

REGULAR MEETING OF THE BOARD OF EDUCATION

Monday, June 8, 2020 7:00 PM

Geneva CUSD 304, 227 North 4th Street, Geneva, IL 60134

1. **REGULAR MEETING CALL TO ORDER (Policy 2:220)**
2. **Roll Call**
3. **Welcome**
4. **Pledge**
5. **Reminder to Sign Attendance Record**
6. **APPROVAL OF MINUTES (Policy 2:220)**
7. **Regular Session, May 26, 2020**
8. **Executive Session, May 26, 2020**
9. **RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS**
10. **Consolidated District Plan for 2020-2021**
11. **Preliminary 2020-2021 O&M and Ed Funds Preliminary Budgets**
12. **LEGISLATIVE UPDATES**
13. **SUPERINTENDENT'S REPORT (Policy 3:40)**
14. **BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATIONS**
15. **Consideration of Abatement Parameters for City Development (Policy 4:10)**
16. **Approval of Support of City of Geneva's Rebuild Illinois Grant Application**
17. **WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATIONS**
18. **Policy Updates: First Reading - Updated and Reviewed (Policy 2:240)**
19. **Policy 2:125, Board Member Compensation; Expenses - Updated**
20. **Policy 2:160, Board Attorney - Updated**
21. **Policy 4:50, Payment Procedures - 5-Year Review**
22. **Policy 5:60, Reimbursement Expenses - Updated**
23. **Policy 5:150, Personnel Records - Updated**
24. **Policy 5:280, Duties and Qualifications - Updated**
25. **Policy 6:135, Accelerated Placement Program - Updated**
26. **Policy 7:70, Attendance and Truancy - Updated**
27. **Policy 7:90, Release During School Hours - Updated**
28. **Policy 7:130, Student Rights and Responsibilities - 5-Year Review**
29. **Policy 7:325, Student Fundraising Activities - 5-Year Review**
30. **Policy 8:10, Connection with the Community - Updated**
31. **Policy 8:30, Visitors to and Conduct on School Property - Updated**
32. **Policy 8:80, Gifts, Grants, and Bequests - 5-Year Review**
33. **Policy 8:110, Public Suggestions and Concerns - Updated**
34. **Board Vacancy Update**
35. **INFORMATION**
36. **Board Meeting/Presentation Schedule**

37. FOIA Request
38. CONSENT AGENDA (Bylaw 0166.1)
39. Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires (Policies 3:50, 5:200, 5:280)
40. Accounts Payable (Policy 4:50)
41. Resolution for the Certification of 2020-2021 Hazardous Bus Routes (Policy 4:110)
42. Athletic Training Services Agreement for FY21 through FY23 (Policy 4:60)
43. Contract with Northwestern Illinois Association for OT, PT, Vision Services, Hearing and Interpreter Services for 2020-21
44. PUBLIC COMMENTS
(PRESS Policy 2:230) Public comments may be submitted to the Board of Education by completing the online form at this link between 6:30 and 7:00 p.m. Monday, June 8: <https://bit.ly/2zQzZPQ>. All comments submitted during this time will be read aloud at the meeting, holding to the District's five-minutes-per-comment policy.
45. BOARD MEMBER COMMENTS AND REPORTS
Policy Committee, Finance Committee, Boundary Task Force, Communications Task Force, Facilities Task Force, Joint PTO, Geneva Academic Foundation, Geneva All-Sports Boosters, Geneva Music Boosters, Geneva High School Theater Boosters, GEARS, K-12 Discipline Committee, Geneva Coalition for Youth, PRIDE, Fox Valley Career Center, IASB/Legislative, IASB Kishwaukee Governing Board, REMS Grant Advisory Board
46. NOTICES / ANNOUNCEMENTS
47. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES [5 ILCS 120/(c)(2)]; LITIGATION, WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR PUBLIC BODY FINDS THAT SUCH AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING [5 ILCS 120/2(c)(11)]; SELECTION OF A PERSON TO FILL A PUBLIC OFFICE, INCLUDING A VACANCY IN A PUBLIC OFFICE, WHEN THE PUBLIC BODY IS GIVEN THE POWER TO APPOINT UNDER LAW OR ORDINANCE AND THE DISCIPLINE, PERFORMANCE OR REMOVAL OF THE OCCUPANT OF A PUBLIC OFFICE, WHEN THE PUBLIC BODY IS GIVEN POWER TO REMOVE THE OCCUPANT UNDER LAW OR ORDINANCE [5 ILCS 120/2(c)(3)]. [5 ILCS 120/2(c)(11)] (Policy 2:220)
48. POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION
49. ADJOURNMENT



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT NUMBER 304
227 NORTH FOURTH STREET, GENEVA, ILLINOIS
RECORD OF PROCEEDINGS OF A REGULAR SESSION
OF THE BOARD OF EDUCATION**

The Board of Education of Community Unit School District Number 304 met in a regular session on Tuesday, May 26, 2020, at 7:00 p.m. via remote video stream

1. CALL TO ORDER (Policy 2:220)

- 1.1 Roll Call
- 1.2 Welcome
- 1.3 Pledge
- 1.4 Reminder to sign attendance sheet

The meeting was called to order at 7:00 p.m. by President Egan.

Board members present: President Taylor Egan, Vice President Mike McCormick, Larry Cabeen, Policy Committee Chair Leslie Juby, Finance Committee Chair Dave Lamb, Alicia Saxton. Late: None. Absent: None.

The President welcomed everyone and lead them in the Pledge of Allegiance.

District staff present: Mike Wilkes, Director of Technology; Dr. Dean Romano, Assistant Superintendent Business Services; Dr. Andy Barrett, Assistant Superintendent of Learning & Teaching; Dr. Adam Law, Assistant Superintendent Personnel Services; Dr. Kent Mutchler, Superintendent.

2. APPROVAL OF MINUTES (Policy 2:220)

- 2.1 Regular Session, May 11, 2020
- 2.2 Executive Session, May 11, 2020

Motion by McCormick, second by Juby, to approve the above-listed minutes, items 2.1-2.2. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0). Absent, none (0). Abstained, none (0).

3. RECOGNITION, AWARDS, PRESENTATIONS, PUBLIC HEARINGS

3.1 CARES Act Impact on Schools (Overview)

Dr. Dean Romano and Shonette Sims shared information on the CARES Act, which is the Elementary and Secondary Emergency Relief Grant (ESSER). The purpose of this grant is to provide emergency relief funds to prevent, prepare for and respond to the coronavirus threat. Geneva 304 has been allotted \$350,114 from this grant. There is an application that needs to be submitted in June. These grant funds can be used on things such as providing technology for online learning, providing professional development on minimizing the spread of infectious diseases, and mental health services and supports. The district will have until September 30, 2021, to expend these funds.

3.2 Remote Learning Update

Dr. Andy Barrett shared an update on remote learning. Students have been participating in remote learning since Tuesday, March 17th. This process began with a focus on shared understandings of connection, normalcy, engagement, the importance of school, and grace. As we reach the end of the school year, it is important to reflect on our experiences. We are proud that we had many pieces in

place, that we adapted quickly, had high levels of engagement, continued to improve and gave and received grace. It was not perfect, but we did get better. We have learned that remote learning is hard, everyone is experiencing this differently, balancing autonomy and consistency is a challenge and accountability is a critical factor.

While we are just reaching the end of this emergency closure, we know that the beginning of the 2020-2021 school year will be here before we know it, and we are already hard at work planning for our future. We will continue to reflect on our experiences. We will continue planning for the year ahead, remain adaptable and maintain our focus on our students. As we move into this summer, we will continue to gather information and reflect on the last few months as we look ahead and consider potential scenarios for our future.

4. LEGISLATIVE UPDATES

Board Member Code of Conduct #8 - "I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonable knowledgeable about the local, State, national, and global education issues."

Leslie Juby shared that the budget has tentatively been passed, and they are saying we will be staying at last years funding level. The legislature is looking at a law making election day a public holiday. There were other things that were condensed, as they only had three days to look at many things. It sounds like next week they will be releasing some more information that we might find helpful.

5. SUPERINTENDENT'S REPORT (Policy 3:40)

The Superintendent thanked Mike Wilkes and his staff, along with our principals, because they have done a great deal to keep everything going. The tech staff are the backbone of all the remote learning that has been going on. They have spent a lot of time and care in making things work and keeping things working. Just today, the Superintendent visited buildings where it was nice to see staff coming out to students with things from their lockers. It was very orderly, and a great effort was put into social distancing. He has also made it a point to get around and see staff in our buildings. The other thing to applaud is our principals and teachers for bringing closure through activities remotely to our students. It's very difficult, especially for our retirees to just leave on this kind of note. They are planning some things online, and other activities are going on in compliance with the health requirements. Thank you to Laura Sprague for putting together, with our retirees, the wonderful slide show that's been on social media from our district honoring their employment and the ways they have impacted students in such meaningful ways during their careers.

6. BOARD DIALOGUE TOPICS & PENDING ACTION CONSIDERATION

6.1 Approval of Designation of Board Secretary

Motion by McCormick, second by Juby, to approve the above-listed designation of Dr. Kent Mutchler as Board Secretary, item 6.1. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0). Absent, none (0). Abstained, none (0).

6.2 Approval of Designation of Board Treasurer

Motion by Cabeen, second by Juby, to approve the above-listed designation of Dr. Dean Romano as Board Treasurer, item 6.2. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0). Absent, none (0). Abstained, none (0).

6.3 Approval of Designation of Treasurer's Bond (Policies 2:110, 4:10)

Motion by McCormick, second by Lamb, to approve the above-listed designation of Treasurer's Bond, item 6.3. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0). Absent, none (0). Abstained, none (0).

7. WORK-STUDY TOPICS & FUTURE ACTION CONSIDERATION

7.1 Board Vacancy Update

8. INFORMATION

8.1 Board Meeting/Presentation Schedule

8.2 FOIA Request

9. CONSENT AGENDA

9.1 Personnel Report: Resignations, Retirements, Leave Requests, Changes in Assignment/FTE, New Hires (Policies 3:50, 5:200, 5:280)

New Hires Certified Staff

Beverly, Ariel, GHS/GMSS, Art, .834 FTE, effective 8/17/20

Borst, Allison, GHS, FACS, .4 FTE, effective 8/17/20

Natale, Natalie, GMSN, Language Arts, 1.0 FTE, effective 8/17/20

Reappointments Certified Staff

Miller, Janet, WES, Kindergarten, 1.0 FTE

Resignations Certified Staff

Rinaldi, Natalie, GMSN, Language Arts, 1.0 FTE, effective 5/29/20

Family and Medical Leave Certified Staff

Ledermann, Elizabeth, MCS, 3rd Grade, effective 10/29/20-1/29/21

Schaden, Shelbi, WAS, Music, effective 9/14/20-10/30/20

Dallke, Rachel, WES, 2nd Grade, effective 10/12/20-1/22/21

Leave of Absence Certified Staff

Christensen, Kim, WES, Kindergarten, 1.0 FTE, effective 8/17/20-5/26/21

Dallke, Rachel, WES, 2nd Grade, 1.0 FTE, effective 1/25/21-3/26/21

Retirement Support Staff

Olson, Laura, HES, Special Education Assistant, effective 5/29/20

Murray, Dan, GMSS, Custodian, effective 7/24/20

Family and Medical Leave Support Staff

Wicks, Robert, FES, Custodian, effective 5/13/20-6/12/20

Bartolone, Antonino, HSS, Custodian, effective 5/26/20-6/26/20

9.2 Accounts Payable (Policy 4:50)

9.3 Monthly Financials - April (Policy 4:40, 4:55)

9.4 2019-2020 Board Calendar – Updated

9.5 Approval of One-Year Activity Bus Lease (Policies 4:60, 4:110)

Motion by Juby, second by McCormick, to approve the above-listed, items 9.1-9.5. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0). Absent, none (0). Abstained, none (0).

10. PUBLIC COMMENTS

(PRESS Policy 2:230) Public comments may be submitted to the Board of Education by completing the online form at this link between 6:30 and 7:00 p.m. Tuesday, May 26: <https://bit.ly/2LEQbWt>. All comments submitted during this time will be read aloud at the meeting, holding to the District's five-minutes-per-comment policy.

None.

11. BOARD MEMBER COMMENTS AND REPORTS

Policy Committee, Finance Committee, Boundary Task Force, Communications Task Force, Facilities Task Force, Technology Task Force, Joint PTO, Geneva Academic Foundation, Geneva All-Sports Boosters, Geneva Music Boosters, Geneva High School Theater Boosters, GEARS, K-12 Discipline Committee, Geneva Coalition for Youth, PRIDE, Fox Valley Career Center, IASB/Legislative, IASB Kishwaukee Governing Board

Board members attended the IASB Coronavirus Information Return to Session and we do a pretty good job of keeping everyone up to date on what's happening in Springfield.

12. NOTICES / ANNOUNCEMENTS

13. EXECUTIVE SESSION TO CONSIDER MATTERS PERTAINING TO COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES [5 ILCS 120/(c)(2)]; LITIGATION, WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR PUBLIC BODY FINDS THAT SUCH AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING [5 ILCS 120/2(c)(11)]. [5 ILCS 120/2(c)(11)] (Policy 2:220)

At 7:35 p.m., motion by McCormick, second by Juby, to go into executive session to consider matters pertaining to collective negotiating between the public body and its employees or their representatives; litigation, when an action against, affecting, or on behalf of the particular public body

finds that such an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0). Absent, none (0). Abstained, none (0).

At 8:13 p.m., the Board returned to open session.

14. POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION

Motion by Lamb, second by Cabeen, to approve the resolution regarding the impact of coronavirus on 12-month, full-time, non-union employees and vacation leave for the 2019-2020 contract year, item 14.1. On roll call, Ayes, six (6), Cabeen, Egan, Juby, Lamb, McCormick, Saxton. Nays, none (0). Absent, none (0). Abstained, none (0).

15. ADJOURNMENT

At 8:14 p.m., motion by McCormick, second by Cabeen, and with unanimous consent, the meeting was adjourned.

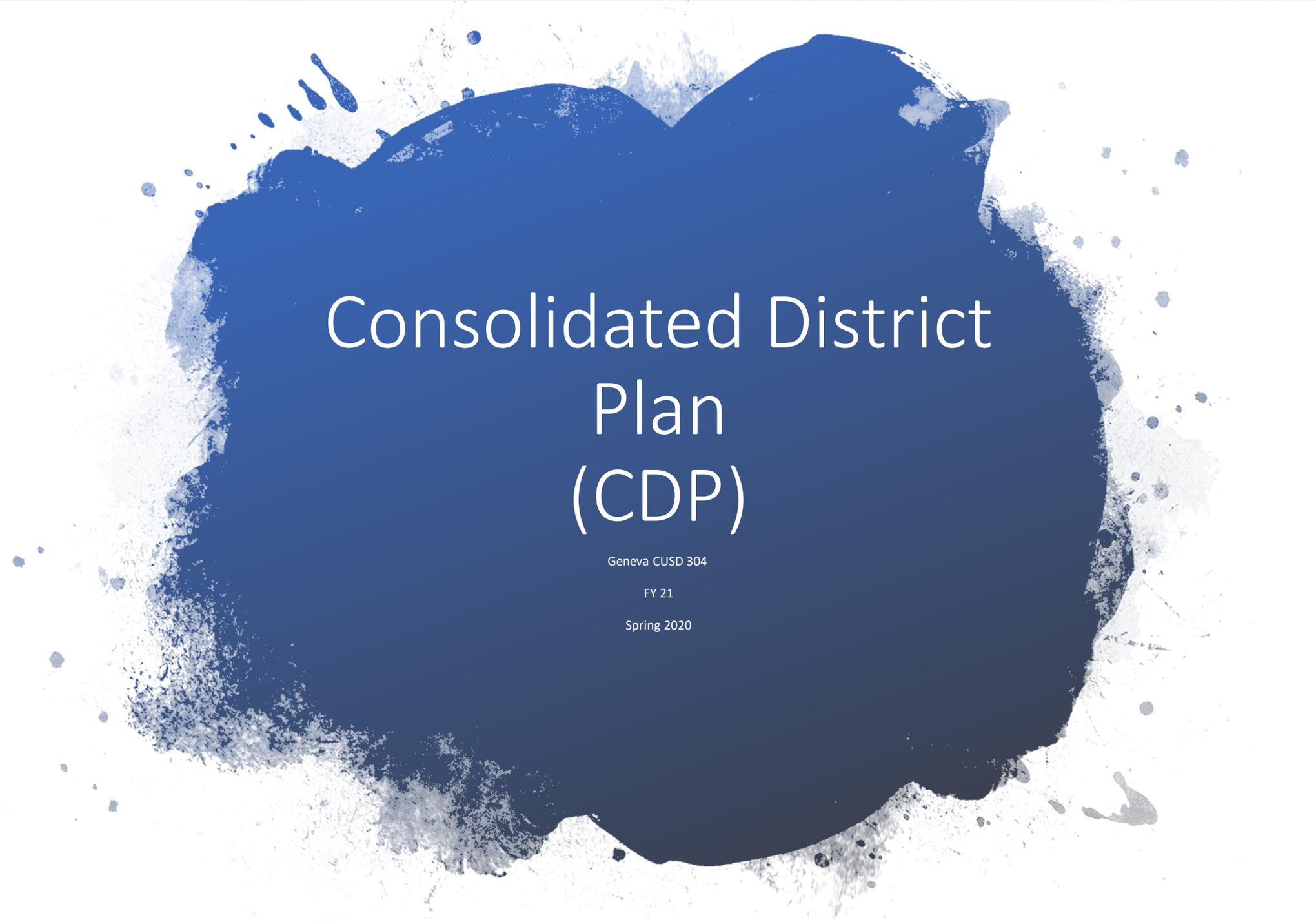
APPROVED _____

PRESIDENT

SECRETARY _____

Bonnie Johnson

RECORDING
SECRETARY



Consolidated District Plan (CDP)

Geneva CUSD 304

FY 21

Spring 2020

ISBE Goals

All kindergartners are assessed for readiness.

