

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
BOARD OF EDUCATION - REGULAR MEETING  
WEDNESDAY, APRIL 12, 2017  
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

*Achieving excellence in learning through an equitable education for all.*

**AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**I. RECOGNITION OF VISITORS AND VISITOR PARTICIPATION**

**In an effort to keep Board meetings to a reasonable length, we ask visitors to make all statements regarding agenda items or other issues at this time.**

**II. COMMUNICATIONS**

- A. Daily Herald WildStang Partnership Article 5
- B. St. Baldrick's Day Fundraiser 8  
**This was a District fundraiser for pediatric cancer. Students, parents and staff of all ages had their heads shaved to support this activity. Many young woman purchased the green extension to support the cause.**
- C. ePTO Check Presentation for Stipends and Ike Playground Equipment
- D. Brownie Troop Request for Boxes in the Building for Book Drive

**III. COMMITTEE REPORTS**

- A. Building and Sites  
**Jeff will report.**
- B. I.A.S.B./ED-RED  
**Carol will report.**
- C. Policy  
**Kevin will report.**
- D. School/Community Relations  
**Martha will report.**
- E. N.S.S.E.O.  
**Carol will report.**
- F. Finance  
**Jeff will report.**
- G. Negotiations  
**No report.**

**IV. CONSENT AGENDA**

**I move to approve the consent agenda as presented.**

- A. Approval of Regular Meeting Minutes of March 8, 2017 10
- B. Approval of Executive Session Minutes of March 8, 2017 17
- C. Approval of Personnel Report
- D. Resolution Recognizing National Volunteer Week - April 23-29, 2017 19

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
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**AGENDA**

**We are recognizing Volunteer Appreciation Week, April 23 - 29. This is our opportunity to publicly recognize the individuals who give of their time and talents on behalf of the students and staff of School District 23. Over the course of the school year, our volunteers have contributed their time and talents to the students of School District 23 and in so doing have contributed to the success of our students. Through their service, District 23 volunteers provide our students with a concrete example of behavior which models service to the community. Their efforts not only encourage and support the individuals they serve, but they also motivate others to serve as well.**

- E. Resolution for Staff Appreciation Week May 7-13, 2017: Nurses, Professional Educators and Support Staff 20

**The proclamation is opportunity to publicly celebrate our entire staff and recognize the importance of each staff member and the many roles they fill each and everyday. Public education is a cornerstone of our democracy and it provides every child with the opportunity to thrive in an increasingly competitive world. On May 9th, we encourage the entire community to join us by taking the time to recognize and say thank you to District 23 staff members and the service they provide to our students.**

- F. Resolution For Honorable Dismissal of Educational Support Personnel 21  
G. Extension of ECRA two-year agreement 22  
H. Approval of Final Insurance Renewal Rates (EBC health, dental and life) 25

**V. FINANCIAL REPORT**

**I move to approve the financial report as presented.**

- A. Approval of Financial Report 26

**VI. SUPERINTENDENT'S REPORT**

- A. Enhancing Parent Communications: Findings and Recommendations (**Discussion**) 77

**Jascula Terman completed the parent communication study in February of 2017. The purpose of this audit was to review our communications to parents and make recommendations for improvement. The report has been shared with the communication's committee and with district administration. Holly Bartecki, Senior Vice President and James Chase, Accounts Director will present the report to the Board. Findings from this report will be used to develop our plan for the continual improvement of our communications to parents for 2017 - 2018.**

- B. Early Childhood Program Update (**Discussion**) 100

**Our award winning Early Childhood team has continued to meet and discuss program improvements as we continue to identify and implement strategies and curriculum to continue to meet the needs of our earliest learners. Chrys and her team will share the highlights of their work. I applaud the work of the the group to redesign the Early Childhood calendar to provide both increased student contact time and reduce the need to rely on substitutes.**

- C. Approval of contract for ZONES Advanced Solutions Groups for \$206,614.37 to provide a network equipment upgrade and refresh. (**Action**) 124

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
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**AGENDA**

**This is the project that the finance committee has been reporting on at the Board meetings for the past several months. This project is a 60/40 split with e-rate picking up 60% of the cost. E-Rate provides discounted telecommunications, internet access, and internal connections to eligible schools and libraries. It is funded by the Universal Service fund. To participate schools must comply with the competitive bid process and submit all work through the commission for approval. The 40% the District will pay (\$82,645) is spread over three budget years starting with 2017. This quote includes replacement UPS's, upgrade of older WiFi equipment to current technology, upgrade of cable plant to support modern 10Gbps speeds, and switch upgrades to replace aging, end of life devices.**

**I move to approve the contract for ZONES Advanced Solutions Group for \$206,614.37 to provide a network equipment upgrade and refresh.**

- D. Approval of contract for ZONES Solutions Group for \$47,834.25 to implement a new network and wireless solution for District 23. (Action) 136

**This is part of the project that the finance committee has been reporting out on the past several months. This project is a 60/40 split with e-rate picking up 60% of the cost. Please see the previous agenda item for an understanding of e-rate. The 40% the District is paying (\$19,133) is included in the budget over three years starting in 2017. This quote includes replacing 135 existing Cisco AP devices with new Aruba AP's, 2200 feet of armored 6-strand multi-mode rates OM3 10G fiber optic cable, and all required support and installation.**

**I move to approve the contract for ZONES Solutions Group for \$47,834.25 to implement a new network and wireless solution for District 23.**

- E. Proposed NSSEO Budget for 2017-2018 (Discussion) 149

**The budget reflects an anticipated decrease of \$108,523, which represents a reduction of 2.5 students and various minor adjustments to other NSSEO services for the 2017-2018 school year. Projected expenditures to NSSEO for 2017-2018 are \$444,551. Our strong instructional program within the District continues to decrease our reliance on NSSEO.**

**If you have questions over the next month, please let me know. We will vote on the NSSEO budget at our May meeting.**

- F. Freedom of Information Act Requests (FOIA) (Information)

**VII. RECOGNITION OF VISITORS AND VISITOR PARTICIPATION**

In an effort to keep Board meetings to a reasonable length, we ask visitors to make all statements regarding agenda items or other issues at this time.

**VIII. OLD BUSINESS**

- A. April 26 Board Reorganization Meeting @ 7:00 PM  
B. May 24 Board Workshop @ 6:00 PM

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**AGENDA**

**IX. NEW BUSINESS**

A. Board Policy Updates

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**X. EXECUTIVE SESSION**

**I move we adjourn to Executive Session for matters regarding personnel, negotiations, litigation and purchase or lease of real property. There will be no action after Executive Session.**

A. Personnel

B. Negotiations

C. Litigation

D. Purchase or Lease of Real Property

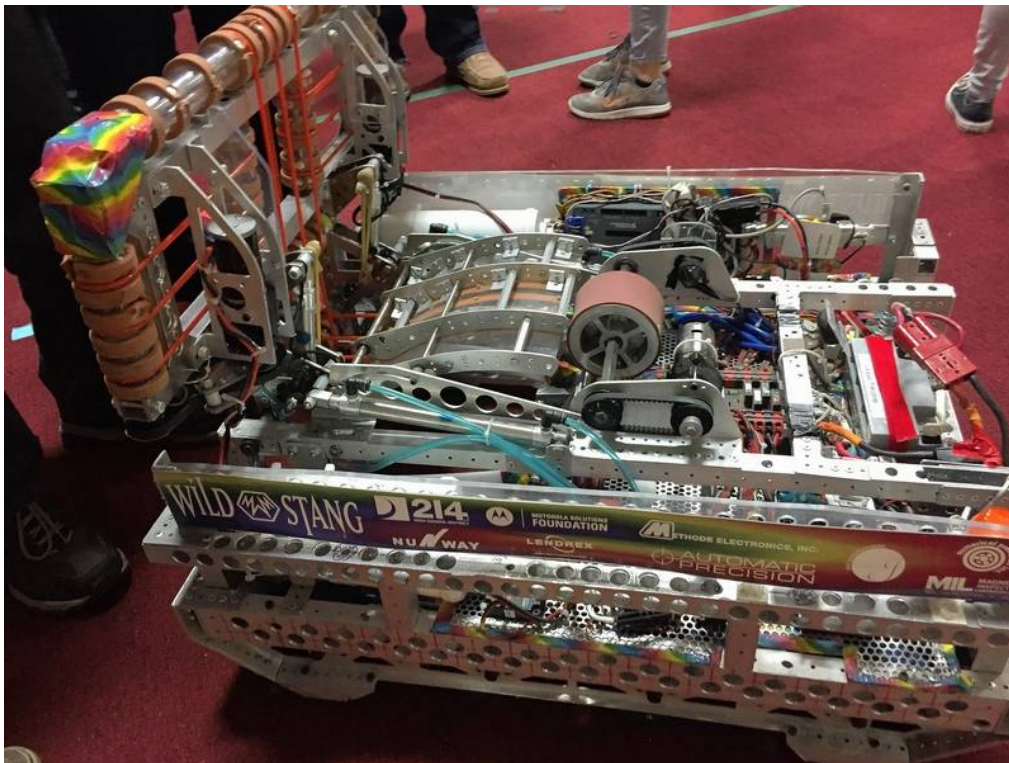
**DISTRICT ORGANIZATIONAL GOALS**

- Provide educational opportunities that are responsive to the needs of all learners and reflective of the demands of accountability.
- Engage families, community members and staff in dialogue, deliberation and collaborative thinking around the common interests of District 23.
- Manage resources efficiently and effectively to align with District priorities while being fiscally responsible

Submitted | posted: 3/10/2017 1:47 PM

# Districts 214, 23 celebrate partnership for STEM students

## Districts 214, 23 celebrate partnership for STEM students



**This student-built robot was used for demonstrations at the open house for the WildStang robotics team. Northwest Suburban High School District 214 and Prospect Heights Elementary District 23 recently partnered to provide dedicated space at MacArthur Middle School, where team members will mentor students interested in STEM fields.**

*Courtesy of District 214*

### Submitted by District 214

Members of Northwest Suburban High School District 214's award-winning WildStang robotics team set up shop at MacArthur Middle School in Prospect Heights in February, getting to work in what will become their new headquarters.

Through a new partnership celebrated at a February open house, the team will use eight rooms at MacArthur to create, build and innovate, and also will mentor MacArthur Middle School students interested in the STEM (science, technology,

engineering and mathematics) fields.

"We are enabling middle school students to see robotics up close, to build and to think critically and to think big," District 214 Superintendent David Schuler told a standing-room-only crowd at the partnership celebration, as a student-built robot sat in the background for demonstrations.

"In District 214, and I know in District 23, we believe in partnerships that strengthen our schools and allow us to deliver the most relevant and innovative education to our students, so they are prepared for futures that we can't even yet imagine. This is another step in that direction, and we couldn't be more grateful to District 23 for making this a reality."

For many years, WildStang worked out of Motorola Solutions, which also provided mentors. More recently, the group moved to District 214's Forest View Educational Center in Arlington Heights amid changes at Motorola's Schaumburg campus.

The District 23 partnership offered the promise of more room -- and the ability to influence more student passions.

MacArthur will house the team's practice and building space, and MacArthur eighth-graders can participate in and earn early high school robotics credit through the WildStang program. It's a first-of-its-kind program in both school districts, and Prospect Heights Elementary District 23 Superintendent Debbie Wilson said she is inspired by the promise it holds.

"As educators, it is our job to continually be looking for opportunities like this one, that expose our students to hands-on learning in fields with tangible career opportunities, so they can discover passions and talent early on," she said. "This is a great opportunity for all of us."

WildStang was founded in 1996, comprising students from Wheeling and Rolling Meadows high schools. It now includes about 70 students annually from all District 214 schools, and continues to grow. The team has achieved significant success, winning three world championships and gaining entry into the FIRST Robotics Hall of Fame.

Students on the team work together, under the guidance of coaches and professional mentors, to fashion robots that can complete specific mechanical tasks assigned to them for competitions annually.

And though data suggests the need demand for engineers will grow, it's not just about creating more scientists. WildStang graduates study and succeed in everything from engineering and computer science to business, finance, journalism and education.

"They have an incredible history of success, and the partnership created today will only help that legacy continue to grow," District 214 Board President Alva Kreutzer said at the celebration.

"I'm thrilled to be here today, working with another school district whose students will someday become District 214 students, to create more space for all our students to work and build and learn."

The team, in its trademark tie-dye T-shirts, worked busily at MacArthur in advance of the open house celebration, with competition season in full swing.

The space soon will be updated and renovated with furniture and fixtures that can be moved and repositioned to allow maximum work and educational space.

The team and the new partnership have received financial support from Bosch, Bosch/Rexroth, the Bosch Community Foundation, the Golden Corridor Advanced Manufacturing Partnership, Motorola Solutions, Northrop Grumman and the Technology and Manufacturing Partnership.

For information, contact Dan Weidner at (847) 718-7696.

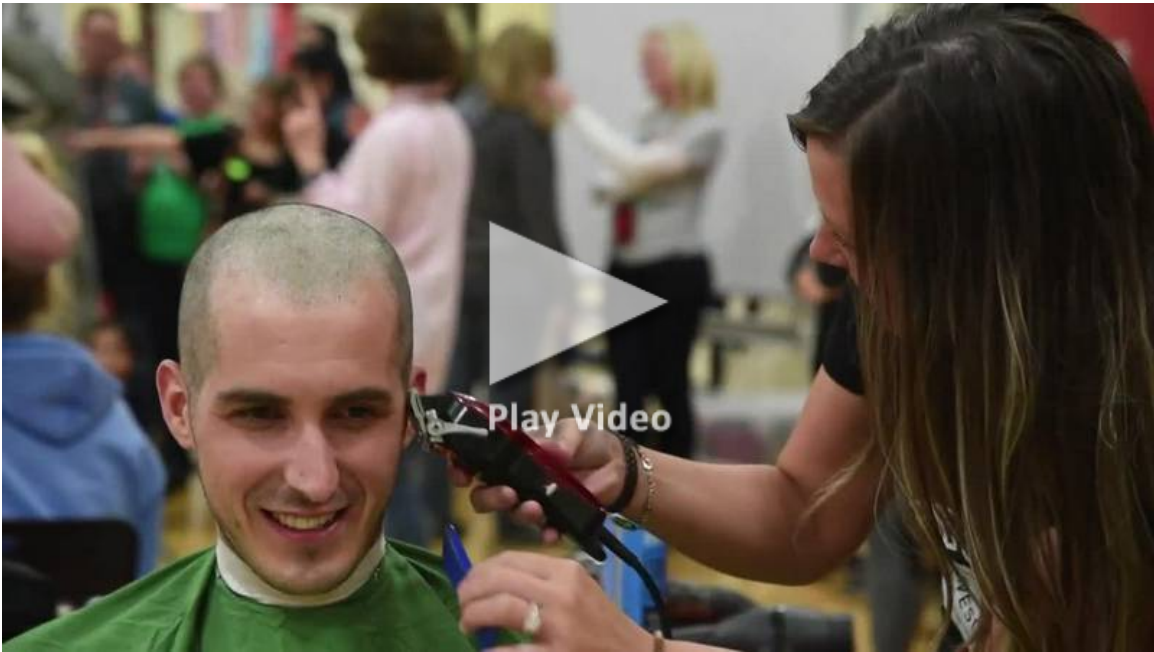
Winner - 2015 Best Website



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News | updated: 3/24/2017 10:08 PM

# Hair-razing fundraiser in Prospect Heights



**Video:** District 23 St. Baldrick's

## Daily Herald report

Prospect Heights Elementary District 23 held a hair-razing fundraiser Friday at MacArthur Middle School for the St. Baldrick's Foundation fighting pediatric cancer. Male and female students, teachers and administrators from throughout the district participated.

Guys had their heads shaved while the ladies had a choice between shaving their heads or having green extensions braided into their hair.

The staff members of Lady Jane's Haircuts for Men in Palatine donated their time to shave and braid the extensions.

The fundraiser is an especially poignant one for District 23, which has lost students to cancer.

Winner - 2015 Best Website



MINUTES OF THE REGULAR MEETING  
OF THE  
BOARD OF EDUCATION  
PROSPECT HEIGHTS SCHOOL DISTRICT 23  
MARCH 8, 2017  
GRODSKY ADMINISTRATION CENTER

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Mari-Lynn Peters, Board President, called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

ABSENT: Mrs. Olsen

ALSO

PRESENT: Dr. Deb Wilson, Superintendent; Dr. Don Angelaccio, Assistant  
Superintendent for Instruction; Mr. Micheal DeBartolo, Business Manager

RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

No one addressed the Board.

COMMUNICATIONS

LIBRARY GRANT AWARD

Dr. Wilson informed the Board of a letter received from the Illinois Office of the Secretary of State informing her that District 23 is in receipt of a Library Grant for approximately \$1,000. Funds received, which are based on the number of students in the District, will be used to purchase library materials.

THANK YOU NOTE

Dr. Wilson shared a thank you note sent to the Board for flowers sent to an employee.

COMMITTEE REPORTS

Buildings and Sites: Mr. Bednar reported on the committee meeting held February 27<sup>th</sup>. The committee discussed several topics including upcoming projects for the summer and hiring

summer maintenance workers. They discussed the classroom physical needs for applied technology such as cabinets, TVs and other equipment. They reviewed roofing needs and repairs, and discussed the baseball fields, intergovernmental agreements, and a PTO donation to purchase additional playground equipment at Eisenhower.

IASB/ED-RED: Mrs. Botwinski shared the North Cook Annual Spring Dinner Meeting invitation, which was passed around so interested Board members could be registered. There was no ED-RED meeting this month.

Policy: No report.

School/Community Relations: Mr. Chester reported that the main topic of the committee meeting was on data received from the communications survey. It appears that the best way to communicate with public may be through school email and social media tools. The survey provided good feedback from parents, who like the website, and 94% of respondents are happy with district communications. The committee is still working on the newsletter. The focus will be on the results of the Life Safety Report, the District Long Range Plan, and the district financial projections.

NSSEO: Mrs. Botwinski reported on the NSSEO Governing Board's March meeting. The NSSEO Stars presentation was provided by Miner School students, who held a transition showcase, where students had tables displaying school projects, and talked about their aspirations for the future, and job plans. As for Board business, they approved the 2017-2018 school calendar and discussed the extended school year calendar, and took care of routine business.

Finance: Mr. Bowes reported on the Finance Committee meeting held February 28<sup>th</sup>. They discussed bids and an amendment that was made to the grant applications to potentially receive additional funds. There was a debt service presentation, and they discussed the bill payment resolution that will be presented under the Consent Agenda. They also reviewed the food service contract, but anticipate no changes.

Negotiations: No report.

## CONSENT AGENDA

### APPROVAL OF REGULAR MEETING MINUTES

Mr. Novak moved and Mr. Bednar seconded the motion to approve the Regular Meeting Minutes of February 8, 2017 as presented.

#### ROLL CALL:

AYES: Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Peters,  
Mr. Bednar, Mrs. Botwinski

NAYS: None

ABSENT: Mrs. Olsen

### APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES

Mr. Novak moved and Mr. Bednar seconded the motion to approve the Executive Session Minutes of February 8, 2017 as presented.

ROLL CALL:

AYES: Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Peters,  
Mr. Bednar, Mrs. Botwinski

NAYS: None

ABSENT: Mrs. Olsen

APPROVE RESOLUTION AUTHORIZING THE HONORABLE DISMISSAL OF  
TEACHER(S) DUE TO REDUCTION IN FORCE

Mr. Novak moved and Mr. Bednar seconded the motion to approve the Resolution Authorizing the Honorable Dismissal of Teachers Due to Reduction in Force as presented.

ROLL CALL:

AYES: Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Peters,  
Mr. Bednar, Mrs. Botwinski

NAYS: None

ABSENT: Mrs. Olsen

PERSONNEL REPORT

Mr. Novak moved and Mr. Bednar seconded the motion to approve the March Personnel Report as presented, a copy of which is attached to these minutes.

ROLL CALL:

AYES: Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Peters,  
Mr. Bednar, Mrs. Botwinski

NAYS: None

ABSENT: Mrs. Olsen

APPROVAL OF RESOLUTION FOR DISPOSAL OF PROPERTY

Mr. Novak moved and Mr. Bednar seconded the motion to approve Resolution for Disposal of Property as presented.

ROLL CALL:

AYES: Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Peters,  
Mr. Bednar, Mrs. Botwinski

NAYS: None

ABSENT: Mrs. Olsen

APPROVAL OF eRATE CONTRACT

Mr. Novak moved and Mr. Bednar seconded the motion to approve the eRate contract as presented.

ROLL CALL:

AYES: Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Peters,  
Mr. Bednar, Mrs. Botwinski

NAYS: None

ABSENT: Mrs. Olsen

FINANCIAL REPORT

Mr. Bednar moved and Mrs. Botwinski seconded the motion to approve the Financial Report as presented of bills in the amount of \$450,059.53 and the payroll for March in the amount of \$1,134,300.02.

ROLL CALL:

AYES: Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Peters,  
Mr. Bednar, Mrs. Botwinski

NAYS: None

ABSENT: Mrs. Olsen

SUPERINTENDENT'S REPORT

DEBT SERVICE PRESENTATION

Dr. Wilson introduced Elizabeth Hennessy from William Blair who gave a presentation on debt service. Ms. Hennessy discussed the outstanding debt of District 23 and the statutory debt limit. She took the Board through a PowerPoint illustrating options for paying off debt, as well as explaining different types of bonds that are available. The Board has seven years left to pay off current bonds. Ms. Hennessy explored options to finance and budget for the long-range plan with the School Board. Ms. Hennessy also provided information on referendum options, and then took questions from the Board and administrators.

Dr. Wilson thanked Ms. Hennessy for coming to the meeting and taking the time to make the presentation.

FIVE YEAR EDUCATIONAL PROJECTIONS

As part of long-range planning, Dr. Angelaccio presented the Five-Year Educational Programming Projections. He explained the different considerations for student growth. Three elements of educational programming are integrated technologies, student services, and Curriculum and Instruction. Dr. Sroka, Director of Special Education, and Mrs. Maria Stavropulos, Director of Technology, assisted Dr. Angelaccio with their specific areas of expertise.

They shared their thoughts on the future direction of education, which included individually based education, flexible classroom structure, inclusive practices, integrated instructional technology and community connections such as the partnership District 23 has entered into with High School District 214 and their Wild Stang program.

Dr. Angelaccio then talked about how the programming needs are planned for through the budget, maximizing funding through grants and federal programs. He also noted the importance of supporting infrastructure to keep it up to date and functioning properly.

#### ADOPTION OF 2017-2018 STAFFING PLAN

Dr. Wilson presented the 2017-2018 Staffing Plan at the February 8<sup>th</sup> Board meeting, and there have been no changes made since that time.

Mr. Bednar moved and Mrs. Botwinski seconded the motion to approve the 2017-2018 Staffing Plan as presented.

#### ROLL CALL:

AYES: Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Peters,  
Mr. Bednar, Mrs. Botwinski

NAYS: None

ABSENT: Mrs. Olsen

#### ESTABLISH RECORDS DAY/LAST DAY OF STUDENT ATTENDANCE

Dr. Wilson reviewed PHEA contract language, detailing how the final days are decided when there have been no emergency days used. This would lead to Friday, June 9, 2017 being the last day of student attendance. The staff will have a work day on Monday, June 12, and the 13<sup>th</sup> will be a Records Day for teachers, which is not mandatory if their end-of-the-year tasks are completed.

Mr. Novak moved and Mr. Chester seconded the motion to amend the 2016-2017 Annual School Calendar to establish June 9, 2017 as the last day of student attendance and June 13, 2017 as a Records day for staff.

#### ROLL CALL:

AYES: Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Peters,  
Mr. Bednar, Mrs. Botwinski

NAYS: None

ABSENT: Mrs. Olsen

#### FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

There were two Freedom of Information Act (FOIA) requests since the February Board meeting. One is a recurring request from Smart Procure and the second one is a request for information on the 2011 referendum. Both have been responded to appropriately.

#### RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

No one addressed the Board.

#### OLD BUSINESS

There was no Old Business.

#### NEW BUSINESS

##### JUNE 7, 2017 8<sup>TH</sup> GRADE GRADUATION

Dr. Wilson asked Mr. Bednar and Mr. Novak to represent the Board and hand out diplomas at the 8<sup>th</sup> grade promotion ceremony on June 7<sup>th</sup>. Both agreed.

##### BOARD REORGANIZATION APRIL 26, 2017

Dr. Wilson noted that the Board has agreed to hold a special meeting on April 26, 2017 for the purpose of Board reorganization after the election. The Board briefly discussed the need to fill the vacant seat after the election.

##### SPECIAL MEETING OF THE BOARD OF EDUCATION IN MAY

Dr. Wilson shared a variety of dates in May and June for the Board to hold a special meeting for the purpose of conducting a workshop on long range planning. The Board decided on May 24<sup>th</sup> at 6:00 p.m.

#### EXECUTIVE SESSION

Mr. Novak moved and Mrs. Botwinski seconded the motion to adjourn to Executive Session for purposes of discussing personnel, negotiations, litigation, and the purchase or lease of real property.

#### ROLL CALL:

AYES: Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Peters,  
Mr. Bednar, Mrs. Botwinski

NAYS: None

ABSENT: Mrs. Olsen

The Board adjourned to Executive Session at 8:32 p.m.

OPEN SESSION

The Board returned to open session at 9:28 p.m.

ROLL CALL:

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

ABSENT: Mrs. Olsen

ADJOURNMENT

Mr. Novak moved and Mrs. Botwinski seconded the motion to adjourn the meeting at 9:29 p.m.

ROLL CALL:

AYES: Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Peters,  
Mr. Bednar, Mrs. Botwinski

NAYS: None

ABSENT: Mrs. Olsen

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

MINUTES OF THE EXECUTIVE SESSION  
OF THE  
BOARD OF EDUCATION  
PROSPECT HEIGHTS SCHOOL DISTRICT 23  
MARCH 8, 2017  
GRODSKY ADMINISTRATION CENTER

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Mari-Lynn Peters, Board President, called the Executive Session to order at 8:40 p.m.

ROLL CALL:

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

ABSENT: Mrs. Olsen

ALSO

PRESENT: Dr. Deb Wilson, Superintendent; Dr. Don Angelaccio, Assistant  
Superintendent for Instruction; Mr. Micheal DeBartolo, Business  
Manager

PROPERTY

Dr. Wilson provided an update on the John Muir property. The entire area (building and land) has been defined and talks are continuing with the local park districts regarding their interest to purchase.

LITIGATION

Mr. DeBartolo informed the Board about a property tax objection case that has been ongoing. The rare objection would now cost the District more to continue litigation than to settle. It was recommended by Mr. DeBartolo to grant the objection at .005% and end the case. The Board agreed.

PERSONNEL

Dr. Wilson presented a comparison of benefits and salary with area districts for administrators. A discussion followed, comparing District 23 to other districts to see if anything could be gained from possible changes.

ADJOURNMENT

Mr. Novak moved and Mrs. Botwinski seconded the motion to return to Open Session at 9:28 p.m.

ROLL CALL:

AYES: Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Peters,  
Mr. Bednar, Mrs. Botwinski

NAYS: None

ABSENT: Mrs. Olsen

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President

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Secretary

**RESOLUTION TO RECOGNIZE THE SERVICE OF VOLUNTEERS**

In conjunction with  
NATIONAL VOLUNTEER WEEK  
April 23 - 29, 2017

WHEREAS: the volunteer spirit has contributed to the success of America throughout its history; and

WHEREAS: the service of volunteers remains essential to meeting the needs of all citizens; and

WHEREAS: hundreds of committed volunteers have contributed their time and talents to School District 23; and

WHEREAS: the service provided by volunteers has benefited both the financial and educational effectiveness of the school district; and

WHEREAS: each volunteer has contributed to the success of children in school while providing students with a concrete example of behavior which models service to the community,

NOW THEREFORE, BE IT RESOLVED:

That April 23-29 is hereby designated as School District 23 Volunteer Recognition Week. The timing is perfect as it provides an opportunity this evening for the Prospect Heights Board of Education to publicly salute the individuals who give of their time and talents on behalf of students and staff of School District 23. Over the course of the school year, our volunteers have contributed their time and talents to the students of School District 23 and in doing so have contributed to the success of our students. Through their service, District 23 volunteers provide our students with a concrete example of behavior which models service to the community. Their efforts not only encourage and support the individuals they serve, but they also motivate others to serve as well.

Adopted by the Board of Education of School District 23, Prospect Heights, Illinois, on this 12<sup>th</sup> day of April 2017.

Members:

Jim Bednar

Carol Botwinski

Jeff Bowes

Pat Chester

Kevin Novak

Martha Olsen

Mari-Lynn Peters

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Board of Education President

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Board of Education Secretary



## Proclamation

Education is both a pillar of democracy and a cornerstone of American opportunity. In an increasingly competitive world, it gives our children the tools to thrive. On May 9, 2017 please join the Prospect Heights Board of Education as we celebrate our entire staff and recognize the importance of each staff member and the many roles they fill each and everyday in the effort to help our students realize their full potential. On May 9th we encourage the community to join us by taking time to recognize and acknowledge the impact of District 23 staff members on the lives of our students.

WHEREAS, District 23 staff members make public schools great; and

WHEREAS, District 23 staff members work to open students' minds to ideas, knowledge and dreams; and

WHEREAS, District 23 staff members keep American democracy alive by laying the foundation for good citizenship; and

WHEREAS, District 23 staff members fill many roles, as listeners, explorers, role models, motivators and mentors; and

WHEREAS, District 23 staff members continue to influence us long after our school days are only memories;

Now, therefore, I, \_\_\_\_\_,

serving as BOARD PRESIDENT of PROSPECT HEIGHTS SCHOOL DISTRICT 23,

Do hereby proclaim Tuesday, May 9, 2017, as

**NATIONAL TEACHER DAY**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.



**RESOLUTION FOR HONORABLE DISMISSAL  
OF EDUCATIONAL SUPPORT PERSONNEL**

**WHEREAS**, the employees listed below were employed for the 2016-2017 school term as educational support personnel; and

**WHEREAS**, the Board of Education of Prospect Heights School District 23, Cook County, Illinois, has made a decision to decrease the number of educational support personnel employees employed pursuant to Section 10-23.5 of the Illinois School Code (105 ILCS 5/10-23.5).

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

**Section 1:** That the following educational support personnel employees are hereby honorably dismissed within the designated category of position effective thirty (30) days from delivery of notice by reason of the decision of the Board of Education to decrease the number of educational support personnel employees employed thereby discontinuing some particular types of educational support services:

<u>Name</u>	<u>Category of Position</u>
Elizabeth Guza	EC Program Assistant PT
Anna DeFrenza	EC Program Assistant PT
June Seelig	EC Program Assistant PT
Nicole Baran	SPED Program Assistant PT

**Section 2:** That the President and Secretary of the Board of Education are hereby authorized and directed to give each such educational support personnel employee the written Notice of Honorable Dismissal, in the form attached hereto as Exhibit 1 and incorporated herein by reference, by certified mail, return receipt requested, at least thirty (30) days before June 12, 2017.

**Section 3:** That the Superintendent, or designee, will also hand deliver a copy of the Notice of Honorable Dismissal to each employee honorably dismissed pursuant to this Resolution.

**Section 4:** That this Resolution will be in full force and effect forthwith upon its adoption.

Member \_\_\_\_\_ moved the adoption of this Resolution and Member \_\_\_\_\_ seconded it. Upon roll call vote, the members voted as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ADOPTED this 12<sup>th</sup> day of April, 2017.

