.00	USD
163826	10	8984		SCOTT TOLESKI	ROCKFORD	05/25/21	Processed	65.00	USD
163827	10	21210		ABIGAIL VITO	MARENGO	05/25/21	Processed	62.00	USD
163828	10	12101		RICH VRBA	SLEEPY HOLLOW	05/25/21	Processed	65.00	USD
163829	10	9552		JERRY WATTERS	ALGONQUIN	05/25/21	Processed	250.00	USD
163830	10	14556		KEVIN WEISENBERGER	MCHENRY	05/25/21	Processed	109.00	USD
163831	10	16950		KEVIN WERNER	PRAIRIE GROVE	05/25/21	Processed	113.00	USD
163832	10	17913		LOUIS B WHITE	BUFFALO GROVE	05/25/21	Processed	65.00	USD
163833	10	17023		MIKE WILMOT	WOODSTOCK	05/25/21	Processed	65.00	USD
163834	10	8479		RAY WINESBURG	ELGIN	05/25/21	Processed	18.00	USD
163835	10	10594		JAMES WOODWARD	KIRKLAND	05/25/21	Processed	181.00	USD
163836	10	19857		ERIC ZEITLER	CRYSTAL LAKE	05/25/21	Processed	113.00	USD
163837	10	13629		ROB ZIELINSKI	MCHENRY	05/25/21	Processed	109.00	USD

*** Payment Code MHC Totals
 Total Open Payments 114 12,535.00
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

*** Cash Code HBAP Totals
 Total Open Payments 114 12,535.00
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

*** Pay Group D300 USD Totals
 Total Open Payments 114 12,535.00
 Total Reconciled Payments 0.00
 Total Void Payments 0.00
 Total Stale Dated Payments 0
 Total Escheated Payments 0

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

June 8, 2021

Page 1

ADMINISTRATORS

1. Recommend the following be employed by Community Unit School District 300 for the **2021 – 2022** school year and be compensated according to the Certified Administrator's and Supervisory Staff Compensation & Benefits Handbook:

Name	Position	Location	Annual Salary	Effective
Fraas, Matthew	Associate Principal of Operations	Jacobs High School	TBD (Per 2021-2022 salary schedule)	July 1, 2021
Hunt, Eric (Transfer, see page 4)	Assistant Principal	Wright Elementary School	TBD (Per 2021-2022 salary schedule)	July 1, 2021
Mazanek, Eileen	Division Head – Math	Jacobs High School	TBD (Per 2021-2022 salary schedule)	July 1, 2021

RESIGNATION - ADMINISTRATORS

1. Recommend approval of the following letter of resignation:

Name	Position	Location	Effective
Allen, Aubrey	Division Head – Social Studies	Jacobs High School	June 29, 2021
Heid, Frederick	Superintendent	Central Office	June 16, 2021

RETIREMENT - ADMINISTRATORS

None

CERTIFIED PERSONNEL

None

OTHER EMPLOYMENT - CERTIFIED PERSONNEL

None

Leave of absence requests are attached separately for Board of Education approval.

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

June 8, 2021

Page 2

RESIGNATION – CERTIFIED PERSONNEL

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
King, Lauren	Physical Education	Carpentersville Middle School	End of the 2020-2021 school year
Libert, Christopher	English	Jacobs High School	End of the 2020-2021 school year
Schmid, Samantha	Art	Lakewood Elementary School	End of the 2020-2021 school year

OTHER RESIGNATION - CERTIFIED PERSONNEL

None

RETIREMENT – CERTIFIED PERSONNEL

1. Recommend approval of the following request to retire:

Name	Position	Location	Effective
Brady, Margaret	Music	Sleepy Hollow Elementary School	End of the 2020-2021 school year

DISMISSAL – CERTIFIED PERSONNEL

None

SUPERVISOR/MANAGER – EDUCATIONAL SUPPORT PERSONNEL

None

RESIGNATION – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

RETIREMENT – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

Leave of absence requests are attached separately for Board of Education approval.

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

June 8, 2021

Page 3

EDUCATIONAL SUPPORT PERSONNEL

1. Recommend employment of the following educational support personnel:

Name	Position	Location	Hourly Rate	Type
Aranda, Alvaro	Part-Time Custodian	Hampshire Middle School	\$16.62	Replacement
Ramirez, Erick	Part-Time Custodian	deLacey Family Education Center	\$16.62	Replacement
Rebeiz, Nicholas	Night Custodian	Eastview Elementary School	\$16.62	Replacement

RESIGNATION – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
Ishak, Olivia	Paraeducator	Liberty Elementary School	End of the 2020-2021 school year

DISMISSAL – EDUCATIONAL SUPPORT PERSONNEL

None

RETIREMENT – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following request to retire:

Name	Position	Location	Effective
Lindsey, Kathleen	Paraeducator	Lakewood Elementary School	May 27, 2021
Tomany, Teresa	Family School Liaison	deLacey Family Education Center	May 26, 2021

COACHING/VOLUNTEER – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend employment of the following coaches:

Name	Position	Location
Weibel, Randy	Girls Varsity Basketball	Hampshire High School

Leave of absence requests are attached separately for Board of Education approval.

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

June 8, 2021

Page 4

DISTRICT POSITION TRANSFERS

1. Recommend position transfer of the following personnel:

Current Class	Name	Current Position	Current Location	New Class	New Position	New Location	Effective Date
LEAD	Hunt, Eric	Cross Categorical	D-CHS	ADMIN	Assistant Principal	GWES	July 1, 2021

Leave of absence requests are attached separately for Board of Education approval.

AGREEMENT

BETWEEN

**THE BOARD OF EDUCATION
COMMUNITY UNIT SCHOOL
DISTRICT NO. 300**

AND

**DISTRICT 300
EDUCATION SUPPORT ASSOCIATION
(D.E.S.A.)**

July 1, 2021 - June 30, 2024

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PREAMBLE

The Board of Education of Community Unit School District 300, hereinafter referred to as the Board, and the District 300 Education Support Association, IEA-NEA, hereinafter referred to as DESA, recognize the ultimate aim of the public schools is to provide the best education possible for the children and youth of the School District.

The Board and DESA acknowledge that we have a shared responsibility to students, parents, community members and fellow colleagues, to deliver services in a professional, responsible and cost-effective manner. We agree to keep this purpose at the forefront of our collaborations and we also agree that these services can best be delivered in an environment in which we strive to:

- Respect one another
- Actively listen to one another
- Communicate with candor and honesty
- Seek information before reaching conclusions
- Embrace the challenges of the future
- See problems as opportunities to work together
- Recognize and value each other's needs and interests
- Seek consensus whenever possible
- Celebrate our accomplishments
- Recognize and value the dignity, contributions, and responsibilities of each other
- Build a shared vision

No portion of this Preamble shall constitute the basis for a grievance under this Agreement.

ARTICLE I **Recognition**

The Board recognizes DESA/IEA/NEA as the sole and exclusive bargaining agent for paraprofessionals, who provide non-instructional services for a period of less than twelve months and paraeducators, who provide instructional services under the direction of teachers on a regular basis. Excluded are secretaries, clerks, lunchroom supervisors, playground supervisors, washroom supervisors, parking lot supervisors, supervisory employees, confidential employees, managerial employees, and students as defined by the Illinois Educational Labor Relations Act.

ARTICLE II **Negotiations Procedure**

2.1 Procedures

Every effort shall be made to begin negotiations no later than December 15th. Any extension of this date shall be mutually agreed to by December 20th.

All negotiations shall be conducted outside normal employee work hours. From time to time during negotiations both parties may agree to negotiate during the regular workday. The chief negotiation spokespersons of each party shall mutually notify the principals of said employees.

2.2 Mediation

If one or both parties cannot reach an agreement and declare impasse, Federal Mediation and Conciliation Services shall be used in accordance with the Illinois Educational Labor Relations Act.

ARTICLE III **Labor/Management Relations**

3.1 Labor/Management Meetings

To advance good faith bargaining DESA and the Superintendent and/or designees, shall meet every other month, and may meet more or less frequently as agreed upon by both parties. These meetings shall commence in October of each academic school year. The Agenda will be set by suggestions made from

either party no later than twenty-four (24) hours prior to date of meeting. Suggestions are not limited to concerns and/or topics except grievances already filed. Such meetings shall not by-pass the grievance procedure.

3.2 Contract Amendments

Should any meeting result in a mutually acceptable amendment to the Agreement, the amendment shall be reduced to writing, signed and appended to this Agreement. In some cases, ratification by the Association and Board may be necessary.

3.3 Mid-Term Bargaining

These ongoing meetings will in no way constitute a waiver on the part of the Association of mid-term bargaining rights, which may be granted under the Illinois Educational Labor Relations Act.

3.4 Committee Members

Attendance at these meetings will be limited to four members from each of the parties.

3.5 Presidents' Meetings

Labor/Management meetings are not intended to replace the regular Superintendent/Association Presidents' Meetings.

**ARTICLE IV
Management Rights**

The Board, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto itself, without limitation, all power, right, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Illinois and of the United States in the executive management and administrative control of the School District and its properties and facilities of its employees consistent with this Agreement, Illinois School Code and with the Illinois Educational Labor Relations Act.

**ARTICLE V
Union & Employee Rights**

5.1 Dues Deduction

The Board shall deduct from the pay of each employee who has provided written authorization to do so, current membership dues of the Association and affiliate organizations. Deductions shall be evenly distributed over twenty (20) paychecks beginning with the second pay period from the start of the school year. For new employees, deductions shall commence within thirty (30) days after the signed authorization is delivered to the District business office and shall be prorated over the remaining pay periods for the school year. Dues deduction shall continue from year to year unless revoked in writing prior to August 15. DESA is responsible for collecting any and all dues from any member of the bargaining unit who does not have sufficient wages in his or her paycheck.

5.2 Fair Share

The Board shall deduct from the pay of each employee who has provided written authorization to do so, current membership dues of the Association and affiliate organizations. Deduction shall commence thirty (30) days after the signed authorization is delivered to the Board's business office and shall be prorated evenly over each pay period. The dues deduction shall continue from year to year unless revoked between May 15 and June 15.

In the event that the authorization described in 5.1 is not signed or such direct payment is not made within thirty (30) days following the commencement of employment of the member or the effective date of this agreement, whichever is later, the Board will deduct the fair share fee in equal amounts as provided for in 5.1 and transmit such amounts to DESA. If an employee terminates his/her employment for any reason prior to July 1, the Board will deduct the prorated fair share fee and transmit such amount to DESA for the rest of the fiscal year.

DESA agrees to indemnify and save the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of Section 5.1 above, including reimbursement for any legal fees or expenses incurred in connection therewith.

The Board agrees to promptly notify DESA in writing of any claim, demand, suit, or other form of liability in regard to which it will seek to implement the provisions of Section 5.1 above.

The obligation to pay a fair share fee will not apply to any employee who, on the basis of a bona fide religious tenet or teaching of church or religious body of which such employee is member, objects to the payment of a fair share fee to DESA. Upon proper substantiation and collection of the entire fee, DESA will make payment on behalf of the employee to a mutually agreed charitable organization in accordance with the Illinois Educational Labor Relations Act.

5.3 Association Leave

In the event DESA desires to send representatives to local, state, or national conferences, or other business pertinent to organizational affairs, these representatives may be excused without loss of salary, loss of sick days or loss of personal days. A maximum of 180 work hours per year may be used by the Association and/or his/her designee for association business or school improvement activities. However, no individual may be excused for such activities for more than forty work hours without the consent of both parties to this agreement. The President of DESA shall notify the District ten days in advance of the date the time that will be used whenever possible. Additional Association days may be granted under this provision by mutual agreement. The Association may also purchase up to 40 additional hours of Association leave time. DESA will reimburse the District for all additional hours used by multiplying the hours used by the hourly rate of the individual who was released.

The DESA President shall be released from her/his regularly assigned duties for the first half of ten student early release days (for a total of five full days). This time shall be used for the purpose of conducting DESA business. The DESA President is expected to participate in any professional development activities that occur on student early release days. If appropriate, the professional development activity can be done at a building that the DESA President is not assigned to in the normal course of her/his duties.

5.4 Workday for Association Leave

For the purpose of this article a workday is defined by that member's regular workday hours.

5.5 Building Use by DESA

DESA and its representatives shall have the right to use school buildings with prior approval from the building principal for meetings for the purpose of conducting association business. All meetings shall be conducted outside employee work hours. Such use of school facilities shall not disrupt the normal school routine. Should expenses be incurred, the Board may request reimbursement.

Duly authorized representatives of DESA and its affiliates will be permitted to transact official association business on school property outside the regular work hours of employees when it does not reasonably interfere or interrupt any school functions or operations.

5.6 Communication

Members of the bargaining unit shall be provided with mailboxes at their assigned location commensurate with what is provided other employees assigned to that location. DESA may communicate with members via bulletin boards and mailboxes and other forms of communication, such as facsimile, e-mail, telephone, voice mail, etc. Such information shall not be abusive or defamatory and DESA assumes the legal responsibility for its communication.

5.7 DESA Bulletin Board

DESA may establish a bulletin board and/or mailbox for use by DESA and DESA shall determine and assume responsibility for what is displayed and/or distributed via these means. Details such as the location and size of these facilities shall be determined by the supervisor of the building and DESA's representative using as a guideline what space and location is provided other bargaining units at the site.

5.8 New Employees

The Board shall notify the DESA President of all new employees to the District within 14 days after hiring. Notification will include name, address, phone, work location, job category, salary level, pay rate, hours, number of pays and whether the employee is part-time or full-time.

5.9 Seniority List

Upon request, the District shall provide the President of DESA with an updated seniority list within thirty days of the start of a semester.

5.10 Contracts for New Employees

DESA and the Board shall share the cost of printing contracts for current and new members of the bargaining unit. DESA shall be responsible for distributing contracts to new employees.

5.11 Personnel File

Except for confidential material which, by law, an employer is not required to make available, an employee shall have the right, upon reasonable request, to review materials in his/her personnel file which shall be maintained by the District, provided that no document shall be marked, altered or removed. If a request is made, the employee shall reimburse the District for the reasonable cost of copying any such documents. Nothing herein shall require the District to collate or compile any information.

Effective the day after this Agreement is ratified by both parties, if any document is placed in an employee's official personnel file that is adverse to the employee, an employee shall be provided with a copy of this document. The employee must initial documents of this nature indicating only that they have knowledge of them. Such initials shall not be construed in any way to constitute agreement with their contents or the appropriateness of their placement in the file.

Except as modified by the foregoing paragraphs, nothing in this Agreement shall be construed to preclude the applicability of the Personnel Record Review Act, 280 ILCS 40/1, *et seq.*

ARTICLE VI
Grievance Procedure

6.1 Definitions

a. A grievance is defined as an alleged misapplication, violation or misinterpretation of the terms of this collective bargaining agreement and/or Board rules and regulations.

b. The term "days" as used in this procedure shall mean student attendance days, when students are scheduled to be in school as determined by the academic calendar.

6.2 Purpose

The grievance procedure may be used to file a grievance as defined above by any member, group of members or the Association. Individuals who participate in these grievance procedures will not be subject to discipline or reprisal because of such participation. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

It is recognized and recommended that problems arising between the employee and employer be resolved through free and informal communications between the parties concerned. Nothing herein contained will be construed as limiting the right of any person having a grievance to discuss the matter informally with the appropriate member of the administration at Level One and having the grievance adjusted at Level One, provided the adjustment is not inconsistent with existing Board of Education Policy, the terms of this Agreement or the Illinois Educational Labor Relations Act. When informal discussions fail to satisfy the grievant, a formal grievance may be advanced according to the following procedures.

6.3 Procedure

a. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

b. If a grievance is filed by an employee, an Association Representative may accompany the employee to assist at any of the following levels. Levels One and Two of the procedure may be by-passed by mutual agreement of the appropriate administrator, grievant and the Association.

c. If a grievance is left unresolved until the beginning of the following school term, and could result in irreparable harm, both parties agree to expedite the processing of the grievance in order that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

d. Unless the time restrictions are waived by mutual agreement, any grievance not applied to the next step of the grievance procedure within the time limits set forth shall be deemed settled in favor of the other party.

e. Every effort shall be made to process grievances outside the working hours of the grievant. Should the investigation or processing occur during regular work hours the employee must secure approval to be released from work from his or her building administrator or designee.

LEVEL ONE

An employee or group of employees under the direction of the same supervisor, with a grievance will first discuss it informally with his or her immediate supervisor. If the immediate supervisor determines that he/she does not have the ability to adjust the grievance, he/she shall involve the appropriate administrator who has the ability to adjust the grievance.

The Association or group of employees under the direction of different supervisors, with a grievance, may first discuss it informally with the appropriate administrator who has the ability to remedy the situation prior to it becoming a formal grievance.