Ninety percent or more of third-grade students are reading at or above grade level.

Ninety percent or more of fifth-grade students meet or exceed expectations in mathematics.

Ninety percent or more of ninth-grade students are on track to graduate with their cohort.

Ninety percent or more of students graduate from high school ready for college and career.

All students are supported by highly prepared and effective teachers and school leaders.

Every school offers a safe and healthy learning environment for all students.

Purpose

- Single district plan for all grants
- Coordinated personnel
- Coordinated funding
- Joint consultation

Grants

- Title I Part A
- Title I Part 1003a
- Title I Part D*
- Title II Part A
- Title III-LIEP
- Title III Immigrant Education Program*
- Title IV Part A
- IDEA Part B Flow-Through
- IDEA Part B Preschool



Benefits

- Improvement of basic programming
- Preparing, training, and recruiting high-quality personnel
- All student support and academic enrichment
- To provide all significant opportunity to receive a fair, equitable, and high-quality education
- To provide adequate resources in order to substantially raise the achievement of students in lowest-performing schools
- To provide supplemental financial assistance to help districts meet the extra costs of developing and carrying out high-quality programs for EBs and immigrant children



CDP Specifics

- Needs Assessment Impact Evaluation
- Stakeholders
- Private School Participation
- Pre-School Participation
- Student Achievement
- College & Career
- Professional Development
- Safe Learning Environment
- Title I Specific
- Foster Care Transportation

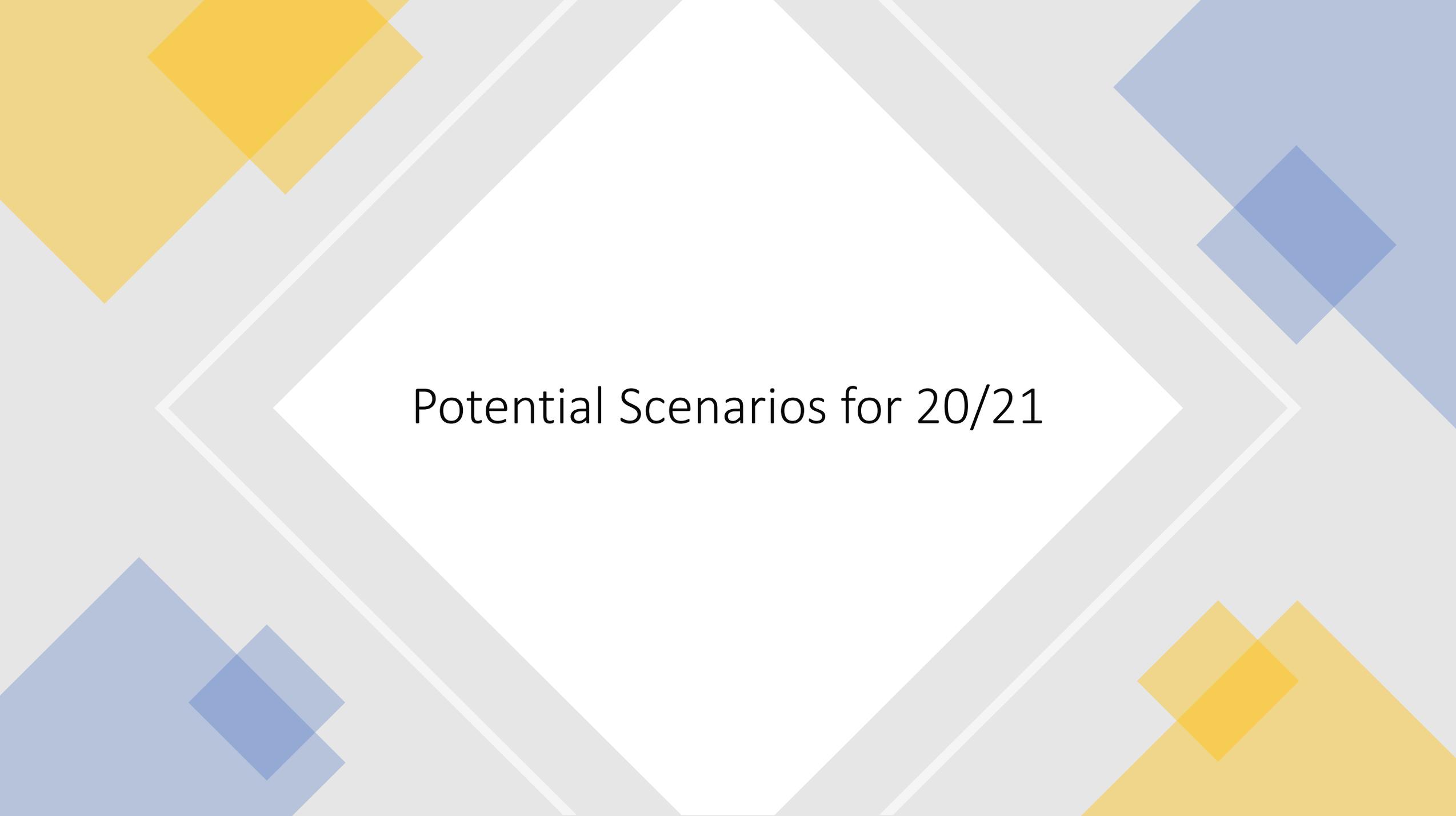


#304 Allocations

- Personnel
- Programming
- Professional Development
- Supplemental Learning & Instruction



Questions?
Thank you



Potential Scenarios for 20/21



Assumptions

- Next year won't be 'normal'.
 - We will continue to receive updated guidance and need to adapt.
 - We are at our best when we have kids learning in person.
 - There will likely be some level of social distancing requirements for in-person learning.
 - The potential exists that we will need to implement multiple scenarios during the year.
 - Whatever we do, expectations will likely be heightened.
- 

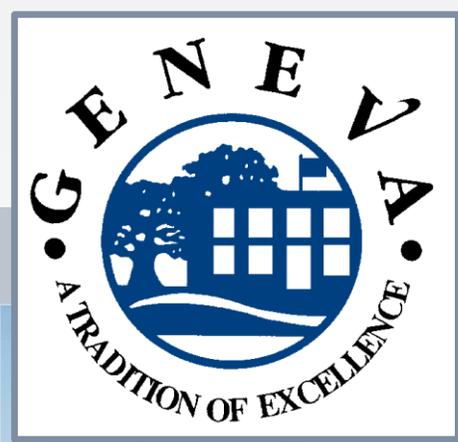
Potential Scenarios

- In-Person Focus with Remote Supports
- Remote Focus with In-Person Supports
- Full Remote



Big Questions

- Mandates and Guidance
 - *ISBE Working Group in process*
- Critical Capacities & Foundational Decisions
- Calendar Considerations
- Transition Points/Scenario Thresholds
- Implementation Strategies



June 8, 2020

EDUCATION FUND BUDGET

2020-2021

PRELIMINARY

EDUCATION FUND

OVERVIEW

The Education Fund represents the single largest grouping of revenues and expenditures within the District's annual budget. The fund is also the least restrictive of all of the separate funds within the district budget.

The primary components of this budget represent the following components :

REVENUE:

- Local Tax Revenue
- Local Receipts
- State Funding
- Federal Funding

EXPENSES:

- Salary & Benefits
- Purchased Services
- Support Services
- Supplies & Materials

BUDGET DEVELOPMENT

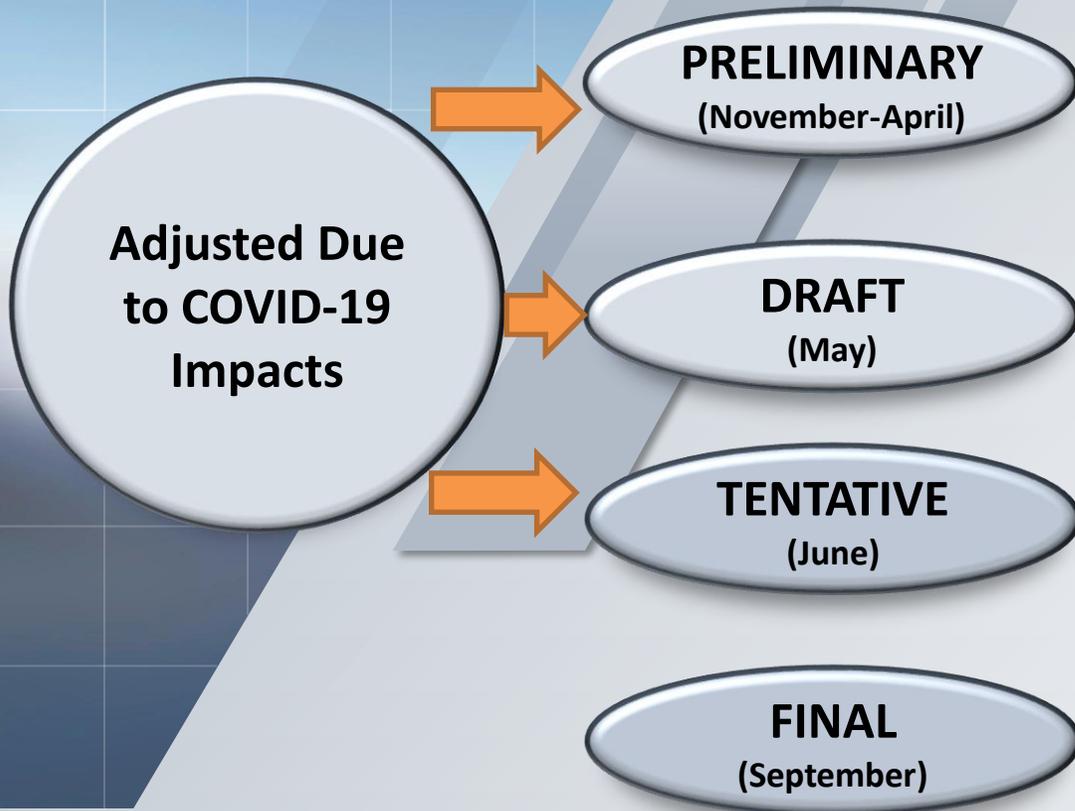
Annual Development Components



- Estimates are developed for the coming school year based on current enrollment by building, past trends, and housing data.
- Staffing levels are determined for each building using class size targets, program needs, and service level expectations.
- Estimates are generated pertaining to the tax levy, federal and state funding and general receipts.
- Estimated expenditure needs are developed for salaries, benefits, purchased services, supplies and materials, capital outlay and other objects using both known data and assumptions.
- All financial estimates are combined and preliminary, draft, and tentative budgets are developed.
- A final proposed budget is created in accordance with Board of Education policy in support of the Strategic Plan and then approved by the Board of Education.

BUDGET PHASES

Annual Development Components



- A “Preliminary” budget is developed for the Technology, Operations & Maintenance, Transportation and Education Fund components of the budget. These budgetary considerations are used as initial assumptions prior to a complete view of the overall budget is completed. – Timeline adjusted to November – June.
- A “Draft” budget combines all assumptions across all components of the proposed budget and represents the first look at an all encompassing District Budget. – Timeline adjusted to July.
- A “Tentative” budget is required by statute and is made available to interested parties as part of the approval process of a final District budget. This version of the budget builds on the “Draft” budget taking into account newly incorporated data or other improvements made to the previous version. – Timeline adjusted to August.
- The “Final” budget is required to be adopted by the Board of Education no later than the month of September within the fiscal year (June-July) it represents. This “Final” budget further improves upon the “Tentative” budget incorporating the most current data available and final enhancements from the previous version.

REVENUE ASSUMPTIONS

- CPI:
 - CY19: 2.3%
 - CY20: 0.25%
- COLLECTION RATE: 99.0%
- CY20 New Construction: \$10,000,000
- Evidence Based Funding (State): No Change
- Mandated Categorical Payments: 3 of 4
- Special Education Funding (State/Federal): No Change
- Grant Funding: No Change
- Local revenues (fees): 5% Reduction

EXPENSE ASSUMPTIONS

- Salary costs projected at current contract increases
- Health benefits projected at:
 - PPO: 5.6% increase & HMO: 9.7% increase
 - Dental: 5.2% increase
- Purchased services projected at 2.0% increase
- Supplies & Materials projected at 2.0% increase
- Technology preliminary budget included
- Pension cost shift not included
- P&C Coverage: 19% inc. / WC coverage: 7% Inc.

