

Community Consolidated School District 15

**BOARD OF EDUCATION MEETING**

Walter R. Sundling Junior High School  
1100 North Smith Street, Palatine, Illinois  
Wednesday, March 13, 2019  
7 p.m.

**AGENDA**

I. Roll Call

II. Mission Statement

The Mission of School District 15 is to produce world class learners by building a connected learning community.

III. Pledge of Allegiance—John G. Conyers Learning Academy (Matthew Warren)

IV. Superintendent's Reports

- 19-300 Student Recognition—National Geographic Geography Bee Winner(s)  
(Meg Schnoor)
- 19-301 Student Recognition—Spelling Bee Winners (Colleen Mullins)
- 19-302 Student Recognition—6<sup>th</sup> Grade Two-Ball Basketball Championship Winners  
(Meg Schnoor)
- 19-303 Presentation—Library District Referendum
- 19-304 Presentation—Special Education Overview (Sue Gehring)
- 19-305 Presentation—Preliminary Student Assignment Plan for 2019–20 School Year  
(Matt Barbini, Sue Gehring, Meg Schnoor)
- 19-306 Superintendent's Report
  - School Improvement Plan Presentations
    - Matthew Warren—John G. Conyers Learning Academy
    - Robert Harris—Willow Bend Elementary School
  - Announcing New Principals (Laurie Heinz)

V. Reading and Acceptance of Minutes

- February 13, 2019 Board of Education Finance Committee Meeting
- February 13, 2019 Regular Board of Education Meeting

VI. Board Discussion and Reports

- 19-310 ED-RED Council/Legislation
- 19-311 one-five FOUNDATION
- 19-312 Finance Committee
- 19-313 Equity Committee
- 19-314 Board Policy—First Reading
  - 4:40 Operational Services—Incurring Debt
  - 4:45 Operational Services—Insufficient Fund Checks and Debt Recovery
  - 4:170 Operational Services—Safety
  - 5:30 General Personnel—Hiring Process and Criteria
  - 5:60 General Personnel—Expenses
  - 6:60 Instruction—(Curriculum) Curriculum Content
  - 7:140 Students—(Rights and Responsibilities) Search and Seizure

19-315 Superintendent's Communication Committee

VII. Citizens Address the Board

VIII. Action Items

19-320 Personnel Report

1. Administration
  - a. Recommendation for Hire
  - b. Recommendation for Change of Status
  - c. Recommendation for Leave of Absence
2. Certified
  - a. Recommendation to Hire
  - b. Recommendation for Leave of Absence
  - c. Recommendation for Resignations
  - d. Recommendation for Job Share
3. Non-Certified
  - a. Recommendation to Hire
  - b. Recommendation for Change of Status
  - c. Recommendation for Leave of Absence
  - d. Recommendation for Resignations
  - e. Recommendation for Retirement without Incentive
  - f. Recommendation for Disciplinary Action

19-321 Resolution—Honorable Dismissal of Teachers

19-322 Resolution—Non-Renewal of Administrator Contract and Dismissal of Third-Year Probationary Teacher for Reasons other than Reduction in Force

19-323 Additional Staff Allocation for Student Services

19-324 Memorandum of Understanding

19-325 Renewal of Miller, Cooper, & Co., Ltd., Independent Auditor Agreement

19-326 Bid Award—Carpet Tile and Rubber Tile Flooring (19-017)

19-327 Bid Award—Physical Education Uniforms (19-018)

19-328 Request for Proposal—Chromebooks with Accessories, Warranty, Services, and Options (19-019/Part 1 of 2)

19-329 Bid Award—Musical Instruments (19-020)

19-330 Consent Calendar (10 items)

(All items under this heading are considered routine and are adopted by one motion unless any board member or the superintendent requests that one or more be removed from the Consent Calendar. The item/s may then be discussed and voted upon separately.)

- A. February 2019 Investment Report
- B. February 2019 Treasurer's Report
- C. February 2019 Report of Payroll Vouchers and Invoices
- D. January 2019 Activities Fund Report
- E. February 2019 Budget Report
- F. Disposals
- G. Frank C. Whiteley Elementary School Sound System
- H. Light the Way Project Grant—Jane Addams
- I. Board Policy—Second Reading
- 6:135 Instruction—Accelerated Placement Program
- J. Destruction of Executive Session Audio Recordings—April 2017

IX. Correspondence

- Freedom of Information Act Requests/Responses

X. Adjournment

<b>April 10, 2019 Board of Education Regular Meeting 7 p.m. Walter R. Sundling Junior High School 1100 North Smith Street, Palatine</b>	Student Recognition—Reflections Winners
	Student Recognition—Illinois Grade School Music Association (IGSMA) Solo and Ensemble Contest Winners
	Student Recognition—Illinois All Junior Band (Plum Grove Musicians)
	Health Care Renewal: 2019–20 Medical/Dental/Vision Rates
	2018–19 Revised School Calendar
	Bid Award—Stage Curtains (19-008)
	Request for Proposal—Laptops with Accessories, Warranty, Services, and Options (19-019/Part 2 of 2)



**John G. Conyers Learning Academy  
Students to Lead the  
Pledge of Allegiance**

Board of Education Meeting Date:

March 13, 2019 7 p.m.

Meeting Location:

Walter R. Sundling Jr. High School

Student Group:

John G. Conyers Learning Academy

Presenter:

Matthew Warren

**Recognition**

Jamal A.  
Hamza A.  
Adrian B.  
Colin B.  
Ariana C.  
Blake D.

Daniel E.  
Nicole G.  
Cole K.  
Jibril S.  
Ahlia T

Conyers Learning Academy is being represented by students from each of the four programs at CLA. We have students from our Early Childhood and ECDEC preschool programs and our ACES and Multiple Needs Therapeutic Day School programs. Each of these students were nominated by their teachers and staff for the leadership the exhibit within their classroom and program.

Matthew Warren,  
Principal, John G. Conyers Learning Academy

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Serving all or part of:  
Palatine • Rolling Meadows • Inverness  
Arlington Heights • Hoffman Estates  
Schaumburg • and South Barrington

## Community Consolidated School District 15

Joseph M. Kiszka Educational Service Center  
580 N. 1st Bank Drive  
Palatine, IL 60067-8110

Meg Schnoor, Ed.D.  
Assistant Superintendent for Teaching and Learning

(847) 963-3106 ☐ Fax (847) 963-3119  
www.ccsd15.net

DATE: March 13, 2019  
TO: Board of Education  
FROM: Meg Schnoor, Ed. D., Assistant Superintendent for  
Teaching and Learning  
RE: National Geographic Geography Bee



The National Geographic Geography Bee is an annual competition organized by the National Geographic Society, designed to inspire and reward students' curiosity about the world. Students in grades four through eight (4-8) from 10,000 schools across the United States will compete in the 2019 National Geographic Bee for a chance to win college scholarships and the glory of being the National Geographic Bee Champion. The Department of Instruction would like to congratulate and acknowledge the winners of their schools' National Geographic Geography Bee. Four of our students advanced to the State Geography Bee on March 29, 2019, in Normal, Illinois.

### State Qualifiers

Central Road  
Sponsor: Eric Brents  
Winner: Ziayan K.

Walter R. Sundling  
Sponsor: Chris Dewey  
Winner: Thomas L.

Plum Grove  
Sponsor: Maura Reid  
Winner: Chase F.

Marion Jordon  
Sponsor: Maura Reid  
Winner: Rhea M.

### School-wide Winners

Gray M. Sanborn  
Sponsor: Chris Poznanski  
Winner: Betsy V.

Carl Sandburg  
Sponsor: Matthew Schmidt  
Winner: Dylan K.

Stuart R. Paddock  
Sponsor: Jennifer Clark  
Winner: Noah H.

Winston Campus Junior High  
Sponsor: Laura Hagan  
Winner: Usman K.



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Meg Schnoor, Ed.D.  
Assistant Superintendent for Teaching and Learning

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www.ccsd15.net

**DATE:** March 13, 2019

**TO:** Board of Education

**FROM:** Meg Schnoor, Ed. D., Assistant Superintendent for Teaching and Learning

**RE:** Student Recognition: School Spelling Bee Winners



Calvin F., an eighth grader at Plum Grove Junior High School, won the District 15 Spelling Bee, which was held Monday, January 14, 2019, at Walter R. Sundling Junior High School. He has since won the Area Bee and came in second place at the Regional Bee, qualifying him to move on to the National Bee. Calvin, along with one of his parents, will be traveling to Washington DC to compete at the National Scripps Spelling Bee Competition on May 26th through May 31st.

The students who participated in the District 15 Spelling Bee advanced to this competition by winning their respective school spelling bees. The school spelling bee champs that participated in the District 15 competition are as follows:

- Jacob M., Carl Sandburg Junior High, Grade 7
- Tyler F., Central Road School, Grade 6
- Avyay K., Frank C. Whiteley School, Grade 4
- Joe R., Gray M. Sanborn School, Grade 6
- Limi N., Hunting Ridge School, Grade 5
- Tanya S., Jane Addams School, Grade 6
- Trinity S., Kimball Hill School, Grade 6
- Aishvir K., Lincoln School, Grade 6
- Avni S., Marion Jordan School, Grade 5
- Kabir I., Pleasant Hill School, Grade 5
- Calvin F., Plum Grove Junior High, Grade 8
- Emma G., Stuart R. Paddock School, Grade 5
- Natalie J., Thomas Jefferson School, Grade 5
- Anika T., Virginia Lake School, Grade 6
- Ali A., Walter R. Sundling Junior High, Grade 8
- Manasivini R., Willow Bend School, Grade 6
- Tanish M., Winston Campus Elementary, Grade 6
- Joseph K., Winston Campus Junior High, Grade 8



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Assistant Superintendent for Teaching and Learning

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www.ccsd15.net

**DATE:** March 13, 2019  
**TO:** Board of Education  
**FROM:** Meg Schnoor, Ed. D., Assistant Superintendent for Teaching and Learning  
**RE:** Student Recognition: 6<sup>th</sup> Grade Two-Ball Basketball Championship Winners



Precisely 126 boys competed at the Palatine Park District on Tuesday, February 5, 2019, and 120 girls competed on Wednesday, February 6, 2019. We had two divisions: Large schools- Hunting Ridge, Lake Louise, Lincoln, Paddock, Virginia Lake, Pleasant Hill, Jane Addams, and Central Road. The small schools division consisted of: Kimball Hill, Thomas Jefferson, Marion Jordan, Winston Elementary, Willow Bend, Sanborn and Whiteley.

The Two-Ball is an event where two students have two, one-minute rounds, to compete for different points marked on the basketball court. Students need to pass to their partners after their shots, and move around the court to the different spots. Spots can be worth 2, 3, 4 or 5 points depending on the distance from the basket. They can earn bonus points for attempting shots at each spot, and they were very careful not to travel or double-dribble. Both rounds were added together for their final score.

It was an exciting and positive event for parents, teachers, administrators, friends and other spectators of the 2-ball competitors. The students put in a lot of time with their intramural coach to practice their basketball skills and working with their partners. Congratulations to all of the participants! Here are the winning teams from each division:

**PE Teacher, Mike Duffy, MJ, will announce:**

Boy's Small Division: Arjun and Nathan

**PE Teacher, David Sobel, HR, will announce:**

Boy's Large Division: Bryson and Sam

**PE Teacher, Sharon Rusk, WCE, will announce:**

Girls Small Division: Marikate and Holly

**PE Teacher, David Sobel, HR, will announce:**

Girls Large Division: Avery and Kaelee

Congratulations to our first place 2-ball teams, and to all of the students that participated in this exciting event! Thank you to the all of the PE teachers for their time and effort in preparing the students!



# MORE of What You Love





# Users Love Us!





# Library Referendum

- After exploring options, the Library Board has placed a limiting rate increase question on the ballot for April 2, 2019.
- The ballot measure will request an increase of .075% over our 2017 rate of .276%, for a new rate of .351% in 2019.
- This equates to about **\$52/year** on a median home in our community.



# Proposed Tax Increase

## How would this affect my property taxes?

Estimated Impact of  
Proposed Tax Increase with  
Homeowner's Exemption



Market Home Value ➤

\$100K

\$150K

\$250K

\$266K (Median)

\$350 K

Library Tax in 2019 ➤

\$54

\$96

\$179

\$193

\$263

Add'l Cost per Year ➤

\$15

\$26

\$48

\$52

\$70

Add'l Cost per Month ➤

\$1.25

\$2.17

\$4.00

\$4.33

\$5.83

These estimated figures assume a homeowner's exemption.



# Ballot Language

Shall the limiting rate under the Property Tax Extension Limitation Law for the Palatine Public Library District, Cook County, Illinois, be increased by an additional amount equal to .075% above the limiting rate for general library purposes for levy year 2017 and be equal to .351% of the equalized assessed value of the taxable property therein for levy year 2019?

YES

NO



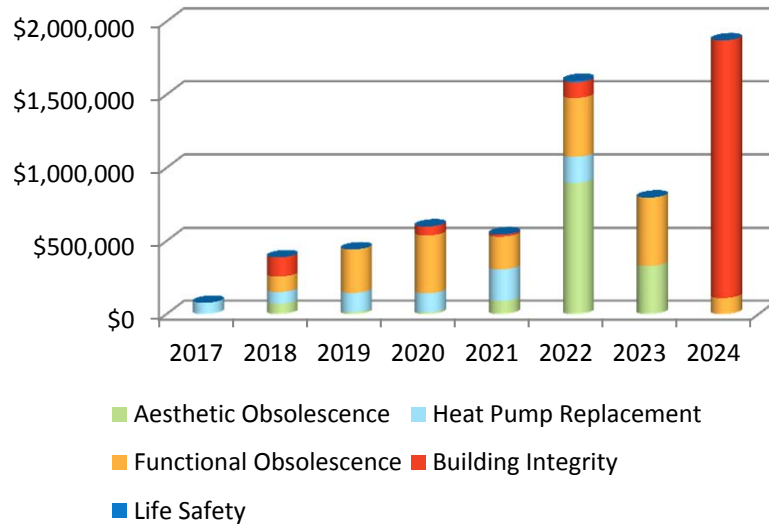
# Ballot Language, Continued

- The approximate amount of taxes extendable at the most recently extended limiting rate is \$6,484,057.88, and the approximate amount of taxes extendable if the proposition is approved is \$8,246,030.13.
- For the 2019 levy year the approximate amount of the additional tax extendable against property containing a single family residence and having a fair market value at the time of the referendum of \$100,000 is estimated to be \$22.22.
- If the proposition is approved, the aggregate extension for 2019 will be determined by the limiting rate set forth in the proposition, rather than the otherwise applicable limiting rate calculated under the provisions of the Property Tax Extension Limitation Law (commonly known as the Property Tax Cap Law).

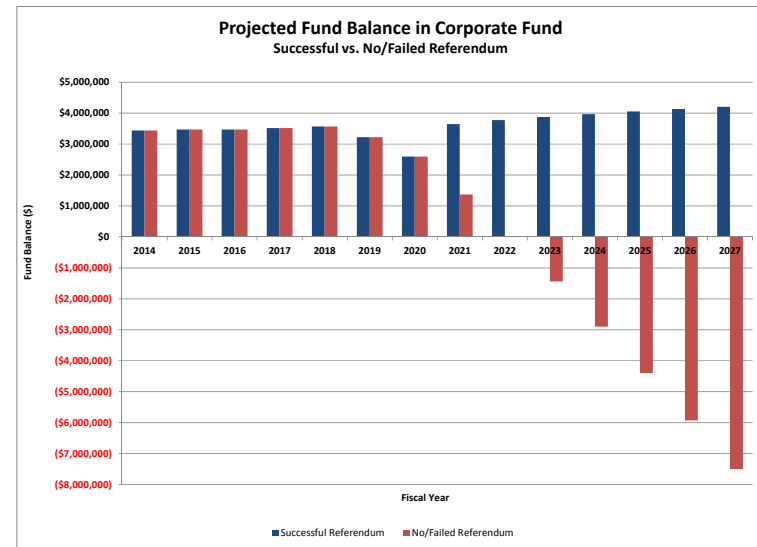


## Capital Reserves Study

- Major expenses (roof, HVAC, lighting) in next 6 years of \$5.8 million

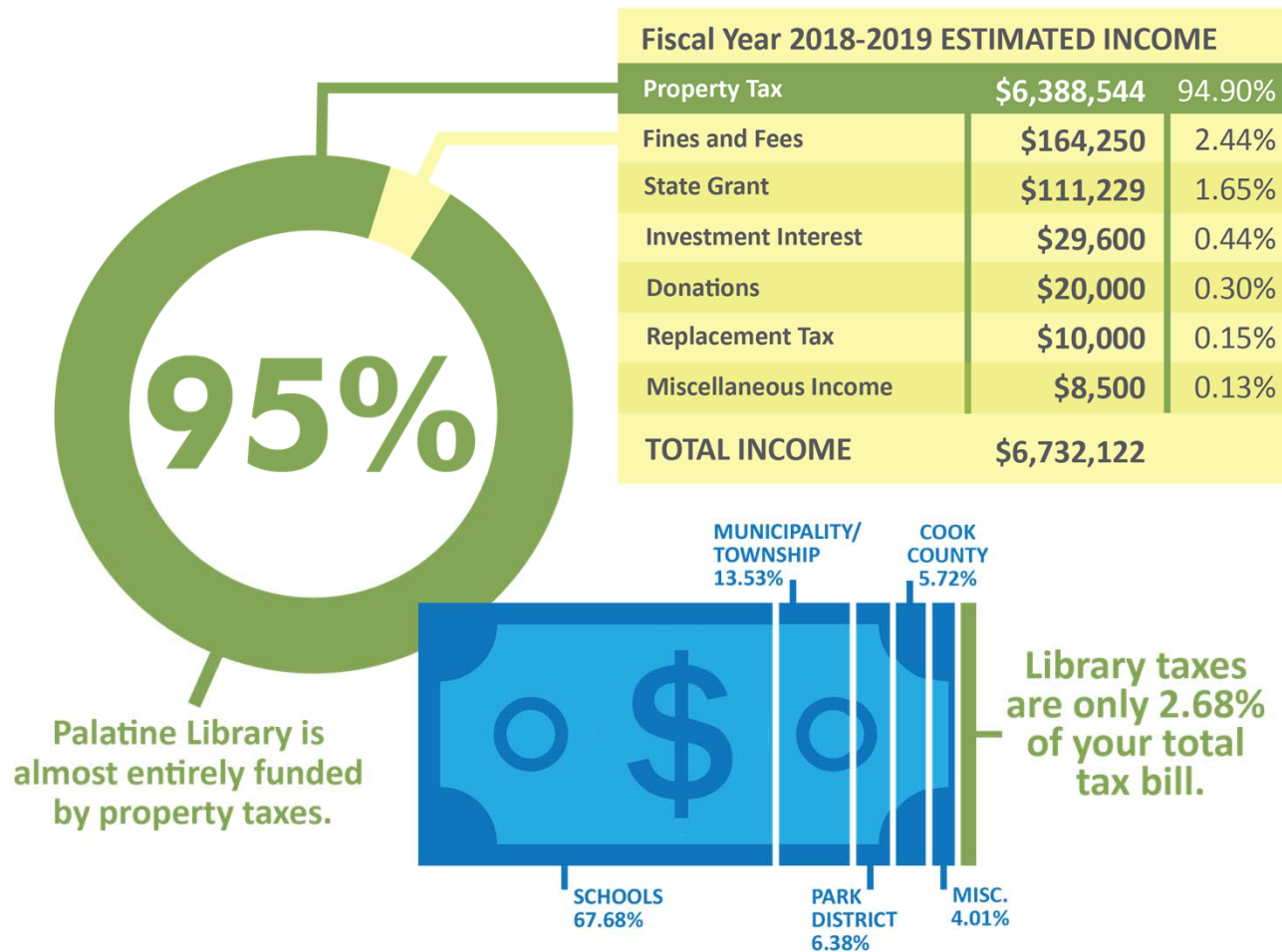


## Financial Management Plan



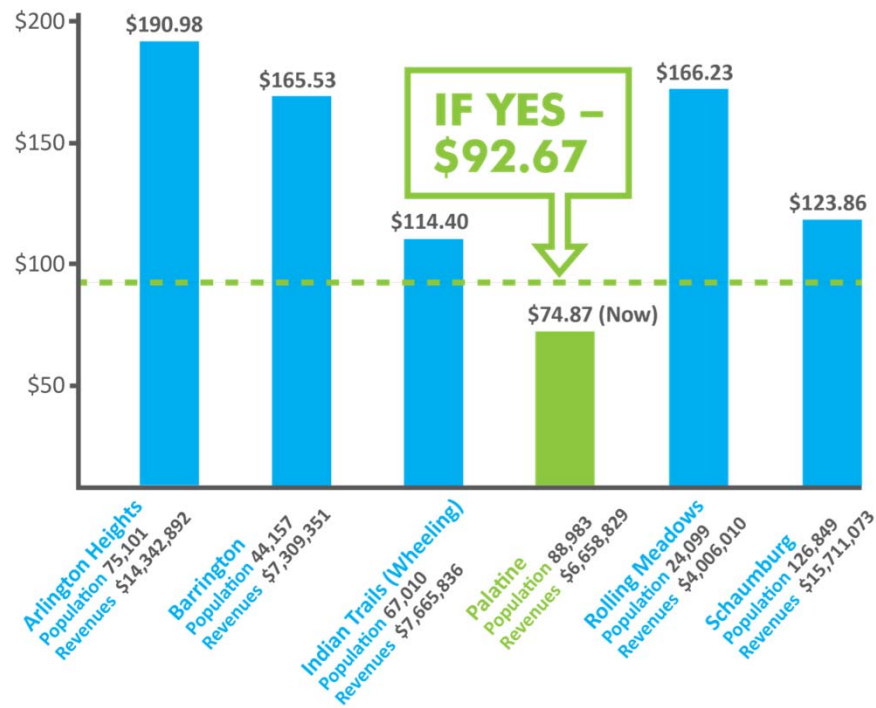
- As we pay for those more expensive capital repairs out of our current operating budget, our overall fund balances will decline over time.

# PPLD Revenues



# PPLD Comparison

## REVENUES PER PERSON



## EMPLOYEE EFFICIENCY

Library	Population	Employees	Employees / 1000 Residents
Arlington Heights	75,101	238	3.2
Schaumburg	126,849	300	2.4
Rolling Meadows	24,094	54	2.2
Barrington	44,157	91	2.1
Indian Trails (Wheeling)	67,010	100	1.5
Palatine	88,983	106	1.2



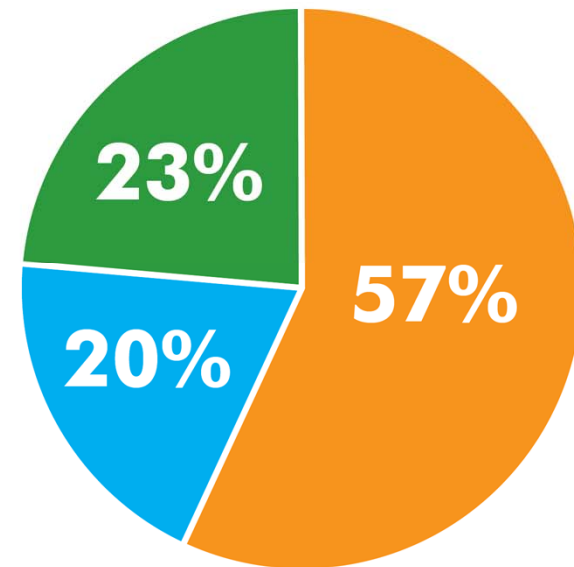
## How Will the Money Be Used?

Estimated \$1.7 million generated per year  
= \$10.2 million in first 6 years

**Major Maintenance**  
\$5,800,000

**Service Improvements**  
\$2,400,000

**Interior Renovation**  
\$2,000,000





# Referendum Impact: If Yes...

The library will be able to offer:

- MORE investments in **new technology** and bandwidth to keep up with trends
- MORE collaborative **spaces and study rooms** for students, entrepreneurs, and groups
- MORE **service hours** for your convenience
- MORE **new books, movies, music**, downloadable content, games, and resources
- MORE **collaboration and partnerships** with schools, businesses, local organizations, and diverse communities

# Interior Renovations: 1<sup>st</sup> Floor



# Interior Renovations: 2<sup>nd</sup> Floor



# Renovations: Rand Road Branch



# Renovations: North Hoffman Branch





## Referendum Impact: If No...

The library will be forced to cut services in order to address \$5.8 million in capital improvements to repair our leaking roof, inefficient lighting, and failing HVAC.

- REDUCE **hours and days of service** at Main Library and Branches
- SHRINK budget for purchase of **new materials** available for check-out, resulting in longer wait times
- LIMIT state-of-the art **software and equipment** purchases, thereby failing to meet the demands of technology
- DECREASE **partnerships and outreach programs** that impact school students and underserved populations



# Voter Information

3/18/2019	First day of <b>early voting</b>
3/28/2019	Last day to <b>request a mail ballot</b>
4/1/2019	<b>Last day of early voting</b>
4/1/2019	Last day to <b>register to vote</b> in person
4/2/2019	Last day <b>mail ballots</b> can be postmarked
4/2/2019	<b>Election Day</b>

[www.cookcountyclerk.com](http://www.cookcountyclerk.com)



# Community Forums

- Thursday, January 10, Main Library, 7pm
- Monday, January 14, Falcon Park, 7pm
- Monday, February 11, Main Library, 7pm
- Thursday, February 21, Twin Lakes, 2pm
- Tuesday, March 19, Fremd High School, 7pm
- Monday, March 25, Main Library, 7pm



## For More Information

- [www.palatinelibrary.org/more](http://www.palatinelibrary.org/more)
- Jeannie Dilger, Executive Director
  - [jdilger@palatinelibrary.org](mailto:jdilger@palatinelibrary.org)
  - 847-358-5881

Questions?

# Special Education Overview



Board of Education  
March 2019



# A Glimpse Into History

## 1975 Education for All Handicapped Children Act

- Mandated rights to a Free Appropriate Public Education (FAPE)
- Mandated written Individualized Education Program (IEP)



# IDEA

## 1990 Individuals with Disabilities Education Act (IDEA)

- 1997 Amendments
  - Role of parents and due process rights
  - Least Restrictive Environment (LRE)
- 2004 Amendments
  - Outcomes for all
  - Shift from compliance to substance



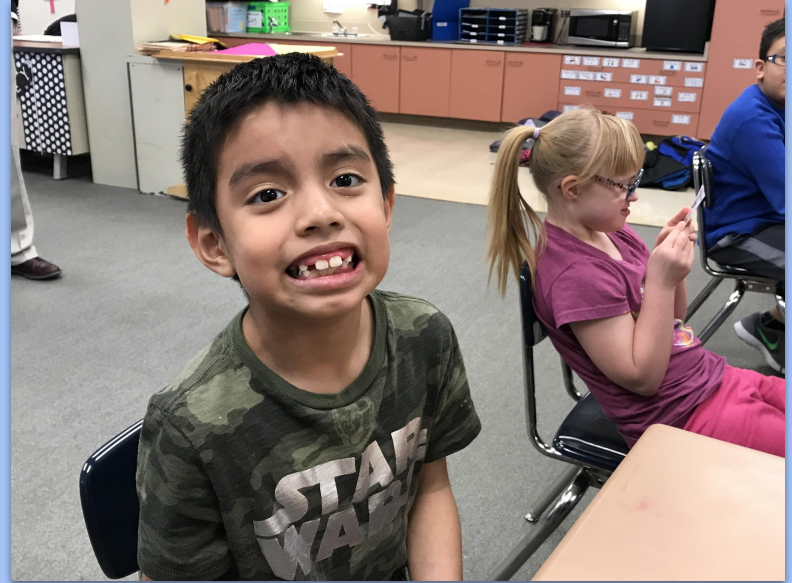
# FAPE

**F**ree-At no cost to parent

**A**ppropriate-Tailored for individual child-The I in IEP

**P**ublic-Public school system responsible for IEP

**E**ducation-Education appropriate to the child, to prepare for future employment and independence



# Disability Categories

Autism

Deaf-Blindness

Deafness

Emotional Disability

Hearing Impairment

Intellectual Disability

Multiple Disabilities

Orthopedic Impairment

Other Health Impairment

Specific Learning Disability

Speech or Language Impairment

Traumatic Brain Injury

Vision Impairment

Developmental Delay (ages 3-9)

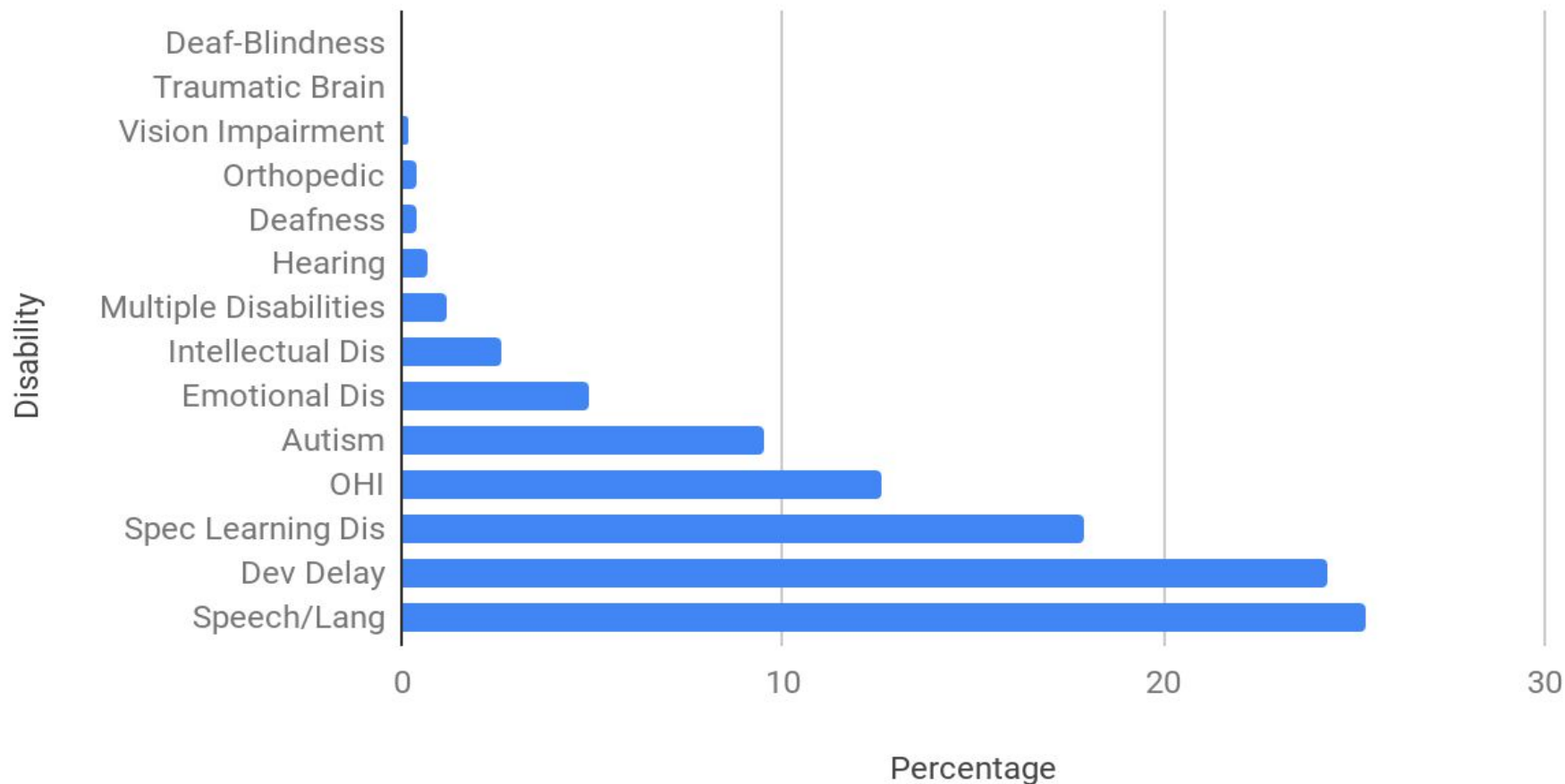


# Least Restrictive Environment (LRE)

- Special Education is a service, not a place
- Education with general education peers “to the maximum extent that is appropriate”
- Removal from general education only when supplementary aids/services in general education can not provide an appropriate education