If the parties are unable to informally resolve the grievance, the grievant(s) may file a formal written grievance with the Director of Human Resources, and copied to the immediate supervisor and/or administrators that were involved in the informal stage, within thirty (30) days of the occurrence giving rise to the grievance, or within thirty (30) days of the time when such occurrence might reasonably be ascertained. The recipient of the grievance will arrange for a meeting of the affected parties within five (5) working days after receipt of the grievance. The recipient shall provide a written response to the grievance within ten (10) days after the meeting. The response shall include a reason for the decision.

LEVEL TWO

If the grievance is not resolved to the satisfaction of the employee or the Association at Level 1, the grievance may be advanced to Level 2 within ten (10) days of receipt of the Level 1 response to the Superintendent or designees. The Superintendent or designated representative shall within ten (10) days schedule a conference seeking a solution to the grievance and render a decision and reason therefore, in writing, to the grievant and the Association within ten (10) days of the meeting. The parties agree that the Superintendent will have input in any decision that is rendered in Level 2.

LEVEL THREE

If a satisfactory disposition of the grievance is not made as a result of the meeting provided for in Level Two above, the grievant or Association may appeal to the Board of Education within fifteen (15) days from the date of the receipt of the decision from the Superintendent or designated representative.

The Board, at its sole option, may decide whether or not to hear the grievance. However, if the Board decides not to hear the grievance, the Association will be given reasons for their decision and the Association may advance the grievance to Level Four. The Board will hear the grievance at the next regularly scheduled Board meeting following receipt of the grievance, if it decides to hear such grievance. All hearings with the Board will be closed and shall include the full Board or a committee thereof as the Board shall designate and/or the grievant and DESA. The Superintendent or designated representative will present the administration's rationale at such hearings. In addition, the Association shall present their arguments at such hearing. The Board of Education shall render a decision and reasons therefore, in writing, to the grievant and the Association within fifteen (15) days after the hearing. A copy of all documents and related materials shall be provided to the grievant and Association along with the decision.

LEVEL FOUR

If the grievance is not resolved at Level Three, the Association shall have the right to advance the grievance to binding arbitration under the Voluntary Labor Arbitration rules of the American Arbitration Association within fifteen (15) days following the decision by the Board in Level Three.

The arbitrator shall consider and decide only the specific issues submitted in writing and shall have no authority to make any decision or recommendations on any issues not submitted. The arbitrator shall be without power to interpret in any way the applicable laws, rules, and regulations having the force and effect of laws. The arbitrator's decision shall be based solely upon the interpretation of this agreement, policy or provision as applied to the facts of the grievance presented. The cost of the arbitrator and the cost of the American Arbitration Association and incidental expenses mutually agreed to shall be equally divided between the Board of Education and the Association. Both parties shall submit all documents or other evidence which may be tendered at the hearing and related materials to the other party no later than fifteen (15) days prior to the Arbitration hearing, including a list of all witnesses. Failure to tender same shall preclude such admission at any hearing.

ARTICLE VII **Job Security**

7.1 Probationary Period

7.1.1 New employees will serve a probationary period of **one hundred and twenty (120) work days forty (40) calendar days** beginning on their date of hire. Summer school and extended school year (ESY) shall not be considered **work calendar** days.

7.1.2 Probationary employees shall be evaluated by the immediate supervisor or designee, not to include teachers, **at least one time after the 55th work day, but prior to the 80th work day and one time within ten (10) work days of the probationary period ending (days 110-120). ~~seventy (70) and one hundred and forty (140) calendar days.~~** Summer school and extended school year (ESY) shall not be considered **work calendar** days. The individual will be evaluated on his or her work performance on the Paraeducator Evaluation Form as indicated in Article VIII. **The evaluation will be submitted to the paraeducator within five (5) working days following the Post Observation and Final Summative Conference and will become part of the final evaluation documentation in the employee's personnel file.** ~~The supervisor will make a copy of the form for the employee and forward the original to the Human Resources Department to place in the employee's personnel file.~~ Employees not surviving the probationary period shall have had a minimum of one (1) evaluation.

7.1.3 The employee will no longer be classified as a probationary employee beginning on his or her one hundred and **twenty-first (21st)** ~~forty-first (41st)~~ calendar day of employment. Summer school and extended school year (ESY) shall not be considered calendar days. Employees whose work performance is rated unsatisfactory will be subject to immediate dismissal at any time during the probationary period. Such termination of employment shall not be subject to the Grievance Procedure.

7.2 Orientation

New employees shall attend District paid employee orientation prior to working with students (See flow chart in Appendix E). The orientation shall be a full day prior to starting, which will consist of ½ day on-line training for overview of District operating procedures and ½ day in building with assigned mentor for building and DESA orientation. Following the orientation process, the DESA member will begin work of their assigned position. DESA will provide a list of interested members to serve as mentors for each building. DESA and Education Service Assistant Superintendent or designee will appoint a member at the site to assume the Mentor role and provide notice to the building principal and Human Resources.

7.3 Discipline

Discipline is intended to correct inappropriate behavior and will not be administered in an arbitrary and/or capricious manner. The parties agree that the District shall only discipline employees for just cause. In most cases progressive discipline shall be used. However, there are situations involving severe misconduct where immediate disciplinary action may be taken. In such cases, suspension or dismissal may result but may not be administered in an arbitrary and/or capricious manner.

7.3.1 An employee has the right to have an Association representative present when the employee is called to appear before a supervisor, administrator, or the Board to discuss matters that the employee reasonably believes may lead to disciplinary action against the employee. The employee shall be afforded at least twenty-four (24) hours to secure such representation.

7.3.2 In the event a member of the bargaining unit is required to attend a meeting that the District anticipates may result in some disciplinary action taken against the member, the employee and DESA will be given written notification of such, at least twenty-four (24) hours in advance of the meeting, along with the reasons for the meeting as well as informing him/her of their right to representation by the Association.

7.3.3 If in the course of a meeting, information develops that may cause some disciplinary action to be taken against a member of the bargaining unit present at the meeting, that member will be advised of his or her right to representation and, at the option of the employee, the meeting will be rescheduled to a later date, but no sooner than twenty-four (24) hours, in order for the member to secure representation.

NEW At the conclusion of any of the above referenced meetings, the parties may agree to forego a follow-up meeting. In the event a follow-up meeting is not scheduled, the resolution shall be provided in writing to the member and the member's representative.

7.3.4 The following procedures are to be used in disciplining a member:

1. Written Warning 1
2. Written Warning 2
3. Recommendation for Suspension
4. Recommendation for Dismissal

7.3.5 Employees shall not be disciplined or dismissed from employment without just cause. Just Cause will be afforded to employees as follows:

1. Did the District give to the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct? However, certain offenses so serious that any employee in the industrial society may properly be expected to know already that such conduct is offensive and punishable.
2. Was the District's rule or managerial order reasonably related to (a) the orderly, efficient, and safe operation of the company's business and (b) the performance that the company might properly expect of the employee?
3. Did the District, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
4. Was the District's investigation conducted fairly and objectively?
5. At the investigation, did the "judge" obtain substantial evidence or proof that the employee was guilty as charged?
6. Has the District applied its rules, orders, and penalties evenhandedly and without discrimination to all employees?
7. Was the degree of discipline administered by the District in a particular case reasonably relative to (a) the seriousness of the District's proven offense and (b) the record of the employee in his/her service with the District?

7.4 Administrative Leave

If an employee is placed on paid administrative leave, the District shall provide notice of such leave to DESA. The employee will not suffer loss of pay or benefits during such leave.

7.5 Notification

DESA and the member will be notified of the results, in writing, of any such disciplinary action when an employee has been disciplined or discharged. Such notification will occur within forty-eight (48) hours.

ARTICLE VIII **Professional Growth**

8.1 Evaluation

Introduction

This performance evaluation program applies to all District 300 Paraeducators. The purpose of this evaluation system is to:

- Recognize performance that meets or exceeds expectations
- Set expectations (behavior, vital activities, and outcomes) for future performance
- Create opportunities for communication between employees and their supervisors
- Define areas for potential growth and development for employees
- Provide timely feedback to enable employees to better manage their performance
- Allow for an individualized and specific performance improvement plan

Recognition, enhanced job performance, the promotion of professional growth and development of employees should result in greater job satisfaction for the employee and better student achievement.

The Performance Evaluation Process

The components of the Performance Evaluation Process are:

Rubrics for Performance Standards: Performance standards are described in a rubric, divided into four (4) domains. These domains are: Preparation and Job Skills; Supporting the Classroom Environment; Delivery of Services/Accommodations (Instruction); and Professional Responsibilities and Development. These standards have been specifically created for paraeducators and clearly define the standard by which employee performance is to be measured.

Rating Scale and Terminology: The evaluation uses a four point scale with rating labels: Unsatisfactory, Basic, Proficient, and Distinguished. This terminology allows for more active reflection of performance. The definitions are as follows:

Unsatisfactory (1): This rating may be given to employees that demonstrate limited or no understanding of the standard.

Basic (2): This rating is given to employees who demonstrate a rudimentary understanding of the standard, demonstrates partial knowledge of the standard's elements on a regular basis, or demonstrates knowledge on an inconsistent basis.

Proficient (3): This rating is given to an employee who demonstrates a thorough understanding of the standard, practices the standards continuously, and works independently without constant supervision.

Distinguished (4): This rating is given to employees who consistently meet or exceed the standard each and every time it is applied and demonstrates initiative and adapts concept of standards to enhance student learning within the parameters of one's job responsibilities.

Not Applicable: May only be applied in instances where job responsibilities do not coincide with standards. An explanation must be provided whenever this is used.

Commented [1]: This entire Section was previously located in Appendix D

Administration of the Process

During the Probationary Period:

Probationary employees shall be evaluated by the immediate supervisor or designee, not to include teachers, at least one time after the 55th work day, but prior to the 80th work day and one time within ten (10) work days of the probationary period ending (days 110-120) at seventy (70) and one hundred and forty (140) calendar days excluding ESY and summer school. The process consists of a pre-observation conference, observation, and post observation conference and a final summative (summative)-evaluation conference. Employees not surviving the probationary period shall have had a minimum of one (1) evaluation. Also reference 7.1.2. (Agreed to match DESPA Language)

Beyond the Probationary Period:

Proficient or Distinguished:

Each paraeducator after completion of the probationary period who receives either a proficient or distinguished on their summative evaluation shall be formally evaluated at least once every two years no later than May 15 May 1st in accordance with the DESA negotiated agreement. The process consists of a pre-observation conference, observation, and post observation conference and a final summative (summative)-evaluation conference.

Basic:

Each paraeducator after completion of the probationary period who receives a basic on their summative evaluation will be evaluated again the following year no later than May 15 May 1st. The process consists of a pre-observation conference, observation, and post observation conference and a final summative (summative)-evaluation conference. If a paraeducator receives two consecutive overall final summative ratings of Basic (outside the Probationary Period), a Professional Assistance Plan will be developed that specifically addresses the deficiencies noted in the summative evaluation, that provides clear expectations of job performance and will include supports and other resources that will be provided to the employee. Sixty (60) work days later (not including ESY and summer school), the paraeducator shall be evaluated again. The process consists of a pre-observation conference, observation, and post observation and final summative evaluation conference. Employees who receive a proficient or distinguished on the second summative evaluation shall follow the procedures listed above for subsequent evaluations. A second basic rating or unsatisfactory rating may be grounds for termination.

Unsatisfactory:

Each paraeducator after completion of the probationary period who receives an unsatisfactory on their summative evaluation will be given a Professional Assistance Plan that specifically addresses the deficiencies noted in the summative evaluation, provide clear expectations of job performance and will include supports and other resources that will be provided to the employee. Sixty (60) work days later (not including ESY and summer school), the paraeducator shall be evaluated again. The process consists of a pre-observation conference, observation, and post observation conference and a final summative (summative)-evaluation conference. Employees who receive a basic, proficient or distinguished on the second summative evaluation shall follow the procedures listed above for subsequent evaluations. A second unsatisfactory rating may be grounds for termination.

Responsibilities:

Initial Meeting between Evaluator and Employee:

At the beginning of the year, the evaluator will meet with the paraeducators that will be evaluated that year to explain the evaluation process and documents including the evaluation rubric(s), review job expectations, and clarify roles and responsibilities. Employees hired after the beginning of the year meeting has been held shall have a separate meeting with their evaluator to fulfill this requirement. (Note: in the initial year of rollout this meeting will be held with all paraeducators regardless of whether they are being evaluated that year)

Pre-observation Conference:

No less than two (2) working day No more than ten (10) working days but no less than three (3) working days prior to the paraeducators observation, the evaluator will meet with the employee to discuss the upcoming observation. During this meeting, the rubric, classroom situation, assigned job duties and other relevant information will be discussed, including information from the paraeductaor on Domains 1 and 4.

Observation:

The purpose of an observation is to collect evidence in Domains 2 and 3 to allow for an appropriate summative evaluation based on the rubrics.

Observations will be scheduled with the paraeducator no less than 5 working days fifteen (15) working days in advance of the observation. Evaluators should discuss the scheduled time and date with the paraeducator to ensure that an appropriate observation period is selected. Observations shall be no less than 30 20 minutes and no more than 45 minutes long. If the scheduled observation period becomes inappropriate due to extenuating circumstances, the observation may be rescheduled for a date within 5 working days of the original observation date without conducting an additional pre-observation conference.

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Post Observation and Final Summative Conference:

The Post Observation Conference and Final Summative Evaluation will be provided at a meeting held no later than fifteen working (15) days after the observation.

No later than ten (10) working days after the completion of the observation, the evaluator shall meet with the paraeducator to discuss the evidence collected as it relates to the evaluation rubrics. Feedback regarding the evidence collected during the observation as it relates to Domain 2 and 3 of the evaluation rubric shall be provided to the paraeducator in regards to their performance and how said performance can be improved as well as areas that should be maintained. With the agreement of both the evaluator and paraeducator, the Post Observation Conference may be combined with the Final (Summative) Evaluation Conference. It is recommended that the conferences not be combined if the evaluator expects that the summative evaluation will be either basic or unsatisfactory.

Final (Summative) Evaluation and Conference:

The Final Summative Evaluation will be written by the evaluator and will include a description of performance based evidence collected in all four (4) domain areas and compared to the rubrics established for the Paraeducator. This Final Summative Evaluation will be provided at a meeting held no later than fifteen working (15) days after the Observation. The final summative evaluation will be submitted to the paraeducator within five (5) working days following the Post Observation and Final Summative Conference.

The paraeducator will acknowledge the contents of the evaluation by signing it. This signature does not imply agreement or disagreement, but rather signifies knowledge of the contents. In case of disagreement the paraeducator may submit a written statement via the district electronic evaluation system to the evaluator outlining the specific areas of disagreement no later than fifteen ten (10) school working days following this conference. This statement will become part of the final evaluation documentation in the personnel file. be attached to the evaluation report in the paraeducator's personnel file.

Should the paraeducator refuse to sign the evaluation, the unsigned evaluation will be submitted to the Human Resources office with documentation that the employee refused to sign. The evaluator will submit one copy of the report for inclusion in the paraeducator's personnel file. A copy of the signed evaluation will be provided to the paraeducator no later than ten (10) days following the Final Evaluation Conference.

No Evaluation provided:

In the event that the evaluator fails to complete the evaluation process, in part or in whole, in a timely manner, the employee may send a memo stating this fact to the evaluator, Association President, Director of Human Resources and the Superintendent of Schools. No repercussions to the employee shall arise for either sending the memo or failing to send the memo to the personnel listed above.

~~Each employee after completion of the probationary period shall be formally evaluated at least once every two years by May 1st on the Evaluation Form A found in Appendix D. Employees new to the bargaining unit shall be evaluated at the completion of the probationary period. A joint committee made up of up to four (4) representatives from administration and up to four (4) representatives from DESA shall be appointed every year for purposes of reviewing and revising Form A. This committee will make certain that Form A is aligned with the current job description and expectations.~~

~~8.1.2 For the purpose of this article the evaluator shall be defined as the immediate supervisor and/or principal or designee.~~

~~8.1.3 A conference between the employee and the evaluator regarding the employee's performance shall be held no later than fifteen (15) days following completion of the written evaluation.~~

~~8.1.4 Employees of the bargaining unit shall be allowed to attach a written response to their evaluation. The employee shall have up to fifteen (15) school days to attach a response to the evaluation. The attached written response shall be included in the employee's personnel file.~~

8.1.5

Employee Transfer:

In the event an employee transfers involuntarily or voluntarily to a different building site, a copy of the evaluation shall be forwarded to the appropriate administrator.

8.2 Professional Development

The President of the Association and the District shall appoint members to the following Professional Development Committee based on expressed interest on behalf of the members of the bargaining unit.