EDUCATION FUND

Preliminary Budget

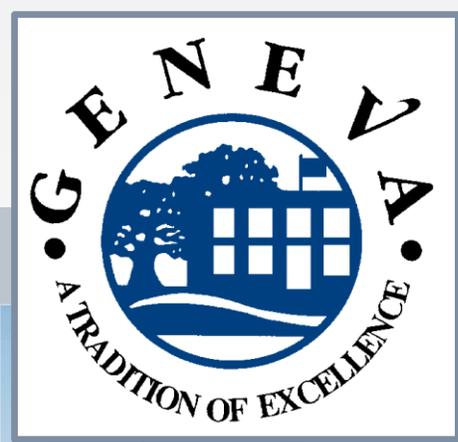
Revenues Education Fund (10)	2020 Current	2021 Projected
1000 Local Sources	\$61,792,680	\$62,937,626
3000 State Sources	\$2,569,020	\$2,569,020
4000 Federal Sources	\$1,996,728	\$1,951,728
	<u>\$66,358,428</u>	<u>\$67,458,374</u>

FY19 ED Fund Balance:

\$24,256,599

Expenses Education Fund (10)	2020 Current	2021 Projected
000 Transfer	\$338,000	\$338,000
100 Salaries	\$46,867,870	\$47,686,417
200 Employee Benefits	\$8,044,447	\$8,582,895
300 Purchased Services	\$5,283,494	\$5,755,829
400 Supplies & Materials	\$1,125,038	\$1,093,233
500 Capital Outlay	\$482,100	\$504,980
600 Other Objects	\$4,094,001	\$4,052,605
700 Non-Cap. Equipment	\$123,478	\$117,030
	<u>\$66,358,428</u>	<u>\$68,130,989</u>

Expense
Increase
of **2.67%**



June 8, 2020

O&M FUND BUDGET

2020-2021

PRELIMINARY

O&M FUND

Preliminary Budget

Revenues O&M Fund (20)	2020 Current	2021 Projected
1000 Local Sources	\$11,626,133	\$11,497,823
3000 State Sources	\$2,137,486	\$2,137,486
7000 Other Fin. Sources	\$0	\$0
	<u>\$13,763,619</u>	<u>\$13,635,309</u>

Expenses O&M Fund (20)	2020 Current	2021 Projected
000 Transfer	\$1,800,000	\$1,500,000
100 Salaries	\$4,780,611	\$4,931,997
200 Employee Benefits	\$913,847	\$992,984
300 Purchased Services	\$2,087,730	\$2,024,830
400 Supplies & Materials	\$3,069,500	\$3,069,500
500 Capital Outlay	\$525,214	\$525,214
600 Other Objects	\$216,717	\$216,717
700 Non-Cap. Equipment	\$370,000	\$370,000
	<u>\$13,763,619</u>	<u>\$13,631,242</u>

Expense
Increase of
-0.96%

BUDGET DEVELOPMENT

Next Actions

- Develop 2020-2021 Draft Budget (JULY)
 - Review projections for all funds
 - Analyze impact to ending fund balance across all funds
 - Adjust line item allocations to improve budget design and accuracy
 - Update all budget line items as new data is available
 - Update all grants inclusive of carryover totals
 - Update Interfund Transfer levels for lease payments

BUDGET DEVELOPMENT

Next Actions – Continued

- Permanent Fund Transfers to Capital Projects Fund: **Fall**
 - Review FY20 O&M expenses & revenues
 - Identify resources which moved to fund balance
 - Monitor Fund Balance Totals within the O&M related to tax collections
 - Prepare a Board Resolution to permanently transfer funds from the O&M Fund to the Capital Projects Fund



Geneva Community Unit School District 304
227 North Fourth Street
Geneva, IL 60134

Board of Education Report

To: Dr. Kent Mutchler, Superintendent
Board of Education

From: Dr. Dean Romano, Assistant Superintendent for Business Services

Date: Wednesday, June 3, 2020

Meeting: Monday, June 8, 2020

Agenda Item:

Consideration of Abatement Parameters for City Development

Item Type: Consent **Action** Information Discussion

Recommended Motion:

Motion to approve the potential tax abatement parameters for future tenants of the Weber Farm as presented.

Vision Connection: Effective Communicators

Policy Reference (if applicable): 4:10 – Fiscal and Business Management

Background Information:

The District was contacted by the City of Geneva to meet and discuss the possibility of an opportunity to attract new development to the City within the Weber Farm located near the DuPage Airport within the City boundaries. Duke Realty, who is working to develop the site, has requested the consideration of a tax abatement for future tenants of the site. The request is based on a desire to compete directly with West Chicago offerings located nearby which are offering 50% tax abatements for a period of time to incentivize development within their boundaries. Attached is an overview which was developed by Duke Realty to provide more information.

The potential tax abatement parameters, if approved, would be granting abatement of 50% of the school district's portion of the tax bill for up to 10 years or the statutory \$4M maximum for any building constructed on the property for a tenant, contingent upon a minimum amount of investment in the property. Successful development with this 50% abatement would still provide Geneva CUSD 304 with an estimated \$2.18M over the 10-year period.

ATTACHMENT(S):

Duke Geneva Tax Abatement Overview

GENEVA SCHOOL DISTRICT 304



May 18, 2020



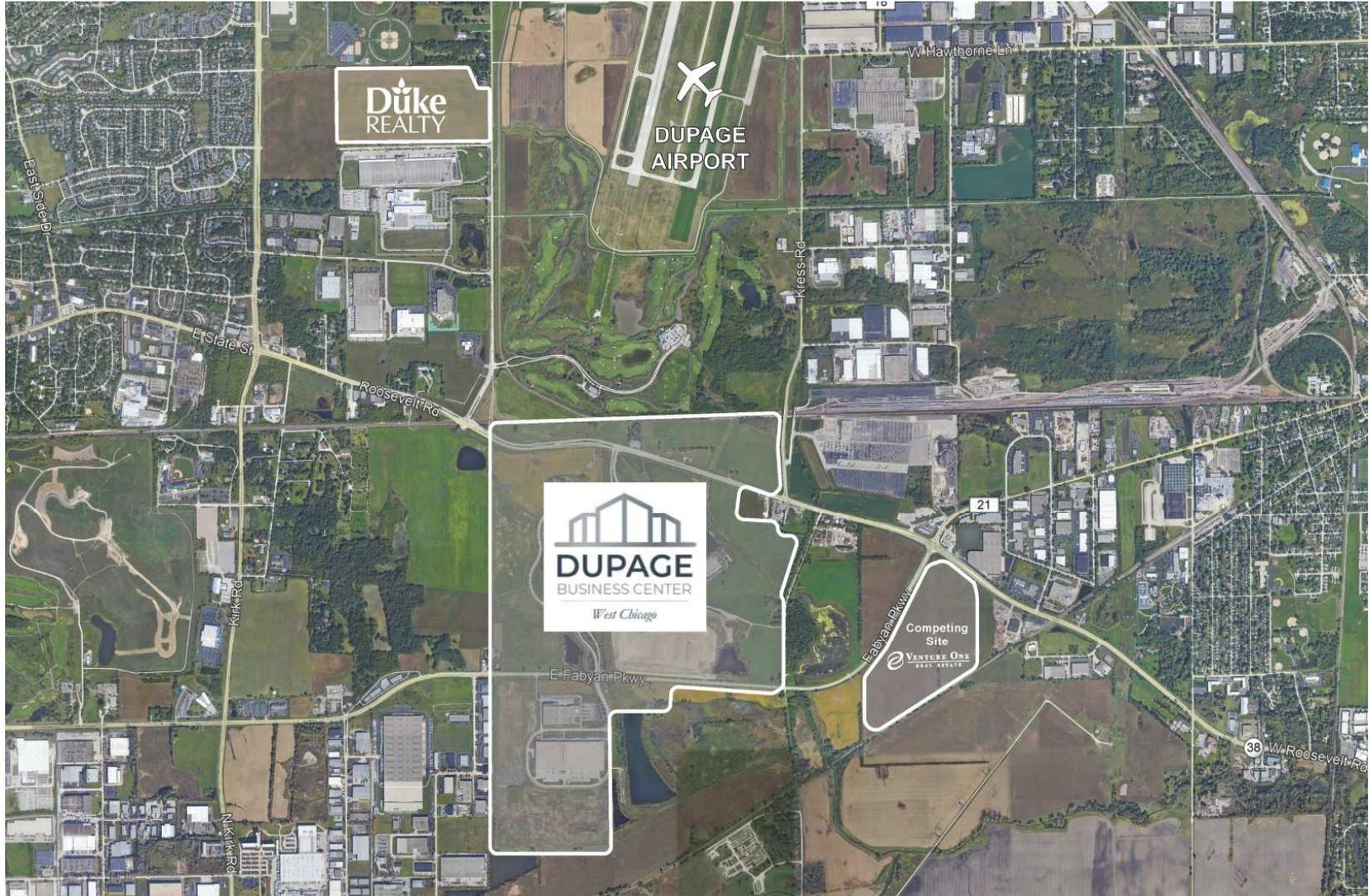


- Duke Realty Corporation (NYSE: DRE) is the leading, pure-play, domestic-only industrial REIT in the United States.
- Specializing in logistics real estate solutions.
- 155 million square feet of logistics properties in 20 major distribution markets across the United States.



- Total assets of \$8.4 billion.
- Construction capabilities nationwide - \$606.5 million in construction activity in 2019.
- Member of the S&P 500.







Weber Farm - Geneva

<u>TAXING DISTRICT</u>	<u>2019 TAX RATE</u>	
		% of composite
KANE COUNTY	0.298586%	3.59097265%
KANE COUNTY - PENSION	0.075316%	0.90579497%
KANE COUNTY FOREST PRESERVE	0.154720%	1.86075465%
KANE COUNTY FOREST PRESERVE - PENSION	0.000134%	0.00161156%
GENEVA TOWNSHIP	0.048460%	0.58280875%
GENEVA TOWNSHIP ROAD DISTRICT	0.024060%	0.28935986%
GENEVA SCH DST 304	5.808267%	69.85367002%
GENEVA SCH DST 304 - PENSION	0.185800%	2.23454120%
WAUBONSIE COLLEGE 516	0.537673%	6.46637497%
GENEVA PARK DISTRICT	0.450067%	5.41277316%
GENEVA PARK DISTRICT - PENSION	0.033651%	0.40470692%
GENEVA LIBRARY	0.408909%	4.91778259%
GENEVA LIBRARY - PENSION	0.030023%	0.36107444%
GENEVA TWP FIRE SPEC DISTRICT	0.217780%	2.61915168%
GENEVA TWP AMB SPEC DISTRICT	<u>0.041460%</u>	<u>0.49862259%</u>
TOTALS:	8.314906%	100.000%

DuPage Tech Park – West Chicago

<u>TAXING DISTRICT</u>	<u>TAX RATE</u>
COUNTY OF DUPAGE	.1002
PENSION FUND	.0209
COUNTY HEALTH DEPARTMENT	.0331
PENSION FUND	.0113
FOREST PRESERVE DIST.	.1141
PENSION FUND	.0101
DUPAGE AIRPORT AUTHORITY	.0141
DUPAGE WATER COMM	No Levy
WINFIELD TOWNSHIP	.0939
WINFIELD TOWNSHIP ROAD	.1425
PENSION FUND	.0058
CITY OF WEST CHICAGO	.5034
WARRENVILLE PARK	.4577
WEST CHICAGO FIRE DIST.	.8135
PENSION FUND	.1160
WEST CHICAGO LIBRARY DIST.	.2728
PENSION FUND	.0165
GRADE SCHOOL DIST 33	4.4304
PENSION FUND	.2502
HIGH SCHOOL DIST 94	2.1888
PENSION FUND	.0685
COLLEGE DUPAGE 502	<u>.2112</u>
TOTALS:	9.8750

Geneva City (0.346689%) and Geneva City Pension (0.220191%) levies not included in estimates because site is unincorporated today.

MIDWEST INDUSTRIAL FUNDS

REAL ESTATE INVESTMENT & DEVELOPMENT

- Developed 2019
- 300,000sf
- Approximate investment \$ 28,000,000
- Received 30-35% abatement for 10 years for full building



- Developed 2020
- 300,000sf
- Approximate investment \$28,000,000
- Received 50% abatement for 10 years for full building

ALTON®

- Developed 2020
- 193,000Sf
- Approximate investment \$12,000,000
- Received 50% abatement for 10 years for full building



- Developed 2018
- 782,000sf
- Approximate investment \$36,000,000
- Received 50% abatement for 10 years for full building

Potential Tax Receipts From A 543,000sf Warehouse Facility

<u>TAXING DISTRICT</u>	<u>543,0000 sq. ft.</u>	
	@ \$1.15	@ \$1.25
KANE COUNTY	\$ 22,424	\$ 24,374
KANE COUNTY - PENSION	\$ 5,656	\$ 6,148
KANE COUNTY FOREST PRESERVE	\$ 11,619	\$ 12,630
KANE COUNTY FOREST PRESERVE - PENSION	\$ 10	\$ 11
GENEVA TOWNSHIP	\$ 3,639	\$ 3,956
GENEVA TOWNSHIP ROAD DISTRICT	\$ 1,807	\$ 1,964
GENEVA SCH DST 304	\$ 436,201	\$ 474,132
GENEVA SCH DST 304 - PENSION	\$ 13,954	\$ 15,167
WAUBONSIE COLLEGE 516	\$ 40,379	\$ 43,891
GENEVA PARK DISTRICT	\$ 33,800	\$ 36,739
GENEVA PARK DISTRICT - PENSION	\$ 2,527	\$ 2,747
GENEVA LIBRARY	\$ 30,709	\$ 33,379
GENEVA LIBRARY - PENSION	\$ 2,255	\$ 2,451
GENEVA TWP FIRE SPEC DISTRICT	\$ 16,355	\$ 17,777
GENEVA TWP AMB SPEC DISTRICT	\$ 3,114	\$ 3,384
TOTALS:	\$ 624,450	\$ 678,750

50% abatement still provides GSD 304 \$2.181M over 10 years (assumes constant amount)

*Estimates based on 2019 information and not guaranteed

Geneva City (0.346689%) and Geneva City Pension (0.220191%) levies not included in estimates because site is unincorporated today.



Geneva Community Unit School District 304
227 North Fourth Street
Geneva, IL 60134

Board of Education Report

To: Dr. Kent Mutchler, Superintendent
Board of Education

From: Dr. Dean Romano, Assistant Superintendent for Business Services

Date: Wednesday, June 3, 2020

Meeting: Monday, June 8, 2020

Agenda Item:

Approval of Support of City of Geneva's Rebuild Illinois Grant Application

Item Type: Consent **Action** Information Discussion

Recommended Motion:

Motion to approve a letter of support of the City of Geneva's Rebuild Illinois Grant Application as presented.

Vision Connection: Effective Communicators

Policy Reference (if applicable): N/A

Background Information:

The City of Geneva is preparing to submit a grant application for the Rebuild Illinois Program. Their application request would partially fund a new electrical substation. Electric substation and distribution improvements are needed to increase electrical power capacity in the southeast master plan (SEMP) area. The SEMP area is bounded by IL Route 38 on the north, the Kane/DuPage County line on the east, Fabyan Parkway/Old Fabyan on the south, and Kirk Road on the west. The capacity increase is needed to spur and secure development.

The City has requested the Districts support through a letter to the Director of the Illinois Department of Commerce and Economic Opportunity.

ATTACHMENT(S): N/A

Document Status: Draft Update

BOARD OF EDUCATION

2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited

Board of Education members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides. Whenever possible, Board members should seek approval from the Board prior to registration, professional development activities or travel.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;

2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any Board of Education association complying with [Article 23](#) of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form. [Q1](#)
 2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 5. Taxis, airport limousines, ride sharing or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should

pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.:

105 ILCS 5/10-20 and 5/10-22.32.

30 ILCS 708/, Government Accountability and Transparency Act.

~~Local Government Travel Expense Control Act, 50 ILCS 150/~~, Local Government Travel Expense Control Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Reimbursement Expenses)

Questions and Answers:

[***Required Question 1.](#) This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

- Yes (default)
- No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")

PRESSPlus Comments

[PRESSPlus 1.](#) Required by the Grant Accountability and Transparency Act (GATA), 30

ILCS 708/130. Boards are required to follow this subhead, policy 5:60's subhead Additional Requirements for Travel Expenses Charged to Federal and State Grants, and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse Board member travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 2:125-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See policy 5:60 and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update

BOARD OF EDUCATION

2:160 Board Attorney

The Board of Education may ~~enter into agreements for~~ retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board in its capacity as the governing body for the School District. ~~The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.~~ The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board. [PRESSPlus1](#)

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney ~~legal counsel~~ on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:

[Rule 1.7](#)(Conflict of Interest: Current Clients) and [Rule 1.13](#)(Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

PRESSPlus Comments

[PRESSPlus 1](#). Updated in response to a five-year review and **PRESS** Advisory Board feedback. **Issue 103, March 2020**

Document Status: 5-Year-Review - Needs Review

OPERATIONAL SERVICES

4:50 Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board's regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, payment requests of an urgent nature as validated by the Treasurer, and other recurring bills. These disbursements shall be included in the next listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.:

[105 ILCS 5/8-16](#), [5/10-7](#), and [5/10-20.19](#).

[23 Ill.Admin.Code §100.70](#).

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

Document Status: Draft Update

General Personnel

5:60 Reimbursement Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent or designee may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent or designee: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual

expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form

and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form. [Q1](#)

2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants [PRESSPlus1](#)

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

2 C.F.R. §200.474.

30 ILCS 708/130, Grant Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

[820 ILCS 115/9.5](#), Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Questions and Answers:

*****Required Question 1.** This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

- Yes (default)
- No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act, 30 ILCS 708/130. Boards are required to follow this subhead and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 5:60-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See the footnotes of policy 5:60, available at **PRESS** Online by logging in at www.iasb.com, and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update

General Personnel

5:150 Personnel Records

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent or designee shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS).

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

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

For employees not covered by a current applicable bargaining agreement or working agreement(s):

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's or designee's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent or designee.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.

4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.
6. Personnel records shall not be made available to Board members and school administrators except as may be required in the performance of their job functions.