# Percentage vs. Disability

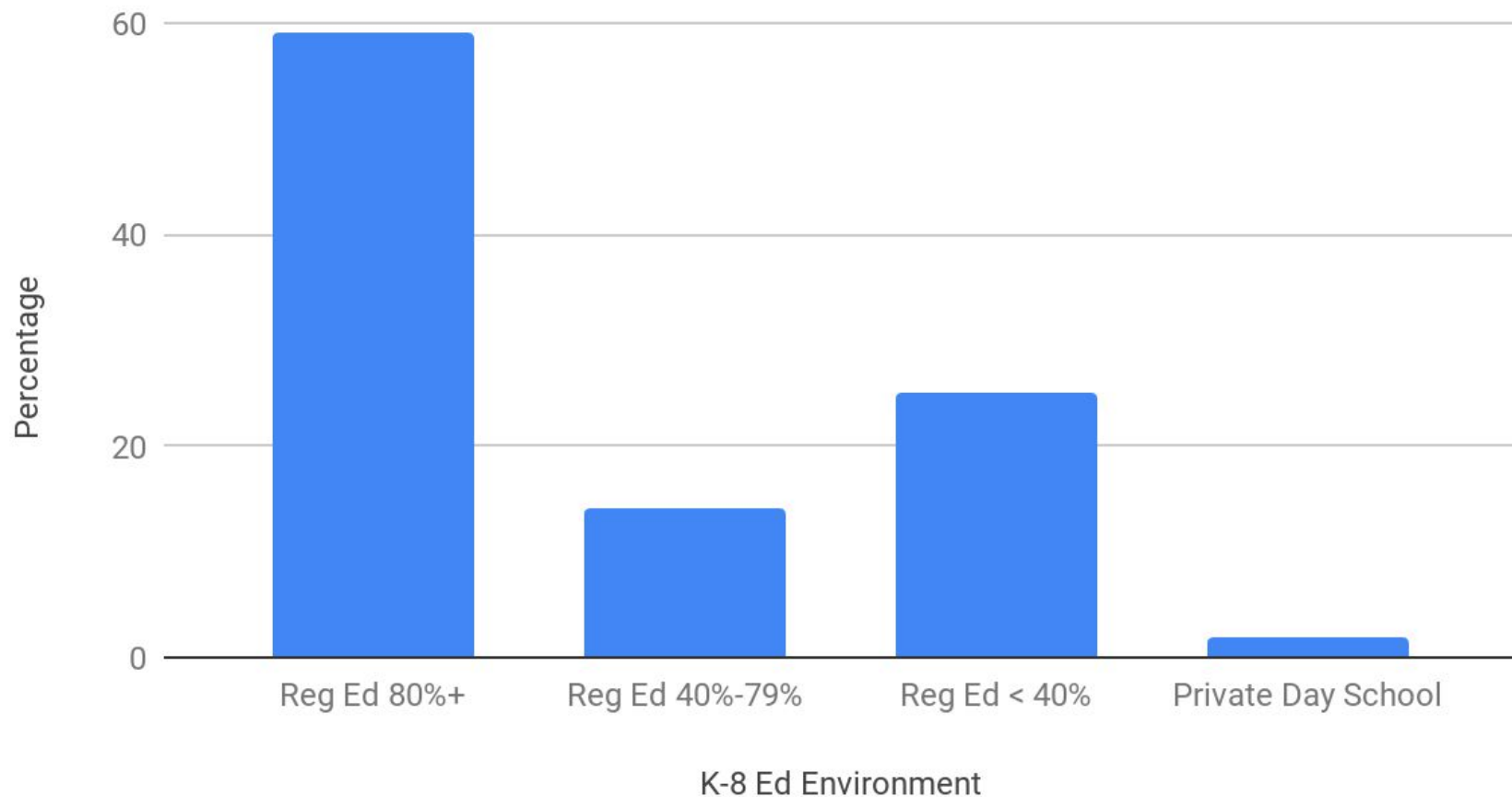


# Continuum of Placement Options

<b>Early Childhood Special Education</b>	Conyers Learning Academy
<b>Resource K-8</b>	All Schools
<b>Transitional Kindergarten</b>	Hunting Ridge
<b>LEAP K-8</b> Learning Environment for Academic Progress	KH, TJ, WCE, all Junior High Schools
<b>SEAL K-6</b> Social Emotional Academic Learning	FCW, MJ, TJ
<b>Cross Categorical Classroom 7-8</b>	Carl Sandburg
<b>SIP PK-8</b> Structured for Independence Program	CLA, MJ, WRS
<b>AIME K-8</b> Alternate Instruction for Meaningful Education	Frank C Whiteley, Winston Junior High
<b>MILE K-8</b> Modified Instructional Learning Environment	Gray M Sanborn, Carl Sandburg
<b>Multiple Needs K-8</b>	Conyers Learning Academy
<b>ACES K-8</b> Anger Control, Character Education, Empathy Training, and Social Skills	Conyers Learning Academy



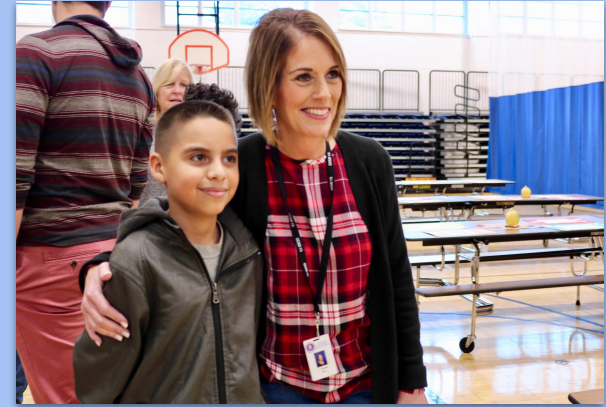
## Percentage vs. K-8 Ed Environment



# Letter of the Law...Spirit of the Law

In CCSD15 we believe...

- Parent is child's first teacher
  - Parent input is valued
  - Parent Procedural Safeguards critical
- All children are general education students first
  - Access to general education curriculum w/supplementary aids and services
  - Opportunities for interactions with non-disabled peers
- Serve students close to home
  - Low Incidence and High Incidence Programs
  - Therapeutic Day School



# Caseload, Workload, and Class Size

- Class Size Requirements  
*IL Admin Code 226.730*
- Workload Plan for Special Educators  
*23 IL Admin Code 226.735*
- Evidence-Based Funding (EBF)
  - Intensive Early Intervention
  - Adequacy Target: Pupil Support
  - Effect Size: Professional Development and Instructional Coaching



# Resource Allocation...Outcomes Matter

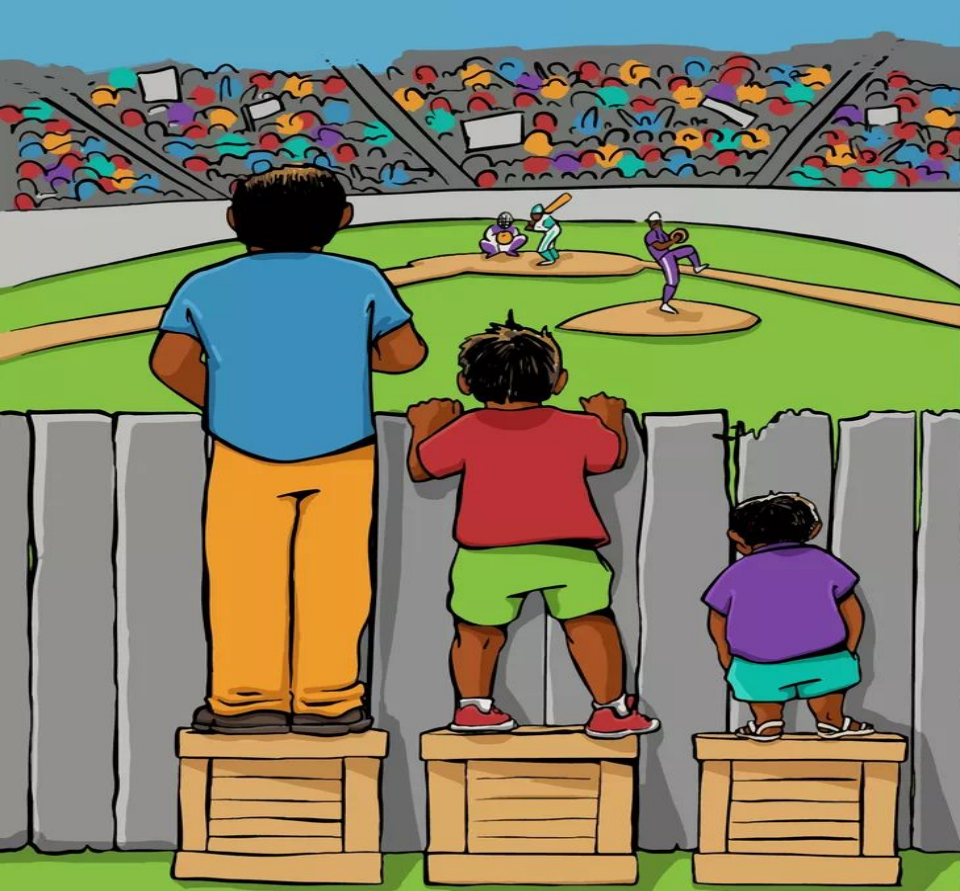
## 2015 Every Student Succeeds Act (ESSA)

- Students with disabilities are included in assessments
- Students with disabilities must meet growth targets

## 2017 US Supreme Court *Endrew F.* Ruling

Districts must offer an IEP reasonably calculated to enable a child to make progress appropriate in light of the child's circumstances.





**EQUALITY**



**EQUITY**

# QUESTIONS?





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Matthew J. Barbini, Ed.D.  
 Deputy Superintendent of Schools

(847) 963-3000 • Fax (847) 963-3200  
[www.ccsd15.net](http://www.ccsd15.net)

DATE: March 13, 2019  
 TO: Board of Education  
 FROM: Matthew J. Barbini, Ed.D.  
 RE: 2019-20 Student Assignment



In preparation for the 2019-2020 school year a preliminary review of staffing needs has been conducted. This review was conducted by both central office and building administration. The number of Full Time Teaching Equivalents (FTE) or certified staff that are anticipated to meet student needs in Community Consolidated School District 15 for the 2019-2020 school is 890 FTE. This represents an 8.347 FTE or 1% increase in certified staffing over the current school year (2018-2019).

The table below shows past staffing trends as well as the projected staffing need for next year.

CTC Positions* 16-17	CTC Positions* 17-18	CTC Positions* 18-19	Anticipated CTC Positions 19-20	Difference From Previous Year
880.035 FTE	877.533 FTE	881.653 FTE	890 FTE	+ 8.347 FTE

\*Per Student Assignment Reporting

The preliminary number of 890 FTE was determined by examining current and projected enrollments against class-size targets established by both the Board of Education as well as the State of Illinois for various programs in Community Consolidated School District 15 (e.g., general education, special education, and second language).

Enrollment will continue to be monitored and adjustments will be made to staffing as enrollment at each school fluctuates between the present day and the start of the 2019-2019 school year. The final staffing plan is typically presented to the Board of Education in October to coincide with fall housing reporting requirements to the Illinois State Board of Education.

The presentation that is attached will provide additional information to the Board of Education at the March 13, 2019 meeting.

# March 13, 2019 Board of Education DRAFT Student Assignment Plan 2019-2020

Matt Barbini, Ed.D.      Susan Gehring      Meg Schnoor, Ed.D.



# Overview

- Student Assignment Guidelines
  - English Language Learners
  - Special Education
  - General Education
- Student Assignment Process and Timeline
- Student Assignment Trends and Projected needs for 2019-2020



# English Language Learners (EL)

- Required by law.
- ISBE staffing requirement for self-contained EL classrooms.
- ISBE staffing and certification requirements
  - <20 and >20



# English Language Learners (EL)

## Factors to consider for 2019-2020

- Dual Language expansion to 1st Grade
- Languages that may require certified staff:
  - Hindi
  - Mongolian



# Special Education

- Required by law
  - Least Restrictive Environment
  - Continuum of Services
- ISBE staffing requirements



# Special Education

- Factors to consider for 2019-2020
  - Students with complex social, emotional and behavioral needs are continuing to increase in D15 schools.
  - Staffing levels must align with class size mandates and the intensity of services required.



# Special Education

- Factors to consider for 2019-2020
  - Increased need for comprehensive mental health service delivery for prevention and response.
  - Related service staffing levels to be enhanced to address growing need.



# General Education

## Board of Education Class-size Targets

Grade Level	Target
Kindergarten	20
Grades 1-3	24
Grades 4-6	26
Grades 7-8	28



# General Education

- Factors to consider for 2019-2020
  - Dual certified teachers are being placed into general education to serve a range of student instructional needs.
  - Space continues to be an issue at some elementary schools.



# Process and Timeline



# Student Assignment Trends and Projected Needs

<b>CTC Positions* 16-17</b>	<b>CTC Positions* 17-18</b>	<b>CTC Positions* 18-19</b>	<b>Anticipated CTC Positions 19-20</b>	<b>Difference From Previous Year</b>
880.035 FTE	877.533 FTE	881.653 FTE	890 FTE	+ 8.347 FTE

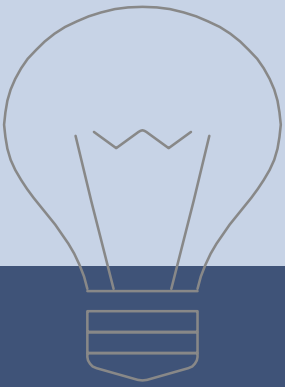
\*Per Student Assignment Reporting

This represents approximately a 1% increase in CTC Positions from the current school year.

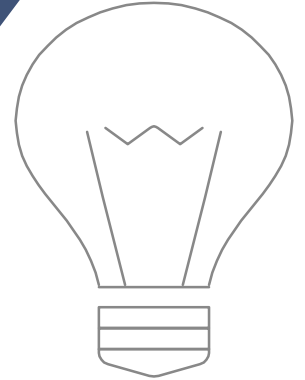


# Questions?

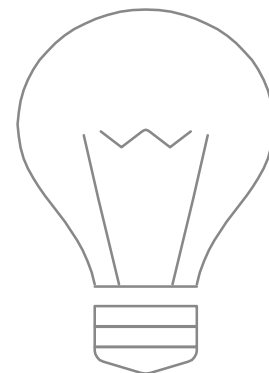




# Conyers Learning Academy's School Improvement Journey



March 13th, 2019



# Our School Improvement Team (SIT)

Matt Warren  
Christy Loh  
Megan McFalls  
Bob Bolin  
Val Gruenwald

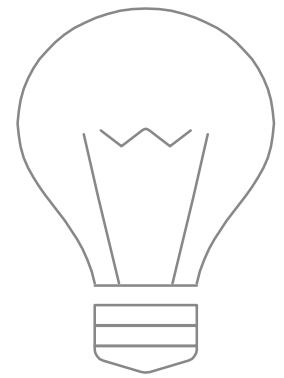
Yvette Dunham  
Katie Nawrot  
Heather Klikas  
Leah Wertheimer

Beth Mendoza  
Anetta Peebles  
Jenny Orth  
Cathy Rustman

Kim Chung  
Miriam Mezo  
Nicole Perso  
Sarah Das



# Programs offered at CLA



## Preschool Programs

### Early Childhood (EC)

- ★ 3-5 year old students with an IEP (Individualized Education Plan)

### ECDEC – (Early Childhood Development Education Center)

- ★ At-risk Preschool For All program



## Therapeutic Day School Programs

### Multiple Needs (MN)

- ★ For students with delays in the areas of academics, communication, sensory regulation, and social emotional skills in K-8th grade.

### ACES

- ★ For student with social and emotional needs in K-8th grade.
- ★ ACES stand for Anger Management, Character Education, Empathy, and Social Skills Program.



2016–2018

CLA's focus  
area was  
growth in  
Math.

# CLA's SIP Story

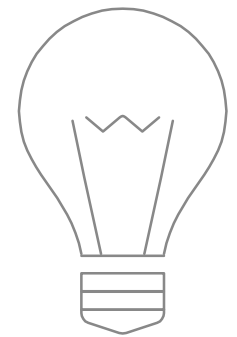
Spring of 2018

CLA's SIT took a step  
back to shift our  
focus on the  
foundational skills  
necessary to learn  
Reading and Math  
skills.

The SIT  
changed our  
focus to **Social  
Communication**



# Social Communication



Our belief is Social Communication is the foundation for academic success.

Many of the students at CLA require direct instruction in each of these skill areas.

## 12 Domains for Social Communication

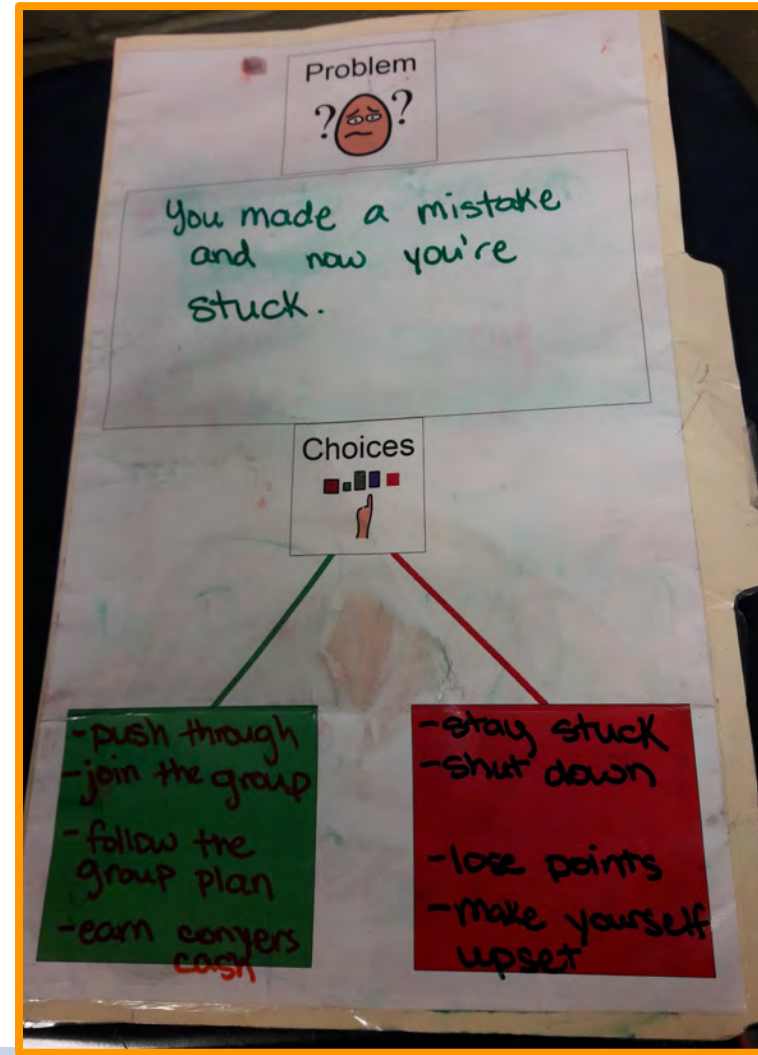
1. Is the child regulated (sensory)?
2. Is there consistent "Joint Attention?"
3. Does the child have foundational communication skills?
4. Does the child imitate communication.
5. Can communicate their wants and needs.
6. Initiates Social Communication with peers and adults
7. Does the child initiate communication appropriately?
8. Can the child sustain interaction or conversation.
9. Can the child resolve conflict using prosocial behaviors.
10. Can the student communicate with the use of good pragmatic skills?
11. Can the student demonstrate empathy?
12. Can the student communicate self-reflection?

## Focus Areas

**The Student Can Communicate Their Wants and Needs**



**The Student Can Resolve Conflict Using Prosocial Behaviors**



# Connection Between SIP and PBIS

CLA shares the same three core values with the other D15 schools in alignment with the District's Strategic Plan.

## ACES/MN

Be Respectful  
Be Responsible  
Be Safe

## EC/ECDEC

Be Kind  
Be Ready  
Be Safe



## New this year - Early Childhood's PBIS MAC Attack

- 8 week unit to start the school year
- Teaches the EC/ECDEC students the PBIS expectations
- Reinforced through booster lessons in Feb./Mar.

# Our Next Steps

Develop  
“Look fors” for  
staff instruction  
and student  
engagement

Develop an  
assessment tool to  
measure student  
growth over time

Identify the best  
instructional tools,  
resources, and strategies  
for each of the 12 Social  
Communication  
Domains



# *Willow Bend Elementary*



# *A Celebration of Diversity*

43 Different languages are spoken at Willow Bend

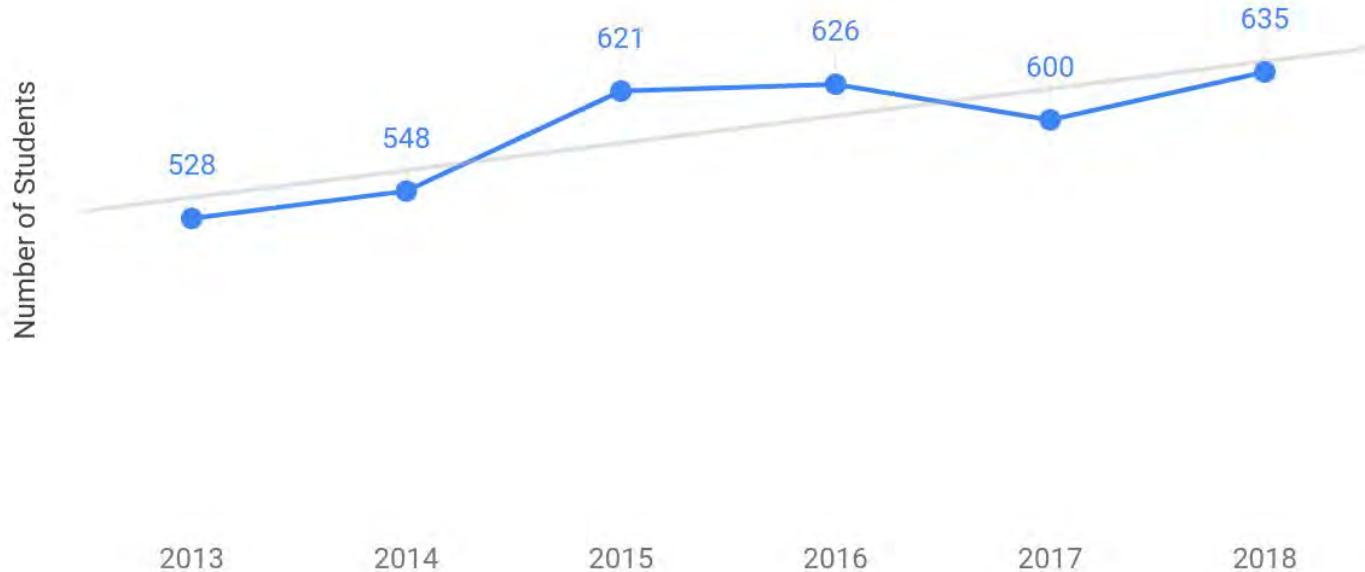
7 EL Teachers

Polish, Telugu, Tamil, Bulgarian



# *Growth At Its Finest*

## Willow Bend Enrollment Over Time



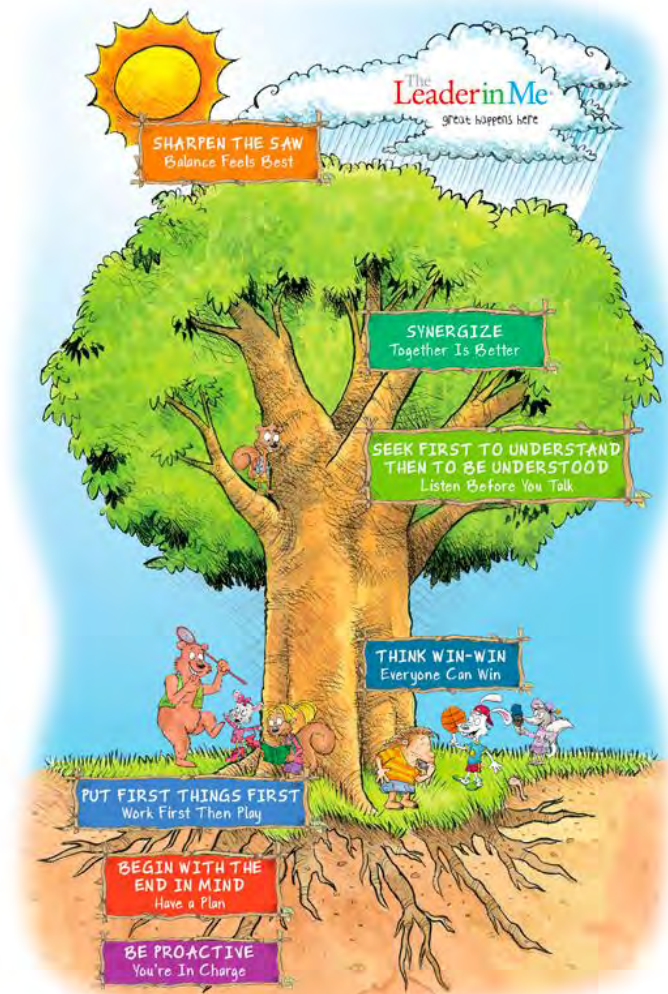
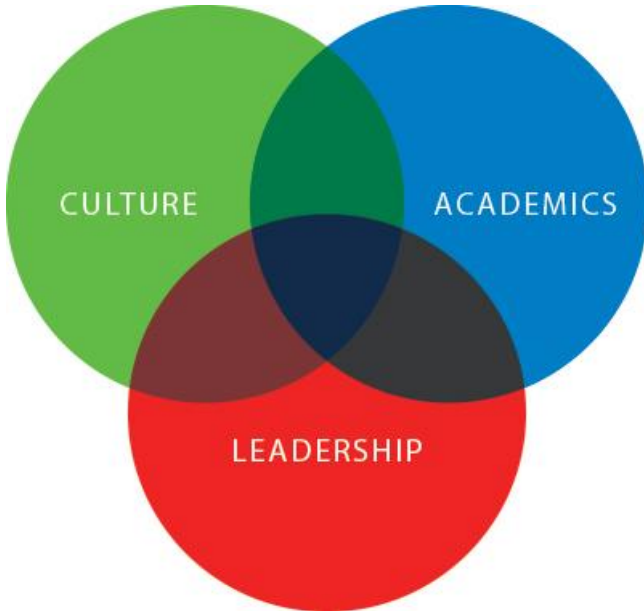
# *Our Changing Environment*

“If we keep doing what we’re doing, we’re going to keep getting what we’re getting”

Stephen Covey

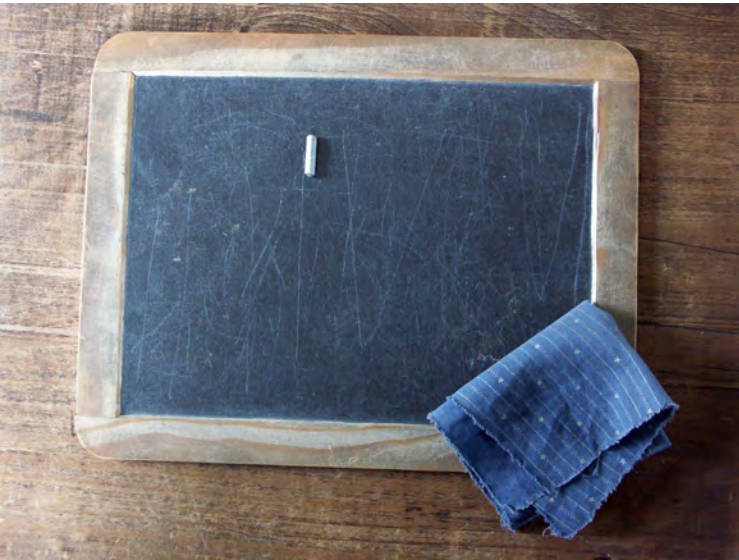
A  
LeaderinMe™  
School

# *From Covey's Seven Habits To The Leader in Me*



# *Willow Bend's Learner Centered Problem*

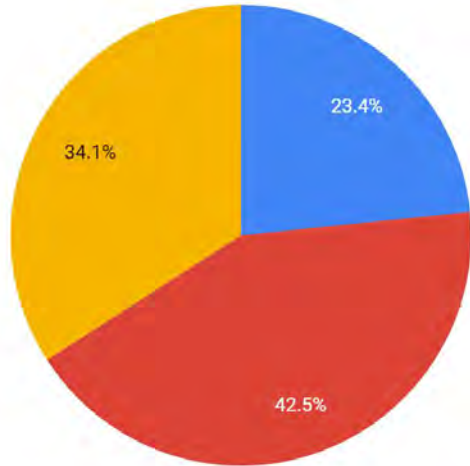
Our students struggle with citing text evidence to support their answers.