\_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education



## LETTER OF AGREEMENT

### **Purpose**

The purpose of this Letter of Agreement (the "Agreement") is to document the working arrangement between ECRA Group, Inc. ("ECRA"), and Prospect Heights School District 23 (the "District"). ECRA will provide to the District a Collaborative Research and Information Service Solution ("ECRISS") to support the District in areas related to, but not limited to research, assessment, evaluation, data warehousing, data analysis, reporting, professional development, growth models and planning, and personnel appraisal.

### **ECRA Responsibilities**

ECRA shall devote its best efforts, skill, and attention to the performance of services. ECRA shall be available at such times and places as may be mutually agreed to by the parties for the performance of services under this Agreement. ECRA shall provide all technology and research staff necessary to deliver expected services.

### **District Responsibilities**

The District shall furnish to ECRA in a prompt manner all such data, documents, information, materials, decisions, or approvals of the District as ECRA shall reasonably request or require in performance of expected services.

### **Scope of Services**

District desires to retain ECRA to provide services, which shall include, but shall not be limited to:

- Management of a student achievement data warehouse
- An online portal to manage research and reports, security implemented to the building-level
- Development of a student growth model
- Growth reports to support teacher and administrator evaluation
- Student achievement analysis to support program evaluation
- Student identification and cut score development and benchmark analysis
- Individual student growth analysis
- Unlimited phone access to ECRA
- Dedicated ECRA consultant
- Professional Development as needed (online or onsite)

The above scope of services does not include any assessment administration or test scoring services.

### **Compensation and Fees**

- \$25,000 per year for Services as outlined above.

ECRA out-of-pocket expenses related, but not limited to printing, postage, and excessive travel will be billed to the District for reimbursement.

**Invoicing**

ECRA will invoice the District in one installment on July 1<sup>st</sup> of each year this agreement is in effect.

ECRA out-of-pocket expenses related, but not limited to printing, postage, and excessive travel will be billed to the District for reimbursement at the time they are incurred.

**Business Relationship**

The District and ECRA agree that ECRA does not have the status of employee, shall not be entitled to any employee fringe benefits, and shall function as an independent contractor.

The District agrees that any and all intellectual property and technology designed, made, or conceived by ECRA (solely or jointly with others) arising from ECRA's work for the District, is the sole property of ECRA, without royalty or other consideration to the District.

The District understands that it is unlawful for it to either disclose to any person outside of the District's employment or make any unauthorized use of ECRA trade secrets or confidential information unless it can be shown that such information has become public knowledge through no act of the District.

**Term**

This Agreement shall become effective upon signing and will continue in effect through June 30, 2017.

**Use and Receipt of Student Data**

ECRA and the District recognize that in the course of working together, ECRA will be provided with access to individually identifiable student information, including personally identifiable information. ECRA will comply with all applicable laws and/or regulations, including FERPA with respect to privacy and data security relative to information and data about students and their parents.

**ECRA Group, Inc.:**

**Prospect Heights School District 23:**

*[Handwritten Signature]*  
Signature

*[Handwritten Signature]*  
Signature

JOHN GATTA  
Printed Name

Debra A. Wilson  
Printed Name

President  
Title

Superintendent  
Title

6/4/2014  
Date

6/9/2014  
Date



**Amendment**

This Amendment is made to, and replaces any existing executed Amendments to, the Letter of Agreement executed by and between ECRA Group, Inc. ("ECRA"), and Prospect Heights School District 23 (the "District") on June 9, 2014. It is mutually understood and agreed upon by and between the parties to amend said Letter of Agreement as follows.

The "Term" section is replaced in its entirety by the following:

**Term**

The term of this Agreement shall effective through June 30, 2020. Either party may terminate this Agreement with or without cause with ninety (90) days written notice to the other party.

This Amendment is executed and effective as of the first date signed below.

**ECRA Group, Inc.:**

**Prospect Heights School District 23:**

  
Signature

  
Signature

John Gatta  
Printed Name

Debra Wilson  
Printed Name

President  
Title

Superintendent  
Title

3/2/17  
Date

3/2/17  
Date

## Prospect Hts SD #23 Renewal Rates

July 1, 2017 through June 30, 2018

LIFE		2016-17	2017-18		
Active Life		\$ 0.10	\$ 0.10		
AD&D		\$ 0.015	\$ 0.015		
MEDICAL					
HMO Illinois					
	Employee	\$ 684.84	\$ 685.52	Renewal:	0.1%
	Family	\$ 1,841.41	\$ 1,843.25	Non-Grandfathered	
	Medicare Employee	\$ 631.38	\$ 632.01		
	Medicare Family	\$ 1,262.73	\$ 1,263.99		
PPO Plan					
	Employee	\$ 665.16	\$ 715.05	Renewal:	7.5%
	Family	\$ 1,803.11	\$ 1,938.34	Non-Grandfathered	
	Medicare Employee	\$ 665.16	\$ 715.05		
	Medicare Family	\$ 1,330.31	\$ 1,430.08		
DENTAL					
	Employee	\$ 32.76	\$ 33.02	Renewal:	0.8%
	Family	\$ 91.60	\$ 92.33		



**MEMORANDUM**

TO: Superintendent

CC: Board of Education

FROM: Micheal DeBartolo  
Business Manager

DATE: Thursday, April 6, 2017

RE: BOARD ACTION –  
Formal approval of payments from 3/14/2017 – 4/11/2017

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Pursuant to the Bill Payment Resolution for FY 2017 approved at the May 2016 BOE meeting, the Board reviews bills proposed for payment on a weekly basis. Upon review, the Board provides consent to payment of these bills with final, formal Board approval occurring at the next regular, monthly meeting of the Board.

Attached to the Finance Report are the bills that were paid from March 14, 2017, through April 11, 2017.

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

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1217

03/14/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amlings Flowerland	00908					
Check Group:						
Dish Garden - DW		1	0	04328461 2/23/2017	10.5.0000.2640.410.01.0000 General Supplies	\$52.90
					Check #: 0	
						PO/InvoiceTotal: \$52.90
						Vendor Total: \$52.90
Apple Computer, Inc.	05582					
Check Group:						
VPP Credit		1	170558	4428558130 2/24/2017	10.5.0000.2225.470.01.0000 Software	\$4,000.00
					Check #: 0	
						PO/InvoiceTotal: \$4,000.00
						Vendor Total: \$4,000.00
Ashley Sterba	81111					
Check Group:						
Reimbursement - Mariano's - FACS Supplies		1	0	ReimburseMarian os02 2/27/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$134.33
					Check #: 0	
						PO/InvoiceTotal: \$134.33
						Vendor Total: \$134.33
AT & T Long Distance	01256					
Check Group:						
Monthly Long Distance Charges		1	0	858609026 x 02.26.17 2/26/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$0.77
					Check #: 0	
						PO/InvoiceTotal: \$0.77
						Vendor Total: \$0.77
AT & T Mobility	71927					

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1217

03/14/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Monthly Cell Phone Charges - Facilities - 01/20/2017 thru 02/19/2017		1	0	827020302 x 02.19.17 2/19/2017	10.5.0000.2630.341.01.0000  Telephone/Network	\$70.81
Monthly Cell Phone Charges - EDP - 1/20/2017 thru 02/19/2017		1	0	827020302 x 02.19.17 2/19/2017	10.5.0000.3500.341.01.0000  EDP Phones	\$70.00
Check #: 0						
PO/InvoiceTotal:						\$140.81
Vendor Total:						\$140.81
Athletico Management LLC	80810					
Check Group:						
Trainer for Wrestling Conference Held @ MAC on 02/28/2017		5.5	0	812918  2/28/2017	10.5.0000.1503.319.04.0000  Professional Services	\$165.00
Check #: 0						
PO/InvoiceTotal:						\$165.00
Vendor Total:						\$165.00
Caruso Middle School	05455					
Check Group:						
Registration Fee 2017 Bluejay Invitational 01/28/2017 - MAC		1	0	2017BluejayInvite  1/28/2017	10.5.0000.1503.640.04.0000  Dues & Fees	\$250.00
Check #: 0						
PO/InvoiceTotal:						\$250.00
Vendor Total:						\$250.00
CDW Government	80437					
Check Group:						
Anthro iPad Cart - Ike		1	170559	HCF8832  3/6/2017	10.5.0000.2225.553.01.0000  Capital Equipment > \$1000	\$1,386.30
Check #: 0						
PO/InvoiceTotal:						\$1,386.30

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1217

03/14/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$1,386.30
Discovery Benefits						
Check Group:						
FSA - February 2017		24	0	0000732685-IN 2/28/2017	10.5.0000.2640.319.01.0000 Professional Services	\$117.60
						Check #: 0
						PO/InvoiceTotal: \$117.60
						Vendor Total: \$117.60
ED-RED	80712					
Check Group:						
Registration - 46th Annual Legislative Dinner/Program		1	0	46thAnnualDinner 3/7/2017	10.5.0000.2321.312.01.0000 Professional Development	\$70.00
Registration - 46th Annual Legislative Dinner/Program		1	0	46thAnnualDinner 3/7/2017	10.5.0000.2210.312.01.0000 Professional Development	\$70.00
Registration - 46th Annual Legislative Dinner/Program		1	0	46thAnnualDinner 3/7/2017	10.5.0000.2510.312.01.0000 Professional Development	\$70.00
Registration for BOE Members to Attend 46th Annual Legislative Dinner/Program		6	0	46thAnnualDinner 3/7/2017	10.5.0000.2310.312.01.0000 Professional Development	\$420.00
						Check #: 0
						PO/InvoiceTotal: \$630.00
						Vendor Total: \$630.00
First Student	00406					
Check Group:						
Transportation - MAC Volleyball to Cooper - 02/28/2017		1	0	091-C-060310 2/28/2017	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$149.14
Transportation - MAC Volleyball to Lincoln		1	0	091-C-060334 3/2/2017	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$149.14
Transportation - February 2017 - PreK		1	0	091-H-004016 2/28/2017	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$13,694.40

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1217

03/14/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Transportation - February 2017 - K		1	0	091-H-004016 2/28/2017	40.5.0000.2551.331.01.0000 Regular Transportation	\$6,292.08
Transportation - February 2017 - Regular		1	0	091-H-004016 2/28/2017	40.5.0000.2551.331.01.0000 Regular Transportation	\$67,831.92
Transportation - February 2017 - SpecEd		1	0	091-H-004016 2/28/2017	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$10,834.20
Check #: 0						
PO/InvoiceTotal:						\$98,950.88
Vendor Total:						\$98,950.88
Frontline Technologies Group, LLC						
Check Group:						
MLP Oasys Annual Subscription for Non-Instructional Users 09/01/2016 to 08/31/2017		39	0	INVUS610322 9/1/2016	10.5.0000.2640.316.01.0000 Contracted Software/Websites	\$491.40
MLP Oasys Annual Subscription for Instructional Users 09/01/2016 to 08/31/2017		132	0	INVUS610322 9/1/2016	10.5.0000.2640.316.01.0000 Contracted Software/Websites	\$1,663.20
Check #: 0						
PO/InvoiceTotal:						\$2,154.60
Vendor Total:						\$2,154.60
Gavin Frey						
Check Group:						
Reimbursement - 4" Mat Tape from The World's Oldest Sport		4	0	Reimburse03.03.2 017 3/3/2017	10.5.0000.1503.410.04.0000 General Supplies	\$40.00
Check #: 0						
PO/InvoiceTotal:						\$40.00
Vendor Total:						\$40.00
Home Depot						
00063						
Check Group:						
Adhesive Tape Remover & Batteries		1	0	2060918 1/31/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$34.43

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1217

03/14/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CO Alarm		1	0	5564797 2/15/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$69.00
Repair Supplies		1	0	560212 2/22/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$109.50
Bounty Huge Roll, White		1	0	6590514 2/6/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$17.97
Scotch Extreme Mounting Tape		2	0	7571327 2/15/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$39.94
CO Alarms & Batteries		1	0	9564536 2/16/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$324.85
Check #: 0						
PO/InvoiceTotal:						\$595.69
Vendor Total:						\$595.69
31 IESA	05020					
Check Group:						
2016-2017 Boys Wrestling Sectional @ MAC 03.04.2017		1	0	WrestleSect03.04. 17 3/6/2017	10.5.0000.1503.640.04.0000 Dues & Fees	\$339.60
Check #: 0						
PO/InvoiceTotal:						\$339.60
Vendor Total:						\$339.60
Illinois Department of Employment Sec	80110					
Check Group:						
Balance Due 06/26/2016 to 07/30/2016 - C. Akdeniz		1	0	671022474 2/10/2017	80.5.0000.2363.232.01.0000 Unemployment Compensation	\$2.50
Check #: 0						
PO/InvoiceTotal:						\$2.50
Vendor Total:						\$2.50
Illinois Department of Public Health	05704					
Check Group:						

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1217

03/14/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
2017 Vision & Hearing Recertification - L. Carlson		1	0	2017RecertCarlson 3/8/2017	10.5.0000.2134.312.01.0000 Professional Development	\$60.00
				Check #: 0		
					PO/InvoiceTotal:	\$60.00
					Vendor Total:	\$60.00
JCD Repair, LLC						
Check Group:						
Apple iPad Air 2 - Screen Repair - Asset #2858 & #2656		2	0	134529 3/3/2017	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$298.00
				Check #: 0		
					PO/InvoiceTotal:	\$298.00
					Vendor Total:	\$298.00
Kenneth A. Watkins						
Check Group:						
Wrestling Referee for Sectional Tournament @ MAC 03/04/2017		1	0	WrestleMAC03.04 .2017 3/4/2017	10.5.0000.1503.319.04.0000 Professional Services	\$150.00
				Check #: 0		
					PO/InvoiceTotal:	\$150.00
					Vendor Total:	\$150.00
Lakeshore Learning Materials_00525	00525					
Check Group:						
puppet tree		1	170532	1449160217 2/22/2017	10.5.0000.1225.410.01.0000 Classroom Supplies	\$45.98
Easy clean comfy couch - Blue		1	170532	1449160217 2/22/2017	10.5.0000.1225.410.01.0000 Classroom Supplies	\$228.94
3 sided easel		1	170532	1449160217 2/22/2017	10.5.0000.1225.410.01.0000 Classroom Supplies	\$205.80
portable cd player		1	170532	1449160217 2/22/2017	10.5.0000.1225.410.01.0000 Classroom Supplies	\$103.46

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1217

03/14/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$584.18</u>
						Vendor Total: <u>\$584.18</u>
Marcia Brenner Associates, LLC						
Check Group:						
Annual Support for Fees Plugin		1	0	31831 3/2/2017	10.5.0000.2520.316.01.0000 Contracted Software/Websites	\$295.43
Check #: 0						
						PO/InvoiceTotal: <u>\$295.43</u>
						Vendor Total: <u>\$295.43</u>
Mitchell E. Tipsword						
Check Group:						
Wrestling Trainer for Regional Tournament @ MAC 03/04/2017		1	0	MACWrestle03.04 .2017 3/4/2017	10.5.0000.1503.319.04.0000 Professional Services	\$150.00
Check #: 0						
						PO/InvoiceTotal: <u>\$150.00</u>
						Vendor Total: <u>\$150.00</u>
NSSEO						
02336						
Check Group:						
1st Billing FY 16-17 D/HH Diagnostic Services		1	0	1721 3/8/2017	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$14,750.00
1st Billing FY 16-17 Hearing Screeningd		1	0	1721 3/8/2017	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$1,800.00
Second Semester Billing FY 16-17 Direct Billing - Nurse Assistant 1.0 FTE (N. Gorecki)		1	0	1767 3/8/2017	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$24,925.00
2nd Semester FY 16-17 Technical Assistance - 0.080 FTE Speech/Language		1	0	1772 3/8/2017	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$3,528.18

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1217

03/14/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
2nd Semester FY 16-17 Direct Services - 0.100 FTE Adapted PE & 0.450FTE Vision Services		1	0	1780 3/8/2017	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$24,280.37
				Check #: 0		
					PO/InvoiceTotal:	\$69,283.55
					Vendor Total:	\$69,283.55
Paridad, Inc. Check Group:						
1/2 day Language Allocation Technical Assistance Meeting - January 23, 2017		1	0	002 2/3/2017	10.5.0000.2210.312.01.3305 Professional Development - Title III	\$1,400.00
				Check #: 0		
					PO/InvoiceTotal:	\$1,400.00
					Vendor Total:	\$1,400.00
Prospect Heights School Dist 23 Activity Check Group:						
Ross - Mural Allocation		1	0	RossMural03.22.3 3/9/2017	10.4.1732.0000.000.00.0000 Student Picture Sales	\$746.00
				Check #: 0		
					PO/InvoiceTotal:	\$746.00
					Vendor Total:	\$746.00
Rick Kwiecinski Check Group:	80285/8053					
MAC Volleyball Referee - 02.21.2017		1	0	02.21.2017Vball 2/21/2017	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
MAC Volleyball Referee - 03.07.2017		1	0	03.07.2017Vball 3/7/2017	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
				Check #: 0		
					PO/InvoiceTotal:	\$140.00
					Vendor Total:	\$140.00
Scariano Himes & Petrarca	01221					

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1217

03/14/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
Check Group:							
School Law - February 2017		1	0	39215 2/28/2017	10.5.0000.2369.318.01.0000 Legal Services	\$80.33	
Check #: 0							
PO/InvoiceTotal:						\$80.33	
Vendor Total:						\$80.33	
School Outfitters LLC							
Check Group:							
Laptop Caddy Presentation Cart		1	170568	INV12207264 3/8/2017	10.5.0000.1110.410.02.0000 General Supplies	\$120.87	
Check #: 0							
PO/InvoiceTotal:						\$120.87	
Vendor Total:						\$120.87	
Speedway LLC	80327						
Check Group:							
Gasoline 01.26.2017 to 02.27.2017 - District Vehicles		1	0	0635299035 x03.24.17 2/27/2017	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	\$335.95	
Check #: 0							
PO/InvoiceTotal:						\$335.95	
Vendor Total:						\$335.95	
The Booksource, Inc.							
Check Group:							
TPI/TBE Classroom Supplies		1	170521	605334 3/2/2017	10.5.0000.1800.410.01.3305 TPI/TBE Classroom Supplies	\$479.59	
Check #: 0							
PO/InvoiceTotal:						\$479.59	
Vendor Total:						\$479.59	
Tyler Technologies, Inc.	81079						
Check Group:							

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1217

03/14/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Professional Services - Infinite Visions Consulting January 30 thru February 3, 2017		40	170400	025-183142 3/1/2017	10.5.0000.2660.319.01.0000 Data Processing Service	\$5,000.00
Professional Services - Infinite Visions Project Management January 30 thru February 3, 2017		2	170400	025-183142 3/1/2017	10.5.0000.2660.319.01.0000 Data Processing Service	\$300.00
Check #: 0						
PO/InvoiceTotal:						\$5,300.00
Check Group:						
Infinite Visions - Consultant Fees for PO#170400 - L. Heise 01/30/17 thru 02/03/2017 - Hotel/Lodging		1	170571	025-183142.v2 3/1/2017	10.5.0000.2660.319.01.0000 Data Processing Service	\$783.09
Infinite Visions - Consultant Fees for PO#170400 - L. Heise 01/30/17 thru 02/03/2017 - Per Diem		5.85	170571	025-183142.v2 3/1/2017	10.5.0000.2660.319.01.0000 Data Processing Service	\$432.90
Infinite Visions - Consultant Fees for PO#170400 - L. Heise 01/30/17 thru 02/03/2017 - Auto Rental		1	170571	025-183142.v2 3/1/2017	10.5.0000.2660.319.01.0000 Data Processing Service	\$385.29
Infinite Visions - Consultant Fees for PO#170400 - L. Heise 01/30/17 thru 02/03/2017 - Auto Rental-Gas		1	170571	025-183142.v2 3/1/2017	10.5.0000.2660.319.01.0000 Data Processing Service	\$10.68
Infinite Visions - Consultant Fees for PO#170400 - L. Heise 01/30/17 thru 02/03/2017 - Airfare		1	170571	025-183142.v2 3/1/2017	10.5.0000.2660.319.01.0000 Data Processing Service	\$307.12
Check #: 0						
PO/InvoiceTotal:						\$1,919.08
Vendor Total:						\$7,219.08
WorldPoint ECC, Inc.	01009					
Check Group:						
WorldPoint Infant Practi-Mask/Valve 10 pk		1	170475	5646812 2/28/2017	10.5.0000.2134.410.04.0000 General Supplies - Nurse	\$36.70
Check #: 0						
PO/InvoiceTotal:						\$36.70
Check Group:						

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1217

03/14/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
World Point Training Mask 10 pack		1	170494	5646812. v2 2/28/2017	10.5.0000.2134.410.04.0000 General Supplies - Nurse	\$22.45
					Check #: 0	
						PO/InvoiceTotal: \$22.45
						Vendor Total: \$59.15
WOW Business	81068					
Check Group:						
Monthly Charges - March 2017 - IKE		1	0	7134 x Mar2017 3/1/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$400.00
Monthly Charges - March 2017 - MAIN		1	0	7166 x Mar2017 3/1/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$3,673.00
					Check #: 0	
						PO/InvoiceTotal: \$4,073.00
						Vendor Total: \$4,073.00
						Grand Total: \$194,436.11

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1218

03/21/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris Bank N. A.	80583					
Check Group:						
BMO Harris CC - MICHAELS STORES 5019 - J. Cisneros		1 0		Feb28 2017 2/3/2017	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$80.27
BMO Harris CC - NCS PEARSON - N. Sorensen		1 0		Feb28 2017 2/3/2017	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$118.00
BMO Harris CC - JEWEL #3476 - A. Sterba		1 0		Feb28 2017 2/3/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$78.80
BMO Harris CC - AMAZON MKTPLACE PMTS - A. Sterba		1 0		Feb28 2017 2/3/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$76.82
BMO Harris CC - OTC BRANDS, INC. - M. Adams		1 0		Feb28 2017 2/3/2017	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$75.24
BMO Harris CC - JEWEL #3476 - A. Sterba		1 0		Feb28 2017 2/3/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$68.48
BMO Harris CC - NCS PEARSON - N. Sorensen		1 0		Feb28 2017 2/3/2017	10.5.0000.1225.410.01.0000 Classroom Supplies	\$61.50
BMO Harris CC - JAVIERS SABOR MEXICANO - D. Wilson		1 0		Feb28 2017 2/3/2017	10.5.0000.2321.410.01.0000 General Supplies	\$59.25
BMO Harris CC - STARBUCKS STORE 29259 - C. Alms		1 0		Feb28 2017 2/3/2017	10.5.0000.1120.410.04.0000 General Supplies	\$50.00
BMO Harris CC - MENARDS MOUNT PROSPECT - J. Cisneros		1 0		Feb28 2017 2/3/2017	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$48.88
BMO Harris CC - PPG PAINTS 8245 - B. Rominski		1 0		Feb28 2017 2/3/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$48.10
BMO Harris CC - MARIANOS FRESH00085019 - A. Lynch		1 0		Feb28 2017 2/3/2017	10.5.0000.1205.410.01.0000 Classroom Supplies	\$47.62
BMO Harris CC - MENARDS MOUNT PROSPECT - J. Cisneros		1 0		Feb28 2017 2/3/2017	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$39.99

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris CC - MENARDS MOUNT PROSPECT - J. Cisneros		1 0		Feb28 2017 2/3/2017	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$39.26
BMO Harris CC - PAPA JOHN'S #03456 - J. Cisneros		1 0		Feb28 2017 2/3/2017	10.5.0000.1122.410.04.0000 Classroom Supplies - 7th	\$38.00
BMO Harris CC - WWW.UNITYPARTS.COM - N. Sorensen		1 0		Feb28 2017 2/3/2017	10.5.0000.1205.410.01.0000 Classroom Supplies	\$35.95
BMO Harris CC - DOLLAR TREE - M. Adams		1 0		Feb28 2017 2/3/2017	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$35.00
BMO Harris CC - OTC BRANDS, INC. - M. Adams		1 0		Feb28 2017 2/3/2017	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$33.55
BMO Harris CC - BLACKFINN AMERIPUB - M - D. Wilson		1 0		Feb28 2017 2/3/2017	10.5.0000.2321.410.01.0000 General Supplies	\$31.97
BMO Harris CC - JEWEL #3478 - A. Sterba		1 0		Feb28 2017 2/3/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$31.61
BMO Harris CC - TONY'S FRESH MARKE - A. Lynch		1 0		Feb28 2017 2/3/2017	10.5.0000.1205.410.01.0000 Classroom Supplies	\$31.51
BMO Harris CC - DUNKIN #302147 Q35 - C. Alms		1 0		Feb28 2017 2/3/2017	10.5.0000.2321.410.01.0000 General Supplies	\$30.50
BMO Harris CC - USPS PO 1642300525 - M. DeBartolo		1 0		Feb28 2017 2/3/2017	10.5.0000.2630.342.01.0000 Postage	\$28.95
BMO Harris CC - OFFICEMAX/OFFICEDEPOT6 - D. Wilson		1 0		Feb28 2017 2/3/2017	10.5.0000.2321.410.01.0000 General Supplies	\$27.23
BMO Harris CC - TONY'S FRESH MARKE - D. Wilson		1 0		Feb28 2017 2/3/2017	10.5.0000.2321.410.01.0000 General Supplies	\$26.95
BMO Harris CC - TEACHERSPAYTEACHERS.CO - T. Meziere		1 0		Feb28 2017 2/3/2017	10.5.0000.1110.410.02.0000 General Supplies	\$24.00
BMO Harris CC - TONY'S FRESH MARKE - M. Akhteebo		1 0		Feb28 2017 2/3/2017	10.5.0000.1205.410.01.0000 Classroom Supplies	\$23.34

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris CC - TONY'S FRESH MARKE - D. Wilson		1 0		Feb28 2017 2/3/2017	10.5.0000.2321.410.01.0000 General Supplies	\$21.90
BMO Harris CC - JIMMY JOHNS # 511 - E - C. Alms		1 0		Feb28 2017 2/3/2017	10.5.0000.1120.410.04.0000 General Supplies	\$18.50
BMO Harris CC - TONY'S FRESH MARKE - M. Akhteebo		1 0		Feb28 2017 2/3/2017	10.5.0000.1205.410.01.0000 Classroom Supplies	\$17.54
BMO Harris CC - ADOBE *ACROPRO SUBS - D. Wilson		1 0		Feb28 2017 2/3/2017	10.5.0000.2321.410.01.0000 General Supplies	\$15.93
BMO Harris CC - AMAZON MKTPLACE PMTS - A. Sterba		1 0		Feb28 2017 2/3/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$14.78
BMO Harris CC - TONY'S FRESH MARKE - A. Lynch		1 0		Feb28 2017 2/3/2017	10.5.0000.1205.410.01.0000 Classroom Supplies	\$12.86
BMO Harris CC - DT DEALS - A. Sterba		1 0		Feb28 2017 2/3/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$11.00
BMO Harris CC - DOLLAR TREE - M. Adams		1 0		Feb28 2017 2/3/2017	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$11.00
BMO Harris CC - WAL-MART #1681 - J. Cisneros		1 0		Feb28 2017 2/3/2017	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$9.28
BMO Harris CC - MARIANOS 00085324 - A. Sterba		1 0		Feb28 2017 2/3/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$7.38
BMO Harris CC - TONY'S FRESH MARKE - D. Wilson		1 0		Feb28 2017 2/3/2017	10.5.0000.2321.410.01.0000 General Supplies	\$6.11
BMO Harris CC - NORTH COOK INTERMEDIAT - S. Lee		1 0		Feb28 2017 2/3/2017	10.5.0000.2410.312.04.0000 Professional Development	(\$200.00)
BMO Harris CC - KOHL'S #0224 - A. Sterba		1 0		Feb28 2017 2/3/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$238.90
BMO Harris CC - DOMINO'S 2824 - M. Adams		1 0		Feb28 2017 2/3/2017	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$212.99
BMO Harris CC - IDEAPAIN, INC. - C. Alms		1 0		Feb28 2017 2/3/2017	10.5.0000.1120.410.04.0000 General Supplies	\$212.28

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris CC - IL COMPUTING EDUCATORS - D. Angelaccio		1 0		Feb28 2017 2/3/2017	10.5.0000.2210.312.01.0000 Professional Development	\$200.00
BMO Harris CC - NORTH COOK INTERMEDIAT - L. Lambatos		1 0		Feb28 2017 2/3/2017	10.5.0000.2410.312.05.0000 Professional Development	\$200.00
BMO Harris CC - NORTH COOK INTERMEDIAT - L. Lambatos		1 0		Feb28 2017 2/3/2017	10.5.0000.2410.312.05.0000 Professional Development	\$200.00
BMO Harris CC - NORTH COOK INTERMEDIAT - S. Lee		1 0		Feb28 2017 2/3/2017	10.5.0000.2410.312.04.0000 Professional Development	\$200.00
BMO Harris CC - WPS - N. Sorensen		1 0		Feb28 2017 2/3/2017	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$173.25
BMO Harris CC - ZOZESCAPEOLOGY - D. Angelaccio		1 0		Feb28 2017 2/3/2017	10.5.0000.2225.312.01.0000 Professional Development	\$150.00
BMO Harris CC - JO-ANN STORE #2103 - A. Sterba		1 0		Feb28 2017 2/3/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$144.25
BMO Harris CC - EB COMMUNITY SCHOOL D - M. Stavropoulos		1 0		Feb28 2017 2/3/2017	10.5.0000.2225.312.01.0000 Professional Development	\$395.00
BMO Harris CC - JEWEL #3478 - A. Sterba		1 0		Feb28 2017 2/3/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$138.21
BMO Harris CC - BLS*GELMIXTHICKENER - C. Sroka		1 0		Feb28 2017 2/3/2017	10.5.0000.1205.410.01.0000 Classroom Supplies	\$109.80
BMO Harris CC - MARIANOS 00085357 - A. Sterba		1 0		Feb28 2017 2/3/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$106.91
BMO Harris CC - CORNER BAKERY 0175 - N. Sorensen		1 0		Feb28 2017 2/3/2017	10.5.0000.2321.410.01.0000 General Supplies	\$105.00
BMO Harris CC - MENARDS LONG GROVE IL - J. Cisneros		1 0		Feb28 2017 2/3/2017	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$100.63
BMO Harris CC - JO-ANN STORE #2113 - M. Adams		1 0		Feb28 2017 2/3/2017	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$98.04

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris CC - ASSOC SUPERV AND CURR - D. Wilson		1	0	Feb28 2017 2/3/2017	10.5.0000.2321.410.01.0000 General Supplies	\$89.00
BMO Harris CC - NINOS PIZZERIA - S. Lee		1	0	Feb28 2017 2/3/2017	10.5.0000.2321.410.01.0000 General Supplies	\$80.99
Check #: 0						
PO/InvoiceTotal:						\$4,392.30
Vendor Total:						\$4,392.30
Grand Total:						\$4,392.30