LEGAL REF.:

325 ILCS 5/4, Abused and Neglected Child Reporting Act. [PRESSPlus1](#)

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

[23 Ill.Admin.Code §1.660.](#)

CROSS REF.: 2:250 (Access to District Public Records), 7:340 (Student Records)

PRESSPlus Comments

[PRESSPlus 1.](#) The Legal References are updated. **Issue 103, March 2020**

Document Status: Draft Update

Educational Support Personnel

5:280 Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board of Education policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each support staff member employed by the Board.

Such approval shall be given only to those candidates for employment recommended by the Superintendent or designee.

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;

2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health, and (4) may be members of the District's support staff. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.:

34 C.F.R. §§200.58 and 200.59. [PRESSPlus1](#)

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

625 ILCS 5/6-104 and 5/6-106.1.

23 Ill.Admin.Code §§[1.280](#), [1.630](#), and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

PRESSPlus Comments

[PRESSPlus 1](#). The Legal References are updated in response to amended III. State Board of Education rules governing educator licensure. **Issue 103, March 2020**

Document Status: Draft Update

INSTRUCTION

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227, Gifted Education.](#) [PRESSPlus1](#)

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for Acceleration and Enrichment), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

PRESSPlus Comments

[PRESSPlus 1](#). III. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill.Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c). **Issue 103, March 2020**

Document Status: Draft Update

STUDENTS

7:70 Attendance and Truancy

Compulsory School Attendance

The Board as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that active presence in the learning environment enables students to participate in instruction, class discussions, and other related activities. As such, regular attendance and participation are essential to promoting student learning.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15), ^{PRESSPlus1} other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, ^{PRESSPlus2} or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
5. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
6. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [the School Code, Section 105 ILCS 5/26-2a](#).
7. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
8. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

13. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Transfers To and From Non-District Schools*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.:

[105 ILCS 5/26-1 through 16.](#)

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242](#) and [1.290](#).

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), [7:90 \(Release During School Hours\)](#), 7:190 (Student Behavior), 7:340 (Student Records)

PRESSPlus Comments

[PRESSPlus 1.](#) 10 ILCS 5/7-42 and 10 ILCS 5/17-15, amended by P.A. 101-624, eff. 6-1-20, provide that beginning on the 15th day before a primary, general, or special election or on the day of any such election, any student who is eligible to vote is entitled to be absent for two hours during the school day to vote. See policy 7:90 for more information. If the Board does not adopt the Voting subheading in policy 7:90 (see the Questions Window in the Draft Update for policy 7:90), IASB will remove this phrase and the Cross Reference to policy 7:90. **Issue 103, March 2020**

[PRESSPlus 2.](#) 105 ILCS 5//26-2a, amended by P.A. 100-810, amended valid causes for absences to include a student's mental, emotional, or physical health or safety. **Issue 103, March 2020**

Document Status: Draft Update

STUDENTS

7:90 Release During School Hours

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Voting^{Q1}

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.:

10 ILCS 5/7-42(b) and 5/17-15(b), Election Code.

CROSS REF.: 4:170 (Safety)

Questions and Answers:

*****Required Question 1.** 10 ILCS 5/7-42 and 10 ILCS 5/17-15, amended by P.A. 101-624, eff. 6-1-20, provide that beginning on the 15th day before a primary, general, or special election or on the day of any such election, any student who is eligible to vote is entitled to be absent for two hours during the school day to vote. Districts may specify the hours during which eligible students may be absent from their schools. See the footnotes of sample policy 7:90, available at **PRESS** Online by logging in at www.iasb.com, for more information.

Including this subhead aligns with best practice and serves several policy functions and purposes: ensuring legal compliance, directing or authorizing the superintendent or staff members, and/or providing information. However, including this information in policy is not required.

Has the Board adopted the Voting subhead?

- Yes (default)
- No (IASB will remove the Voting subhead and the Legal Reference to it from this policy, and the references to it from policy 7:70)

Document Status: 5-Year-Review - Needs Review

STUDENTS

7:130 Student Rights and Responsibilities

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well.

All students are entitled to enjoy the rights protected by the [U.S.](#) and [Illinois Constitutions](#) and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the [U.S.](#) and [Illinois Constitutions](#), are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents,

but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

Administrators, counselors, and teachers shall not provide a supporting affidavit for students who have petitioned the court to grant them the status of emancipated minors unless prior approval has been obtained from the Superintendent or designee.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent or designee shall, in consultation with parents, develop a procedure addressing the rights of parents and procedures to assure timely response to parental requests to review instructional material. The policy shall also address reasonable notification to parents and students of their rights to review these materials.

This policy shall not supersede any rights under the Family Education Rights and Privacy Act.

LEGAL REF.:

[20 U.S.C. 1232h.](#)

[20 U.S.C. §7904.](#)

[105 ILCS 20/5.](#)

[Tinker v. Des Moines Independent School District](#), 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior), 7:330 (Student Use of Buildings - Equal Access)

Document Status: 5-Year-Review - Needs Review

STUDENTS

7:325 Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. Participation in fundraising efforts must be voluntary.
3. Student safety must be paramount.
4. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
5. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
6. The funds shall be used to the maximum extent possible for the designated purpose.
7. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.:

[105 ILCS 5/10-20.19\(3\)](#).

[23 Ill.Admin.Code Part 305](#), School Food Service.

CROSS REF.: 4:90 (Activity Funds), 4:120 (Food Services), 8:80 (Gifts, Grants and Bequests), 8:90 (Parent Organizations and Booster Clubs), Student Handbook

Document Status: Draft Update

COMMUNITY RELATIONS

8:10 Connection with the Community

Public Relations

The Board President is the official spokesperson for the Board of Education. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using social media platforms, [PRESSplus1](#) e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent with the exception of Board members following the direction of the Board President.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:

1. The Board will:

- a. Commit to the determined purpose(s) and objective(s), and
- b. Provide information about the expected nature of the public's involvement.

1. The Superintendent or designee will:

- a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s).
- b. The Superintendent will: (1) At least annually, prepare a report for the of each community engagement initiative, and/or (2)
- c. Prepare a final report of the each community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

PUBLIC COMPLAINTS AND GRIEVANCES

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, complaint, or grievance concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent, or designee, for consideration according to the following procedure.

Matters Regarding a Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, the complainant may request to meet with the staff member's supervisor. The request for the meeting should include the nature of the complaint and a brief statement of facts related to the complaint. The supervisor will meet with the complainant in compliance with provisions of a collective bargaining agreement, if applicable. The supervisor's decision is final.

Guidelines for Matters Regarding Enrollment Disputes

If the matter relates to disputes concerning student residency determination, Homelessness under the McKinney-Vento Act, or related issues, the matter should be addressed to the District's Residency or Homelessness Coordinator, who will follow the Second Level procedures set forth above.

Matters Regarding the Educational Program

If the request, suggestion, complaint, or grievance relates to a matter of District program, it should be addressed, initially, to the building principal who will follow the Second Level procedures set forth above.

Matters Regarding Instructional Materials

The Superintendent, or designee, shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection.

If the request, suggestion, or complaint, relates to instructional materials such as library books, reference works, and other instructional aids used in the District, it should be addressed at a meeting with the building principal and the staff member(s) using the instructional materials. The building principal will work with the complainant and the staff member(s) to reach a resolution regarding the request, suggestion or complaint.

LEGAL REF.:

[20 U.S.C. 1232h](#)

[105 ILCS 5/28-19](#) and [5/28-20](#)

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

PRESSPlus Comments

[PRESSPlus 1.](#) Updated in response to a five-year review. Minor changes are made to align with present-day social medial platform usage patterns along with other changes for continuous improvement.

District social media accounts are likely either *limited public forms* or *public forums*. See the footnotes, available at **PRESS** Online by logging in at www.iasb.com, for information regarding *Knight First Amendment Inst. at Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018). **Issue 103, March 2020**

Document Status: Draft Update

COMMUNITY RELATIONS

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the School Building's Main Office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.

2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco or vape products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.
17. Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the building administrator. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a capacity similar to any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the building administrator as soon as convenient or appropriate. Such a report of discussion shall not be considered an official one from the Board. If the Board member believes the situation or condition is serious enough, s/he shall inform the Superintendent or designee, in compliance with the Board's working agreement.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the School Building's Main Office of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Superintendent's designee shall provide the details of the offender's upcoming visit to the School Building's Main Office.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

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

For employees whose collective bargaining agreement does not address this subject:

Upon notifying the Building Principal's office, an authorized agent of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District. ~~upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.~~ [PRESSPlus1](#)

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

[20 U.S.C. §7181](#) *et seq.*, Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, ~~5/24-24~~, 5/24-25, and 5/27-23.7(a).

[115 ILCS 5/3\(c\)](#), Ill. Educational Labor Relations Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[410 ILCS 705/](#), Cannabis Tax and Regulation Act.

[720 ILCS 5/11-9.3](#).

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

PRESSPlus Comments

[PRESSPlus 1](#). Updated in response to the Ill. Educational Labor Relations Act, 115 ILCS 5/3(c), added by P.A. 101-620, requiring districts to allow union representatives to meet with employees during the work day for certain reasons without loss of pay or leave time, as well as during *duty-free time* upon notice to the school office. See footnote 18 of sample policy 8:30, available at **PRESS** Online by logging in at www.iasb.com, for more information. **Issue 103, March 2020**

Document Status: 5-Year-Review - Needs Review

COMMUNITY RELATIONS

8:80 Gifts, Grants, and Bequests

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the acceptance and administration of gifts, grants, and bequests on the basis of sex, race, color, religion, religious affiliation, national origin, ancestry, creed, pregnancy, marital status, military status, parental status, sexual orientation, physical, mental, emotional, or learning disability or any other legally protected category.

All gifts, grants, or bequests that are accepted will be acknowledged by the Board at the Board meeting. All accepted gifts, grants, or bequests shall be acknowledged by the Board.

The Board shall provide written acknowledgement to the donor of any accepted cash donation of \$500 or more and any non-cash donation the value of which is \$500 or more. Such acknowledgement shall include the amount of cash or a description of any non-cash donation along with a good faith estimate of the value of such non-cash donation.

The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

Any equipment purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

LEGAL REF.:

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

[105 ILCS 5/16-1](#).

[105 ILCS 5-21](#).

[23 Ill.Admin.Code §200.40](#).

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

Document Status: Draft Update

COMMUNITY RELATIONS

8:110 Public Suggestions and Concerns

The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals. [PRESSPlus1](#) All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

Public Complaints and Grievances

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, complaint, or grievance concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent, or designee, for consideration according to the following procedure.

Matters Regarding a Staff Member

A. First Level

If it is a matter specifically directed toward a staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or

take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, the complainant may request to meet with the staff member's supervisor. The request for the meeting should include the nature of the complaint and a brief statement of facts related to the complaint. The supervisor will meet with the complainant in compliance with provisions of a collective bargaining agreement, if applicable. The supervisor will determine the outcome of the complaint, including if any corrective action is warranted. The supervisor's decision is final.?

Matters Regarding District Services or Operations

If the request, suggestion, complaint, or grievance relates to a matter of District procedure or operation, it should be addressed to the building principal who will follow the Second Level procedures set forth above.

Guidelines for Matters Regarding Enrollment Disputes

If the matter relates to disputes concerning student residency determination, Homelessness under the McKinney-Vento Act, or related issues, the matter should be addressed to the District's Residency or Homelessness Coordinator who will follow the Second Level procedures set forth above.

Matters Regarding the Educational Program

If the request, suggestion, complaint, or grievance relates to a matter of District program, it should be addressed to the building principal who will follow the Second Level procedures set forth above.

Matters Regarding Instructional Materials

The Superintendent, or designee, shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection.

If the request, suggestion, or complaint relates to instructional materials such as library books, reference works, and other instructional aids used in the District, it should be addressed at a meeting with the building principal and the staff member(s) using the

instructional materials. The building principal will work with the complainant and the staff member(s) to reach a resolution regarding the request, suggestion or complaint.

LEGAL REF.:

[20 U.S.C. 1232h](#)

[105 ILCS 5/28-19](#) and [5/28-20](#)

[115 ILCS 5/14\(c-5\), Ill. Educational Labor Relations Act.](#)

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), [6:235 \(Access to Electronic Networks\)](#), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

PRESSPlus Comments

[PRESSPlus 1](#). The Ill. Educational Labor Relations Act requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14(c-5), added by P.A. 101-620. Policy 6:235, *Access to Electronic Networks*, states that the district's network, which includes its email system, is not a public forum for general use. Further, acceptable uses of the network by any party are limited to uses in support of education and/or research or for legitimate school business purposes. However, see policy 6:235 at footnote 6, available at **PRESS** Online by logging in at www.iasb.com, for a discussion of potential liability under the First Amendment of the U.S. Constitution if the district wants to "block" specific third parties based on message content. Including this statement also discourages school community members from engaging in the disruptive practice of mass *cc'ing* district staff who have no involvement in a particular issue. **Issue 103, March 2020**

**2019/2020 Annual Board of Education Discussion/Decision Schedule
WORKING DOCUMENT & DRAFT**

In an effort to proactively plan the school year and also communicate processes and key dates for discussion to the community and other school leadership, the Board of Education and the Superintendent of Schools develops a Board of Education meeting calendar that addresses key goals and action plans for District 304. The Board will address, as necessary, policies that they have determined need further discussion. The calendar takes the Board through June. Following are the key dates and discussions/decisions that are planned for the next year. (*Topics and dates are subject to change.*)

	2018-2019 TOPICS		2019-2020 TOPICS
June 11, 2018	Board Goals Discussion 2018-2019 Final Budget Review	June 10, 2019 (1 meeting)	Board Goals Discussion 2019-2020 Tentative Budget Review Hazardous Bus Routes Resolutions to Transfer Funds Consolidates School Improve. Plan
June 25, 2018	2018-2019 Preliminary Education Fund Budget Presentation	June 18, 2019 (Thursday)	Special Meeting 7:00 p.m.
July 23, 2018 (1 meeting)	L&T Summer Updates Board Goals Hazardous Bus Routes Intergovernmental Agreement for Boys & Girls Swim & Dive Teams	July 22, 2019 (1 meeting)	Board Goals Discussion Prevailing Wages Annual MVSEC Classroom Use Agreement
August 13, 2018	Title I Plan PTAB Appeals 2018/19 Tentative Budget Disposition of Verbatim Records Disposition of Executive Minutes Annual MVSEC Classroom Use Agreement	August 12, 2019	Disposition of Verbatim Records Disposition of Executive Minutes Approval of Board/District Goals Multi-Year Financial Assumptions Bonding Parameters
August 27, 2018	Genometrics 2.0	August 26, 2019	Resolution for Reduction in Force
September 10, 2018	2017/18 Quarterly Report IASB Application for Recognition Update	September 9, 2019	IASB Governance Award Update 2019-2020 Budget Hearing GHS Graduate Information Resolution for Land Cash
September 24, 2018	Student Services Update 2018-2019 Budget Hearing Transfer Resolution-Education Fund to Debt Service Fund	September 23, 2019	Instructional Coaches Supporting T&L Resolution for Land Cash Funds
October 9, 2018 (Tues.)	Resolution for Red Ribbon Week Instructional Coaches Supporting T&L	October 15, 2019 (Tues.)	Resolution for Red Ribbon Week Red Ribbon Week Presentation – GHS SADD Club Student Services Update Tentative Tax Levy
October 22, 2018	Red Ribbon Week Presentation – GHS STAR Club IASB Legislative Resolution Instructional Coaches Supporting T&L Equipment Disposal	October 28, 2019	IASB Legislative Resolutions GHS Course Catalog Emergent Bilinguals Presentation
November 12, 2018	2019-2020 School Calendar Draft GHS Course Catalog Approval of 2018 Tentative Tax Levy Driver's Ed Waiver Safe Routes to School	November 18, 2019 (1 meeting)	2020-2021 School Calendar Draft Instructional Coaches and PD GHS Course Catalog
November 26, 2018	2019-2020 Preliminary Tech Plan		
December	2018 Levy Adoption	December 9,	Approval of the 2019 Tax Levy