(Our students have a hard time using the text that they have already read - to answer questions)

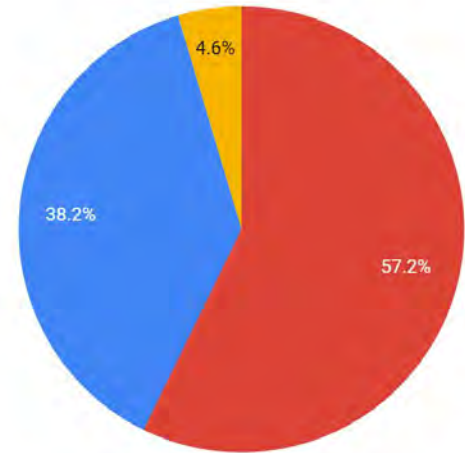
# *SIP Data*

## September Baseline Data



34.1% Not able to cite  
42.5 % Correctly cited with prompt  
23.4% Correctly cited independently

## December Dipstick Data



4.7 % Not able to cite  
57.2% Correctly cited with prompt  
38.2% Correctly cited independently

# *From Multi-Age to Straight Grade Levels*

Common Math Block - Grades 2-6

Fountas and Pinnell Classroom - K-3



## *Next Steps*

- How can we align LIM with PBIS?
- Restart the Process for DataWise to see if we need a new Learner Centered Problem or keep the same.
- How do we handle the increase in student population?

**Agenda Item No. 19-306**

**Superintendent's Report**

**(No Enclosure)**

MINUTES of the Special Meeting of the Board of Education Finance Committee of Community Consolidated School District 15, Palatine, Cook County, Illinois, held on February 13, 2019.

A special meeting of the Board of Education Finance Committee of Community Consolidated School District 15, Palatine, Cook County, Illinois, was held on Wednesday, February 13, 2019, at the Joseph M. Kiszka Educational Service Center, 580 North 1<sup>st</sup> Bank Drive, Palatine, Illinois.

ROLL CALL

The special meeting of the Finance Committee was called to order at 5:30 p.m.

Committee members physically present:

David Border                      Anthony Wang

Committee member(s) physically absent:

None

Also present were Scott B. Thompson, Ed.D., superintendent of schools; Matthew J. Barbini, Ed.D., deputy superintendent of schools; Michael Adamczyk, SFO, chief school business official; Corey Bultemeier, director of fiscal services, assistant chief school business official; Laurie Heinz, Ed.D., superintendent of schools, District 64; Robert Sasnjara, and Jennifer Costanzo.

AGENDA ITEMS

1. Controlled Access

Discussion revolved around which school projects to have on the list for the summer of 2019, and which would be completed in the summer of 2020. Members asked if the timeline could be accelerated, but our architect indicated that there was really no chance of moving the projects up from the recommended schedule.

2. Five-Year Technology Budget

a. Chromebook and Laptop Refresh

The committee heard from Dr. Barbini that the Board of Education would be receiving a recommendation to refresh all staff laptops and purchase the necessary Chromebooks to move forward with our technology supports. Both of these purchases were contained in the 5-year technology budget the Board has previously viewed.

b. Handheld Radios

The Safety Committee recommended upgraded radios to provide the increased security for our schools and the District. A Request for Proposal (RFP) will be sent and the best bid price will be brought to the Board of approval.

3. Five-Year Financial Forecast

a. Capital Projects

The committee charged administration with the creation of a list of projects for the future in order to care for our buildings. It also indicated that there should be a recommendation regarding the funding amounts of these projects into the 5-year projections.

b. Other

No additional items were discussed.

4. Old Business

No old business was addressed.

ADJOURNMENT

There being no further business to come before this meeting, the meeting adjourned at 6:15 p.m.

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Anthony Wang  
Board of Education Finance Committee

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David Border  
Board of Education Finance Committee

MINUTES of the Regular Meeting of the Board of Education of Community Consolidated School District 15, Palatine, Cook County, Illinois, held on February 13, 2019.

A regular meeting of the Board of Education of Community Consolidated School District 15, Palatine, Cook County, Illinois, was held on February 13, 2019, at Walter R. Sundling Junior High School, 1100 N. Smith Street, Palatine, Illinois. Board members were notified by bulletin sent electronically on February 8, 2019.

ROLL CALL

President Szczupaj called the regular meeting to order at 7:00 p.m.

Board members physically present:

Frank J. Annerino	David Border
Barbara A. Kain	Zubair Khan
Michael Smolka	Lisa Beth Szczupaj
Anthony Wang	

Board member(s) physically absent:

None

Also present were Scott B. Thompson, Ed.D., superintendent of schools; Matthew J. Barbini, Ed.D., deputy superintendent of schools; Michael Adamczyk, SFO, chief school business official; Meg Schnoor, Ed.D., assistant superintendent for teaching and learning; Lisa Nuss, executive director for personnel and human services; Morgan Delack, Chief Communication Officer; June Becker, recording secretary; members of the administrative staff, members of the press, and others.

PLEDGE OF ALLEGIANCE

Doug Harter, Carl Sandburg Junior High School principal, introduced the school's Peer Mentors and teachers Karen Aprile and Meghan Sanchez, who led the Board of Education in reciting the Pledge of Allegiance. The mentors support students in Adaptive Physical Education classes while learning about themselves, skills, and career goals.

Carl Sandburg offers this program to establish friendships, improve communication skills and build confidence between special education and general education students. The program has been very successful, and has fostered unique friendships and connections among Sandburg students and staff that will stand the test of time.

SUPERINTENDENT'S REPORT

- School Improvement Plan Presentations
  - Doug Harter—Carl Sandburg Junior High School
  - Karen Daly—Lincoln Elementary School

Both Carl Sandburg Junior High and Virginia Lake Elementary Schools provided the Board of Education with an update to their School Improvement Plans. It was noted that all District 15 schools have been working through a process called "Data Wise," which was developed by the Harvard Graduate School of Education. Data Wise supports educators in using collaborative data inquiry to drive continuous improvement of teaching and learning for all students.

After examining school data, both schools have indicated that math is their focus area. The schools developed five-step action plans to address the issues, including adjusting instructional practices and enhancing professional development opportunities. It was noted that the School Improvement Plan presentations for Carl Sandburg Junior High and Virginia Lake Elementary Schools can be viewed on the district website.

- Announcement of Deputy Superintendent

Claire Kowalczyk, Ed.D., was introduced to the Board of Education. Dr. Kowalczyk will replace Dr. Barbini, who is leaving the district June 30, 2019, as deputy superintendent of schools. She was selected among a large pool of qualified candidates, and emerged as the top choice for her strong background in curriculum and instruction paired with extensive experience as a building leader. She started her career in District 15, having spent ten years as a classroom and special education teacher. She also served as the assistant principal at Kimball Hill Elementary School from 2007-08.

It was noted that Dr. Kowalczyk is currently the principal of Franklin Elementary School in Park Ridge-Niles School District 64, a role she has held since 2016. Prior to leading Franklin School, she served as principal of Lincoln Elementary School in North Shore School District 112 and principal of Betsy Ross Elementary School in Prospect Heights School District 23. She earned her doctoral degree from Roosevelt University and holds master's degrees from both Northern Illinois University and National-Louis University. She holds an English Language Learners endorsement, National Board for Professional Teaching Standards Certification, and is a

graduate of St. Norbert College. Dr. Kowalczyk will begin work in District 15 on July 1, 2019. Opportunities for the public to meet her prior to that date, will be announced this spring.

- **Announcement of Virginia Lake Elementary School Principal**  
Mrs. Stephanie Daly was selected as the preferred candidate after a multi-step interview process conducted by District 15 administration as well as Virginia Lake staff and parents. Virginia Lake has employed interim principals for the 2018-19 school year, after past principal Kristy Siefert's resignation in July 2018.  
Mrs. Daly comes to Virginia Lake after serving as principal of Washington Elementary School in Park Ridge-Niles School District 64 since 2014. Prior to working as a principal, Mrs. Daly held roles as assistant principal, instructional specialist, and teacher. A graduate of St. Ambrose University, Mrs. Daly completed her master's degree at Roosevelt University. A lifelong learner, she recently earned her Special Education endorsement, which informs her work with staff and parents during IEP and 504 meetings. Mrs. Daly begins work at Virginia Lake Elementary School on July 1, 2019.
- **Recognition of Maintenance, Custodians, and Mechanics During Severe Weather**  
Dr. Thompson recognized the exceptional work done on multiple levels by the district's maintenance department, custodians, and mechanics personnel, as always, but especially during the recent severe weather occurrences.

#### PRESENTATION—BUDGET GUIDELINES

Mr. Adamczyk reviewed the 2019-20 budget and noted that it would be developed to reflect the Board's objective to provide for the education of all students while maintaining fiscal responsibility.

The State of Illinois' Evidence-Based Funding (EBF) formula guarantees that no district will receive less in state funding than it did in the prior school year. District 15's appropriation for the current 2018-19 school year is \$16.515 million. This base amount would be used in the 2019-20 fiscal year.

Additional revenues include property taxes, Corporate Personal Property Replacement Taxes (CPPRT), Tax Increment Financing (TIF) District revenue, Medicaid revenue, and transportation reimbursement from the State of Illinois.

Expenditures for the upcoming school year include staff salaries and benefits, purchased services, materials and capital outlay. The district is planning for several significant capital projects throughout the district in 2019-20 including the following:

- Partial roof replacement at Walter R. Sundling;
- Univent replacement at Lincoln;
- Roof replacement, HVAC upgrades and carpet replacement at Central Road;
- Classroom carpet replacement at Virginia Lake;
- New playground equipment at Marion Jordan, Jane Addams, and Conyers Learning Academy;
- Outside paving at Frank C. Whiteley; and
- Modifications for secure entrances at Carl Sandburg Junior High, Hunting Ridge Elementary, Kimball Hill Elementary, Virginia Lake Elementary, and Plum Grove Elementary Schools.

The preliminary budget will be presented to the board at its June 12, 2019, meeting with final adoption taking place later in the year.

#### BOUNDARIES TASK FORCE REPORT

Dr. Scott Thompson provided an update regarding the Boundaries Task Force process. A group of community members representing all schools in the district has been meeting to develop proposed adjustments to school boundaries in order to better meet the needs of the community, and to alleviate overcrowding at several schools.

The group is working with the community's priorities in mind (data from fall 2018 community survey):

1. Neighborhood schools
2. Alignment of elementary and junior high schools with feeder high schools
3. Smaller class sizes
4. Full-day kindergarten
5. Alleviate overcrowding
6. Reduce bus travel times
7. Fiscal responsibility
8. Minimal disruption to families
9. Subdivisions not split up
10. Efficient use of school buildings
11. Diversifying schools

The committee has worked through one preliminary proposal that would satisfy many of the community priorities, and is now starting to create at least two additional proposals. Once complete, all proposals will be shared with the community for feedback before final adjustments are made, and the proposals are shared with the Board of Education for its consideration. The group's goal is to share proposals with the community late this spring. If approved by the Board of Education, the earliest any change in school boundaries could be implemented would be fall of 2020.

#### READING AND ACCEPTANCE OF MINUTES

Mr. Smolka made a motion, seconded by Mrs. Kain, that the minutes from the following meeting(s) of the Board of Education be approved and placed on file:

- January 9, 2019 Regular Board of Education Meeting, as presented.

A roll call was held with the following results:

AYE: Annerino, Border, Kain, Khan, Smolka, Szczupaj, Wang

NAY: None

The motion carried.

#### ED-RED COUNCIL/LEGISLATION

Mr. Annerino reported that the legislature moved on a fast track this week. The Senate approved legislation to increase the minimum wage and sent the bill over the House of Representatives. A Senate committee approved a mandatory state wide increase in the minimum teachers' salary (does not impact District 15), and they also have a bill pending to reinstate the five clock-hour provision for school funding, pending possible revisions. He noted that the Alliance opposes each of these three initiatives.

#### one-five FOUNDATION

Mrs. Kain announced that the 529 College Raffle, mimicking the "529 Plan—Saving for College" is still ongoing. Raffle tickets are being sold at a cost of \$100 apiece and each ticket purchased will earn one entry into the raffle. People are encouraged to "go in together" on purchases as well. Only 529 tickets will be available for purchase. Half of the money raised through the raffle (up to \$26,450) will be retained by the one-five Foundation to further its work enhancing the classroom experience for District 15 students. The other half of the money raised (up to \$26,450) will be issued to the raffle winner with the intent that the winner creates or contributes to a "529 Plan," an educational savings program with tax benefits meant to help families fund their child's future college costs. It was noted that the raffle drawing will take place live at 5:29 p.m. on March 17, 2019, through the district's Facebook page. Complete raffle rules, entry link, terms and conditions are available on the district's website.

#### FINANCE COMMITTEE

It was noted that the committee met just prior to this board meeting and discussed the following topics:

- Chromebook and Laptop Refresh
- Handheld Radios
- Five-Year Financial Forecast and Capital Projects
- Life Safety Items Management

#### EQUITY COMMITTEE

Mr. Khan noted that committee was working with Thomas Edgar, Ph.D., executive director, assessment, accountability, and programs, regarding implementation of possible solutions surrounding the results of the Student Achievement Report.

#### SUPERINTENDENT'S COMMUNICATION COMMITTEE

It was noted that Mrs. Delack was reaching her goals regarding communication with all stakeholders through the recently implemented Blackboard tool and its components. The ability to reach families and the community at large through various platforms has become a reality and has vastly expedited the process. A prime example being the live broadcast of Board of Education meetings and the upcoming introduction to the public of Dr. Laurie Heinz, the new superintendent of schools as of July 1, 2019.

#### CITIZENS ADDRESS THE BOARD

Joyce Slavik, resident of Palatine, addressed the Board regarding the creation of a task force separate of the Safety Committee, in reference to controlled entrances to the district's schools.

Len Green, resident of Palatine, addressed the Board regarding school improvement plans; cost of boundary adjustments should they occur; and annual maintenance, as to how they impact the budget.

PERSONNEL REPORT

Mr. Smolka made a motion, seconded by Mr. Wang, to approve the February 13, 2019, Personnel Report, including the following recommendations:

1. Recommendation for disciplinary action: Virginia Benning, one (1) day unpaid suspension;
2. Recommendation for termination: Jennifer Marini (teacher .50);
3. Recommendation for disciplinary action: Lori Roberts, five (5) days unpaid suspension;
4. Recommendation for termination: Bruce Lebo;
5. Recommendation for termination: Jennifer Marini (program assistant);
6. Recommendation for termination: Renee Neri; and
7. Recommendation for termination: Perla Tinajero; as presented.

A roll call was held with the following results:

AYE: Border, Kain, Khan, Smolka, Szczupaj, Wang, Annerino

NAY: None

The motion carried. A copy of the Personnel Report is contained in the Official Minutes.

ADDITIONAL STAFF ALLOCATION FOR HUMAN RESOURCES

Mrs. Kain made a motion, seconded by Mr. Khan, to approve the Additional Staff Allocation for Human Resources with the addition of the position of Assistant Director to the Human Resources Department, as recommended.

A roll call was held with the following results:

AYE: Kain, Khan, Smolka, Szczupaj, Wang, Annerino, Border

NAY: None

The motion carried.

ADDITIONAL STAFF ALLOCATION FOR DATA SERVICES

Mr. Annerino made a motion, seconded by Mr. Wang, to approve the Additional Staff Allocation for Data Services, with the addition of a second Application Specialist position, as recommended.

A roll call was held with the following results:

AYE: Khan, Smolka, Szczupaj, Wang, Annerino, Border, Kain

NAY: None

The motion carried.

ADDITIONAL STAFF ALLOCATION FOR STUDENT SERVICES

Mr. Khan made a motion, seconded by Mrs. Kain, to approve the Additional Staff Allocation for Student Services, as follows: replacing two (2) Building Case Manager (BCM) positions with four (4) Special Education Coordinator positions. This would result in an increase of 2.0 positions, as recommended.”

A roll call was held with the following results:

AYE: Smolka, Szczupaj, Wang, Annerino, Border, Kain, Khan

NAY: None

The motion carried.

APPROVAL OF BUDGET GUIDELINES

Mr. Border made a motion, seconded by Mr. Khan, to approve the Budget Guidelines 2019–20, as presented.

A roll call was held with the following results:

AYE: Szczupaj, Wang, Annerino, Border, Kain, Khan, Smolka

NAY: None

The motion carried. A copy of the Budget Guidelines 2019–20 is contained in the Official Minutes.

RESOLUTION AUTHORIZING A SUPPLEMENTAL PROPERTY TAX LEVY TO PAY THE PRINCIPAL OF AND INTEREST ON OUTSTANDING LIMITED BONDS OF THE DISTRICT

Mr. Wang made a motion, seconded by Mr. Smolka, to approve the Resolution Authorizing a Supplemental Property Tax Levy to Pay the Principal Of and Interest On Outstanding Limited Bonds of the District, as presented.

Mr. Adamczyk provided a brief overview of the resolution and responded to inquiries from the board. At its November 14, 2018 meeting, the Board of Education received information about approving a Supplemental Debt Service Tax Levy Resolution for the 2018 and 2019 tax levies. Current documents on file with Cook County for the 2017 bond issuance only allow for 1.50% CPI increases in the 2018 and 2019 debt service tax levies. The actual CPI for the 2018 and 2019 tax levies was 2.10% and 1.90%, respectively. In passing this resolution it would allow the District to capture the extra amounts up to 2.10% and 1.90% in those tax levy years. The value of this resolution is about \$425,000 split across multiple tax years.

He noted that the current balance in our Debt Fund was approximately \$590,000, and that without the Supplemental Debt Resolution, the District would experience a shortfall of approximately \$426,000 over the next two tax levy years. This would bring the district's cash balance down to approximately \$164,000 on December 31, 2019. The additional annual cost to a homeowner would range from \$1.00 to \$5.00 over the next three tax years.

A roll call was held with the following results:

AYE: Wang, Annerino, Border, Kain, Khan, Smolka, Szczupaj

NAY: None

The motion carried. A copy of the resolution is contained in the Official Minutes.

#### BID AWARD—WALTER R. SUNDLING JUNIOR HIGH SCHOOL ROOF REPLACEMENT (19-013)

Mrs. Kain made a motion, seconded by Mr. Smolka, to award the contract for the Walter R. Sundling Junior High School Roof Replacement Bid (19-013), to A-1 Roofing Co., Elk Grove Village, IL, in the amount of \$1,951,715.00. The award is based on lowest vendor meeting bid specifications.

A roll call was held with the following results:

AYE: Annerino, Border, Kain, Khan, Smolka, Szczupaj, Wang

NAY: None

The motion carried. A copy of the bid summary is on file in the Department of Business and Auxiliary Services.

#### BID AWARD—LIFE SAFETY PROJECTS AT LINCOLN AND CENTRAL ROAD ELEMETARY SCHOOLS (19-014)

Mr. Border made a motion, seconded by Mr. Smolka, to award the contract for the Life Safety Projects at Lincoln and Central Road Elementary Schools Bid (19-014), to Stuckey Construction Company, Waukegan, IL, for a total amount of \$4,249,000.00, as recommended. This is to include the Base Bid of \$3,549,000.00, and the Alternate Bid 1 of \$700,000.00. The award is based on lowest vendor meeting bid specifications.

A roll call was held with the following results:

AYE: Border, Kain, Khan, Smolka, Szczupaj, Wang, Annerino

NAY: None

The motion carried. A copy of the bid summary is on file in the Department of Business and Auxiliary Services.

#### BID AWARD—PURCHASE OF SCHOOL BUSES (19-016)

Mr. Smolka made a motion, seconded by Mr. Annerino, to award the contract for the School Buses Bid (19-016), to Midwest Transit Equipment, Kankakee, IL, for the following: ten (10) used 71-passenger buses for \$734,940.00; two (2) used 47-passenger buses for \$151,102.00; and one (1) new 35-passenger bus for \$86,850.00; for a total estimated amount of \$940,192.00, as recommended. The total award includes a trade-in value of \$32,700.00. The recommendation is based on bid meeting preferred specifications.

A roll call was held with the following results:

AYE: Kain, Khan, Smolka, Szczupaj, Wang, Annerino, Border

NAY: None

The motion carried. A copy of the bid summary is on file in the Department of Business and Auxiliary Services.

#### CONSENT CALENDAR

Mrs. Szczupaj presented the consent calendar and asked if any Board member wished to have any items removed for separate consideration and vote. No items were removed.

Mr. Wang made a motion, seconded by Mrs. Kain, for approval of the consent calendar, as presented.

A roll call was held with the following results:

AYE: Khan, Smolka, Szczupaj, Wang, Annerino, Border, Kain

NAY: None

The motion carried.

Copies of consent calendar Items A–F are contained in the Official Minutes. Item G is on file in the Department of Business and Auxiliary Services. Items H and I are on file in the Student Services Department.

- A. January 2019 Investment Report
- B. January 2019 Treasurer's Report
- C. January 2019 Report of Payroll Vouchers and Invoices
- D. December 2018 Activities Fund Report
- E. January 2019 Budget Report
- F. Disposal(s)

- G. Workers' Compensation Settlements
- H. Special Olympics Participation in Overnight Field Trips
- I. Nonpublic Facility Placement Contract—Menta Academy Hillside
- J. Destruction of Executive Session Audio Recordings—March 2017

CORRESPONDENCE

Dr. Thompson reported that two (2) requests and responses to Freedom of Information Act requests were received last month.

ADJOURNMENT

There being no further business to come before this meeting, Mr. Annerino made a motion, seconded by Mr. Wang, for adjournment of the meeting.

The motion carried unanimously, and the meeting adjourned at 8:56 p.m.

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Lisa Beth Szczupaj, President  
Board of Education

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Anthony Wang, Secretary  
Board of Education

## Alliance Legislative Report 101-04

Distributed via Email: February 15, 2019

### MINIMUM WAGE INCREASE PASSES HOUSE

In an unusual flurry of activity for early February, the House of Representatives passed [Senate Bill 1 \(Lightford, D-Maywood\)](#) which increases the minimum wage across the State of Illinois to \$15 per hour by 2025. For more information on **SB 1**, click [here](#). **Governor JB Pritzker** made it clear during his campaign that raising the minimum wage is a top priority. The governor was on the House floor as members voted 69-47-1 to send the bill to his desk. SB 1 is expected to be signed into law before the governor gives his budget speech next week.

### GOVERNOR TO DELIVER BUDGET ADDRESS

As required in the Illinois Constitution, the governor must present a budget that details the financial outlook for Illinois. The governor's Budget Address is scheduled for February 20, at noon. Unfortunately, as it has been in many recent years, the financial outlook at this point is negative. By most reports, the governor is expected to describe a state looking at a \$3 billion deficit with an additional backlog of bills that is nearly \$15 billion. It is expected that Governor Pritzker will suggest ways for the General Assembly to change laws to increase revenues. Many of those changes could revolve around taxing items that are currently untaxed or "under" taxed, and taxing items that are currently illicit in Illinois such as sports gambling and recreational marijuana.

One of the biggest policy issues Governor Pritzker campaigned on was the need for Illinois to adopt a graduated income tax. However, the Illinois Constitution states that the income tax must be at a "non-graduated rate." Even if the Constitution is successfully amended, and a graduated income tax becomes law, additional revenues from a graduated income tax would not be realized in Fiscal Year 2020. The groundwork is being laid to move Illinois in that direction for the future.

Another clear message from the governor's office in the lead up to the budget address is that they will present a transparent budget that will not rely on revenues that have been unrealized in the past. One of the main tactics used by previous administrations to present what appeared to be a balanced budget was the sale of the James R. Thompson Center in Chicago. While the sale of the Thompson Center is still a desire of Governor Pritzker, he said he would not count the projected sale towards overall revenues.

In the education transition report release by the governor's office earlier this month, a clear emphasis was made on equitable and adequate funding. The report calls for Illinois to "aggressively" fund K-12 education with a goal of full funding by 2027. It is expected that during the Budget Address, Governor Pritzker will highlight those same issues and push for additional funding to go into the Evidence-Based Funding Model. You can watch the budget address at [www.ilga.gov](http://www.ilga.gov). After the speech, Alliance lobbyists will be reacting to the speech and taking questions on the [Illinois Principals Association Facebook page](#).

### OTHER BILL ACTION FROM THIS WEEK

**HB 350 (Willis, D-Northlake)** increases the 3 percent cap (enacted in Public Act 100-0587) on end of service salary increases, without additional contribution of employers, to 6 percent. **The bill was approved** by the Personnel & Pensions Committee and was sent to the House floor for further consideration.

[HB 921](#) (Stuart, D-Collinsville) provides that if an educational support personnel (ESP) employee is dismissed as a result of a Reduction In Force (RIF), and the employee accepts re-employment with the same district, the employee maintains any rights accrued during the previous service with the school district. **The bill was approved** by the Elementary & Secondary Education: School Curriculum & Policies Committee and was sent to the House floor for further consideration.

[HB 922](#) (Chapa LaVia, D-Aurora) requires school districts to provide feminine hygiene products in all restrooms of the district free of charge. **The bill was approved** by the Elementary & Secondary Education: School Curriculum & Policies Committee and was sent to the House floor for further consideration.

#### **BILLS SCHEDULED FOR COMMITTEE NEXT WEEK**

##### **SENATE EDUCATION COMMITTEE**

**Tuesday, February 19, 1:00 p.m., Room 212, State Capitol**

[SB 209](#) (Bertino-Tarrant) provides that under no circumstances may a petition for withdrawal from a joint special education agreement be presented to other member districts less than 18 months from the date of the proposed withdrawal.

[SB 210](#) (Murphy, D-Des Plaines) requires the Illinois High School Association to allow students receiving special education services to be eligible for interscholastic competition until the day before the student's 22nd birthday.

[SB 217](#) (Manar, D-Bunker Hill) requires a school district to continue paying the full salary of an individual called to active military duty.

[SB 1250](#) (Murphy) requires a school district, to permit a student diagnosed with a pancreatic insufficiency to self-administer and self-manage his or her pancreatic enzyme replacement therapy.

[SB 1303](#) (Manar) provides that, subject to appropriation, the Illinois State Board of Education (ISBE) must award grants to school districts to implement Freshman Success plans.

[SB 1371](#) (Rose, R-Champaign) provides that, upon submitting an application to the regional superintendent of schools, a school district may obtain a temporary door locking device for use on a school building.

##### **HOUSE CITIES & VILLAGES COMMITTEE**

**Tuesday, February 19, 3:00 p.m., Room 118, State Capitol**

[HB 1630](#) (Skillicorn, R-Crystal Lake) creates the Local Government Bankruptcy Neutral Evaluation Act allowing a local public entity, including school districts, to initiate an evaluation process if they cannot meet financial obligations.

##### **HOUSE JUDICIARY-CRIMINAL COMMITTEE**

**Tuesday, February 19, 3:00 p.m., Room C-1, Stratton Office Building**

[HB 1579](#) (Burke, D-Oak Lawn) provides that before sentencing a juvenile for a threat against a school building or school personnel, the court must order a mental health evaluation.

#### **SENATE LOCAL GOVERNMENT COMMITTEE**

**Wednesday, February 20, 9:00 a.m., Room 409, State Capitol**

[\*\*SB 223\*\*](#) (**Castro, D-Elgin**) removes the option for political subdivisions to forgo evaluations for architectural, engineering or land surveying services when the political subdivision has a satisfactory relationship with one or more firms.

#### **HOUSE EXECUTIVE COMMITTEE**

**Wednesday, February 20, 8:30 a.m., Room 118, State Capitol**

[\*\*HB 1637\*\*](#) (**Welch, D-Westchester**) creates the Keep Illinois Families Together Act requiring the Illinois Attorney General to adopt rules to limit assistance with immigration enforcement at school and other facilities to ensure that the facilities remain safe and accessible to all Illinois residents, regardless of immigration status.

#### **HOUSE ELEMENTARY & SECONDARY EDUCATION: SCHOOL CURRICULUM & POLICIES COMMITTEE**

**Wednesday, February 20, 1:30 p.m., Room 115, State Capitol**

[\*\*HB 1475\*\*](#) (**Bryant, R-Mt. Vernon**) establishes school district protocols for caring for students that have epilepsy or seizure-related occurrences.

[\*\*HB 1559\*\*](#) (**Hernandez, D-Cicero**) defines "media literacy" and provides that, beginning with the 2019-2020 school year, every public high school may include in its curriculum a unit of instruction on media literacy.

[\*\*HB 1561\*\*](#) (**Crespo, D-Streamwood**) requires all school boards to develop threat assessment protocols and to create threat assessment teams. It also requires that the threat assessment protocol be a public document and be posted on the school district's website.

[\*\*HB 1627\*\*](#) (**Skillicorn**) ends the authority granted to school boards to transfer money from their Educational, Operations and Maintenance, Transportation, or Tort Immunity Fund.

[\*\*HJR 13\*\*](#) (**Bennett, R-Pontiac**) creates the School and Law Enforcement Coordination Task Force to study the use of security cameras in schools in Illinois in coordination with local law enforcement.

#### **HOUSE ELEMENTARY & SECONDARY EDUCATION: ADMINISTRATION, LICENSING & CHARTER SCHOOL COMMITTEE**

**Wednesday, February 20, 2:30 p.m., Room 115, State Capitol**

[\*\*HB 1629\*\*](#) (**Skillicorn**) disallows school districts from using funds received through evidence-based state funding for payment of travel, lodging, or dining expenses.

[\*\*HR 10\*\*](#) (**Stuart, D-Collinsville**) encourages ISBE from using edTPA as the teacher certification for licensure.

#### **HOUSE PERSONNEL & PENSIONS COMMITTEE**

**Thursday, February 21, 10:30 a.m., Room 118, State Capitol**

[\*\*HB 1472\*\*](#) (**Davidsmeyer, R-Jacksonville**) extends from June 30, 2019 to June 30, 2021, the flexibility to allow a teacher to return to teaching in subject shortage areas without impairing his or her retirement status.

**[HR 27](#) (McSweeney, R-Cary)** states that the opinion of the Illinois House of Representatives is that the proposed educational pension cost shift from the State of Illinois to local school districts, community colleges, and institutions of higher education is financially wrong.

*This legislative report was written and edited by the lobbyists of the Illinois Association of School Boards to provide information to the members of the organizations that comprise the Statewide School Management Alliance.*

Distributed via Email: February 20, 2019

## **GOVERNOR DELIVERS FIRST BUDGET ADDRESS**

Governor JB Pritzker delivered his first state Budget Address today before a joint session of the Illinois General Assembly. State senators and representatives joined together in the chamber of the House of Representatives to listen to the newly elected governor lay out his budget priorities. The governor's staff has for weeks laid the ground work on just how dire state finances are. He followed that up today citing the state's \$3.2 billion budget deficit and the \$15 billion backlog of unpaid bills, further claiming that he will "hold the line on spending." He added that it will take several years to get out of the mess.

However, within the parameters of his revenue and budget plan, several areas of the state budget are recommended to be increased. The governor recommends that state resources be concentrated into three main areas: education, health and human services, and public safety.

Governor Pritzker pushed for adoption of a "fair tax system" – a graduated income tax instead of our current flat tax structure. Since this will require an amendment to the Illinois Constitution, Pritzker acknowledged that it will take at least 18 months to accomplish this feat.