End of Report

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## Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AbleNet, Inc.	80207					
Check Group:						
Table Top Suction Mount		1	170562	CI1702987 3/8/2017	10.5.0000.2159.410.01.0000 Supplies	\$159.50
Table Top Suction Mount for iPad		1	170562	CI1702987 3/8/2017	10.5.0000.2159.410.01.0000 Supplies	\$121.00
Talking Brix		4	170562	CI1702987 3/8/2017	10.5.0000.2159.410.01.0000 Supplies	\$638.00
Power link 4		4	170562	CI1702987 3/8/2017	10.5.0000.2159.410.01.0000 Supplies	\$1,122.00
					Check #: 0	
					PO/InvoiceTotal:	\$2,040.50
					Vendor Total:	\$2,040.50
Anderson Pest Solutions	05303					
Check Group:						
Monthly Pest Control Service @ All Schools		1	170584	4163844 3/1/2017	20.5.0000.2542.319.01.0000 Professional Services	\$213.95
					Check #: 0	
					PO/InvoiceTotal:	\$213.95
					Vendor Total:	\$213.95
AT & T						
Check Group:						
Monthly Phone Charges - Mar 4 thru Apr 3, 2017		1	0	84787038525374 x03.17 3/4/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$1,052.37
					Check #: 0	
					PO/InvoiceTotal:	\$1,052.37
					Vendor Total:	\$1,052.37
Attainment Company Inc.	80706					
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Go Talk 4+		1	170563	275382A 3/10/2017	10.5.0000.2159.410.01.0000 Supplies	\$166.95
					Check #: 0	
					PO/InvoiceTotal:	\$166.95
					Vendor Total:	\$166.95
Bettina Itcovici	80673					
Check Group:						
Parent Meeting - Sullivan - S. Emberton		1.5	0	10009 2/28/2017	10.5.0000.2920.319.01.3305 Grant Funded Translation Services	\$60.00
IEP Meeting - Eisenhower - N. Baran		1.5	0	10009 2/28/2017	10.5.0000.2920.319.01.3305 Grant Funded Translation Services	\$60.00
IEP Meeting - Ross - M. Akhteebo		1.5	0	10009 2/28/2017	10.5.0000.2920.319.01.3305 Grant Funded Translation Services	\$60.00
IEP Meeting - MacArthur - M. Windsor		1.5	0	10009 2/28/2017	10.5.0000.2920.319.01.3305 Grant Funded Translation Services	\$60.00
Domain Meeting - Sullivan - E. Lim		1.5	0	10009 2/28/2017	10.5.0000.2920.319.01.3305 Grant Funded Translation Services	\$60.00
					Check #: 0	
					PO/InvoiceTotal:	\$300.00
					Vendor Total:	\$300.00
CDW Government	80437					
Check Group:						
Promethean Activwand 50 for ProRange / CDW# 2536176		1	170552	HDM1871 3/10/2017	10.5.0000.1225.410.01.0000 Classroom Supplies	\$101.37
					Check #: 0	
					PO/InvoiceTotal:	\$101.37
Check Group:						
Projector Bulb - Mac room 510		1	170569	HCJ3479 3/6/2017	10.5.0000.2225.410.01.0000 General Supplies	\$72.29
					Check #: 0	

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$72.29
Check Group:						
Projector Bulb Mac Rm 212		1	170573	HDH2910 3/9/2017	10.5.0000.2225.410.01.0000 General Supplies	\$44.84
						Check #: 0
						PO/InvoiceTotal: \$44.84
						Vendor Total: \$218.50
Citi Cards						
Check Group:						
Truco Taqueria - M. Stavropoulos		1	0	2744 x 03.10.2017 3/10/2017	10.5.0000.2321.410.01.0000 General Supplies	\$87.00
Nino's Pizzeria - Sullivan		1	0	2744 x 03.10.2017 3/10/2017	10.5.0000.2321.410.01.0000 General Supplies	\$169.86
Walmart.com - Sullivan - Sterilite 27 Gallon Stacker Box, Quantity 4		1	0	2744 x 03.10.2017 3/10/2017	10.5.0000.1110.410.02.0000 General Supplies	\$55.52
Netbrands Media Corp. - Personnel - Lanyards or Substitutes		1	0	2744 x 03.10.2017 3/10/2017	10.5.0000.2640.410.01.0000 General Supplies	\$124.00
						Check #: 0
						PO/InvoiceTotal: \$436.38
						Vendor Total: \$436.38
Coker Service, Inc.						
Check Group:						
Min. Travel Charge		1	170589	974263 2/28/2017	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$100.00
Foil Tape		1	170589	974263 2/28/2017	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$5.00
Parts Handling Charge		1	170589	974263 2/28/2017	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$0.24

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Labor Charge		1.5	170589	974263 2/28/2017	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$150.00
					Check #: 0	
						PO/InvoiceTotal: \$255.24
						Vendor Total: \$255.24
Curt Schmidt	00827					
Check Group:						
Reimbursement - ACE Hardware - 03/09/2017		1	0	ReimburseACE 3/9/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$9.50
					Check #: 0	
						PO/InvoiceTotal: \$9.50
						Vendor Total: \$9.50
Enabling Devices	80791					
Check Group:						
Busy Box		1	170565	0421966-IN 3/9/2017	10.5.0000.2159.410.01.0000 Supplies	\$245.29
Fubbles		1	170565	0421966-IN 3/9/2017	10.5.0000.2159.410.01.0000 Supplies	\$46.22
Fire Engine		1	170565	0421966-IN 3/9/2017	10.5.0000.2159.410.01.0000 Supplies	\$90.34
					Check #: 0	
						PO/InvoiceTotal: \$381.85
						Vendor Total: \$381.85
Follett School Solutions, Inc	00313					
Check Group:						
Library Books		1	0	476954-1 10/17/2016	10.5.0000.2222.410.04.0000 General Supplies	\$256.24
					Check #: 0	
						PO/InvoiceTotal: \$256.24
						Vendor Total: \$256.24

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Frank Calgano	80932					
Check Group:						
Mileage Reimbursement - 02.28.2017		12 0		Mileage02.28.17 2/28/2017	20.5.0000.2545.410.01.0000 General Supplies	\$6.42
				Check #: 0		
					PO/InvoiceTotal:	\$6.42
					Vendor Total:	\$6.42
Gavin Frey						
Check Group:						
2017 Wrestling Coach		1 0		WrestlingCoach20 17 3/11/2017	10.5.0000.1501.134.01.0000 Club Stipends	\$3,343.04
				Check #: 0		
					PO/InvoiceTotal:	\$3,343.04
					Vendor Total:	\$3,343.04
Hauser Izzo, LLC	00458					
Check Group:						
School Law - February 2017		1 0		18710 2/28/2017	10.5.0000.2369.318.01.0000 Legal Services	\$357.00
				Check #: 0		
					PO/InvoiceTotal:	\$357.00
					Vendor Total:	\$357.00
Honeywell	00420					
Check Group:						
100 HID iClass Access Cards		1 170580		911-17-10 3/1/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$396.00
				Check #: 0		
					PO/InvoiceTotal:	\$396.00
					Vendor Total:	\$396.00
Illinois ASBO	00437					

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**Prospect Heights School District 23**

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Bookkeepers Conference Registration - D. Macek - 03/17/2017		1	170507	176040 2/3/2017	10.5.0000.2520.312.01.0000 Professional Development	\$250.00
					Check #: 0	
					PO/InvoiceTotal:	\$250.00
					Vendor Total:	\$250.00
Jasculca Terman Strategic Communications						
Check Group:						
Communications Audit - Reference #2328 - T. Jordan, Mileage & Tolls		1	0	45053 3/13/2017	10.5.0000.2310.332.01.0000 Travel Expense	\$29.32
Communications Audit - Reference #2328 - H. Bartecki, Mileage & Tolls		1	0	45053 3/13/2017	10.5.0000.2310.332.01.0000 Travel Expense	\$27.21
					Check #: 0	
					PO/InvoiceTotal:	\$56.53
					Vendor Total:	\$56.53
Jeni Teramoto	02102					
Check Group:						
Mileage Reimbursement - 02/02/2017 - MPC Workshop		32.6	0	Mileage03.2017 3/3/2017	10.5.0000.1120.312.04.0000 Professional Development	\$17.44
Mileage Reimbursement - 03/03/2017 - ICE Conference		60	0	Mileage03.2017 3/3/2017	10.5.0000.1120.312.04.0000 Professional Development	\$32.10
					Check #: 0	
					PO/InvoiceTotal:	\$49.54
					Vendor Total:	\$49.54
Lakeshore Recycling System	80968					
Check Group:						
IKE 96 Gallon Recycling		1	170588	0003613163 2/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$40.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAC 10 Yard Trash		1	170588	0003613163 2/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$705.00
MAC 2 Yard Recycling		1	170588	0003613163 2/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$99.00
Ross 96 Gallon Recycling		1	170588	0003613163 2/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$29.00
Sullivan 96 Gallon Recycling		1	170588	0003613163 2/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$32.00
Check #: 0						
						PO/InvoiceTotal: <u>\$905.00</u>
						Vendor Total: <u>\$905.00</u>
Menards	05060					
Check Group:						
CREDIT MEMO - Pipe Wrap		1	0	87694 12/22/2016	10.5.0000.1122.410.04.0000 Classroom Supplies - 7th	(\$35.04)
All Purpose Play Sand		1	0	87696 12/22/2016	10.5.0000.1122.410.04.0000 Classroom Supplies - 7th	\$1.99
Microfiber Dust Mop		1	0	88925 1/18/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$8.99
Check #: 0						
						PO/InvoiceTotal: <u>(\$24.06)</u>
Check Group:						
Painting Supplies QS 4" Pad Edger Replacement		1	170583	90847 2/28/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$2.49
Electrical Supplies 40' Beige Cord		2	170583	90847 2/28/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$21.78
Painting Supplies QS 4" Pad Edger		1	170583	90847 2/28/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$2.99
Electical Supplies Double Ceiling HK SC		20	170583	90847 2/28/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$89.80

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$117.06
Vendor Total:						\$93.00
Michelle Diaz						
Check Group:						
Mileage Reimbursement - Feb 16 thru Mar 15, 2017	16	0		Mar.15.2017 3/15/2017	10.5.0000.1205.332.01.0000 Travel Expense	\$8.56
Check #: 0						
PO/InvoiceTotal:						\$8.56
Vendor Total:						\$8.56
Milieu Design LLC						
Check Group:						
Main Campus 2/25/17 - Salting - Parking & Drives	1	170587		122298 3/3/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
IKE 3/2/17 Salting - Parking & Drives	1	170587		122373 3/7/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
Main Campus 3/2/17 Salting - Parking & Drives	1	170587		122375 3/7/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
Main Campus 3/4/17 Salting - Parking & Drives	1	170587		122375 3/7/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$100.00
Check #: 0						
PO/InvoiceTotal:						\$565.00
Vendor Total:						\$565.00
Napa Auto Parts						
Check Group:						
ATC-15 Fuse	1	170581		974568 3/1/2017	20.5.0000.2545.410.01.0000 General Supplies	\$2.99
Fuse Switch	1	170581		974568 3/1/2017	20.5.0000.2545.410.01.0000 General Supplies	\$18.49

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1219

03/21/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
OSHA Approved Work Gloves		1	170581	975820 3/6/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$14.99
					Check #: 0	
					PO/InvoiceTotal:	\$36.47
					Vendor Total:	\$36.47
Office Depot_00205	00205					
Check Group:						
Color Copy Paper, Golden - IKE		20	0	912241736001 3/10/2017	10.5.0000.1110.412.01.0000 Copier Paper	\$90.00
Color Copy Paper, Pink - IKE		10	0	912241736001 3/10/2017	10.5.0000.1110.412.01.0000 Copier Paper	\$45.00
					Check #: 0	
					PO/InvoiceTotal:	\$135.00
					Vendor Total:	\$135.00
Reserve Account	00750					
Check Group:						
Funds for Postage Meter		1	0	44293041.7 3/17/2017	10.5.0000.2630.342.01.0000 Postage	\$2,500.00
					Check #: 0	
					PO/InvoiceTotal:	\$2,500.00
					Vendor Total:	\$2,500.00
Ricardo Muro						
Check Group:						
2017 Assistant Wrestling Coach		1	0	AsstWrestleCoach 2017 3/11/2017	10.5.0000.1501.134.01.0000 Club Stipends	\$2,507.28
					Check #: 0	
					PO/InvoiceTotal:	\$2,507.28
					Vendor Total:	\$2,507.28
Route 12 Rental Inc.	00810					

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1219

03/21/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Propane Refill		1	170582	70242 2/13/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$18.31
					Check #: 0	
					PO/InvoiceTotal:	\$18.31
					Vendor Total:	\$18.31
Sound Incorporated	02365					
Check Group:						
Sound Support Agreement - April 2017		1	0	R147999 3/13/2017	10.5.0000.2225.319.01.0000 Professional Services	\$500.00
					Check #: 0	
					PO/InvoiceTotal:	\$500.00
					Vendor Total:	\$500.00
Step Forward Therapy, Inc.						
Check Group:						
OT Treatment, Consult, Meetings & Paperwork - Feb 2, 8, 9, 16, & 23		26	0	1300 3/8/2017	10.5.0000.2130.319.01.0000 Other Professional & Technical Services	\$2,340.00
					Check #: 0	
					PO/InvoiceTotal:	\$2,340.00
					Vendor Total:	\$2,340.00
The Booksource, Inc.						
Check Group:						
TPI/TBE Classroom Supplies		1	170521	606936 3/7/2017	10.5.0000.1800.410.01.3305 TPI/TBE Classroom Supplies	\$6.71
					Check #: 0	
					PO/InvoiceTotal:	\$6.71
					Vendor Total:	\$6.71
Warehouse Direct	80219					
Check Group:						

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1219

03/21/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Replacement Handle for Clark Vacuume		2	170585	3359863-0 2/28/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$399.60
24x32 Can Liner		10	170585	3390612-0 2/27/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$135.70
43x48 Can Liner		10	170585	3390612-0 2/27/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$210.20
Universal Brown Roll Towel		10	170585	3390612-0 2/27/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$180.00
Check #: 0						
PO/InvoiceTotal:						\$925.50
Check Group:						
EXPO White Board Cleaner		2	170586	3394469-0 3/2/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$63.90
Check #: 0						
PO/InvoiceTotal:						\$63.90
Vendor Total:						\$989.40
Wilson, Debra						
Check Group:						
Quarterly Cell Phone Reimbursement - Jan, Feb, Mar 2017		3	0	CellReimburse03. 2017 3/31/2017	10.5.0000.2321.341.01.0000 Cell Phone Reimbursement	\$150.00
Check #: 0						
PO/InvoiceTotal:						\$150.00
Vendor Total:						\$150.00
Grand Total:						\$20,544.74

End of Report

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1220

03/21/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Graham C Stores Company	00413					
Check Group:						
Transportation - Diesel Fuel		1 0		INV-095104 3/10/2017	40.5.0000.2551.464.01.0000 Gasoline	\$14,211.51
					Check #: 0	
						PO/InvoiceTotal: <u>\$14,211.51</u>
						Vendor Total: <u>\$14,211.51</u>
						Grand Total: <u>\$14,211.51</u>

End of Report

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1221

03/28/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon.com Corporate Credit Line						
Check Group:						
Just Dance 2017 - Wii U		1	170524	147284690913 2/13/2017	10.5.0000.1116.410.02.0000 PE Supplies/Equipment	\$27.49
Kimilar 2in1 Nunchuk Controller and Built-in Motion Plus Remote Set for Nintendo Wii U		1	170524	147284690913 2/13/2017	10.5.0000.1116.410.02.0000 PE Supplies/Equipment	\$20.95
Nintendo Wii U 32G Mario Kart 8 Deluxe Set		1	170524	147284690913 2/13/2017	10.5.0000.1116.410.02.0000 PE Supplies/Equipment	\$387.94
Check #: 0						
						PO/InvoiceTotal: \$436.38
Check Group:						
Speech Buddy for the "R" word		1	170525	035163363152 2/13/2017	10.5.0000.2113.410.04.0000 General Supplies	\$119.00
Check #: 0						
						PO/InvoiceTotal: \$119.00
Check Group:						
Early Childhood Environment Rating Scale (ECERS-3)		1	170526	147642174400 2/13/2017	10.5.0000.1225.410.05.0000 Classroom Supplies	\$23.70
Check #: 0						
						PO/InvoiceTotal: \$23.70
Check Group:						
6 1-inch Black Cauldron - Black		1	170527	182371371515 2/13/2017	10.5.0000.1110.410.02.0000 General Supplies	\$23.98
Check #: 0						
						PO/InvoiceTotal: \$23.98
Check Group:						
LANGRIA Ergonomic High-Back Mesh Chair w/Swivel and Synchro-Tilt, Black		1	170541	104775338007 2/23/2017	10.5.0000.2131.410.01.0000 Materials & Supplies - PT	\$129.99
Check #: 0						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1221

03/28/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PO/InvoiceTotal:						\$129.99
Check Group:						
Certified Intrinsically Safe Carbon Monoxide Detector & CO Meter by Sensorcon		1	170550	132050699978 2/24/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$129.00
Natural Gas Detetor Pen by General Tools		1	170550	171920771450 2/24/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$32.98
Check #: 0						
PO/InvoiceTotal:						\$161.98
Check Group:						
Sterilite 6-Quart ClearView Latch Box, 12-Pack		2	170551	008131255101 2/28/2017	10.5.0000.1110.410.02.0000 General Supplies	\$68.18
Sterilite 30-Quart Ultra Latch Box w/Latches, 6-Pack		2	170551	022654145557 2/28/2017	10.5.0000.1110.410.02.0000 General Supplies	\$99.98
Check #: 0						
PO/InvoiceTotal:						\$168.16
Check Group:						
Endust LCD and Plasma Monitor Cleaner Pop-Up Wipes - 6 Pack		1	170560	096478728335 2/24/2017	10.5.0000.2225.410.01.0000 General Supplies	\$39.99
Stanley Series 2000 16-inch Tool Box		2	170560	096478728335 2/24/2017	10.5.0000.2225.410.01.0000 General Supplies	\$19.22
Puroma 2 Pack Combination Lock 4-Digit Padlock (Black)		1	170560	096478728335 2/24/2017	10.5.0000.2225.410.01.0000 General Supplies	\$9.99
QIYO Invisible Ink Pen and Spy Pens with Built in UV Light Magic Marker Secret Message Pens		1	170560	096478728335 2/24/2017	10.5.0000.2225.410.01.0000 General Supplies	\$8.99
Master Lock 141D Solid Aluminum Padlock, Black Cover, Shackle		2	170560	096478728335 2/24/2017	10.5.0000.2225.410.01.0000 General Supplies	\$9.38
Wordlock 5-Dial Combination Padlock, Black		2	170560	096478728335 2/24/2017	10.5.0000.2225.410.01.0000 General Supplies	\$19.98

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1221

03/28/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Master Lock Speed Dial Combination Lock, Assorted Colors		2	170560	096478728335 2/24/2017	10.5.0000.2225.410.01.0000 General Supplies	\$15.96
Master Lock Lockout Hasp with Vinyl Coated Handle		2	170560	096478728335 2/24/2017	10.5.0000.2225.410.01.0000 General Supplies	\$8.20
Vaultz Medicine Case with Combination Lock, Black		2	170560	096478728335 2/24/2017	10.5.0000.2225.410.01.0000 General Supplies	\$29.68
Check #: 0						
PO/InvoiceTotal:						\$161.39
Check Group:						
Dazzling Hearts/Animals Print Slap Bracelets - Pack of 50		3	170570	077633260011 3/8/2017	10.5.0000.1110.410.02.0000 General Supplies	\$38.97
2" Temporary Emoji Tattoos - Pack of 144		1	170570	077633260011 3/8/2017	10.5.0000.1110.410.02.0000 General Supplies	\$8.99
Lot of 72 Assorted Color Hologram Laser Mini Notebook Memo Pads		2	170570	077633260011 3/8/2017	10.5.0000.1110.410.02.0000 General Supplies	\$15.62
Smiley Face Mini Spiral Notebooks - 2 Dozen		5	170570	077633260011 3/8/2017	10.5.0000.1110.410.02.0000 General Supplies	\$39.75
Check #: 0						
PO/InvoiceTotal:						\$103.33
Vendor Total:						\$1,327.91
Amy Mailloux	00579					
Check Group:						
Mileage Reimbursement for Homebound Tutoring - DO		19	0	ReimburseMileage 2/8/2017	10.5.0000.1120.332.04.0000 Travel Expense	\$10.17
Check #: 0						
PO/InvoiceTotal:						\$10.17
Vendor Total:						\$10.17

AT & T

Check Group:

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1221

03/28/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Monthly Phone Charges - 03/16 thru 04/15/2017		1	0	847R160112203 3/16/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$535.20
Check #: 0						
Check Group: 2						
Monthly Phone Charges - Mar 16 thru Apr 15, 2017		1	0	847R16172703 3/16/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$625.51
Check #: 0						
PO/InvoiceTotal:						\$1,160.71
Vendor Total:						\$1,160.71
Businesssolver, Inc.						
Check Group:						
ACA Services PEPM - 1095C Employee Statement		213	0	0038079 3/20/2017	10.5.0000.2520.319.01.0000 Professional Services	\$319.50
ACA Postage - 1095C Employee Statement - Postage		213	0	0038079 3/20/2017	10.5.0000.2630.342.01.0000 Postage	\$100.11
Check #: 0						
PO/InvoiceTotal:						\$419.61
Vendor Total:						\$419.61
Constellation NewEnergy, Inc.	80148					
Check Group:						
Monthly Electricity - IKE - 02/10 to 03/12/2017		1	0	0038461340 3/17/2017	20.5.0000.2542.466.01.0000 Electricity	\$2,115.78
Monthly Electricity - MAIN - 02/14 to 03/14/2017		1	0	0038480081 3/17/2017	20.5.0000.2542.466.01.0000 Electricity	\$10,204.28
Check #: 0						
PO/InvoiceTotal:						\$12,320.06
Vendor Total:						\$12,320.06
Donald Angelaccio	80938					
Check Group:						

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1221

03/28/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Reimbursement - BPAC Meeting Supplies - Costco		1	0	ReimburseCostco 3.16 3/16/2017	10.5.0000.1800.410.01.3305  TPI/TBE Classroom Supplies	\$153.86
Check #: 0						
PO/InvoiceTotal:						\$153.86
Vendor Total:						\$153.86
Gavin Frey						
Check Group:						
Mileage Reimbursement for Wrestling @ State Tournament - 3/10/2017		126	0	ReimburseWrestle Tour 3/14/2017	10.5.0000.1503.332.04.0000  Travel Expense	\$67.41
Meal Reimbursement for 4 Wrestlers & 2 Coaches @ State Tournament 03/10/2017		1	0	ReimburseWrestle Tour 3/14/2017	10.5.0000.1503.332.04.0000  Travel Expense	\$102.26
Check #: 0						
PO/InvoiceTotal:						\$169.67
Vendor Total:						\$169.67
Illinois ASBO	00437					
Check Group:						
North Cook Division Dinner Meeting 03/15/2017 - C. Botwinski, J. Bednar, & M. Peters		3	0	155283  3/9/2017	10.5.0000.2310.312.01.0000  Professional Development	\$111.00
North Cook Division Dinner Meeting 03/15/2017 - D. Wilson		1	0	155283  3/9/2017	10.5.0000.2321.312.01.0000  Professional Development	\$37.00
North Cook Division Dinner Meeting 03/15/2017 - D. Angelaccio		1	0	155283  3/9/2017	10.5.0000.2210.312.01.0000  Professional Development	\$37.00
North Cook Division Dinner Meeting 03/15/2017 - M. DeBartolo		1	0	155283  3/9/2017	10.5.0000.2510.312.01.0000  Professional Development	\$37.00
Check #: 0						
PO/InvoiceTotal:						\$222.00
Vendor Total:						\$222.00

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1221

03/28/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JCD Repair, LLC						
Check Group:						
Apple iPad Air 2 - Screen Repair - Asset Tag #2625		1 0		135614 3/17/2017	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$149.00
Apple iPad Air 2 - Screen Repair - Asset Tag #2549 & #4041		2 0		135615 3/17/2017	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$298.00
Apple iPad Air 2 - Screen Repair - Asset #2867		1 0		135841 3/17/2017	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$149.00
Apple iPad Air 2 - Screen Repair - Asset Tag #2924, #2942, & #2705		3 0		136336 3/22/2017	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$507.00
					Check #: 0	
						PO/InvoiceTotal: \$1,103.00
						Vendor Total: \$1,103.00
Jeff Bowes						
Check Group:						
Design of 4-Color Newsletter for E-Mail Distribution		7.5 0		2017-1 3/21/2017	10.5.0000.2630.319.01.0000 Professional Services	\$300.00
					Check #: 0	
						PO/InvoiceTotal: \$300.00
						Vendor Total: \$300.00
Jeni Teramoto 02102						
Check Group:						
Mileage Reimbursement - Homebound Tutoring DP		60 0		MileageReimburs e 3/20/2017	10.5.0000.1120.332.04.0000 Travel Expense	\$32.10
Reimbursement - Jewel - Magazine for Social Studies - MAC		1 0		ReimburseJewel 3/19/2017	10.5.0000.1120.410.04.0000 General Supplies	\$11.99
					Check #: 0	
						PO/InvoiceTotal: \$44.09

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1221

03/28/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$44.09
Kutcher, Michelle						
Check Group:						
Reimbursement - Sam's Club - Supplies for Jump Rope for Heart, PE Girls		1 0		ReimburseJumpR ope 3/20/2017	10.5.0000.1120.410.04.0000 General Supplies	\$24.72
Reimbursement - Jewel - Supplies for Jump Rope for Heart, PE Girls		1 0		ReimburseJumpR ope 3/20/2017	10.5.0000.1120.410.04.0000 General Supplies	\$14.97
Check #: 0						
PO/InvoiceTotal:						\$39.69
Vendor Total:						\$39.69
Linda Birnbaum 71977						
Check Group:						
Writing & Editing 5-Page Newsletter - School Scene. Winter 2017		10 0		2017-1 3/18/2017	10.5.0000.2630.319.01.0000 Professional Services	\$500.00
Check #: 0						
PO/InvoiceTotal:						\$500.00
Vendor Total:						\$500.00
Mailbox Plus 01038						
Check Group:						
Postage to Return Ablenet Purchase		1 0		03.17.2017 3/17/2017	10.5.0000.2630.342.01.0000 Postage	\$26.70
Check #: 0						
PO/InvoiceTotal:						\$26.70
Vendor Total:						\$26.70
Michael Becker 80333						
Check Group:						
Reimbursement - Hotel Expense for Wrestling Coach @ State Tournament - 03/10/2017		1 0		ReimburseWrestle Stat 3/14/2017	10.5.0000.1503.332.04.0000 Travel Expense	\$142.08

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1221

03/28/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$142.08</u>
						Vendor Total: <u>\$142.08</u>
Midwest Principals Center	05641					
Check Group:						
Registration Fee for T. Meziere to Attend The Power of Mindsets		1	0	2102-36-1-cfc8/21 02 2/27/2017	10.5.0000.2410.312.02.0000 Professional Development	\$210.00
Check #: 0						
						PO/InvoiceTotal: <u>\$210.00</u>
						Vendor Total: <u>\$210.00</u>
Miguel David Soto						
Check Group:						
Professional Services - Accompanist @ MAC		1	170601	02.22.2017MAC 2/22/2017	10.5.0000.1114.319.04.0000 Professional Services	\$200.00
Check #: 0						
						PO/InvoiceTotal: <u>\$200.00</u>
						Vendor Total: <u>\$200.00</u>
NSSEO	02336					
Check Group:						
2nd Billing Transportation - FY16-17		1	0	1789 3/13/2017	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$10,000.00
Check #: 0						
						PO/InvoiceTotal: <u>\$10,000.00</u>
						Vendor Total: <u>\$10,000.00</u>
Office Depot_00205	00205					
Check Group:						
Office Depot - Supplies - ROSS - L. Parisi		1	0	911950821001 3/10/2017	10.5.0000.1110.410.03.0000 General Supplies	\$88.75
Check #: 0						

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1221

03/28/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$88.75</u>
						Vendor Total: <u>\$88.75</u>
Phonak Communications, Inc.						
Check Group:						
Replacement for Roger Focus		1	170576	5155317187 3/15/2017	10.5.0000.2159.410.01.0000 Supplies	\$100.00
						Check #: 0
						PO/InvoiceTotal: <u>\$100.00</u>
						Vendor Total: <u>\$100.00</u>
TeachTown						
Check Group:						
Basics License		12	170578	0000003644 3/15/2017	10.5.0000.1205.316.01.0000 Contracted Software/Websites	\$3,600.00
Less Term Discount		1	170578	0000003644 3/15/2017	10.5.0000.1205.316.01.0000 Contracted Software/Websites	(\$216.00)
Basics Teacher Set		4	170578	0000003644 3/15/2017	10.5.0000.1205.420.01.0000 Textbooks	\$436.00
Basics Training: Webinar		1	170578	0000003644 3/15/2017	10.5.0000.1205.312.01.0000 Professional Development	\$600.00
Shipping and Handling		1	170578	0000003644 3/15/2017	10.5.0000.1205.420.01.0000 Textbooks	\$13.08
						Check #: 0
						PO/InvoiceTotal: <u>\$4,433.08</u>
						Vendor Total: <u>\$4,433.08</u>
Township High School District 214						
00933						
Check Group:						
Background Checks/Fingerprinting - 09/13/2016 thru 02/23/2017		22	0	BackgroundCk02. 17 3/6/2017	10.5.0000.2640.395.01.0000 Background Checks	\$693.00
						Check #: 0

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1221

03/28/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$693.00
						Vendor Total: \$693.00
Village of Arlington Heights	02889					
Check Group:						
Water - IKE- 01/03/2017 to 02/28/2017		1 0		50067-104994 . 03/22 3/22/2017	20.5.0000.2542.370.01.0000 Water/Sanitation	\$503.66
Water - MAIN - 01/03/2017 to 02/28/2017		1 0		50069-104998 . 03/22 3/22/2017	20.5.0000.2542.370.01.0000 Water/Sanitation	\$1,697.73
					Check #: 0	
						PO/InvoiceTotal: \$2,201.39
						Vendor Total: \$2,201.39
						Grand Total: \$35,865.77

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1235

04/11/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AbleNet, Inc.	80207					
Check Group:						
Tabletop Suction Mount w/Adj.		1	0	CI1703982 3/30/2017	10.5.0000.2159.410.01.0000 Supplies	\$110.00
Check #: 0						
PO/InvoiceTotal:						\$110.00
Vendor Total:						\$110.00
Alexian Brothers Behavioral Hospital	80528					
Check Group:						
School Billing - Tutoring Services - NB 02/13 to 03/09/2017		14	0	H08003221028 3/15/2017	10.5.0000.1110.112.01.0000 Home-Bound Tutoring	\$560.00
Check #: 0						
PO/InvoiceTotal:						\$560.00
Vendor Total:						\$560.00
Amy Banas						
Check Group:						
Mileage Reimbursement - 03/07 thru 03/23/2017		16	0	MileageMarch201 7 3/23/2017	10.5.0000.2225.332.01.0000 Travel Expense	\$8.56
Check #: 0						
PO/InvoiceTotal:						\$8.56
Vendor Total:						\$8.56
Arlington Heights School District 25	71838					
Check Group:						
Contracted Food Service - February 2017		1	0	Feb2017 3/1/2017	10.5.0000.2560.315.01.0000 Contracted Food Service	\$37,054.27
Check #: 0						
PO/InvoiceTotal:						\$37,054.27
Vendor Total:						\$37,054.27
AT & T Long Distance	01256					

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1235

04/11/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Monthly Long Distance Charges		1	0	858609026 x 03262017 3/26/2017	10.5.0000.2630.341.01.0000  Telephone/Network	\$2.35
					Check #: 0	
						PO/InvoiceTotal: <u>\$2.35</u>
						Vendor Total: <u>\$2.35</u>
AT & T Mobility	71927					
Check Group:						
Monthly Cell Phone Charges - 02/20-03/19/2017 - EDP		1	0	827020302x0327 2017 3/19/2017	10.5.0000.3500.341.01.0000  EDP Phones	\$70.00
Monthly Cell Phone Charges - 02/20-03/19/2017 - Facilities		1	0	827020302x0327 2017 3/19/2017	10.5.0000.2630.341.01.0000  Telephone/Network	\$71.29
					Check #: 0	
						PO/InvoiceTotal: <u>\$141.29</u>
						Vendor Total: <u>\$141.29</u>
Cochlear Americas	80983					
Check Group:						
Euro Adaptor		1	170600	2320934 3/24/2017	10.5.0000.2159.410.01.0000  Supplies	\$90.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$90.00</u>
						Vendor Total: <u>\$90.00</u>
Demco Inc.	00220					
Check Group:						
25 line items for all 4 buildings		1	170605	6098607 3/29/2017	10.5.0000.2222.410.05.0000  General Supplies	\$509.30
25 line items for all 4 buildings		1	170605	6098607 3/29/2017	10.5.0000.2222.410.02.0000  General Supplies	\$509.31