**2019/2020 Annual Board of Education Discussion/Decision Schedule
WORKING DOCUMENT & DRAFT**

14, 2018 (1 meeting)	GEA Contract Approval	2019	FY 19 CAFR FY 19 AFR Review of Multi-Year Financial Projections Adoption of the 2020-2021 School Calendar HSS Student Presentation
January 14, 2019	Student Services Update 2019-2020 School Calendar Draft Financial Report Resolution for Interfund Transfer 2018-2019 Board Calendar Update	January 13, 2019	Bus Bid Sodexo Contract Renewal Technology Capital Planning 2020-21 Preliminary Transportation Budget Spared Wheels Contract Renewal
		January 24, 2019 (Friday)	Board Retreat 6:00 p.m.
January 28, 2019		January 27, 2020	
February 11, 2019	Auditor's Report FY 18 CAFR FY 18 AFR 2019-2020 School Calendar 2018-2019 School Calendar Update Approval of Batavia Abatement Sodexo Food Service Contract Sodexo Food Service Presentation	February 10, 2020	2020-2021 Board Calendar Heartland Presentation Auditor Renewal
February 25, 2019	Learning & Teaching Update O&M-Security 7-Year Capital Plan	February 24, 2020	Blended Learning Update Resolution for Dismissal LOA – Certified FT
March 11, 2019 (1 meeting)	Resolution for Dismissal – Certified PT & LOA Intergovernmental Agreement w/FVCC 2019-2020 Staffing Plan	March 9, 2020 (1 meeting)	Resolution for Dismissal – Certified PT Intergovernmental Agreement w/FVCC O&M-Security 7-Year Capital Plan Disposal of Equipment
April 8, 2019	Resolution for Dismissal – Certified FT Resolution for Dismissal – PT Support Staff 2019-2020 Proposed Student Fees 2019-2020 Preliminary Budget Presentation – Transportation 2019-2020 Preliminary Budget Presentation – Education Approval of PRESS Policies	April 6, 2020 (Special Session)	Resolution for Dismissal – PT Support Staff & Classroom Assistants Student Discipline Recommendation Election of Officers 2020-2021 Textbook & Resource Adoptions
April 22, 2019	Final Approval of PRESS Policies Bid Purchase of Student Devices	April 27, 2019	Bid Purchase of Student Devices Transportation Contract Amendment 2020-2021 Student Fees
May 13, 2019	Recognition of Educators of the Year Bid Purchase of Student Devices 2019-2020 Draft Budget Food Service Update Communications Update Textbook Adoption 2019-2020 Draft Budget Presentation	May 11, 2019	2020-2021 Textbook & Resource Adoptions Filling Vacant Board Seat Leased Device Buyback 10-Year Health Life Safety Mid-Valley Special Education Cooperative Classroom Use Agreement
May 17, 2019	Board Retreat 6:00 pm Central Office		
May 18, 2019	Board Retreat 8:30 am Central Office		
May 28, 2019 (Tues.)	Recognition of Retirees & Reception Consolidated District School Improvement Plan	May 26, 2020 (Tues.)	CARES Act Impact on Schools Remote Learning Update Designation of Board Secretary Designation of Board Treasurer Designation of Bond Treasurer Board Vacancy Update
June 10, 2019	Board Goals Discussion 2019-2020 Tentative Budget Review Hazardous Bus Routes	June 8, 2020	Hazardous Bus Routes Consolidated School Improve. Plan 2020-2021 O&M and Ed Funds

**2019/2020 Annual Board of Education Discussion/Decision Schedule
WORKING DOCUMENT & DRAFT**

	Resolutions to Transfer Funds Consolidates School Improve. Plan		Preliminary Budgets Support of City of Geneva's Rebuild Illinois Grant Application Abatement Parameters for City Develop Athletic Training Services Agreement Contract w/Northwestern Illinois Assoc
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Paragraph for Board Memo:

Jonathan Fagg, ABC7, requested the following records: “access to and a copy of information related to student attendance during the current period of remote learning. For this request, please provide a breakdown of attendance rates by school -- by whatever measures your district is tracking engagement -- as well as details of how attendance is being tracked in this period. Please provide information broken down by school in your district from when remote learning began until the most current date available upon production.”

This FOIA request was received May 28, 2020, and responded to on June 4, 2020. It took two District employees a total of 1 hour 15 minutes (\$93.10) to respond to this FOIA request.



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304
FROM THE OFFICE OF HUMAN RESOURCES

TO: Dr. Kent Mutchler
FROM: Adam Law Ed.D.
RE: June 8, 2020 Personnel Report
DATE: June 4, 2020

I request that the Board of Education approve the following personnel recommendations:

CERTIFIED STAFF

I. New Hires

Start Date	Name	School	Subject/Grade	FTE
8/17/20	Halvorson, Krista	GHS	Orchestra	1.0
8/17/20	Krodel, Naomi	GMSN	Emergent Bilingual	.5
8/17/20	Yeates, Sam	GHS	Business	.8

SUPPORT STAFF

I. Dismissals

Name	School	Position	School Year
Pantano, Carrie	GHS	Study Hall Supervisor	19-20

II. Resignations

Name	School	Position	School Year
Davis, Fred	All	Maintenance	19-20

ADMINISTRATORS

I. Reappointments

Last Name	First Name	School Year	Bldg	Position
Allison	Reed	10 month	GHS	Dean
Barrett	Andrew	12 month	CO	Asst Supt Learning & Teaching
Benavides	Jamie	12 month	CO	Asst Director Student Services
Bleau	Terrance	12 month	GMSS	Principal

Last Name	First Name	School Year	Bldg	Position
Carli	David	12 month	GHS	Athletic Director
Delre	Shannon	10 month	GHS	Student Services Coordinator
Drexler	Doug	12 month	GHS	Principal Associate
Dunmead	Mary	12 month	GARAGE	Director of Transportation
Dye	Julie	12 month	WES	Principal
Giarrante	Anne	12 month	CO	Director of Student Services
Groot	Melissa	12 month	CO	Special Education Coordinator
Haugen	Lauri	12 month	FES	Principal
Hornberg	Kimberly	12 month	HES	Principal
Jones	Daniel	12 month	GMSS	Principal Assistant
Kelly	Michael	10 month	GHS	Dean
Kim	Karen	12 month	GMSN	Principal Assistant
Latham	Todd	12 month	CO	Coordinator of Business Services
Law	Adam	12 month	CO	Asst Superintendent Human Resources
McPeak	Scott	10 month	GHS	Principal Assistant
Ney	Scott	12 month	CO	Director of Facility Operations
Nosalik	Kylee	10 month	GMSN	Dean
Oros	Kristen	10 month	GMSS	Dean
Petmezas	George	12 month	MCS	Principal
Rogers	Thomas	12 month	GHS	Principal
Romano	Dean	12 month	CO	Asst Superintendent Business
Seaton	Jennifer	10 month	GELP	Student Services Divisional Coordinator
Shrader	Susan	10 month	GHS	Dean
Sims	Shonette	12 month	CO	Director of Learning & Teaching
Sprague	Laura	12 month	CO	Communications Coordinator
Westerhoff	Brenna	12 month	HSS	Principal
Wilkes	Michael	12 month	CO	Director of Technology
Zeman	Ronald	12 month	WAS	Principal

**Summer Grounds Staff
June (various start dates) – September 7, 2020**

Name	Status
Buyck, Connor	New
Hays, Jonah	New
Konrad, Adam	Rehire
Kuehl, Brian	Rehire
McKittrick, Ian	New

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
A.S.A.P.000	A.S.A.P. GARAGE DOOR REPAIR INC	108800	7001921565	BR620A	AP	WELL HOUSE - SERVICE CALL - OVERHEAD DOOR	F	O	05/26/2020	05/26/2020	R	\$225.00
												\$225.00
												NUMBER OF INVOICES: 1
												\$225.00
ACCELERA000	ACCELERATE LEARNING	46984	8001920322	BR620A	AP	GMSN/GMSS - STEMSCOPES PREK-12 LICENSES - LIFE, EARTH/SPACE/PHYSICAL SCIENCES ONLINE - J. MARSH	F	O	06/02/2020	06/02/2020	R	\$7,443.45
												\$7,443.45
												NUMBER OF INVOICES: 1
												\$7,443.45
ACE HARD000	ACE HARDWARE	81248	7001921599	BR620A	AP	CESC - AED KEYS	F	O	06/01/2020	06/01/2020	R	\$3.99
												\$3.99
												NUMBER OF INVOICES: 1
												\$3.99
ADAMSKER000	ADAMS, KERRY A.	2020	0000000000	BR620A	AP	MEDICAL REIMBURSEMENT		O	05/19/2020	05/19/2020	A	\$156.93
												\$156.93
												NUMBER OF INVOICES: 1
												\$156.93
ALERT SE002	ALERT SERVICES INC	156350	3001920440	BR620A	AP	TRAINER SUPPLIES	F	O	05/29/2020	05/29/2020	R	\$2,744.84
												\$2,744.84
												NUMBER OF INVOICES: 1
												\$2,744.84
AMAZON C000	AMAZON CAPITAL SERVICES	1177-CDGP-3KLM	8001920311	BR620A	AP	HSS - ELL INSTRUCTIONAL MATERIALS - J. COTTER	F	O	06/02/2020	06/02/2020	R	\$91.68
												\$91.68
												NUMBER OF INVOICES: 1
												\$91.68
AMAZON C000	AMAZON CAPITAL SERVICES	14WT-H44W-6YK6	8001920317	BR620A	AP	MS - INSTRUCTIONAL MATERIALS SUMMER BOOKS - READ 180 & ILA	F	O	06/01/2020	06/01/2020	R	\$142.82

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
AMAZON C000	AMAZON CAPITAL SERVICES	14WT-H44W-6YK6		*****CONTINUED*****								\$142.82
							19-20					
AMAZON C000	AMAZON CAPITAL SERVICES	17CV-3HW1-MPGM	3001920441	BR620A	AP	C&A; FILE BOXES	F	O	05/29/2020	05/29/2020	R	\$53.99
							19-20					\$53.99
AMAZON C000	AMAZON CAPITAL SERVICES	17KK-3XQ3-FXXF	3001920446	BR620A	AP	CTEI/ 3D PRINTER	F	O	05/29/2020	05/29/2020	R	\$76.94
							19-20					\$76.94
AMAZON C000	AMAZON CAPITAL SERVICES	191D-63KM-C1WD	3001920442	BR620A	AP	ATHLETICS; SPORTS BOOSTER	F	O	05/29/2020	05/29/2020	R	\$603.92
							19-20					\$603.92
AMAZON C000	AMAZON CAPITAL SERVICES	191D-63KM-YDM6	8001920315	BR620A	AP	GMSN - INSTRUCTIONAL READING MATERIALS - ILA & 180	F	O	06/02/2020	06/02/2020	R	\$108.22
							19-20					\$108.22
AMAZON C000	AMAZON CAPITAL SERVICES	19XX-M3GW-K74R	8001920303	BR620A	AP	HSS - PROFESSIONAL DEVELOPMENT TEXTS - B. WESTERHOFF	F	O	05/26/2020	05/26/2020	R	\$22.43
							19-20					\$22.43
AMAZON C000	AMAZON CAPITAL SERVICES	1D96-R461-1F7N	8001920299	BR620A	AP	HSS - EL/EB INSTRUCTIONAL MATERIALS - K. KANAROWSKI	P	O	05/26/2020	05/26/2020	R	\$99.48
							19-20					\$99.48
AMAZON C000	AMAZON CAPITAL SERVICES	1FXY-L4C9-3FWQ	3001920442	BR620A	AP	ATHLETICS; SPORTS BOOSTER	F	O	05/29/2020	05/29/2020	R	\$39.99
							19-20					\$39.99
AMAZON C000	AMAZON CAPITAL SERVICES	1JQG-3WNP-F6X6	3001920451	BR620A	AP	GENERAL SUPPLIES	F	O	05/30/2020	05/30/2020	R	\$182.90
							19-20					\$182.90
AMAZON C000	AMAZON CAPITAL SERVICES	1LQY-MGDL-LXGL	8001920305	BR620A	AP	HSS - KINDER READINESS WEEK - B. WESTERHOFF	P	O	06/01/2020	06/01/2020	R	\$15.72
							19-20					\$15.72

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
AMAZON C000	AMAZON CAPITAL SERVICES	1MHF-6CG1-HG7J	3001920446	BR620A	AP	CTEI/ 3D PRINTER	F	O	05/29/2020	05/29/2020	R	\$170.00
							19-20					\$170.00
AMAZON C000	AMAZON CAPITAL SERVICES	1N4Q-R3JV-1RDV	8001920318	BR620A	AP	MS - INSTRUCTIONAL MATERIAL SUMMER BOOKS - READING LAB	F	O	06/02/2020	06/02/2020	R	\$19.99
							19-20					\$19.99
AMAZON C000	AMAZON CAPITAL SERVICES	1NWN-LLTL-QPKY	8001920303	BR620A	AP	HSS - PROFESSIONAL DEVELOPMENT TEXTS - B. WESTERHOFF	F	O	05/26/2020	05/26/2020	R	\$37.97
							19-20					\$37.97
AMAZON C000	AMAZON CAPITAL SERVICES	1Q6X-FT69-9JQW	3001920445	BR620A	AP	CTEI GRANT/ PERSONAL FINANCE	F	O	06/01/2020	06/01/2020	R	\$15.95
							19-20					\$15.95
AMAZON C000	AMAZON CAPITAL SERVICES	1RLR-TQDW-6HLT	8001920318	BR620A	AP	MS - INSTRUCTIONAL MATERIAL SUMMER BOOKS - READING LAB	F	O	06/02/2020	06/02/2020	R	\$196.32
							19-20					\$196.32
AMAZON C000	AMAZON CAPITAL SERVICES	1RLR-TQDW-NNMJ	3001920444	BR620A	AP	VEI CONSUMABLES	F	O	05/29/2020	05/29/2020	R	\$92.88
							19-20					\$92.88
AMAZON C000	AMAZON CAPITAL SERVICES	1VHH-3W44-3TT9	8001920316	BR620A	AP	GMSN - INSTRUCTIONAL MATERIALS SUMMER BOOK PURCHASE - READING LABS	F	O	06/02/2020	06/02/2020	R	\$128.54
							19-20					\$128.54
NUMBER OF INVOICES: 18												
\$2,099.74												
AMERICAN035	AMERICAN BUILDING SERVICES LLC	4034249	7001921602	BR620A	AP	GHS - DOOR CLOSERS	F	O	06/01/2020	06/01/2020	R	\$1,203.87
							19-20					\$1,203.87
AMERICAN035	AMERICAN BUILDING SERVICES LLC	4034938	7001921554	BR620A	AP	GMSS - LOCKSET REPLACEMENT	F	O	05/26/2020	05/26/2020	R	\$1,319.48
							19-20					\$1,319.48

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						NUMBER OF INVOICES: 2						\$2,523.35
AMERISAF000	AMERISAFE INC.	211876	7001921552	BR620A	AP	FES - ROOF INSULATION AND DRAIN PIPE	F	O	05/26/2020	05/26/2020	R	\$93.28
									19-20			\$93.28
						NUMBER OF INVOICES: 1						\$93.28
BARNES &001	BARNES & NOBLE BOOKSELLERS	3990467	8001920279	BR620A	AP	HSS - 3RD GRADE READING - BOOKS - B. WESTERHOFF	F	O	05/26/2020	05/26/2020	R	\$296.96
									19-20			\$296.96
BARNES &001	BARNES & NOBLE BOOKSELLERS	3990769	8001920277	BR620A	AP	HSS - 4TH GRADE BOOKS - L. PERRY	F	O	05/26/2020	05/26/2020	R	\$1,649.82
									19-20			\$1,649.82
						NUMBER OF INVOICES: 2						\$1,946.78
BSN SPOR003	BSN SPORTS INC	9302459224	2011920242	BR620A	AP	GMSS/GMSN Football Equipment Reconditioning	F	O	05/28/2020	05/28/2020	S	\$2,825.28
									19-20			\$2,825.28
						NUMBER OF INVOICES: 1						\$2,825.28
CAMELOT 001	CAMELOT EDUCATION	APRIL 2020	8011920421	BR620A	AP	APRIL 2020 TUITION FOR PRIVATE PLACEMENT STUDENT TO ATTEND CAMELOT	F	O	06/01/2020	06/01/2020	R	\$22,194.48
									19-20			\$22,194.48
						NUMBER OF INVOICES: 1						\$22,194.48
CAMPAGAR000	CAMPANA, GARY	2020	0000000000	BR620A	AP	MEDICAL REIMBURSEMENT		O	06/02/2020	06/02/2020	A	\$250.00
									19-20			\$250.00
						NUMBER OF INVOICES: 1						\$250.00
CASHMAN 000	CASHMAN STAHLER GROUP INC	1807	7001921606	BR620A	AP	CESC - SECURITY CONSULTING	F	O	06/01/2020	06/01/2020	R	\$5,969.13