The Professional Development Committee will focus on personal/professional growth opportunities for all employees including new employee orientation and information pertaining to employment and union affiliation. This committee also will develop guidelines for employee participation to include meaningful relevant activities for professional development aligned to Board of Education approved calendar. Activities may or may not be the same as or combined with those planned for certified staff at a site. In situations of mandated building meetings that discuss safety training all Paraeducators will be in attendance and compensated. Activities must be aligned with District strategic goals and building improvement plans.

8.3 Tuition Reimbursement

DESA employees who successfully complete an approved course/program with a grade of B or above shall be eligible for tuition reimbursement at \$86 per credit hour for a maximum of nine (9) credit hours per fiscal year for Bilingual, Special Education and Early Childhood Special Education classes. Course work must be offered by an accredited institution.

Requests for tuition reimbursement must be made at least thirty (30) days prior to the start of the course. The employee must fill out the tuition reimbursement request form and submit it to the Human Resources Department (Form E, Appendix D). The Human Resources Department will notify the employee and the DESA President if any request for tuition reimbursement is accepted or denied, with reasons if denied. Within thirty (30) days following the completion of the course, the employee will submit documentation of course completion to the Human Resources Department. The District will provide reimbursement within thirty (30) days of receipt of the documentation.

ARTICLE IX

Seniority

9.1 Definition

Seniority shall be defined as the length of an employee's continuous service in the bargaining unit. The District shall maintain a seniority list according to each salary level (Level A-D) identified on the salary schedule in Appendix A. Such list shall be provided in electronic format to the DESA President and posted in each attendance center by February 1 of each year. If an employee finds an error in his/her seniority placement, the employee shall make the Human Resources Department aware of any perceived error as soon as possible. If it is determined an error has been made, the employee and the President of DESA shall be notified. Corrections shall take effect immediately; however, the correction on the printed seniority list shall be made on the following seniority list. Any corrections to the list will be posted immediately in all posting locations.

9.2 Purpose of Seniority

Seniority begins upon the successful completion of a one-hundred forty (140) day probationary period and reverts to the first day of employment on the job. Seniority shall be one criteria used for employee retention, placement, and promotion and as outlined in other Articles within this Agreement.

9.3 Seniority List Position

If more than one employee commences employment on the same date, position on the seniority list shall be determined by drawing lots.

ARTICLE X

Vacancies, Transfers, Assignments and Substitution

10.1 Vacancies

10.1.1 All vacancies will be posted on-the District's web page.

10.1.2 Employees seeking to apply for a vacant position may submit their application on-line using the District website.

10.1.3 If an employee applies for a teaching position for which he/she is qualified he/she will be given consideration before the employment of a new hire.

10.1.4 Members who apply for positions **as internal candidates** for which they are qualified shall receive an in-person or phone interview and consideration prior to an offer of employment being made to someone outside of the bargaining unit or not employed by the District. **Interviewed candidates will receive notification once the position has been filled.**

10.1.5 Members shall not be eligible to apply for lateral positions posted within two weeks of the first day of student attendance and 30 work days after the first day of school as per the approved BOE School Calendar unless:

a. The position for which they are applying includes an increase of work hours from the DESA member's current daily rule (the new position would result in more hours); OR

b. The position for which they are applying is classified at a higher salary level from the DESA member's current salary level (the new position would result in higher pay).

10.2 Transfers

Employees may change positions through a voluntary or involuntary process. Employees who change position within the bargaining unit shall retain all seniority within the bargaining unit.

10.3 Mid-Year Involuntary Transfer

This occurs when the District determines that an employee needs to be transferred during the school year to a different position and/or location. The District will meet with DESA and the effected employee to discuss the reasons for the transfer and the options that are available to the employee for the remainder of the school year. The employee shall not suffer a loss of pay or hours for the remainder of the school year if

the position they are placed in is at a lower salary level than the employee previously held. However, if the position is at a higher salary level, the employee shall be placed at the same step he/she currently occupies, but in the higher salary level.

The employee shall be given first choice the following school year to return to their previous position. However, if their previous position is not available then they shall be given first choice of any DESA positions within the pay and hours that the employee previously occupied. However, if the position they are placed in is at a higher salary level, the employee shall be placed at the same step he/she currently occupies at the higher salary level. If the position is at a lower salary level, the employee shall be placed at the same step he/she occupies, but in the lower salary level.

10.4 Voluntary Transfer

This occurs when an employee applies and accepts a position that is compensated at a different level than the one he/she currently occupies. If the change is to a position that is at a higher or lower salary level, the employee shall be placed on the same step he/she currently occupies, but in the new salary level.

If an employee feels there has been an error made in his/her placement, requests for review shall be forwarded to the Human Resources Department and the President of the Association. The employee's request shall be reviewed on a quarterly basis by the appeal committee. Corrections shall be retro active to the first day the employee believes an error had been made.

10.5 Temporary Reassignment

When a student is absent for a short period of time, the one to one paraeducator who is assigned to work with the student may be reassigned to a different duty by the principal or designee. The paraeducator may choose to be absent without pay during the absence of the student. The final decision is that of the paraeducator who shall not suffer any reprisal for that decision.

When a student is not expected to return to the District during the same school year, the paraeducator shall be reassigned within the same building. If there is no available position within the same building, the District may reassign a paraeducator to a position in another building. The paraeducator shall not suffer any loss in pay as a result of the reassignment. However, if the new position is at a higher salary level, the paraeducator shall advance to the same step in the new salary level. The following year, the paraeducator will be returned to their original assignment provided that the student returns to the same building and requires the same level of services.

10.6 Teacher Substitution

A teacher or substitute certified paraeducator may substitute for a teacher outside of their current room assignment. The paraeducator will be compensated at a daily rate of ~~\$140.00~~ \$180.00. Payment will be made to the paraeducator on the paycheck that covers the time frame in which the substitution occurred, as long as the substitute job is recorded in the substitute payroll system within the pay period of performing the substitute job. If a para subs for more than two (2) consecutive days, the paraeducator position may be granted a sub if they are sub eligible.

10.7 Assignments

All paraeducators that were not given notice in accordance with Article XI, will be returned to their current assignment and building the following year; unless otherwise notified by the District no later than fourteen (14) calendar days prior to the beginning of the first attendance day of school. The parties agree that for the continuity of the educational process that every effort will be made to retain employees at their current building and assignment.

10.8 Involuntary Assignment Change

This occurs after the District determines the staffing needs of the following school year.

10.8.1.1 The District will provide the DESA President with a list of buildings that are over and understaffed.

10.8.1.2 The DESA President will notify each member of the bargaining unit, asking for volunteers to enter the transfer process.

10.8.1.3 The DESA President will supply the District with the volunteer list.

10.8.1.4 If there are more volunteers than needed, those with the most seniority will be selected.

10.8.1.5 If there are not enough volunteers within five (5) school days after the request is made, a seniority list will be created for each of the buildings with overages.

10.8.1.6 Each seniority list will contain the names and hire dates of each member in the building, listed by level.

10.8.1.7 The least senior members (equal to the number of overages) will be placed on a District-wide master seniority list.

10.8.1.8 The District will offer first choice of transfer based on salary level, beginning with the most senior member on the master list.

10.8.1.9 If there are no more positions available in the member's salary level, members can take a lower level position.

10.8.1.10 Members who are placed in a lower level will be placed on their current step in the new level (and will receive an annual step).

10.8.1.11 Members who take a lower position, will be given a one-time right of refusal if a position opens up at any time within the next school year in their previous salary level, based on seniority.

10.8.1.12 If there are still members on the master list, but no positions are available, the member will be released pursuant to the RIF process contained in Article XI.

ARTICLE XI **Reduction in Force**

11.1 Meeting with Administration

In the event the Board considers the need for a reduction in force, the administration shall meet with the Association at the soonest possible time but at least thirty (30) days in advance of the reduction. (All employees impacted by a reduction in force shall be notified in writing by the last day of the school year informing them of any reduction to be implemented in the fall.)

11.1.1 Reasons for the need to have layoff.

11.1.2 Review of seniority list.

11.1.3 Review and agree on any modification of layoff and recall procedures.

11.2 Layoff/Recall Procedures

11.2.1 Part-time employees shall be terminated before any reduction in force of full-time members of the bargaining unit shall commence.

11.2.2 Employees shall be laid off in the inverse order of their seniority within the categories of position established in paragraph 11.3 below.

11.2.3 An employee on layoff shall retain his/her right to recall for one year from the date of the school year following the notice of reduction begins.

11.2.4 Employees shall be called back to work according to his/her placement on the employee recall seniority list. The employee recall seniority list shall list employees by categories of position as established in paragraph 11.3 below.

11.2.5 Employees on layoff who have been offered reemployment to the category of position from which they had been laid off and have declined shall be removed from the employee recall seniority list. Employees on the recall seniority list must maintain an accurate, up-to-date address and telephone number with the District. The district is responsible for notifying employees who are on the list of any applicable vacancies. Prior to any notification of recall, the district, the DESA President or designee shall meet to review and to modify if necessary the recall and vacancy list. If the employee does not apply for the vacancy within five working days from the time notice was delivered, the employee's name shall be removed from the recall list. Notification shall be by certified mail showing proof of delivery.

11.2.6 The District shall not hire anyone to a position until recall has been completed for that category of position.

11.3 Categories of Position

For the purpose of this article, categories of position correspond to the levels set on the salary schedule except in cases where a specific job requirement precludes a member being compensated at that level from performing the tasks assigned to the position in question.

11.3.1 Employee(s) affected by a reduction in force may replace an employee in another category of position if:

- a) The employee, affected by the layoff, has more bargaining unit seniority than the employee in the category of position who would/could be displaced.
- b) The employee, affected by the layoff, has held the position which would/could be displaced.
- c) The District and the Association shall jointly place employees affected by the layoff at the appropriate level on the salary schedule.

11.3.2 In the event a transfer must be made to another category of position, the District will transfer volunteers first. In the event there are no volunteers to make the transfer, the District may require the employee with the least amount of seniority to transfer.

ARTICLE XII

Leaves

12.1 Personal/Emergency Days

12.1.1 Members of the bargaining unit upon completion of the probationary period shall receive two (2) paid personal leave days. Thereafter, employees shall receive two (2) days annually on July 1st. Leave requests shall be submitted on Form C found in Appendix D and shall be subject to the following guidelines:

12.1.2 Unused Personal days may accumulate up to a maximum of five (5) days. Annually, on July 1st, every unused personal day accumulated beyond the five (5) day maximum shall be credited as sick leave days.

12.1.3 Whenever possible, the request for said day shall be in writing to the building principal or immediate supervisor forty-eight (48) hours prior to use of said day. If the request is for more than two consecutive days, the request should be made ten (10) days in advance of the planned absence. When more than one request is received from an employee of this bargaining unit for the same date in the same building, all requests shall be approved based on the earliest dated written request by any employee. A maximum of three (3) employees shall be given approval to utilize personal leave time on the same date at the same building.

12.1.4 The earliest date an employee may request personal leave is the first day in which students report to school at the commencement of the regular school year.

12.1.5 A personal leave day shall not be used on the day prior to or following a holiday unless with approval of the building principal or immediate supervisor. Every effort should be made to avoid the use of said day at the end of the school term.

12.1.6 The requirements set forth above shall be waived in cases involving emergencies that prevent the member from meeting the pre-approval time requirement.

12.1.7 If an emergency should arise during an employee's probationary period the employee shall not be penalized for not reporting to work as a result of the emergency.

12.1.8 Personal/Emergency Days may be taken in quarter (1/4) hour increments.

12.2 Bereavement Leave

Each employee shall be given one (1) day for bereavement leave with pay for a death in the immediate family. The immediate family for purposes of this section shall include: Child, spouse, parents, siblings, half-brother/sister, uncle, aunt, grandchildren, grandparents, grandparents-in-law, step parents, step children, fiancé, ward, parents-in-law, brother and sister-in-law, son and daughter-in-law, legal guardian, or any designated person sharing the employee's residence on a permanent basis. If additional days are required, the employee may request to use personal or sick days. Upon request, employees must provide written documentation to the District to support a request for bereavement leave.

12.3 Sick Leave Days

12.3.1 During the first year of employment, sick days shall be accrued at one per month to a maximum of ten (10). After the first year of employment, each employee shall receive ~~ten (10)~~ **five and one half (5.5)** sick days annually on July 1st **and one half sick day per month worked (for a total of 10 sick days per school year)**. The days shall accumulate without limit.

12.3.2 Sick leave shall be granted for personal illness, quarantine at home, illness or death in the immediate family or household. The immediate family for purposes of this section shall include: Child, spouse, parents, siblings, half-brother/sister, uncle, aunt, grandchildren, grandparents, grandparents-in-law, step parents, step children, fiancé, ward, parents-in-law, brother and sister-in-law, son and daughter-in-law, legal guardian, or any designated person sharing the employee's residence on a permanent basis.

12.3.3 As stated in 12.2.2, sick leave days may be used in the death of an immediate family or household member. If the employee has exhausted all sick and bereavement days due to the care of an immediate family member, the employee may request from three to five (3-5) additional days for bereavement of that family member from the Superintendent or designee. The Superintendent or designee shall consider each request on a case by case basis and shall not set a precedent for approval of additional days.

12.3.4 Sick Days may be taken in quarter (1/4) hour increments.

12.4 Sick Leave Bank

12.4.1 Establishment of Bank

A sick leave bank shall be established and shall consist of accumulated sick days contributed by bargaining unit members. Each newly hired member of the bargaining unit shall contribute one (1) sick day upon completion of the probationary period. In the event the bank is depleted to less than one-hundred (100) days, each bargaining unit member shall contribute one (1) additional day. Any unused days remaining in the sick leave bank at the end of the year will accumulate.

12.4.2 Procedure For Use Of Sick Bank

Any member of the bargaining unit upon completion of the probationary period and making application to the Human Resources Department shall be entitled to draw from the bank provided the following conditions are met:

- a) ~~The employee has used all his/her personal accumulated sick days and personal days.~~
- b) ~~Illness of less than ten (10) calendar days duration shall not be eligible for sick leave bank.~~
- c) ~~The employee shall produce a doctor's certificate as proof of need.~~
- d) ~~Sick leave bank limits for each approved incident are: Employees who have completed his/her probationary period are eligible to draw no more than thirty (30) days per occurrence from the bank or to the highest number of days accrued over the employment of that member with the District as an employee within this bargaining unit. Employees may apply to IMRF for short or long term disability. Employees may apply to IMRF for short or long term disability.~~
- e) ~~An employee maintains the right to appeal the number of days that may be withdrawn from the bank. Such appeal shall be heard by the Superintendent or designee and appropriate Association Representative. The District shall assist employees in applying to IMRF for short or long term disability.~~

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12.5 Accumulated Leave Balances
The number of leave hours available for each employee will be listed on individual pay check stubs. Balances are two weeks in arrears.

12.6 Holidays
12.5.1 Each employee upon commencement of employment shall be paid for the following holidays:

Labor Day	December 25
Columbus Day	January 1
Wednesday before Thanksgiving	Martin Luther King Day
Thanksgiving Day	Presidents Day
Friday after Thanksgiving	District Holiday
December 24	

12.5.2 If one of the holidays noted above is cancelled by legal authority or by the Board of Education, the District and the Association shall meet to select a replacement day for the lost holiday.

12.5.3 Employees must work the last regularly scheduled workday before or after the first regularly scheduled workday after a holiday to receive compensation for the holiday.

12.7 Days Off Without Pay
Requests for unpaid leave day(s) (dock days) shall be submitted to the **Director of Human Resources** principal following the process outlined in 12.1.3. ~~If the unpaid leave request is denied by the principal, the employee may appeal the decision to the Director of Human Resources.~~ Employees who do not report to work and do not have an approved leave day may be subject to discipline.

12.8 Jury Duty
Any member of the bargaining unit called for jury duty, required to provide a statement before the Illinois Department of Children and Family Services, or subpoenaed to testify in his/her capacity as a witness in a judicial or administrative matter (including an arbitration, fact-finding or deposition), during work hours, shall be paid full compensation for attendance at such proceeding without any loss of leave time, seniority or other benefits.

The employee shall submit to the School District any jury duty stipend or subpoena fee (less mileage, meals and parking expenses).

12.9 Military Service
Employees are eligible for military leave, in accordance with applicable state and federal law. In addition, employees who are called to active military duty, as prescribed by law, shall not suffer loss of salary or benefits due to being called to active duty. The employee shall continue to receive the same regular base salary plus any health insurance benefits he or she was receiving at the time of being called to active duty and other benefits he or she was receiving or accruing at that time, minus the amount of base pay received

for military service for the duration of his or her active military service. Members of the bargaining unit shall immediately notify their supervisor or building principal upon receipt of a call to active duty. The aforementioned procedure shall be in force during the school term or work year and applies to those situations in which the member of the bargaining unit has no choice in when her/his service is to take place.