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1235

04/11/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
25 line items for all 4 buildings		1	170605	6098607 3/29/2017	10.5.0000.2222.410.03.0000 General Supplies	\$509.31
25 line items for all 4 buildings		1	170605	6098607 3/29/2017	10.5.0000.2222.410.04.0000 General Supplies	\$509.30
Check #: 0						
PO/InvoiceTotal:						\$2,037.22
Vendor Total:						\$2,037.22
First Student	00406					
Check Group:						
Transportation - MAC Orchestra Contest - 03/11/2017		1	0	091-C-060428 3/11/2017	40.5.0000.2551.336.04.0000 Band Trips	\$158.48
Transportation - MAC Band Contest - 03/11/2017		1	0	091-C-060429 3/11/2017	40.5.0000.2551.336.04.0000 Band Trips	\$431.68
Transportation - MAC Chorus Contest - 03/11/2017		1	0	091-C-060430 3/11/2017	40.5.0000.2551.333.04.0000 Chorus Trips	\$346.64
Transportation - MAC Serenading Strings - 03/16/2017		1	0	091-C-060496 3/16/2017	40.5.0000.2551.338.04.0000 Orchestra Trips	\$174.15
Transportation - MAC Jazz Band Contest - 03/16/2017		1	0	091-C-060504 3/16/2017	40.5.0000.2551.336.04.0000 Band Trips	\$196.83
Transportation - March 2017 - K		1	0	091-H-004035 3/24/2017	40.5.0000.2551.331.01.0000 Regular Transportation	\$6,292.08
Transportation - March 2017 - PreK		1	0	091-H-004035 3/24/2017	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$13,694.40
Transportation - March 2017 - Reg		1	0	091-H-004035 3/24/2017	40.5.0000.2551.331.01.0000 Regular Transportation	\$67,831.92
Transportation - March 2017 - SPED		1	0	091-H-004035 3/24/2017	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$10,834.20
Check #: 0						
PO/InvoiceTotal:						\$99,960.38
Vendor Total:						\$99,960.38

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1235

04/11/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Follett School Solutions, Inc	00313					
Check Group:						
Books for Library - MAC		1 0		585506-6 3/17/2017	10.5.0000.2222.410.04.0000 General Supplies	\$1,070.73
				Check #: 0		
					PO/InvoiceTotal:	\$1,070.73
Check Group:						
Library Books - Elementary		1 170594		588497-1 3/22/2017	10.5.0000.2222.430.02.0000 Library Books - Elementary	\$54.93
				Check #: 0		
					PO/InvoiceTotal:	\$54.93
Check Group:						
14 books		1 170606		591960-5 3/24/2017	10.5.0000.2222.410.05.3999 Supplies - Library Grant	\$115.88
				Check #: 0		
					PO/InvoiceTotal:	\$115.88
Check Group:						
83 books		1 170607		591964-4 3/24/2017	10.5.0000.2222.430.05.0000 Library Books - Elementary	\$719.39
				Check #: 0		
					PO/InvoiceTotal:	\$719.39
					Vendor Total:	\$1,960.93
Glen Ellyn School District 41						
Check Group:						
2017 Regional Wrestling Assessment @ Glen Ellyn School District 41		1 0		Wrestle2017Regio Asse 4/7/2017	10.5.0000.1503.640.04.0000 Dues & Fees	\$65.87
CREDIT 2017 Sectional Wrestling Assessment @ MacAthur Middle School Host School		1 0		Wrestle2017Sect Asses 4/7/2017	10.5.0000.1503.640.04.0000 Dues & Fees	(\$32.30)
				Check #: 0		

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1235

04/11/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$33.57</u>
						Vendor Total: <u>\$33.57</u>
Home Depot	00063					
Check Group:						
Clamp Tie & Heat Shrink Tubing		1	0	2050317 3/2/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$17.17
LED lightbulbs. 8-pack		1	0	7051243 3/7/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$9.97
						Check #: 0
						PO/InvoiceTotal: <u>\$27.14</u>
						Vendor Total: <u>\$27.14</u>
Illinois ASCD	05532					
Check Group:						
Carol Petrusha		1	170451	1793 3/23/2017	10.5.0000.1110.312.05.0000 Professional Development	\$139.00
Margaret Tomasik		1	170451	1793 3/23/2017	10.5.0000.1110.312.05.0000 Professional Development	\$139.00
Kristen Derrico and Alexandra Bozio		2	170451	1793 3/23/2017	10.5.0000.1110.312.05.0000 Professional Development	\$278.00
						Check #: 0
						PO/InvoiceTotal: <u>\$556.00</u>
						Vendor Total: <u>\$556.00</u>
JCD Repair, LLC						
Check Group:						
Apple iPad Air2 - Screen Repair - Asset #2767		1	0	136794 3/29/2017	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$169.00
Apple iPad Air2 - Screen Repair - Asset #2089		1	0	136794 3/29/2017	10.5.0000.2225.323.01.0000 Repair & Maintenance	\$89.00
						Check #: 0
						PO/InvoiceTotal: <u>\$258.00</u>

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1235

04/11/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$258.00
Khei E. Newman						
Check Group:						
Korean Interpreter for Annual Review - ROSS		2 0		03.22.2017 3/22/2017	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$60.00
Check #: 0						
PO/InvoiceTotal:						\$60.00
Vendor Total:						\$60.00
Kristen Bearwald 01164						
Check Group:						
Reimbursement - Mariano's - Supplies for Science Lab 7th grade MAC		1 0		ReimburseMarian os 4/5/2017	10.5.0000.1122.410.04.0000 Classroom Supplies - 7th	\$6.75
Check #: 0						
PO/InvoiceTotal:						\$6.75
Vendor Total:						\$6.75
Maggie Leja 71831						
Check Group:						
Reimbursement - Cleaning/Mending POMS Uniforms		1 0		ReimbursePOMS Uniform 4/1/2017	10.5.0000.1503.319.04.0000 Professional Services	\$45.50
Check #: 0						
PO/InvoiceTotal:						\$45.50
Vendor Total:						\$45.50
Michelle Diaz						
Check Group:						
Mileage Reimbursement 03/16 thru 03/24/2017		7 0		Mileage 4/7/2017	10.5.0000.1205.332.01.0000 Travel Expense	\$3.75
Check #: 0						
PO/InvoiceTotal:						\$3.75
Vendor Total:						\$3.75

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1235

04/11/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
National School Products	00671					
Check Group:						
TPI/TBE Classroom Supplies		1	170575	114142 3/16/2017	10.5.0000.1800.410.01.3305 TPI/TBE Classroom Supplies	\$357.44
					Check #: 0	
					PO/InvoiceTotal:	\$357.44
					Vendor Total:	\$357.44
Nicor Gas						
Check Group:						
Monthly Natural Gas Charges - 02/24 thru 03/24/2017 - Sullivan		1	0	52741700000 x 032417 3/24/2017	20.5.0000.2542.465.01.0000 Natural Gas	\$494.60
Monthly Natural Gas Charges - 02/23 thru 03/24/2017 - MAC		1	0	62741700009 x 032417 3/24/2017	20.5.0000.2542.465.01.0000 Natural Gas	\$300.34
Monthly Natural Gas Charges - 02/23 thru 03/23/2017 - Ross		1	0	72741700008 x 032417 3/24/2017	20.5.0000.2542.465.01.0000 Natural Gas	\$117.45
					Check #: 0	
					PO/InvoiceTotal:	\$912.39
					Vendor Total:	\$912.39
North Cook IPA						
Check Group:						
IPA Administrative Asst. Appreciation Dinner - MAC 04/27/2017		5	0	04272017 4/1/2017	10.5.0000.2410.640.04.0000 Dues & Fees	\$175.00
					Check #: 0	
					PO/InvoiceTotal:	\$175.00
					Vendor Total:	\$175.00
Office Depot_00205	00205					
Check Group:						

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1235

04/11/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Office Supplies - SULLIVAN - L. Ellison		1	0	914268314001 3/20/2017	10.5.0000.1110.410.02.0000 General Supplies	\$66.49
					Check #: 0	
						PO/InvoiceTotal: \$66.49
						Vendor Total: \$66.49
Paddock Publications	00715					
Check Group:						
Daily Herald Service Dates 04/11/2017 thru 06/05/017		1	0	834125 x 06052017 4/11/2017	10.5.0000.2630.350.01.0000 Advertising/Publications	\$102.60
					Check #: 0	
						PO/InvoiceTotal: \$102.60
						Vendor Total: \$102.60
Paridad, Inc.						
Check Group:						
Professional Development - John Hilliard April 4, 2017 Full Day Institute - 3 Presentations		1	170614	12 4/4/2017	10.5.0000.2210.319.01.0000 Professional Development	\$2,500.00
					Check #: 0	
						PO/InvoiceTotal: \$2,500.00
						Vendor Total: \$2,500.00
Personnel Planners, Inc	00734					
Check Group:						
Quarterly UI Claims Management Fee 04/01 to 06/30/2017		1	0	134082 4/1/2017	80.5.0000.2363.232.01.0000 Unemployment Compensation	\$85.00
					Check #: 0	
						PO/InvoiceTotal: \$85.00
						Vendor Total: \$85.00
PSUG Events	80976					
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1235

04/11/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Registration for Don Werneske - PowerSchool User Group Event 05/22-05/24/2017		1	170509	9BSQEC4QCN 4/1/2017	10.5.0000.2225.312.01.0000 Professional Development	\$329.00
Check #: 0						
PO/InvoiceTotal:						\$329.00
Vendor Total:						\$329.00
Quinlan & Fabish Music	00867					
Check Group:						
Classroom Supplies-Contest Score		3	170464	9420767 11/18/2016	10.5.0000.1120.410.04.0000 General Supplies	\$27.00
Classroom Supplies-Contest Score		2	170464	9420767 11/18/2016	10.5.0000.1120.410.04.0000 General Supplies	\$14.00
Classroom Supplies-Contest Score		3	170464	9420784 11/18/2016	10.5.0000.1120.410.04.0000 General Supplies	\$18.00
Check #: 0						
PO/InvoiceTotal:						\$59.00
Check Group:						
Instrument Repair-Lower Rib		1	170595	9549351 2/13/2017	10.5.0000.1118.323.04.0000 Instrument Repair	\$51.00
Classroom Supplies-Chromatic Tuner		4	170595	9578811 2/14/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$87.96
Classroom Supplies-Tuner pick up mic		4	170595	9583226 2/15/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$31.15
Check #: 0						
PO/InvoiceTotal:						\$170.11
Vendor Total:						\$229.11
School Specialty						
Check Group:						
Ball Inflatable Therapy & Exercise 75cm		4	0	208117996948 3/23/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$100.48
Check #: 0						

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1235

04/11/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$100.48
						Vendor Total: \$100.48
School Specialty / Abilitations	81054					
Check Group:						
Yellow PhysioBall		1	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$38.65
California Hearing Protector		3	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$31.71
Blue Shoulder Snake		1	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$32.15
Compression Vest, Medium		1	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$67.66
Arctic Ball Fidget Set		1	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$14.06
Red Therapy Ball		4	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$73.12
Ball Bowl		3	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$97.47
Finger Fidget Set		1	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$14.06
Blue Hand Fidget w/wrist strap		1	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$8.03
Icy FidgetBall		1	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$5.35
Yuk-E-Balls		3	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$20.07
Green CANDO Band		1	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$10.65
Blue CANDO Band		1	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$13.33

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1235

04/11/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Blue TeeterPopper		1	170567	308102699863 3/17/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$35.96
				Check #: 0		
					PO/InvoiceTotal:	\$462.27
					Vendor Total:	\$462.27
Step Forward Therapy, Inc.						
Check Group:						
OT Treatment, Consult, Meetings, Paperwork: 03/02, 03/09, 03/16, & 03/23/2017		28	0	1350 4/4/2017	10.5.0000.2130.319.01.0000 Other Professional & Technical Services	\$2,520.00
				Check #: 0		
					PO/InvoiceTotal:	\$2,520.00
					Vendor Total:	\$2,520.00
V.A. Solano & Associates, Inc.						
Check Group:						
Appraisal Service - 03/28/2017		1	0	1363 3/28/2017	10.5.0000.2310.319.01.0000 Professional Services	\$1,900.00
				Check #: 0		
					PO/InvoiceTotal:	\$1,900.00
					Vendor Total:	\$1,900.00
Warehouse Direct	80219					
Check Group:						
Colored Copy Paper - ROSS		50	0	3432019-0 4/3/2017	10.5.0000.1110.412.01.0000 Copier Paper	\$347.00
Colored Copy Paper - ROSS		40	0	3432019-0 4/3/2017	10.5.0000.1110.412.01.0000 Copier Paper	\$249.60
11 x 17 White Copy Paper - Facilities		3	0	3435181-0 4/5/2017	10.5.0000.1110.412.01.0000 Copier Paper	\$36.60
				Check #: 0		
					PO/InvoiceTotal:	\$633.20

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1235

04/11/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$633.20
WOW Business	81068					
Check Group:						
Monthly Service Charges - IKE - April 2017		1 0		014047134 x 042017 3/31/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$400.00
Monthly Service Charges - MAIN - April 2017		1 0		014047166 x 042017 3/31/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$3,673.00
Check #: 0						
PO/InvoiceTotal:						\$4,073.00
Vendor Total:						\$4,073.00
Grand Total:						\$157,361.69

**End of Report**

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# Enhancing Parent Communications

## Findings and Recommendations

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*Presented by:*  
*Jasculca Terman Strategic Communications*

April 2017



**PROSPECT HEIGHTS  
SCHOOL DISTRICT 23**



**JASCULCA TERMAN**  
STRATEGIC COMMUNICATIONS

# ABOUT JT

- Jasculca Terman Strategic Communications (JT) is an independent, Chicago-based strategic communications firm
- Focus on public policy communications, issues management, digital strategies and event management
- Depth of experience developing and implementing communications and outreach strategies to reach and positively influence key audiences
- Particular experience in K-12 public education — communications audits, message development, community engagement and crisis communications

# THE JT TEAM

**Holly Bartecki**

Senior Vice President

*Senior counsel/strategist  
and District communications*

**James Chase**

Accounts Director

*Project manager and  
media relations*

**Ann McCallum**

Account Executive

*Survey liaison, website and  
social media*

**Jordan Troy**

Account Executive

*School Communications*

# SCOPE OF WORK

- Development of communications-focused parent survey (to be administered by District)—*COMPLETED*
- Expert analysis of current District communications tools and tactics—*COMPLETED*
- Presentation of initial findings and recommendations and brainstorm with Administrative Team—*COMPLETED*
- Delivery of findings and recommendations to superintendent—*COMPLETED*

# OBSERVATIONS

## **EXPERT ANALYSIS: DISTRICT AND SCHOOL COMMUNICATIONS**

- “School Scene” District newsletter comprehensive, well-organized and -designed
- Can improve consistency in communication content, design and translations —applies to both school and District newsletters
- Need for increased coordination from District to principals and between principals, in order to improve the efficiency of producing school communications

# OBSERVATIONS

## EXPERT ANALYSIS: WEBSITE

- Overall look and presence feels outdated
- Navigation is not intuitive and inconsistent
  - *Lack of drop-down menus or indicators of information within each section*
  - *Some secondary pages lose main navigation and District header; some are blank or content is outdated*
  - *Calendar featured on the homepage is thorough and easy to find, its scrolling format does not allow users to take advantage of color-coding, as the key is not visible.*

# OBSERVATIONS

## EXPERT ANALYSIS: SOCIAL MEDIA

- District social media strategy focused primarily on Twitter
  - *Focus on teacher professional development and parent-teacher communication*
  - *District Facebook content is sources from District's Twitter, which is primarily school/staff retweets*
  - *Potential concern re: retweets showcasing staff public but personal Twitter profiles*

# OBSERVATIONS

## EXPERT ANALYSIS: SOCIAL MEDIA

- District Facebook active since October 2015, just began regularly posting in October 2016; total of 73 page likes
  - *Launched as part of 150th anniversary, to secure channel name*
  - *Most content sourced from Twitter*
  - *Limited visitor engagement; appropriate but delayed response*
- District Twitter active since March 2014, total of 380 followers
  - *Schools primarily retweet teacher/class content and tag District, mostly photos*
  - *District content almost exclusively school retweets*

# OBSERVATIONS

## EXPERT ANALYSIS: EARNED MEDIA (August 2015-Present)

- Approximately 70 news stories; 83% specific to teacher strike, much of the balance related to leadership transitions (Board and superintendent)
  - *Positive coverage of 1-to-1 iPad Initiative, 150th Anniversary, Financial Recognition status and Robotics Learning Lab*
  - *Extensive strike coverage in suburban print; approximately 15 stories by Chicago TV news outlets*
- The majority of media coverage written by three reporters
  - *Karen Ann Cullotta, Arlington Heights Post/Chicago Tribune (19 articles)*
  - *Melissa Silverberg, Daily Herald (16 articles); several additional articles by other Daily Herald reporters*
  - *Richard Mayer, Journal and Topics (4 articles)*

# KEY FINDINGS

## PARENT SURVEY: OVERVIEW (357 RESPONSES, 22%)

- 94% of parents consider current District communications to be good (41%) or excellent (53%)
  - 95% say communications are timely and accurate
  - 91% say information is easily accessible
- 90% consider the amount of District communication to be “about right”
  - 35% prefer monthly communication, but 29% prefer weekly and 30% prefer communication as frequently as needed
- Email (82%) is the preferred channel for general news

# KEY FINDINGS

## PARENT SURVEY: OVERVIEW

- 93% primarily interested in school-specific information
  - 70% strongly agree, 23% somewhat
- But 84% indicate interest in District news (52% somewhat agree, 32% strongly)
  - 74% percent read the District newsletter (“The School Scene”)—but of those 57% read when received through email vs. 17% on website
- 80% say Board and Administration involve parents, community and students in decisions
  - 58% somewhat agree, 22% strongly

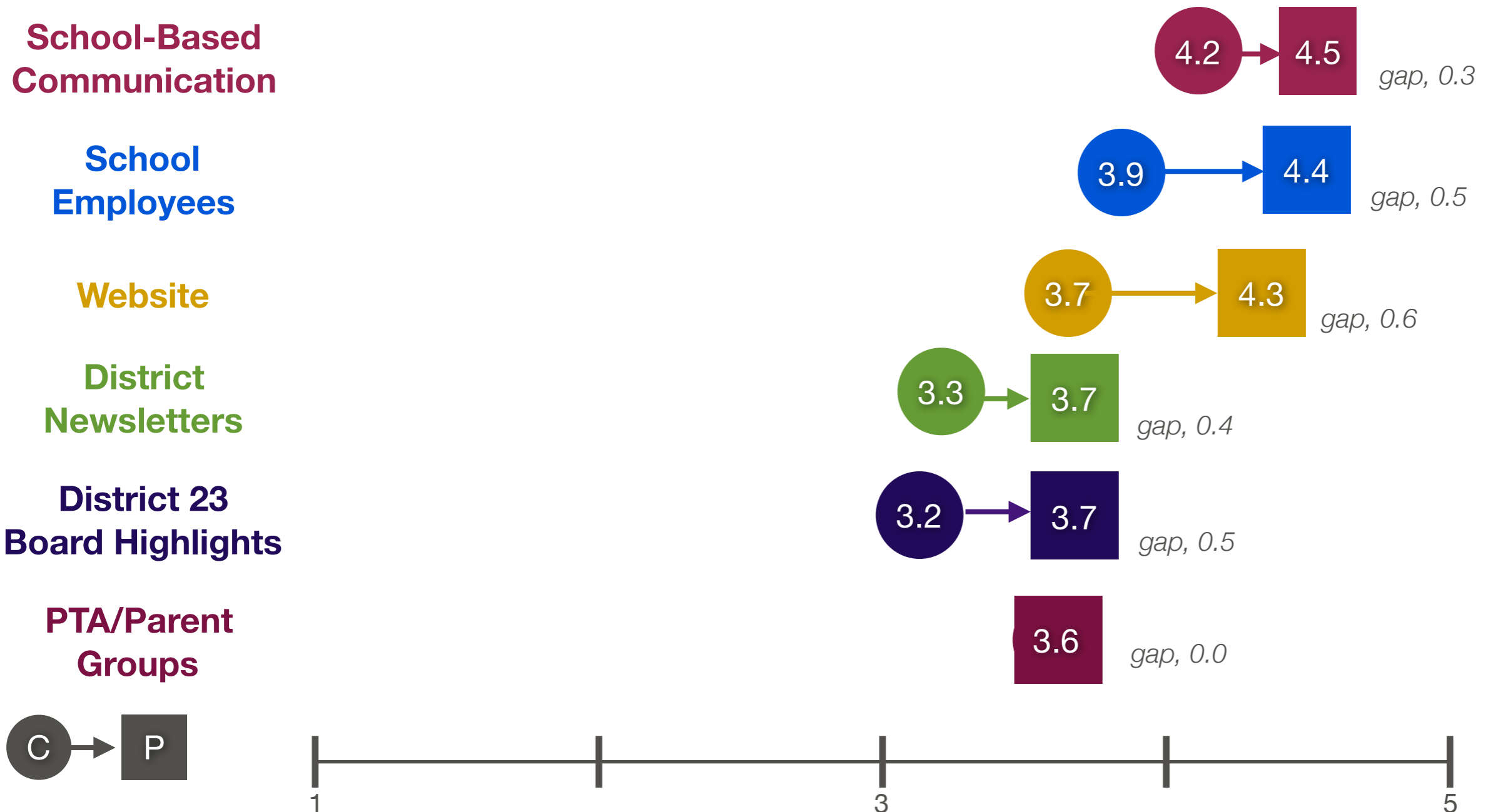
# KEY FINDINGS

## PARENT SURVEY: TRANSLATIONS

- 25% of survey respondents indicate that they receive materials translated into another language (14% Polish, 11% Spanish)
  - *54% of those receiving materials in Polish rate the quality of the translations as good or excellent, compared with 91% of those receiving materials in Spanish*

# KEY FINDINGS

## PARENT SURVEY: CURRENT & PREFERRED CHANNELS



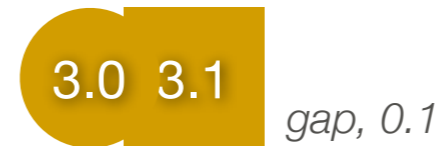
# KEY FINDINGS

## PARENT SURVEY: CURRENT & PREFERRED CHANNELS

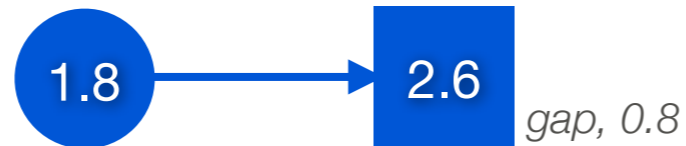
School Meetings  
or Events



Informal  
Discussions



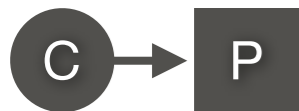
Facebook



Local Media



Twitter



# KEY FINDINGS

## PARENT SURVEY: WEBSITE

- 42% of parents visit website at least once per week, 34% visit monthly and 24% visit rarely (less than once per month)
- Most frequently seeking (top three):
  - *School calendars, including academic, food, bus and athletic schedules (84%)*
  - *News items/upcoming events (69%)*
  - *General District information, including contact information, forms, handbooks, policies, course offerings, etc. (54%)*

# KEY FINDINGS

## PARENT SURVEY: SOCIAL MEDIA

- 69% of parents responded to this question asking for their preferred social media channel
  - *Parents overwhelmingly indicate Facebook as their preferred channel (80%)*
  - *Of the 9% of parents who indicate Twitter as their preferred channel, only 18% indicate that they currently follow either the District (<1%), their child's school (7%) or both (11%)*
- 66% of parents indicate that they would follow their child's school if it had a presence on their preferred social media channel (22% don't know, 12% would not)

# KEY FINDINGS

## PARENT SURVEY: CONTENT NEEDS — TOP THREE

Teaching and learning, 78%

*(technology, educational programs/services, outcomes, test scores, curriculum)*

School programs, activities and events, 72%

Safety and security, 47%

School Board decisions,  
36%

0

25

50

75

100

# OPPORTUNITIES

## DISTRICT AND SCHOOL COMMUNICATIONS

- Integrate important District content into school communications on a monthly basis (or more frequent, if needed)
- Coordinate content development between District and principals to reduce duplication of effort and improve consistency
- Work to improve quality of Polish-language translations
- Consider Phase II communications work focused on school employees to empower them to be effective ambassadors

# OPPORTUNITIES

## DISTRICT AND SCHOOL COMMUNICATIONS

- “School Scene” newsletter
  - *Simultaneously distribute to all District staff and parents via email, also post on website; provide option for non-parent community subscription via website*
  - *Consider need for Polish/Spanish translations*
- Prioritize content related to:
  - *Teaching and learning (technology, educational programs/services, outcomes, test scores, curriculum)*
  - *School programs, activities and events*

# OPPORTUNITIES

## WEBSITE

- Recommend website redesign, if resources permit; if not, recommend thorough review and refinement, including:
  - Remove/update outdated content and blank pages
  - Streamline/refine existing content and consider adding Board member photos/bios and superintendent bio
  - Ensure consistent top-level navigation
  - Use appropriate photo sizing to avoid image distortion
  - Add Facebook icon to facilitate linking
  - Prioritize home page content to showcase news and events

# OPPORTUNITIES

## SOCIAL MEDIA

- If more robust social media presence is desired, enhance and expand strategy regarding content, frequency and engagement
  - *Need to designate social media managers for District and schools*
  - *If resources are an issue, prioritize Facebook over Twitter*
    - ◆ *Enhance Facebook presence to reduce/eliminate dependence on Twitter content*
    - ◆ *Schools consider development of Facebook pages*
  - *Need communication and outreach strategy to promote channels*
  - *Develop and share original content, can redirect visitors to District/school websites for additional information*
  - *Encourage use of photo and video with descriptive captions or content*

# OPPORTUNITIES

## EARNED MEDIA

- Is it worth the investment?
  - *Parents do not currently rely on local media and do not prefer to do so.*
  - *In the JT/District brainstorm, staff ranked the media low among District audience priorities.*
  - *Increasing earned media results will require a significant, long-term commitment of staff time.*
- Recommendation: Enhanced efforts to secure earned media should not be a top priority for the District at this time. Investments in the District's other parent communications channels will produce more effective results.

# Thank You



**PROSPECT HEIGHTS  
SCHOOL DISTRICT 23**



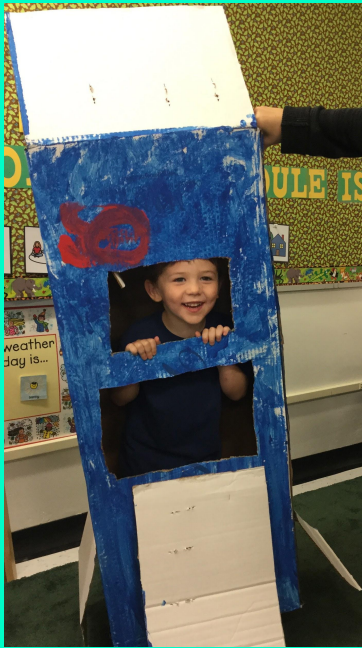
**JASCULCA TERMAN**  
STRATEGIC COMMUNICATIONS

# SCHOOL DISTRICT 23

# EARLY CHILDHOOD PROGRAM

100

PRESENTATION TO PROSPECT HEIGHTS SD23  
BOARD OF EDUCATION - APRIL 12, 2017



# WHY EARLY CHILDHOOD...



# ILLINOIS BIRTH TO FIVE PROGRAMS AND SERVICES

VISION: ALL ILLINOIS CHILDREN, BIRTH TO FIVE, WILL EXPERIENCE LOVING, STABLE, AND NURTURING RELATIONSHIPS IN SAFE, SUPPORTIVE ENVIRONMENTS THAT PROMOTE THEIR PHYSICAL, EMOTIONAL, SOCIAL AND COGNITIVE DEVELOPMENT AND WELL BEING. THESE EXPERIENCES PROVIDE THE BASIS FOR SUCCESSFUL LEARNING AS APPROPRIATE FOR EACH CHILD. MORE IMPORTANTLY, THEY LAY A FOUNDATION FOR CHILDREN TO LEAD FULFILLING LIVES AND BECOME RESPONSIBLE, PRODUCTIVE CITIZENS. THEREFORE, IT IS IMPORTANT AND EXPEDIENT TO SUPPORT AND INVEST SIGNIFICANTLY IN ILLINOIS' YOUNGEST CHILDREN AND THEIR FAMILIES.

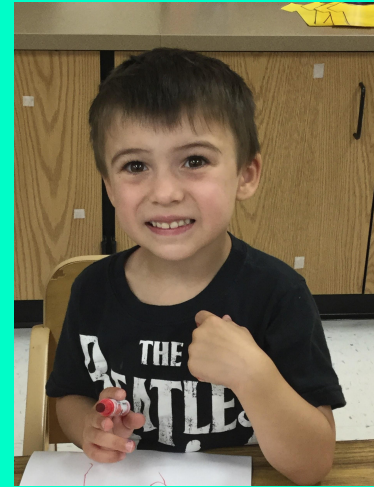
# WHY EARLY CHILDHOOD...

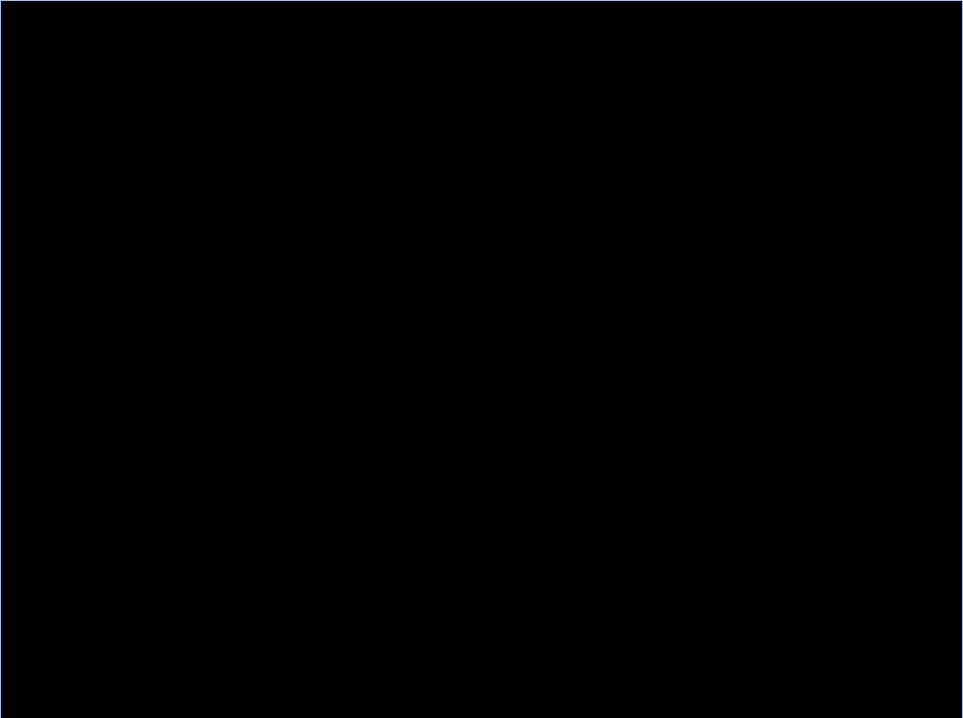
- SPECIAL EDUCATION SERVICES TO STUDENTS WHO ARE ENTITLED
- PRESCHOOL EXPERIENCE TO THOSE WHO ARE MOST AT RISK
- DEVELOPING SCHOOL READINESS SKILLS AND CLASSROOM INDEPENDENCE
- PROVIDE DEVELOPMENTALLY APPROPRIATE EXPERIENCES





WHO DO WE SERVICE?