## **REVENUES**

The governor proposes to raise \$1.1 billion in new revenues for the Fiscal Year 2020 budget, including:

- \$170 million from the legalization of recreational use of marijuana
- \$200 million from the legalization of sports betting
- \$390 million from imposing additional taxes on insurance companies
- \$175 million from a new Delinquent Tax Payment Incentive Program
- \$94 million from closing income tax "corporate loopholes"
- \$65 million from increasing taxes on cigarettes and E-cigarettes
- \$20 million from a new tax on plastic bags
- \$6 million from eliminating the tax credit for private school scholarships

## **EDUCATION**

The budget proposes to increase funding for both K-12 education and higher education, including:

- \$375 million increase for the evidence-based funding formula
- \$100 million increase for the Early Childhood Block Grant
- \$3.5 million for a match for the new federal "birth-to-5" program
- \$5 million increase for Career and Technical Education

- \$250 thousand increase for Educator Misconduct investigations
- 5 percent increase for universities and community colleges
- 12.5 percent increase for Monetary Assistant Programs (MAP) grants

## **PENSIONS**

The plight of the severely underfunded state pension programs was highlighted as well. Plans are to

- Direct part of the new income tax revenues to making additional payments to the state pension systems above the statutory amount,
- Find new assets for the pension systems,
- Issue a new pension bond,
- Make the optional pension buyout program permanent, and
- Restructure the current pension payment ramp to reduce annual state obligations.

## **NEXT STEPS**

The Illinois Constitution requires the governor to propose an annual balanced budget. However, the General Assembly is charged with approving an appropriations bill that is sent to the governor for his consideration. Past practice has been that the governor's budget plan is the starting point for budget discussions. However, legislators are apt to make changes based on local legislative priorities.

Both the House and Senate have appropriations committees that hold hearings, draft budget bills, and ultimately send budget bills to their respective chambers for a vote. Though the current makeup of the legislature will likely be favorable to the governor's agenda, expect some back and forth over the next few months among the Office of the Governor, House leadership, and Senate leadership. Ultimately, by the end of May, a bill (or bills) will be agreed upon by the majority party in the House and the majority party in the Senate that will largely resemble what was laid out in the governor's speech today.

*This legislative report was written and edited by the lobbyists of the Illinois Association of School Boards to provide information to the members of the organizations that comprise the Statewide School Management Alliance.*

## Alliance Legislative Report 101-06

Distributed via Email: February 22, 2019

On Wednesday, Governor JB Pritzker delivered his first Budget Address to the Illinois General Assembly. Predictably, Democrats in the House and Senate applauded the speech as a step in the right direction, while Republicans were concerned about the plans for additional state revenues generated through new taxes and fees. To read more about the details of the Governor's budget address, click [here](#).

Next week in Springfield, a group of principals, school business officials, superintendents, and school board members from across Illinois will gather to advocate on behalf of their districts at the Alliance Legislative Summit. The two day event will offer opportunities for learning, as panels of legislators and political reporters discuss the biggest issues facing Illinois public education. While there will be an abundant number of issues covered and training provided, the main focus will be on advocacy. The school leaders will be in the Capitol Wednesday afternoon meeting with their members of the House of Representatives to share Alliance positions on legislation.

### BILL ACTION FROM THIS WEEK

**[HB 1472](#) (Davidsmeyer, R-Jacksonville)** extends from June 30, 2019, to June 30, 2021, the flexibility to allow a teacher to return to teaching in subject shortage areas without impairing his or her retirement status. **The bill was approved** by the House Personnel & Pensions Committee and was sent to the House floor for further consideration.

**[HB 1637](#) (Welch, D-Westchester)** creates the Keep Illinois Families Together Act requiring the Illinois Attorney General to adopt rules to limit assistance with immigration enforcement at school and other facilities to ensure that the facilities remain safe and accessible to all Illinois residents, regardless of immigration status. **The bill was approved** by the House Executive Committee and was sent to the House floor for further consideration.

**[HR 10](#) (Stuart, D-Collinsville)** encourages the Illinois State Board of Education (ISBE) from using edTPA as the teacher certification for licensure. **The resolution was approved** by the House Elementary & Secondary Education: Administration, Licensing & Charter School Committee and was sent to the House floor for further consideration.

**[SB 209](#) (Bertino-Tarrant, D-Joliet)** provides that under no circumstances may a petition for withdrawal from a joint special education agreement be presented to other member districts less than 18 months from the date of the proposed withdrawal. **The bill was approved** by the Senate Education Committee and was sent to the Senate floor for further consideration.

**[SB 1250](#) (Murphy, D-DesPlaines)** requires a school district to permit a student diagnosed with a pancreatic insufficiency to self-administer and self-manage his or her pancreatic enzyme replacement therapy. **The bill was approved** by the Senate Education Committee and was sent to the Senate floor for further consideration.

**[SB 1371](#) (Rose, R-Champaign)** provides that, upon submitting an application to the regional superintendent of schools, a school district may obtain a temporary door locking device for use on a school building. **The bill was approved** by the Senate Education Committee and was sent to the Senate floor for further consideration.

### BILLS SCHEDULED FOR COMMITTEE NEXT WEEK

*The following are new bills of interest posted this week.*

**HOUSE APPROPRIATIONS-ELEMENTARY & SECONDARY EDUCATION COMMITTEE**  
**Tuesday, February 26, 2:00 p.m., Room D-1, Stratton Building**

[HB 2219](#) (Welch) authorizes and provides a calculation for appropriation to Regional Offices of Education (ROE) for grants to fund alternative schools, safe schools, and alternative learning programs for FY 2019.

**HOUSE JUDICIARY-CRIMINAL COMMITTEE**  
**Tuesday, February 26, 3:00 p.m., Room 118, State Capitol**

[HB 2235](#) (Caulkins, R-Decatur) allows the Illinois Law Enforcement Training Standards Board to offer school resource officer training to retired law enforcement officers. It also provides that school resource officers or qualified retired law enforcement officers may carry a firearm and allows schools to employ these trained personnel.

**HOUSE JUDICIARY-CIVIL COMMITTEE**  
**Wednesday, February 27, 8:30 a.m., Room D-1, Stratton Building**

[HB 2207](#) (Yingling, D-Round Lake Beach) prohibits a local government or its officers to use public resources to fight initiatives to consolidate, merge, or eliminate any unit of local government.

**HOUSE ELEMENTARY & SECONDARY EDUCATION: SCHOOL CURRICULUM & POLICIES COMMITTEE**  
**Wednesday, February 27, 9:30 a.m., Room 413, Stratton Building**

[HB 2084](#) (Welch) changes the requirements for school discipline plan submissions. It establishes a Safe Schools and Healthy Learning Environments grant program and requires the Illinois State Board of Education (ISBE) and participating schools to issue yearly reports on results of the program.

[HB 2087](#) (Carroll, D-Northbrook) disallows a student from taking the entire driver education course through a distance learning program and requires district approval of a program on a case-by-case basis including approval by the student's driver education teacher and parent.

[HB 2105](#) (Welch) requires school boards to adopt a mass incident policy and procedure guide including a plan for treating children's trauma after a mass incident.

[HB 2165](#) (Murphy, R-Springfield) , for high school graduation requirements, allows one year of the three year mathematics requirement to be an Advanced Placement computer science course.

[HB 2188](#) (Manley, D-Romeoville) requires the social and emotional screening in a child's health exam to include questions that pertain to the mental issues of the child's family or any other matter that could impact the child's future mental health.

[HB 2234](#) (Harper, D-Chicago) includes provisions restricting the flexibility of school districts to provide physical education, including: disallowing P.E. waivers for more than two years and no more than two renewals; allows the Regional Office of Education to change an approved P.E. waiver granted to a school district; requires 150 weekly minutes of P.E. for elementary students

and 225 weekly minutes of P.E. for middle, junior and high school students; and allows for less time for weeks shortened because of non-attendance days.

**[HB 2258](#) (Welter, R-Morris)** adds speech as an option under the graduation requirements section that includes one year of music, art, foreign language, sign language, or vocational education.

**[HB 2263](#) (Lilly, D-Chicago)** provides that beginning in 6 th grade, students should be introduced to the importance of developing and applying a work ethic under the Postsecondary and Workforce Readiness program.

**[HB 2265](#) (Lilly)** requires one semester of civics education for 6 th through 8 th grades.

**[HB 2278](#) (Morrison, R-Palatine)** provides that if any payments from the state are delayed for at least one payment cycle, the school board may discontinue any instructional mandate, except P.E., high school graduation requirements, and drivers education. It requires the board to publicly adopt a resolution to discontinue the mandate and provides that information about the discontinued mandate must be provided upon student request.

#### **HOUSE ELEMENTARY & SECONDARY EDUCATION: ADMINISTRATION, LICENSING & CHARTER SCHOOL COMMITTEE**

**Wednesday, February 20, 2:30 p.m., Room 115, State Capitol**

**[HB 2056](#) (Parkhurst, R-Kankakee)** requires all applicants completing Illinois-approved teacher education programs shall be required to pass ISBE's recognized test of basic skills. If an applicant completing a teacher education program fails the test of basic skills the first time he or she takes the test, the applicant may complete a full school year of student teaching or of an internship instead of being required to pass the test.

**[HB 2078](#) (Stuart, D-Edwardsville)** requires a school board to pay full-time teachers a rate not less than \$32,076 for the 2020-2021 school year, \$34,576 for the 2021-2022 school year, \$37,076 for the 2022-2023 school year, and \$40,000 for the 2023-2024 school year.

**[HB 2100](#) (Welch, D-Westchester)** abolishes the State Charter School Commission and ends the terms of all members.

**[HB 2145](#) (Grant, R-Wheaton)** requires referendum approval for all school construction projects begun on or after the effective date of the amendatory Act.

**[HB 2272](#) (Slaughter, D-Chicago )** provides that all teacher evaluation ratings on record as "excellent", "proficient", or "needs improvement" are considered "effective" and all teacher evaluation ratings on record as "unsatisfactory" are considered "ineffective".

#### **HOUSE PERSONNEL & PENSIONS COMMITTEE**

**Thursday, February 28, 11:00 a.m., Room 118, State Capitol**

**[HB 2116](#) (Skillicorn, R-Crystal Lake)** prohibits an employer from making employee TRS contributions on behalf of an employee, except for the sole purpose of allowing an employee to make pre-tax contributions. Provides that employment contracts or collective bargaining agreements in effect on the effective date of the amendatory Act are not subject to the prohibition, but any such contract or collective bargaining agreement that is subsequently modified, amended, or renewed or that is in effect 3 or more years after the effective date of the amendatory Act shall be subject to the prohibition.

*This legislative report was written and edited by the lobbyists of the Illinois Association of School Boards to provide information to the members of the organizations that comprise the Statewide School Management Alliance.*

Distributed via Email: March 1, 2019

### **ANOTHER SUCCESSFUL ALLIANCE LEADERSHIP SUMMIT**

The Alliance would like to thank all who attended the Alliance Leadership Summit this week in Springfield. Principals, superintendents, school business officials and school board members from across the state were able to learn more about and advocate for the issues important to school management. The impact that school leader advocacy had on the Capitol was significant and it will continue to help shape the discussion on issues vital to schools going forward. Two major issues impacted by the advocacy efforts of school leadership were the minimum teacher salary bill ([HB 2078](#), **Stuart D-Collinsville**) and a weekly minute requirement for Physical Education ([HB 2234](#), **Harper D-Chicago**). Both of these bills were scheduled for a committee hearing Wednesday, but neither were called due in part to the strong resistance from local education leaders present in Springfield. It is important to keep this pressure on to defeat these two bills. A great way to do that is fill out a witness slip and register your opposition to these pieces of legislation. A witness slip lets your name be a part of the record whether or not you are at the Capitol. A tutorial on how to fill out a witness slip can be found [here](#).

### **FULL STEAM AHEAD UNTIL SPRING BREAK**

Only the House of Representatives was in session this week, but starting next week, both chambers of the Illinois General Assembly will be in session weekly until the legislative Spring Break in mid-April. For the majority of legislation still pending, the end of March will be the deadline to move bills out of committee and on to the floor. The scheduled deadline to pass bills out of the first chamber is April 12th. While these deadlines lead to a flurry of activity, they are deadlines by rule only which can be, and often are, extended.

### **BILL ACTION FROM THIS WEEK**

[HB 190](#) (**Ford, D-Chicago**) requires schools to connect at-risk students in need of academic support to either community-based or in-school academic support. Each school shall also inform parents of an at-risk student about those community supports. **The bill was approved** by the House Elementary & Secondary Education: Administration, Licensing & Charter School Committee and was sent to the House floor for further consideration.

[HB 1559](#) (**Hernandez, D-Cicero**) defines "media literacy" and provides that, beginning with the 2019-2020 school year, every public high school may include in its curriculum a unit of instruction on media literacy. **The bill was approved** by the House Elementary & Secondary Education: School Curriculum & Policies Committee and was sent to the House floor for further consideration.

[HB 2100](#) (**Welch, D-Westchester**) provides that on July 1, 2020, the State Charter School Commission is abolished and all of their responsibilities are transferred to the Illinois State Board of Education (ISBE). It also provides for transfer of charter school authorization to local school boards. **The bill was approved** by the House Elementary & Secondary Education: Administration, Licensing & Charter Committee and was sent to the House floor for further consideration.

[HB 2177](#) (**Unes, R-Pekin**) provides that a school board may posthumously award a diploma to any service member who was killed in action while performing active military duty in the armed

forces. **The bill was approved** by the House Elementary & Secondary Education: School Curriculum & Policies Committee and was sent to the House floor for further consideration.

### **BILLS SCHEDULED FOR COMMITTEE NEXT WEEK**

*The following are new bills of interest posted for consideration this week.*

#### **SENATE APPROPRIATIONS II COMMITTEE**

**Tuesday, March 5, 11:00 a.m., Room 212, State Capitol**

Subject Matter Hearing regarding Fiscal Year (FY) 20 Budget Request for Illinois State Board of Education (ISBE), [SB 2210](#) (Cullerton, J., D-Chicago) ISBE appropriations and teacher retirement contributions for FY 20.

#### **SENATE EDUCATION COMMITTEE**

**Tuesday, March 5, 1:00 p.m., Room 212, State Capitol**

[SB 185](#) (Lightford, D-Maywood) authorizes and provides a calculation for appropriation to Regional Offices of Education (ROE) for grants to fund alternative schools, safe schools, and alternative learning programs for FY 2019.

[SB 1212](#) (Lightford) requires ISBE to establish a Course Equity Program in which any public or nonpublic school student in this state may enroll in a course, provided that the student has completed all applicable prerequisite course requirements.

[SB 1213](#) (Lightford) provides that all teacher evaluation ratings on record as "excellent," "proficient," or "needs improvement" are considered "effective" and all teacher evaluation ratings on record as "unsatisfactory" are considered "ineffective."

[SB 1460](#) (Manar, D-Bunker Hill) provides that in the distribution of funds appropriated for the Illinois Teaching Excellence Program, priority must be given to a qualified educator employed by an Organizational Unit assigned to Tier 1 under the evidence-based funding formula.

[SB 1822](#) (Lightford) provides that no later than September 1, 2020, each school district must establish a teacher evaluation plan that ensures that each teacher in contractual continued service whose performance is rated as either "excellent" or "proficient" is evaluated at least once in the course of the four school years after receipt of the rating and informally evaluated at least once in the course of the two school years after receipt of the rating.

[SB 1940](#) (Lightford) provides that the student discipline report must include data on the total number of school days missed by a student due to an out-of-school suspension or expulsion and data on the number of law enforcement officers assigned to schools within each school district.

[SB 1941](#) (Lightford) changes the requirements for school discipline plan submissions. It establishes a Safe Schools and Healthy Learning Environments grant program and requires ISBE and participating schools to issue yearly reports on results of the program.

#### **HOUSE APPROPRIATIONS-ELEMENTARY & SECONDARY EDUCATION COMMITTEE**

**Tuesday, March 5, 2:00 p.m., Room D-1, Stratton Building**

The committee will be holding subject matter hearings on various education related appropriations for the next few weeks. The March 5 committee will be hearing testimony regarding funding for Early Childhood, Community and Residential Services Authority, District

Intervention and Special Education. School district leaders should consider attending and presenting testimony before the committee if they have funding issues regarding the subject matter before the committee. Contact an Alliance lobbyist if there are questions about how to do that.

#### **HOUSE JUDICIARY-CRIMINAL COMMITTEE**

**Tuesday, March 5, 4:00 p.m., Room 118, State Capitol**

**[HB 2627](#) (Kifowit, D-Aurora)** disallows a student to be questioned or detained at a school site in connection with criminal charges or allegations, taken into custody, or engaged with law enforcement without a parent, school social worker, or mental health professional.

#### **HOUSE ELEMENTARY & SECONDARY EDUCATION: SCHOOL CURRICULUM & POLICIES COMMITTEE**

**Wednesday, March 6, 9:30 a.m., Room 413, Stratton Building**

**[HB 2549](#) (Lilly, D-Oak Park)** creates the Roundtable on Educational Opportunity and Development to study ways to expand educational opportunities and funding for students to develop business ethics, funding the arts, establishing global travel programs, and funding museum trips.

**[HB 2668](#) (Robinson, D-Chicago)** requires ISBE to develop child opportunity zones to deliver social services at schools.

**[HB 2469](#) (Smith, D-Chicago)** requires all ninth grade students to take a unit of instruction on home economics that includes, but is not limited to, instruction on family finance, wellness, personal hygiene, food preparation, and nutrition.

**[HB 2520](#) (Slaughter, D-Chicago)** requires each school district maintaining any of grades 9 through 12 to post on the district's website information for its students on vocational schools, including how a student can access or apply to a vocational school.

**[HB 2530](#) (Keicher, R-Sycamore)** provides that if a dependent of active United States military personnel is a nonresident of the school district and his or her parent or guardian is being transferred to a military installation located within the district, then the district must permit the dependent to enroll in school and must not charge the dependent nonresident tuition.

**[HB 2609](#) (Ford)** creates the Office of School Safety within ISBE. The bill requires the Office to create a grant program for expenditures related to improving school safety. The grant funds must be used for school security improvements, including training and safety-related upgrades to school buildings, equipment (including metal detectors and x-ray machines), and facilities.

**[HB 2806](#) (Welch)** provides that each school board shall (rather than may) appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Department of Children and Family Services (DCFS) when enrolling in or changing schools.

**[HB 2822](#) (West, D-Rockford)** provides that the ISBE school report cards must include the most current data on the percentage of students who participated in job shadowing, the percentage of students who have completed an internship, and whether a school offered its students vocational training opportunities.

[\*\*HB 2868\*\*](#) (**Scherer, D-Decatur**) requires ISBE to develop a work-based learning database to help facilitate relationships between school districts and businesses and expand work-based learning in this state.

**HOUSE ELEMENTARY & SECONDARY EDUCATION: ADMINISTRATION, LICENSING & CHARTER SCHOOL COMMITTEE**

**Wednesday, March 6, 2:30 p.m., Room 115, State Capitol**

[\*\*HB 2407\*\*](#) (**Bourne, R-Litchfield**) makes changes to the Alternative Educator Licensure Program for Teachers, including removing the second year of residency. The bill also provides that an alternative provisional educator endorsement on an Educator License with Stipulations is valid for one year of teaching in the public schools, rather than two; but may be renewed for a second, rather than third, year if needed.

[\*\*HB 2446\*\*](#) (**Caulkins, R-Decatur**) requires approval by referendum for any district that wants to enter into a joint agreement with another district to share the services of a superintendent or other administrator.

[\*\*HB 2478\*\*](#) (**Tarver, D-Chicago**) sets a minimum salary of \$35,000 for pre-kindergarten teachers.

[\*\*HB 2485\*\*](#) (**Severin, R-Marion**) allows a school board to publish a notice that the district's annual statement of affairs is available on the ISBE website and in the district's main administrative office, instead of requiring a summary of the statement of affairs to be published in a newspaper.

[\*\*HB 2529\*\*](#) (**Keicher**) provides that school districts need not comply with any mandate in the School Code or administrative rules adopted by ISBE that is unfunded under certain circumstances.

[\*\*HB 2738\*\*](#) (**Morrison, R-Palatine**) requires referendum approval for all future school construction projects.

[\*\*HB 2739\*\*](#) (**Morrison**) provides that a school district may not refinance debt past the repayment period of the debt when issued, may not issue debt to be serviced over a period of greater than 20 years, and may not issue capital appreciation bonds.

[\*\*HB 2741\*\*](#) (**Morrison**) provides that starting the 2020-2021 school year each school district shall undertake budgetary and expenditure control actions so that the increase in each of the budgeted administrative expenditures per pupil, budgeted general administration expenditures per pupil, and budgeted school administration expenditures per pupil for that school year over the expenditures per pupil for the prior school year does not exceed the Consumer Price Index percentage increase or 5 percent, whichever is less.

[\*\*HB 2755\*\*](#) (**Morrison**) creates the Illinois District Consolidation Commission for the purpose of recommending consolidation for specific school districts, with a goal of reducing the total number of school districts by 60 percent.

[\*\*HB 2802\*\*](#) (**Welch**) extends the time for the regional superintendent to fill school board member vacancies from 45 to 60 days.

**[HB 2840](#) (Hoffman, D-Belleville)** requires each school board to appoint at least one employee to act as a liaison to facilitate enrollment and transfer of records of students in the legal custody of DCFS.

**[HB 2913](#) (Jones, D-South Holland)** provides that for an elementary school district that is designated by ISBE as having a teacher shortage, each district superintendent shall receive an annual salary of \$175,000.

**[HB 2932](#) (Smith)** provides that an applicant seeking a Professional Educator License or an Educator License with Stipulations who holds a bachelor's degree from a regionally accredited institution of higher education is not required to pass a test of basic skills.

**[HB 2982](#) (Swanson, R-Woodhull)** provides that if a criminal history records check or check of the Statewide Sex Offender Database or Statewide Murderer and Violent Offender Against Youth Database is performed by a regional superintendent for an applicant seeking employment as a substitute teacher with a school district, the regional superintendent may disclose to ISBE whether the applicant has been issued a certificate based on those checks.

#### **HOUSE LABOR AND COMMERCE COMMITTEE**

**Wednesday, March 6, 2:30 p.m., Room 114, State Capitol**

**[HB 2622](#) (Skillicorn, R-Crystal Lake) & [HB 2754](#) (Morrison)** requires school districts to reduce to writing, publish and hold a hearing on the ratification of a Collective Bargaining Agreement or administrator contract of over \$150,000.

#### **SENATE REVENUE COMMITTEE**

**Wednesday, March 6, 4:00 p.m., Room 400, State Capitol**

**[SB 1553](#) (McConchie, R-Lake Zurich)** , under Property Tax Extension Limitation Act (PTELL), requires taxing districts to reduce aggregate extension base to lower the limiting rate upon voter initiated petition and subsequent referendum approval.

**[SB 1755](#) (McConchie)** provides that sales tax does not include the selling of food at retail to students or school staff during a school district designated breakfast or lunch.

*This legislative report was written and edited by the lobbyists of the Illinois Association of School Boards to provide information to the members of the organizations that comprise the Statewide School Management Alliance.*

**Agenda Item No. 19-311**

**one-five Foundation**

**(No Enclosure)**

**Agenda Item No. 19-312**

**Finance Committee**

**(No Enclosure)**

**Agenda Item No. 19-313**

**Equity Committee**

**(No Enclosure)**



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## Community Consolidated School District 15

Joseph M. Kiszka Educational Service Center  
580 N. 1st Bank Drive  
Palatine, IL 60067-8110

Scott B. Thompson, Ed.D.  
Superintendent of Schools

(847) 963-3000 • Fax (847) 963-3200  
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### MEMORANDUM



**DATE:** March 13, 2019

**TO:** Board of Education

**FROM:** Scott Thompson

**RE:** Agenda Item No. 19-314 Policy Revisions

The following revisions to the Policy Manual are being recommended by IASB PRESS Services for first reading this month:

#### 4:40 Operational Services – Incurring Debt

This policy was inadvertently labeled as 2 pages, and should only be labeled as Page 1 of 1. No changes to the content.

#### 4:45 Operational Services – Insufficient Fund Checks and Debt Recovery

This policy was inadvertently labeled as Page 2 of 2 under Policy 4:40 Operational Services – Incurring Debt. This policy is updated by changing the responsible party to the Superintendent or designee, instead of the Asst. Superintendent for Business and Auxiliary Services. This policy will also include a provision for delinquent debt recovery: "The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law."

#### 4:170 Operational Services – Safety

This policy is updated in the School Safety Drill Plan, Paragraph 4, requiring the law enforcement drill to occur no later than 90 days after the first day of school of each year, with participation of all school personnel and students present, unless exempt.

#### 5:30 General Personnel – Hiring Process and Criteria

This policy is updated to add that the Board is responsible to maintain the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration. It is updated in Investigations to include superintendent candidate criminal history records check.

#### 5:60 General Personnel – Expenses

The policy is updated to add that the District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence.



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MEMORANDUM - March 13, 2019  
Agenda Item 19-314: Policy Revisions  
Page 2



### 6:60 Instruction – Curriculum Content

This policy is updated in Policy paragraphs 7, 12, and 17 as follows:

The Press paragraph 8 will replace the current Policy paragraph 7.

The Press paragraph 14 will replace the current Policy paragraph 12.

The Press paragraph 20 will be added to the current Policy as paragraph 17.

### 7:140 Students – Search and Seizure

This policy is updated in Students to require a written report by the school authority who conducted the search, to be submitted to the Superintendent. The policy will also include a provision for notification regarding student accounts or profiles on social networking websites.

## **Operational Services**

### **Incurring Debt** <sup>1</sup>

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee<sup>2</sup> shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates,<sup>3</sup> tax anticipation warrants,<sup>4</sup> working cash fund bonds,<sup>5</sup> bonds,<sup>6</sup> notes,<sup>7</sup> and other evidence of indebtedness,<sup>8</sup> or (2) establish a line of credit with a bank or other financial institution.<sup>9</sup> The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law. <sup>10</sup>

### **Bond Issue Obligations** <sup>11</sup>

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State law controls this policy's content. School districts are subject to a statutory debt limitation (105 ILCS 5/19-1(a)); other provisions in 5/19-1 contain exceptions. Not all forms of indebtedness are subject to the statutory debt limitations. Before incurring any debt, the board must be certain that the debt will be within the district's debt limitation.

<sup>2</sup> Boards that employ business managers may want to substitute "Business Manager", "Chief School Business Official", or another locally-equivalent title for "Superintendent or designee" and "Superintendent" as they appear throughout this policy; the business manager most commonly performs the duties described in this policy.

<sup>3</sup> 50 ILCS 420/1 et seq. and 105 ILCS 5/18-18.

<sup>4</sup> 105 ILCS 5/17-16.

<sup>5</sup> 105 ILCS 5/20-2, 5/20-4, and 5/20-5; 30 ILCS 305/2.

<sup>6</sup> 105 ILCS 5/19-1 et seq.; 30 ILCS 350/.

<sup>7</sup> 50 ILCS 420/0.01 et seq. A district may borrow money and issue bonds for the purposes stated in 105 ILCS 5/19-3, provided the board properly adopted an election referendum and subsequently the voters approved the proposition. 10 ILCS 5/28-2. Districts have the authority to issue bonds for certain purposes without a referendum, e.g., School Fire Prevention and Safety Bonds, Working Cash Fund Bonds, Funding Bonds, and Insurance Reserve Bonds.

<sup>8</sup> Other types of indebtedness include funding bonds and refunding bonds (105 ILCS 5/19-1 et seq.), as well as debt certificates and alternate bonds authorized by the Local Government Debt Reform Act (30 ILCS 350/)

<sup>9</sup> 105 ILCS 5/17-17.

<sup>10</sup> 105 ILCS 5/19-1.

<sup>11</sup> Optional. This subhead is offered for boards that want to: (1) expressly address their obligations to comply with federal securities laws; and (2) authorize the creation of written procedures to protect the status of tax-exempt (or otherwise tax-advantaged) bonds issued by the board. As a matter of best practice and to reduce potential future liabilities, many attorneys recommend that board policy address these obligations. Consult the board attorney and/or bond counsel for guidance.

The Internal Revenue Service strongly encourages, but does not currently require, issuers of tax-exempt bonds to establish written post-issuance compliance monitoring procedures. For guidance regarding the recommended content of such procedures, see *IRS Publication 4079, Tax-Exempt Governmental Bonds*, at: [www.irs.gov/pub/irs-pdf/p4079.pdf](http://www.irs.gov/pub/irs-pdf/p4079.pdf). Such procedures may be included in a written bond resolution for a specific bond issue, and/or they may be established more generally. Consult the board attorney and/or bond counsel regarding the establishment of such procedures for tax-exempt bonds.

If a board does not accept this subhead, delete the Administrative Procedure Reference and the following Legal References: Securities Act of 1933, 15 U.S.C. § 77a et seq.; Securities Exchange Act of 1934, 15 U.S.C. § 78a et seq.; and 17 C.F.R. § 240.15c2-12.

the Securities Act of 1933, as amended<sup>12</sup> and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.<sup>13</sup>

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from *gross income* for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.<sup>14</sup>

LEGAL REF.: Securities Act of 1933, 15 U.S.C. §77a et seq.  
Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.  
17 C.F.R. §240.15c2-12.  
Bond Authorization Act, 30 ILCS 305/2.  
Bond Issue Notification Act, 30 ILCS 352/.  
Local Government Debt Reform Act, 30 ILCS 350/.  
Tax Anticipation Note Act, 50 ILCS 420/.  
105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.: 4:10 (Fiscal and Business Management)

ADMIN. PROC.: 4:40-AP (Preparing and Updating Disclosures)

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<sup>12</sup> 15 U.S.C. §77q.

<sup>13</sup> 17 C.F.R. §240.15c2-12. See 4:40-AP, *Preparing and Updating Disclosures*, for a detailed set of sample procedures designed to facilitate a district's compliance with disclosure requirements of federal securities laws.

<sup>14</sup> Delete the last paragraph of this subhead if the board does not want to include a sentence in this policy that addresses the use of outside professionals for assistance with compliance. Boards that regularly utilize outside professionals to assist them in meeting bond disclosure requirements may want to include this language to memorialize their current practice. Contracts for the services of individuals possessing a high degree of professional skill, such as attorneys and financial consultants, are exempt from competitive bidding requirements. 105 ILCS 5/10-20.21(a)(i).

## **Operational Services**

### **Incurring Debt**

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

### **Bond Issue Obligations**

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from *gross income* for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.