12.10 Unpaid Leave of Absence

12.10.1 Employees may request an unpaid leave of absence for up to one (1) school year, without loss of a position. All requests for unpaid leaves of absences are subject to Board of Education approval. Employees shall use Form D in Appendix D to request the leave and forward to the Human Resources Department at least thirty (30) days prior to the start of the leave request. Failure to give the required notice may result in a delay in granted the requested leave until at least thirty (30) days after the employee provides notice. DESA will be informed within ten (10) school days of any approved leave of absence.

12.10.2 Return from Leave – Employees shall notify the Human Resources Department of his/her expected return thirty (30) days prior to the scheduled date of return, or upon commencement of the leave if such leave of absence is less than thirty (30) days. For employees whose leave of absence is three (3) weeks or less, they shall be returned to their previous position at the salary level and step they would have been placed had they not be on leave. For employees whose leave of absence is greater than three (3) weeks, they shall be placed in a position for which they are qualified and shall be paid at the salary level and step they would have been placed had they not been on leave. However, if their previous position has not been filled upon their return from leave, they may be placed in their previous position.

12.10.3 Placement on Salary Schedule for the Following School Year – If an employee is placed in a position at the same salary level as their previous position they will advance a step on the schedule, if applicable.

If an employee is placed in a position that is in a higher or lower salary grade than their previous position, the employee shall be placed as follows:

1. in the salary level of the position assigned;
2. on their current step;
3. advance a step, if applicable, on July 1st of the new school year.

Seniority shall continue to accrue during such leave.

12.11 Family and Medical Leave Act (FMLA)

Employees may be eligible for FMLA leave. In the event an employee is eligible, he/she will be afforded FMLA leave pursuant to District policy and in accordance with Federal and State law.

12.12 Maternity/Adoption Leave

Employees may be eligible for Maternity or Adoption leave. In the event an employee is eligible, he/she will be afforded Maternity or Adoption leave pursuant to District policy and in accordance with Federal and State law.

12.13 Religious Leave

For those individuals who wish to observe major religious holidays of their faith, the individual may be permitted to use up to two (2) unpaid days. Such requests shall be in writing at least ten (10) days prior to the holiday and must be approved by the Director of Human Resources.

12.14 Family Military Leave

Employees may be eligible for Family Military Leave if he/she is the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days. In the event an employee is eligible, he/she will be afforded Family Military leave pursuant to District policy and in accordance with Federal and State law.

ARTICLE XIII

Working Conditions

13.1 Changes

Both parties understand that changes in working conditions are subject to impact bargaining as prescribed by the Illinois Labor Relations Education Act. Employees in this bargaining unit are hourly employees as defined by the Federal Labor Standards Act. Employees who work more than their scheduled hours must have prior approval from the principal or designee.

13.2 Workweek

The standard workweek for all employees shall be Monday through Friday throughout the student attendance calendar. In addition, paid days shall consist of:

- 11 holidays.
- 5 Mandatory Professional Development/In-Service Days as follows:
 - Two days before the start of the school year as determined by the District's Calendar Committee;
 - One day before the start of the school year or one day during the school year (non-student attendance day) as determined by the District's Calendar Committee;
 - Two days during the school year (non-student attendance days) as determined by the Professional Development Committee, as indicated in Article 8.2;
 - All members will work from 8:00 a.m. until 3:00 p.m. on these five designated days.
- ~~Two days before the start of the school year and one additional student non-attendance day OR three days before the start of the school year, at their normal daily rule.~~
- ~~The professional development committee, as indicated in article 8.2, will determine two additional days that may be worked at the option of the employee.~~
- All members have the option to attend the Reconnect Day. Those who elect to attend will work from 8:00 a.m. until 3:00 p.m. and receive pay at their current hourly rate of pay.
- At the discretion of the Director of Human Resources building principal, members select 1:1 Paraeducators and those Paraeducators that are able to provide translation services to parents may work parent/teacher conference days.

13.3 Workload

Regular workload for bargaining unit employees shall be as set forth in Appendix B. No bargaining unit member shall suffer a reduction in hours except as a result of a reduction in force, by mutual consent, or as a result of a negotiated agreement. Upon a modification of hours, the Association shall be made aware of any employee whose hours are reduced.

13.4 Timekeeping

The parties agree that employees will be required to fill out paper time sheets or utilize electronic timekeeping procedures to record each individual employee's hours of work.

13.5 Change in Hours

Employees whose work schedule deviates from the above stated hours must have those hours approved by the building principal and Human Resources Department annually. The Assistant Superintendent of Education Services (Director of Special Education) must approve hours for special education paraeducators. The principal shall have discretion to approve additional hours for special circumstances.

13.6 Full-time Employee

A full-time employee shall be defined as any bargaining unit member who works thirty (30) or more hours per week.

13.7 Duty Free Breaks

All employees are entitled to their duty free lunch and breaks throughout the workday. However, employees may be assigned to work during their assigned lunch or regular break(s) when students have extreme

needs and/or the IEP requires constant observation/supervision of that student. In those instances, principals must arrange for pre-approval from the Director of Special Education or Director of Human Resources prior to the assignment of that employee to work during his/her duty free break.

13.8 Lunch Breaks

13.8.1 Each employee who works four (4) or more hours per day shall be entitled to a thirty (30) minute duty free lunch break. This time shall not be a part of the employee's paid workday and therefore should not be part of his/her regular work assignment. Supervisors are required to provide each employee with a daily work schedule showing the start and ending times for each day and specifically noting the times for lunch. The schedule shall be presented to the employee within five (5) days following the start of school or start date. Employees assigned to work during their regularly scheduled lunch break, including a field trip away from their assigned building, shall be paid for their lunch break.

13.9 Breaks

13.9.1 Members of the bargaining unit who work more than six (6) hours per day shall receive two (2) fifteen minute breaks. Members who work less than six (6) hours per day shall receive one (1) fifteen minute break per day. This time shall be a part of the employee's paid workday. Breaks must be taken within the workday and may not be "saved" to shorten the workday. Supervisors are required to provide each member of the bargaining unit with a daily work schedule noting the times for breaks. The schedule shall be presented to the employee within five (5) days following the start of school or start date.

13.9.2 Employees may be assigned to work through their break(s) following notification from the Director of Special Education or Assistant Superintendent. Employees shall be compensated for his/her regular duty free lunch for working through his/her break. The Association shall also be notified of those employees assigned to work during his/her break(s).

13.10 Dispensing Medication

Bargaining unit members shall not be required to dispense medication to pupils, except in emergency circumstances in the absence of an administrator or nurse. Bargaining unit members shall not be required to perform any invasive medical procedures and/or any procedure requiring a medical degree or training. The district will comply with all legislation relative to this topic.

NEW Transporting Students

Within the scope of employment, a bargaining unit member shall not be required to transport student(s) in a personal vehicle.

13.11 Emergency Closings

In the event that bargaining unit members are released early or have a late start, due to a school or weather related emergency, employees shall not suffer loss of pay or benefits.

On days for which classes are cancelled or the District is closed, as a result of a school or weather-related emergency, bargaining unit members will make up any day(s) missed on the designated make up day(s).

On days when classes are converted to remote instruction, as a result of a school or weather-related emergency, bargaining unit members will report to their school site and continue to perform their role supporting students virtually. Alternatively, bargaining unit members may elect to take benefit time.

In the event that the Superintendent determines that road/weather conditions warrant staff to work remotely, bargaining unit members may work from home and are expected to continue to support their students and teachers virtually. Alternatively, bargaining unit members may elect to take benefit time.

13.12 Health and Safety

It is agreed that there shall be maintained such health, safety, and sanitary methods as are necessary to protect and preserve the welfare of the students and employees. All unsafe conditions shall be reported to the building principal, pertinent supervisor or Director of Human Resources.

In addition, employees who are required to diaper, feed and toilet students (including employees performing such tasks during Summer School classes) will be offered the Hepatitis B series vaccination at the District's expense.

13.13 Inappropriate Workplace Behavior

CUSD 300 administrators shall treat all DESA members with courtesy, respect and dignity. CUSD 300 personnel shall conduct themselves in a professional, collaborative, and cooperative manner in accordance with CUSD 300's core beliefs as stated in Board Policy. CUSD 300 fosters a just and safe culture by addressing unprofessional, inappropriate, intimidating, disruptive, threatening, and /or violent behavior, or mistreatment (hereinafter "inappropriate behavior") within the workplace

a. Expectations

CUSD 300 supports a culture of collegiality and excellence. Inappropriate behavior can undermine teamwork and our culture. CUSD 300 recognizes that repetitive inappropriate behavior may be expressed in aggressive, passive, or passive-aggressive forms. Repetitive inappropriate behavior includes, but is not limited to, deliberate words or actions that:

1. Prevent or interfere with an individual's or group's work, performance, or ability to achieve intended outcomes. Examples include but are not limited to intentionally ignoring questions, limiting access to supplies provided to others or not responding to professional matters.
2. Create an unsafe, intimidating, hostile or offensive work environment. Examples include but are not limited to verbal abuse, sexual or other harassment, threatening or intimidating words, or words reasonably interpreted as threatening or intimidating.
3. Threaten personal or group safety, such as aggressive or violent physical actions.

b. Responding to Disruptive Behavior Complaints

1. Written complaints regarding a non-administrative colleague shall go directly to the complainant's direct supervisor. In the event the direct supervisor is not in a position to address the concerns raised in the complaint, the complaint will be directed to the relevant Assistant Superintendent of schools.
2. Written complaints regarding an administrator shall go directly to the Associate Superintendent or Human Resources Chief Legal Counsel or designee.
3. Written complaints regarding the Superintendent or Associate Superintendent or Human Resources Chief Legal Counsel shall go directly to the Board.
4. The Associate Superintendent and Human Resources Chief Legal Counsel will develop and maintain administrative procedures for the written complaint process.
5. The outcome of a complaint would not be subject to the grievance process but the procedures/process could be grievable. If an issue is not resolved to a member's satisfaction, the behavior continues, and/or the member believes he/she is being retaliated against; the member is not precluded from filing a subsequent complaint.

c. Reporter ("whistleblower") Protection

1. Retaliation against reporters ("whistleblowers") who in good faith report disruptive behavior shall not be tolerated under protection of the union labor laws.
2. Examples of prohibited retaliation in response to whistleblower reports include but are not limited to discharge, harassment, transfer, financial repercussion, slander or any other manner discriminating or threatening to discriminate against a staff member in the terms and conditions of the staff member's employment.

Protection against retaliation afforded to those who report disruptive behavior is not intended to interfere in any way with the business or conduct of the education system.

13.14 Personal and Professional Resources

Employees shall be provided a District e-mail address and training on the use of the District's e-mail system. Employees will be provided with an individual mail box and a secure space for their personal belongings. In the event that a building has limited space or resources, the building principal or designee will work with the DESA building representative to make every effort to find appropriate space.

13.15 Direct Deposit

Employees hired after September 1, 2008 will be required to utilize direct deposit for the payment of their wages. Employees hired prior to September 1, 2008 who are not currently utilizing direct deposit will not be required to do so, but may opt to sign up for an irrevocable election for direct deposit.

NEW Electronic W-2 Form

All employees will receive their W-2 forms electronically.

13.16 Social Media

The following serves to outline Community Unit School District 300's guidelines regarding the use of online social media as it relates to Board Policies including but not limited to *5:125 Personal Technology and Social Media; Usage Conduct*, *5:120 Employee Ethics; Conduct and Conflicts of Interest*, *6:235 Access to Electronic Networks*, and *7:20 Harassment of Students Prohibited*.

A. Definitions:

1. "Social Media" includes the various online technology tools that enable people to communicate easily over the internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications.
2. "Personal Technology" Any device that is not owned or leased by the District, or otherwise authorized for District use, and: (1) transmits sounds, images, text, messages, videos, or electronic information, or (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers, tablets, smartphones, and other electronic communication devices (example iPod®).

B. Official District Social Media Presence:

These guidelines are tailored primarily to social networking sites. Some examples include, but are not limited to:

- Facebook
- Instagram
- Hi5
- Flickr
- Twitter
- YouTube
- LinkedIn
- Blogs (Web Logs)
- Any District social media site

1. Requisite Authorization

- a. Authorization - District presence on any social media site, including school related accounts, such as clubs, teams, field trips, courses, or other sites associated with the District or a District school, must be authorized by the Director of Communications or designee. Any sites, accounts, or pages existing without prior authorization will be subject to review, editing, and/or removal. If appropriate, a recommendation for disciplinary action may result.

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To request permission for a District-related site, please utilize the form provided (Appendix K). Use the form to identify a "content owner," or individual responsible for performing regular monitoring and maintenance of the website or account. An administrator should also be assigned to the specific site. Please note that for emergency purposes only, each District-affiliated site or social media account must name the District's Communications Department as an administrator. However, the content owner and responsible administrator shall be responsible for monitoring and maintaining these sites and accounts.

b. District Logo - The use of the CUSD300 logo(s) on a social media site must be approved by the District's Communications Department. Guidelines for logo use, established by the Communications Department, can be found at: https://d300.learning.powerschool.com/gayle.seaton/d300operationsportal/cms_page/view/43209740

c. Sponsors and Advertising - Sponsor logos are permissible on school/District-related websites, with the prior approval of the Director of Communication.

d. Content Disclaimer – Any approved official presence on social media sites outside of those created and monitored by the District's Communications Department shall include the following text:
"The views expressed on this site do not reflect the views of Community Unit School District 300. This site contains user-created content which is not endorsed by the District. The purpose of this site is"...(then specify the purpose)."

2. Maintenance and Monitoring Responsibilities

Content Owners are responsible for monitoring and maintaining official presences on social media sites as follows:

a. Content must conform to all applicable state and federal laws, as well as all District and School Board policies and administrative procedures.

b. Content must be kept current and accurate, refreshed at least weekly (website), as established by the Communications Department policy guide.

c. Content must not violate copyright or intellectual property laws and the content owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, text, slideshow presentations, artwork or any other materials.

Before posting any photographs of students, content owners shall review the list of students whose parents have not consented to having their child's photograph taken or published. No student photographs should be published for personal, promotional use or any other non-school related purpose.

The Communications Department recommends that content owners request that a second person review all photographs prior to publication. One person may catch issues that the first set of eyes overlooked.

d. All postings and comments by users are monitored and responded to as necessary on a regular basis. Postings and comments of an inappropriate nature or containing information unrelated to official or District business should be deleted promptly. Such postings shall be reported, investigated, and authors will be disciplined as appropriate.

3. Off-Campus versus On-Campus Social Media and Internet Use Guidelines

When using District technology, electronic communication is governed by the District's Acceptable Use Policy. Documents, files and communications stored or produced on the District's internal system or other District technology, including email, are not private. District technology may only be used for educational purposes. Use for entertainment purposes, such as personal blogging, instant messaging, on-line shopping or gaming is not allowed. The use of District technology is a privilege, not a right.

13.17 Attendance

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DESA 300 and CUSD 300 agree that excessive absenteeism adversely impacts instruction, student outcomes, and staff morale.

For the purpose of this contract, the term "Excessive Absenteeism" is defined as missing more than 12 instructional days (days when students are in attendance) as outlined in the contract. Additionally, this term is limited to sick leave and is not inclusive of approved leaves of absence, FMLA, and school/district-led professional development.

In order to both identify and address the issue of excessive absenteeism, the District shall implement the following procedures:

1. The District shall provide all employees with a monthly summary of their absences.
2. The District shall provide the DESA President with a full report of all absences by absence type each quarter.
3. The District shall provide the DESA President with a full report of all absences by absence type inclusive of a three-year look back to identify patterns of absenteeism annually.
4. Employees identified as having Excessive Absenteeism shall be addressed in accordance with contract language pertaining to progressive discipline as follows:

- Informal Step - Corrective Conversation
- Step 1 – Verbal Warning
- Step 2 - Written Warning
- Step 3 - Recommendation for Suspension
- Step 4 - Recommendation for Dismissal

The District shall also require that an employee provide a physician's release for any instance where a DESA employee takes sick-leave the day immediately before and the day immediately following a holiday. This shall be at the employee's cost and must be provided upon return to their assigned school.

ARTICLE XIV **Compensation**

14.1 Travel Pay

Bargaining unit employees who, in the course of their work schedule, are required to travel between buildings and other work related sites shall be compensated for mileage at the current District rate.

14.2 Salary Schedule

14.2.1 All employees new to the District must be placed at step 1 of their category of position.

14.2.2 Employees hired prior to December 31 shall advance to the next step on the salary schedule July 1.

14.2.3 Employees hired after December 31 shall not advance to the next step on the salary schedule until the following year on July 1.