EARLY CHILDHOOD  
DEVELOPMENTAL  
ENRICHMENT  
CENTER (ECDEC)

# ECDEC PROGRAM COMPONENTS



- EARLY CHILDHOOD PROGRAM THAT SERVES CHILDREN BETWEEN THE AGES OF 3 AND 5 WHO HAVE BEEN IDENTIFIED AS "AT-RISK"
- FUNDED BY THE PRESCHOOL FOR ALL GRANT WHICH PROVIDES D23 1 TEACHER AND 1 ASSISTANT
- ACCESS TO PARENT EDUCATOR FOR COMMUNITY RESOURCES AND HOME-VISITS
- SCREENINGS INCLUDE PARENT QUESTIONNAIRE AND REVIEW OF VISION/HEARING, PRE-ACADEMIC, LANGUAGE, MOTOR (FINE & GROSS) AND SOCIAL EMOTIONAL SKILLS
- THE ECDEC PROGRAM SERVICES 40 AT-RISK CHILDREN BLENDED ACROSS 4 SECTIONS.

# AT-RISK FACTORS

STUDENTS WHO ARE IDENTIFIED AS AT-RISK QUALIFY UNDER SOME OF THE FOLLOWING FACTORS:



# EARLY CHILDHOOD SPECIAL EDUCATION

# EC SPECIAL EDUCATION SERVICES

- THE CONTINUUM OF SERVICES CAN INCLUDE
  - SPEECH
  - MOTOR (FINE/GROSS)
  - SOCIAL EMOTIONAL/BEHAVIOR
  - COGNITIVE
  - VISION/HEARING
  - HEALTH/MEDICAL

# EC SPECIAL EDUCATION COMPONENTS

- INDIVIDUALIZED EDUCATION PLANS (IEP)
  - EVALUATION PROCESS
  - ANNUAL REVIEW
  - GOAL UPDATES- PROGRESS MONITORING IN TRIMESTERS
  - ACCOMMODATIONS
  - EARLY CHILDHOOD OUTCOMES



# SERVICE DELIVERY MODELS

# CURRENT CLASSROOM MODELS

## BLENDED

- COMBINATION OF STUDENTS WITH AND WITHOUT IEPs
- STUDENT TO STAFF RATIO IS TYPICALLY 10:1
- CLASS SIZE GUIDELINE OF 20 (10 AT-RISK/10 IEP)
- MORE INDEPENDENCE REQUIRED OF STUDENTS

## SELF-CONTAINED SPECIAL EDUCATION

- ALL STUDENTS WITH IEPs
- STUDENTS WITH THE MOST SIGNIFICANT DELAYS IN THEIR COMMUNICATION AND LEARNING
- STUDENT TO STAFF RATIO IS TYPICALLY LOWER DUE TO IEP NEEDS
- CLASS SIZE GUIDELINE OF 10
- STUDENTS REQUIRE MORE SPECIALIZED INSTRUCTION WITH RELATED SERVICE PROVIDERS

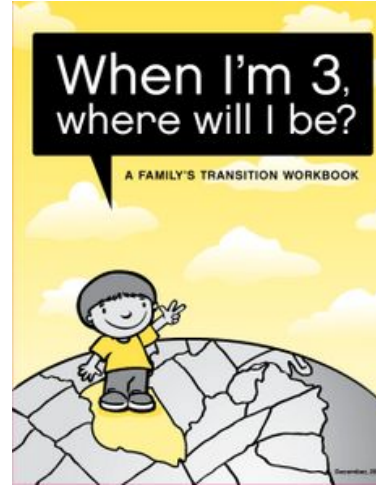
# CHILD FIND



# TYPES OF REFERRALS

- EARLY INTERVENTION (EI)
- PARENT
- PHYSICIAN
- PRIVATE DAYCARE/PRESCHOOL
- TEACHER
- STATE OF ILLINOIS

115



# ESTABLISHING RELATIONSHIPS WITH FAMILIES

- FIRST IMPRESSIONS OF THE SCHOOL DISTRICT
- PROVIDING FOUNDATIONAL PARENT EDUCATION
- VISITING FAMILIES IN THEIR HOME ENVIRONMENT
- EVALUATING STUDENTS IN THEIR HOMES/DAYCARES
- 5 POINTS OF FACE-TO-FACE CONTACT BEFORE A STUDENT ENTERS SCHOOL

# EARLY CHILDHOOD CURRICULUM AND ASSESSMENT

# CURRENT CURRICULUM AND ASSESSMENT

CREATIVE CURRICULUM PROGRAM

SCHOLASTIC EARLY CHILDHOOD CURRICULUM

ELS PORTFOLIO ASSESSMENT SYSTEM

TEACHING STRATEGIES GOLD ASSESSMENT SYSTEM



# GOALS OF PROGRAM

# DISTRICT TRENDS IN EARLY CHILDHOOD

## AT RISK POPULATION

- ALL 40 GRANT FUNDED SPOTS FILLED BY THE BEGINNING OF SEPTEMBER
- HIGH DEMAND RESULTS IN WAIT LIST
- FAMILIES WANT PROGRAM FOR ENGLISH ACQUISITION AND PEER RELATIONS

## SPECIAL EDUCATION POPULATION

- 47 STUDENTS - 2013: 56 STUDENTS - 2017
- SERVING A WIDER RANGE OF STUDENTS' DISABILITIES WITH INCREASED INTENSITY
- REACH CLASS SIZE GUIDELINES (20) BY FEBRUARY
- APPROXIMATELY 30-40 STUDENTS QUALIFY WITHIN SCHOOL YEAR

# EARLY CHILDHOOD PROGRAM GOALS

- MAXIMIZE ENROLLMENT IN GRANT FUNDED AT-RISK PROGRAM TO PROVIDE THOSE CHILDREN MOST IN NEED WITH PRESCHOOL EXPERIENCE
- MEET CHILD FIND OBLIGATIONS BY SCREENING AND EVALUATING THOSE CHILDREN WHO MAY BE ENTITLED TO SPECIAL EDUCATION SERVICES
- PROVIDE SCREENING AND GUIDANCE TO FAMILIES LIVING WITHIN DISTRICT BOUNDARIES WHO HAVE DEVELOPMENTAL CONCERNS FOR THEIR CHILDREN AGES BIRTH-3
- PROVIDE RICH PRESCHOOL EXPERIENCE FOR THOSE IN ATTENDANCE THROUGH RESEARCH-BASED EARLY CHILDHOOD CURRICULUM

FUTURE VISION

# WHERE WE ARE GOING...



DEVELOP CONSISTENT CURRICULUM BETWEEN PROGRAMS

IDENTIFY UPDATED PRESCHOOL ASSESSMENT TOOLS AND PROCEDURES

123

PILOT ADJUSTED CALENDAR

ENHANCE INCLUSIVE OPPORTUNITIES FOR STUDENTS WITH SPECIAL NEEDS

INVESTIGATE PRESCHOOL EXPANSION OPPORTUNITIES



ZONES Advanced Solutions Group

Proposal for  
**Prospect Heights District 23**  
**Network Infrastructure Refresh Project**

Project OPP0134542

**March 30, 2017**

Prepared by:  
**Zones, Inc.**  
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## CLIENT'S REQUEST

District 23 has request that Zones assist them in performing a network equipment upgrade and refresh. This included replacement UPS's, upgrade of older WiFi equipment to current technology, upgrade of the cable plant to support modern 10Gbps speeds across their backbone, and switch upgrades to replace aging, end of life devices. Through multiple conversations with the district, the Zones team has recognized the importance of value in both the equipment selection and services. The proposed solutions will meet the school's needs for years to come.

## The Zones Solution

Zones recommends a comprehensive deployment strategy from hardware acquisition and deployment to asset disposition. We have proposed a complete solution to include equipment, cabling, and installation assistance.

The main components to the Zones recommended approach:

**Service Solutions** – To assist with implementation, Zones has proposed to have an engineer onsite to assist in developing an installation template and demonstrate how to perform basic configuration of the HP switches, as well as to assist with initial steps in implementation. Once you are familiar with the equipment, you can continue the installations on your own and at your own pace. This will be the most cost-effective use of your time and resources. Should you wish for Zones' engineer to continue with installations, they will be available at an hourly rate as needed or requested. This allows you to get the greatest value for your investment. Zones will employ a project manager to oversee the full project and to ensure on target project completion and your satisfaction with results. The project manager can assist in modification of any statements of work should you desire additional services from Zones.

**Equipment Solutions** – Zones recommended equipment for your implementation is high-quality by industry standards. The following equipment and manufacturers are frequently seen in the education and corporate space. Your Zones Account Executive has gone to great efforts in order attain the highest levels of discounting in attempt to offer the greatest value for your investment.

- **Hardware**
  - **HP** is the subsequent industry leader for networking and WiFi. HP's Aruba Wireless management interface is unparalleled in features and intuitive design.
    - Zones engineers specified HP 2920 switches for your network closets with HP 3910 appliances serving as 10 Gig core aggregation switches. These will be used in conjunction with your existing Catalyst 4500 switches to support schoolwide connectivity.

- **APC** is the leading provider of UPS technology and known for creating products that are reliable, cost-effective, and long-lasting for power conditioning and protection.
  - Our engineers have included seven APC Smart-UPS 2200 units and three APC Smart-UPS 1500 units to match the distribution of UPS units seen in existing installation. This allows for a high degree of flexibility in the deployment. However, greater economies of scale may be achieved by utilizing larger devices and proposal can be revised upon further discussion.
- **Cabling** – Zones will supply low voltage electricians for new armored fiber cabling installation to a structured termination point in the existing racks. The electricians can also be used to replace existing APs with the new APs.
- **Flexibility** – Choose what works for your situation. We believe that our comprehensive services will deliver the best solution and the highest level of satisfaction. However, if you wish to utilize Zones in any portion of the complete solution proposed, we are willing and able to work with you in a flexible manner.
- **Disposal** – Zones can guide you through the low-cost disposal of your old equipment in a responsible, environmentally friendly manner. If there is any residual value in your equipment, Zones will secure and transfer all value back to you. This can be applied as a credit to the cost of equipment and services, or submitted to you in form of check upon project completion.
- **Project completion** – Zones will use project completion forms throughout various stages of the project and maintain regular status updates to ensure success is achieved and all deliverables are completed.

## PRICING

<b>HPE Switch and WiFi Equipment</b> (24 switches and 144 AP's)	<b>\$148,785.42</b>
<b>APC UPS Equipment</b> (7x APC Smart-UPS 2200 and 3x APC Smart-UPS 1500)	<b>\$9,994.70</b>
<b>Fiber Plant Upgrade</b> from current fiber connection to armored OM3 to support a 10Gbps backbone between data closets	<b>\$37,724.14</b>
<b>AP Upgrade Installation</b> utilizing professional services to swap all existing AP's with new Aruba AP's	<b>\$10,110.11</b>
<b>Total for HP equipment with all services:</b>	<b>\$206,614.37</b>

The budgetary allocation of project product, material and labor costs is as follows:

MacArthur	73,501.57
Betsy Ross	53,074.95
Eisenhower	23,713.29
Sullivan	56,324.56

## GENERAL CONDITIONS FOR SERVICES

Hardware, Software and licenses required to perform Scope of Services that are not listed in the separate services proposal are the responsibility of the Client.

### ZONES, INC. Personnel

If the project is not a fixed cost project but where actual time is being billed at an hourly rate and the project requires working in and outside normal business hours of 8:00 am to 5:00 pm, Monday through Friday. ZONES, INC. will bill the first eight (8) hours of work time at the hourly rate quoted for the project. Work performed beyond eight (8) hours in a day will be considered overtime. Work performed on Saturday and Sunday will be billed at a weekend rate. ZONES, INC. will bill overtime and weekend rate hours at 150% of the hourly rate quoted for the project. All changes in scope will be priced using hourly rates on the change order. Please note all major cities will also have an additional \$50.00 fee covering mileage, fuel, and parking which is billed per the Travel Expense paragraph in the Statement of Work.

### Hiring of ZONES, INC. Personnel by Customer

During the term of this Agreement and for twelve (12) months following termination of this Agreement, Customer agrees not to solicit the employment of hire, employ or retain (either directly or indirectly) any ZONES, INC. personnel who have performed services pursuant to this Agreement. In the event Customer violates this prohibition, Customer shall immediately be obliged to pay ZONES, INC. a placement fee equal to 30% of personnel's agreed upon annual compensation.

#### Scope Control

Should ZONES, INC. be requested to change the scope of ZONES, INC. involvement, or should ZONES, INC. encounter problems which would increase the scope of the project, ZONES, INC. would anticipate adjustments in fees/hours. In the event this should occur, ZONES, INC. will notify the client immediately, and new terms of the expanded scope will be documented and agreed upon by both parties. All activities may be put on hold until any necessary adjustments or modifications in fees are identified and approved by the client's management.

#### Cancellation Policy

ZONES, INC. will allow a customer to cancel or change a service engagement, without penalty, by providing written notice at least seven (7) business days prior to the scheduled start date. Failure to provide notice at least seven (7) business days prior to the scheduled start date will require the customer to pay a fee equal to 100% of the contracted service price.

#### Limitations of Liabilities

Limitations. In no event will either party or any of its affiliates, or any of their respective directors, officers, employees, agents or contractors, ever be liable to the other party for indirect, consequential, exemplary, or incidental damages even if a party has been advised of the possibility of such damages. In no event shall Zones or any Zones Party be liable to Customer or any Customer Party, under any theory (including, without limitation, its or their own negligence), in an amount greater than the total amount of the fees (excluding nonrefundable or unamortized prepaid fees, if any) paid to Zones under the applicable Statement(s) of Work for Services during the six (6) months immediately prior to the Damages arising. Recovery of such amount as limited hereby will be Customer's sole and exclusive remedy, and Customer hereby releases the Zones Parties from any liability in excess of such limited amount. No claim may be asserted by either party against the other party with respect to any event, act or omission that occurred more than two (2) years prior to such claim being asserted.

Correction of Unsatisfactory Work. Zones will respond with qualified personnel to correct Service which is not substantially in conformity as described in this Statement of Work and which has been reported by Customer in writing within fifteen (15) days of receipt of the Service. After receipt of such report within the applicable time frame, Zones will provide a revised Service at no additional charge to Customer.

**Warranty Limitations.** Zones warranties do not extend to operation of the Deliverables on any hardware configuration or operating environment other than as specified by Zones in writing, or to operation of the Deliverables in conjunction with any other computer program other than the computer programs expressly specified by Zones. Except as Zones may expressly agree in writing, Zones warranties do not apply if any portion of the Deliverables are modified by any person other than Zones. Zones warranties do not apply to bugs caused by defects, problems or failures of hardware or to bugs caused by the negligence or user error of Customer or any other person. Without limiting the generality of the exclusions set forth in this Section, Zones warranties do not include any warranty (i) that the

functions performed by the Deliverables will operate in any combinations that may be selected for use by Customer or any person other than Zones; or (ii) that the operation of the Deliverables will be error-free in all circumstances; or (iii) that the operation of the Deliverables will not be interrupted by reason of defects or fault on the part of Customer. Without limiting the generality of the exclusions set forth in this Section, and except as otherwise provided in this Agreement, Customer shall be exclusively responsible as between the parties for, and ZONES MAKES NO WARRANTY OR REPRESENTATION WITH RESPECT TO, (i) determining whether the Deliverables will achieve the results desired by Customer; (ii) training Customer's personnel on computer operations, other than as expressly set forth in this Statement of Work or the applicable Customer; (iii) establishing adequate data backup provisions for backing up Customer's data; or (iv) establishing adequate operational backup provisions in the event of a defect or malfunction. CUSTOMER IS RESPONSIBLE FOR DAILY BACK-UP AND OTHER PROTECTION OF ITS DATA AGAINST LOSS, DAMAGE OR DESTRUCTION. ZONES WILL HAVE NO OBLIGATION OR LIABILITY WITH RESPECT THERETO, REGARDLESS OF THE CAUSE, EXCEPT AS SET FORTH IN THIS STATEMENT OF WORK, WHICH OBLIGATIONS WILL EXTEND ONLY TO DATA NOT CONTAINED IN ARCHIVAL STORAGE, WHICH AMOUNT CUSTOMER REPRESENTS, WARRANTS AND AGREES WILL BE NO GREATER THAN ONE DAY'S BUSINESS ACTIVITY

Zones will limit its responsibilities to the completion of the tasks and deliverables described in this document. Zones will not be held responsible for delays in the completion of this project that are caused by factors beyond Zones control or caused by the Client.

Zones on behalf of itself and its other contractors, agrees to keep confidential all information of Customer and the Customer members to which Zones shall have access in the performance of this Statement of Work.

This Statement of Work shall be governed by the laws of the State of Washington.

Zones is enthusiastic about the opportunity to serve you on this important engagement. Please acknowledge your acceptance of this Statement of Work by signing below.

Prospect Heights District 23

Zones, Inc.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**HPE References**

- The following are local districts who currently utilize HP/Aruba networking and wireless solutions:
  - Arlington Heights SD 25
  - Glenview 225
  - Palatine 15
  - Township 211
  - River Trails 26
  - Des Plains 62

Other notable HP/Aruba equipment installations in the local area include:

- Northbrook Mall
- Oak Brook Mall
- Water Tower Place
- United Center
- RR Donnelly

**HP Contacts:**

- Mike Smith (Dedicated rep and chief point of contact)  
Networking Inside Sales - K12 EDU Central Region  
mike.smith4@hpe.com  
541.360.6287
- Eric Flagel  
Networking Channel Director – Central Region  
eric.flagel@hpe.com  
773.255.4172

**Note from Solution Engineer:**

We will supply a Cisco-to-HP “translation” guide which includes instruction to those already familiar with Cisco devices for application of the CLI configuration on HP switches to Cisco switches. Having experience in configuring both Cisco and HP, I was able to shift from one to the other without reviewing additional documentation. The interfaces and concepts are so closely related that a reference wasn’t really needed. I anticipate your successful navigation without use of instructional guide. (DZ)

## FROM THE GARTNER REPORT:

Leader: HPE-Aruba

Following its \$3 billion [acquisition] of [Aruba Networks](#) last year, Hewlett Packard Enterprise, Palo Alto, Calif., is now the second-largest vendor in the wired and wireless LAN access layer market with almost 20 percent wireless revenue share and more than 10 percent revenue share for access layers worldwide.

HPE offers its FlexNetwork core switching and branch routing product portfolio along with Aruba's wired and wireless LAN product family. Aruba also provides a cloud offering through Aruba Central and end-to-end location services with remote beacon management tools via Aruba Meridian. HPE-Aruba is tied with Cisco as the leader for vision on the Magic Quadrant and is No. 2 for execution.

## ASSUMPTIONS

- All work will be completed during "typical" working hours. These hours are 8am - 5pm for networking engineer and 7am - 3pm for the electricians.
- Internet connectivity will be provided as needed to the engineers working the project.
- A statement of work for the electrical and professional services work will be provided and required to be signed for those portions of the project.
- Additional Terms and Conditions are listed in the Statement of Work.
- No additional cabling will be required for the AP installation.

## Appendix 1 – CERTIFICATION LINE CARD



Advanced Solutions Group  
Technical Certifications



- > Advanced Collaboration Architecture Specialization
- > Advanced Borderless Network Architecture Specialization
- > Advanced Data Center Architecture Specialization
- > Advanced Enterprise Networks Architecture Specialization
- > Advanced IoT Specialization – Manufacturing
- > Advanced IoT Specialization – Connected Safety and Security
- > Advanced Express Foundations Design Specialist
- > Advanced Wireless Design Specialist
- > ATP Advanced Telepresence Video
- > ATP Identity Services Engine (ISE)
- > Authorized Connected Grid Partner
- > Sourcefire Authorized Partner
- > Intrusion Prevention System Specialist
- > IronPort Certified Security Professional – Web
- > Lifecycle Services Advanced Security
- > MIT – Mobile Internet Technology
- > Unified Computing Systems (UCS)
- > Unified Fabric Technology Support Specialist
- > Virtual Xperience Infrastructure
- > CS CIPTDS – Cisco IP Telephony Design Specialist
- > CS CRMCS – Cisco Rich Media Communications Specialist
- > CS CUDS – Cisco Utility Design Specialist
- > CS CUSS – Cisco Unity Support Specialist
- > SSSE – Cisco Security Solutions and Design Specialist
- > CSE – Cisco Sales Expert
- > CSSA – Certified SonicWALL Security Administrator
- > CCAI – Cisco Certified Academy Instructor

- > CCIE – Cisco Certified Interwork Expert (Routing & Switching, Security, UC)
- > CCDA – Certified Design Associate
- > CCDP – Cisco Certified Design Professional
- > CCNA – Certified Network Associate
- > CCNA – Voice
- > CCNP – Voice
- > DMS – Digital Media System



- > MCSA – Microsoft Certified System Administrator
- > MCSE – Microsoft Certified System Engineer
- > MCSE – Windows NT 4.0
- > MCT – Microsoft Certified Trainer
- > MCP – Forefront Identify Manager 2010 – Configure and Deploy
- > MCITP – Enterprise Desktop Administrator Windows 7
- > MCITP – Enterprise Messaging Exchange 2010
- > MCITP – Enterprise Administrator Windows Server 2008 R2, 2007
- > MCITP – Enterprise Messaging
- > MCITP – Virtualization Administrator Windows Server 2008 R2
- > MCITP – Microsoft Sharepoint 2010 Administrator
- > MCITP – Lync Server Administrator 2010
- > MCITP – Office 365
- > MCITP – Windows 7 Vista Configuration
- > MCITP – Windows 7 & Office 2010 Deployment
- > MCSA – Windows Server 2012
- > MCSA – Windows Server 2008
- > MCSE – Private Cloud
- > MCTS – Desktop Optimization Pack – Configure and Deploy
- > MCTS – Microsoft Lync Server 2010, Configuration
- > MCTS – Microsoft Deployment Toolkit 2008 Configuration
- > MCTS – Microsoft Exchange Server 2010, 2007, Configuration

- > MCTS – Microsoft SharePoint 2010, Configuration
- > MCTS – Windows Server 2008 Network Infrastructure Configuration
- > MCTS – Windows Server 2008 Applications Infrastructure Configuration
- > MCTS – Windows Server 2008 R2, Server Virtualization, Desktop Virtualization
- > MCTS – Windows 7 and Microsoft Office 2010, Deployment
- > MCTS – Windows 7, Configuration
- > MCTS – Windows Server 2008 Active Directory, Configuration
- > MCTS – Designing, Assessing and Optimizing Software Asset Management (SAM)
- > System Center 2012 Administrator - Configure and Deploy



- > VMware Certified Professionals
  - VMware vCenter
  - VMware vC
  - VMware vSphere/ESX
  - VMware Capacity Planner
  - VMware HA/DS
  - VMware View



- > IBM Certified Specialist
  - Storage Networking Solutions V1
  - System p Administration
  - System x High Performance Servers
- > IBM Certified Systems Expert
  - Enterprise Technical Support for AIX and Linux
- > CDAT – Consolidation, Discovery and Analysis Tool
- > SCON – Server Consolidation
- > Softek
- > System x PSE
- > XIV
  - Certified Engineer
  - Storage
- > IBM TVT Tools
- > IBM Warranty Certified Technicians



- > CSSA – SonicWALL Certified Security Administrator
- > Certified Desktops
- > Certified Notebooks
- > Certified Printers
- > Certified Servers
- > Dell Warranty Certified Technicians



- > 3PAR StoreServ 7000 Service and Solution Qualification
- > ASE – BladeSystem Solutions
- > AIS – BladeSystem Solutions
- > AIS – HP StorageWorks
- > APC HP – Superdome 2 Solutions
- > APC HP – StorageWorks Solutions
- > APP HP
  - Enterprise Solutions
  - Enterprise Networking
  - Networking Security
- > Master ASE – StorageWorks
- > Master ASE – Mobility
- > HP LeftHand P4000 SAN
- > HP Warranty Certified Technicians



- > Certified Technical Coordinator 10.8
- > Certified Xsan Administrator
- > Certified Desktop Professional
- > Certified Support Professional 10.8
- > Apple Warranty Certified Technicians



- > Elite Data Center Partner
- > Integrated Design Consultant for Data Centers
- > Technical Consultant for Data Centers
- > Sales Associate & Professional
  - For Data Centers
  - For Business Networks



- > Altiris Client Management Suite
- > Backup Exec
- > Enterprise Vault
- > Net Backup
- > Storage Foundation
- > System Recovery
- > Symantec Endpoint Protection
- > Symantec Encryption Solutions



- > EMC Advanced Sales Accreditation
  - For Backup and Recovery
  - For Consolidate Solutions
- > EMC Technical Architect Certification
  - EMC VNX
  - Backup & Recovery
  - EMC Symmetrix
- > Implementation Certification
  - EMC VNX
  - EMC RecoverPoint
  - EMC Data Domain
  - EMC Networker
  - EMC Symmetrix



- > CCA – Citrix Certified Administrator in XenApp 6
- > CCAA – Citrix XenApp 6
- > CCA VPX – Citrix NetScaler
- > CCEE – Virtualization
- > CCIA – Virtualization



- > Technical Certified Data Protection
  - Enterprise Mobility
  - Network Defense
  - Risk and Compliance
  - System Security
  - Web and Email Security



- > Lenovo Warranty Certified Technicians



- > Green – Zero Landfill Recycling
- > NISTSP 800.88 and DoD 5220.22M Compliant
- > Adheres to EPA/HIPAA Guidelines
- > National and International Equipment Processing Capabilities



- > A+ Certified Technician
- > N+ Certified Technician
- > Security+ Certified Technician
- > Server+



- > ACMP – Aruba Networks Certified Mobility Professional
- > ACMA – Aruba Networks Certified Mobility Associate



- > BCFP – Brocade Certified Fabric Professional (16GBPS)
- > BCNP – Brocade Certified Network Professional



- > GTM – F5 Networks General Traffic Manager
- > LTM – F5 Networks Local Traffic Manager



- > Hitachi Certified SAN Engineer



Platinum Partner

- > NCDA – NetApp Certified Data Management Administrator
- > NCDA – NetApp Certified SAN Implementation Engineer



- > RHCVA – Red Hat Certified Virtualization Administrator



Think fast™

- > RCSA – WAN OP/Storage
- > RTSS – Storage Delivery
- > RTSA – WAN OP/Storage



- > Websense Certified Engineer

## OTHER CERTIFICATIONS

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>&gt; Avaya APDS (Avaya Professional Design Specialist) for Unified Communications &amp; Contact Center</li> <li>&gt; Avocent Certified Support Specialist</li> <li>&gt; Check Point CCMA Gateway</li> <li>&gt; CITAM – Certified IT Asset Manager Int. Assoc. of IT Asset Managers</li> <li>&gt; CCAH – Cloudera Apache Hadoop Administrator</li> <li>&gt; CWNA – CWNP Certified Wireless Network Administrator</li> <li>&gt; CWSP – CWNP Certified Wireless Security Professional</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Intermec Certified Technical Engineer – In-Field Systems</li> <li>&gt; Intermec Certified Technical Engineer – In-Premise Systems</li> <li>&gt; ITIL Foundation V 3.0</li> <li>&gt; ITSM – Project Management</li> <li>&gt; CMA – JAMF Software Certified Mobile Administrator</li> <li>&gt; JNCIA – Juniper Network Certified Associate</li> <li>&gt; CMNA – Meraki Certified Networking Associate</li> <li>&gt; PMI – PMP Project Management Professional</li> </ul> | <ul style="list-style-type: none"> <li>&gt; PMI – RMP Risk Management Professional</li> <li>&gt; Polycom Video Certification</li> <li>&gt; ASM – SIIA Advanced Certified Software Manager</li> <li>&gt; CSM – SIIA Certified Software Manager</li> <li>&gt; X-IO – Xiotech Certified Engineer</li> <li>&gt; Certified Technology Coach issued by Puget Sound Center's Teaching + Technology Coaching Initiative, 2004</li> </ul> |
|--|--|--|

## CONVERGED INFRASTRUCTURE

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>&gt; VCE vBlock (VMware, Cisco, EMC)</li> <li>&gt; VSPEX (VMware/Hyper-V/Citrix, servers undefined, EMC)</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Virtual System (VMware/Hyper-V/Citrix, HP Proliant)</li> </ul> | <ul style="list-style-type: none"> <li>&gt; vStart (VMware, Dell PowerEdge, Dell EqualLogic/Compellent)</li> </ul> |
|--|--|--|



ZONES Solutions Group

## Prospect Heights School District 23 Network Cabling

**Project No. ZPS-022517-OPP0134542-PH001**  
**March 30, 2017**

This Statement of Work is void if not signed in 60 days.

Prepared by:

**Zones, Inc.**  
**1102 15th Street SW, Suite 102**  
**Auburn, WA 98001-6509**

**Solutions Architect**  
**David Zbonski**  
**708-980-4555**  
**Davidz@zones.com**

**Account Executive**  
**Josh Soloman**  
**253-205-3189**  
**Josh.Soloman@zones.com**

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## PURPOSE OF DOCUMENT

**This Statement of Work details the services that will be delivered by ZONES, INC. for:**

Prospect Heights School District 23  
700 N. Schoenbeck Road  
Prospect Heights, IL 60070

## INTRODUCTION

This Statement of Work (hereafter “SOW”) defines the scope of services to be performed by the Zones Solutions Group (hereafter “Zones”) to implement Project for Prospect Heights School District 23 (also known as “Customer” or “Prospect Heights District 23” ).

This SOW is referred to as Project ID No: **ZPS-022517-OPP0134542-PH001**

## PROJECT OVERVIEW

Prospect Heights District 23 has engaged Zones to implement a new network and wireless solution to provide connectivity throughout the schools for both students and staff. An upgrade of the fiber cabling plant will be required to support a 10Gig backbone throughout the campus.

### In Scope

Zones Professional Services will perform the following tasks:

- Replace 135 existing Cisco AP devices with new Aruba AP’s.
- Furnish and install 2,200 feet of armored 6-strand multi-mode plenum rated OM3 10G fiber optic cable as follows:

Sullivan MDF 114 to Ross MDF 211  
Sullivan MDF 114 to Ross IDF 206  
Sullivan MDF 114 to Ross IDF 220  
Ross MDF 211 to Ross IDF 220  
MacArthur MDF 110 to IDF Science  
Eisenhower MDF 120 to IDF 300

- Furnish and install supports as required for all cable runs above drop ceilings.
- Furnish and install fiber trays with bulk heads for new fiber runs. One in each closet.
- Furnish and install two fiber patch cords for each new fiber run, one on each end.

### Out of Scope

- Proposal does not include the cost for patching and painting or replacement of ceiling tiles if needed
- Items not specifically identified as in-scope as deliverables or tasks.

### **Project Assumptions**

- All work is to take place during straight time hours, Monday – Friday, 7:00 AM – 3:30 PM.
- The costs for sales tax, permits and bonds are not included.
- New APs and mounting brackets are to be furnished by others.
- All new APs to be connected to existing wiring.