LEGAL REF.:        Securities Act of 1933, 15 U.S.C. §77a et seq.  
                         Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.  
                         17 C.F.R. §240.15c2-12.  
                         Bond Authorization Act, 30 ILCS 305/2.  
                         Bond Issue Notification Act, 30 ILCS 352/.  
                         Local Government Debt Reform Act, 30 ILCS 350/.  
                         Tax Anticipation Note Act, 50 ILCS 420/.  
                         105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.:        4:10 (Fiscal and Business Management)

ADMIN. PROC.:    4:40-AP (Preparing and Updating Disclosures)

ADOPTED:           October 13, 1993

REVISED:           May 9, 2018



## **Operational Services**

### **Insufficient Fund Checks and Debt Recovery**

#### **Insufficient Fund Checks 1**

The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the Board Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

#### **Delinquent Debt Recovery 2**

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law. 3

A Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC) in the future. To participate in it, an intergovernmental agreement (IGA) between the District and the IOC must be in existence. The IGA establishes the terms under which the District may refer a delinquent debt to the IOC for an offset (deduction). The IOC may execute an offset, in the amount of

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**The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.**

**1** State law controls this policy's content. 810 ILCS 5/3-806 authorizes a \$25.00 collection fee whenever a check is not honored upon presentation because the individual does not have an account with the bank, the individual does not have sufficient funds in his or her account, or the individual does not have sufficient credit with the bank.

This fee may be considered punitive considering several banks rarely charge this amount for an insufficient funds check. To allow more flexibility for the superintendent and his or her designees to charge the full collection fee of \$25.00, a portion thereof, or none of it, the first sentence states "up to the maximum fee." Boards choosing to allow this flexibility should discuss equal protection issues with the board attorney. As a general rule, any flexibility should be applied with uniform rules to all individuals and/or groups to avoid triggering the Constitution's Equal Protection Clause.

Boards that wish to charge the maximum fee in all circumstances should delete the words *up to* in the first sentence: "The Superintendent or designee is responsible for collecting ~~up to~~ the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason."

**2** This section is optional but because the policy's title refers to debt recovery, at least the first sentence should be retained.

The Ill. Office of the Comptroller (IOC) operates an Offset System for collecting debt owed to the State, political subdivisions of the State, and school districts by persons receiving payments from the State. Seeking debt recovery through an offset of a future payment the State makes to a debtor is optional. The requirements in this policy for obtaining an offset are either in statute or the IOC's intergovernmental agreement (IGA). 15 ILCS 405/10.05 and 10.05d. The first step to participate is to enter into the IGA with the IOC's office. Contact a Local Debt Recovery Program (LDRP) manager with the IOC to join. Program managers work one-on-one with districts. The LDRP's general number is 855/881-2301 and email is [LDRPhelpdesk@illinoiscomptroller.gov](mailto:LDRPhelpdesk@illinoiscomptroller.gov). Contact the board attorney for advice and assistance.

While this paragraph is not a prerequisite to participation in the LDRP, it will help the board's monitoring function by identifying the Program's important components. Moreover, it serves as an element of due process by informing the public and the district's debtors that the district will collect debt through the LDRP.

The Hunger-Free Students' Bill of Rights Act (HFSBRA) (105 ILCS 123/, added by P.A. 100-1092) allows districts with *participating schools* under the National School Lunch and Child Nutrition Acts (defined in 7 C.F.R. Parts 210, 220, and 245) to seek an offset under the State Comptroller Act (15 ILCS 405/) when they have made reasonable efforts, for at least one year, to collect a debt owed for meals and snacks in the amount of no less than \$500 from a student's parent or guardian.

**3** There are methods other than the IOC's LDRP to collect delinquent debts owed to the school district, i.e., small claims court, private collection agencies, etc. If the district decides it will not ever seek to enter the IOC's Local Debt Recovery Program, keep the first sentence and delete everything after it.

the delinquent debt owed to the District, from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

The Superintendent or designee shall execute the requirements of the IGA. While executing the requirements of the IGA, the Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the claim is certified to the IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. If reimbursable meals or snacks provided under the Hunger-Free Students' Bill of Rights Act are the basis of the District's delinquent debt claim of no less than \$500, the notice must be sent to a student's parent(s)/guardian(s) only after: (a) the student owes the District more than five meals and/or snacks; (b) the Superintendent or designee made: (i) repeated contacts to collect the amounts owed, and (ii) reasonable efforts to collect the amount due for at least one year; and (c) the District requested the student's parent(s)/guardian(s) to apply for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, and they either: (i) did not qualify, or (ii) refused to apply.<sup>4</sup>
2. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable.
  - a. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
  - b. If application for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, is requested as a challenge to paying the claim, and the request is denied, an appeal of the denial of the request shall be handled according to 4:130, *Free and Reduced-Price Food Services*. If no request for meal benefits is received, review of the

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>4</sup> Optional. For districts that do not participate in free and reduced-price meal programs under the National School Lunch and Child Nutrition Acts (defined in 7 C.F.R. Parts 210, 220, and 245), delete this sentence and ~~105 ILCS 123/, Hunger-Free Students' Bill of Rights Act~~ from the Legal References. Inclusion of this sentence does not obligate a district to pursue all such delinquent debt claims. The district has discretion in this area, provided its recovery efforts are pursued on a non-discriminatory basis.

For participating districts that do not want this sentence, delete it.

For participating districts that wish to retain this sentence, the HFSBRA (105 ILCS 123/, added by P.A. 100-1092), allows school districts to determine a lower amount than five meals to trigger contact with a student's parent/guardian to collect owed monies.

For districts that want to set a lower amount than the equivalent of five meals, delete ~~five~~ and insert: [number]. Be sure that this sentence's number matches the required notice in 4:130-E, *Free and Reduced-Price Food Services; Meal Charge Notifications*. Before the board and the superintendent engage in a conversation about lowering this number, the superintendent may want to consider a conversation with his or her staff regarding the logistics of contacting a student's parent(s)/guardian(s) more than once per week (five lunches (the law states one free lunch or snack per day)) as setting a lower number may be impracticable for staff members to implement.

**Note:** Deletion may affect a district's ability to enter any future IOC Offset System for collecting debt owed to school districts by persons receiving payments from the State. See f/n 2, above.

claim's payment shall be handled according to this policy before certification to the IOC for offset.

3. Certifying to the IOC that the debt is past due and legally enforceable, and notifying the IOC of any change in the status of an offset claim for delinquent debt.
4. Responding to requests for information from the IOC to facilitate the prompt resolution of any administrative review requests received by the IOC.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d.  
105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.  
810 ILCS 5/3-806.

## **Operational Services**

### **Insufficient Fund Checks**

The Assistant Superintendent for Business and Auxiliary Services is responsible for collecting the maximum fee authorized by State law for checks written to the district which are not honored upon presentation to the respective bank or other depository institution for any reason. The Assistant Superintendent for Business and Auxiliary Services is authorized to contact the district attorney whenever necessary to collect the check amount, fee, collection costs and expenses, and interest.

LEGAL REF.: Uniform Commercial Code, 810 ILCS 5/3-806.

ADOPTED: October 13, 1993

REVIEWED: December 13, 2006

## **Operational Services**

### **Safety 1**

#### **Safety and Security**

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event.<sup>2</sup> The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;<sup>3</sup>
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices;<sup>4</sup> and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones. <sup>5</sup>

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State law requires a policy on several topics in this policy and otherwise controls this policy's content. Topics previously assigned to this code number were moved in May 2014 and placed in 4:100, *Insurance Management* and 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

<sup>2</sup> This simple end statement should be discussed and altered accordingly before board adoption. Ask: what effect or impact will this statement have on the students and the community?

<sup>3</sup> The term *emergency operations and crisis response plan* is used because federal agencies refer to school *emergency operations plans* and the School Safety Drill Act (105 ILCS 128/) refers to *emergency and crisis response plans*.

See administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*. This procedure follows the recommendations in the *Guide for Developing High-Quality School Emergency Operations Plans*, produced by a collaboration of federal agencies in June 2013 at: [rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](https://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf). The *Guide* informs schools what they *need* to do, not *what* to do. It recommends a process for developing, implementing, and continually refining a school emergency operations plan as well as a discussion of its form, function, and content.

The Ill. State Board of Education (ISBE) maintains a comprehensive website on school emergency and crisis response planning in compliance with the School Safety Drill Act and Joint Rules of the Office of the State Fire Marshal and ISBE (29 Ill.Admin.Code Part 1500), at [www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx](http://www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx). ISBE's website includes a *Sample School Emergency Operations Plan* which aligns with the federal *Guide for Developing High-Quality School Emergency Operations Plans*.

<sup>4</sup> Required by 105 ILCS 128/20(b) and 105 ILCS 5/10-20.14(c) for all students. See 4:110-AP3, *School Bus Safety Rules*.

<sup>5</sup> 105 ILCS 5/10-20.28. Consider discussing with local law enforcement what its preference would be and encourage staff and students to follow the recommendation. A wave of 911 cell phone calls can jam phone lines. Student use of cell phones is addressed in 7:190, *Student Behavior*.

## School Safety Drill Plan 6

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel. <sup>7</sup>

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

625 ILCS 5/12-610.1(e) prohibits wireless telephone use at any time while operating a motor vehicle on a roadway in a school speed zone except for: (1) highway construction or maintenance workers within their work zones; (2) any use for emergency purposes; (3) law enforcement officers or emergency responders performing their duties; (4) a person using a wireless telephone in voice-operated mode with or without use of a headset; (5) a person with technology that uses a single button to initiate or terminate a voice communication, e.g., *HandsFreeLink®*; and (6) a person using an electronic communication device solely to report an emergency and for continued communication with emergency personnel. 625 ILCS 5/12-813.1 limits cell phone use by school bus drivers; see policy 4:110, *Transportation*.

<sup>6</sup> Each of the listed drills is required by the School Safety Drill Act. Each drill's requirements are comprehensively covered in 4:170-AP1, *Comprehensive Safety and Security Plan*. For information about documenting minimum compliance with the School Safety Drill Act, see [www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx](http://www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx).

105 ILCS 5/2-3.12(f) authorizes the Ill. State Fire Marshal or a qualified fire official to whom the Ill. State Fire Marshal has delegated his or her authority to conduct an annual fire safety inspection of each school building, provided the inspection is coordinated with the regional superintendent. See also 105 ILCS 5/3-14.21(c) and 23 Ill.Admin.Code §180.300(b). To effectively implement this law and ensure the education of students in the district is not disturbed, school officials should discuss with the State Fire Marshal and regional superintendent whether written notice may be provided to the principal requesting to schedule a mutually agreed upon time.

<sup>7</sup> 105 ILCS 128/20(c), amended by P.A. 100-996, eff. 1-1-19.

## Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). 29 Ill.Admin.Code Part 1500. 8

## Automated External Defibrillator (AED) 9

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District.<sup>10</sup> The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH.<sup>11</sup> This policy does not create an obligation to use an AED.

## Carbon Monoxide Alarms 12

The Superintendent or designee shall implement a plan with the District's local fire officials to:

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>8</sup> The School Safety Drill Act requires each school board or its designee to conduct one annual meeting at which it reviews each building's emergency and crisis response plan, protocols, and procedures and each building's compliance with the school safety drill plan. 105 ILCS 128/25 and 128/30; 29 Ill.Admin.Code Part 1500. If the board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The statute contains detailed requirements. The board or its designee must: (1) complete a one-page report certifying that the review took place, among other things; (2) send a copy of the report to each participating party; and (3) send a copy of the report to the appropriate Regional Superintendent. ISBE's website contains a suggested annual review checklist and a report form to document compliance at: [www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx](http://www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx).

<sup>9</sup> Each indoor and outdoor physical fitness facility serving at least 100 individuals must "adopt and implement a written plan for responding to medical emergencies that occur at the facility during the time that the facility is open for use by its members or by the public." The facility must file the plan with the Ill. Dept. of Public Health (IDPH). In addition, each indoor facility must have at least one AED on the premises, and each outdoor facility must house an AED in a building, if any, that is within 300 feet of the outdoor facility. See the statute and administrative rules for the other numerous mandates: 210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act; 77 Ill.Admin.Code Part 527. Also see 4:170-AP6, *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*.

<sup>10</sup> 77 Ill.Admin.Code §527.600(d), (f).

<sup>11</sup> 210 ILCS 74/15(c); 77 Ill.Admin.Code §527.700.

<sup>12</sup> 105 ILCS 5/10-20.57, added by P.A. 99-470 and amended by P.A. 99-642. *Carbon monoxide detector* and *detector* mean a device having a sensor that responds to carbon monoxide gas and that is connected to an alarm control unit and approved in accordance with rules adopted by the Ill. State Fire Marshal. *Approved carbon monoxide alarm* or *alarm* means a carbon monoxide alarm that complies with all the requirements of the rules and regulations of the Ill. State Fire Marshal, bears the label of a nationally recognized testing laboratory, and complies with the most recent standards of the Underwriters Laboratories or the Canadian Standard Association. 430 ILCS 135/5.

**Consult both the board attorney and the local fire officials about whether a school building is exempt from this law.** Remove this subhead if the board attorney determines that every building across the entire school district is exempt. The law applies to school buildings that have or are close to any *sources of carbon monoxide*; however, it does not specifically define what that means. 430 ILCS 135/20 defines exemptions for residential units and may provide guidance on the exemption for schools. The law also fails to define *carbon monoxide emitting device*, which triggers the placement point in a school building for a carbon monoxide alarm or carbon monoxide detector.

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

#### Soccer Goal Safety 13

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

#### Unsafe School Choice Option 14

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

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**The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.**

**13** Include this section **only if** the school district owns and controls a movable soccer goal Movable Soccer Goal Safety Act, a/k/a *Zach's Law*, 430 ILCS 145/. The Act requires: (1) organizations that own and control a movable soccer goal to create a soccer goal safety and education policy that outlines how the organization will specifically address the safety issues associated with movable soccer goals; and (2) the IDPH to provide technical assistance materials. See <http://dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/soccer-goal-safety>.

**14** This topic must be covered in board policy. 105 ILCS 5/10-21.3a. See also 20 U.S.C. §7912. ISBE maintains a list of persistently dangerous schools. Districts having only one school may substitute the following for this paragraph:

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Districts with each grade in only one attendance center may substitute the following for this paragraph:

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

## Lead Testing in Water 15

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH.<sup>16</sup> The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.<sup>17</sup>

## Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property. 18

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.  
105 ILCS 128/, School Safety Drill Act, implemented by 29 Ill.Admin.Code Part 1500.  
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.  
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

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<sup>15</sup> 225 ILCS 320/35.5, added by P.A. 99-922 and amended by P.A. 100-103. Requires that each source of potable water in school buildings constructed on or before 1-1-00, which may be occupied by more than 10 children in grades pre-K through 5, be tested for lead. Testing for buildings constructed prior to 1-1-87 must have been conducted by 12-31-17. 225 ILCS 320/35.5(c)(4). Testing for buildings constructed between 1-2-87 and 1-1-00 must be conducted by 12-31-18. *Id.* By 6-30-19, the IDPH will determine whether it is necessary and appropriate to require testing for buildings constructed after 1-1-00. 225 ILCS 320/35.5(d).

Boards may, by resolution, use excess taxes levied for fire prevention, safety, energy conservation, and school security purposes for sampling lead in drinking water in schools and for repair and mitigation due to lead levels in the drinking water supply. 105 ILCS 5/17-2.11(j)(1), amended by P.A. 99-922.

<sup>16</sup> 225 ILCS 320/35.5(e) requires the IDPH to post on its website guidance on mitigation actions for lead in drinking water, and ongoing water management practices, in schools. On 5-9-17, the IDPH posted *Mitigation Strategies for Lead Found in School Drinking Water* at: [www.dph.illinois.gov/sites/default/files/publications/school-lead-mitigation-strategies-050917.pdf](http://www.dph.illinois.gov/sites/default/files/publications/school-lead-mitigation-strategies-050917.pdf). **Note:** Page 2 of *Mitigation Strategies* states "IDPH is requiring the mitigation strategies and requirements contained in this guidance document to be followed for all plumbing fixtures identified with any level of lead," however the statute does not authorize the IDPH to impose such additional requirements.

<sup>17</sup> If any samples taken in the school exceed five parts per billion, a district must provide individual notification of sampling results, via written or electronic communication, to parent(s)/guardian(s) of all enrolled students that must include: (1) the corresponding sampling location within the school building; and (2) the U.S. Environmental Protection Agency's website for information about lead in drinking water at: [www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water](http://www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water). 225 ILCS 320/35.5(c)(3). If any samples taken in the school are at or below five parts per billion, notification may be made in the same manner or by posting on the school's website. *Id.*

<sup>18</sup> When a school is closed or its starting time is delayed due to adverse weather conditions or a health or safety threat, the district may count a partial day of attendance as a full day for State aid purposes, provided: (1) at least one hour of instruction was provided or the normal start time was delayed; and (2) the superintendent provides the Regional Superintendent or the Suburban Cook County Intermediate Service Center, whichever is appropriate, with a written report in support of the partial day within 30 days. 105 ILCS 5/18-12.

105 ILCS 5/18-12.5 governs claiming State aid if a district closes one or more schools, but not all schools, during the public health emergency, as determined by ISBE in consultation with the IDPH.

## **Operational Services**

### **Safety**

#### **Safety and Security**

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

#### **School Safety Drill Plan**

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident.

#### **Annual Review**

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education (29 Ill.Admin.Code Part 1500).

#### **Automated External Defibrillator (AED)**

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

#### Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

#### Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

#### Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

#### Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

#### Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.56, 5/18-12, and 5/18-12.5.  
105 ILCS 128/, School Safety Drill Act, implemented by 29 Ill.Admin.Code Part 1500.  
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.  
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: October 13, 1993

REVIEWED: January 10, 2018

## **General Personnel**

### **Hiring Process and Criteria** <sup>1</sup>

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment.<sup>2</sup> The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board.<sup>3</sup> If the Superintendent's recommendation is rejected, the Superintendent must submit another.<sup>4</sup> No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80(c) of the School Code. <sup>5</sup>

All applicants must complete a District application in order to be considered for employment. <sup>6</sup>

### **Job Descriptions**

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.<sup>7</sup>

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<sup>1</sup> State or federal law controls this policy's content. This policy contains an item on which impact bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

<sup>2</sup> See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a male or female job. 29 C.F.R. §1604.5, 34 C.F.R. §106.55.

<sup>3</sup> Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees," 105 ILCS 5/10-16.7. The board may want to use this alternative sentence:

All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.

Subject to an applicable collective bargaining agreement in effect on 6-13-11, a board that fills a "new or vacant teaching position" must select a candidate based on: (1) certifications, (2) qualifications, (3) merit and ability (including performance evaluation, if available), and (4) relevant experience. 105 ILCS 5/24-1.5. The statute does not define "new or vacant teaching positions." The requirement does not apply to filling vacant positions under 105 ILCS 5/24-12 (reduction in force and recall). Consult the board attorney about these issues.

<sup>4</sup> An additional optional sentence follows:

The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

<sup>5</sup> 105 ILCS 5/10-21.9(c); 105 ILCS 5/21B-80, amended by P.A. 99-667, allows individuals with criminal histories involving certain drug convictions to apply for or to reinstate their educator licenses seven years after their sentence for the criminal offense is completed. Consult the board attorney about whether the board wants to continue prohibiting employment for any individual who has a criminal history involving these exempted drug offenses.

<sup>6</sup> Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor. 105 ILCS 5/22-6.5. District employment applications must contain a statement to this effect. Id. Each employment application for these positions must state the following (Id.):

Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

<sup>7</sup> 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: [www.iasb.com/pdf/found\\_prin.pdf](http://www.iasb.com/pdf/found_prin.pdf).

See also 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict. <sup>8</sup>

### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law.<sup>9</sup> When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed.<sup>10</sup> The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database.<sup>11</sup> The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the

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<sup>8</sup> Job descriptions will become the basis for categorizing a teacher into one or more positions that the teacher is qualified to hold for reduction in force (RIF) dismissal and recall purposes. 105 ILCS 5/24-12(b). A board should consult with its attorney to review its current list of job descriptions and discuss the district's specific responsibilities.

A job description is evidence of a position's *essential functions*. 29 C.F.R. §1630.2(n). The Americans with Disabilities Act (ADA) protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job. 42 U.S.C. §12101 *et seq.*, amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325. Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities. 29 C.F.R. §1630.2(m). For a definition of essential functions see *Id.* at 1630.2(n). Whether a particular function is essential is a factual determination.

**Important:** The ADAAA makes significant changes to the ADA's definition of disability that broadened the scope of coverage and overturned a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a qualifying disability. There is information about the regulations and a link to them at: [www.eeoc.gov/laws/regulations/adaaa\\_fact\\_sheet.cfm](http://www.eeoc.gov/laws/regulations/adaaa_fact_sheet.cfm). Consult the board attorney regarding how these amendments impact the district's hiring processes.

<sup>9</sup> The policy's requirements on criminal records checks for applicants for employment are mandated by 105 ILCS 5/10-21.9. See administrative procedure 5:30-AP2, *Investigations*, for the process and positions requiring criminal background investigation. The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor). The Statewide Murderer and Violent Offender Against Youth Database is available at: [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/). See policy 4:60, *Purchases and Contracts*, for requirements concerning criminal background checks of employees of contractors who have *direct, daily contact* with students.

<sup>10</sup> *Id.* If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, including the federal *Rap Back Service* (20 ILCS 2630/3.3, added by P.A. 100-718) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. § 1681 *et seq.*), consult the board attorney. For more detailed information, see the laws listed in sample exhibit 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, under the checklist item entitled **Conditions of Employment**, in the **Other Background Check Laws** row.

<sup>11</sup> 105 ILCS 5/10-21.9(b) and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.

Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b). Those individuals include the board president, the superintendent or designee, regional superintendent (if the check was requested by the district), state superintendent of schools, state Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the Ill. Dept. of State Police and/or Statewide Sex Offender Registry.

hiring decision, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database. **12** The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law. **13**

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following: **14**

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position. **15**
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act. **16**
3. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts. **17**

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

**12** *Id.* at 5/10-21.9(b). The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

**13** Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.* Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program. 820 ILCS 55/. This statute urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See ¶n 2 in 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

**14** As an alternative to describing the prohibited investigations, a board may substitute this sentence:

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

The default policy provision and the alternative stated above – whichever is selected – may be made a prohibition rather than a duty of the superintendent; to do this, delete the stricken text as follows: "~~The Superintendent shall ensure that the District does not engage ...~~"

**15** Employee Credit Privacy Act, 820 ILCS 70/. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an *established bona fide occupational requirement* of a particular position. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

**16** Right to Privacy in the Workplace Act, 820 ILCS 55/10(a), amended by P.A. 99-610.

4. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

#### Physical Examinations 18

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority

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**17** *Id.* at 55/10(b)(6)(B), amended by P.A. 99-610 (commonly known as the *Facebook Password Law*). A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. *Id.* at 55/10(b)(5), amended by P.A. 99-610. Bracketed explanations follow the statutory language:

"Nothing in this subsection shall prohibit or restrict an employer from complying with a duty to screen employees or applicants prior to hiring...provided that the password, account information, or access sought by the employer only relates to an online account that:

(A) an employer supplies or pays; or

(B) an employee creates or maintains on behalf of under the direction of an employer in connection with that employee's employment."

[Based on this explanation, it is implausible that an applicant would have an account, service, or profile for business purposes of a school employer.]

The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's (district's) electronic equipment and electronic mail. The statute also states that it does *not prohibit* an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. Finally, the statute does not apply to all types of personal technology that employees may use to communicate with students or other individuals, such as text messages on a personal phone. Consult the board attorney about these issues.

**18** 105 ILCS 5/24-5. According to this statute, "[a] new or existing employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health or by order of a local public health official." The Ill. Dept. of Public Health does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3).

The last sentence of the first paragraph exceeds State law requirements and may be deleted.

Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

Federal law limits pre-employment medical inquiries to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden. American with Disabilities Act (ADA), 42 U.S.C. §12112(d)(2); see also f/n 8 for an explanation regarding the ADAAA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer.

by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity.<sup>19</sup> The Board will pay the expenses of any such examination.

#### Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.  
20 ILCS 2630/3.3, Criminal Identification Act.  
820 ILCS 55/, Right to Privacy in the Workplace Act.  
820 ILCS 70/, Employee Credit Privacy Act.  
Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.  
Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*  
Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.*  
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),  
*aff'd in part and remanded* 115 Ill.2d 482(Ill. 1987).  
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).  
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>19</sup> The State law (105 ILCS 5/24-5) allowing boards to require physicals of current employees "from time to time," is been superseded by the ADA (42 U.S.C. §12112(d)(4)). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. *Id.* Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r). See f/n 8 for an explanation regarding the ADAAA.

See the f/n 18 for a discussion of examinations by spiritual leaders/practitioners.

## **General Personnel**

### **Hiring Process and Criteria**

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80(c) of the School Code.

All applicants must complete a District application in order to be considered for employment.

### **Job Descriptions**

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

### **Investigations**

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Executive Director of the North Cook Intermediate Service Center, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
3. The District does not request of an applicant or employee access in any manner to his or her social networking website, including a request for passwords to such sites.
4. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

- LEGAL REF.: 105 ILCS 5/10-21.9 and 5/24-5.  
Employee Credit Privacy Act, 820 ILCS 70/.  
Right to Privacy in the Workplace Act, 820 ILCS 55/.  
Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.  
820 ILCS 55/ and 70/.  
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill., 1987).  
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).  
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).
- CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)
- ADOPTED: February 9, 1994
- REVISED: February 8, 2017

## **General Personnel**

### **Expenses** <sup>1</sup>

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.<sup>2</sup> Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,<sup>3</sup> (2) anyone's personal expenses,<sup>4</sup> or (3) entertainment expenses.<sup>5</sup> Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.<sup>6</sup> The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence.<sup>7</sup> Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following: <sup>8</sup>

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State law controls this policy's content. 105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19 (regulation of employee expenditures under the Ill. Wage Payment and Collection Act)(WPCA) and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604 (regulation of travel expenses). See the third paragraph in f/n 3 of policy 2:125, *Board Member Compensation; Expenses*.

105 ILCS 5/10-22.32 states that "[t]he school board may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings that are related to that employee's duties and will contribute to the professional development of that employee." This policy expands beyond those two categories (105 ILCS 5/10-20) of employees, and the limited purpose of attending meetings, to reimburse all employees for approved expenses necessary for the employee to perform his or her duties.

The WPCA, 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19, defines *necessary expenditures* as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

<sup>2</sup> 50 ILCS 150/10, added by P.A. 99-604. See f/n 4 through 8 in policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*.

<sup>3</sup> 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses to be advanced or reimbursed to any person other than a board member or employee of the district.

<sup>4</sup> Optional. *Personal expenses* are not defined in 50 ILCS 150/25, added by P.A. 99-604 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

<sup>5</sup> 50 ILCS 150/25, added by P.A. 99-604.

<sup>6</sup> *Id.*

<sup>7</sup> Optional. 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19. The purpose of this sentence is to provide information to employees and the community about WPCA exclusions from reimbursable expenses.

<sup>8</sup> 50 ILCS 150/20, added by P.A. 99-604. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both 5:60-E1, *Employee Expense Reimbursement Form* and 5:60-E2, *Employee Estimated Expense Approval Form* incorporate *voucher* into the ECA's requirement to use standardized forms. See f/n 12 below, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.<sup>9</sup>
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.<sup>10</sup>
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.<sup>11</sup>

### Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development,<sup>12</sup> provided they fall below the maximum allowed in the Board's expense regulations.<sup>13</sup>

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts.<sup>14</sup> Any portion of an expense advancement not used must be returned to the District.<sup>15</sup> Expense advancements and vouchers shall be presented to the Board in its regular bill process.

### Reimbursements and Purchase Orders

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

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Additionally, while the WPCA (820 ILCS 115/9.5(a)) allows employees to submit a signed statement regarding any receipts when supporting documentation is nonexistent, missing, or lost, 820 ILCS 115/9.5(b) outlines that employers are not liable for expenditure amounts that exceed the specifications or guidelines the employer has established for necessary expenditures. The ECA requires districts to establish such specifications and guidelines. 50 ILCS 150/10 and 20, added by P.A. 99-604 (regulation of travel expenses).

<sup>9</sup> 50 ILCS 150/20(2) and (3). This sentence mirrors the statute. The term *offices* is not defined. Consult the board attorney about whether inserting *job titles* would be sufficient for this requirement.

<sup>10</sup> *Id.* at (4).

<sup>11</sup> *Id.*

<sup>12</sup> 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See f/n 8 above, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

<sup>13</sup> 50 ILCS 150/10 and 20, added by P.A. 99-604. This phrase recognizes that while advancements are allowed in these situations, they should remain below the MARA set by the board.

<sup>14</sup> 50 ILCS 150/20, added by P.A. 99-604.

<sup>15</sup> This paragraph's provisions are required by 105 ILCS 5/10-22.32.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses<sup>16</sup> by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

#### Use of Credit and Procurement Cards

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

#### Exceeding the Maximum Allowable Expense Amount(s) <sup>17</sup>

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

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.<sup>18</sup>

#### Registration <sup>19</sup>

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

#### Travel

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

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<sup>16</sup> Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred ..." **or** "a *receipt* ... if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements* reflects the district's specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see 5:60-E2, *Employee Estimated Expense Approval Form*. The form provides three methods for employees to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

<sup>17</sup> 50 ILCS 150/ does not define *maximum allowable reimbursement amount* (MARA). Consult the board attorney to assist with a conversation about how much authority the board wishes to delegate to the superintendent for purposes of setting the MARA. Topics for these conversations are listed in f/n 8 of policy 2:125, *Board Member Compensation; Expenses*.

<sup>18</sup> 50 ILCS 150/10 and 15. See f/n 13 in policy 2:125, *Board Member Compensation; Expenses* for more discussion.

<sup>19</sup> Amend the language in subheads **Registration**, **Travel**, **Meals**, **Lodging**, and **Miscellaneous Expenses** to align with the MARA defined in the board's expense regulation resolution. See 2:125-E3, *Resolution to Regulate Expense Reimbursements* for a sample resolution.

See f/ns 4 and 8 in policy 2:125, *Board Member Compensation; Expenses*, for further discussion about the board's power to set the expense regulations by policy (105 ILCS 5/10-20) and clarify considerations and unanswered questions surrounding its statutorily-imposed duty to set a MARA (50 ILCS 150/10, added by P.A. 99-604).

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

### Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area.<sup>20</sup> Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

### Lodging

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

### Miscellaneous Expenses

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

LEGAL REF.: 50 ILCS 150/, Local Government Travel Expense Control Act.  
105 ILCS 5/10-22.32.  
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

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

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<sup>20</sup> Alternatively, a board could set a daily limit on meal costs, such as:

Employees will be reimbursed for meal costs and tips up to \$\_\_\_\_\_ per day consistent with the maximum reimbursement amount(s) set by the Board.