14.2.4 All employees shall receive an increase in his/her rate of pay.

14.2.5 Members who are reduced and who are returned to work in the unit under the provisions of the reduction in force article of this contract shall receive salary schedule credit based on the seniority they would have held had they not suffered a separation of employment.

14.2.6 Bargaining unit members who attend workshops or other in-service activities need approval from their building administrator or designee and shall be compensated at their regular hourly rate.

14.3 New Positions/Classifications

At least ten (10) working days prior to posting, the Union shall be provided with an electronic copy of all

new bargaining unit job descriptions. The job descriptions will include the following information: title, recommended salary level, supervisor category, group, hours per day, responsibilities, function and qualifications. The Union may request a meeting with Human Resources within ten (10) working days of receipt of the above information regarding any concerns. If the Union does not request such a meeting, the job description shall be posted as provided.

14.4 Job Classification/Salary Levels

Each salary level (A-D) shall be determined by the following:

Level A:

Shall be for categories of positions whose responsibility is to work with students who require intensive support. This level also includes positions that require a special skill and positions that are more difficult to fill than those positions in level two:

Alternative Education/Public Day Paraeducator
Bilingual Paraeducator -Special Education/TPI/TBE/General Education
Elementary/MS/HS Cross Categorical Paraeducator -Autism
Individual-Intensive Paraeducator
Job Coach
Elementary/MS/HS Multi-Needs Intensive Paraeducator

Level B:

Shall be for categories of positions whose responsibility is to work with students who require moderate support and/or in an individual setting. This level also includes positions that are more difficult to fill than those positions in level three.

Elementary/MS/HS Cross Categorical Paraeducator - Intellectual Disability/Emotional Disability
HS Cross Categorical Paraeducator -Specific Learning Disability
Cross Categorical Paraeducator - Intensive Kindergarten
Individual-Moderate Paraeducator
Early Childhood Paraeducator
Instructional Media Paraeducator

Level C:

Shall be categories of positions whose responsibility is to work with students in a classroom setting and include instruction services.

In School Intervention Paraeducator
General Education Classroom Paraeducator
Special Education Classroom
RTI Paraeducator

Level D:

Shall be for Parental Involvement Paraeducator and Childcare Worker.

14.5 Job Descriptions

If the District determines that there is a need to change the job descriptions of bargaining unit employees, it shall provide DESA with advance notice of such anticipated changes. Upon request, the District will meet and discuss with DESA any impact to the bargaining unit of such changes to the job descriptions. The District will not implement any changes to job descriptions without first providing at least a fifteen (15) day prior notice to the DESA President and providing an opportunity to meet and discuss any impact of such changes. Human Resources will send copies of any modified job descriptions, with an explanation of the changes if necessary, to the individuals impacted by such changes.

14.6 Response to Intervention (RTI)

DESA shall have one (1) representative to serve on the Response to Intervention (RTI) steering committee and two additional representatives to serve on sub committees which will be appointed by DESA. DESA reserves the right to bargain the impact of any changes to bargaining unit employee's wages, terms and

conditions of employment as a result of RTI. Paraeducators may be involved with training related to RTI.

14.7 Opportunities for Additional Compensation

The District or Building Supervisor may offer DESA members who are compensated off their daily swipes work in positions outside of the bargaining unit. Work shall be offered to members on a first come, first serve basis. Members will be compensated at their currently hourly rate for bus/arrival/departure and lunchroom supervision. Other work will be compensated as outlined in the LEAD contract.

Members who perform current bargaining work outside of their scheduled work day will be paid at the member's current hourly rate.

**ARTICLE XV
Salary Schedules**

15.1 The Salary Schedules are attached as Appendix A.

**ARTICLE XVI
Retirement**

16.1 IMRF Contribution

DESA employees are members of the Illinois Municipal Retirement Fund (IMRF). The District and the employee make contributions in accordance with IMRF rules and regulations. Upon request, the Association President may request the employee and District contribution amount.

16.2 Unused Sick Leave

Members who retire from the District through IMRF after completing at least ten (10) years of continuous service, shall receive separation pay equal to the per diem rate of the member for unused sick leave up to sixty (60) days. Payment shall be made in the second full calendar month following the month in which the employee retires from the District through IMRF, less any applicable deductions required by law.

16.3 Conversion of Sick Leave

The conversion of sick leave from hours into days will be as follows:

- (a) Determine the average number of hours per day (daily rule) that employee has worked for their last four years of work prior to retirement.
- (b) Divide the number of sick leave hours by the average daily hour's amount arrived in (a).
- (c) The number arrived at in (b) are the total number of sick leave days.

Example:

- (a) Daily Rule for FY13 = 6, FY14 = 7, FY15 = 6.5, FY 16 = 7.5
 $6 + 7 + 6.5 + 7.5 = 27/4 = 6.75$
- (b) Member has 360 hours of sick leave: $360/6.75$
- (c) Number of days = 53.34

16.4 Regular Retirement Incentive

16.4.1 Eligibility: For the duration of this contract (2021-22 through 2023-24), members will be eligible for a Health Reimbursement Arrangement (HRA) regular retirement incentive if they meet the following criteria:

- (a) The members has served a minimum of ten (10) years in the District.
- (b) The member is eligible for "regular retirement" pursuant to State Law and the definition of "regular retirement" as defined by IMRF.

16.4.2 Notice of Retirement: Members must present the District with an irrevocable letter of retirement no later than the April 1st immediately preceding their date of retirement. The irrevocable notice of retirement may be appealed to the Board of Education if one of the following conditions exist:

- (a) death of a Member's spouse or child;
- (b) life threatening illness of a Member, spouse or child as certified in writing by a physician licensed to practice medicine in all of its branches; or
- (c) other unforeseen circumstances subject to the sole discretion of the Board.

The decision of the Board involving unforeseen circumstances is not subject to the grievance process.

16.4.3 HRA Incentive: The District shall contribute \$200 for each year of creditable service within D300 to an HRA account specifically designated for the employee immediately after the employee's retirement. Such payment shall be made in the form of a one-time lump-sum retirement incentive payment to an HRA account for the retiree. The lump-sum retirement incentive payment will be made after the individual's retirement with the District, and within 30 days after the individual's final pay check for regular earnings.

16.5 Health Insurance

If a members submits an irrevocable letter of retirement no later than the April 1st immediately preceding their retirement, the employee will continue to have insurance coverage through August 31 of the academic year in which they are retiring.

ARTICLE XVII **Insurance**

17.1 District Contribution

The parties agree that employees shall pay the same percentage of the cost of dental, health and vision benefits offered by the District as employees represented by LEAD.

17.2 Enrollment

Open enrollment shall be in November. Coverage and deductions will begin in January.

NEW Coverage for Resigning Members (Non-Returning Employees)

If an employee is not planning on returning to work in the District in a subsequent school year and they provide a letter of resignation to Director of Human Resources no later than May 15 of the academic year in which they are resigning, the employee will continue to have health insurance coverage through August 31 of that same year.

If an employee does not return to work in the District in a subsequent year and they provide notice of employment separation after May 15 of the academic year in which they are resigning, the employee will have insurance coverage through the last day of the month in which they physically worked.

As of the first day of the following month physically worked, the employee will be responsible for full insurance premiums (the employee contribution, the Board paid contributions, and COBRA Admin fee), and receive a refund for summer premiums that were prepaid throughout the school year.

17.3 Life Insurance

The District will provide ~~\$20,000~~ \$25,000 in life insurance coverage for each full-time member of the bargaining unit.

ARTICLE XVIII **Extended School Year**

18.1 Notification Procedures

18.1.1 All summer vacancies will be posted on the District's website for internal candidates only.

18.1.2 All members will receive e-mail notification once positions are posted. All summer vacancies will be posted for a total of ten calendar days.

18.1.3 Members may indicate up to three positions of interest that they are qualified to fill as well as indicating interest in substitute positions.

18.2 Filling Openings

18.2.1 When it is determined that a student will continue through ESY/Summer School, the employee currently working with the student shall be offered the ESY/Summer School position if he/she applied for the position.

18.2.2 If the member did not apply, the position will be offered to the most senior member who did apply for a 1:1 position.

18.2.3 Remaining positions will be assigned by seniority based on positions applied for.

18.2.4 The member will not have the ability to choose between positions applied for. If a member declines the assigned position, he/she will be removed from the applicant list. The member will then be eligible for the substitute list. If the member declines the substitute list, he/she will not be eligible for any ESY/Summer School work.

18.2.5 All unfilled positions will be posted on the District's website for external candidates.

18.2.6 The District shall create a sub-list from those employees who showed an interest in working during the ESY session, but were not placed into a position for the summer. The sub-list shall be in order of overall bargaining unit seniority.

18.2.7 Summer work will be paid at the highest Step of Level A. Members who work Level A positions will get an additional \$1.05 per hour. For the summer of 2014 members will be paid under the terms of the FY2008-2014 contract.

18.3 Confirmation of Employment

After placement of employees for ESY/Summer School work, the District shall send to those employees confirmation of their employment. The District will make every effort to send the letter one week prior to the end of the current school session. The notification shall contain the following information: location, date, and time the employee should report to work, the position, pay rate, planning date and to whom the employee should report.

18.4 Evaluation

At the conclusion of each ESY/Summer School session, the District shall complete an evaluation of that employee. The evaluation shall be part of the employee's permanent personnel file and not subject to the grievance procedure. The employee shall receive a copy of the evaluation.

ARTICLE XIX
No Strike/No Lockout

During the term of this Agreement, the Association will not support nor authorize a work stoppage, slowdown, strike or other disruption or interference with the operation of the District, nor will it authorize such action on part of any member or group of members of said Association. The Board will not lockout employees during the term of this Agreement.

ARTICLE XX
Terms of Agreement

20.1 Modification

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties and may be modified only through written mutual consent of both parties.

20.2 Deletion

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this Agreement to the extent clauses shall remain in full force and effect.

20.3 Duration

This Agreement shall become effective on July 1, 2014 and shall continue in effect until June 30, 2019.

20.4 Signed By

This Agreement is signed this ___ day of _____, 2021

In Witness thereof:

President DESA 300

Board of Education

LETTER OF AGREEMENT

In addition to the agreements incorporated into the negotiated agreement DESA and the District agree to the following:

1. Level I and Level II Early Childhood Positions will include diapering as part of their essential duties. The pay difference is based upon the needs of children in certain programs such as Autism, etc. For those members who are in a Level II Early Childhood Position as of June 2014, and do not want to do diapering, the district will assist in placing those members in other non-diapering positions throughout District.

It is also agreed that the District will meet prior to the start of the 2014/2015 academic year, with all members who work in the Early Childhood Program to explain the difference of responsibility between level I and II positions. DESA leadership will be in attendance at this meeting.

2. The parties agree to create an Evaluation/Job Description Committee comprised of no more than three members from DESA and no more than three members from Administration, for a total of six members.

The Evaluation/Job Description Committee will review and revise, if necessary, the evaluation process outlined in Section 8.1 of the Collective Bargaining Agreement so that they are aligned with the Job Description.

The Evaluation/Job Description Committee will also review and revise, if necessary, the evaluation forms contained in Appendix D of the Collective Bargaining Agreement so that they are aligned with the Job Description.

All revisions to the Evaluation process and related forms will be completed by the start of the 2015-2016 school year.

Memorandum of Understanding

Community Unit School District 300 and District Educational Support Association

Memorandum of Understanding regarding Substitute Staffing Service

Whereas Community Unit School District 300 (“District”) and District Educational Support Association, (“DESA”) are parties to a Collective Bargaining Agreement that is effective from July 1, 2019 through June 30, 2020;

Whereas the Parties acknowledge that Article I (Recognition) of the Collective Bargaining Agreement states that DESA is the sole and exclusive bargaining agent for paraprofessionals, who provide non-instructional services for a period of less than twelve months, and para-educators, who provide instructional services under the direction of teachers on a regular basis;

Whereas the Parties jointly agree that the District has been unable to fill all of the existing DESA job vacancies despite its best effort to do so;

Whereas the Parties agree that is in the best interest of students, staff and the District as a whole to fill the existing DESA vacancies;

The Parties hereby agree that the District will be able to utilize an outside staffing agency or service to provide temporary “substitute” staff to fill the existing DESA vacancies, with the following conditions:

1. The District shall maintain an open advertisement for the duration that a DESA vacancy exists. A "vacancy" shall be defined as a position not filled via a part-time or full-time employee of the District/ DESA member.
2. The District shall continue to interview and hire until such time all DESA vacancies have been filled or applications have been exhausted. Both parties acknowledge the importance of hiring qualified candidates and agree that not every candidate who applies for an unfilled position should be hired simply to fill a vacancy. As such, every effort shall be made to hire the best candidate for each position.
3. The use of an outside staffing agency is a temporary measure and shall only be used until a qualified candidate is hired by the District to fill every DESA vacancy.

Michele Meyer, President Date
District Educational Support Association

Fred Heid, Superintendent Date
Community Unit School District 300

APPENDIX A – SALARY SCHEDULES

14-15 Salary Schedule																
0.35	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
A	\$15.95	\$16.30	\$16.65	\$17.00	\$17.35	\$17.70	\$18.05	\$18.36	\$18.68	\$19.01	\$19.34	\$19.67	\$20.00	\$20.34	\$20.70	\$21.05
B	\$14.24	\$14.59	\$14.94	\$15.29	\$15.64	\$15.99	\$16.34	\$16.62	\$16.89	\$17.18	\$17.48	\$17.77	\$18.07	\$18.40	\$18.71	\$19.03
C	\$12.77	\$13.12	\$13.47	\$13.82	\$14.17	\$14.52	\$14.87	\$15.13	\$15.39	\$15.65	\$15.90	\$16.17	\$16.45	\$16.74	\$17.03	\$17.32
E	\$ 9.56	\$ 9.91	\$10.26	\$10.61	\$10.96	\$11.31	\$11.66	\$11.86	\$12.07	\$12.27	\$12.49	\$12.70	\$12.90	\$13.13	\$13.36	\$13.59

15-16 Salary Schedule																	
0.35	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
A	\$15.95	\$16.30	\$16.65	\$17.00	\$17.35	\$17.70	\$18.05	\$18.40	\$18.71	\$19.03	\$19.36	\$19.69	\$20.02	\$20.35	\$20.70	\$21.05	\$21.40
B	\$14.24	\$14.59	\$14.94	\$15.29	\$15.64	\$15.99	\$16.34	\$16.69	\$16.97	\$17.24	\$17.53	\$17.83	\$18.12	\$18.42	\$18.75	\$19.06	\$19.38
C	\$12.77	\$13.12	\$13.47	\$13.82	\$14.17	\$14.52	\$14.87	\$15.22	\$15.48	\$15.74	\$16.00	\$16.25	\$16.52	\$16.80	\$17.09	\$17.38	\$17.67
E	\$ 9.56	\$ 9.91	\$10.26	\$10.61	\$10.96	\$11.31	\$11.66	\$12.01	\$12.21	\$12.42	\$12.62	\$12.84	\$13.05	\$13.25	\$13.48	\$13.71	\$13.94

16-17 Salary Schedule																		
0.35	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A	\$ 15.95	\$ 16.30	\$ 16.65	\$ 17.00	\$ 17.35	\$ 17.70	\$ 18.05	\$ 18.40	\$ 18.75	\$ 19.06	\$ 19.38	\$ 19.71	\$ 20.04	\$ 20.37	\$ 20.70	\$ 21.05	\$ 21.40	\$ 21.75
B	\$ 14.24	\$ 14.59	\$ 14.94	\$ 15.29	\$ 15.64	\$ 15.99	\$ 16.34	\$ 16.69	\$ 17.04	\$ 17.32	\$ 17.59	\$ 17.88	\$ 18.18	\$ 18.47	\$ 18.77	\$ 19.10	\$ 19.41	\$ 19.73
C	\$ 12.77	\$ 13.12	\$ 13.47	\$ 13.82	\$ 14.17	\$ 14.52	\$ 14.87	\$ 15.22	\$ 15.57	\$ 15.83	\$ 16.09	\$ 16.35	\$ 16.60	\$ 16.87	\$ 17.15	\$ 17.44	\$ 17.73	\$ 18.02
E	\$ 9.56	\$ 9.91	\$ 10.26	\$ 10.61	\$ 10.96	\$ 11.31	\$ 11.66	\$ 12.01	\$ 12.36	\$ 12.56	\$ 12.77	\$ 12.97	\$ 13.19	\$ 13.40	\$ 13.60	\$ 13.83	\$ 14.06	\$ 14.29