### **Project Deliverables**

- AP's will be hung and connected to existing wiring.
- New armored fiber connections with trays and patch cords as listed above

### **Change Management Process**

In the event that it may become necessary to amend this SOW, the change management process below shall apply.

### **Types of Changes**

Changes to the project may be made for reasons including, but not limited to, the following:

- Scope of work.
- Specifications of the deliverables.
- Non-functioning or non-availability of materials that is beyond either party's control
- Non-availability of resources that is beyond either party's control
- Environmental or architectural impediments not previously identified.

### **Change Initiation**

Either party of the project, Zones or Prospect Heights District 23, may initiate a change by completing a Change Request Form (Appendix A). The initiator gives the Change Request Form to the Zones Project Manager or Consultant to review and process. The Zones Project Manager or Consultant will review the Change Request Form with Customer and receive agreement that the change should be scoped further. The Change Request will be given to the Zones Consultant to review. This review consists of scoping the Change Request for cost, time, additional materials or equipment required and overall effect on the project. Once the review is completed the Zones Consultant will complete the Change Request and send it back to the Zones Project Manager if there is a Project Manager assigned.

### **Change Review and Approval**

Upon receipt of the updated Change Request the Zones Project Manager or Consultant will review the Change Request with the Customer. The Zones Project Manager or Consultant is responsible for:

- Tracking the change requests
- Evaluating the changes
- Negotiating what the final changes will be.
- Obtaining the appropriate approvals for each change
- Adding changes to the Statement of Work
- Implementing approved changes

Upon receiving an approved signed or disapproval of a Change Request from the Customer. Zones Project Manager or Consultant will do the following:

- Update the change log and notify the Project Team of the final disposition of the Change Request.
- If the Change Request was approved the Zones Project Manager or Consultant will ensure that if any new materials or equipment are required that they are ordered and their arrival at the project site.
- Update the project schedule as required

- Review the updated project schedule with the project team.

Whenever there is a conflict between the terms and conditions set forth in a fully executed Change Request and those set forth in the original SOW, or previous fully executed Change Request, the terms and conditions of the most recent fully executed Change Request shall prevail.

### **Project Completion**

Upon completion of the services described in this SOW, Zones shall provide Prospect Heights District 23 with a *Project Completion Form* (PCF) (Appendix B). Upon delivery of the PCF, Customer has five (5) working days to review and sign the PCF. Signing of the PCF, or Customer's failure to respond within the designated five (5) day period, signifies the completion of the project. In order to refuse acceptance of the Services performed, Customer must both indicate non-acceptance on the PCF and immediately provide written notification to Zones, describing why Customer has not signed the PCF. Zones shall have up to ten (10) days after the receipt of such notice to correct the error given it is within Zones' scope and control to do so. Such time period to correct the error may be extended by mutual consent.

### **PROJECT RESPONSIBILITIES**

The ability to complete this engagement in an efficient and timely manner is critical to Zones.

The responsibilities listed below set forth the expectations of the working relationship between Prospect Heights District 23 and Zones.

#### **Zones**

- Our consultants consider all Customer information and documentation as sensitive and confidential and will handle appropriately
- Our consultants recognize the value of knowledge transfer and will encourage Customer to participate in all appropriate aspects of the project
- Our consultants and/or project managers will notify Customer of any items that may be delayed as soon as possible in order to determine ways to manage any impact (i.e., cost, timeframes, modifications, etc.)
- All deliverables will, after completion, be reviewed jointly by Customer and Zones consultants
- Zones is not responsible for providing any services or performing any tasks not specifically set forth in this SOW
- Zones shall have no responsibility for other contractors or third parties engaged on the project unless expressly agreed to in writing
- The Zones Project Manager will oversee Project Planning to confirm goals, objectives, and timeline.
- The Zones Project Manager shall be responsible for the creation of a project plan upon confirmation of goals and timeline. The Project Plan will be reviewed with the Customer.
- The Zones Project Manager shall be responsible for getting all submitted Change Requests scoped by Zones consultant and presenting for approval to the customer.

#### **Prospect Heights District 23**

- Assign a primary point of contact to work with Zones who will assist with any issues that might come up during the course of the project
- Provide all Zones resources with any necessary building badges/passes, parking badges/passes, and machine room badges/passes while working on-site
- Respond in a timely fashion to questions posed by Zones regarding the project
- Provide Zones with documents / diagrams detailing the existing specifications that are required
- Provide additional documents and/or diagrams, if reasonable, as requested
- Provide Zones resources with a safe working environment including workspace, telephone, and network access, if necessary

If the responsibilities listed above cannot be met by Customer, there may be a negative impact on project duration or cost. If there are deviations in scope, effort or duration, a change order will be necessary and an addendum for additional effort will be created. All changes in scope or duration will be negotiated between Zones and Customer.

## SCOPE OF SERVICES

- 1.1 **Effective Dates:**
- 1.2 **Locations:** All work to be completed at Prospect Heights School District 23  
700 N. Schoenbeck Road, Prospect Heights, IL 60070
- 1.3 **Schedule and Timeline:** To be Determined. Estimated to be started and completed during the summer of 2017
- 1.4 **This Statement of Work is void if not signed in 60 days.**

## PROJECT ORGANIZATION

- 1.5 **Primary Points of Contact:**

**Prospect Heights School District 23,**

**Network Manager:**

Yianni Bertzos  
847-870-5557  
Support@d23.org

**ZONES, INC. Acct Executive:**

Josh Soloman  
253-205-3189  
Josh.Soloman@zones.com

**ZONES, INC. Project Manager:**

Rob Peters  
(331) 422-9710  
Rob.Peters@zones.com

**ZONES, INC. Solutions Architect:**

David Zbonski  
708-980-4555  
DavidZ@zones.com

**ZONES, INC. Regional Director,  
Solution & Services Group:**

Bryan Rosenblum  
847-406-8021  
bryan.rosenblum@zones.com

**ZONES, INC. Executive:**

David Johnson  
253-205-3389  
david.johnson@zones.com

**1.6 Project Team****ZONES, INC. Account Executive – Josh Soloman**

- Review deliverables with Client
- Obtain Consulting Service requirements

**ZONES, INC. Solutions Architect – David Zbonski**

- Complete design of the new system
- Complete on-site installation of the new infrastructure

**ZONES, INC. Project Manager – Rob Peters**

- Provide project planning and timeline
- Obtain Consulting Service requirements
- Escalation contact for project

**ZONES, INC. Regional Director, Solution & Services Group – Bryan Rosenblum**

- Provide statement of work
- Escalation contact for project

**ZONES, INC. Executive – David Johnson**

- Escalation contact for project

**PRICING AND PAYMENT****Pricing**

<b>ZONES, INC.</b>	<b>Cost</b>
Fiber installation	37,724.14
AP installation	10,110.11
<b>Estimated Totals</b>	<b>\$ 47,834.25</b>

**Travel Expenses**

Zones Travel expenses for airfare, parking, hotel, ground transportation, and miscellaneous travel expenses as mutually agreed upon between Zones and Customer will be billed on an actual basis.

**Payment**

Payment terms for the project are listed below:

- Billing for this project will be done monthly, or upon completion of the project deliverables listed in this SoW, whichever occurs first
- Customer has five working days to sign the PCF or failure to respond within the designated five (5) day period signifies project completion.
- Pricing does not include sales tax or shipping.
- Invoices will be submitted to the address indicated on the Statement of Work for services rendered.
- Please remit payment within thirty days of receipt of invoice.

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## GENERAL CONDITIONS

**Hardware or Software and licenses** required to perform Scope of Services are the responsibility of the Client.

### **ZONES, INC. Personnel**

If the project is not a fixed cost project but where actual time is being billed at an hourly rate and the project requires working in and outside normal business hours of 8:00 am to 5:00 pm, Monday through Friday. ZONES, INC. will bill the first eight (8) hours of work time at the hourly rate quoted for the project. Work performed beyond eight (8) hours in a day will be considered overtime. Work performed on Saturday and Sunday will be billed at a weekend rate. ZONES, INC. will bill overtime and weekend rate hours at 150% of the hourly rate quoted for the project. All changes in scope will be priced using hourly rates on the change order. Please note all major cities will also have an additional \$50.00 fee covering mileage, fuel, and parking which is billed per the Travel Expense paragraph in the Statement of Work.

### **Hiring of ZONES, INC. Personnel by Customer**

During the term of this Agreement and for twelve (12) months following termination of this Agreement, Customer agrees not to solicit the employment of hire, employ or retain (either directly or indirectly) any ZONES, INC. personnel who have performed services pursuant to this Agreement. In the event Customer violates this prohibition, Customer shall immediately be obliged to pay ZONES, INC. a placement fee equal to 30% of personnel's agreed upon annual compensation.

### **Scope Control**

Should ZONES, INC. be requested to change the scope of ZONES, INC. involvement, or should ZONES, INC. encounter problems which would increase the scope of the project, ZONES, INC. would anticipate adjustments in fees/hours. In the event this should occur, ZONES, INC. will notify the client immediately, and new terms of the expanded scope will be documented and agreed upon by both parties. All activities may be put on hold until any necessary adjustments or modifications in fees are identified and approved by the client's management.

### **Cancellation Policy**

ZONES, INC. will allow a customer to cancel or change a service engagement, without penalty, by providing written notice at least seven (7) business days prior to the scheduled start date. Failure to provide notice at least seven (7) business days prior to the scheduled start date will require the customer to pay a fee equal to 100% of the contracted service price.

### **Limitations of Liabilities**

Limitations. In no event will either party or any of its affiliates, or any of their respective directors, officers, employees, agents or contractors, ever be liable to the other party for indirect,

consequential, exemplary, or incidental damages even if a party has been advised of the possibility of such damages. In no event shall Zones or any Zones Party be liable to Customer or any Customer Party, under any theory (including, without limitation, its or their own negligence), in an amount greater than the total amount of the fees (excluding nonrefundable or unamortized prepaid fees, if any) paid to Zones under the applicable Statement(s) of Work for Services during the six (6) months immediately prior to the Damages arising. Recovery of such amount as limited hereby will be Customer's sole and exclusive remedy, and Customer hereby releases the Zones Parties from any liability in excess of such limited amount. No claim may be asserted by either party against the other party with respect to any event, act or omission that occurred more than two (2) years prior to such claim being asserted.

Correction of Unsatisfactory Work. Zones will respond with qualified personnel to correct Service which is not substantially in conformity as described in this Statement of Work and which has been reported by Customer in writing within fifteen (15) days of receipt of the Service. After receipt of such report within the applicable time frame, Zones will provide a revised Service at no additional charge to Customer.

Warranty Limitations. Zones warranties do not extend to operation of the Deliverables on any hardware configuration or operating environment other than as specified by Zones in writing, or to operation of the Deliverables in conjunction with any other computer program other than the computer programs expressly specified by Zones. Except as Zones may expressly agree in writing, Zones warranties do not apply if any portion of the Deliverables are modified by any person other than Zones. Zones warranties do not apply to bugs caused by defects, problems or failures of hardware or to bugs caused by the negligence or user error of Customer or any other person. Without limiting the generality of the exclusions set forth in this Section, Zones warranties do not include any warranty (i) that the functions performed by the Deliverables will operate in any combinations that may be selected for use by Customer or any person other than Zones; or (ii) that the operation of the Deliverables will be error-free in all circumstances; or (iii) that the operation of the Deliverables will not be interrupted by reason of defects or fault on the part of Customer. Without limiting the generality of the exclusions set forth in this Section, and except as otherwise provided in this Agreement, Customer shall be exclusively responsible as between the parties for, and ZONES MAKES NO WARRANTY OR REPRESENTATION WITH RESPECT TO, (i) determining whether the Deliverables will achieve the results desired by Customer; (ii) training Customer's personnel on computer operations, other than as expressly set forth in this Statement of Work or the applicable Customer; (iii) establishing adequate data backup provisions for backing up Customer's data; or (iv) establishing adequate operational backup provisions in the event of a defect or malfunction. CUSTOMER IS RESPONSIBLE FOR DAILY BACK-UP AND OTHER PROTECTION OF ITS DATA AGAINST LOSS, DAMAGE OR DESTRUCTION. ZONES WILL HAVE NO OBLIGATION OR LIABILITY WITH RESPECT THERETO, REGARDLESS OF THE CAUSE, EXCEPT AS SET FORTH IN THIS STATEMENT OF WORK, WHICH OBLIGATIONS WILL EXTEND ONLY TO DATA NOT CONTAINED IN ARCHIVAL STORAGE, WHICH AMOUNT CUSTOMER REPRESENTS, WARRANTS AND AGREES WILL BE NO GREATER THAN ONE DAY'S BUSINESS ACTIVITY

Zones will limit its responsibilities to the completion of the tasks and deliverables described in this document. Zones will not be held responsible for delays in the completion of this project that are caused by factors beyond Zones control or caused by the Client.

Zones on behalf of itself and its other contractors, agrees to keep confidential all information of Customer and the Customer members to which Zones shall have access in the performance of this Statement of Work.

This Statement of Work shall be governed by the laws of the State of Washington.

Zones is enthusiastic about the opportunity to serve you on this important engagement. Please acknowledge your acceptance of this Statement of Work by signing below.

**Prospect Heights District 23**

**Zones, Inc.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

---

**APPENDIX A – Change Request Form**

**Zones Change Request Form**

<b>Client:</b> <b>Project Name:</b> <b>Project Manager:</b> <b>Regional Director:</b>	<b>Change Request#:</b> <b>Change Request Name:</b> <b>Requested Date:</b> <b>Resolution Date:</b>
--	---

**This change requests is a change to:**

Schedule  
 Cost  
 Scope

**Change Description:**

**Justification for Change:**

**Impact on Project and Schedule:**

Original Project Estimate	Change Control #	Change Control #	Total Project Revised Estimate
Schedule:	Schedule:	Schedule:	Schedule:
Cost:	Cost:	Cost:	Cost:
Type:	Type:	Type:	Type:

**Notes or Assumptions:**

Name	Date	Approved/ Disapproved	Signature
<b>Client:</b>			
<b>Project Manager:</b>			
<b>Regional Director:</b>			
<b>Account Executive:</b>			

**APPENDIX B – Project Completion Form**

**Project Completion Form**

Project Information			
Project Name:		Project ID:	SOW /Agreement Version (including change orders):
Customer:		If this project had Milestones final amount to be billed	
Project Start Date:		Project End Date:	
Customer Contact:		Zones Consultant:	
Zones Account Manager:		Zones Project Manager:	
Documentation Deliverables			
Deliverable	Acceptance Criteria	Results of User Evaluation	
Outstanding Issue and Resolution Plan			
Documentation Receipt and Project Acceptance			
<b>CUSTOMER</b>		<b>Zones, Inc.</b>	
Name:		Name:	
Title:		Title:	
Date:		Date:	
<i>Signature of CUSTOMER confirms receipt of documentation, services identified in the project agreement were completed as requested, and project is now considered closed.</i>			

**Please email signed document to: [ZSGcompletion@zones.com](mailto:ZSGcompletion@zones.com) and [ProjectManagementOffice@zones.com](mailto:ProjectManagementOffice@zones.com).**  
 Upon receipt of the signed document please load into ConnectWise.

Let us know your level of satisfaction on this engagement!



# **2017-2018 BUDGET**

## **Financial Information for Prospect Heights School District #23**



## **Northwest Suburban Special Education Organization**

### **Fiscal Year 2017-2018 Budget**

This document is a financial plan for providing special education services as requested by the NSSEO member districts. Districts are billed for those services they receive. The projected district usage and costs are included in this document. These projections are made by both the district and NSSEO staff. District billings will be on actual usage, which could be above or below the costs based on projections. When program vacancies allow, NSSEO will accept non-member district placements if they enhance the educational services/environment.

The NSSEO budget contains the following program budgets:

- Timber Ridge School
- Miner School
- NSSEO Program at Riley and River Trails Middle School
- Kirk School
- D/HH-Elementary
- D/HH-Middle
- D/HH-High School
- Diagnostic and Educational Services Center (DESC)
- D/HH Diagnostics
- D/HH Itinerant
- Outdoor Education
- Vocational Adjustment Counselor (VAC)
- Secondary Transitional Experience Program (STEP)
- NSSEO Administration & Support Services
- Technical Assistance to Districts
- Professional Development
- Technology Central / Programs
- Transportation

### **NSSEO Budget Development Process**

The NSSEO budget is prepared with input from various stakeholder groups including the NSSEO Governing Board of Education, the NSSEO Superintendent, NSSEO Administration, and the NSSEO Finance Advisory Committee. The NSSEO Finance Advisory Committee is comprised of representatives of the NSSEO Board, all Member District Administrative Representatives, all Member District Business Representatives, and NSSEO Administrative staff

representatives. The Committee met three times from January 24, 2017 through March 15, 2017. Members of the NSSEO Finance Advisory Committee represented district needs as well as a comprehensive financial focus on the cooperative interests.

The budget planning process reflects an ongoing emphasis of the NSSEO Governing Board's role in providing input and approval of the Finance Advisory Committee recommendations. The structured and transparent process is also intended to facilitate dialogue with member districts to insure understanding and provide frequent opportunities for input throughout development of the proposed budget.

### **Financial Overview**

The NSSEO budget for 2017-2018 has been created in accordance with the Illinois Program Accounting Manual. A fund is an accounting entity unto itself, and all the financial transactions for the particular fund are recorded in the accounts of that fund.

The following funds included in the NSSEO budget are as follows:

A. **Education Fund:**

This fund is used for most of the instructional and administrative aspects of the organization's operations. The revenue consists primarily of payments from school districts and state and federal aid.

B. **Transportation Fund:**

This fund accounts for all revenue and expenditures made for student transportation. Revenue is derived primarily from school district payments.

C. **Building Fund:**

This fund is used for expenditures made for repair, maintenance and improvement of NSSEO property. Revenue consists primarily of school district payments.

The funds are further divided into objects. The object represents the service or materials obtained as a result of a specific expenditure. The objects used in NSSEO's budget are as follows:

1. **Salaries** – compensations paid to employees of the joint agreement.
2. **Employee Benefits** – paid by the joint agreement on behalf of its employees. These benefits include board share of IMRF, FICA, Medicare, Teacher Retirement-Local, Teacher Retirement-Federal, Health/Life/Dental Insurance assessment, and Worker's Compensation assessment.
3. **Purchased Services** – amounts paid for personal services rendered to the joint agreement and includes consulting, legal, audit, property, transportation, communication and insurance services.

4. **Supplies** – amounts paid for material items of an expendable nature and include instructional materials, office supplies, gas and electricity.
5. **Capital Outlay** – expenditures for the acquisition of fixed assets or additions to fixed assets. This includes expenditures for land or existing buildings and for improvements to the existing building and grounds. Also included in the object are equipment purchases of \$1,000 and over.
6. **Other Objects** – items including contingency (“contingency” by definition is an amount provided “to address a condition, situation, or set of circumstances involving uncertainty.” Several of the NSSEO program budgets carry small contingencies.), and dues/fees/memberships paid to professional associations and organizations. This also includes payments made to other governmental units, for example, flow-through payments made to NSSEO districts for IDEA and Preschool subgrant claims. Also included in Other Objects are transfers. Transfers are defined as “expenditures that are transfers to other NSSEO programs from NSSEO programs for services purchased, for administration fees, or rental in another NSSEO program.”
7. **Non-Capitalized Equipment** – items that would be classified as capital assets except they cost less than the capitalization threshold and are \$500-\$999 per item.

The information included herein is intended to provide background information necessary to understand the components of the 2017-2018 NSSEO budget.

Dr. Judy Hackett  
Superintendent

Julie Jilek  
Assistant Superintendent,  
Chief School Business Official

## **2017-2018 NSSEO BUDGET INDEX**

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w/budget/indexFY17-18



## NSSEO 2017-2018 Budget Summary

### 2017-2018 Budget Development Process:

- ⇨ The NSSEO Budget is developed based on input from:
  - NSSEO Governing Board
  - District and NSSEO Administration
  - Student, District, Program and Educational Needs

### Alignment to NSSEO Continuous Improvement Plan

- ⇨ The 2017-2018 budget was developed in alignment with the NSSEO Continuous Improvement Plan
  - Instructional Practices
  - Transition Planning
  - Individualized Educational Plans - Best Practices

### Budget Highlights:

The 2017-2018 budget was developed in alignment with student, district, and program needs with a focus on:

- ⇨ Building capacity through expanding partnerships
- ⇨ Progressive educational practices
- ⇨ Short- and long-term facility planning reflective of program needs that also maximize facility utilization, efficiency, and sustainability

### Enrollment Projections:

- ⇨ Enrollment projections were developed based on input from:
  - District Administrative and Business Representatives
  - Principals and Program Administrators
- ⇨ Enrollment projections in the FY18 NSSEO Budget remain stable

### Proposed Staffing Changes:

- ⇨ Staffing projections were developed with recommendations from:
  - District Administrative and Business Representatives
  - Principals and Program Administrators
- ⇨ Staffing projections were developed in alignment with the NSSEO Continuous Improvement Plan
- ⇨ Staffing recommendations in programs and services were determined based on student enrollment, IEP recommendations, and program initiatives.
- ⇨ Staffing patterns in the FY18 NSSEO Budget remain consistent

**Programs and Services:**

The 2017-2018 budget was developed in alignment with the NSSEO Continuous Improvement Plan reflective of student and member district needs.

<b>Tuition Rate Increase or Decrease by Program</b>		
<b>2017-2018 NSSEO Tuition Based Programs</b>	<b>2017-2018</b>	<b>Inc/Dec.</b>
<b>Member Tuition Rates</b>		
Timber Ridge	38,220.57	2.78%
Miner School	46,285.15	2.88%
NSSEO Program at Riley & RTMS	54,251.89	-1.21%
Kirk School	40,336.63	-3.60%
<b>Member Tuition Rates</b>		
D/HH-Elementary	43,607.05	2.98%
D/HH-Middle	46,211.00	-0.26%
D/HH-High School	53,662.86	-0.67%

<b>Non-Member Tuition Rates</b>	<b>2017-2018</b>
Timber Ridge Non-Member	48,348.85
Timber Ridge Non-Member with Add-Ons	57,655.52
Miner Non-Member	59,456.68
Miner Non-Member with Add-Ons	68,763.35
Kirk Non-Member	54,202.51
Kirk Non-Member with Add-Ons	63,509.18

<b>2017-2018 NSSEO Service/Other Programs</b>			
<b>Program:</b>	<b>2017-2018</b>		<b>Inc/Dec.</b>
OT/PT services to District students	115,137	per FTE	1.41%
APE services to District students	84,578	per FTE	0.22%
Vision services to District students	89,915	per FTE	0.85%
Assistive Technology services to Dist Stds	84,769	per FTE	2.94%
DESC Evaluations	50,030	total	-42.60%
D/HH-Diagnostics	467,442	total	-2.80%
D/HH-Itinerant Program	24.10	per unit	3.88%
Outdoor Education	373,733	total	3.53%
VAC - (D211/D214)	70,311	per dist	-0.52%
NSSEO Administration	0	total	-----
Technical Assistance to Districts	88,150.61	per FTE	-0.06%
Central O&M	63,186	total	-1.04%
D/HH-Central Office	0	total	-----
Technology/Central	665,573	total	-0.16%
Technology/Programs	82,693	total	-0.54%

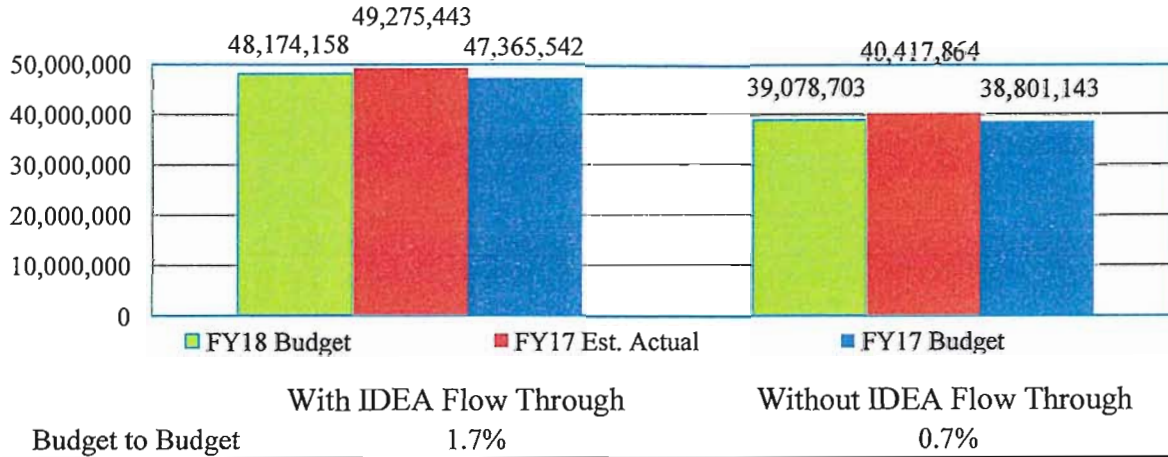
### Budget Revenue/Expenditure Summary:

**Revenue (with IDEA Flow-Through)**

FY18 Budget	\$ 48,174,158
FY17 Est. Actual	\$ 49,275,443
FY17 Budget	\$ 47,365,542

**Revenue (without IDEA Flow-Through)**

FY18 Budget	\$ 39,078,703
FY17 Est. Actual	\$ 40,417,864
FY17 Budget	\$ 38,801,143

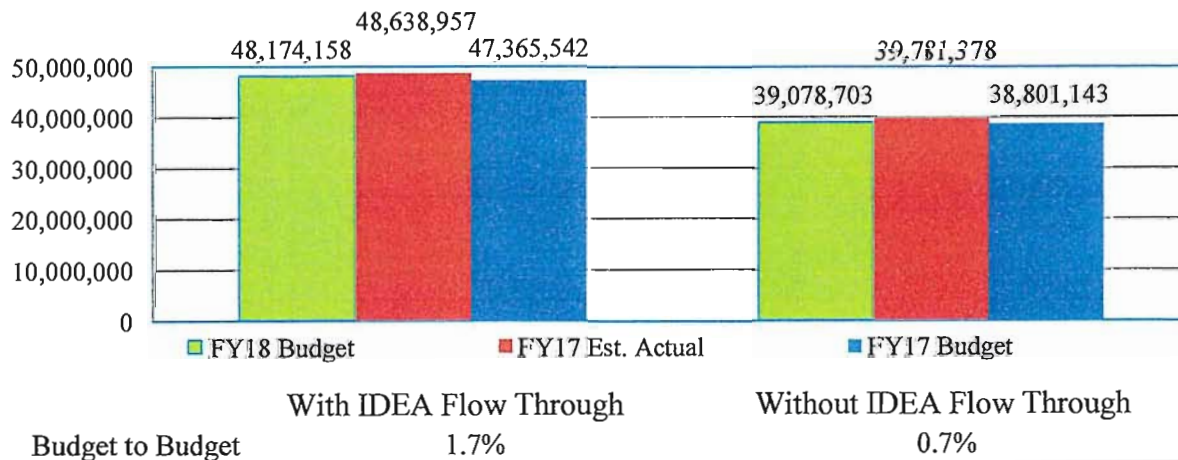


**Expenditures (with IDEA Flow-Through)**

FY18 Budget	\$ 48,174,158
FY17 Est. Actual	\$ 48,638,957
FY17 Budget	\$ 47,365,542

**Expenditures (without IDEA Flow-Through)**

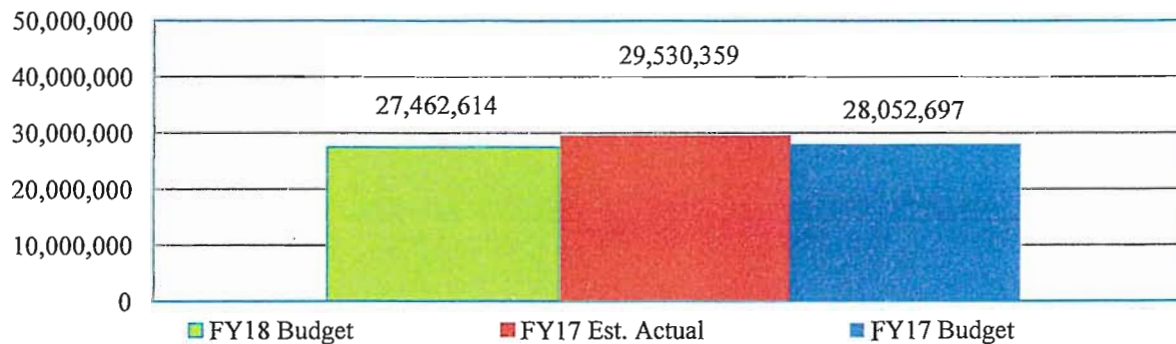
FY18 Budget	\$ 39,078,703
FY17 Est. Actual	\$ 39,781,378
FY17 Budget	\$ 38,801,143



### Summary of District Payments:

#### District Payments

FY18 Budget	\$ 27,462,614
FY17 Est. Actual	\$ 29,530,359
FY17 Budget	\$ 28,052,697