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<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
CASHMAN 000	CASHMAN STAHLER GROUP INC	1807				*****CONTINUED*****						
							19-20					\$5,969.13
						NUMBER OF INVOICES: 1						\$5,969.13
CENTER F006	CENTER FOR MULTIMODAL TREATMENT	JAN-APR 2020	8011920423	BR620A	AP	PSYCHOLOGICAL EVALUATION FOR WESTERN AVENUE SPED STUDENT 1/20/20-4/21/20	F	O	06/01/2020	06/01/2020	R	\$4,024.54
							19-20					\$4,024.54
						NUMBER OF INVOICES: 1						\$4,024.54
CHEM-WIS000	CHEM-WISE ECOLOGICAL PEST MGMT	763542	7001921560	BR620A	AP	ALL SCHOOLS - PEST CONTROL - 3/1/20	F	O	05/26/2020	05/26/2020	R	\$815.00
							19-20					\$815.00
CHEM-WIS000	CHEM-WISE ECOLOGICAL PEST MGMT	767271	7001921559	BR620A	AP	ALL SCHOOLS - PEST CONTROL - 4/1/20	F	O	05/26/2020	05/26/2020	R	\$815.00
							19-20					\$815.00
						NUMBER OF INVOICES: 2						\$1,630.00
CLIENTFI000	CLIENTFIRST CONS GROUP LLC	11420	8031920266	BR620A	AP	PROFESSIONAL FEES RELATED TO FIREWALL.	F	O	06/01/2020	06/01/2020	R	\$270.00
							19-20					\$270.00
						NUMBER OF INVOICES: 1						\$270.00
COLLIJEF000	COLLIS, JEFF	5/18	0000000000	BR620A	AP	MAR-MAY 2020 BASEBALL ASSIGNER FEES		O	05/18/2020	05/18/2020	R	\$724.44
							19-20					\$724.44
						NUMBER OF INVOICES: 1						\$724.44
CORDOM/M000	CORDOGAN, M/M STEVE	5/26/20	8001920323	BR620A	AP	STUDENT ACADEMIC PERFORMANCE REPORTS - 12/13/19 - 4/30/20	F	O	06/02/2020	06/02/2020	R	\$7,500.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID</u>	<u>DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
CORDOM/M000	CORDOGAN, M/M STEVE	5/26/20				*****CONTINUED*****						
							19-20					\$7,500.00
						NUMBER OF INVOICES: 1						\$7,500.00
DAVEYCAR001	DAVEY, CAROLLYNN	5/18	0000000000	BR620A	AP	Girls Lacrosse Assigner, Mar-May 2020	O		05/18/2020	05/18/2020	R	\$205.92
							19-20					\$205.92
						NUMBER OF INVOICES: 1						\$205.92
DENISE L000	DENISE L. TOMPKINS & ASSOC	1247	8011920431	BR620A	AP	PSYCHOLOGICAL TESTING FOR SPED STUDENT 3/13/20-5/27/20 INV# 1247	F	O	06/02/2020	06/02/2020	R	\$3,360.00
							19-20					\$3,360.00
						NUMBER OF INVOICES: 1						\$3,360.00
DISCOUNT001	DISCOUNT SCHOOL SUPPLY	P39492820101	3001920452	BR620A	AP	PRESCHOOL ORDER	F	O	06/01/2020	06/01/2020	R	\$429.38
							19-20					\$429.38
						NUMBER OF INVOICES: 1						\$429.38
DUPAGE T000	DUPAGE TOPSOIL	49874	7001921604	BR620A	AP	CESC - GARDEN MIX SOIL	F	O	06/01/2020	06/01/2020	R	\$1,305.00
							19-20					\$1,305.00
						NUMBER OF INVOICES: 1						\$1,305.00
ERNSTMAR000	ERNST, MARIA	1-18	0000000000	BR620A	AP	SPEECH TEAM JUDGE	O		05/20/2020	05/20/2020	R	\$100.00
							19-20					\$100.00
ERNSTMAR000	ERNST, MARIA	1-25	0000000000	BR620A	AP	SPEECH TEAM JUDGE	O		05/20/2020	05/20/2020	R	\$120.00
							19-20					\$120.00
						NUMBER OF INVOICES: 2						\$220.00
ESPECIAL000	ESPECIAL NEEDS LLC	253382	8001920304	BR620A	AP	HSS - SENSORY/REGULATION	F	O	06/01/2020	06/01/2020	R	\$1,961.95

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<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
ESPECIAL000	ESPECIAL NEEDS LLC	253382				*****CONTINUED***** ROOM ITEMS FOR CREATION OF SPACE FOR STUDENTS WHO DEMONSTRATE DIS-REGULATION IN BEHAVIORS OR FRUSTRATION W/LEARNING - ITEMS OVER \$500			19-20			\$1,961.95
						NUMBER OF INVOICES: 1						\$1,961.95
ESSCOE L000	ESSCOE LLC	41417	7001921562	BR620A	AP	CESC - SERVICE CHARGE - SETTING APPLICATION FOR AD AND ONGUARD	F	O	05/26/2020	05/26/2020	R	\$625.00
									19-20			\$625.00
						NUMBER OF INVOICES: 1						\$625.00
FITZGERA000	FITZGERALD'S ELECTRICAL CONTRACTIN	8508	7001921567	BR620A	AP	GHS - ELECTRICAL REPLACEMENT OF SWITCHBOARD TANDEM SWITCH	F	O	05/26/2020	05/26/2020	R	\$6,984.00
									19-20			\$6,984.00
						NUMBER OF INVOICES: 1						\$6,984.00
FORECAST000	FORECAST 5 ANALYTICS INC	INV11873	5001920328	BR620A	AP	FORECAST5 ANALYTICS LICENSE AGREEMENT	F	O	06/01/2020	06/01/2020	R	\$25,269.00
									19-20			\$25,269.00
						NUMBER OF INVOICES: 1						\$25,269.00
FOX VALL024	FOX VALLEY FIRE & SAFETY CO.	IN00345745	7001921553	BR620A	AP	HSS - SMOKE DETECTOR SERVICE CALL	F	O	05/26/2020	05/26/2020	R	\$936.00
									19-20			\$936.00
						NUMBER OF INVOICES: 1						\$936.00
FRANK PA000	FRANK PAXTON LUMBER CO LLC	7084517-001	3001920426	BR620A	AP	WOODS SUPPLY ORDER	F	O	05/29/2020	05/29/2020	R	\$1,974.80

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<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
FRANK PA000	FRANK PAXTON LUMBER CO LLC	7084517-001				*****CONTINUED*****					
							19-20				\$1,974.80
						NUMBER OF INVOICES: 1					\$1,974.80
GALLAGHE005	GALLAGHER BASSETT SERVICES-WCD GRO	AIR-31122	7001921547	BR620A	AP	CESC - ARC FLASH ASSESSMENT	F O	05/25/2020	05/25/2020	R	\$6,205.00
							19-20				\$6,205.00
						NUMBER OF INVOICES: 1					\$6,205.00
GEHRKE T000	GEHRKE TECHNOLOGY GROUP INC.	21221	7001921563	BR620A	AP	CESC - CHEMICAL HVAC TREATMENT - MAY 2020 MONTHLY BILLING - DISTRICT WIDE	F O	05/26/2020	05/26/2020	R	\$1,500.00
							19-20				\$1,500.00
						NUMBER OF INVOICES: 1					\$1,500.00
GENEVA H000	GENEVA HIGH SCHOOL	5/20	3001920453	BR620A	AP	REIMBURSEMENT TO ACTIVITY ACCOUNTS	F O	05/25/2020	05/25/2020	R	\$950.00
							19-20				\$950.00
						NUMBER OF INVOICES: 1					\$950.00
GIANT ST000	GIANT STEPS ILLINOIS INC	304-0520E	8011920428	BR620A	AP	MAY 2020 TUITION FOR PRIVATE PLACEMENT STUDENT TO ATTEND GIANT STEPS	F O	06/01/2020	06/01/2020	R	\$6,334.41
							19-20				\$6,334.41
GIANT ST000	GIANT STEPS ILLINOIS INC	304-0520S	8011920428	BR620A	AP	MAY 2020 TUITION FOR PRIVATE PLACEMENT STUDENT TO ATTEND GIANT STEPS	F O	06/01/2020	06/01/2020	R	\$6,334.41
							19-20				\$6,334.41
						NUMBER OF INVOICES: 2					\$12,668.82
GUIDING 000	GUIDING LIGHT ACADEMY	2338	8011920426	BR620A	AP	MAY 2020 TUITION FOR PRIVATE	F O	06/01/2020	06/01/2020	R	\$6,980.16

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<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
GUIDING 000	GUIDING LIGHT ACADEMY	2338				*****CONTINUED*****						
						PLACEMENT STUDENT TO ATTEND GUIDING LIGHT INV# 2338						
							19-20					\$6,980.16
						NUMBER OF INVOICES: 1						\$6,980.16
HEARTLAN006	HEARTLAND BUSINESS SYSTEMS	358345-H	8031920208	BR620A	AP	10 - HP 45W SMART AC ADAPTERS FOR SCHOOL OFFICES	F	O	06/01/2020	06/01/2020	R	\$346.70
							19-20					\$346.70
						NUMBER OF INVOICES: 1						\$346.70
HEINEMAN003	HEINEMANN	7196942	8001920292	BR620A	AP	MCS - LLI BLACK & WHITE REPLACEMENT BOOKS - S. TURNBULL	F	O	05/26/2020	05/26/2020	R	\$247.50
							19-20					\$247.50
						NUMBER OF INVOICES: 1						\$247.50
ILLCO IN001	ILLCO INC	1369792	7001921601	BR620A	AP	CESC - ARMIFLEX INSULATION	F	O	06/01/2020	06/01/2020	R	\$277.88
							19-20					\$277.88
ILLCO IN001	ILLCO INC	1369892	7001921609	BR620A	AP	FES - LEAK REPAIR	F	O	06/02/2020	06/02/2020	R	\$141.82
							19-20					\$141.82
ILLCO IN001	ILLCO INC	1370051	7001921608	BR620A	AP	GHS - FLOAT SWITCH REPLACEMENT	F	O	06/02/2020	06/02/2020	R	\$80.33
							19-20					\$80.33
						NUMBER OF INVOICES: 3						\$500.03
ILLINOIS008	ILLINOIS ASSOC OF SCHOOL BOARDS	309918	5001920325	BR620A	AP	IASB CURRENT YEAR DUES	F	O	05/25/2020	05/25/2020	R	\$12,104.00
							19-20					\$12,104.00

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	<u>ACH VOID</u> <u>DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
ILLINOIS008	ILLINOIS ASSOC OF SCHOOL BOARDS	6/1	5001920329	BR620A	AP	BOARDBOOK PREMIER SUBSCRIPTION AGREEMENT	F	O	06/01/2020	06/01/2020	R	\$2,000.00
												\$2,000.00
												\$14,104.00
ILLINOIS104	ILLINOIS LACROSSE ASSOCIATION	5/8	0000000000	BR620A	AP	MAR-MAY 2020 BOYS LACROSSE ASSIGNOR FEES	O		05/19/2020	05/19/2020	R	\$241.92
												\$241.92
												\$241.92
INFOBASE001	INFOBASE HOLDINGS INC	INV402952	8001920306	BR620A	AP	GMSN - FERGUSON CAREER GUIDANCE CENTER - 12 MONTH RENEWAL 6/1/20-5/31/21	F	O	06/01/2020	06/01/2020	R	\$838.46
												\$838.46
												\$838.46
J.W. PEP000	J.W. PEPPER & SONS	325294544	3001920454	BR620A	AP	BAND MUSIC	F	O	05/25/2020	05/25/2020	R	\$265.00
												\$265.00
												\$265.00
JOHN ZIM000	JOHN, ZIMNY	6/2	8011920433	BR620A	AP	MAY 2020 TUITION REIMBURSEMENT FOR NEW MOVE-IN STUDENT TO DISTRICT 304 TO CONTINUE W/ HOMESCHOOL ACELLUS ACADEMY E-LEARNING PROGRAM - DISTRICT AGREEMENT DURING COVID-19	F	O	06/02/2020	06/02/2020	R	\$158.00
												\$158.00
												\$158.00
JOHNSBON001	JOHNSON, BONNIE	5/26	5001920326	BR620A	AP	REIMBURSEMENT TO JOHNSON FOR	F	O	05/26/2020	05/26/2020	A	\$15.99

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<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
JOHNSBON001	JOHNSON, BONNIE	5/26				*****CONTINUED*****						
						BATTERIES FOR BOARD MEETINGS						
									19-20			\$15.99
						NUMBER OF INVOICES: 1						\$15.99
KEY CONS000	KEY CONSTRUCTION GROUP INC.	20-133	7001921555	BR620A	AP	GHS - SUMP PUMP CONNECTION INSTALLATION	F	O	05/26/2020	05/26/2020	R	\$1,200.00
									19-20			\$1,200.00
KEY CONS000	KEY CONSTRUCTION GROUP INC.	20-134	7001921561	BR620A	AP	GHS - CAMERA VIEW SANITARY LINE - BOX TEE INSTALLATION	F	O	05/26/2020	05/26/2020	R	\$1,125.00
									19-20			\$1,125.00
						NUMBER OF INVOICES: 2						\$2,325.00
LOWERY M003	LOWERY MC DONNELL CO.	IN0003405	1071920116	BR620A	AP	STORAGE SHELVING	F	O	05/25/2020	05/25/2020	R	\$886.00
									19-20			\$886.00
						NUMBER OF INVOICES: 1						\$886.00
LUCKY L0000	LUCKY LOCATORS INC.	23437	7001921600	BR620A	AP	GMSS - LOCATION SERVICES	F	O	06/01/2020	06/01/2020	R	\$290.00
									19-20			\$290.00
						NUMBER OF INVOICES: 1						\$290.00
MALCOR R000	MALCOR ROOFING OF IL	2671	7001921558	BR620A	AP	GHS - REPAIR MEMBRANE	F	O	05/26/2020	05/26/2020	R	\$1,787.00
									19-20			\$1,787.00
MALCOR R000	MALCOR ROOFING OF IL	2817	7001921556	BR620A	AP	CESC - ROOF REPAIR	F	O	05/26/2020	05/26/2020	R	\$4,950.00
									19-20			\$4,950.00
						NUMBER OF INVOICES: 2						\$6,737.00
MARTEBIL000	MARTEN, BILL	5/18	0000000000	BR620A	AP	Mar-May 2020 Girls Soccer Assigner Fees	O		05/18/2020	05/18/2020	R	\$389.28