17-18 Salary Schedule																			
0.35	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
A	\$ 15.95	\$ 16.30	\$ 16.65	\$ 17.00	\$ 17.35	\$ 17.70	\$ 18.05	\$ 18.40	\$ 18.75	\$ 19.10	\$ 19.41	\$ 19.73	\$ 20.06	\$ 20.39	\$ 20.72	\$ 21.05	\$ 21.40	\$ 21.75	\$ 22.10
B	\$ 14.24	\$ 14.59	\$ 14.94	\$ 15.29	\$ 15.64	\$ 15.99	\$ 16.34	\$ 16.69	\$ 17.04	\$ 17.39	\$ 17.67	\$ 17.94	\$ 18.23	\$ 18.53	\$ 18.82	\$ 19.12	\$ 19.45	\$ 19.76	\$ 20.08
C	\$ 12.77	\$ 13.12	\$ 13.47	\$ 13.82	\$ 14.17	\$ 14.52	\$ 14.87	\$ 15.22	\$ 15.57	\$ 15.92	\$ 16.18	\$ 16.44	\$ 16.70	\$ 16.95	\$ 17.22	\$ 17.50	\$ 17.79	\$ 18.08	\$ 18.37
E	\$ 9.56	\$ 9.91	\$ 10.26	\$ 10.61	\$ 10.96	\$ 11.31	\$ 11.66	\$ 12.01	\$ 12.36	\$ 12.71	\$ 12.91	\$ 13.12	\$ 13.32	\$ 13.54	\$ 13.75	\$ 13.95	\$ 14.18	\$ 14.41	\$ 14.64

APPENDIX B - DESA HOURS

18-19 Salary Schedule																				
0.45	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
A	\$ 16.05	\$ 16.40	\$ 16.75	\$ 17.10	\$ 17.45	\$ 17.80	\$ 18.15	\$ 18.50	\$ 18.85	\$ 19.20	\$ 19.55	\$ 19.86	\$ 20.18	\$ 20.51	\$ 20.84	\$ 21.17	\$ 21.50	\$ 21.85	\$ 22.20	\$ 22.55
B	\$ 14.34	\$ 14.69	\$ 15.04	\$ 15.39	\$ 15.74	\$ 16.09	\$ 16.44	\$ 16.79	\$ 17.14	\$ 17.49	\$ 17.84	\$ 18.12	\$ 18.39	\$ 18.68	\$ 18.98	\$ 19.27	\$ 19.57	\$ 19.90	\$ 20.21	\$ 20.53
C	\$ 12.87	\$ 13.22	\$ 13.57	\$ 13.92	\$ 14.27	\$ 14.62	\$ 14.97	\$ 15.32	\$ 15.67	\$ 16.02	\$ 16.37	\$ 16.63	\$ 16.89	\$ 17.15	\$ 17.40	\$ 17.67	\$ 17.95	\$ 18.24	\$ 18.53	\$ 18.82
E	\$ 9.66	\$ 10.01	\$ 10.36	\$ 10.71	\$ 11.06	\$ 11.41	\$ 11.76	\$ 12.11	\$ 12.46	\$ 12.81	\$ 13.16	\$ 13.36	\$ 13.57	\$ 13.77	\$ 13.99	\$ 14.20	\$ 14.40	\$ 14.63	\$ 14.86	\$ 15.09

ELEMENTARY

JOB CLASSIFICATION	HOURS
<u>Level A:</u> Bilingual (Special Education and Title) Cross Categorical-Autism Individual Intensive Multi-Needs	Paid Hrs: 6 hrs 30 min
<u>Level B:</u> Cross Categorical-ID Cross Categorical-ED Cross Categorical-IK Individual Moderate	Paid Hrs: 6 hrs 30 min
<u>Level C:</u> In School Intervention General Education Special Education Classroom	Paid Hrs: 6 hrs 30 min
<u>Level B:</u> Instructional Media Para	Paid Hrs: 8 Hours

MIDDLE SCHOOL

JOB CLASSIFICATION	HOURS
<u>Level A:</u> Bilingual (Special Education and Title) Cross Categorical-Autism Individual Intensive Multi-Needs	Paid Hrs: 7 hrs
<u>Level B:</u> Cross Categorical-ID Cross Categorical-ED Individual Moderate	Paid Hrs: 7 hrs
<u>Level C:</u> In school Intervention General Education Special Education Classroom	Paid Hrs: 7 hrs
<u>Level B:</u> Instructional Media Para	Paid Hrs: 8 hrs

LAKEWOOD SCHOOL

JOB CLASSIFICATION	HOURS
<u>Level A:</u> Bilingual (Special Education and Title) Cross Categorical-Autism	Paid Hrs: 7 hrs

Individual Intensive Multi-Needs	
<u>Level B:</u> Cross Categorical-ID Cross Categorical-ED Individual Moderate	Paid Hrs: 7 hrs
<u>Level C:</u> In school Intervention General Education Special Education Classroom	Paid Hrs: 7 hrs
<u>Level B:</u> Instructional Media Para	Paid Hrs: 8 Hrs

HIGH SCHOOL

JOB CLASSIFICATION	HOURS
<u>Level A:</u> Bilingual (Special Education and Title) Cross Categorical-Autism Individual Intensive Multi-Needs Job Coach	Paid Hrs: 7 hrs 30 min
<u>Level B:</u> Cross Categorical-ID Cross Categorical-ED Individual Moderate Cross Categorical-SLD	Paid Hrs: 7 hrs 30 min
<u>Level C:</u> In school Intervention General Education RtI	Paid Hrs: 7 hrs 30 min
<u>Level B:</u> Instructional Media Para	Paid Hrs: 8 Hrs

OAKRIDGE

JOB CLASSIFICATION	HOURS
<u>Level A:</u> Alternative/Public Day	Paid Hrs: 6 hrs

Early Childhood

JOB CLASSIFICATION	HOURS
<u>Level A:</u> Bilingual (Special Education and Title) Cross Categorical-Autism Individual Intensive Multi-Needs	Paid Hrs: 6 hrs 30 min
<u>Level B:</u> Early Childhood (Special Education/PFA/Blended) Individual Moderate	Paid Hrs: 6 hrs 30 min

<u>Level D</u> Childcare Worker Parent Involvement	Varies
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APPENDIX C – JOB DESCRIPTIONS

Community Unit School District 300 Job Description



Position Title: Alternative Public Day Paraeducator	
Position Code: A Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee
Date of preparation: February 9, 2015	

Job Purpose: Enhance the academic and behavioral achievement of the special need and safe school (special education and/or general education) student’s by supporting the classroom teacher with student behavior, supervision and instruction, as it relates to the Oak Ridge program, including Individualized Education Program (IEP) and/or Individualized Educational Opportunity Plan (IEOP) of each student.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Provide individual and/or small group instruction in all facets of the curriculum (academic and social emotional) under the direction of the classroom teacher.
- Assist with the student development and implementation of organizational and study skills.
- Implement and monitor a behavior management program outlined in the Oak Ridge Program and/or IEP.
- Monitor and document the students’ classroom performance and behavior.
- Assist in enforcing established Oak Ridge School disciplinary codes
- Provide safe passage for students.
- Provide support in unstructured settings for students.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must enforce the District and School Policies and Procedures
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

Disclaimer: This description reflects the assignment of essential functions at the time of creation; it does not restrict Education Services administration to collaborate along with the DESA president regarding the ability to assign or reassign tasks consistent with the job purpose.

Revised 03/24/15

Community Unit School District 300 Job Description



Position Title: Autism Paraeducator	
Position Code: A Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee
Date of preparation: February 9, 2015	

Job Purpose: Enhance the academic, functional and social emotional achievement of the students with disabilities by supporting the students’ needs in the classroom and unstructured environments via instruction, behavior management, and supervision as it relates to the needs of the students identified on the IEP.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Provide individual and/or small group instruction and modifications in all facets of the curriculum (academic, social emotional, speech and language, OT, PT or medical) under the direction of the classroom teacher or therapist.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program outlined in the classroom and/or IEP.
- Monitor and document the students’ classroom performance and behavior.
- Provide safe passage for students.
- Provide support in unstructured settings for students.
- Assist in daily life skills and tasks as needed (may include toileting, diapering, feeding, etc.)
- Assist in sanitation of classroom equipment as needed.
- Guide and serve as a resource person to the students in a general education or special education setting.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

Disclaimer: This description reflects the assignment of essential functions at the time of creation; it does not restrict Education Services administration to collaborate along with the DESA president regarding the ability to assign or reassign tasks consistent with the job purpose.

Community Unit School District 300 Job Description



Position Title: Intensive 1:1 Paraeducator	
Position Code: A Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee
Date of preparation: February 9, 2015	

Job Purpose: Enhance the academic and social emotional achievement of the students with disabilities by supporting the students’ needs in the classroom and unstructured environments via instruction, behavior management, and supervision as it relates to the needs of the students identified on the IEP.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Assists in facilitation of individual student academic, behavior and daily needs.
- Provides physical support to the individual including (but not limited to): toileting, hygiene, feeding, medical, assistive technology needs as based from the student IEP needs.
- Provide individual and modifications in all facets of the curriculum (academic, social emotional, speech and language, OT, PT or medical) under the direction of the classroom teacher or therapist.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program outlined in the classroom and/or IEP.
- Monitor and document the students’ classroom performance, as appropriate transition skills and behavior.
- Provide safe passage for the student.
- Provide support in unstructured settings for student.
- Guide and serve as a resource person to the students in a general education or special education setting.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Attend parent and/or team meetings, as appropriate.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- Able to physically meet the needs of the student, examples include but not limited to; lifting 50 lbs., bending, sitting on varied surfaces, running.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

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Community Unit School District 300 Job Description



Position Title: Job Coach	
Position Code: A Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee
Date of preparation: February 9, 2015	

Job Purpose: Enhance the academic, functional and social emotional achievement of the students with disabilities by supporting the students’ needs in the classroom and unstructured environments via instruction, behavior management, transition skills and supervision as it relates to the needs of the students identified on the IEP.

Essential Job Duties:

- Assist the Instructor with classroom/work site set up and class/work site preparations.
- Provide individual and/or small group instruction and modifications in all facets of the curriculum (academic, social emotional, transition skills, speech and language, OT, PT or medical) under the direction of the classroom teacher, work site supervisor or therapist.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program outlined in the classroom and/or IEP in school setting, and work sites.
- Monitor and document the students’ classroom and work site performance and behavior.
- Provide safe passage for students at school, work site and transportation.
- Provide support in unstructured settings for students, including work site.
- Provide daily life skills and tasks as needed (may include toileting, feeding, hygiene).
- Provide transportation for students to work sites.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Poses a valid and properly classified Illinois driver’s license with the “S” endorsement.
- Possess a valid driver’s licenses for three years immediately prior to the date of application, which has not been revoked, suspended, cancelled or disqualified.
- Pass an Illinois written school bus driver permit test at an approved secretary of state facility at no cost to the member annually.
- Pass a behind-the-wheel exam at no cost to the member.
- Pass a physical examination, including drug and tuberculosis test annually at no cost to the member.

- Affirm under penalty of perjury that the member has not made a false statement or knowingly concealed a material fact in the any application of for a permit.
- Successfully complete an initial classroom training course and annual refreshers through an Illinois State board of Education trained individual at no cost to the member. May be done over the summer, in which member would be compensated for.
- Not been under an order of court supervision or convicted of two or more serious traffic violations in the 12 months period prior to the application. Nor have been under any order or convicted of reckless driving, DUI or reckless homicide resulting while operation a motor vehicle with three years of the application.
- Pass an Illinois specific and FBI criminal background check at no cost to member.
- Consent in writing to the release of results of reasonable suspicion drug and alcohol testing by the employer of the applicant to the Secretary of State.
- Not have caused a fatal accident as a result of unlawful operation of a motor vehicle.

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Revised 03/24/15

Community Unit School District 300 Job Description



Position Title: Multi-Needs Paraeducator		
Position Code: A	Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee	
Date of preparation: February 9, 2015		

Job Purpose: Enhance the academic, functional and social emotional achievement of the students with disabilities by supporting the students’ needs in the classroom and unstructured environments via instruction, behavior management, and supervision as it relates to the needs of the students identified on the IEP.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Maintain effective communication with school staff.
- Assist student hand over hand in carrying out instruction and modifications in all facets of the curriculum (academic, social emotional, speech and language, OT, PT, vision, hearing, or medical)_under the direction of the classroom teacher or therapist.
- Assist in daily life skills and tasks including toileting, diapering, feeding, personal hygiene, etc.
- Monitor and document the students’ classroom performance, behavior and medical related issues
- Assist in sanitation of equipment and classroom equipment areas daily.
- Provide safe passage for students in the school setting.
- Assist students upon arrival and departure (transportation)
- Provide support in unstructured settings for students, including community trips.
- Guide and serve as a resource person to the students in a general education or special education setting.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- Able to physically meet the needs of the student, examples include but not limited to; lifting 50 lbs., bending, sitting on varied surfaces, running.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

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Revised 03/24/15

Community Unit School District 300 Job Description



Position Title: Cross Categorical – Emotional Disability Paraeducator		
Position Code: B	Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee	
Date of preparation: February 9, 2015		

Job Purpose: Enhance the academic and social emotional achievement of the students with disabilities by supporting the students’ needs in the classroom and unstructured environments via instruction, behavior management, and supervision as it relates to the needs of the students identified on the IEP.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Provide individual and/or small group instruction in all facets of the curriculum (academic and social emotional) under the direction of the classroom teacher.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program outlined in the classroom and/or IEP.
- Monitor and document the students’ classroom performance and behavior.
- Provide safe passage for students.
- Provide support in unstructured settings for students.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- Ability to be physically able to meet the needs of the student, examples include but not limited to; lifting 50 lbs., bending, sitting on varied surfaces, running.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

Disclaimer: This description reflects the assignment of essential functions at the time of creation; it does not restrict Education Services administration to collaborate along with the DESA president regarding the ability to assign or reassign tasks consistent with the job purpose.

Revised 03/24/15

Community Unit School District 300 Job Description



Position Title: Cross Categorical – Intellectual Disability Paraeducator		
Position Code: B	Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee	
Date of preparation: February 9, 2015		

Job Purpose: Enhance the academic, functional and social emotional achievement of the students with disabilities by supporting the students’ needs in the classroom and unstructured environments via instruction, behavior management, and supervision as it relates to the needs of the students identified on the IEP.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Provide individual and/or small group instruction and modifications in all facets of the curriculum (academic, social emotional, speech and language, OT, PT or medical) under the direction of the classroom teacher or therapist.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program outlined in the classroom and/or IEP.
- Monitor and document the students’ classroom performance and behavior.
- Provide safe passage for students.
- Provide support in unstructured settings for students, including community trips.
- Assist in daily life skills and tasks as needed (may include toileting).
- Guide and serve as a resource person to the students in a general education or special education setting.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

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Community Unit School District 300 Job Description

Position Title: Cross Categorical – Specific Learning Disability (High School) Paraeducator	
Position Code: B Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee
Date of preparation: February 9, 2015	

Job Purpose: Enhance the academic and social emotional achievement of the students with disabilities by supporting the students’ needs in the classroom and unstructured environments via instruction, behavior management, and supervision as it relates to the needs of the students identified on the IEP.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Provide individual and/or small group instruction in all facets of the curriculum (academic and social emotional) under the direction of the classroom teacher.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program outlined in the classroom and/or IEP.
- Monitor and document the students’ classroom performance and behavior.
- Provide safe passage for students.
- Provide support in unstructured settings for students.
- Guide and serve as a resource person to the students in a general education or special education setting.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

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Community Unit School District 300 Job Description



Position Title: Early Childhood Paraeducator		
Position Code: B	Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee	
Date of preparation: February 9, 2015		

Job Purpose: Enhance the academic, functional and social emotional achievement of the students with disabilities by supporting the students’ needs in the classroom and unstructured environments via instruction, behavior management, and supervision as it relates to the needs of the students identified on the IEP/PFA or blended programs.

Essential Job Duties:

- Assist the Instructor with classroom set up, cleanliness and class preparations.
- Provide individual and/or small group instruction and modifications in all facets of the curriculum (academic, social emotional, speech and language, OT, PT or medical) under the direction of the classroom teacher or therapist.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program outlined in the classroom and/or IEP.
- Monitor and document the students’ classroom performance and behavior.
- Provide safe passage for students.
- Provide support in unstructured settings for students.
- Assist in daily life skills and tasks as needed (may include toileting, diapering, feeding, hygiene)
- Guide and serve as a resource person to the students in a general education or special education setting.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with special needs and at risk students.
- Ability to be physically able to meet the needs of the student, examples include but not limited to; lifting 50 lbs., bending, sitting on varied surfaces, running.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

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Community Unit School District 300 Job Description



Position Title: Intensive Kindergarten Paraeducator	
Position Code: B Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee
Date of preparation: February 9, 2015	

Job Purpose: Enhance the academic, functional and social emotional achievement of the students with disabilities by supporting the students’ needs in the classroom and unstructured environments via instruction, behavior management, and supervision as it relates to the needs of the students identified on the IEP.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Provide individual and/or small group instruction and modifications in all facets of the curriculum (academic, social emotional, speech and language, OT, PT) under the direction of the classroom teacher or therapist.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program outlined in the classroom and/or IEP.
- Monitor and document the students’ classroom performance and behavior.
- Provide safe passage for students.
- Provide support in unstructured settings for students.
- Assist in daily life skills and tasks as needed (may include toileting).
- Guide and serve as a resource person to the students in a general education or special education setting.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- Ability to be physically able to meet the needs of the student, examples include but not limited to; lifting 50 lbs., bending, sitting on varied surfaces, running.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

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Community Unit School District 300 Job Description



Position Title: Instructional Media Paraeducator	
Position Code: B Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee
Date of preparation: July 20, 2015	

Job Purpose: Assist in the daily operation and organization of the school library media program.