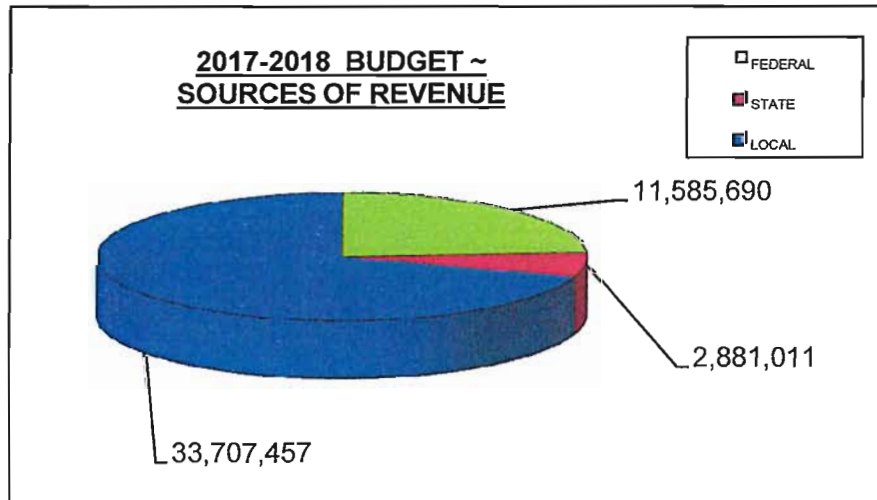
Budget to Budget -2.1%

# NORTHWEST SUBURBAN SPECIAL EDUCATION ORGANIZATION

## SOURCES OF REVENUE



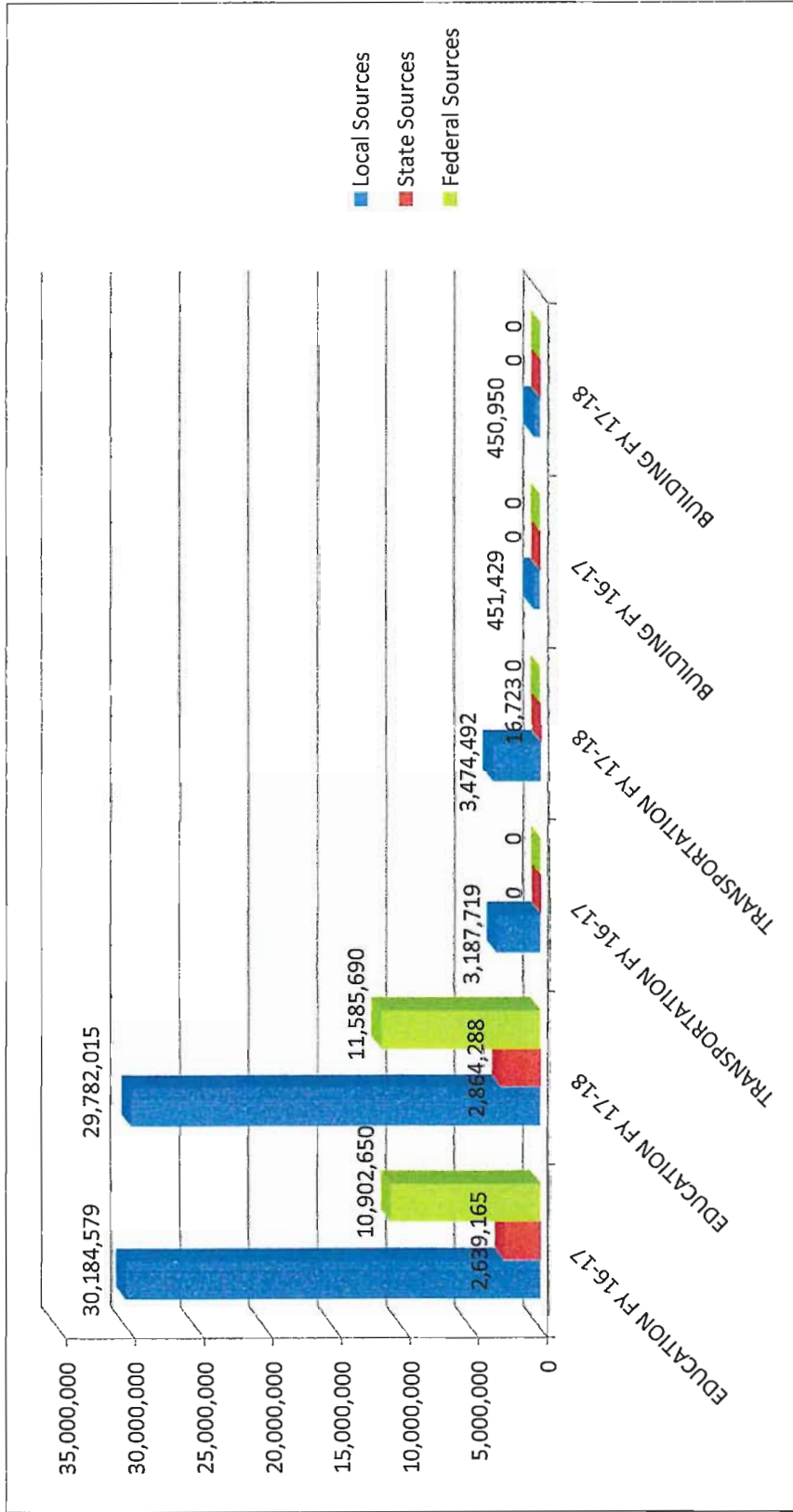
	<u>FEDERAL</u>	<u>STATE</u>	<u>LOCAL</u>	<u>TOTAL</u>
<b>2016-2017 BUDGET</b>	10,902,650 23.0%	2,639,165 5.6%	33,823,727 71.4%	47,365,542
<b>2016-2017 EST. ACTUAL</b>	11,223,360 22.8%	2,643,226 5.4%	35,408,857 71.8%	49,275,443
<b>2017-2018 BUDGET</b>	11,585,690 24.0%	2,881,011 6.0%	33,707,457 70.0%	48,174,158



**2017-2018 NSSEO BUDGET REVENUE**

	FY 16-17 Education	FY 17-18 Education	FY 16-17 Transportation	FY 17-18 Transportation	FY 16-17 Building	FY 17-18 Building	FY 16-17 Total	FY 17-18 Total
<b>Local Sources:</b>								
District Payments	17,965,535	17,855,876	0	0	200,000	200,000	18,165,535	18,055,876
Non-Member Payments	5,672,702	5,261,088	0	0	72,963	62,046	5,745,665	5,323,134
Transportation Payments	0	0	3,187,219	3,473,992	0	0	3,187,219	3,473,992
Direct Bill Revenue	4,103,072	4,050,629	0	0	0	0	4,103,072	4,050,629
Other Local Revenue	20,000	20,000	0	0	0	0	20,000	20,000
Breakfast/Lunch Revenue	8,614	8,583	0	0	0	0	8,614	8,583
Building Rent	5,200	5,200	0	0	0	0	5,200	5,200
ESY Assessment	112,320	110,700	0	0	0	0	112,320	110,700
Program Payments	1,767,021	1,939,599	0	0	0	0	1,767,021	1,939,599
Interest	31,000	23,840	500	500	5,400	9,000	36,900	33,340
Budget Balance	499,115	506,500	0	0	173,066	179,904	672,181	686,404
<b>Total Local Sources</b>	<b>30,184,579</b>	<b>29,782,015</b>	<b>3,187,719</b>	<b>3,474,492</b>	<b>451,429</b>	<b>450,950</b>	<b>33,823,727</b>	<b>33,707,457</b>
<b>State Sources:</b>								
Personnel Reimbursement	2,080,196	2,313,204	0	0	0	0	2,080,196	2,313,204
State Transp. Claim	0	0	0	16,723	0	0	0	16,723
Breakfast/Lunch Revenue	3,132	3,120	0	0	0	0	3,132	3,120
ORS/DHS	555,837	547,964	0	0	0	0	555,837	547,964
<b>Total State Sources</b>	<b>2,639,165</b>	<b>2,864,288</b>	<b>0</b>	<b>16,723</b>	<b>0</b>	<b>0</b>	<b>2,639,165</b>	<b>2,881,011</b>
<b>Federal Sources:</b>								
IDEA	9,829,232	10,474,842	0	0	0	0	9,829,232	10,474,842
Preschool	207,354	218,629	0	0	0	0	207,354	218,629
Breakfast/Lunch Revenue	66,564	66,319	0	0	0	0	66,564	66,319
Medicaid	799,500	825,900	0	0	0	0	799,500	825,900
<b>Total Federal Sources</b>	<b>10,902,650</b>	<b>11,585,690</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,902,650</b>	<b>11,585,690</b>
<b>Grand Total</b>	<b>43,726,394</b>	<b>44,231,993</b>	<b>3,187,719</b>	<b>3,491,215</b>	<b>451,429</b>	<b>450,950</b>	<b>47,365,542</b>	<b>48,174,158</b>

# 2017-2018 NSSEO BUDGET REVENUE



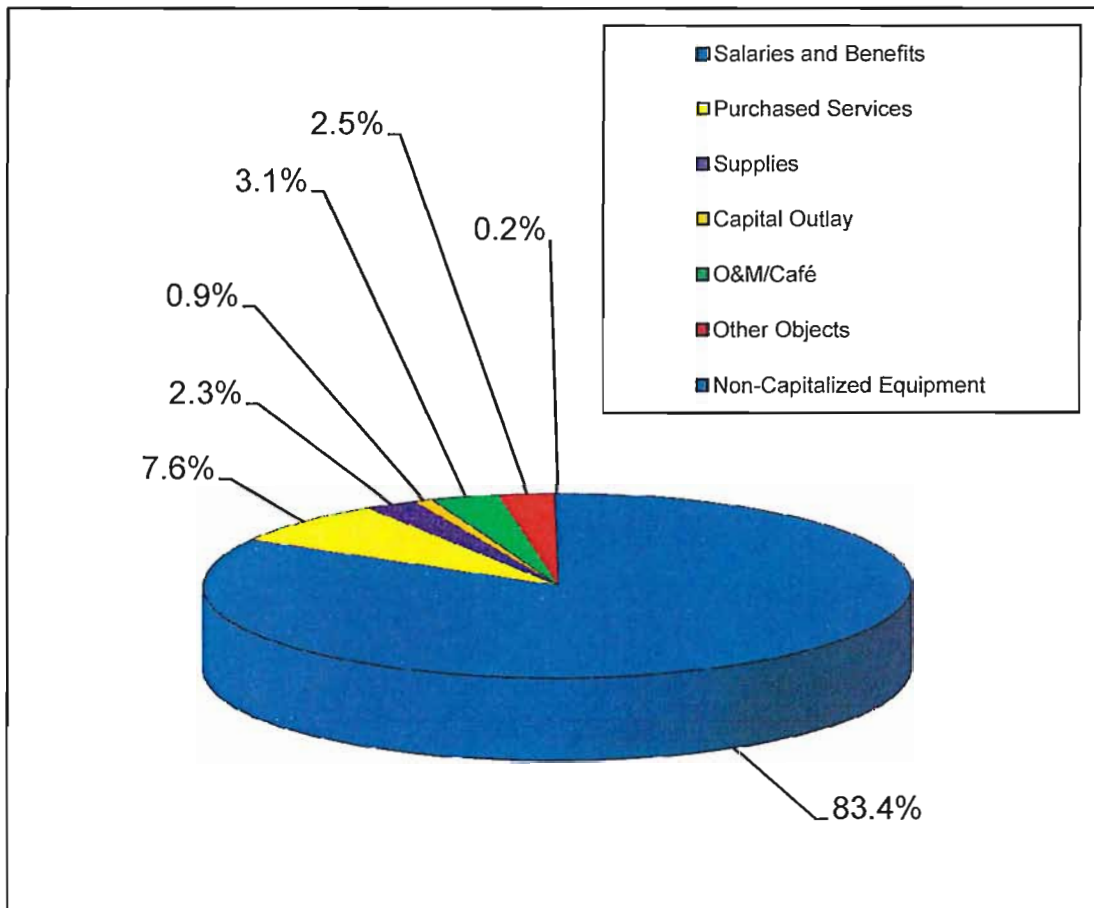


# NSSEO

## 2017-2018 BUDGET SUMMARY

### Education Fund- Allocation of Program Expenses:

Salaries and Benefits	27,838,475	83.4%
Purchased Services	2,537,354	7.6%
Supplies	781,400	2.3%
Capital Outlay	285,082	0.9%
O&M/Café	1,031,042	3.1%
Other Objects	848,270	2.5%
Non-Capitalized Equipment	59,700	0.2%
Subtotal	33,381,323	100.0%
Transfers	1,755,215	
IDEA/Preschool to Districts	9,095,455	
Total 2017-2018 Education Fund	44,231,993	

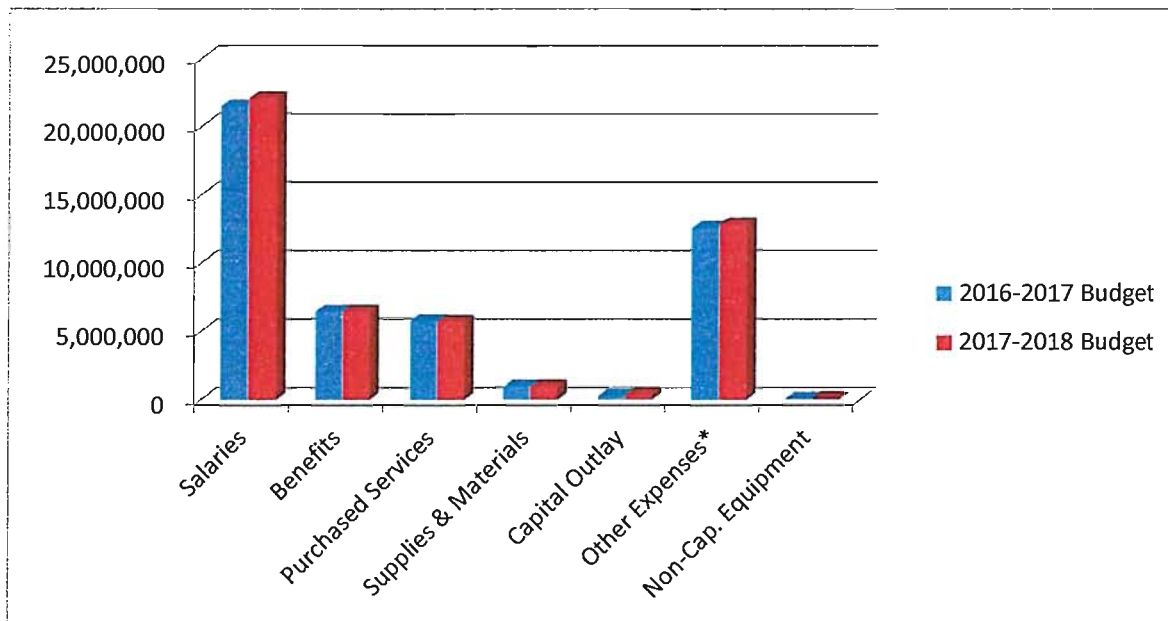


## **2017-2018 NSSEO BUDGET EXPENDITURES**

	2016-2017 Budget	2017-2018 Budget	Change
<b>Education Fund:</b>			
Salaries	14,959,185	15,274,396	315,211
Benefits	4,755,826	4,709,551	-46,275
Purchased Services	1,011,082	919,297	-91,785
Supplies & Materials	291,623	291,783	160
Capital Outlay	162,741	169,741	7,000
Other Expenses*	2,302,541	2,356,339	53,798
Non-Cap. Equipment	2,700	2,700	0
<b>Total Tuition Programs</b>	<b>23,485,698</b>	<b>23,723,807</b>	<b>238,109</b>
Salaries	6,187,350	6,276,448	89,098
Benefits	1,601,942	1,578,080	-23,862
Purchased Services	1,667,342	1,618,057	-49,285
Supplies & Materials	471,536	489,617	18,081
Capital Outlay	115,341	115,341	0
Other Expenses*	791,436	784,664	-6,772
Non-Cap. Equipment	27,000	57,000	30,000
<b>Total Service/Other</b>	<b>10,861,947</b>	<b>10,919,207</b>	<b>57,260</b>
Salaries	0	0	0
Benefits	0	0	0
Purchased Services	0	0	0
Supplies & Materials	0	0	0
Capital Outlay	0	0	0
Other Expenses*	814,350	493,524	-320,826
Non-Cap. Equipment	0	0	0
<b>Total Ed Fund Reserves</b>	<b>814,350</b>	<b>493,524</b>	<b>-320,826</b>
Salaries	0	0	0
Benefits	0	0	0
Purchased Services	0	0	0
Supplies & Materials	0	0	0
Capital Outlay	0	0	0
Other Expenses*	8,564,399	9,095,455	531,056
Non-Cap. Equipment	0	0	0
<b>Total IDEA/P.S. Subgrants to Districts</b>	<b>8,564,399</b>	<b>9,095,455</b>	<b>531,056</b>
<b>Total Education Fund</b>	<b>43,726,394</b>	<b>44,231,993</b>	<b>505,599</b>

## 2017-2018 NSSEO BUDGET EXPENDITURES

	2016-2017 Budget	2017-2018 Budget	Change
<b><u>Transportation Fund:</u></b>			
Salaries	298,415	475,030	176,615
Benefits	65,395	101,727	36,332
Purchased Services	2,646,269	2,745,491	99,222
Supplies & Materials	152,490	117,712	-34,778
Capital Outlay	4,000	43,000	39,000
Other Expenses*	21,150	6,380	-14,770
Non-Cap. Equipment	0	1,875	1,875
<b>Total Transportation Fund</b>	<b>3,187,719</b>	<b>3,491,215</b>	<b>303,496</b>
<b><u>Building Fund:</u></b>			
Salaries	0	0	0
Benefits	0	0	0
Purchased Services	403,429	386,950	-16,479
Supplies & Materials	0	16,000	16,000
Capital Outlay	0	0	0
Other Expenses*	48,000	48,000	0
Non-Cap. Equipment	0	0	0
<b>Total Building Fund</b>	<b>451,429</b>	<b>450,950</b>	<b>-479</b>
<b>Total All Funds</b>	<b>47,365,542</b>	<b>48,174,158</b>	<b>808,616</b>
*Other Expenses - Transfers/IDEA Flow-Thru/Dues-Fees-Subscriptions			



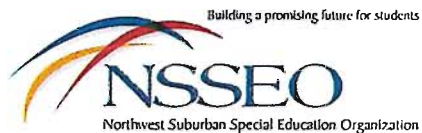
## N.S.S.E.O. BUDGET EXPENDITURES SUMMARY 2017-2018

PROGRAM	SALARIES	EMPLOYEE BENEFITS*	PURCHASED SERVICES	SUPPLIES/ MATERIALS	CAPITAL OUTLAY	TRANSFERS/ FLOW-THRU/ DUES/FEES	NON- CAPITALIZED EQUIPMENT	TOTAL
<b>TUITION PROGRAMS:</b>								
TIMBER RIDGE	2,673,117	733,515	116,324	83,032	1,500	549,876	0	4,157,364
MINER SCHOOL	3,442,861	1,082,902	412,218	136,573	138,241	318,579	1,500	5,532,874
RILEY/RTMS PROG	453,048	136,865	42,440	3,277	0	39,221	0	674,851
KIRK SCHOOL	7,138,333	2,377,452	159,897	68,901	30,000	1,320,607	1,200	11,096,390
D/HH-ELEMENTARY	759,186	168,849	29,316	0	0	57,441	0	1,014,792
D/HH-MIDDLE	188,351	43,436	20,680	0	0	15,148	0	267,615
D/HH-HIGH SCHOOL	619,500	166,532	138,422	0	0	55,467	0	979,921
<b>TUITION BUDGET '18</b>	<b>15,274,396</b>	<b>4,709,551</b>	<b>919,297</b>	<b>291,783</b>	<b>169,741</b>	<b>2,356,339</b>	<b>2,700</b>	<b>23,723,807</b>
<b>TUITION BUDGET '17</b>	<b>14,959,185</b>	<b>4,755,826</b>	<b>1,011,082</b>	<b>291,623</b>	<b>162,741</b>	<b>2,302,541</b>	<b>2,700</b>	<b>23,485,698</b>
<b>TUITION EST ACT '17</b>	<b>15,578,829</b>	<b>4,903,588</b>	<b>1,020,500</b>	<b>295,073</b>	<b>162,741</b>	<b>2,306,516</b>	<b>2,700</b>	<b>24,269,947</b>
<b>Change in Expenditures Budget to Budget</b>								<b>238,109</b>
<b>SERVICE/OTHER:</b>								
D.E.S.C.	1,860,545	489,706	95,592	10,750	0	149,410	0	2,606,003
D/HH-DIAGNOSTICS	328,654	92,523	47,500	10,000	0	28,721	0	507,398
D/HH-ITINERANT	706,651	105,211	26,000	0	0	50,272	0	888,134
OUTDOOR EDUCATION	406,857	79,515	37,956	39,850	0	82,227	0	646,405
VAC/STEP	215,305	83,268	391,064	1,261	0	19,188	0	710,086
NSSEO ADMINISTRATION	1,182,054	268,622	446,274	197,939	3,000	64,826	34,000	2,196,715
TECH ASST TO DIST	209,658	38,351	0	390	0	0	0	248,399
PROF DEVELOPMENT	375,567	171,572	229,028	36,728	0	0	0	812,895
CENTRAL O&M	263,710	65,858	77,645	32,150	4,100	3,000	1,000	447,463
D/HH-CENTRAL	3,500	727	107,457	21,000	0	166,520	0	299,204
TECHNOLOGY/CENTRAL	723,947	182,727	73,887	46,213	52,000	220,500	10,000	1,309,274
TECHNOLOGY/PROGRAMS	0	0	85,654	93,336	56,241	0	12,000	247,231
<b>SRVS/OTHR BUD '18</b>	<b>6,276,448</b>	<b>1,578,080</b>	<b>1,618,057</b>	<b>489,617</b>	<b>115,341</b>	<b>784,664</b>	<b>57,000</b>	<b>10,919,207</b>
<b>SRVS/OTHR BUD '17</b>	<b>6,187,350</b>	<b>1,601,942</b>	<b>1,667,342</b>	<b>471,536</b>	<b>115,341</b>	<b>791,436</b>	<b>27,000</b>	<b>10,861,947</b>
<b>SRVS/OTHR E.A. '17</b>	<b>6,289,512</b>	<b>1,600,264</b>	<b>1,681,368</b>	<b>471,535</b>	<b>115,341</b>	<b>791,274</b>	<b>27,000</b>	<b>10,976,294</b>
<b>Change in Expenditures Budget to Budget</b>								<b>57,260</b>
<b>ED FUND RESERVES:</b>								
U/C RESERVE	0	0	0	0	0	20,000	0	20,000
RETIREMENT RESERVE	0	0	0	0	0	473,524	0	473,524
<b>ED. RES. BUDGET '18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>493,524</b>	<b>0</b>	<b>493,524</b>
<b>ED. RES. BUDGET '17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>814,350</b>	<b>0</b>	<b>814,350</b>
<b>ED. RES. EST ACT '17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>814,350</b>	<b>0</b>	<b>814,350</b>
<b>Change in Expenditures Budget to Budget</b>								<b>-320,826</b>
<b>FLOW THRU DISTRICT SUBGRANTS:</b>								
FLOW THRU BUD '18	0	0	0	0	0	9,095,455	0	9,095,455
FLOW THRU BUD '17	0	0	0	0	0	8,564,399	0	8,564,399
FLOW THRU EST ACT '17	0	0	0	0	0	8,857,579	0	8,857,579
<b>Change in Expenditures Budget to Budget</b>								<b>531,056</b>

## N.S.S.E.O. BUDGET EXPENDITURES SUMMARY 2017-2018

PROGRAM	SALARIES	EMPLOYEE BENEFITS*	PURCHASED SERVICES	SUPPLIES/ MATERIALS	CAPITAL OUTLAY	TRANSFERS/ FLOW-THRU/ DUES/FEES	NON- CAPITALIZED EQUIPMENT	TOTAL
<b>TOTAL EDUCATION</b>								
BUDGET 2017-2018	21,550,844	6,287,631	2,537,354	781,400	285,082	12,729,982	59,700	44,231,993
BUDGET 2016-2017	21,146,535	6,357,768	2,678,424	763,159	278,082	12,472,726	29,700	43,726,394
EST. ACTUAL 2016-2017	21,868,341	6,503,852	2,701,868	766,608	278,082	12,769,719	29,700	44,918,170
								Change in Expenditures Budget to Budget
								505,599
<b>TRANSP 2017-2018</b>	475,030	101,727	2,745,491	117,712	43,000	6,380	1,875	3,491,215
BUDGET 2016-2017	298,415	65,395	2,646,269	152,490	4,000	21,150	0	3,187,719
EST. ACTUAL 2016-2017	370,488	78,603	2,665,788	111,314	19,165	24,000	0	3,269,358
								Change in Expenditures Budget to Budget
								303,496
<b>BLDG FUND 2017-2018</b>	0	0	386,950	16,000	0	48,000	0	450,950
BUDGET 2016-2017	0	0	403,429	0	0	48,000	0	451,429
EST. ACTUAL 2016-2017	0	0	387,429	16,000	0	48,000	0	451,429
								Change in Expenditures Budget to Budget
								-479
<b>GRAND TOTALS:</b>								
BUDGET 2017-2018	22,025,874	6,389,358	5,669,795	915,112	328,082	12,784,362	61,575	48,174,158
BUDGET 2016-2017	21,444,950	6,423,163	5,728,122	915,649	282,082	12,541,876	29,700	47,365,542
EST. ACTUAL 2016-2017	22,238,829	6,582,455	5,755,085	893,922	297,247	12,841,719	29,700	48,638,957
								Change in Expenditures Budget to Budget
								808,616
								% Change in Expenditures Budget to Budget
								1.7%
<b>GRAND TOTALS LESS IDEA FLOW-THROUGH:</b>								
BUDGET 2017-2018	22,025,874	6,389,358	5,669,795	915,112	328,082	3,688,907	61,575	39,078,703
% of Budget	56.4%	16.3%	14.5%	2.3%	0.8%	9.4%	0.2%	100.0%
BUDGET 2016-2017	21,444,950	6,423,163	5,728,122	915,649	282,082	3,977,477	29,700	38,801,143
% of Budget	55.3%	16.6%	14.8%	2.4%	0.7%	10.3%	0.1%	100.0%
EST. ACTUAL 2016-2017	22,238,829	6,582,455	5,755,085	893,922	297,247	3,984,140	29,700	39,781,378
% of Budget	55.9%	16.5%	14.5%	2.2%	0.7%	10.0%	0.1%	100.0%
								Change in Expenditures Budget to Budget
								277,560
								% Change in Expenditures Budget to Budget
								0.7%

\*Employee Benefits include Board Share of IMRF, FICA, Medicare, Teacher Retirement/Local, Teacher Retirement/Federal, Health/Life/Dental Insurance, and Worker's Compensation.



## 2017-2018 BUDGET ENROLLMENT SUMMARY

### Budget 2016-2017 to Budget 2017-2018

	Budget		Enrollment	
	<u>2016-2017</u>	<u>2017-2018</u>	<u>Inc./Dec.</u>	<u>FY18 %</u>
<b><u>Timber Ridge</u></b>				
Member	55.0	66.5	11.5	79%
Non-Member	25.0	18.0	-7.0	21%
	80.0	84.5	4.5	100%

■ Member 79%  
■ Non-Member 21%

	Budget		Enrollment	
	<u>2016-2017</u>	<u>2017-2018</u>	<u>Inc./Dec.</u>	<u>FY18 %</u>
<b><u>Miner School</u></b>				
Member	63.8	62.8	-1.0	78%
Non-Member	18.0	17.7	-0.3	22%
	81.8	80.5	-1.3	100%

■ Member 78%  
■ Non-Member 22%

	Budget		Enrollment	
	<u>2016-2017</u>	<u>2017-2018</u>	<u>Inc./Dec.</u>	<u>FY18 %</u>
<b><u>Riley/RTMS Program</u></b>				
Member	10.0	9.0	-1.0	100%
Non-Member	0.0	0.0	0.0	0%
	10.0	9.0	-1.0	100%

■ Member 100%  
■ Non-Member 0%

	Budget		Enrollment	
	<u>2016-2017</u>	<u>2017-2018</u>	<u>Inc./Dec.</u>	<u>FY18 %</u>
<b><u>Kirk School</u></b>				
Member	117.9	131.5	13.6	73%
Non-Member	47.0	48.0	1.0	27%
	164.9	179.5	14.6	100%

■ Member 73%  
■ Non-Member 27%



## 2017-2018 BUDGET ENROLLMENT SUMMARY

### Budget 2016-2017 to Budget 2017-2018

	Budget		Enrollment	
	2016-2017	2017-2018	Inc./Dec.	FY18 %
<b><u>D/HH-Elementary</u></b>				
Member	22.5	19.0	-3.5	100%
	22.5	19.0	-3.5	100%

■ Member  
100%

	Budget		Enrollment	
	2016-2017	2017-2018	Inc./Dec.	FY18 %
<b><u>D/HH-Middle</u></b>				
Member	6.0	5.0	-1.0	100%
	6.0	5.0	-1.0	100%

■ Member  
100%

	Budget		Enrollment	
	2016-2017	2017-2018	Inc./Dec.	FY18 %
<b><u>D/HH-High School</u></b>				
Member	21.0	14.0	-7.0	100%
	21.0	14.0	-7.0	100%

■ Member  
100%

	Budget		Enrollment	
	2016-2017	2017-2018	Inc./Dec.	FY18 %
<b><u>TOTAL</u></b>				
Member	296.2	307.8	11.6	79%
Non-Member	90.0	83.7	-6.3	21%
	386.2	391.5	5.3	100%

■ Member  
79%

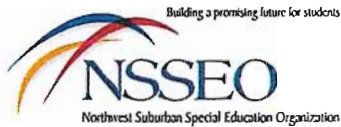
■ Non-Member  
21%



**2017-2018 BUDGET STAFFING SUMMARY**  
Budget 2016-2017 to Budget 2017-2018

<b>PROGRAM:</b>	<b>BUDGET 2016-2017 STAFF</b>	<b>BUDGET 2017-2018 STAFF</b>	<b>INC./DEC.</b>
TIMBER RIDGE	51.1800	55.4300	4.2500
MINER SCHOOL	77.4500	76.1000	-1.3500
RILEY/RTMS PROGRAM	10.6200	9.0500	-1.5700
KIRK SCHOOL	160.8400	165.6890	4.8490
D/HH-ELEMENTARY	14.0800	12.1800	-1.9000
D/HH-MIDDLE	4.0400	2.8400	-1.2000
D/HH-HIGH SCHOOL	11.9300	9.7300	-2.2000
DIAG. & EDUC. SRVS. CENTER	23.7160	23.8660	0.1500
D/HH-DIAGNOSTICS	5.1000	4.7500	-0.3500
D/HH-ITINERANT	11.0000	9.1500	-1.8500
OUTDOOR EDUCATION	4.7750	5.0000	0.2250
OUTDOOR ED.-RESTRICTED	1.0000	1.0000	0.0000
VOC. ADJUSTMENT COUNSELOR	4.0000	4.0000	0.0000
NSSEO ADMINISTRATION	11.1500	11.4500	0.3000
TECHNICAL ASSISTANCE TO DISTRICTS	2.8520	2.7520	-0.1000
PROFESSIONAL DEVELOPMENT	3.6000	4.0900	0.4900
CENTRAL O&M	2.3813	2.3813	0.0000
D/HH-CENTRAL OFFICE	0.0000	0.0000	0.0000
TECHNOLOGY / CENTRAL	10.9500	9.8500	-1.1000
GILLET CENTER O&M	2.0000	2.0000	0.0000
KIRK O&M	4.0000	4.0000	0.0000
KIRK CAFETERIA	2.5000	2.5000	0.0000
TRANSPORTATION	1.4500	1.4500	0.0000
TRANSPORTATION-IN HOUSE	0.0000	1.5000	1.5000
<b>TOTALS</b>	<b>420.6143</b>	<b>420.7583</b>	<b>0.1440</b>

Updated February 23, 2017  
e/sched1718staffsum



## Programs and Services

NSSEO continues to redesign programs and services offered to meet the changing needs of its member districts in alignment with the NSSEO Continuous Improvement Plan that promotes continuous improvement. NSSEO's emphasis on improved student outcomes is reflective of a streamlined process that aligns programming, integrated growth measures, individualized interventions and ongoing program review. In collaborative partnership with our member districts, NSSEO provides a continuum of special education services and other supports allowing districts to capitalize on educational opportunity by utilizing economy of scale. NSSEO continues to provide progressive and visionary leadership in the field of education through advocacy at the state and federal level, family and community involvement, professional development and coaching leading to greater opportunity for students.

### NSSEO Programs and Services

#### Tuition Programs:

- Kirk School
- Miner School
- Timber Ridge School
- NSSEO Program at Riley and River Trails Middle School
- The Deaf and Hard of Hearing-Elementary School
- The Deaf and Hard of Hearing-Middle School
- The Deaf and Hard of Hearing-High School

#### Services:

- Administrative and Support Services
- Adapted Physical Education
- Assistive and Instructional Technology
- Autism
- Deaf and Hard of Hearing Evaluation Services (Including audiology evaluations)
- Deaf and Hard of Hearing Itinerant Services
- Evaluation and Coaching
- Occupational Therapy
- Outdoor Education
- Physical Therapy
- Professional Development and Coaching
- Speech Therapy
- Transportation Services
- Transition Services
- Vision Services

## Programs and Services - Continued

The 2017-2018 budget was developed in alignment with the NSSEO Continuous Improvement Plan reflective of student and member district needs.

NSSEO Continuous Improvement Plan:

- Instructional Practices
- Transition Planning
- Individualized Educational Plans – Best Practices

### NSSEO Strategic Areas of Focus

- Instructional practices that incorporate opportunities for students to make informed choices and evaluate outcomes through problem solving activities, creative thinking, and innovative learning that actively engages students in meaningful connections.
- Comprehensive decision-making process that connects data analysis to instructional planning and implementation of an instructional continuum in English Language Arts, Mathematics, Social/Emotional Learning and Communication.
- Person-centered planning that reflects a customized approach to college/career/life readiness through increased opportunities for employment.
- Individualized communication systems that best align advanced technology and supports to meet the needs of diverse learners.
- Innovative and flexible educational environments that motivate learners, support collaboration, and provide ability to change and personalize learning through reallocation of space.
- Best practices IEP training modules reflective of progressive educational changes
- Embedded professional development and coaching tailored to district and program needs.
- Responsive cooperative design to address district and program needs (ie transportation, department reviews, behavior supports, advocacy).