But see also f/n 8 of policy 2:125, *Board Member Compensation; Expenses* and ensure this amount is consistent with the MARA set by the board resolution.

## **General Personnel**

### **Expenses**

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

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

### **Advancements**

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

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

### **Reimbursements and Purchase Orders**

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

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

### **Use of Credit and Procurement Cards**

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

Exceeding the Maximum Allowable Expense Amount(s)

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

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

Registration

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

Travel

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

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

Meals

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

Lodging

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

Miscellaneous Expenses

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

LEGAL REF.: 105 ILCS 5/10-22.32.  
Local Government Travel Expense Control Act, 50 ILCS 150/.

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

ADOPTED: February 9, 1994

REVISED: February 8, 2017

## **Instruction**

### **Curriculum Content 1**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics,<sup>2</sup> (f) social studies, (g) art, (h) music,<sup>3</sup> and (i) drug and substance abuse prevention.<sup>4</sup> A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.<sup>5</sup> Before the completion of grade 5, students will be offered at least one unit of cursive instruction. <sup>6</sup>
2. In grades 9 through 12, subjects include:<sup>7</sup> (a) language arts, (b) writing intensive course, (c) science, (d) mathematics,<sup>8</sup> (e) social studies including U.S. history, American government

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<sup>1</sup> Districts must have a policy on physical education (23 Ill.Admin.Code §1.425, amended by 42 Ill. Reg. 11540) and what grade level(s) students will be offered cursive writing instruction (105 ILCS 5/27-20.7, added by P.A. 100-548). Policies on the remaining topics in this policy are optional. State or federal law controls this policy's content. 23 Ill.Admin.Code §1.420, amended at 42 Ill. Reg. 11527, recommends that activities, including student internships and observations of government in action, be a part of the instructional program where appropriate.

<sup>2</sup> 105 ILCS 5/2-3.156 requires the Ill. State Board of Education (ISBE) to coordinate, adapt and develop middle and high school math curriculum models. There is no consistent definition for *middle school* or *high school* in either State or federal law. Districts are not required to use ISBE's models and may develop their own mathematics curricula.

The purpose of the math curriculum models will be to aid school districts and teachers in implementing the *Common Core Standards*. The ISBE has adopted new math and English language arts (ELA) standards for K-12 education referred to as the *New Ill. State Learning Standards Incorporating the Common Core*. The goal of incorporating the *Common Core Standards* into the *State Goals for Learning* is to better prepare Ill. students for success in college and the workforce in a competitive global economy. See <https://www.isbe.net/Documents/ccs-faq-0813.pdf>.

The terms *Common Core Standards* and the *New Ill. State Learning Standards Incorporating the Common Core* are synonymous. Referencing the *Ill. Learning Standards* includes them both. That is because they are incorporated by reference into ISBE's rules and *State Goals for Learning*. A district that wants to include the term *Common Core Standards* in its policy may do so; however, districts should understand that referring to the *Common Core Standards* only will cover only math and ELA learning standards and goals and not any other subject areas that the *Ill. Learning Standards* cover. The best practice is to continue using *Ill. Learning Standards*, which includes the *Common Core Standards*.

<sup>3</sup> 23 Ill.Admin.Code §1.430.

<sup>4</sup> 105 ILCS 5/27-13.2. House Resolution 824 (98<sup>th</sup> General Assembly, 2014) urges all Illinois schools to educate youth about the dangers of using heroin and the rising numbers of accidental deaths from heroin overdoses through comprehensive drug education programs, including the *Drug Abuse Resistance Education* (DARE) program. No guidance on age appropriate instruction for heroin abuse is provided in the resolution.

<sup>5</sup> 105 ILCS 5/10-20.53.

<sup>6</sup> 105 ILCS 5/27-20.7, added by P.A. 100-548, requires districts to offer students a unit of cursive instruction before they complete grade 5. Other than before completing grade 5, the law is silent about what grade level(s) in which students must receive their unit of cursive instruction. This provides an opportunity for a board to have a conversation with the superintendent about local community expectations and direct him or her to determine the appropriate grade level(s) in which students will be offered a unit of cursive instruction.

Use the following alternative if the board wants to specify grade level(s) before the end of grade 5 in which cursive instruction will be offered:

A unit of cursive instruction will be offered in grade(s) \_\_\_\_\_.

<sup>7</sup> 105 ILCS 5/27-22; 23 Ill.Admin.Code §1.440.

<sup>8</sup> 105 ILCS 5/2-3.156. See f/n 2.

and, for students entering the 9th grade in the fall of 2016 and each year after it, one semester of civics,<sup>9</sup> (f) foreign language,<sup>10</sup> (g) music, (h) art, (i) driver and safety education,<sup>11</sup> and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest.<sup>12</sup> The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom,<sup>13</sup> (b) classroom instruction on distracted driving as a major traffic safety issue,<sup>14</sup> (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches,<sup>15</sup> and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement.<sup>16</sup> Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle.<sup>17</sup> The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration. <sup>18</sup>

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105 ILCS 5/27-22(e)(3) allows the substitution of an advanced placement computer science course for a year of mathematics. For specific requirements, see 6:300-E2, *State Law Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.

<sup>9</sup> 105 ILCS 5/27-22, amended by P.A. 99-434 and P.A. 99-486. The statute specifically states that school districts may utilize private funding available for offering civics education.

<sup>10</sup> The General Assembly encouraged school boards to implement American Sign Language courses into the school foreign language curriculum. 105 ILCS 5/10-20.52. Senate Joint Resolution 68 (96th General Assembly, 2010) encourages school districts to explore the introduction of Arabic as a foreign language in their curriculums.

<sup>11</sup> The ISBE rule on driver education personnel is found at 23 Ill.Admin.Code §252.40, amended at 42 Ill. Reg. 8957. School districts may contract with a commercial driver training school (CDTS) for driver education. 105 ILCS 5/27-24.2, amended by P.A. 100-465. To qualify to contract with a school district, a CDTS must: (a) hold a valid license issued by the Ill. Sec. of State; and (b) provide instructors who hold a valid Ill. teaching certificate or license. *Id.* A district contracting with a CDTS must provide a list to ISBE of the CDTS instructors. *Id.* The list must include the name, personal ISBE identification number, birth date and driver's license number of each instructor who will teach driver education. *Id.* Although a formal waiver for outsourcing of driver's education is no longer required, districts must consider their applicable collective bargaining agreement(s), board policy, and the reduction in force (RIF) provisions of the School Code as they relate to outsourcing of instructional staff. Consult the board attorney for guidance.

<sup>12</sup> 105 ILCS 5/27-24.2, amended by P.A. 100-465.

<sup>13</sup> *Id.*

<sup>14</sup> *Id.*

<sup>15</sup> *Id.*

<sup>16</sup> *Id.*, amended by P.A. 99-720.

<sup>17</sup> 105 ILCS 5/27-17.

<sup>18</sup> The Ill. Vehicle Code, 625 ILCS 5/6-408.5, contains these requirements; they are paraphrased below and may be added to the policy or otherwise disseminated.

Before a certificate of completion will be requested from the Secretary of State, a student must receive a passing grade in at least eight courses during the two semesters last ending before requesting the certificate. A certificate of completion will not be requested for any person less than 18 years of age who has dropped out of school unless the individual provides:

1. Written verification of his or her enrollment in a high school equivalency or alternative education program or a high school equivalency certificate (formerly GED certificate);
2. Written verification that before dropping out, the individual had received passing grades in at least eight courses during the two previous semesters last ending before requesting a certificate;

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught. **19**
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. **20**
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response. **21**
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. **22**
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process. **23**

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3. Written consent from the individual's parent/guardian and the Regional Superintendent; or
4. Written waiver from the Superintendent of the School District in which the individual resides or resided at the time he or she dropped out of school, or from the chief school administrator with respect to a dropout who attended a non-public high school. A waiver may be given if the Superintendent or chief administrator deems it to be in the individual's best interests.

**19** 105 ILCS 5/27-23.3.

**20** 105 ILCS 5/27-23.4.

**21** 47 C.F.R. § 54.520 and 105 ILCS 5/27-13.3 control this section. "Grades kindergarten through 12" is used because federal law requires school districts that receive E-rate funding to certify that they have an Internet safety education policy for all minors. 47 C.F.R. §54.520(c)(1)(i). This federal law defines *minors* as any individual who has not attained the age of 17 years. 47 C.F.R. §54.520(a)(4)(i).

105 ILCS 5/27-13.3 requires a unit on Internet safety for students in grades 3 or above. It recommends seven topics for the unit on Internet safety and required ISBE to "make available resource materials for educating children regarding child online safety." It also invites schools to "adopt an age-appropriate curriculum for Internet safety instruction of students in grades kindergarten through 12."

For boards that do not receive E-rate funds and do not want to exceed the requirements of the School Code, replace this section with the following sentence: "In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee."

**22** 105 ILCS 5/27-12.

Because of the negative outcomes associated with bullying in schools, the Ill. General Assembly has also found "that [school districts] should educate students, parents, and [school district personnel] about what behaviors constitute prohibited bullying." 105 ILCS 5/27-23.7(a). A board may want to add the following option:

Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

The Ill. General Assembly invited boards to "make suitable provisions for instruction in gang resistance education and training in all grades and include such instruction in the courses of study regularly taught in those grades." See 105 ILCS 5/27-23.10(c). A board that shares this concern may add the following option: "In addition, in all grades gang resistance education and training must be taught."

**23** 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Requirements for displaying a U.S. flag at each school and in each classroom are found in 5 ILCS 465/3 and 465/3a.

8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent,<sup>24</sup> but at a minimum of three days per five-day week.<sup>25</sup> For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*. <sup>26</sup>
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law. <sup>27</sup>

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Note that the Illinois statute does not require every student to recite the *Pledge* – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the *Pledge*, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the *Pledge*. West Virginia State Bd. of Educ. v. Barnett, 319 U.S. 624 (1943); Sherman v. Community Consolidated Sch. Dist. 21 of Wheeling Township, 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the *Pledge*, such as, “You may now stand to recite the *Pledge*.” Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

<sup>24</sup> The phrase “after recommendation by the Superintendent” is optional. If a superintendent does not bring this topic to the board for discussion, the board may not have a trigger to make the determination.

<sup>25</sup> 23 Ill.Admin.Code §1.425(b), amended at 42 Ill. Reg. 11540.

<sup>26</sup> 105 ILCS 5/27-5 requires school boards to provide for students' physical education and allows the P.E. course offered in grades 5 through 10 to include the health education courses required by State law. See also 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990.

105 ILCS 5/27-6, amended by P.A. 100-465, describes when students may be excused from P.E. See also 23 Ill.Admin.Code §1.425(d), amended at 42 Ill. Reg. 11540.

105 ILCS 5/27-6, amended by P.A. 100-465, contains an exception to the minimum of three days per five-day week P.E. requirement for schools engaged in block scheduling; if this is applicable, substitute this sentence for the second-to-last sentence in this paragraph:

Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course.

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the Illinois Learning Standards for Physical Development and Health at: [www.isbe.net/Pages/Physical-Education-and-Health.aspx](http://www.isbe.net/Pages/Physical-Education-and-Health.aspx). See also 23 Ill.Admin.Code §1.425 (f) and (h), amended at 42 Ill. Reg. 11540; ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 2-15-18)* at: [www.isbe.net/Documents/fitness-asmt-faq.pdf](http://www.isbe.net/Documents/fitness-asmt-faq.pdf).

105 ILCS 5/27-7 describes the goals and requirements for P.E. courses; these are re-stated in this sample policy.

<sup>27</sup> 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n). Each school system shall provide a program in compliance with the Critical Health Problems and Comprehensive Health Education Act, 105 ILCS 110/. More detailed health education program content is described in administrative procedure 6:60-AP, *Comprehensive Health Education Program*. It includes the requirements for the development of a family life and sex education program (105 ILCS 5/27-9.1, amended by P.A. 100-684, and 110/3), among other health education topics including *teen dating violence* (105 ILCS 110/3.10, see 7:185, *Teen Dating Violence Prohibited* for the required “teen dating violence policy”) and cardiopulmonary resuscitation and automated external defibrillator use (105 ILCS 110/3).

Citations for letters (a) - (e) in this paragraph follow:

- (a) 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (proper nutrition) and see also policy 6:50, *School Wellness*.
- (b) Id. (physical fitness) and see also policy 6:50, *School Wellness*.

10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. **28**
11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system. **29**
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it. **30**
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State. **31**

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of

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- (c) Id. (sound mind and healthy body).
  - (d) 105 ILCS 5/27-13.2 (dangers and avoidance of abduction). The Ill. Dept. of State Police and ISBE must develop instruction on child abduction prevention. 20 ILCS 2605/2605-480.
  - (e) 105 ILCS 110/3 and 105 ILCS 5/10-23.13 a/k/a *Erin's Law* (child sexual abuse prevention). *Erin's Law* requires a policy addressing child sexual abuse prevention. A sentence in 6:60-AP, *Comprehensive Health Education Program* restates the basic recommendations for a child sexual abuse prevention program from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: [www.isbe.net/Documents/erins-law-final0512.pdf](http://www.isbe.net/Documents/erins-law-final0512.pdf). The professional educator training component of *Erin's Law* is addressed in policy 5:100, *Staff Development Program*. The Report also encourages parental involvement because parents play a key role in protecting children from child sexual abuse.
- 28** 23 Ill.Admin.Code §1.420(i). See 105 ILCS 435/Vocational Education Act.
- 29** 105 ILCS 5/27-12.1, amended by P.A. 99-284; 23 Ill.Admin.Code §1.420(k). P.A. 99-284 added these new subjects to the required consumer education course: consumer debt, higher education student loans, and identity-theft security.
- 30** 105 ILCS 5/27-13.1; 23 Ill.Admin.Code §1.420(l), amended at 42 Ill. Reg. 11535.
- 31** 105 ILCS 5/27-21; 23 Ill.Admin.Code §1.420(r).

the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. **32**

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film. **33**
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan. **34**
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women. **35**
17. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans. **36**
18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80. **37**
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement. **38**
20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling. **39**

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**32** Section 111 of Division J of Pub.L. 108-447, the Consolidated Appropriations Act, 2005, 12-8-04; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states: “[e]ach educational institution that receives Federal funds for a fiscal year shall hold an educational program on the U.S. Constitution on September 17 of such year for the student served by the educational institution.”

**33** 105 ILCS 5/27-3.5. The Congressional Medal of Honor film is available on ISBE’s website for no cost at: [www.isbe.net/Pages/Medal-of-Honor.aspx](http://www.isbe.net/Pages/Medal-of-Honor.aspx).

**34** 105 ILCS 5/27-20.3. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee.

**35** 105 ILCS 5/27-20.5. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. House Resolution 365 (98<sup>th</sup> General Assembly, 2013) and Senate Resolution 1073 (98<sup>th</sup> General Assembly, 2014) both urge all Illinois educators to share with students of an appropriate age the story of *comfort women* when discussing the history of Asia or World War II, or the issue of human trafficking.

**36** 105 ILCS 5/27-20.4. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. A school may meet this curriculum requirement through an online program or course. *Id.* as amended by P.A. 100-634.

**37** 105 ILCS 5/2-3.80(e) or (f), as applicable.

**38** 105 ILCS 5/27-23.8. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. The statute requires that the instruction be founded on the principle that all students, including students with disabilities, have the right to exercise self-determination. It urges districts to request individuals with disabilities to assist with the development and delivery of this instruction and allows instruction to be supplemented by knowledgeable guest speakers.

**39** 105 ILCS 5/27-23.11, added by P.A. 100-1056, requires districts that maintain any of the grades kindergarten through 8 to adopt a policy. The law is silent about how to educate students on this topic. See 6:60-AP, E2, *Resources for Biking and Walking Safety Education*, for additional information.

- LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.  
Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.  
47 C.F.R. §54.520  
5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-24.2, 435/, and 110/3.  
625 ILCS 5/6-408.5.  
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.
- CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

## **Instruction**

### **Curriculum Content**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.
2. In grades 7 through 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in physical activity.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal

education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.

10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
11. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

12. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
13. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
14. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
15. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

- LEGAL REF.: 5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.  
625 ILCS 5/6-408.5.  
23 Ill. Admin. Code §§1.420, 1.425, 1.430, and 1.440.  
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.  
Protecting Children in the 21<sup>st</sup> Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).  
47 C.F.R. §54.520.
- CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)
- ADOPTED: June 15, 1994
- REVISED: February 8, 2017

## Students

### Search and Seizure 1

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers. 2

#### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. 3

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal

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1 State or federal law controls this policy’s content. This policy concerns an area in which the law is unsettled. Consult the board’s attorney with questions about implementing this policy and searching students or seizing their possessions.

According to Fourth Amendment cases, a search by the police requires “probable cause” supported by a warrant. However, in a U.S. Supreme Court decision, cited in every student search case, the Court upheld the warrantless search of a student. A search is: (1) justified at its inception when there are reasonable grounds for suspecting the search of a particular student will turn up evidence that the student violated the law or school rules, and (2) permissible in its scope when it is reasonably related to the search’s objective and not excessively intrusive. T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).

2 The Ill. Supreme Court upheld a search conducted by a school liaison officer, saying: “Decisions ... that involve police officers in school settings can generally be grouped into three categories: (1) those where school officials initiate a search or where police involvement is minimal, (2) those involving school police or liaison officers acting on their own authority, and (3) those where outside police officers initiate a search. Where school officials initiate the search or police involvement is minimal, most courts have held that the reasonable suspicion test [applies]. ...The same is true in cases involving school police or liaison officers acting on their own authority. ...However, where outside police officers initiate a search, or where school officials act at the behest of law enforcement agencies, the probable cause standard has been applied. In the present case, the record shows that Detective Ruettiger was a liaison police officer on staff at the Alternate School, which is a high school student with behavioral disorders. ... We hold that the reasonable suspicion standard applies under these facts.” People v. Dilworth, 661 N.E.2d 310 (Ill., 1996).

3 A State statute allows school officials to inspect the personal effects left by a student on property owned or controlled by the school, e.g., lockers, desks, and parking lots (105 ILCS 5/10-22.6(e). This law does not mean that school officials have an excuse for unjustifiably opening students’ possessions looking for contraband (see footnote 1). See Doe v. Little Rick Sch. Dist., 380 F.3d 349 (8th Cir., 2004) (Searches conducted pursuant to the following policy were unconstitutional: “[B]ook bags, backpacks, purses and similar containers are permitted on school property as a convenience for students,” and “if brought onto school property, such containers and their contents are at all times subject to random and periodic inspections by school officials.”).

The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of privacy. While case law supports that lockers, as school property, may be searched without individualized suspicion of wrongdoing, many cases suggest that in order to search a student’s possessions left in the locker, school officials need individualized suspicion of wrongdoing. This paragraph, as well as 105 ILCS 5/10-22.6(e), attempts to avoid Fourth Amendment protection for personal property left by students on school property by telling students not to expect privacy in these places or in their personal property left there. **This is an unsettled area of the law and should be reviewed with the school board’s attorney.**

Option for high school and unit districts:

This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. <sup>4</sup>

#### Students <sup>5</sup>

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. <sup>6</sup> The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. <sup>7</sup>

When feasible, the search should be conducted as follows: <sup>8</sup>

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

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

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>4</sup> 105 ILCS 5/10-22.6(e). The sample policy may be amended to name other staff members who are authorized to request law enforcement aid.

<sup>5</sup> For more information about searches, seizures and interviews of students, see *Guidelines for Interviews of Students at School by Law Enforcement Authorities*, published by the Ill. Council of School Attorneys and available at: [www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf](http://www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf).

<sup>6</sup> TLO, 105 S. Ct. at 743. An unsubstantiated tip from a student may serve as the grounds for a search. People v. Pruitt, 662 N.E.2d 540 (Ill.App.1, 1996).

<sup>7</sup> 105 ILCS 5/10-22.6(e) and TLO, 105 S. Ct. at 735.

<sup>8</sup> Optional; these are practical guidelines that will help to ensure that all searches comply with constitutional requirements. State or federal law requires nothing in this paragraph. For an alternative to intrusive pat-down searches and guidelines on strip searches, see Cornfield v. Consolidated High Sch. Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993). There, school officials had reason to believe that a high school student was concealing illegal drugs in his crotch area. Believing a pat down to be excessively intrusive and ineffective at detecting drugs, the school officials required the student to change into his gym clothes in a locked locker room while male school officials observed him. The search was upheld. But see, Stuczynski v. Bremen High School, 423 F.Supp.2d 823 (N.D.Ill., 2006) (The requisite individualized, reasonable suspicion to conduct a strip search was missing where the only reason for the strip search was the dean's belief that the students were the last students in a locker room before the money was reported missing.). See also, Safford Unified School Dist. v. Redding, 129 S. Ct. 2633 (2009) (finding a strip search of student was not justified under the circumstances even though the asst. principal had reasonable suspicion but still awarded qualified immunity to the asst. principal because the law was unclear).

A school district may randomly conduct a mass search by using a metal detector. People v. Pruitt, 662 N.E.2d 540 (Ill.App.1, 1996). The use of a metal detector must be according to the district's standards for when and how metal detector searches are to be conducted.

The U.S. Supreme Court upheld a random drug testing policy for student athletes and extracurricular participants, (Vernonia Sch. Dist. 47J v. Acton, 115 S.Ct. 2386 (1995); and Independent Sch. Dist. of Pottawatomie County v. Earls, 122 S.Ct. 2559 (2002)). The circumstances justifying random drug searches do not exist for the entire student body; thus, random drug tests of the student body would probably not survive constitutional scrutiny.

disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. <sup>9</sup>

Notification Regarding Student Accounts or Profiles on Social Networking Websites <sup>10</sup>

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

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

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.  
Right to Privacy in the School Setting Act, 105 ILCS 75/.  
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).  
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).  
People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).  
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).  
Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).  
Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>9</sup> See 105 ILCS 5/10-22.6(e).

<sup>10</sup> Right to Privacy in the School Setting Act, 105 ILCS 75/15, amended by P.A. 99-460. This law prohibits school officials from requiring or requesting a student to provide a password or other related account information. It requires districts to provide parents/guardians with notice of the law. The notification must be published in the school's disciplinary rules, policies, or handbook, or communicated by similar means. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

## **Students**

### **Search and Seizure**

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

#### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the district's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- \* outside the view of others, including students;
- \* in the presence of a school administrator or adult witness;
- \* by a certificated employee or liaison police officer of the appropriate gender.

#### **School Property and Equipment as well as Personal Effects Left on School Property by Students**

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

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

#### **Seizure of Property**

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

LEGAL REF.: *T.L.O. v. New Jersey*, 469 U.S. 325, 105 S. Ct. 733 (1985).  
School Code, 105 ILCS 5/10-20.14, 5/10-22.6, 5/10-22.10a.  
*Veronia Sch. Dist. 47J v. Acton*, 515 U.S. 646, 115 S. Ct. 2386 (1995).  
*Cornfield v. Consol. High Sch. Dist. No. 230*, 991 F.2d 1316 (7th Cir. 1993).  
*People v. Dilworth*, 169 Ill. 2d 195, 661 N.E.2d 310 (1996).  
*People v. Pruitt*, 278 Ill. App. 3d 194, 662 N.E.2d 540 (App. Ct. 1996).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interrogation), 7:190 (Student Behavior)

ADOPTED: October 12, 1994

REVISED: December 13, 2006

**Agenda Item No. 19-315**

**Superintendent's Communication**

**Committee**

**(No Enclosure)**

**PERSONNEL REPORT WITHOUT SALARIES**

The administration recommends the Board of Education's approval for the following:

**1.a. ADMINISTRATION - RECOMMENDATION FOR HIRE**

Name	Position	School	Benefits Yes/No	Effective Date	Notes
	Principal	FCW	Yes	07/01/2019	

**1.b. ADMINISTRATION - RECOMMENDATION FOR CHANGE OF STATUS**

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Benefits Yes/No</b>	<b>Effective Date</b>	<b>Notes</b>
Ashmann, Elizabeth	Special Education Coordinator	ESC	Y	07/01/2019	from Building Case Manager at WCJH and MJ to Special Education Coordinator
Berman, Dustin	Special Education Coordinator	ESC	Y	07/01/2019	from Assistant Principal at FCW to Special Education Coordinator
Brifcani, Angelica	Two Way Dual Language Coordinator	ESC	Y	07/01/2019	from Assistant Director of Second Language Programs to Two Way Dual Language Coordinator
Cygnar, Ann	Assistant Director of Special Education	ESC	Y	07/01/2019	from Special Education Coordinator to Assistant Director of Special Education
Edgar, Thomas	Assistant Superintendent for District Improvement and Data	ESC	Y	07/01/2019	from Executive Director of Assessment, Accountability, and Programs to Assistant Superintendent for District Improvement and Data
Palmer, Adam	Executive Director of Human Resources	ESC	Y	07/01/2019	market adjustment to reflect title change
Scaletta, Michael	Assistant Director of Special Education	ESC	Y	07/01/2019	from Principal at FCW to Assistant Director of Special Education
	Principal	WCE	Y	07/01/2019	

**1.c. ADMINISTRATION - RECOMMENDATION FOR LEAVE OF ABSENCE**

Name	Position	School	Benefits Yes/No	Effective Date	Notes
Cygnar, Ann	Special Education Coordinator	ESC	Y	4/1/2019	FMLA

**2.a. CERTIFIED - RECOMMENDATION TO HIRE**

Name	Position	School	Benefits Yes/No	Effective Date	Notes
Pighini, Cynthia	Kindergarten .50 FTE	FCW	Y	02/06/2019	replaces Jennifer Marini

**2.b. CERTIFIED - RECOMMENDATION FOR LEAVE OF ABSENCE**

Name	Position	School	Benefits Yes/No	Effective Date	Notes
Baker-Musgrove, Lauren	Fifth Grade Teacher	GMS	Y	12/7/2018	FMLA
Barnd, Laura	Speech Language Pathologist	KH	Y	2/11/2019	FMLA
Esbrook, Susan	Grade 6	GMS	Y	Intermittent	FMLA
Gasunas, Jaime	Grade 3	GMS	Y	Intermittent	FMLA
Pereyra, Suzette	Bilingual 1/2	VL	Y	2/19/2019	FMLA
Valdez, Mary	Art Teacher	JA	Y	2/06/2019	FMLA
Weis, Doris	Special Education Teacher	HR	Y	4/23/2019	FMLA

**2.c. CERTIFIED - RECOMMENDATION FOR RESIGNATIONS**

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Effective Date</b>
Babic, Jasmine	Social Worker	CLA	Last day of 2018-19 school year
Bergmann, Carrie	Grade 4	VL	Last day of 2018-19 school year
Briones-Gonzalez, David	Bilingual Resource	WCJH	Last day of 2018-19 school year
Dardanes, Madeline	Social Worker	TJ	Last day of 2018-19 school year
Giuliano, Jamie	Special Education	FCW	Last day of 2018-19 school year
Kemp, Louise	Speech Language Pathologist	CLA	Last day of 2018-19 school year
Micheli, Lindsay	Kindergarten .50 FTE	MJ	Last day of 2018-19 school year
Middona, LeeAnne	Special Education	TJ	Last day of 2018-19 school year
Palacios-Rangel, Amalia	Bilingual Resource	KH	Last day of 2018-19 school year
Schultz, Katie	Bilingual Kindergarten	TJ	Last day of 2018-19 school year
Stevens, Margaret	Grade 3	HR	Last day of 2018-19 school year
Szilvagy, Monica	Bilingual Resource	TJ	Last day of 2018-19 school year
Van Hagey, Paula	Special Education Early Childhood	CLA	Last day of 2018-19 school year
Wride, Christine	Reading Consultant Specialist	TJ	Last day of 2018-19 school year

**2.d. CERTIFIED - RECOMMENDATION FOR JOB SHARE**

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Effective Date</b>	<b>Notes</b>
Carey, Amy/Gavin, Nicole	Grade 5-6 Gifted	FCW	08/12/2019	each teacher job sharing .50 FTE
Drake, Kathy/Verisario, Renee	Grade 4	PH	08/12/2019	each teacher job sharing .50 FTE
Greenlimb, Elizabeth/Thomas, Joan	Grade 4	WB	08/12/2019	each teacher job sharing .50 FTE
Loudermilk, Kelly/Raz, Becky	Grade 1	PH	08/12/2019	each teacher job sharing .50 FTE
Perez-Smith, Karina/Nyquist, Brooke	Bilingual Kindergarten	LL	08/12/2019	each teacher job sharing .50 FTE
Channenson-Guttman, Genna	Social Worker/Bilingual Early Intervention Facilitator .70 FTE	CLA	08/12/2019	no partner
Christ, Lauren	Assistive Technology Facilitator .50 FTE	CLA	08/12/2019	no partner
Kearney, Christine	Social Worker .80 FTE	PG	8/12/2019	no partner
Kolka, Kristin	Speech Language .80 FTE	VL	08/12/2019	no partner
Lee, Clara	ESL .50 FTE	PH	08/12/2019	no partner
Madsen, Kathryn	Kindergarten .50 FTE	FCW	08/12/2019	no partner
Mandarino, Melanie	Early Childhood Facilitator .50 FTE	CLA	08/12/2019	no partner
Plotz, Anne	Speech Language .50	CLA	08/12/2019	no partner
Sargeant, Jessica	Special Education .50	TBD	08/12/2019	no partner
Schuman, Julie	Speech Language .40 FTE	FCW	08/12/2019	no partner

**3.a. NON-CERTIFIED - RECOMMENDATION TO HIRE**

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Benefits Yes/No</b>	<b>Effective Date</b>	<b>Notes</b>
Alvarado, Joshua	Bus Driver	TRANS	Y	01/24/2019	replaces Darlene Altieri
Cefalu, Mary	Special Education Program Assistant	HR	Y	02/25/2019	replaces Padma Ravela
Deepak, Divya	Special Education Program Assistant	WRS	Y	03/11/2019	replaces Nelly Trujillio
Golding, Elizabeth	Bus Driver	TRANS	Y	01/24/2019	replaces Elizabeth Henning
Hayes, Jayne	Kitchen Assistant	SNS	Y	02/25/2019	replaces Cynthia Lopresti
Olson, Maureen	General Education Program Assistant	WCJH	Y	02/11/2019	replaces Isela Marquez
Opipari-Kloes, Eleonora	Special Education Program Assistant with Personal care	CLA	Y	03/01/2019	new due to student need
Schalk, Megan	Special Education Program Assistant with Personal Care	CLA	Y	02/25/2019	new due to student need
Smith, Anastasia	Special Education Program Assistant	WB	Y	02/12/2019	replaces Susan Wilson
Spellacy, Jillian	Nurse	GMS	Y	02/20/2019	new due to student need-2nd nurse
Vrshek, Colleen	Special Education Program Assistant with Personal Care	CLA	Y	02/20/2019	replaces Lonnie Sommer