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
MARTEBIL000	MARTEN, BILL	5/18				*****CONTINUED*****					
							19-20				\$389.28
						NUMBER OF INVOICES: 1					\$389.28
MATUSAND002	MATUSZEWSKI, ANDREA	1-25	0000000000	BR620A	AP	SPEECH TEAM JUDGE	O	05/20/2020	05/20/2020	R	\$120.00
							19-20				\$120.00
MATUSAND002	MATUSZEWSKI, ANDREA	2-1	0000000000	BR620A	AP	SPEECH TEAM JUDGE	O	05/20/2020	05/20/2020	R	\$100.00
							19-20				\$100.00
						NUMBER OF INVOICES: 2					\$220.00
MAY DECO000	MAY DECORATING II INC.	36379	7001921598	BR620A	AP	CESC - VIKING LOGO	F O	06/01/2020	06/01/2020	R	\$650.00
							19-20				\$650.00
						NUMBER OF INVOICES: 1					\$650.00
MID VALL000	MID VALLEY SPECIAL ED COOPERATIVE	FY20.30	8051920007	BR620A	AP	TRANSPORTATION FOR SPED STUDENT TO ATTEND 12+ PROGRAM (SPARE WHEELS) INV# 25068, 24957A, 25084	F O	06/02/2020	06/02/2020	R	\$903.33
							19-20				\$903.33
						NUMBER OF INVOICES: 1					\$903.33
MIDWEST 004	MIDWEST COMPUTER PRODUCTS INC	715855	8031920234	BR620A	AP	MIMIO BOARD for HES - REPLACEMENT	F O	06/02/2020	06/02/2020	R	\$1,113.68
							19-20				\$1,113.68
						NUMBER OF INVOICES: 1					\$1,113.68
MUI CHR000	MUI, CHRISTINA	5/21	8011920422	BR620A	AP	GHS ALOP PROGRAM STUDENT INCENTIVE	F O	06/01/2020	06/01/2020	A	\$17.97
							19-20				\$17.97

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<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						NUMBER OF INVOICES: 1						\$17.97
MUSIC & 002	MUSIC & ARTS	INV022557307	8001920330	BR620A	AP	ELEMENTARY BAND - SMALL PERCUSSION INSTRUMENT - S. FREDERICK	F	O	06/02/2020	06/02/2020	R	\$32.00
							19-20					\$32.00
MUSIC & 002	MUSIC & ARTS	INV022628804	2011920188	BR620A	AP	BAND MATERIALS	F	O	05/25/2020	05/25/2020	R	\$158.00
							19-20					\$158.00
						NUMBER OF INVOICES: 2						\$190.00
MUTUAL 0000	MUTUAL GROUND	GEN10MIDDLE-01	8001920314	BR620A	AP	GMSN/GMSS - SEXUAL ASSAULT PREVENTION EDCUATION 2019-20	F	O	06/01/2020	06/01/2020	R	\$4,320.00
							19-20					\$4,320.00
						NUMBER OF INVOICES: 1						\$4,320.00
NASCO 000	NASCO	828010	8001920284	BR620A	AP	HSS - THIRD GRADE MATH SUPPLEMENTAL MANIPULATIVES - B.WESTERHOFF	F	O	05/26/2020	05/26/2020	R	\$40.72
							19-20					\$40.72
NASCO 000	NASCO	830796	8001920284	BR620A	AP	HSS - THIRD GRADE MATH SUPPLEMENTAL MANIPULATIVES - B.WESTERHOFF	F	O	05/26/2020	05/26/2020	R	\$91.80
							19-20					\$91.80
						NUMBER OF INVOICES: 2						\$132.52
NATIONAL043	NATIONAL STUDENT CLEARINGHOUSE	HS2007035	8031920259	BR620A	AP	ANNUAL LICENSE RENEWAL STUDENT TRACKER - GHS	F	O	06/01/2020	06/01/2020	R	\$425.00
							19-20					\$425.00
						NUMBER OF INVOICES: 1						\$425.00
NEUCO IN001	NEUCO INC	4382811	7001921610	BR620A	AP	WES - LEAK REPAIR	F	O	06/02/2020	06/02/2020	R	\$432.50

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<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
NEUCO IN001	NEUCO INC	4382811				*****CONTINUED*****						
							19-20					\$432.50
						NUMBER OF INVOICES: 1						\$432.50
NEURO ED000	NEURO EDUCATIONAL SPECIALISTS	1318	8011920424	BR620A	AP	NEURO PSYCHOLOGICAL EVALUATION FOR GMSS STUDENTS	F	O	06/01/2020	06/01/2020	R	\$3,700.00
							19-20					\$3,700.00
NEURO ED000	NEURO EDUCATIONAL SPECIALISTS	1324	8011920429	BR620A	AP	PSYCHOLOGICAL EVALUATION FOR GMSS STUDENT INV# 1324	F	O	06/02/2020	06/02/2020	R	\$2,100.00
							19-20					\$2,100.00
NEURO ED000	NEURO EDUCATIONAL SPECIALISTS	1327	8011920430	BR620A	AP	PSYCHOLOGICAL EVALUATION FOR GMSS STUDENT	F	O	06/02/2020	06/02/2020	R	\$2,200.00
							19-20					\$2,200.00
						NUMBER OF INVOICES: 3						\$8,000.00
NUTOYS L000	NUTOYS LEISURE PRODUCTS	50287	7001921605	BR620A	AP	FES - PARTS FOR SWING REPAIR	F	O	06/01/2020	06/01/2020	R	\$40.00
							19-20					\$40.00
						NUMBER OF INVOICES: 1						\$40.00
PAXTON-P000	PAXTON-PATTERSON	384399	3001920429	BR620A	AP	CTEI; WOOD PURCHASE	F	O	05/28/2020	05/28/2020	R	\$951.25
							19-20					\$951.25
PAXTON-P000	PAXTON-PATTERSON	P359887	3001920429	BR620A	AP	CTEI; WOOD PURCHASE	F	O	05/29/2020	05/29/2020	R	\$398.44
							19-20					\$398.44
						NUMBER OF INVOICES: 2						\$1,349.69
PIKE SYS000	PIKE SYSTEMS INC	660721	7001921566	BR620A	AP	CESC - FACE MASKS - DISPOSABLE	F	O	05/26/2020	05/26/2020	R	\$2,140.00
							19-20					\$2,140.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						NUMBER OF INVOICES: 1					\$2,140.00
PLANK R0000	PLANK ROAD PUBLISHING INC	20-039800	8001920324	BR620A	AP	FES, HSS, HES, MCS, WAS & WES - MK8-SD31 - RENEWAL OF MUSIC K-8 SUBSCRIPTIONS	F O	06/02/2020	06/02/2020	R	\$704.20
							19-20				\$704.20
						NUMBER OF INVOICES: 1					\$704.20
PLURALSIO00	PLURALSIGHT LLC	INV07748090	8031920271	BR620A	AP	PLURAL SIGHT RENEWAL	F O	06/02/2020	06/02/2020	R	\$198.00
							19-20				\$198.00
						NUMBER OF INVOICES: 1					\$198.00
PRIEBHER000	PRIEBE, HERBERT	5/1 8	0000000000	BR620A	AP	MAR-MAY 2020 SOFTBALL ASSIGNER FEES	O	05/18/2020	05/18/2020	R	\$291.36
							19-20				\$291.36
						NUMBER OF INVOICES: 1					\$291.36
PRIORITY000	PRIORITY PRODUCTS INC.	950416	7001921557	BR620A	AP	CECSC - BOLTS FOR SIGNAGE - DISTRICT WIDE	F O	05/26/2020	05/26/2020	R	\$9.86
							19-20				\$9.86
						NUMBER OF INVOICES: 1					\$9.86
PRO CARE000	PRO CARE THERAPY INC.	11339390	5041920130	BR620A	AP	CHARGES FOR 1:1 NURSE DURING COVID. WEEKSENDING 5/8, 5/15 AND 5/22.	F O	06/02/2020	06/02/2020	R	\$500.00
							19-20				\$500.00
PRO CARE000	PRO CARE THERAPY INC.	11339391	5041920130	BR620A	AP	CHARGES FOR 1:1 NURSE DURING COVID. WEEKSENDING 5/8, 5/15 AND 5/22.	F O	06/02/2020	06/02/2020	R	\$1,000.00
							19-20				\$1,000.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>IQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						NUMBER OF INVOICES: 2						\$1,500.00
QUILL 000	QUILL	7051331	5001920327	BR620A	AP	QUILL CORPORATION OFFICE SUPPLIES	F	O	06/01/2020	06/01/2020	R	\$116.86
									19-20			\$116.86
						NUMBER OF INVOICES: 1						\$116.86
QUINLAN 000	QUINLAN & FABISH MUSIC	12051641	3001920438	BR620A	AP	ORCHESTRA INSTRUMENT, BOOSTERS/DISTRICT BUDG	F	O	05/29/2020	05/29/2020	R	\$394.99
									19-20			\$394.99
						NUMBER OF INVOICES: 1						\$394.99
READYREF000	READYREFRESH BY NESTLE	10E0122445208	3001920416	BR620A	AP	RENTAL FOR MACHINES (JUNE)	F	O	05/25/2020	05/25/2020	R	\$98.97
									19-20			\$98.97
						NUMBER OF INVOICES: 1						\$98.97
REALLY G000	REALLY GOOD STUFF	7217353	8001920298	BR620A	AP	HSS - EL INSTRUCTIONAL MATERIALS - K.KANAROWSKI	F	O	05/26/2020	05/26/2020	R	\$136.04
									19-20			\$136.04
						NUMBER OF INVOICES: 1						\$136.04
ROSENAAR000	ROSENGARN, AARON	6/1	5041920129	BR620A	AP	REIMBURSE STAFF MEMBER FOR MILEAGE FOR DISTRICT DUTIES.	F	O	06/01/2020	06/01/2020	A	\$88.16
									19-20			\$88.16
						NUMBER OF INVOICES: 1						\$88.16
SCHOOL H000	SCHOOL HEALTH CORPORATION	3764969-0	7001921564	BR620A	AP	CESC - HAND SANITIZER	F	O	05/26/2020	05/26/2020	R	\$3,136.66
									19-20			\$3,136.66
						NUMBER OF INVOICES: 1						\$3,136.66
SCOPE SH000	SCOPE SHOPPE	200955	2011920187	BR620A	AP	MICROSCOPES - REPAIR AND	F	O	05/25/2020	05/25/2020	S	\$1,586.40

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						NUMBER OF INVOICES: 2						\$368.90
STONEWAR001	STONEWARE INC.	116834	8031920261	BR620A	AP	LANSCHOOL 1 YEAR RENEWAL	F	O	06/01/2020	06/01/2020	R	\$5,700.00
									19-20			\$5,700.00
						NUMBER OF INVOICES: 1						\$5,700.00
SUPREME 000	SUPREME SCHOOL SUPPLY	107274	2021920152	BR620A	AP	GRADE BOOK	C	O	05/28/2020	05/28/2020	R	\$193.55
									19-20			\$193.55
						NUMBER OF INVOICES: 1						\$193.55
TEXTHELP000	TEXTHELP SYSTEMS INC	42038	8011920425	BR620A	AP	READ & WRITE (250 QTY) SUBSCRIPTION RENEWALS - JULY 2 2020 - JULY 2 2021	F	O	06/01/2020	06/01/2020	R	\$3,000.00
									19-20			\$3,000.00
						NUMBER OF INVOICES: 1						\$3,000.00
TRANSLAT001	TRANSLATION PATH	2444	8001920310	BR620A	AP	INTERPRETATION SERVICES FROM ENGLISH TO SPANISH - RICARDO MORALES FOR IEP/EDC MEETING	F	O	06/01/2020	06/01/2020	R	\$100.00
									19-20			\$100.00
						NUMBER OF INVOICES: 1						\$100.00
TRUGREEN000	TRUGREEN CHEMLAWN	120085193	7001921612	BR620A	AP	GHS - LAWN SERVICE	F	O	06/02/2020	06/02/2020	R	\$3,213.00
									19-20			\$3,213.00
TRUGREEN000	TRUGREEN CHEMLAWN	120110492	7001921619	BR620A	AP	FES - LAWN SERVICE	F	O	06/02/2020	06/02/2020	R	\$409.50
									19-20			\$409.50
TRUGREEN000	TRUGREEN CHEMLAWN	120171343	7001921616	BR620A	AP	MCS - LAWN SERVICE	F	O	06/02/2020	06/02/2020	R	\$1,218.00
									19-20			\$1,218.00

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
TRUGREEN000	TRUGREEN CHEMLAWN	120182849	7001921615	BR620A	AP	GMSS, GMSN - LAWN SERVICE	F O	06/02/2020	06/02/2020	R	\$3,465.00
							19-20				\$3,465.00
TRUGREEN000	TRUGREEN CHEMLAWN	120213208	7001921614	BR620A	AP	BUS GARAGE - LAWN SERVICE	F O	06/02/2020	06/02/2020	R	\$446.25
							19-20				\$446.25
TRUGREEN000	TRUGREEN CHEMLAWN	120223766	7001921613	BR620A	AP	CESC - LAWN SERVICE	F O	06/02/2020	06/02/2020	R	\$145.95
							19-20				\$145.95
TRUGREEN000	TRUGREEN CHEMLAWN	120251917	7001921618	BR620A	AP	HES - LAWN SERVICE	F O	06/02/2020	06/02/2020	R	\$892.50
							19-20				\$892.50
TRUGREEN000	TRUGREEN CHEMLAWN	120263607	7001921617	BR620A	AP	WES - LAWN SERVICE	F O	06/02/2020	06/02/2020	R	\$651.00
							19-20				\$651.00
TRUGREEN000	TRUGREEN CHEMLAWN	120273667	7001921611	BR620A	AP	HSS - LAWN SERVICE	F O	06/02/2020	06/02/2020	R	\$446.25
							19-20				\$446.25
NUMBER OF INVOICES: 9											\$10,887.45
UNITED C002	UNITED COFFEE SERVICE	592245	3001920419	BR620A	AP	MONTHLY RENTAL KEURIG (JUNE)	F O	05/29/2020	05/29/2020	R	\$45.00
							19-20				\$45.00
NUMBER OF INVOICES: 1											\$45.00
VIRTUAL 005	VIRTUAL CONNECTIONS ACADEMY	2727	8011920427	BR620A	AP	MAY 2020 TUITION FOR PRIVATE PLACEMENT STUDENT TO ATTEND VIRTUAL CONNECTIONS INV#	F O	06/01/2020	06/01/2020	R	\$4,224.90
							19-20				\$4,224.90
VIRTUAL 005	VIRTUAL CONNECTIONS ACADEMY	2728	8011920427	BR620A	AP	MAY 2020 TUITION FOR PRIVATE PLACEMENT STUDENT TO ATTEND VIRTUAL CONNECTIONS INV#	F O	06/01/2020	06/01/2020	R	\$4,224.90
							19-20				\$4,224.90

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>RANK</u>	<u>DESCRIPTION</u>	<u>LQ</u>	<u>S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
<u>ACH VOID DOWNLOAD</u>		<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
						NUMBER OF INVOICES: 2						\$8,449.80
WAREHOUS000	WAREHOUSE DIRECT OFFICE PRODUCTS	4648101-0	7001921597	BR620A	AP	CESC - FACE MASKS - DISPOSABLE	F	O	06/01/2020	06/01/2020	R	\$9,200.00
									19-20			\$9,200.00
WAREHOUS000	WAREHOUSE DIRECT OFFICE PRODUCTS	4649946-0	7001921549	BR620A	AP	CESC - FACE MASKS - DISPOSABLE	F	O	05/26/2020	05/26/2020	R	\$3,220.00
									19-20			\$3,220.00
WAREHOUS000	WAREHOUSE DIRECT OFFICE PRODUCTS	4649946-1	7001921548	BR620A	AP	CESC - FACE MASKS - DISPOSABLE	F	O	05/25/2020	05/25/2020	R	\$19,780.00
									19-20			\$19,780.00
WAREHOUS000	WAREHOUSE DIRECT OFFICE PRODUCTS	4660405-0	7001921546	BR620A	AP	CESC - FASTENERS AND CABLE TIES	F	O	05/25/2020	05/25/2020	R	\$22.84
									19-20			\$22.84
						NUMBER OF INVOICES: 4						\$32,222.84
WATER OP000	WATER OPTIONS INC	23093	5001920324	BR620A	AP	WATER COOLER RENTAL FEE	F	O	05/25/2020	05/25/2020	R	\$20.00
									19-20			\$20.00
						NUMBER OF INVOICES: 1						\$20.00
WESTEBRE000	WESTERHOFF, BRENNNA	652, 731	0000000000	BR620A	AP	TUITION REIMBURSEMENT		O	05/22/2020	05/22/2020	A	\$10,198.00
									19-20			\$10,198.00
						NUMBER OF INVOICES: 1						\$10,198.00
						TOTAL NUMBER OF OPEN INVOICES:						136
												\$318,613.87
							6 ACH CHECK INVOICES					\$10,727.05
							130 COMPUTER CHECK INVOICES					\$307,886.82
						TOTAL INVOICES:						136
												\$318,613.87