Essential Job Duties:

- Assist with the general operation and maintenance of the media center.
- Assist with the student and staff use of library computers, one-to-one devices, mobile labs, peripherals, learning management systems, information retrieval systems, and software.
- Assist with library circulation, including checking library books, guided reading books and textbooks in and out, processing fines, generating reports, etc.
- Assist media specialists with library activities and special events.
- Prepare and/or present instructional materials, displays, exhibits, correspondence, and publications as requested by the media specialist.
- Catalog, process, and maintain library materials, including data entry, labeling, and shelving.
- Remove materials that are no longer appropriate or are unusable as directed by the media specialist, and per the District Asset Disposal Policy.
- Monitor library, guided reading, and textbook inventories. Process items that need repair or rebinding.
- Assist in the coordination, supervision, and check-in/direction of students, library assistants and volunteers within legal guidelines.
- Coordinate the purchasing of library materials as directed by the media specialist.
- Complete an annual library, guided reading, and textbook inventory, including resolving discrepancies.
- Follow building and district policies and procedures.
- Promote a positive relationship with students, staff, and community.
- Participate in work related support training and activities.
- Other duties as assigned and as relates to this job description by the principal or designee.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with a variety of students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.

Disclaimer: This description reflects the assignment of essential functions at the time of creation; it does not restrict Education Services administration to collaborate along with the DESA president regarding the ability to assign or reassign tasks consistent with the job purpose.

Community Unit School District 300 Job Description



Position Title: Moderate 1:1 Paraeducator	
Position Code: B Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee
Date of preparation: February 9, 2015	

Job Purpose: Enhance the academic and social emotional achievement of the students with disabilities by supporting the students’ needs in the classroom and unstructured environments via instruction, behavior management, and supervision as it relates to the needs of the students identified on the IEP.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Assists in facilitation of individual student academic, behavior and daily needs.
- Assist in physical support to the individual including (but not limited to): toileting, hygiene, feeding, medical, assistive technology needs as based from the student IEP needs.
- Provide individual and modifications in all facets of the curriculum (academic, social emotional, speech and language, OT, PT or medical) under the direction of the classroom teacher or therapist.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program outlined in the classroom and/or IEP.
- Monitor and document the students’ classroom performance, as appropriate transition skills and behavior.
- Provide safe passage for the student.
- Provide support in unstructured settings for student.
- Guide and serve as a resource person to the students in a general education or special education setting.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Attend parent and/or team meetings, as appropriate.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- Able to physically meet the needs of the student, examples include but not limited to; lifting 50 lbs., bending, sitting on varied surfaces, running.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.
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Disclaimer: This description reflects the assignment of essential functions at the time of creation; it does not restrict Education Services administration to collaborate along with the DESA president regarding the ability to assign or reassign tasks consistent with the job purpose. Revised 03/24/15

Community Unit School District 300 Job Description



Position Title: TPI & TBE Bilingual Classroom Paraeducator		
Position Code: C	Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee	
Date of preparation: February 9, 2015		

Job Purpose: Enhance the academic and social emotional achievement of the English Language Learner students by supporting the students’ needs in the classroom and unstructured environments via instruction, behavior management, and supervision.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Provide individual and/or small group instruction in all facets of the curriculum (academic and social emotional) under the direction of the classroom teacher in the native language.
- Assist with the student development of organizational and study skills.
- Monitor and document the students’ classroom performance and behavior.
- Provide safe passage for students.
- Provide support in unstructured settings for students.
- Guide and serve as a resource person to the students in a bilingual shelter and general education setting.
- Maintain effective communication with school staff.
- Provide clerical assistance.
- Provide bilingual support between school personnel and the native language speakers.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with English language learners.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must enforce the District and School Policies and Procedures.

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Revised 07/20/2015

Community Unit School District 300 Job Description



Position Title: General Education Paraeducator	
Position Code: C Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee
Date of preparation: February 9, 2015	

Job Purpose: Improve the academic achievement to students through providing direct support to the general education classroom.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Re-enforce classroom instruction to individuals or groups of students.
- Act as a resource person for students as needed.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program.
- Monitor and document the students’ classroom performance and behavior.
- Provide safe passage for students.
- Provide support in unstructured settings for students.
- Maintain effective communication with school staff.
- Provide clerical assistance including technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

Disclaimer: This description reflects the assignment of essential functions at the time of creation; it does not restrict Education Services administration to collaborate along with the DESA president regarding the ability to assign or reassign tasks consistent with the job purpose. Revised 03/24/15

Community Unit School District 300 Job Description



Position Title: In School Intervention Paraeducator		
Position Code: C	Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee	
Date of preparation: February 9, 2015		

Job Purpose: To create an instructional program and a school environment favorable to learning and personal growth; to establish effective rapport with students to motivate individuals to develop attitudes and knowledge needed to ensure a safe and orderly environment.

Essential Job Duties:

- Provide supervision of student’s curriculum and daily academic work.
- Assist in enforcing the school disciplinary codes.
- Provide clerical assistance.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program outlined.
- Monitor and document the students’ classroom performance, as appropriate transition skills and behavior.
- Provide safe passage for the student.
- Provide support in unstructured settings for student.
- Guide and serve as a resource person to the students in a general education or special education setting.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

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Community Unit School District 300 Job Description



Position Title: Response to Intervention (RTI)		
Position Code: C	Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee	
Date of preparation: August 7, 2015		

Job Purpose: Enhance academic achievement in reading and/or math among targeted RTI identified students by providing research-based interventions in re-teaching small group settings under the direction of a certified staff member. Assist RTI identified students with online assessment preparation via redirection or technology support. Assist RTI identified students seeking tutoring. This does not include special education students.

Essential Job Duties:

- Assist RTI identified students with the development of reading and/or math skills under the direction of a certified staff member.
- Provide RTI identified individual and/or small group re-teaching instruction in reading and/or math skills/strategies under the direction of a certified staff member.
- Monitor and document RTI identified students' reading and/or math performance as measured by locally developed and/or standardized assessments under the direction of a certified staff member.
- In accordance with approved testing protocol, administer locally developed and/or standardized assessments to RTI identified students.
- Monitor RTI identified student behavior and facilitate task completion among participants in online assessment preparation programs.
- Assist RTI identified students with learning as assigned in the tutoring area and under the direction of a certified staff member.
- Monitor RTI identified student overall classroom behavior and task completion among students.
- Demonstrate a willingness to be trained and carry out training received to support RTI identified students in reading and/or math tutoring support.
- Other duties as assigned by the supervisor as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with RTI identified students that may led to special education identification.
- Physically able to support student needs.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.

Disclaimer: This description reflects the assignment of essential functions at the time of creation; it does not restrict administration to collaborate along with the DESA president regarding the ability to assign or reassign tasks consistent with the job purpose.

Community Unit School District 300 Job Description



Position Title: Special Education Classroom (Elementary and Middle School) Paraeducator		
Position Code: C	Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee	
Date of preparation: February 9, 2015		

Job Purpose: Enhance the academic and social emotional achievement of the students with disabilities by supporting the students’ needs in the classroom and unstructured environments via instruction, behavior management, and supervision as it relates to the needs of the students identified on the IEP.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Provide individual and/or small group instruction in all facets of the curriculum (academic and social emotional) under the direction of the classroom teacher.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program outlined in the classroom and/or IEP.
- Monitor and document the students’ classroom performance and behavior.
- Provide safe passage for students.
- Provide support in unstructured settings for students.
- Guide and serve as a resource person to the students in a general education or special education setting.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

Disclaimer: This description reflects the assignment of essential functions at the time of creation; it does not restrict Education Services administration to collaborate along with the DESA president regarding the ability to assign or reassign tasks consistent with the job purpose.

Revised 03/24/15

Community Unit School District 300 Job Description



Position Title: Child Care Worker		
Position Code: D	Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee	
Date of preparation: April 6, 2015		

Job Purpose: The childcare worker is responsible for providing a safe, consistent, and developmentally appropriate routine/program for the children in accordance with all relevant legislation, policies and procedures of District #300.

Essential Job Duties:

- Observe and monitor children's play activities.
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Participate in activities such as; read, teach simple painting, drawing, crafts, and simple songs.
- Organize and participate in recreational activities/outdoor play and simple games.
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods as necessary.
- Organize and store toys or materials in order to maintain organization in activity areas.
- Sterilize bottles and prepare formulas (if necessary).
- Dress children and change diapers (as necessary).
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Sanitize toys and play equipment as necessary.
- Work and communicate openly with direct supervisor.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with special needs and at risk students.
- Physically able to meet the needs of the student, examples include but not limited to; lifting 50 lbs., bending, sitting on varied surfaces, running.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

Disclaimer: This description reflects the assignment of essential functions at the time of creation; it does not restrict Education Services administration to collaborate along with the DESA president regarding the ability to assign or reassign tasks consistent with the job purpose.

APPENDIX D – FORMS

- **Paraeducator Evaluation Framework**
- **Paraeducator Observation Rubric (Domain 2 and 3)**
- **Paraeducator Summative Evaluation Form**
- **In School Intervention Paraeducator Framework**
- **In School Intervention Paraeducator Observation Rubric (Domain 2 and 3)**
- **In School Intervention Paraeducator Summative Evaluation Form**
- **Media Paraeducator Evaluation Framework**
- **Media Paraeducator Observation Rubric (Domain 2 and 3)**
- **Media Paraeducator Summative Evaluation Form**
- **Paraeducator Professional Assistance Plan**
- **Extended School Year Evaluation Form**
- **DESA Personal/Emergency/Bereavement Day Request Form**
- **DESA Leave Request Form**
- **Request for Approval of Tuition Reimbursement**

Commented [6]: Need new forms from Kara – will insert into Appendix accordingly

Commented [7]: This language was moved to Article 8 – Eliminate from the Appendix

Performance Evaluation Process for Paraeducators

Introduction

This performance evaluation program applies to all District 300 Paraeducators. The purpose of this evaluation system is to:

- Recognize performance that meets or exceeds expectations
- Set expectations (behavior, vital activities, and outcomes) for future performance
- Create opportunities for communication between employees and their supervisors
- Define areas for potential growth and development for employees
- Provide timely feedback to enable employees to better manage their performance
- Allow for an individualized and specific performance improvement plan

Recognition, enhanced job performance, the promotion of professional growth and development of employees should result in greater job satisfaction for the employee and better student achievement.

The Performance Evaluation Process

The components of the Performance Evaluation Process are:

Rubrics for Performance Standards: Performance standards are described in a rubric, divided into four (4) domains. These domains are: Preparation and Job Skills; Supporting the Classroom Environment; Delivery of Services/Accommodations (Instruction); and Professional Responsibilities and Development. These standards have been specifically created for paraeducators and clearly define the standard by which employee performance is to be measured.

Rating Scale and Terminology: The evaluation uses a four point scale with rating labels: Unsatisfactory, Basic, Proficient, and Distinguished. This terminology allows for more active reflection of performance. The definitions are as follows:

Unsatisfactory (1): This rating may be given to employees that demonstrate limited or no understanding of the standard.

Basic (2): This rating is given to employees who demonstrate a rudimentary understanding of the standard, demonstrates partial knowledge of the standard's elements on a regular basis, or demonstrates knowledge on an inconsistent basis.

Proficient (3): This rating is given to an employee who demonstrates a thorough understanding of the standard, practices the standards continuously, and works independently without constant supervision.

Distinguished (4): This rating is given to employees who consistently meet or exceed the standard each and every time it is applied and demonstrates initiative and adapts concept of standards to enhance student learning within the parameters of one's job responsibilities.

Not Applicable: May only be applied in instances where job responsibilities do not coincide with standards. An explanation must be provided whenever this is used.

Administration of the Process

During the Probationary Period:

Probationary employees shall be evaluated by the immediate supervisor or designee, not to include teachers, at seventy (70) and one hundred and forty (140) calendar days excluding ESY and summer school. The process consists of a pre-observation conference, observation, post observation conference and a final (summative) evaluation conference.

Beyond the Probationary Period:

Proficient or Distinguished:

Each paraeducator after completion of the probationary period who receives either a proficient or distinguished on their summative evaluation shall be formally evaluated at least once every two years no later than May 1st in accordance with the DESA negotiated agreement. The process consists of a pre-observation conference, observation, post observation conference and a final (summative) evaluation conference.

Basic:

Each paraeducator after completion of the probationary period who receives a basic on their summative evaluation will be evaluated again the following year no later than May 1st. The process consists of a pre-observation conference, observation, post observation conference and a final (summative) evaluation conference.

Unsatisfactory:

Each paraeducator after completion of the probationary period who receives an unsatisfactory on their summative evaluation will be given a Professional Assistance Plan that specifically addresses the deficiencies noted in the summative evaluation, provide clear expectations of job performance and will include supports and other resources that will be provided to the employee. Sixty (60) work days later (not including ESY and summer school), the paraeducator shall be evaluated again. The process consists of a pre-observation conference, observation, post observation conference and a final (summative) evaluation conference. Employees who receive a basic, proficient or distinguished on the second summative evaluation shall follow the procedures listed above for subsequent evaluations. A second unsatisfactory rating may be grounds for termination.

Responsibilities:**Initial Meeting between Evaluator and Employee:**

At the beginning the year, the evaluator will meet with the paraeducators that will be evaluated that year to explain the evaluation process and documents, review job expectations, and clarify roles and responsibilities. Employees hired after the beginning of year meeting has been held shall have a separate meeting with their evaluator to fulfill this requirement. (Note: in the initial year of rollout this meeting will be held with all paraeducators regardless of whether they are being evaluated that year)

Pre-observation Conference:

No more than ten (10) working days but no less than three (3) working days prior to the paraeducators observation, the evaluator will meet with the employee to discuss the upcoming observation. During this meeting, the rubric, classroom situation, assigned job duties and other relevant information will be discussed.

Observation:

Observations will be scheduled with the paraeducator no less than fifteen (15) working days in advance. Evaluators should discuss the scheduled time and date with the paraeducator to ensure that an appropriate observation period is selected. Observations shall be no less than 20 minutes and no more than 45 minutes long. If the scheduled observation period becomes inappropriate due to extenuating circumstances, the observation may be rescheduled for a date within 5 working days without conducting an additional pre-observation conference. The purpose of an observation is to collect evidence to allow for an appropriate summative evaluation based on the rubrics.

Post Observation Conference:

No later than ten (10) working days after the completion of the observation, the evaluator shall meet with the paraeducator to discuss the evidence collected as it relates to the evaluation rubrics. Feedback shall be provided to the paraeducator in regards to their performance and how said performance can be improved as well as areas that should be maintained. With the agreement of both the evaluator and paraeducator, the Post Observation Conference may be combined with the Final (Summative) Evaluation Conference. It is recommended that the conferences not be combined if the evaluator expects that the summative evaluation will be either basic or unsatisfactory.

Final (Summative) Evaluation and Conference:

A Final Summative Evaluation will be written by the evaluator and will include a description of performance based evidence collected and compared to the rubrics established for the Paraeducator. This Final Summative Evaluation will be provided at a meeting held no later than fifteen working (15) days after the Observation. The paraeducator will acknowledge the contents of the evaluation by signing it. This signature does not imply agreement or disagreement, but rather signifies knowledge of the contents. In case of disagreement the paraeducator may submit a written statement to the evaluator outlining the specific areas of disagreement no later than fifteen school days following this conference. This statement will be attached to the evaluation report in the paraeducator's personnel file. Should the paraeducator refuse to sign the evaluation, the unsigned evaluation will be submitted to the Human Resources office with

documentation that the employee refused to sign. The evaluator will submit one copy of the report for inclusion in the paraeducator's personnel file. A copy of the signed evaluation will be provided to the paraeducator no later than ten (10) days following the Final Evaluation Conference.

No Evaluation provided:

In the event that the evaluator fails to complete the evaluation process, in part or in whole, in a timely manner, the employee may send a memo stating this fact to the evaluator, Association President, Director of Human Resources and the Superintendent of Schools. No repercussions to the employee shall arise for either sending the memo or failing to send the memo to the personnel listed above.