**3.b. NON-CERTIFIED - RECOMMENDATION FOR CHANGE OF STATUS**

Name	Position	School	Effective Date	Notes
Johnson, Toby	Bus Driver	TRANS	01/28/2019	from full time to part time
Kreiss, Lisa	Executive Assistant	ESC	03/13/2019	from Personnel Generalist to Executive Assistant
Stellmach, Linda	General Education Program Assistant	KH	02/14/2019	voluntary reduction of 15 minutes and removal of Personal Care stipend

**3.c. NON-CERTIFIED - RECOMMENDATION FOR LEAVE OF ABSENCE**

Name	Position	School	Benefits Yes/No	Effective Date	Notes
Buccelli, Michael	Bus Driver	Transportation	Y	02/20/2019	FMLA
Butterly, Colleen	Secretary	WRS	Y	02/28/2019	FMLA
Engler, Mary	Program Assistant	TJ	Y	02/11/2019	FMLA
Hoffman-Tellef, Lori	Bus Driver	Transportation	Y	02/11/2019	FMLA

**3.c. NON-CERTIFIED - RECOMMENDATION FOR LEAVE OF ABSENCE, CONT.**

Name	Position	School	Benefits	Effective Date	Notes
Khan, Iffat	Program Assistant	WCJH	Y	04/01/2019	FMLA
Rizvi, Syeda	Special Education Program Assistant with Personal Care	CLA	Y	05/02/2019	FMLA
Smearman, Nancy	Special Education Program Assistant with Personal Care	MJ	Y	02/19/2019	FMLA
Stott, Gary	Clerical Assistant	CS	Y	02/19/2019	FMLA
Unjom, Myra	Special Education Program Assistant with Personal Care	CS	Y	02/14/2019	FMLA
Valle, Raymond	Custodian	WRS	Y	01/28/2019	FMLA
Waldier, Jack	Mechanic	Transportation	Y	02/05/2019	FMLA

**3.d. NON-CERTIFIED - RECOMMENDATION FOR RESIGNATIONS**

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Effective Date</b>
Anupama, Krishnan	Special Education Program Assistant with Personal Care	SRP	02/01/2019
Beckley, Marjorie	Special Education Program Assistant with Personal Care	PGJH	03/01/2019
Holmstrom, June	Occupational Therapist	CLA	05/28/2019
Ignatenko, Dmitriy	Bus Driver	TRANS	02/08/2019
Perry, Joshua	General Education Program Assistant	LS	02/22/2019

**3.e. NON-CERTIFIED - RECOMMENDATION FOR RETIREMENT WITHOUT INCENTIVE**

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Effective Date</b>
Boulter, Donna	Lunch Coordinator	KH	03/22/2019
Thielen, Linda	Bus Driver	TRANS	04/12/2019

**3.f. NON-CERTIFIED - RECOMMENDATION FOR DISCIPLINARY ACTION**

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Effective Date</b>	<b>Notes</b>
Espinoza, Alejandra	Bilingual Program Assistant	SRP	02/28/2019	1 day unpaid suspension
Sisauri, Ia	Special Education Program Assistant with Personal Care	GMS	03/06/2019	1 day unpaid suspension

## **RESOLUTION**

### **HONORABLE DISMISSAL OF TEACHER(S)**

**WHEREAS**, the teacher(s) listed in this Resolution are employed by the Board of Education of Community Consolidated School District No. 15 during the 2018-2019 school year; and

**WHEREAS**, the Board has determined to decrease the number of teachers employed in the School District; and

**WHEREAS**, each teacher has been categorized into one or more positions that the teacher is qualified to hold, based upon legal qualifications and any other qualifications established in the District's job description for such positions; and

**WHEREAS**, within each position and subject to agreements made by the District's Joint Committee on honorable dismissals, the District has assigned each teacher to one of four groupings based on performance evaluation ratings; and

**WHEREAS**, the Board must first dismiss those teachers in Group 1 before dismissing any teacher in Group 2 who is qualified to hold a position currently held by a teacher in Group 1, and these Group 1 teachers are not entitled to recall rights; and

**WHEREAS**, the Board must first dismiss those teachers in Group 2 before dismissing any teacher in Group 3 who is qualified to hold a position currently held by a teacher in Group 2, and these Group 2 teachers are entitled to limited recall rights only in certain circumstances; and

**WHEREAS**, the Board must first dismiss those teachers in Group 3 before dismissing any teacher in Group 4 who is qualified to hold a position currently held by a teacher in Group 3, and teachers in Groups 3 and 4 are entitled to recall rights; and

**WHEREAS**, as between or among teachers in Group 1 qualified to hold a position, the sequence of dismissal is at the Board's discretion; and

**WHEREAS**, as between or among teachers in Group 2 qualified to hold a position, the teacher or teachers with the lowest average performance evaluation rating must be dismissed first; and

**WHEREAS**, as between or among teachers in Group 2 with the same average performance evaluation rating and within each of Groups 3 and 4, the teacher or teachers with the shorter length of continuing service with the District must be dismissed first unless an alternative method of determining the sequence of dismissal is established in a collective bargaining agreement or contract between the Board and a professional faculty members' organization; and

**WHEREAS**, whenever the number of honorable dismissal notices based upon economic necessity exceeds five (5) or one hundred fifty percent (150%) of the average number of teachers honorably dismissed in the preceding three (3) years, whichever is greater, the Board is required to hold a public hearing on the question of dismissals; and

**WHEREAS**, a public hearing on the question of the dismissals is not required; and

**WHEREAS**, the Board has concluded that the teacher(s) named in this resolution will be honorably dismissed at the end of the 2018-2019 school year, pursuant to Section 24-12 of the *School Code* (105 ILCS 5/24-12).

**NOW, THEREFORE**, Be It Resolved by the Board of Education of Community Consolidated School District No. 15, Cook County, Illinois, that:

**Section 1:** The following teacher(s) shall be honorably dismissed at the end of the 2018-2019 school year because of the decision of the Board to decrease the number of teachers employed:

Allison Carpenter  
Amy Fay  
Francesca DeTogne  
Judy Garnmeister  
Garret Glaviano  
Samantha Houk  
Kelly Neuckranz  
Danielle O'Toole  
Alicia Olson  
Cindy Pighini  
Jacqueline Tonies  
Crystal Zeppetello

**Section 2:** The President and Secretary of the Board are authorized and directed to give the teacher(s) a written Notice of Honorable Dismissal, together with the reason therefore, attached as Exhibit(s) A1, and incorporated by reference, by first class mail at least forty-five (45) days before the end of the school year.

**Section 3:** The Superintendent or designee shall also deliver a copy of the Notice to the teacher(s) by certified mail, return receipt requested and personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.

**Section 4:** This Resolution is in full force and effect upon its passage.

**ADOPTED** this 13th day of March, 2019, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST

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Board President

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Board Secretary

## EXHIBIT A1

\_\_\_\_\_, 2019

**Via First Class Mail and**

***[Certified Mail, Return Receipt Requested AND/OR Personal Delivery]***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RE: NOTICE OF HONORABLE DISMISSAL**

Dear \_\_\_\_\_:

At its meeting held on \_\_\_\_\_, 2019, the Board of Education of Community Consolidated School District No. 15, Cook County, Illinois, pursuant to Section 24-12 of the *School Code*, resolved to honorably dismiss you effective at the end of the 2018-2019 school year. The reason for your dismissal is the decision by the Board to decrease the number of teachers employed in the School District. Your last day of employment in the District, subject to the use of snow or emergency days, will be \_\_\_\_\_, 2019.

Sincerely,

Board of Education  
Community Consolidated School District No. 15  
Cook County, Illinois

ATTEST

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

## EXHIBIT B

### RECEIPT CONFIRMATION

I, \_\_\_\_\_, received the attached Notice of Honorable Dismissal by personal  
(name of employee)

delivery from \_\_\_\_\_, \_\_\_\_\_, of  
(name of person delivering notice) (title)

Community Consolidated School District No. 15, on \_\_\_\_\_, 2019.  
(date notice was given)

\_\_\_\_\_  
(signature of employee)

## RESOLUTION

### NON-RENEWAL OF ADMINISTRATOR CONTRACT AND DISMISSAL OF THIRD YEAR PROBATIONARY TEACHER FOR REASONS OTHER THAN REDUCTION-IN-FORCE

**WHEREAS**, Robert Bolin is employed by the Board of Education of Community Consolidated School District No. 15 under an administrative contract as a Building Case Manager during the 2018-2019 school year and is in his third year of probationary teaching service in the School District; and

**WHEREAS**, the Board is empowered to structure and employ its administrative staff; and

**WHEREAS**, the Board has determined that Robert Bolin should not have his administrator's employment contract renewed and should not be re-employed as a teacher for the 2019-2020 school term, pursuant to Section 24-11 of the *School Code* (105 ILCS 5/24-11), for reasons other than reduction in force.

**NOW, THEREFORE**, Be It Resolved by the Board of Education of Community Consolidated School District No. 15, Cook County, Illinois, that:

**Section 1:** Robert Bolin will not be renewed as an administrator and will not be re-employed as a teacher for the 2019-2020 school term.

**Section 2:** The President and Secretary of the Board of Education are authorized and directed to give the administrator a written Notice of Non-Renewal and Dismissal by certified mail, return receipt requested, at least forty-five (45) days before the end of the school term, or such earlier time as the administrator's employment contract may require. A copy of this Notice is attached as Exhibit A and incorporated by reference.

**Section 3:** The Superintendent or designee shall also deliver a copy of the Notice to the administrator by first class mail and personally with a signature receipt. A copy of the receipt is attached as Exhibit B and incorporated by reference.

**Section 4:** This Resolution is in full force and effect upon its passage.

**ADOPTED** this 13th day of March, 2019, by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST:

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Board President

---

Board Secretary

**EXHIBIT A**

\_\_\_\_\_, 2019

**Via First Class Mail and**  
***[Certified Mail, Return Receipt Requested AND/OR Personal Delivery]***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RE: NOTICE OF NON-RENEWAL AND DISMISSAL**

Dear \_\_\_\_\_:

At its meeting held on \_\_\_\_\_ 2019, the Board of Education of Community Consolidated School District No. 15, Cook County, Illinois resolved to non-renew your administrative contract and, pursuant to Section 24-11 of the *School Code*, not to re-employ you as a teacher for the 2019-2020 school year, for reasons other than reduction-in-force. Your last day of employment in the District will be June 30, 2019.

Sincerely,

Board of Education  
Community Consolidated School District No. 15  
Cook County, Illinois

ATTEST

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

## EXHIBIT B

### RECEIPT CONFIRMATION

I, Robert Bolin, received the attached Notice of Dismissal by  
(name of employee)  
personal delivery from \_\_\_\_\_, \_\_\_\_\_, of  
(name of person delivering notice) (title)  
Community Consolidated School District No. 15, on \_\_\_\_\_, 2019.  
(date notice was given)

\_\_\_\_\_  
(signature of employee)

**Community Consolidated School District 15**



Serving all or part of:  
Palatine • Rolling Meadows • Inverness  
Arlington Heights • Hoffman Estates  
Schaumburg • South Barrington

Joseph M. Kiszka Educational Service Center  
580 N. 1st Bank Drive  
Palatine, IL 60067-8110

Lisa Nuss  
Assistant Superintendent for Human Resources

(847) 963-3013 • Fax (847) 963-3162  
www.ccsd15.net

DATE: March 13, 2019

TO: Board of Education

FROM: Lisa Nuss  
Assistant Superintendent for Human Resources

RE: Agenda Item No. 19-323  
Additional Staff Allocation for Student Services



The Administration is recommending the following changes to the Student Services Department:

1. Reallocate staff currently filling one (1) Coordinator for Special Education position to Assistant Director of Special Education. This position will provide services for Low Incidence Programs.
2. Increase one (1) position for an Assistant Director of Special Education. This position will provide services for High Incidence Programs.

Low Incidence Programs support students with disabilities such as autism spectrum disorders, intellectual disabilities and vision or hearing impairments. High Incidence Programs encompass disabilities such as specific learning disabilities, emotional disabilities and other health impairments. This change will allow for an organizational structure within the Student Services Department that provides the necessary day-to-day support at the building level, develops institutional consistency and continuity, and increases instructional coaching for academic, behavioral and functional skill development to improve outcomes for students with disabilities.

The Administration is recommending adding one (1) Assistant Director of Student Services and changing one (1) Special Education Coordinator positions to a second Assistant Director of Student Services, resulting in an increase of 1.0 position in the Student Services Department. Both positions will be funded through the Individuals with Disabilities Education Act (IDEA) Flow-Through Grant as supplemental supports and services to address the educational needs of students with disabilities.

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (the “Agreement”) is entered into by the Board of Education of Community Consolidated School District No. 15 (the “District”) and [REDACTED] (the “Administrator”) (collectively referred to as the “Parties”).

**WHEREAS**, the Administrator currently has zero (0) sick leave days accumulated in her sick leave account with the District; and

**WHEREAS**, the Administrator is not eligible to retire under TRS until at least five (5) years from the date of this Agreement;

**WHEREAS**, the Parties find it mutually beneficial to grant the Administrator seventy-one (71) sick leave days, which will be immediately available for use.

**NOW THEREFORE**, in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **RECITALS.** The recitals set forth hereinabove are true and correct and are incorporated in this Agreement by reference.
2. **SICK LEAVE GRANT.** The District hereby grants to the Administrator seventy-one (71) sick leave days, which will be immediately available for use in accordance with Section 24-6 of the Illinois *School Code*. The sick leave days shall be granted on the execution date of this Agreement.
5. **COMPLETE UNDERSTANDING.** This Agreement sets forth all of the promises, agreements, conditions and understandings between the Parties relative to the subject matter hereof and no other promises, agreements or understandings, whether oral or written, expressed or implied, exist between the Parties.
6. **NON-PRECEDENTIAL.** The District and the Administrator agree that this Agreement and the sick leave grant set forth herein are entirely non-precedential and will not constitute binding precedent for the District in any future agreement between the Parties.
7. **AMENDMENTS.** No provisions or requirements expressed in this Agreement may be altered, modified, changed and/or canceled after the effective date of this Agreement, except upon the express written consent of all Parties.

**[SIGNATURE PAGE TO FOLLOW]**

**IN WITNESS WHEREOF**, the Parties have executed this Agreement on this 13th day of March 2019.

**ADMINISTRATOR**

**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT NO. 15  
COOK COUNTY, ILLINOIS**

 \_\_\_\_\_

**By:** \_\_\_\_\_  
**President**

**ATTEST:**

\_\_\_\_\_  
**Secretary**

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

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

March 13, 2019

## Community Consolidated School District 15



Serving all or part of:  
Palatine • Rolling Meadows • Inverness  
Arlington Heights • Hoffman Estates  
Schaumburg • South Barrington

Joseph M. Kiszka Educational Service Center  
580 N. 1st Bank Drive  
Palatine, IL 60067-8110

Michael Adamczyk  
Chief School Business Official

(847) 963-3032 • Fax (847) 963-3061  
www.ccsd15.net



**DATE:** March 13, 2019

**TO:** Board of Education

**FROM:** Michael Adamczyk, CSBO

**RE:** Action Item – Renewal of Miller, Cooper & Co., Ltd. Independent Auditor Agreement

The District's contract with its current independent auditor, Miller, Cooper & Co., Ltd., expired with the audit for the year ended June 30, 2018. We have been very satisfied with the level of service and the professionalism exhibited by Miller Cooper, and requested that they provide us with a proposal to provide audit services for an additional three-year period.

The District paid \$27,000 for audit services for the year ended June 30, 2018. Miller Cooper has proposed audit fees of \$27,800, \$28,600, and \$29,500 respectively for the years ending June 30, 2019 through June 30, 2021. Prior to utilizing Miller Cooper, the District paid \$36,100 to another audit firm for the year ended June 30, 2012.

Administration recommends renewing the contract with Miller, Cooper & Co., Ltd. for an additional three years.

# MILLER COOPER & Co., Ltd

ACCOUNTANTS AND CONSULTANTS

January 30, 2019

Board of Education  
Dr. Scott Thompson, Superintendent  
Mr. Michael Adamczyk, Chief School Business Official  
Community Consolidated School District 15  
580 N. Bank Drive  
Palatine, Illinois 60067

Attention: Dr. Scott Thompson, Superintendent

## **The Objective and Scope of the Audits of the Financial Statements**

Miller Cooper is pleased to have this opportunity to submit our proposal to audit Community Consolidated School District 15's (the District) for the years ending June 30, 2019, June 30, 2020, and June 30, 2021. We will audit the financial statements of the District, which comprise the governmental activities, each major fund, and aggregate remaining fund information as of and for the years ending June 30, 2019, June 30, 2020, and June 30, 2021, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance of the agreed terms of this audit engagement by means of this letter.

Our audits will be conducted with the objective of our expressing an opinion on the basic financial statements.

We will also perform the audits of the District as of June 30, 2019, June 30, 2020, and June 30, 2021 so as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audits of the basic financial statements. We will not express an opinion or provide any form of assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited. These items include the Management's Discussion and Analysis, Illinois Municipal Retirement Fund Pension Data, Teachers' Retirement System Pension Data, Other Postemployment Benefits, Budgetary Comparison Schedules, and Notes to the Required Supplementary Information.

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### **The Objective and Scope of the Audits of the Financial Statements (Continued)**

Supplementary financial information other than RSI will accompany the District's basic financial statements. We will subject the supplementary financial information to the auditing procedures applied in our audits of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary financial information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the supplementary financial information, which we anticipate this information to be the same as last year, in relation to the financial statements as a whole.

Other supplemental information, other than RSI and the above mentioned supplementary financial information, will be accompanying the District's basic financial statements. We will not subject the other supplemental information, which we anticipate this information to be the same as last year, to the auditing procedures applied in our audits of the basic financial statements and will not express an opinion or provide any form of assurance on them.

The State Annual Financial Report (AFR), which also has supplementary financial information, will be submitted separately from the District's basic financial statements. We will subject certain portions of the AFR (Basic Financial Statements, Supplementary Schedules and Notes) to the auditing procedures applied in our audits of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary financial information in the AFR to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on certain portions of the AFR (Basic Financial Statements, Supplementary Schedules, and Notes) in relation to the financial statements as a whole. The remainder of the AFR (excluding the Single Audit, which is covered by its own auditors' report) will not be subjected to the auditing procedures applied in our audits of the basic financial statements and we will not express an opinion or provide any form of assurance on them.

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audits of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

### **The Responsibilities of the Auditors**

We will conduct our audits in accordance with auditing standards generally accepted in the United States of America (GAAS); *Government Auditing Standards* issued by the Comptroller General of the United States (GAS); the provisions of the Single Audit Act; Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, if applicable; and the U.S. Office of Management and Budget's (OMB) *Compliance Supplement*, if applicable. Those standards, regulations or supplements require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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**The Responsibilities of the Auditors (Continued)**

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, GAS does not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control or to identify deficiencies in internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audits.

We will also communicate to the Board of Education (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audits, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audits (unless they are clearly inconsequential). Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

The funds that you have told us are maintained by the District and that are to be included as part of our audits will be the same as the funds reported in the District's financial statements, for the year ended June 30, 2018.

The federal financial assistance programs and awards that you have told us that the District participates in and that are to be included as part of the single audit are substantially the same as in the prior years' Schedule of Expenditures of Federal Awards.

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

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**The Responsibilities of the Auditors (Continued)**

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our reports on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and circulars identified above.

**The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Our audits will be conducted on the basis that management and when appropriate, the Board of Education, the Superintendent, and the Assistant Superintendent for Business Administration & Operations, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with the accounting principles generally accepted in the United States of America, and preparation of the AFR, which is prepared using the regulatory basis of accounting as prescribed by the Illinois State Board of Education;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
5. For (a) identifying all federal awards received and expended; (b) preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; and (g) submitting the reporting package and data collection form.
6. For the compliance audit of major programs under Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance and reporting responsibilities.

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**The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework  
(Continued)**

7. To provide us with:
- Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
  - Additional information that we may request from management for the purpose of the audits;
  - Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence;
  - When applicable, a summary schedule of prior audit findings for inclusion in the single audit reporting package; and
  - If applicable, responses to any findings reported on the schedule of findings and questioned costs.

As part of our audit process, we will request from management and, when appropriate, the Superintendent, Chief School Business Official, and the Board of Education, written confirmation concerning representations made to us in connection with the audits, including among other items:

- That management has fulfilled its responsibilities as set out in the terms of this letter; and
- That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, if any.

You are also responsible for all management decisions and responsibilities, and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your financial statements and any other non-audit services. You are responsible for evaluating the adequacy and results of services performed and accepting responsibility for such services.

Management is responsible for identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the District involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse, or suspected fraud or abuse, affecting the District received in communications from employees, former employees, analysts, regulators or others.

Management is responsible for the preparation of the supplementary information (RSI and supplementary financial information), in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

January 30, 2019  
Board of Education  
Dr. Scott Thompson, Superintendent  
Mr. Michael Adamczyk, Chief School Business Official  
Community Consolidated School District 15

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**The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework  
(Continued)**

The Board of Education is responsible for informing us of its views about the risks of fraud or abuse within the District, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the District.

You have informed us that, in the event that the District may issue public debt in the future, that you may include our report on your financial statements in the offering statement. You have further informed us that you do not intend for us to be associated with the proposed offering.

We agree that our association with any proposed offering is not necessary, provided the District agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. The District agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

Miller, Cooper & Co., Ltd., our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Miller, Cooper & Co., Ltd. also has not performed any procedures relating to this official statement or memorandum.

Because of the importance of oral and written representations to an effective engagement, the District hereby releases Miller, Cooper & Co., Ltd., its current, former and future partners, principals, employees, and personnel from any or all claims, liabilities, losses, and expenses attributable to a misrepresentation by District management or false or incomplete information provided by any of the District's personnel or agents to us in the performance of our services. This provision shall survive the termination of this arrangement for services.

**Community Consolidated School District 15's Records and Assistance**

If circumstances arise relating to the condition of the District's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audits or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement. The District agrees that Miller, Cooper & Co., Ltd. shall have no liability for any damages to the District that arise from any actions Miller, Cooper & Co., Ltd. may take pursuant to this paragraph.

During the course of our engagement, we may accumulate records containing data that should be reflected in the District's books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by District personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with Michael Adamczyk, Chief School Business Official. The timely and accurate completion of this work is an essential condition to our completion of the audits and issuance of our audit reports.

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**Community Consolidated School District 15's Records and Assistance (Continued)**

In connection with our audits, you have requested us to perform certain non-audit services necessary for the preparation of the financial statements, including drafting of the financial statements and AFR; assistance with preparation of the Schedule of Expenditures of Federal Award (if needed); assistance with the preparation of the Data Collection Form; assistance with modified accrual adjustments (if needed) and GASB 34 entries and filing the AFR with the Illinois State Board of Education. The GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the District, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit services to be performed. The District has agreed that Michael Adamczyk, Chief School Business Official, possesses suitable skill, knowledge or experience and that the individual understands the non-audit services listed above to be performed sufficiently to oversee them. Accordingly, the management of the District agrees to the following:

1. The District has designated Michael Adamczyk, Chief School Business Official, as a senior member of management who possesses suitable skill, knowledge and experience to oversee the services;
2. Michael Adamczyk, Chief School Business Official, will assume all management responsibilities for subject matter and scope of the non-audit services listed above;
3. The District will evaluate the adequacy and results of the services performed; and
4. The District accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the District's management and those charged with governance of the objectives of the non-audit services, the services to be performed, the District's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. We believe this letter documents that understanding.

**Other Relevant Information**

Miller, Cooper & Co., Ltd. may mention the District's name and provide a general description of the engagement in Miller, Cooper & Co., Ltd.'s client lists and marketing materials.

Miller, Cooper & Co., Ltd. is committed to the safe and confidential treatment of Community Consolidated School District 15's proprietary information. Miller, Cooper & Co., Ltd. is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Community Consolidated School District 15 agrees that it will not provide Miller, Cooper & Co., Ltd. with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Community Consolidated School District 15 information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

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**Other Relevant Information (Continued)**

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

In accordance with GAS, a copy of our most recent peer review report is enclosed for your information.

**Fees, Costs, and Access to Workpapers**

Our fees for the audit and non-audit services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement. Our fee estimate and completion of our work are based upon the following criteria:

- a. Anticipated cooperation from District personnel
- b. Timely responses to our inquiries
- c. Timely completion and delivery of client assistance requests
- d. Timely communication of all significant accounting and financial reporting matters
- e. The assumption that unexpected circumstances will not be encountered during the engagement
- f. No new accounting or auditing standards need to be implemented.

As stated above, all of the information we have requested needs to be completed by the dates that have been agreed to for the start of audit fieldwork in order for the audit to be completed in an efficient and timely manner and for the deliverables to be completed in accordance with the agreed upon timeline. If information is not available and additional time needs to be scheduled for the completion of the audit, we will discuss with management applicable inefficiencies and agree on additional charges in advance.

Our fees to perform audit and non-audit services for the years ending June 30, 2019 - 2021 are as follows:

<u>Year ending</u> <u>June 30,</u>	<u>Amount</u>
2019	\$27,800
2020	\$28,600
2021	\$29,500

This fee estimate will be subject to adjustments based on unanticipated changes in the scope of our work and/or incomplete or untimely receipt by us of information on the client participation list. The above fee does not include any additional work that may be required for GATA reporting. Additional non-audit services that may be required will be billed at our standard rates in effect at the time the services are provided. All other provisions of this letter will survive any fee adjustment. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

January 30, 2019  
Board of Education  
Dr. Scott Thompson, Superintendent  
Mr. Michael Adamczyk, Chief School Business Official  
Community Consolidated School District 15

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#### **Fees, Costs, and Access to Workpapers (Continued)**

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the District agrees it will compensate Miller, Cooper & Co., Ltd for any additional costs incurred as a result of the District's employment of a partner or professional employee of Miller, Cooper & Co., Ltd. To ensure that Miller, Cooper & Co., Ltd.'s independence is not impaired under professional standards, you agree to inform the engagement principal before entering into any substantive employment discussions with any of our personnel.

In the event we are requested or authorized by the District or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of Miller, Cooper & Co., Ltd. and is maintained in confidence. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and at our discretion and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Any access to requested documentation that may be provided will be under the supervision of Miller, Cooper & Co., Ltd. audit personnel and at a location designated by our firm, and such access shall not affect our ownership of or claim of privilege over these documents.

#### **Claim Resolution**

Any claim arising out of services rendered pursuant to this agreement shall be resolved in accordance with the laws of Illinois. The District and Miller, Cooper & Co., Ltd. agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by Miller, Cooper & Co., Ltd. or the date of this arrangement letter if no report has been issued, without delay in the running of this period based on the time of discovery of the claim. The District and Miller, Cooper & Co., Ltd. agree that neither of their liability to the other for any damages incurred as a result of this engagement, shall exceed the amount paid by you for services under this engagement. This damages limitation shall occur regardless of the nature of the claim, whether in contract, tort or otherwise, and including but not limited to Miller, Cooper & Co., Ltd.'s own negligence, but shall not apply to the extent that Miller, Cooper & Co., Ltd. is found to have acted with willful misconduct or fraudulent behavior. Furthermore, the District agrees that Miller, Cooper & Co., Ltd. shall not under any circumstances be liable for any special, consequential, incidental or exemplary damages or loss (nor any lost profits, taxes, interest, tax penalties savings or business opportunity).

In responding to any claim or action of any kind, regardless of whether it is in contract, tort, at law or in equity, we shall be entitled to assert your comparative fault as a defense to the claim or action to reduce any damages awarded against us in proportion to the culpable conduct attributable to you.

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### **Claim Resolution (Continued)**

In addition, the District agrees to indemnify, defend, and hold harmless Miller, Cooper & Co., Ltd. and its current, former and future partners, principals, employees, and personnel from any and all claims, liabilities, costs, and expenses, including attorney fees, relating to Miller, Cooper & Co., Ltd.'s services under this arrangement letter arising from or relating to the District's misrepresentations or false or incomplete information provided to us during the engagement, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Miller, Cooper & Co., Ltd. relating to such services.

If any term or provision of this agreement is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

### **Reporting**

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Education of the District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. Betsy Allen is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

In addition to our report on the District's financial statements and AFR, we will also issue the following types of reports, if applicable:

1. A report on the fairness of the presentation of the District's schedule of expenditures of federal awards for the years ending June 30, 2019 - 2021;
2. Reports on internal control related to the financial statements and major program. These reports will describe the scope of testing of internal control and the results of our tests of internal control;
3. Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance that could have a material effect on the financial statements and any noncompliance that could have a material effect, as defined by Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, on each major program;
4. An accompanying schedule of findings and questioned costs.

Our work is prepared as a result of this engagement of Miller, Cooper & Co., Ltd. by you and the information contained, and any opinions expressed therein are solely for your internal use. Miller, Cooper & Co., Ltd. is not aware that this work is intended to benefit or influence any other party. This agreement can be altered only by an additional written agreement executed by both of us.

January 30, 2019  
Board of Education  
Dr. Scott Thompson, Superintendent  
Mr. Michael Adamczyk, Chief School Business Official  
Community Consolidated School District 15

Page Eleven

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**Reporting (Continued)**

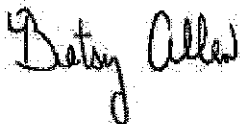
This letter constitutes the complete and exclusive statement of agreement between Miller, Cooper & Co., Ltd. and the District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties. If because of a change in the District's status or due to any other reason, any provision in this letter would be prohibited by, or would impair our independence under, laws, regulations or published interpretations by governmental bodies, commissions, or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this letter shall consist of the remaining portions.

At the conclusion of this arrangement, we will return all original records you supplied to us. Your records comprise of the backup and support for your basic financial statements. Our firm destroys our files and all pertinent workpapers for current clients after a retention period of seven years.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audits of the financial statements, including our respective responsibilities. We appreciate your business.

Sincerely,

MILLER, COOPER & CO., LTD.



Betsy Allen, Principal

ENG/Community Consolidated 19-21 ENG proposal rm

Confirmed on behalf of Community Consolidated School District 15:

\_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief School Business Official

\_\_\_\_\_  
Date

March 13, 2019



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## Community Consolidated School District 15

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Palatine, IL 60067-8110

Michael Adamczyk  
Chief School Business Official

(847) 963-3032 • Fax (847) 963-3061  
www.ccsd15.net



**DATE:** March 13, 2019

**TO:** Board of Education

**FROM:** Michael Adamczyk, CSBO  
Ivy Fleming, Budget & Purchasing Coordinator

**RE:** Action Item – Bid #19-017 Carpet Tile and Rubber Tile Flooring

### **Background**

Bid #19-017 – Carpet Tile and Rubber Tile Flooring – was published in the Daily Herald and posted on the District's website on February 5, 2019. Fifteen bids were sent out, and three bids were received back.