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>

BANK TOTALS:	BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT
	AP	**A000 1010 0000 00 000000	\$318,613.87	\$318,613.87

LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING
 P = PARTIAL LIQUIDATION F = FULL LIQUIDATION
 BLANK = NO LIQUIDATION

***** End of report *****

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>		<u>DISC AMT</u>		<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>	<u>ADJ AMT</u>	<u>CHECK NBR</u>		<u>INVOICE AMOUNT</u>
AT&T	000 AT&T	630Z99022005	0000000000	APY620A	AP	LOCAL PHONE SERVICES (ANNUAL)	H	06/02/2020	06/02/2020	R	\$91.39
							19-20		85925		\$91.39
NUMBER OF INVOICES: 1											\$91.39
CONSTELL001	CONSTELLATION NEWENERGY GAS	2777609	0000000000	APY620A	AP	NOV 2019	H	02/05/2020	06/02/2020	V	\$35,899.10
							19-20		85223		\$35,899.10
CONSTELL001	CONSTELLATION NEWENERGY GAS	2777609	0000000000	APY620A	AP	NOV 2019	H	02/05/2020	06/02/2020	R	\$35,899.10
							19-20		85926		\$35,899.10
NUMBER OF INVOICES: 2											\$0.00
ENTERPRI000	ENTERPRISE FLEET MGMT	EMR0140740	0000000000	APY620A	AP	CESC - FLEET - MONTHLY	H	05/30/2020	05/30/2020	R	\$6,236.69
							19-20		85924		\$6,236.69
NUMBER OF INVOICES: 1											\$6,236.69
IL STUDE000	IL STUDENT ASST COMMISSION	20200417ADWGA17	0000000000	APY620A	AP	Payroll accrual	H	04/17/2020	06/02/2020	V	\$116.58
							19-20		85642		\$116.58
IL STUDE000	IL STUDENT ASST COMMISSION	20200501ADWGA17	0000000000	APY620A	AP	Payroll accrual	DH	05/01/2020	05/01/2020	R	-\$116.58
							19-20				-\$116.58
IL STUDE000	IL STUDENT ASST COMMISSION	20200501ADWGA17	0000000000	APY620A	AP	Payroll accrual	VH	05/01/2020	05/01/2020	R	-\$116.58
							19-20				-\$116.58
NUMBER OF INVOICES: 3											-\$116.58
THIS FUN000	THIS FUND	258150	0000000000	APY620A	AP	MAY 2020 PREMIUM	H	05/30/2020	05/30/2020	R	\$923.41
							19-20		805424		\$923.41
NUMBER OF INVOICES: 1											\$923.41

<u>VEN-KEY</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>PO NUMBER</u>	<u>BATCH</u>	<u>BANK</u>	<u>DESCRIPTION</u>	<u>LQ S</u>	<u>INV DATE</u>	<u>DUE DATE</u>	<u>C</u>	<u>NET AMOUNT</u>
	<u>ACH VOID DOWNLOAD</u>	<u>DISCOUNT DESCRIPTION</u>			<u>DISC AMT</u>	<u>ADJUSTMENT DESCRIPTION</u>	<u>FY</u>		<u>ADJ AMT</u>	<u>CHECK NBR</u>	<u>INVOICE AMOUNT</u>

TOTAL NUMBER OF HISTORY INVOICES:						8					\$7,134.91
						6	COMPUTER CHECK INVOICES				\$43,150.59
						2	VOID CHECK INVOICES				\$-36,015.68
TOTAL INVOICES:						8					\$7,134.91

BANK TOTALS:	BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT
	AP	**A000 1010 0000 00 000000	\$7,134.91	\$7,134.91

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***** End of report *****



Geneva Community Unit School District 304
227 North Fourth Street
Geneva, IL 60134

Board of Education Report

To: Dr. Kent Mutchler, Superintendent
Board of Education

From: Mary Dunmead, Director of Transportation

Date: Tuesday, June 2, 2020

Meeting: Monday, June 8, 2020

Agenda Item:

Approval of the Resolution for the Certification of 2020-2021 Hazardous Bus Routes

Item Type: Consent **Action** Information Discussion

Recommended Motion:

Motion to approve the resolution providing for the certification of hazardous bus routes for the 2020-2021 school year as presented.

Vision Connection: Effective Communicators

Policy Reference (if applicable): 4:110 - TRANSPORTATION

Background Information:

Annually the District reviews hazardous busing conditions to receive reimbursement through the Illinois State Board of Education annual transportation claim. The routes listed below, represent the areas to be approved for the 2020-2021 school year.

<u>Sequence</u>	<u>School</u>	<u>Location</u>	<u>Sequence</u>	<u>School</u>	<u>Location</u>
304-81-01	HSS	Old Kirk Road	304-03-07	St Peter	South @ S Hampton
304-81-02	HSS	Elm Road	304-03-08	St Peter	State St
304-83-01	HSS	W. Kirk Road	304-03-09	St Peter	South W - S. Hampton
304-83-02	HSS	E. Kirk Road	304-03-10	HES	Peck Rd
304-91-13	WAS	South/Gray/Sheila	304-03-11	HSS	School St
304-91-14	HSS	Spring/Kansas	304-03-12	MCS	Brundige @ Sulley
304-91-15	HSS	Simpson/Sandholm	304-03-13	MCS	Armstrong
304-91-16	HSS	Howell Dr	304-03-14	MCS	Sulley Drive
304-91-17	HSS	Division/Bennett	304-04-01	HSS	Chandler Ave
304-91-20	WAS	Southampton	304-04-02	WAS	Fargo Blvd
304-91-22	HSS	Kirkwood	304-06-01	GMS	Kaneville Rd
304-94-06	WAS	RR Crossing	304-07-01	St Peter	Ray to Cheever
304-94-10	GMS	Eagle Brook	304-07-06	St Peter	Western RR Tracks
304-03-01	HES	Peck Rd	304-07-07	St Peter	Randall Rd
304-03-02	HES	Fisher Dr	304-08-03	MCS	Keslinger-Brundige
304-03-03	GMS	Fabyan Pkwy	304-08-04	WES	Kaneville Rd

304-03-04	GHS	State St	304-08-05	WES	State – Williamsburg
304-03-05	GHS	State St	304-08-06	WES	State from W – Willow
304-03-06	GHS	Williamsburg	304-08-07	FES	S Mill Crk Dr @ bridge

Procedure for annual approval.

- a. Confirm those previous hazardous bus route approvals by Resolution to Continue as Serious Safety Hazardous Busing.
2. Petition for new areas
 - a. To qualify for hazardous busing for areas less than 1 ½ miles from home to school, the student must face (by regulation) at least one of four possible hazards. The hazards are:

Type I: Walking along a Roadway
 Grade of student
 Location of walkway in relation to road
 Speed of traffic
 Volume of traffic
 Length of hazard

Type II: Walking along a Roadway
 Grade of student
 Reason for walking on roadway
 Speed and volume of traffic
 Length of hazard

Type III: Crossing a Roadway
 Grad of student
 Intersection control
 Speed and volume of traffic
 Width of roadway

Type IV: Crossing a Railroad Track
 Grade of student
 Crossing protection and number of tracks
 Speed and number of trains

For any of the above four hazards to successfully apply to a Geneva area, a series of twelve (12) points must be accumulated for each hazard type. If the student faces more than one hazard in route to school, then application may be made for multiple hazards. In the case of the later, a series of twenty (20) points must be accumulated.

In addition to the points given in certain traffic environments, the school district board may add one or two judgment points for fractions particular to the hazard for each request. A narrative must accompany each request as well as a traffic map.

ATTACHMENT(S):

2020-2021 Hazardous Bus Route Resolution

RESOLUTION

WHEREAS, the Board of Education of Geneva Community Unit School District 304, Kane County, Illinois, submitted and had approved an application for hazardous areas in said district identified as follows:

All Schools (FES, GHS, GMSN, GMSS, HES, HSS, MCS, St. Peter, WAS, WES):

<u>Sequence</u>	<u>School</u>	<u>Location</u>	<u>Sequence</u>	<u>School</u>	<u>Location</u>
304-81-01	HSS	Old Kirk Road	304-03-07	St Peter	South @ S Hampton
304-81-02	HSS	Elm Road	304-03-08	St Peter	State St
304-83-01	HSS	W. Kirk Road	304-03-09	St Peter	South W - S. Hampton
304-83-02	HSS	E. Kirk Road	304-03-10	HES	Peck Rd
304-91-13	WAS	South/Gray/Sheila	304-03-11	HSS	School St
304-91-14	HSS	Spring/Kansas	304-03-12	MCS	Brundige @ Sulley
304-91-15	HSS	Simpson/Sandholm	304-03-13	MCS	Armstrong
304-91-16	HSS	Howell Dr	304-03-14	MCS	Sulley Drive
304-91-17	HSS	Division/Bennett	304-04-01	HSS	Chandler Ave
304-91-20	WAS	Southampton	304-04-02	WAS	Fargo Blvd
304-91-22	HSS	Kirkwood	304-06-01	GMS	Kaneville Rd
304-94-06	WAS	RR Crossing	304-07-01	St Peter	Ray to Cheever
304-94-10	GMS	Eagle Brook	304-07-06	St Peter	Western RR Tracks
304-03-01	HES	Peck Rd	304-07-07	St Peter	Randall Rd
304-03-02	HES	Fisher Dr	304-08-03	MCS	Keslinger-Brundige
304-03-03	GMS	Fabyan Pkwy	304-08-04	WES	Kaneville Rd
304-03-04	GHS	State St	304-08-05	WES	State – Williamsburg
304-03-05	GHS	State St	304-08-06	WES	State from W – Willow
304-03-06	GHS	Williamsburg	304-08-07	FES	S Mill Crk Dr @ bridge

and **WHEREAS**, these hazardous conditions continue to exist; and, **WHEREAS**, the Illinois Compiled Statutes, Chapter 105, Paragraph 29-3 requires annual certification of hazardous conditions.

THEREFORE BE IT RESOLVED by the Board of Education, Geneva CUSD 304, Kane County, Illinois, that such hazardous conditions as previously verified and certified do continue to exist at the previous level of danger, and that the Board of Education has reviewed the conditions previously approved and find they remain unchanged and that Geneva CUSD 304 requests free transportation for the identified population for **2020-2021**.

THIS RESOLUTION shall be in full force from and after its passage.
ADOPTED: This **8th** day of **June 2020**.

Dr. Kent Mutchler, Secretary
Geneva CUSD 304

Mrs. Taylor Egan, President
Geneva CUSD 304



Geneva Community Unit School District 304
227 North Fourth Street
Geneva, IL 60134

Board of Education Report

To: Dr. Kent Mutchler, Superintendent
Board of Education

From: Dr. Dean Romano, Assistant Superintendent for Business Services

Date: Wednesday, June 3, 2020

Meeting: Monday, June 8, 2020

Agenda Item:

Athletic Training Services Agreement for FY21 through FY23

Item Type: Consent **Action** Information Discussion

Recommended Motion:

Motion to approve the agreement with ATI for Athletic Training Services for the 2020-2021, 2021-2022 and 2022-2023 school years as presented.

Vision Connection: Effective Communicators

Policy Reference (if applicable): 4:60 – Purchases and Contracts

Background Information:

The existing agreement with ATI Physical Therapy to provide Athletic Training Services to support student athletics is set to expire on June 30, 2020. Mr. Carli has worked with ATI to prepare a new three-year agreement for Board consideration. This new agreement has also been reviewed and negotiated with assistance from our legal counsel relating to the use of a new “PH Platform” which is a digital software that will assist the District and Contractor to better manage intake and injury documentation in a secure environment.

The proposed agreement has an escalating cost for annual services of \$34,000, \$37,000 and \$40,000 for each year of the agreement.

The District has enjoyed a strong working relationship with ATI staff as well as receiving quality support for student athletes. It is recommended that this agreement be approved to maintain these supports with the added benefit of the new “PH Platform”.

ATTACHMENT(S): N/A



Geneva School District #304

Summary of Estimated NIA Costs:

Service Fees-----	\$713,754.80
Estimated Assessment-----	\$10,386.70
Actual amount will be calculated based on ADA figures reported to ISBE for the 2019-2020 school year.	
Estimated Deaf/HH Program Tuition -----	\$0.00
0 Students - Actual Tuition Cost for FY21 has not yet been determined	
Estimated FY21 Total -----	\$724,141.50

ATTACHMENT B **FY21**



FY21 SERVICES & FEES SUMMARY

GENEVA #304

SERVICE AREA	DAILY RATE	FY21 UNITS	TOTAL
SUPERVISION/SUPPORT/BASELINE			
HEARING SUPERVISION/BASELINE	\$738.00	6	\$4,428.00
AUDIOLOGY SUPPORT/BASELINE	\$679.00	29	\$19,691.00
VISION SUPERV TECH ASSISTANCE/BASEL	\$734.00	6	\$4,404.00
SUBTOTAL			\$28,523.00
ANNUAL ASSESSMENT PAID IN FY20			(\$10,386.70)
SUPERVISION/SUPPORT/BASELINE FEE:			\$18,136.30
HEARING			
COUNSELING	\$703.00		\$0.00
HEARING TEACHING	\$570.00		\$0.00
FM/HAT (HEARING ASSISTIVE TECHNOLOG	\$679.00	12	\$8,148.00
VISION/MULTI			
ORIENTATION & MOBILITY	\$567.00	34.5	\$19,561.50
VISION TEACHING	\$567.00	138	\$78,246.00
THERAPY			
OCCUPATIONAL THERAPY	\$599.00	576	\$345,024.00
PHYSICAL THERAPY	\$599.00	180	\$107,820.00
THERAPY SUPERVISION	\$623.00		\$0.00
SPEECH/LANGUAGE SUPERVISION	\$568.00		\$0.00
SPEECH/LANGUAGE THERAPY	\$568.00		\$0.00
SPECIAL SERVICES			
AUTISM LOW INCIDENCE SUPPORT	\$1,063.00		\$0.00
INTERPRETERS			
INTERPRETERS	\$379.00	361	\$136,819.00
DIAGNOSTICS			
PSYCHOLOGICALS	\$738.00		\$0.00
GRAND TOTAL			\$713,754.80

Attachment A

2/4/2020



SPECIAL EDUCATION BASELINE & PROGRAM SUPPORT/RELATED SERVICES AGREEMENT

This document represents an agreement between the Northwestern Illinois Association (NIA) and Geneva CUSD #304 for the 2020-2021 School Year (FY21).

- I. The Northwestern Illinois Association will:
 - A. Provide baseline and program support/related services as defined by the NIA Articles of Agreement and the Guidelines for Baseline and Program Support/Related Services, which are available upon request.
 - B. In the event that the NIA is unable to fulfill the total agreed upon baseline and program support/related services which results in reduction of total costs in services to the special education cooperative or local school district, a rebate will be issued to the special education cooperative and/or local school district.

- II. The Special Education Cooperative and/or Local School District agree to:
 - A. Purchase from the NIA special education services as detailed on Attachment A.
 - B. Comply with the NIA Guidelines for Baseline and Program Support/Related Services which are available upon request.
 - C. Reimburse the NIA on a quarterly basis (four equal installments) for the agreed upon services based on the NIA Executive Board approved daily rate.
 - D. School districts and special education cooperatives will be granted a grace period of thirty (30) calendar days past the due date for quarterly billing as well as any other billing. After the thirty (30) day grace period, a late fee of two percent (2%) of the total bill will be charged. (Articles of Agreement, Article III, Section F.)
 - E. All staff assignments for baseline and program support/related services will be made by the NIA Regional Director and/or designee. By signing an agreement for baseline and program support/related services with NIA, the school district or special education cooperative accepts the NIA assigned staff members. The school district or special education cooperative must accept the assigned NIA professional personnel that have been rated as satisfactory or better through the evaluation process.

AUTHORIZATION:

NORTHWESTERN ILLINOIS ASSOCIATION

COOPERATIVE/SCHOOL DISTRICT

 Jon Malone, Regional Director
 May 18, 2020

 Cooperative/District Director (date)
 (Signature)

 Cooperative/District Director
 (Printed)

Attachment A—Services & Fees Summary
 Attachment B— Summary of Estimated NIA Costs