# NSSEO Funding Formulas

<b>NSSEO Tuition Based Programs</b>
<b>Programs:</b>
Timber Ridge
Miner School
Riley and RTMS Program
Kirk School
D/HH-Elementary
D/HH-Middle
D/HH-High School
-Based on a projected per student cost
<b>NSSEO Service/Other Programs</b>
<b>Programs:</b>
<b>DESC Services:</b>
OT/PT services to District students
APE services to District students
Vision services to District students
Assistive Technology services to District students
Based on the average salary, plus benefits, plus administrative add-on, plus rent, travel, telephone, postage, photocopy, materials add-on.
DESC Evaluations - based on actual usage logs kept by DESC evaluation staff converted to a three tier system.
D/HH-Diagnostics - based on actual usage logs kept by evaluation staff converted to a four tier system.
D/HH-Itinerant - based on a per unit cost
Outdoor Education - based on % of projected usage in the education fund
VAC - costs are split between Districts 211 & 214
NSSEO Administration - no separate cost to member districts (6% in programs)
Technical Assistance to Districts - based on usage (FTE)
Central O&M - based on % of projected usage in the education fund
D/HH-Central Office - no separate cost to member districts (6% in programs)
Technology/Central - based on % of projected usage in the education fund
Technology/Programs - based on % of projected usage in the education fund
<b>NSSEO Reserves</b>
<b>Unemployment Reserve - No Assessment in 2017-2018</b>
Based on 50% Historical Usage ('06, '11, '16), 25% AFR Revenue, 25% Usage % in Ed Fund
<b>Retirement Reserve - No Assessment in 2017-2018</b>
Based on 50% Historical Usage ('06, '11, '16), 25% AFR Revenue, 25% Usage % in Ed Fund
<b>Building Fund</b>
Based on 1/3 Projected Usage in Buildings We Own, 1/3 AFR Revenue, 1/3 Equal Share

## Member District Tuition/Rate Increase or Decrease by Program

<b>2017-2018 NSSEO Tuition Based Programs</b>				
<u>Program</u>	<u>2016-2017 BUDGET</u>		<u>2017-2018 BUDGET</u>	<u>INC./DEC. %</u>
Timber Ridge	37,187.64	per std	38,220.57	2.78%
Miner School	44,991.40	per std	46,285.15	2.88%
NSSEO Program at Riley & RTMS	54,914.00	per std	54,251.89	-1.21%
Kirk School	41,842.73	per std	40,336.63	-3.60%
D/HH-Elementary	42,345.20	per std	43,607.05	2.98%
D/HH-Middle	46,333.00	per std	46,211.00	-0.26%
D/HH-High School	54,026.38	per std	53,662.86	-0.67%
<b>2017-2018 NSSEO Service/Other Programs</b>				
<u>Program</u>	<u>2016-2017 BUDGET</u>		<u>2017-2018 BUDGET</u>	<u>INC./DEC. %</u>
<b>DESC:</b>				
OT/PT services to District students	113,532	per FTE	115,137	1.41%
APE services to District students	84,392	per FTE	84,578	0.22%
Vision services to District students	89,159	per FTE	89,915	0.85%
Assistive Technology services to District students	82,344	per FTE	84,769	2.94%
<b>DESC Evaluations</b> - based on usage logs kept by DESC evaluation staff reflective of current year actual usage converted to a three tier system	87,157	total	50,030	-42.60%
<b>D/HH-Diagnostics</b> - formula based on usage logs kept by program staff reflective of current year actual usage converted to a four tier system	480,926	total	467,442	-2.80%
<b>D/HH-Itinerant Program</b>	23.20	per unit	24.10	3.88%
<b>Outdoor Education</b> - based on % of usage in education fund	361,001	total	373,733	3.53%
<b>VAC</b> - costs are split between Districts 211 & 214	70,682	per dist	70,311	-0.52%
<b>NSSEO Administration</b> - Offset by IDEA dollars/Admin Fee	0	total	0	0.00%
<b>Technical Assistance to Districts</b>	88,204.68	per FTE	88,150.61	-0.06%
<b>Professional Development</b> - Offset by IDEA dollars	0	total	0	0.00%
<b>Central O&amp;M</b> - based on % of usage in education fund	63,851	total	63,186	-1.04%
<b>D/HH-Central Office</b> - Offset by Admin Fee	0	total	0	0.00%
<b>Technology/Central</b> - based on % of usage in education fund	666,621	total	665,573	-0.16%
<b>Technology/Programs</b> - based on % of usage in education fund	83,146	total	82,693	-0.54%



## NSSEO Five-Year Facility Plan

The NSSEO Five-Year Facility Plan focuses on both short-term and long-term facility and program needs. The facility plan is developed through an examination of the current status and future initiatives of facilities, through an analysis of facility needs, program initiatives, and the use of work space.

Guiding Principles in the development of the NSSEO Five-Year Facility Plan include:

- Health, safety, and security
- Maintenance and upkeep of facilities
- Integration of program initiatives
- Optimal utilization of facilities
- Environmental Sustainability

The development process of the NSSEO Five-Year Facility Plan included:

- ▶ Examination of the current use of facilities in alignment with program needs and use by all stakeholders.
- ▶ Integration of facility planning with program redesign
- ▶ Collection of current data about the conditions of facilities in order to inform the need for repair, renovations, and new construction.
- ▶ Prioritization of larger, more costly systemic repairs/projects within financial limitations
- ▶ Consideration cost of energy improvements and sustainable construction whenever possible

The following Five-Year Facility Plan highlights the outcomes of the facility plan development process.

Within the NSSEO Five-Year Facility Plan framework, the District assesses and predicts both the need and timing for maintenance and repairs to facilities, facility redesign, and major renovations. Ongoing review of the Facility Plan provides for refinement and revisions as priorities dictate.

# NSSEO Building Fund Priority Schedule

	Priority 1 2017-2018	Priority 2 2018-2019	Priority 3 2019-2020	Priority 4 2020-2021	Priority 5 2021-2022
<b>Gillet Center</b>					
Crack Fill, Sealcoat, Restripe Parking Lot	40,000	10,000	10,000	10,000	10,000
Tuck pointing	10,000	5,000	5,000	5,000	5,000
General Painting	2,000	2,000	2,000	2,000	2,000
Concrete Replacement/Repair	2,000	2,000	2,000	2,000	2,000
Mulch for Playground	2,000	2,000	2,000	2,000	2,000
Classroom Renovations (sinks)	13,500				
Ceiling Tile	12,000				
A/C - Gym		60,000			
Boiler Tubes		25,000			
Paint Univents	18,200				
Blinds (32 rooms)	12,000				
Window Removal and Replacements			350,000	350,000	
Building Security System		60,000			
<b>Administration Building</b>					
Crack Fill, Sealcoat, Restripe Parking Lot	40,000	150,000	10,000	10,000	10,000
Tuck pointing	13,000	4,000	4,000	4,000	4,000
General Painting	1,500	1,500	1,500	1,500	1,500
Concrete	4,000	4,000	4,000	4,000	4,000
S-3 Cooling		90,000			
Window Removal and Replacements					300,000
Building Security System		32,000			
<b>Kirk School</b>					
General Painting/Drywall Repairs	3,000	3,000	3,000	3,000	3,000
Tuck Pointing	7,000	4,000	4,000	4,000	4,000
Crack Fill, Sealcoat, Restripe Parking Lot	65,000	15,000	15,000	15,000	15,000
Concrete Replacement/Repair	13,000	4,000	4,000	4,000	4,000
Classroom Renovations	25,000	25,000	25,000	25,000	25,000
Parking Lot Lights	9,000				
Roof Maintenance	21,250				
Gates Widening	6,000				
Window Removal and Replacements			400,000	400,000	400,000
Building Security System		86,000			
ALS Room Upgrades	10,500				

# NSSEO Building Fund Priority Schedule

	Priority 1 2017-2018	Priority 2 2018-2019	Priority 3 2019-2020	Priority 4 2020-2021	Priority 5 2021-2022
<b>Sunrise Outdoor Education Center</b>					
Asphalt Replacement/Repair		4,000	4,000	4,000	4,000
Concrete	4,000	4,000	4,000	4,000	4,000
Decking Replacement	6,000	6,000	6,000	6,000	6,000
Slop Sink & Hot Water Heater (Craft Lodge)	14,000				
Tuckpointing and Sealing of AL	13,000				
Tree Removal	5,000				
Skirting (Main Lodge and Craft Lodge)	10,000				
Tractor		30,000			
Door on Maint. Shed	5,000				
Building Security System		21,000			
Replace Pier	10,000				
Replace Misc Doors	6,000				
<b>District Wide</b>					
10 Year Life Safety - Work in House					
10 Year Life Safety - Outsourced					
Projects as Needed	30,000	30,000	30,000	30,000	30,000
Annual Depreciation on Vehicles	18,000	18,000	18,000	18,000	18,000
	450,950	697,500	903,500	903,500	853,500
<b>Other Identified Needs</b>					
Gym/Elevator/Addition at Timber Ridge	2.5 to 3.5 million				
Admin Renovations for Prof Devel	TBD				
Sunrise Entrance Gate	35,000				
VAC Building Renovations	TBD				



Judith A. Hackett Ed.D., Superintendent

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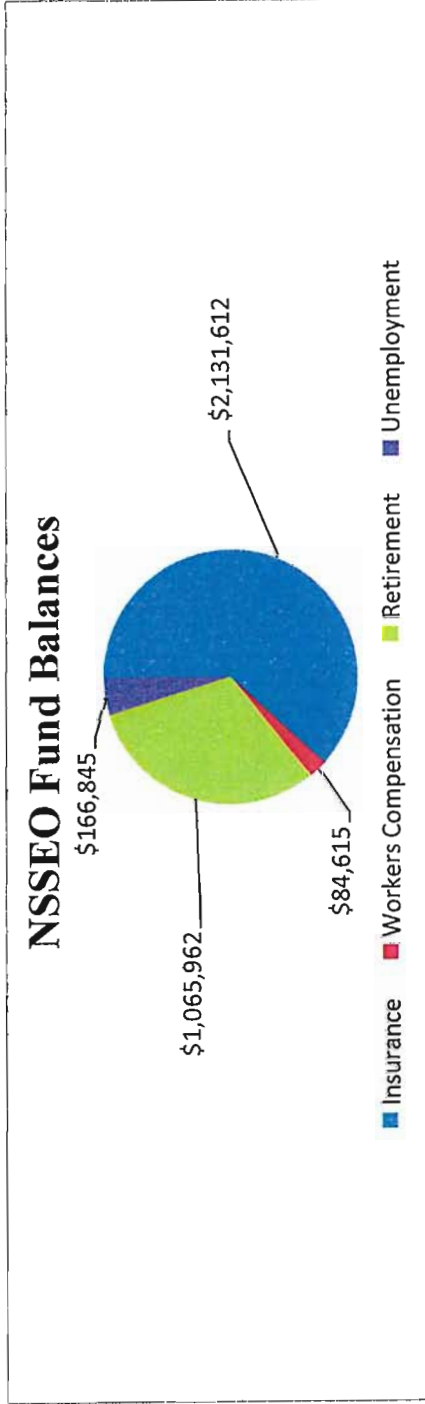
## Reserves

NSSEO currently maintains reserve balances in insurance, workers compensation, unemployment, and retirement accounts. The insurance and workers compensation reserve balances are the result of being previously self-funded through 2008. NSSEO reserves were established through assessments to both member and non-member districts for the purpose of collecting sufficient funds to cover anticipated expenses. NSSEO reserve fund balances are the result of careful budgeting, conservative spending, and actual expenses under budgeted amounts.

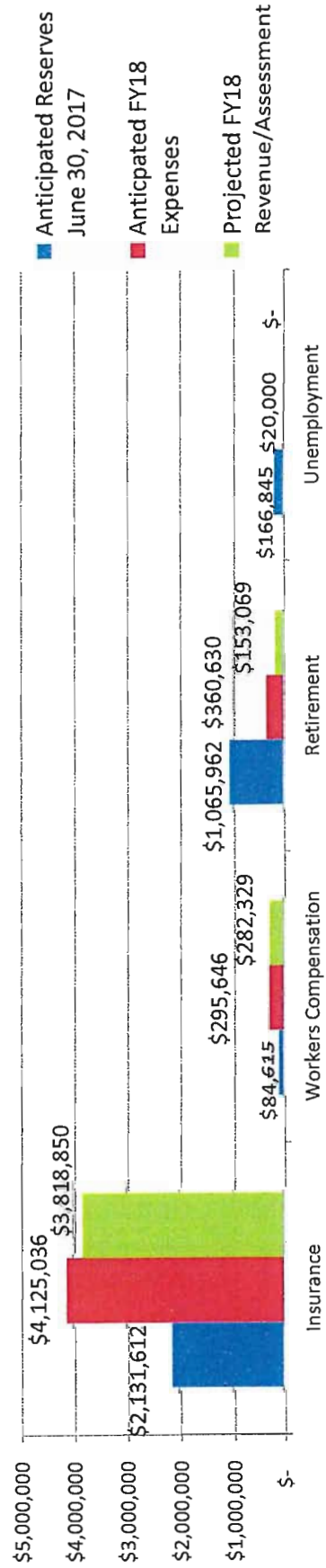
Recommendations to spend down reserves over several years offsetting program costs, was determined through the annual budget development and approval process. Spending down reserves to offset costs is a use of reserves similar to other school districts. This fiscally responsible budget planning approach has resulted in conservative tuition increases and associated assessments (unemployment & retirement).

# Summary of NSSEO Reserves

	Anticipated Reserves	Anticipated FY18	Projected FY18	Anticipated Reserves
	June 30, 2017	Expenses	Revenue/Assessment	June 30, 2018
Insurance	\$ 2,131,612	\$ 4,125,036	\$ 3,818,850	\$ 1,825,426
Workers Compensation	\$ 84,615	\$ 295,646	\$ 282,329	\$ 71,298
Retirement	\$ 1,065,962	\$ 360,630	\$ 153,069	\$ 858,401
Unemployment	\$ 166,845	\$ 20,000	\$ -	\$ 146,845
	\$ 3,449,034	\$ 4,801,312	\$ 4,254,248	\$ 2,901,970



## Comparison of FY 17 NSSEO Fund Balances and Anticipated FY18 Expenses



## District #23 NSSEO 2017-2018 Budget

Program	Projected Usage	Cost per Student or Service	District #23 Total
<b><u>Tuition Programs:</u></b>			
Timber Ridge	4 students	38,220.57	152,882
Miner School	0 students	46,285.15	0
NSSEO Program at Riley/RTMS	0 students	54,251.89	0
Kirk School	0 students	40,336.63	0
D/HH-Elementary	2 students	43,607.05	87,214
D/HH-Middle	1 student	46,211.00	46,211
<b><u>Service/Other Programs:</u></b>			
DESC-Vision Services	.45 FTE	89,915.00	40,462
DESC-APE Services	.10 FTE	84,578.00	8,458
D/HH-Itinerant	590 Units	24.10	14,219
Outdoor Education			5,772
Technical Asst to Dists-S/L	.08 FTE	88,150.61	7,052
Technical Asst to Dists-Autism	0 FTE	88,150.61	0
Central O&M			976
Technology/Central			10,280
Technology/Programs			1,277
<b><u>Direct Bill Staff:</u></b>			
1.00 Direct Bill Nurse Assistant (D23 Program)		58,345	
Total Direct Bill Staff			58,345
<b><u>Education Fund Reserves:</u></b>			
Unemployment Comp.			0
Retirement Reserve			0
<b>Education Fund Totals</b>			<b>433,148</b>
<b>Building Fund</b>			<b>11,403</b>
<b>TOTAL DISTRICT #23</b>			<b>444,551</b>
<b><u>Additional District Costs:</u></b>			Estimated
<b>**DESC-Evaluations:</b>			1,200
Billing based on actual usage. Approx. \$1,200/level 1 evaluation.			
			Estimated
<b>**DESC-Contracted Evaluations</b>			6,267
			Estimated
<b>**D/HH-Diagnostics:</b>			33,100
Billing based on actual usage. Approx. \$550/level 1 evaluation. Screenings in district \$415/day.			
Please note- Evaluations include tests, observations, travel, IEP meetings, interviews, consultation with staff, comprehensive report, etc.			

Updated March 6, 2017  
e/cw/Sched1718/D23Costs

COMPARISON DISTRICT PAYMENTS	DIST. 23	DIST. 23	DIST. 23		DIST. 23	CHANGE IN STUDENTS
	2016-2017	2016-2017	2017-2018	FY18	DIFF ~ EST.	OR SERVICES FROM
	BUDGET	EST. ACT.	BUDGET	STDS	ACT VS FY18	ESTIMATED ACTUAL
<b>TUITION PROGRAMS:</b>						
Timber Ridge	111,563	173,443	152,882	4.0	-20,561	-0.7 students
Miner School	0	0	0	0.0	0	0.0 students
Riley/RTMS Program	0	0	0	0.0	0	0.0 students
Kirk School	41,843	41,843	0	0.0	-41,843	-1.0 students
D/HH-Elementary	42,345	74,739	87,214	2.0	12,475	0.2 students
D/HH-Middle	92,666	92,666	46,211	1.0	-46,455	-1.0 students
D/HH-High School						
<b>Subtotal Tuition</b>	<b>288,417</b>	<b>382,691</b>	<b>286,307</b>	<b>7.0</b>	<b>-96,384</b>	<b>-2.5 students</b>
<b>SERVICE/OTHER:</b>						
DESC-Educational Svcs	48,561	48,561	48,920		359	
D/HH-Itinerant	16,811	13,688	14,219		531	
Outdoor Education	6,289	6,289	5,772		-517	
V.A.C.					0	
NSSEO Admin.	0	0	0		0	
Tech Asst to Districts	15,877	7,056	7,052		-4	
Central O&M	1,112	1,112	976		-136	
D/HH-Central Office	0	0	0		0	
Technology/Central	11,613	11,613	10,280		-1,333	
Technology/Programs	1,449	1,449	1,277		-172	
<b>Subtotal Srv/Other</b>	<b>101,712</b>	<b>89,768</b>	<b>88,496</b>		<b>-1,272</b>	
<b>DIRECT BILL STAFF/SRVS</b>						
Direct Bill Staff/Services	56,850	56,850	58,345		1,495	
<b>ED FUND RESERVES:</b>						
U/C Reserve	0	0	0		0	
Retirement Reserve	12,246	12,246	0		-12,246	
<b>Subtotal Ed Reserves</b>	<b>12,246</b>	<b>12,246</b>	<b>0</b>		<b>-12,246</b>	
<b>TOTAL:</b>						
<b>EDUCATION FUND</b>	<b>459,225</b>	<b>541,555</b>	<b>433,148</b>		<b>-108,407</b>	
<b>TOTAL:</b>						
<b>BUILDING FUND</b>	<b>11,519</b>	<b>11,519</b>	<b>11,403</b>		<b>-116</b>	
<b>TOTAL</b>	<b>470,744</b>	<b>553,074</b>	<b>444,551</b>		<b>-108,523</b>	

**ADDITIONAL DIST. COSTS**

- DESC-Diag Eval Svcs
- D/HH-Diagnostics
- Extended School Year
- Transportation

**FEDERAL FUNDS  
SUMMARY:**

As per the recommendation of the NSSEO Finance Advisory Committee, it was decided that the IDEA reserve maintained at ISBE remain at 0%, the NSSEO distribution of 15% (of IDEA dollars generated) remain the same, and continue to distribute the balance to Member Districts via member flow through grants.

IDEA SUBGRANT	265,906	276,111	284,131
PRESCHOOL SUBGRANT	16,610	16,610	17,532



## NSSEO ENROLLMENT 2017-2018 BUDGET

<b>District 23</b>				
Program	Budget 2016-2017	Est. Actual 2016-2017	Budget 2017-2018	Diff Est. Actual to 2017-2018
Timber Ridge	3.0	4.7	4.0	-0.7
Miner School	0.0	0.0	0.0	0.0
Riley/RTMS Program	0.0	0.0	0.0	0.0
Kirk School	1.0	1.0	0.0	-1.0
D/HH-Elementary	1.0	1.8	2.0	0.2
D/HH-Middle	2.0	2.0	1.0	-1.0
<b>Total</b>	<b>7.0</b>	<b>9.5</b>	<b>7.0</b>	<b>-2.5</b>

# DRAFT UPDATE

Prospect Heights School District 23

2:100

## Board of Education

### Board Member Conflict of Interest

No Board of Education member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which the District's main office is located by May 1.

LEGAL REF.: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, and 420/4A-107.  
50 ILCS 105/3.  
105 ILCS 5/10-9.  
2 C.F.R. §200.318(c)(1).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics and Conduct, and Conflict of Interest)

ADOPTED: February 13, 2013

#### Commented [APowell1]:

Updated in response to the federal regulations requiring written standards of conduct covering conflicts of interest and governing the actions of those engaged in the selection, award, and administration of contracts in compliance with 2 C.F.R. §200.318.

2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. Conflicts of interest arise when one of the following individuals has a financial or other interest in the entity selected for the award:

- a. School district employee, officer, or agent;
- b. Any member of the employee, officer, or agent's immediate family;
- c. The employee, officer, or agent's business partner, and
- d. An organization that employs or is about to employ one of the above.

For a discussion of what an *apparent conflict of interest* means, see the discussion about avoiding the *appearance of impropriety* discussed in the Ill. Council of School Attorneys' publication, *Answers to FAQs, Conflict of Interest and Incompatible Offices*, [www.iasb.com/law/conflict.cfm](http://www.iasb.com/law/conflict.cfm).

Issue 94, March 2017

#### Commented [APowell2]:

The federal rule underlying this text provides flexibility for school districts to "set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value," along with "disciplinary actions to be applied for violations." Referring to sample policy 2:105, *Ethics and Gift Ban* for these standards provides clarity and consistency. Policy 2:105, *Ethics and Gift Ban* refers to **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 – 10-30, along with discussion of the specific penalties available under the Ethics Act at 5 ILCS 430/50-5 in its **Enforcement** subhead.

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2:100

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# DRAFT UPDATE

Prospect Heights School District 23

3:70

## General School Administration

### Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and ~~submitted to approved by~~ the Board of Education.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

ADOPTED: ~~February 13, 2013~~

**Commented [APowell1]:**  
Submitting the succession plan to the board provides an opportunity for the superintendent to manage the district and provide leadership for the staff while allowing the board to monitor this policy and stay informed.

**OPTION:** If the Board would like to approve the succession plan, this policy will remain unchanged. Mark "YES" for the option on your Response Form, and only the adoption date will be updated.

**Issue 94, March 2017**

# DRAFT UPDATE

## Operational Services

### Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.

5. Notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:

a. ~~(a)~~ ~~is a~~ An individual's first name or first initial and last name in combination with any one or more of with his or her (i) social security number, (ii) driver's license number or State identification card number, ~~or (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or~~

~~a-b (b) a~~ An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.

~~5-6~~ Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #5, above.

#### Commented [APowell1]:

The Identity Protection Act, 5 ILCS 179/ requires policy about identity protection and controls the policy's content. The Act defines *identity-protection policy* as "any policy created to protect social security numbers from unauthorized disclosure." This law contrasts with the Personal Information Protection Act discussed below, which may apply to school districts.

Issue 94, March 2017

#### Commented [APowell2]:

Updated in response to the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 99-503, which contains mandates for *government agencies* and *local governments*, and may apply to school districts.

Consult the Board attorney before adoption of this policy. Districts may choose to provide or implement more protections than the statutory requirements outlined here. Technology and best practices are constantly changing.

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# DRAFT UPDATE

7. Notification, within 45 days of the discovery of a security breach, to the Illinois Attorney General:

- a. If the District suffers a breach of more than 250 Illinois residents; or
- a-b. When the District provides notice as required in #5. above.

~~6-8.~~ All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent.

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.  
50 ILCS 205/3, Local Records Act.  
105 ILCS 10/, Illinois School Student Records Act.  
815 ILCS 530/, Personal Information Protection Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: ~~August 7, 2013~~

**Commented [APowell3]:**  
815 ILCS 530-12.(e), amended by P.A. 99-503.  
Notification sooner is preferred, if it can be accomplished.  
Issue 94, March 2017

# DRAFT UPDATE

Prospect Heights School District 23

5:120

## General Personnel

### Employee Ethics; and Conduct; and Conflict of Interest

#### Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

#### Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

#### Ethics and Gift Ban

Board of Education policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

#### Prohibited Interests; Conflict of Interest; and Limitation of Authority; and Outside Employment

In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award when the employee has a real or apparent conflict of interest as defined by 2 C.F.R. §200.318(c)(1). Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

#### **Commented [APowell1]:**

This policy is renamed and updated in response to the federal regulations requiring written standards of conduct covering conflicts of interest and governing the actions of school district employees engaged in the selection, award, and administration of contracts in compliance with 2 C.F.R. §200.318.

New subheadings are added for clarity.

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#### **Commented [APowell2]:**

The federal rule underlying this text provides flexibility for school districts to "set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value," along with "disciplinary actions to be applied for violations." Referring to sample policy 2:105, *Ethics and Gift Ban* for these standards provides clarity and consistency. Policy 2:105, *Ethics and Gift Ban* refers to **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 – 10-30, along with discussion of the specific penalties available under the Ethics Act at 5 ILCS 430/50-5 in its **Enforcement** subhead.

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# ***DRAFT UPDATE***

## Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated  
by reference: 5:120-E (Exhibit - Code of Ethics for Illinois Educators)

LEGAL REF.: U.S. Constitution, First Amendment.  
2 C.F.R. §200.318(c)(1).  
5 ILCS 420/4A-101 and 430/.  
50 ILCS 135/.  
105 ILCS 5/10-22.39 and 5/22-5.  
775 ILCS 5/5A-102.  
23 Ill. Admin. Code Part 22, Code of Ethics for Illinois Educators.  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).  
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program)

ADOPTED: ~~September 9, 2015~~

# DRAFT UPDATE

Prospect Heights School District 23

5:230

## Professional Personnel

### Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that teachers, other certificated employees, and persons providing a student's related service: (1) maintain discipline in the schools as required in the School Code, and (2) follow the Board of Education policies and administrative procedures on student conduct, behavior and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.  
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: ~~February 13, 2013~~

**Commented [APowell1]:**

Updated for clarity and consistency with other changes in response to 105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456.

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**Commented [APowell2]:**

School officials have discretion to determine whether a behavioral intervention is *appropriate*. See 105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456.

Issue 94, March 2017

# DRAFT UPDATE

Prospect Heights School District 23

5:285

## Educational Support Personnel

### Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement State federal and federal State law defining the circumstances and procedures for the testing.

This policy shall not be implemented, and no administrative procedures will be needed, until it is reasonably foreseeable that the District will hire staff for a position(s) requiring a commercial driver's license.

**Commented [APowell1]:**  
The policy and Legal References are updated for style consistency.  
Issue 94, March 2017

LEGAL REF.: 625 ILCS 5/6-106.1 and 5/6-106.1c.  
49 U.S.C. §313061-~~et seq.~~, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991, P.L. 102-143).  
49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers).

CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria), 5:280 (Duties and Qualifications)

ADOPTED: February 13, 2013

# DRAFT UPDATE

Prospect Heights School District 23

5:300

## Educational Support Personnel

### Schedules and Employment Year

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

For employees not covered by a current applicable bargaining agreement:

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, School Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

### Breaks

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

For employees not covered by a current applicable bargaining agreement:

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday. The District accommodates employees who are nursing mothers according to State and federal law.

### Nursing Mothers

The District accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.  
105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.  
~~740 ILCS 137/ Right to Breastfeed Act~~  
820 ILCS 105/, Minimum Wage Law.  
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act)

ADOPTED: July 13, 2016

**Commented [APowell1]:**  
The Legal References are updated to include the Right to Breastfeed Act.  
Issue 94, March 2017

5:300

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# DRAFT UPDATE

Prospect Heights School District 23

6:70

## Instruction

### Teaching About Religions

The School District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religion, religious belief, or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

**Commented [APowell1]:**  
Updated to separate a "religion" from a "religious belief" for clarity.  
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LEGAL REF.: School Dist. of Abington Twp v. Schempp, 374 U.S. 203 (1963).  
Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573, ~~409 S.Ct. 3086, 406~~  
~~L.Ed.2d 472~~ (1989).

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:60  
(Curriculum Content), 6:255 (Assemblies and Ceremonies)

ADOPTED: ~~February 13, 2013~~

# DRAFT UPDATE

## Students

### Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

#### Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required ~~from~~for students in grades 6 and 12, beginning with the 2015-2016 school year.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening ~~must be included as~~ a required part of each health examination; diabetes testing is not required.
3. ~~Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.~~
- 3-4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
- 4-5. The Department of Public Health IDPH will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

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

#### Commented [APowell1]:

Updated in response to 105 ILCS 5/27-8.1(2), amended by P.A. 99-927, eff. 6-1-17. The Illinois Department of Public Health is to develop rules to implement these new screening requirements and revise the Child Health Examination form. The health care provider must only record whether or not the social and emotional screening was completed.

Consult the board attorney about whether the presence of developmental or social and emotional screening information on the Child Health Examination form triggers child find obligations under the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

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#### Commented [APowell2]:

105 ILCS 5/27-8.1(2.5), amended by P.A. 99-927, eff. 6-1-17, exempts developmental or social and emotional screenings from the exclusion from school requirement.

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#### Commented [APowell3]:

Either of both of the following optional additional services may be added:

**Option 1:** If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.

**Option 2:** Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

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# ***DRAFT UPDATE***

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

## Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the ~~Department of Public Health~~ IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

## Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the ~~Illinois Department of Public Health~~ IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

## Exemptions

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

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

# ***DRAFT UPDATE***

## Homeless Child

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

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/27-8.1 and 45/1-20.  
410 ILCS 45/7.1 and 315/2e.  
23 Ill.Admin.Code §1.530.  
77 Ill.Admin.Code Part 665.  
77 Ill.Admin.Code Part 690.  
~~77 Ill.Admin.Code Part 695.~~

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children),  
6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student  
Transfers To and From Non-District Schools), 7:280 (Communicable and  
Chronic Infectious Disease)

ADOPTED: ~~January 14, 2016~~

**Revisions to Policies**

<b>Number and Title</b>	<b>Revision Description</b>	<b>Options</b>
3:70 Succession of Authority	Policy and footnotes are updated. New text states that superintendents may <i>submit</i> the succession plan versus the Board <i>approving</i> the plan.	<p>Recommendation: Keep the old text. I believe the Board should <i>approve</i> a succession plan, if the superintendent is unable to perform his/her duties.</p>
7:100 Health, Eye, and Dental Examinations; Immunization; and Exclusion of Students	Policy and footnotes are updated in response to Public Act 99-927. Health providers must now include a developmental or social emotional health screener to the health examination.	<p>Recommendation: Accept both options. This language is about not letting students who have emotional or developmental issues slip through the cracks. By accepting both options it keep the lines of communications open between the provider, the parent and the school.</p> <p>Option #1: If the health provider has not provided the developmental screening or the social and emotional screener, qualified school personnel, may with the consent of the parent/guardian, provide a screener to the child.</p> <p>Option#2: Once a student provides proof that he or she received a developmental screening or a social emotional screening, the school may, with parent/guardian's consent, make available appropriate school personnel to work with the child and provider who signed the screening form to obtain appropriate evaluations and services.</p>

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