Signature of the Paraeducator

Date

District 300 Paraeducator Observation Rubric

Domain 2: Supports the Classroom Environment		Employee Last Name	Employee First Name	Employee ID #
Component	Level of Performance			
Performance Continuum	Unsatisfactory	Basic	Proficient	Distinguished
2a. Creates an environment of trust and respect	Interactions between the employee and students or among class members are negative, inappropriate, and/or characterized by sarcasm, put-downs, or conflict.	Interactions are generally appropriate and free from conflict, but may be characterized by occasional displays of insensitivity.	Interactions reflect general warmth and caring, and are respectful of the cultural and developmental differences among groups of students.	Interactions are highly respectful, and reflect genuine warmth/caring toward individuals. As a result of direct support from the Paraeducator, students maintain high levels of civility among members of the class.
2b. Understands strategies to assist in the inclusion of students in various settings	Has no understanding of inclusion as it relates to students in various educational settings.	Knows and identifies what is meant by inclusion, laws and purpose, best practices, and strategies to facilitate the inclusion of disabled students.	Implements best practices and strategies to facilitate inclusion of students with disabilities.	Can serve as a resource and model that encourages collaboration when including students in general education classrooms.
2c. Ability to use strategies to promote student independence	Is unable to use inclusive strategies that promote student independence.	Under the direction of a licensed educator can implement some strategies to promote student independence.	Knows and implements strategies to promote student independence.	Implements and encourages collaboration of educational team on promoting students' independence.
2d. Ability to effectively employ a variety of strategies that reinforce positive behavior	Has limited knowledge and is unable to demonstrate a variety of strategies that reinforce positive behavior.	Has some knowledge and with support, is able to implement some strategies that reinforce positive behavior.	Has an understanding and is able to demonstrate a variety of strategies that reinforce positive behavior.	Demonstrates a variety of strategies that reinforce positive behavior using a student's behavior plan. Identifies what occurs before, during, and after behavior. Uses positive strategies to change behavior. Appropriately collects objective, accurate information on student's behavior.
2e. Responsible for assisting with the health, safety, and welfare of students and the classroom environment	Limited awareness of health & safety factors that affect the student health and/or the teaching and learning environment. Does not recognize and report conditions, which may be potentially unsafe. Does not contribute to the organization and cleaning of the physical space.	Is inconsistent. Needs a teacher's direction to identify factors affecting the safety of the learning environment; to recognize and report potentially unsafe conditions; examine and implement ways to improve the learning environment.	Consistently identifies factors that affect the safety and learning environment; report conditions which may potentially be unsafe; examine and implement ways to improve the learning environment with minimal direction.	Is proactive about problem solving factors of the learning environment related to the health, safety, and welfare of the classroom environment.
Administrator Feedback in the area of: Supports the Classroom Environment and summary of previous goal attainment				

D. Participating in professional learning opportunities.					
E. Showing integrity, professionalism, and confidentiality.					
F. Displaying a positive work ethic.					
Overall Rating:					

District 300 Paraeducator Observation Rubric

Domain 3: Delivery of Services/Accommodations (Instruction) Employee Last Name Employee First Name Employee ID #

Component	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
3a: Communication: Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community	Written or oral communications are absent, poorly organized, vague, or incomplete, causing mistakes or misunderstandings. Has limited understanding of the importance of, or does not apply constructive communication strategies with, students and staff.	Written and oral communications are generally clear, concise, and well organized. Usually attempts to hear and understand other points of view. Communicates messages appropriately and respectfully.	Ideas, opinions, and instructions are clearly and concisely communicated. Continuously seeks input from others and is sensitive to the information needs of others. Has an understanding of and demonstrates constructive communication strategies with students and staff.	Demonstrates a strong ability to communicate ideas, opinions, and instructions to others. Skillfully makes oral presentations. Accomplished in the preparation/understanding of written documents. Recognized by others as being concerned and effective in communicating with others and assimilating other points of view. Mentors team members on effective communication and conflict resolution strategies.
3b: Use of Questioning and Discussion	Has limited knowledge of questioning and discussion techniques. Is unable to implement strategies that facilitate inclusion of students with disabilities with their peers.	Is able to use some inclusive strategies that promote student communication, language, and higher order thinking skills.	Knows and implements a variety of strategies to promote student communication, language, and higher order thinking skills.	Can implement and encourage collaboration of the educational team in promoting student communication, language, and higher order thinking skills.
3c: Engaging Students In Learning	Unable to read and follow a lesson plan. Unable to provide students with complete and specific instructions to activities.	Has limited knowledge of the process of adapting materials according to student needs. Has difficulty following oral and written directions and does not seek clarification from licensed teacher.	Understands and demonstrates the adaptation process when looking at the student. Provides an appropriate alternative activity. Seeks out clarification and/or direction, when needed, from a licensed teacher.	Can successfully collaborate with educational team in meeting student's needs by adapting lesson plans specific to the curriculum.
Administrator Feedback in the area of: Delivery of Services/Accommodations (Instruction) and summary of previous goal attainment				

C. Relationship with others.							
D. Participating in professional learning opportunities.							
E. Showing integrity, professionalism, and confidentiality.							
F. Displaying a positive work ethic.							
Overall Rating:							

Domain IV: Professional Responsibilities and Development:

District 300 Paraeducator Summative Evaluation Form

Employee Last Name Employee First Name Employee ID#

School Evaluators Last Name Evaluator's First Name

Overall Rating: Using the attached rubrics, review the employee's performance and record the overall rating for each of the items in the following Domains.

Rating terms: (Consistent with Paraeducator Observation Rubrics)

(1) Unsatisfactory **(2)** Basic **(3)** Proficient **(4)** Distinguished **(NA)** Not Applicable

Domain I: Preparation and Job Skills		1	2	3	4	N/A
A.	Demonstrates knowledge of content.					
B.	Demonstrates knowledge of students/learning profiles					
C.	Understands instructional goals.					
Overall Rating:						

Domain I: Preparation and Job Skills:

Suggestions for future practice:

Domain II: Supports the Classroom Environment		1	2	3	4	N/A
A.	Creates an environment of trust and respect.					
B.	Understands strategies to assist in the inclusion of students in various					
C.	Ability to use strategies to promote student independence.					
D.	Ability to effectively employ a variety of strategies that reinforce positive behavior.					
E.	Responsible for assisting with the health, safety, and welfare of students in a classroom environment.					
Overall Rating:						

Domain II: Supports the Classroom Environment:

Suggestions for future practice:

Signature of the Paraeducator

Date

District 300 Paraeducator Professional Assistance Plan

Employee Last Name Employee First Name Employee ID #

Date School Position

This Professional Assistance Plan has been developed to assist you in addressing the areas of needed improvement.

Domain and Component: Using the rubrics, identify the performance expectation(s) that has not been satisfactorily met.

Observations: Provide examples/indicators/evidence that demonstrated the employee's substandard performance.

Performance Expectations: Set specific goals, behaviors, standards, and timelines for performance improvement.

Strategies for Improvement: Provide suggested resources, tools, persons.

Page 1 of 2

Signature of the Paraeducator

Date

Page 2 of 2

District 300 Paraeducator Professional Assistance Plan

State follow-up Steps: Set expectation and timelines for follow up.

State Supports: Advise the employee of supports that will be provided to assist the employee

Evaluator's Last Name Evaluator's First Name

Evaluator's Signature Date

"I have read and received a copy of the above statement. I do / I do not (circle one) wish to submit written comments of my own about this matter. I understand that a copy of this memo will be filed with my personnel file in the Central Office."

Employee's Signature Date

DESA Representative Signature

Page 2 of 2

Signature of the Paraeducator

Date

Page 2 of 2

EXTENDED SCHOOL YEAR EVALUATION FORM

Date: _____

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Name: _____ Employee ID: _____

Position Held: _____

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Attendance:

Follows Directions:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Would you recommend for future ESY positions?

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Additional Comments:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Works well with others: **Yes** **No**

If no, explain:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Note: This evaluation shall be made part of your personnel file.

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
DESA Personal/Emergency/Bereavement Day Request Form

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Employee Name (Please Print): _____

Employee ID: _____

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Employee Signature: _____

Date(s) Requesting: _____

Number of days and/or hours Requesting:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Supervisors Response:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

_____ Approved

_____ Denied with explanation - Return to Employee

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Supervising Administrator's Signature

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Please refer to the DESA Contract Article XII regarding the guidelines for requesting and use of personal/emergency/bereavement days.

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
DESA Leave Request Form

PLEASE SUBMIT THIS FORM TO HUMAN RESOURCES:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Employee Name (Please Print): _____ Employee ID: _____

Check Leave Requesting:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

_____ Family and Medical Leave (FMLA)
 (You will have to fill out additional paperwork with Human Resources)

_____ Unpaid Leave (Section 12.9)

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

_____ Military Leave (Section 12.8)
 (Please attach your military orders to this request form)

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Date(s) and/or Duration of Leave:

Expected Date of Return:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

If requesting an Unpaid Leave of Absence, please indicate reasons for the leave:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Employee Signature: _____

Date _____

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

**COMMUNITY UNIT SCHOOL DISTRICT 300
REQUEST FOR APPROVAL OF TUITION REIMBURSEMENT – DESA**

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

NAME _____
 EMPLOYEE ID _____

CURRENT ASSIGNMENT _____
 BUILDING _____

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

STEP I PRE-APPROVAL:

1. Check Appropriate Program/Course of Study:
 _____ Bilingual Education
 _____ Special Education
 Early Childhood Special Education

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

2. Complete Accredited Institution Information
 College/University _____
 Semester (check all that apply) _____ Fall _____ Spring _____ Summer

3. Attach Course description for classes being requested for pre-approval.

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

4. Submit this form with attached information to Human Resources

Must submit no later than 30 Days PRIOR to start of course. May receive reimbursement up to a maximum of nine (9) credit hours per fiscal year (July-June) at \$86 per credit hour. Course work must be offered by an accredited institution.

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

____ Approved

____ Denied (Reason): _____

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

STEP II

- To receive tuition reimbursement you must receive a Grade of “B” or above.
- Within thirty (30) Days following completion of the course submit documentation of course completion along with your pre-approval to Human Resources.
- The District will provide reimbursement within 30 days of receipt of the documentation.

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

HR DEPARTMENT USE ONLY

Date documentation Received by HR

Signature (HR Department)

Date Submitted to Payroll

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

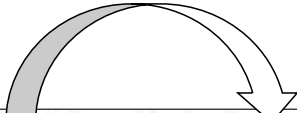
Signature of the Evaluator

Date

Signature of the Paraeducator

Date

APPENDIX E
OREIENTATION FLOW CHART



Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

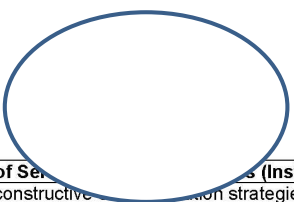
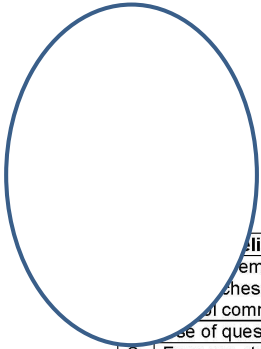
Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date



Delivery of Services (Instruction)	1	2	3	4	N/A
Employ constructive communication strategies and techniques in working with students, staff, and the greater community.					
Use of questioning and discussion.					
C. Engages students in learning.					
Overall Rating:					

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development	1	2	3	4	N/A
A. Reflecting on practice.					
B. Documentation of student learning					
C. Relationship with others.					
D. Participating in professional learning opportunities.					
E. Showing integrity, professionalism, and confidentiality.					
F. Displaying a positive work ethic.					
Overall Rating:					

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

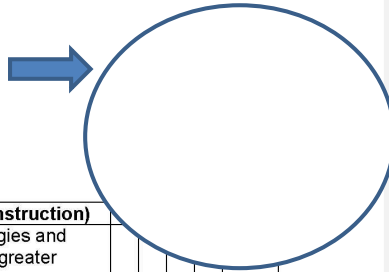
Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date



Domain III: Delivery of Services/Accommodations (Instruction)					
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.				
B.	Use of questioning and discussion.				
C.	Engages students in learning.				
Overall Rating:					

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development						
		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date



Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

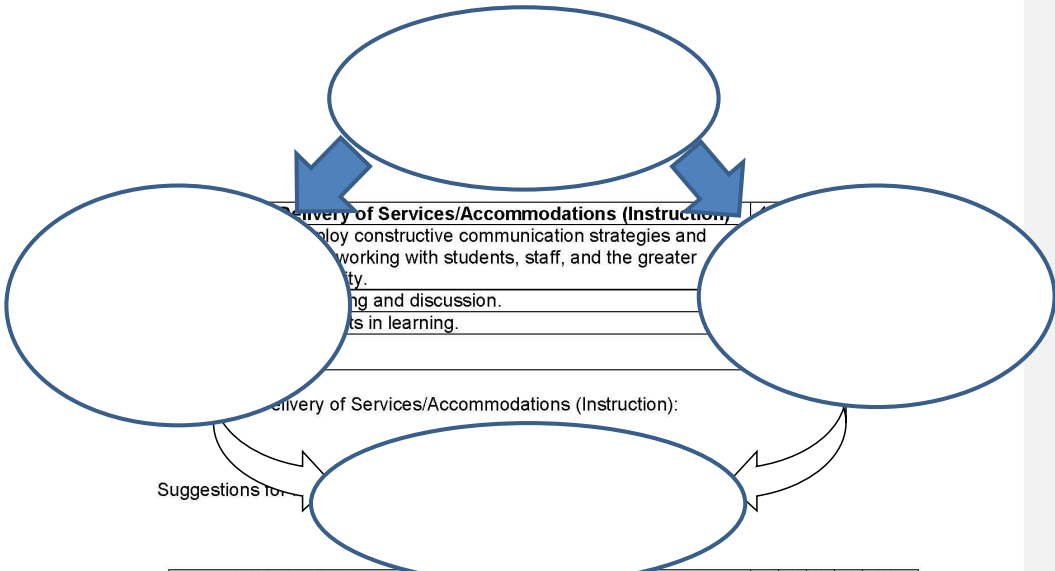
Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date



Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

APPENDIX F – GRIEVANCE REPORT FORM DISTRICT 300 LEVEL ONE

Commented [8]: New Appendix – add to TOC

GRIEVANT:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

SCHOOL: _____

DATE: _____

Date Cause of Grievance Occurred: _____

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Statement of Grievance:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Applicable provisions of Agreement of Board Policy:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Relief Sought:

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

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Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Signature: _____	Date: _____
RESPONSE OF IMMEDIATE SUPERVISOR:	

Domain III: Delivery of Services/Accommodations (Instruction)	1	2	3	4	N/A
A. Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B. Use of questioning and discussion.					
C. Engages students in learning.					
Overall Rating:					

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development	1	2	3	4	N/A
A. Reflecting on practice.					
B. Documentation of student learning					
C. Relationship with others.					
D. Participating in professional learning opportunities.					
E. Showing integrity, professionalism, and confidentiality.					
F. Displaying a positive work ethic.					
Overall Rating:					

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Domain III: Delivery of Services/Accommodations (Instruction)		1	2	3	4	N/A
A.	Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B.	Use of questioning and discussion.					
C.	Engages students in learning.					
Overall Rating:						

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development		1	2	3	4	N/A
A.	Reflecting on practice.					
B.	Documentation of student learning					
C.	Relationship with others.					
D.	Participating in professional learning opportunities.					
E.	Showing integrity, professionalism, and confidentiality.					
F.	Displaying a positive work ethic.					
Overall Rating:						

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

Date

Signature of the Paraeducator

Date

Signature	Date

Domain III: Delivery of Services/Accommodations (Instruction)	1	2	3	4	N/A
A. Ability to employ constructive communication strategies and approaches in working with students, staff, and the greater school community.					
B. Use of questioning and discussion.					
C. Engages students in learning.					
Overall Rating:					

Domain III: Delivery of Services/Accommodations (Instruction):

Suggestions for future practice:

Domain IV: Professional Responsibilities and Development	1	2	3	4	N/A
A. Reflecting on practice.					
B. Documentation of student learning					
C. Relationship with others.					
D. Participating in professional learning opportunities.					
E. Showing integrity, professionalism, and confidentiality.					
F. Displaying a positive work ethic.					
Overall Rating:					

Domain IV: Professional Responsibilities and Development:

Suggestions for future practice:

Final Summative Rating: (1) Unsatisfactory (2) Basic (3) Proficient (4) Distinguished

Evaluation Sign Off: I have reviewed this evaluation and have received a copy. My signature on this evaluation does not indicate either agreement or disagreement with this evaluation.

Signature of the Evaluator

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Signature of the Paraeducator

Date