This bid consists of replacing the carpeting at Central Road School and Virginia Lake School. The rubber tile area in front of the classroom sinks at Virginia Lake School will be replaced as well.

### **Results**

Please see attached.

### **Recommendation**

It is recommended that the Board of Education award the bid to Vortex, Addison, IL in the amount of \$419,899.39. Vendor selection was based on lowest responsive bidder. These funds are budgeted in the 2019-20 Capital Projects Fund.

Bid documents are on file in the Business Office for review.

**BID #19-017 CENTRAL ROAD AND VIRGINIA LAKE CARPET**

<b>BID RESULTS</b>	<b>MR. DAVIDS FLOORING EXTENDED COST</b>	<b>VORTEX EXTENDED COST</b>	<b>TILES IN STYLE EXTENDED COST</b>
<b>SCHOOL: CENTRAL ROAD</b>			
<b>BASE BID- CARPET TILE (TANDUS)</b>			
CARPET TILES	142,957.42	122,579.38	144,893.04
4" BASE COVE	11,105.40	12,745.20	16,918.20
TRANSITIONAL MATERIALS	3,653.70	2,566.08	1,800.00
SITE DELIVERY, SITE PREPERATIONS, AND INSTALLATION CARPET	63,339.77	64,464.76	62,670.00
REMOVAL AND DISPOSAL OF CARPET	23,860.59	17,409.06	13,745.62
	<b>244,916.88</b>	<b>219,764.48</b>	<b>240,026.86</b>
<b>SCHOOL: VIRGINIA LAKE</b>			
<b>BASE BID- CARPET TILE (TANDUS)</b>			
CARPET TILES	156,693.42	125,257.60	158,522.28
4" BASE COVE	14,483.85	12,745.20	16,551.60
TRANSITIONAL MATERIALS	-	3,094.08	2,100.00
SITE DELIVERY, SITE PREPERATIONS, AND INSTALLATION CARPET	69,883.38	66,538.00	67,559.38
REMOVAL AND DISPOSAL OF CARPET	26,037.63	19,091.16	18,832.52
	<b>267,098.28</b>	<b>226,726.04</b>	<b>263,565.78</b>
<b>SCHOOL: CENTRAL ROAD</b>			
<b>BASE BID- Broadloom (TANDUS)</b>			
CARPET	131,615.46	116,272.99	139,127.40
4" BASE COVE	11,105.40	12,745.20	16,918.20
TRANSITIONAL MATERIALS	3,653.70	2,566.08	1,800.00
SITE DELIVERY, SITE PREPERATIONS, AND INSTALLATION CARPET	79,452.88	66,734.50	67,015.12
REMOVAL AND DISPOSAL OF CARPET	23,860.59	17,409.06	13,745.62
	<b>249,688.03</b>	<b>215,727.83</b>	<b>238,606.34</b>
<b>SCHOOL: VIRGINIA LAKE</b>			
<b>BASE BID- Broadloom (TANDUS)</b>			
CARPET	143,589.21	119,716.47	152,168.59
4" BASE COVE	14,483.85	12,745.20	16,551.60
TRANSITIONAL MATERIALS	-	3,094.08	2,100.00
SITE DELIVERY, SITE PREPERATIONS, AND INSTALLATION CARPET	87,286.77	69,184.28	72,633.19
REMOVAL AND DISPOSAL OF CARPET	26,037.63	19,091.16	18,832.52
	<b>271,397.46</b>	<b>223,831.19</b>	<b>262,285.90</b>
<b>SCHOOL: VIRGINIA LAKE</b>			
<b>BASE BID- RUBBER TILE</b>			
RUBBER TILES	5,584.15	4,256.64	4,095.28
4" BASE COVE	468.30	-	-
TRANSITIONAL MATERIALS	3,183.84	-	-
SITE DELIVERY, SITE PREPERATIONS, AND INSTALLATION CARPET	7,029.00	4,141.44	2,982.00
REMOVAL AND DISPOSAL OF CARPET	-	-	350.00
	<b>16,265.29</b>	<b>8,398.08</b>	<b>7,427.28</b>

**BID #19-017 CENTRAL ROAD AND VIRGINIA LAKE CARPET**

<b>BID RESULTS</b>	<b>MR. DAVIDS FLOORING EXTENDED COST</b>	<b>VORTEX EXTENDED COST</b>	<b>TILES IN STYLE EXTENDED COST</b>
<b>SCHOOL: CENTRAL ROAD</b>			
<b>ALTERNATE 1 BID- CARPET TILE (PATCRAFT)</b>			
CARPET TILES	101,285.70	88,619.78	115,772.38
4" BASE COVE	11,105.40	12,745.20	16,918.20
TRANSITIONAL MATERIALS	3,075.30	2,566.08	1,800.00
SITE DELIVERY, SITE PREPERATIONS, AND INSTALLATION CARPET	62,845.25	66,330.00	61,959.74
REMOVAL AND DISPOSAL OF CARPET	23,860.59	17,409.06	14,539.44
	<b>202,172.24</b>	<b>187,670.12</b>	<b>210,989.76</b>
<b>SCHOOL: VIRGINIA LAKE</b>			
<b>ALTERNATE 1 BID- CARPET TILE (PATCRAFT)</b>			
CARPET TILES	111,020.58	90,844.72	113,909.32
4" BASE COVE	14,037.85	12,745.20	16,551.60
TRANSITIONAL MATERIALS	-	3,094.08	2,100.00
SITE DELIVERY, SITE PREPERATIONS, AND INSTALLATION CARPET	69,838.41	66,538.00	67,467.96
REMOVAL AND DISPOSAL OF CARPET	26,037.63	19,091.16	19,701.01
	<b>220,934.47</b>	<b>192,313.16</b>	<b>219,729.89</b>

**TOTAL BID AWARD****419,899.39**



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## Community Consolidated School District 15

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Palatine, IL 60067-8110

Michael Adamczyk  
Chief School Business Official

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www.ccsd15.net

**DATE:** March 13, 2019

**TO:** Board of Education

**FROM:** Michael Adamczyk, CSBO  
Ivy Fleming, Budget & Purchasing Coordinator

**RE:** Action Item – Bid #19-018 Physical Education Uniforms



### **Background**

Bid #19-018 – Physical Education Uniforms – was published in the Daily Herald and posted on the District's website on February 14, 2019. Bids were sent to seven vendors, and two bids were received back.

The bid consists of gym shirts and gym shorts in assorted sizes for students in 7<sup>th</sup> and 8<sup>th</sup> grades at the four junior high schools and at Conyers Learning Academy.

### **Results**

Please see attached.

### **Recommendation**

It is recommended that the Board of Education award the bid to Ambassador Athletic, Rolling Meadows, IL for a three-year contract at an estimated amount of \$63,525.24. The contract is to begin July 1, 2019 and end June 30, 2022. The award is based on lowest vendor meeting bid specifications.

These funds are budgeted in the Department of Instruction budget.

Bid documents are available for review in the Business Office.

# BID #19-018 PHYSICAL EDUCATION UNIFORMS

## RESULTS

			Ambassador Athletic (Rolling Meadows IL)		BSN Sports (Dallas TX)	
	Size	Quantity	Unit Price	Total Price	Unit Price	Total Price
T-SHIRTS	Y-LGE	245	\$ 2.54	\$ 622.30	\$ 3.25	\$ 796.25
	SM	985	\$ 2.63	\$ 2,590.55	\$ 3.25	\$ 3,201.25
	MED	775	\$ 2.63	\$ 2,038.25	\$ 3.25	\$ 2,518.75
	LGE	195	\$ 2.63	\$ 512.85	\$ 3.25	\$ 633.75
	XL	110	\$ 2.63	\$ 289.30	\$ 3.25	\$ 357.50
	XXL	10	\$ 3.63	\$ 36.30	\$ 5.75	\$ 57.50
	XXXL	5	\$ 4.63	\$ 23.15	\$ 7.25	\$ 36.25
	Other	0	\$ 4.63	\$ -	\$ 7.25	\$ -
	Annual Total Price for All T-Shirts			\$ 6,112.70		\$ 7,601.25

	Size	Quantity	Unit Price	Total Price	Unit Price	Total Price
7" SHORTS	Y-LGE	160	\$ 6.73	\$ 1,076.80	\$ 8.00	\$ 1,280.00
	SM	425	\$ 6.94	\$ 2,949.50	\$ 8.00	\$ 3,400.00
	MED	205	\$ 6.94	\$ 1,422.70	\$ 8.00	\$ 1,640.00
	LGE	0	\$ 6.94	\$ -	\$ 8.00	\$ -
	XL	60	\$ 6.94	\$ 416.40	\$ 8.00	\$ 480.00
	XXL	0	\$ 6.94	\$ -	\$ 8.00	\$ -
	XXXL	0	\$ 6.94	\$ -	\$ 8.00	\$ -
	Other	0	\$ 6.94	\$ -	\$ 8.00	\$ -
	Annual Total Price for All 7" Shorts			\$ 5,865.40		\$ 6,800.00

	Size	Quantity	Unit Price	Total Price	Unit Price	Total Price
9" SHORTS	Y-LGE	150	\$ 6.73	\$ 1,009.50	\$ 9.00	\$ 1,350.00
	SM	475	\$ 7.56	\$ 3,591.00	\$ 9.00	\$ 4,275.00
	MED	545	\$ 7.56	\$ 4,120.20	\$ 9.00	\$ 4,905.00
	LGE	25	\$ 7.56	\$ 189.00	\$ 9.00	\$ 225.00
	XL	20	\$ 7.56	\$ 151.20	\$ 9.00	\$ 180.00
	XXL	10	\$ 7.56	\$ 75.60	\$ 9.00	\$ 90.00
	XXXL	7	\$ 7.56	\$ 52.92	\$ 9.00	\$ 63.00
	Other	1	\$ 7.56	\$ 7.56	\$ 9.00	\$ 9.00
	Annual Total Price for All 9" Shorts				\$ 9,196.98	
TOTAL BID AWARD				\$ 21,175.08		\$ 25,498.25

3 YEARS ESTIMATED COST \$ 63,525.24

\$ 76,494.75

March 13, 2019



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## Community Consolidated School District 15

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Matthew J. Barbini, Ed.D.  
 Deputy Superintendent of Schools

(847) 963-3000 • Fax (847) 963-3200  
 www.ccsd15.net

DATE: March 13, 2019

TO: Board of Education

FROM: Matthew J. Barbini, Ed.D., Deputy Superintendent  
 David Kuechenberg, Manager of Technology Services

RE: RFP Award #19-019 Chromebooks with Accessories, Warranty, Services  
 and Options (Part 1 of 2)



Community Consolidated School District 15 issued a Chromebook to all students in 6th, 7th, and 8th grades at the beginning of the 2017-2018 school year. To continue this important initiative, the administration is recommending that the Board of Education approves the purchase of one thousand five hundred and eighty (1,580) Chromebooks, Accessories, and Services to achieve a 1:1 device to student ratio for all students who will be entering into 6th grade in the fall of 2019-2020. This recommendation marks the third year of this important instructional initiative.

On February 5, 2019, the District requested proposals for the purchase of 1:1 Chromebooks with Accessories, Warranty, Services and Options. This was a combined RFP with the laptop refresh that will be included under a separate cover/memo for the April BOE meeting. It was publicized in the Daily Herald and on the District Website. Six (6) vendors responded to the District's RFP #19-019 on February 20, 2019: CDW Government LLC, Riverside Technologies, Inc., Rugged Protection, Inc., Sunrise Hitek Group, LLC, FF Firefly Computers, Hut Global d.b.a VolumeCases. A breakdown of pricing associated with each vendor is located at the end of the memo.

The administration is recommending that Riverside Technologies, Inc., North Sioux City, SD, be awarded the RFP for the District's Chromebook purchase for the Lenovo 100e Chromebook. Riverside Technologies, Inc., was the lowest pricing that the District received for Chromebooks and it met all other specifications. Riverside Technologies, Inc., offered a per unit cost of a Chromebook, license, and 3-year extended warranty of \$258.38. The Department of Technology Services successfully negotiated this price down further with Riverside Technologies. Riverside Technologies agreed to lower the unit price by an additional \$8.24 which brought the total unit/device cost (Chromebook, license, and 3-year warranty) from \$258.38 to \$250.14 which is a \$13,019.20 cost savings.

The administration is also recommending that Hut Global d.b.a. VolumeCases, 7700 Congress Ave #3204, Boca Raton, FL, be awarded the RFP for the District's purchase of protective

cases for each Chromebook issued to students in the 1:1 initiative next year. Additionally, the \$16.95 per unit price point of the protective case provided by Hut Global d.b.a. VolumeCases, fell near the middle of other vendor products in terms of cost. The District also recommends Green Delivery for the Lenovo 100e Chromebooks at a price point of \$2.00 per unit. Green delivery includes removal of all packaging materials and disposal recycling of those products. Units are shipped to District in a shipping container that minimizes waste and is easily collapsible and recyclable. This saves time that would otherwise be spent by staff in the Department of Technology Services unpackaging the devices. Green delivery was used with this initiative last year.

In summary, it is recommended that the Board of Education award the bid for Lenovo Chromebooks, license, three year extended warranty and delivery to Riverside Technologies, Inc. of North Sioux City, SD in the amount of \$398,381.20; and award the bid for protective cases to Hut Global d.b.a. VolumeCases of Boca Raton, FL. for \$26,781.00 for a total bid award of \$425,162.20. This will be an expenditure of the 2019-20 Education Fund.

**Total Project Cost to the District:**

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
Lenovo 100e Gen 2 MTK Chromebook	1580	\$199.00	\$314,420.00
License	1580	\$24.00	\$37,920.00
Three Year Extended Manufacturer's Warranty	1580	\$27.14	\$42,881.20
Always on Case	1580	\$16.95	\$26,781.00
Chromebook Green Delivery	1580	\$2.00	\$3,160.00
<b>Total Cost</b>	<b>1580</b>	<b>\$269.09</b>	<b>\$425,162.20</b>

**Extended Price = individual item cost multiplied by 1580 to achieve a 1:1 Chromebook to student ratio for sixth grade students in 2019-2020**

This expenditure and future expenditures to support the 1:1 Chromebook initiative is built into the Department of Technology Services budget on an annual basis.

A Frequently Asked Questions (FAQ) document is available for students, parents, teachers, administrators, and community members on the District's website to answer many of the questions associated with our 1:1 initiative for all students in 6th, 7th, and 8th grades.

<b>CDW Government LLC</b>	Chromebook - Dell 3180	1580	\$214.56	\$339,004.80
	Chrome License	1580	\$23.95	\$37,841.00
	Fitted Case	No Bid	No Bid	No Bid
	Sleeve Case	No Bid	No Bid	No Bid
	Chromebook Green Delivery	No Bid	No Bid	No Bid
	Extended Manufacturer's Warranty - Year 3	1580	\$47.65	\$75,287.00
	<b>TOTAL</b>		<b>\$286.16</b>	<b>\$452,132.80</b>

<b>Riverside Technologies Inc.</b>	Chromebook - 100e MTK	1580	\$199.00	\$314,420.00
	Chrome License	1580	\$24.00	\$37,920.00
	Always On Case	1580	\$22.00	\$34,760.00
	Chromebook Green Delivery	1580	\$2.00	\$3,160.00
	Extended Manufacturer's Warranty - Year 3	1580	\$27.14	\$42,881.20
	<b>TOTAL</b>		<b>\$274.14</b>	<b>\$433,141.20</b>

<b>Rugged Protection, Inc.</b>	Chromebook	No Bid	No Bid	No Bid
	Chrome License	No Bid	No Bid	No Bid
	Always On Case	1580	\$14.50	\$22,910.00
	Chromebook Green Delivery	No Bid	No Bid	No Bid
	Extended Manufacturer's Warranty - Year 3	No Bid	No Bid	No Bid
	<b>TOTAL</b>		<b>\$14.50</b>	<b>\$22,910.00</b>

<b>Sunrise Hitek Group, LLC</b>	Chromebook	No Bid	No Bid	No Bid
	Chrome License	No Bid	No Bid	No Bid
	Always On Case	1580	\$22.00	\$34,760.00
	Chromebook Green Delivery	No Bid	No Bid	No Bid
	Extended Manufacturer's Warranty - Year 3	No Bid	No Bid	No Bid
	<b>TOTAL</b>		<b>\$22.00</b>	<b>\$34,760.00</b>

<b>FF Firefly Computers</b>	Chromebook 100e	1580	\$229.00	\$361,820.00
	Chromebook N23 Yoga	1580	\$269.00	\$425,020.00
	Chrome License	No Bid	No Bid	No Bid
	Always On Case	1580	\$26.99	\$42,644.20
	Fitted Case	1580	\$20.50	\$32,390.00
	Sleeve Case	1580	\$13.50	\$21,330.00
	Extended Manufacturer's Warranty - Year 3	No Bid	No Bid	No Bid
	<b>TOTAL</b>		<b>\$558.99</b>	<b>\$883,204.20</b>

<b>Hut Global d.b.a.VolumeCases</b>	Chromebook	No Bid	No Bid	No Bid
	Chrome License	No Bid	No Bid	No Bid
	Always On Case	1580	\$16.95	\$26,781.00
	Chromebook Green Delivery	No Bid	No Bid	No Bid
	Extended Manufacturer's Warranty - Year 3	No Bid	No Bid	No Bid
	<b>TOTAL</b>		<b>\$16.95</b>	<b>\$26,781.00</b>

March 13, 2019

**Community Consolidated School District 15**



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**DATE:** March 13, 2019  
**TO:** Board of Education  
**FROM:** Michael Adamczyk, CSBO  
Ivy Fleming, Budget & Purchasing Coordinator  
**RE:** Action Item – Bid #19-020 Musical Instruments



**Background**

Bid #19-020 – Musical Instruments – was published in the Daily Herald and posted on the District's website on January 31, 2019. Bids were sent to eleven vendors, and six bids were received back.

The bid consists of musical instruments that are needed for the Band and Orchestra programs in the Music Department. The bid quantities are needed to replace only the instruments that require costly repairs or are irreparable.

**Results**

Please see attached.

**Recommendation**

It is recommended that the Board of Education award the bid to Sam Ash, Buffalo Grove, IL for \$955.09; Washington Music, Wheaton, MD for \$13,002.35; Music & Arts, Frederick, MD for \$21,952.85; Cascio Music, New Berlin, WI for 19,297.64; and Quinlan & Fabish, Burr Ridge, IL for \$540.00.

The total bid award amount is \$55,747.93, and is budgeted in the 2018-19 Department of Instruction budget.

Bid documents are available for review in the Business Office.

**#19-020 MUSICAL INSTRUMENTS RESULTS**

		Sam Ash Quickship Corp	Washington Music	Music & Arts	CASCIO MUSIC	QUINLAN & FABISH	K & S MUSIC	K & S MUSIC
QTY	PRODUCT	EXTENDED PRICE	EXTENDED PRICE	EXTENDED PRICE	EXTENDED PRICE	EXTENDED PRICE	EXTENDED PRICE	EXTENDED PRICE
2	Clarinet (YAMAHA)	796.22	691.20	760.00	675.80	863.00	NB	NB
9	Clarinet (STANDARD)	4,500.00	3,518.10	3,398.85	3,589.11	3,915.00	NB	NB
2	Bass Clarinet	4,162.34	3,367.50	3,368.00	3,436.88	3,644.00	NB	NB
12	Trumpet	6,448.92	6,015.00	6,156.00	5,930.88	6,990.00	NB	NB
7	Flute (GEMEINHARDT)	1,803.48	1,897.00	1,778.00	1,567.30	1,925.00	NB	NB
6	Flute (PEARL)	1,828.20	1,482.00	1,488.00	1,787.40	NB	NB	NB
12	Trombone	6,448.92	6,124.20	6,156.00	6,091.68	6,990.00	NB	NB
1	Tenor Sax	2,349.41	1,900.75	1,901.00	1,900.74	2,035.00	NB	NB
3	Bell Kit	610.59	531.00	507.00	509.70	NB	NB	NB
1	Keyboard Stand	53.84	95.00	NB	117.94	NB	NB	NB
1	Concert Orchestral Bells	2,082.35	1,683.15	1,699.00	1,682.90	1,929.00	NB	NB
1	Timpani	2,249.48	1,580.00	1,509.00	1,448.34	1,732.00	NB	NB
1	Timbales	283.25	345.00	296.00	343.90	NB	NB	NB
1	Stand	98.23	90.00	96.00	98.90	NB	NB	NB
1	26" timpani	2,436.47	1,969.40	1,988.00	2,507.74	NB	NB	NB
1	29" timpani	2,478.82	2,003.60	2,023.00	2,768.34	NB	NB	NB
1	Baritone Horn	1,644.70	1,375.70	1,388.15	1,387.64	1,517.00	NB	NB
1	3/4 Tuba	3,285.88	2,714.15	2,731.80	2,716.84	3,111.00	NB	NB
10	4/4 Violin Outfit	2,207.20	NB	1,950.00	NB	2,475.00	2,190.00	3,050.00
4	4/4 Violin Case	194.08	NB	196.00	NB	180.00	NB	NB
15	3/4 Violin Outfit	3,310.80	NB	2,925.00	NB	3,712.50	3,285.00	4,575.00
4	3/4 Violin Case	194.08	NB	196.00	NB	180.00	NB	NB
4	1/2 Violin Case	194.08	NB	196.00	NB	180.00	NB	NB
2	12" Viola Outfit	529.12	NB	470.00	NB	587.50	538.00	750.00
7	13" Viola Outfit	1,851.92	NB	1,645.00	NB	2,056.25	1,883.00	2,625.00
7	14" Viola Outfit	1,851.92	NB	1,645.00	NB	2,056.25	1,883.00	2,625.00
2	15" Viola Outfit	529.12	NB	470.00	NB	587.50	538.00	750.00
6	4/4 Cello Outfit	3,138.42	NB	2,790.00	NB	3,155.40	NB	NB
9	3/4 Cello Outfit	4,707.63	NB	4,185.00	NB	4,733.10	NB	NB
4	3/4 Cello Case/Bag	128.44	NB	140.00	NB	192.00	NB	NB
2	1/2 Cello Outfit	1,046.14	NB	930.00	NB	1,051.80	NB	NB
5	1/2 Cello Bow	174.80	NB	200.00	NB	180.00	NB	NB
1	3/4 Bass Outfit	1,058.23	NB	1,037.00	NB	1,138.00	NB	NB
4	1/2 Bass Bow	254.28	NB	292.00	NB	297.00	NB	NB
1	1/2 Bass Case/Bag	60.48	NB	65.00	NB	73.00	NB	NB
	<b>TOTAL BID AWARD</b>	<b>955.09</b>	<b>13,002.35</b>	<b>21,952.85</b>	<b>19,297.64</b>	<b>540.00</b>	<b>0.00</b>	<b>0.00</b>

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15**  
**INVESTMENT SUMMARY**  
**FEBRUARY 2019**

Agenda Item No. 19-330A  
March 13, 2019

INV#	FUND	BANK	RATE	PURCHASE DATE	MATURITY DATE	COST	TYPE
FY1810	Multiple	BMO Harris	2.15%	2/23/2018	6/12/2019	5,000,000	CD
FY1811	Multiple	BMO Harris	2.17%	2/23/2018	6/25/2019	5,000,000	CD
FY1812	Multiple	PMA(Bank United NA)	2.28%	3/26/2018	9/17/2019	500,000	CD
FY1813	Multiple	PMA(Morgan Stanley Pvt)	2.30%	3/29/2018	9/30/2019	247,000	DTC
FY1814	Multiple	PMA(Flushing Bank)	2.50%	3/29/2018	3/30/2020	249,000	DTC
FY1815	Multiple	PMA(Ally Bank)	2.45%	3/29/2018	3/30/2020	246,000	DTC
FY1816	Multiple	PMA(Morgan Stanley NA)	2.55%	3/29/2018	3/30/2020	246,000	DTC
FY1903	Multiple	JP Morgan	2.42%	10/16/18	4/25/2019	<u>4,937,394</u>	US-Treasury

**Total Investments    \$    16,425,394**

**TREASURER'S REPORT  
FEBRUARY 2019**

Agenda Item No. 19-330B  
March 13, 2019

FUND	RECONCILED CASH* BALANCE 1/31/2019	FEBRUARY RECEIPTS	YTD RECEIPTS	FEBRUARY EXPENDITURES	YTD EXPENDITURES	CASH BALANCE 2/28/2019 (NOT RECONCILED)
EDUCATIONAL	\$ 38,882,292.29	\$ 15,380,907.20	\$ 73,873,683.44	\$ 10,164,017.13	\$ 74,364,303.59	\$ 44,099,182.36
OPERATIONS & MAINT.	(67,958.06)	2,033,404.47	12,834,268.14	1,697,949.92	15,195,896.00	267,496.49
DEBT SERVICE FUND	590,957.71	768,549.71	3,315,701.10	475.00	5,168,275.00	1,359,032.42
TRANSPORTATION	4,709,037.96	546,884.01	3,821,956.71	767,992.64	6,029,899.02	4,487,929.33
IMRF	372,925.04	298,356.59	1,393,170.00	192,961.74	1,633,658.51	478,319.89
SOCIAL SECURITY	2,201,350.69	358,563.73	1,692,157.59	244,514.25	1,714,565.79	2,315,400.17
CAPITAL PROJECTS	(763,855.40)	901,145.93	8,293,554.90	-	4,059,665.79	137,290.53
WORKING CASH	114,261.46	402.41	1,673.37	-	-	114,663.87
TORT IMMUNITY	(401,761.32)	190,750.52	760,510.27	37,395.34	1,369,925.77	(248,406.14)
FIRE PREVENTION, SAFETY	18,761.26	66.07	1,827.33	-	-	18,827.33
<b>TOTALS</b>	<b>\$ 45,656,011.63</b>	<b>\$ 20,479,030.64</b>	<b>\$ 105,988,502.85</b>	<b>\$ 13,105,306.02</b>	<b>\$ 109,536,189.47</b>	<b>\$ 53,029,736.25</b>

RECONCILED BANK & ACCOUNT TOTALS AS OF JANUARY 31, 2019

ISDLAF/PMA	\$ 51,663.56		
ISDLAF/PMA CD'S	6,488,000.00		
ILLINOIS FUNDS	1,353,882.83		
IMPREST	20,215.88		
BMO HARRIS LOCKBOX	34,936.45		
BMO HARRIS WORK COMP	24,489.25		
BMO HARRIS GENERAL	4,801,967.13		
BMO HARRIS CD'S	20,000,000.00		
BANK OF BARRINGTON	1,544,629.65		
PMA	-		
PMA (CITIBANK SDA)	62,899.02		
PMA	-		
PMA (Ozarks Bank SDA)	5,062,195.76		
PMA	-		
JP MORGAN CHASE	1,269,462.66	INTEREST EARNED THIS MONTH	\$ 187,468.07
PETTY CASH	4,275.00		
JP MORGAN (US Treasury)	4,937,394.44		
PMA	-	INTEREST EARNED YEAR-TO-DATE	\$ 928,482.00
	<u>\$ 45,656,011.63</u>		

DIFFERENCE -

\*Unaudited cash balance

## Feb-19

<b>TOTAL PAYROLL PROCESSED IN (FEBRUARY).....</b>	<b>\$ 9,324,119.08</b>
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CERTIFICATION OF VOUCHERS  
COMMUNITY CONSOLIDATED SCHOOL  
DISTRICT NO. 15 COOK COUNTY,  
ILLINOIS 60067

TO: MICHAEL M. ADAMCZYK  
SCHOOL DISTRICT 15 TREASURER

This is to certify that the expenditures listed in the accompanying report have been incurred and that the Board of Education has audited and approved the same, at a meeting held March 13, 2019 and you are requested to issue checks for the same.

---

PRESIDENT

---

SECRETARY

VOUCHER NO.'S     296626 - 296735  
ACH NO. 'S         181900755 - 181900767  
(CHECK REGISTERS ATTACHED)

HARRIS BANK

10 EDUCATION FUND	\$	196,137.88
20 OPERATIONS & MAINTENANCE FUND	\$	124,831.28
40 TRANSPORTATION FUND	\$	62,100.16
60 CAPITAL PROJECTS FUND	\$	-
80 TORT IMMUNITY/JUDGEMENT	\$	5,849.12
90 FIRE PREVENTION & SAFETY FUND	\$	-
97 STUDENT ACTIVITY FUND	\$	-
TOTAL	\$	388,918.44

					Cash Posting		
Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Date	Stmnt Date
AP	HARRIS BANK						
296626	ACCO BRA000	ACCO BRANDS USA LLC	R	02/14/2019	\$2,211.93	02/14/2019	
296627	ACCURATE000	ACCURATE DOCUMENT DESTRUC	R	02/14/2019	\$400.22	02/14/2019	
296628	AL WARRE000	AL WARREN OIL CO INC	R	02/14/2019	\$33,155.19	02/14/2019	
296629	ALEXIAN 000	ALEXIAN BROTHERS BEHAVIOR	R	02/14/2019	\$240.00	02/14/2019	
296630	ALL-WAYS000	ALL-WAYS TRANSPORTATION	R	02/14/2019	\$11,815.00	02/14/2019	
296631	AMAZON W000	AMAZON WEB SERVICES	R	02/14/2019	\$209.08	02/14/2019	
296632	ANDERSON000	ANDERSON LOCK CO	R	02/14/2019	\$1,612.78	02/14/2019	
296633	APPLE CO002	APPLE COMPUTER INC	R	02/14/2019	\$8,724.00	02/14/2019	
296634	ARLYN DA000	ARLYN DAY SCHOOL	R	02/14/2019	\$4,518.28	02/14/2019	
296635	ASSETGEN000	ASSETGENIE INC	R	02/14/2019	\$345.00	02/14/2019	
296636	ASSURED 000	ASSURED HEALTHCARE	R	02/14/2019	\$3,576.12	02/14/2019	
296637	AT&T 000	AT&T	R	02/14/2019	\$272.97	02/14/2019	
296638	BOS 000	BOS	R	02/14/2019	\$1,859.00	02/14/2019	
296639	CAMELOT 000	CAMELOT EDUCATION	R	02/14/2019	\$2,717.10	02/14/2019	
296640	CARRIDAV000	CARRILLO, DAVID	R	02/14/2019	\$4,800.00	02/14/2019	
296641	CASSANDR000	CASSANDRA STRINGS	R	02/14/2019	\$200.00	02/14/2019	
296642	CENTRAL 003	CENTRAL STATES BUS SALES	R	02/14/2019	\$64.28	02/14/2019	
296643	CENTURY 000	CENTURY SPRINGS	R	02/14/2019	\$110.50	02/14/2019	
296644	CHILD'S 000	CHILD'S VOICE SCHOOL	R	02/14/2019	\$4,671.36	02/14/2019	
296645	CINTAS F001	CINTAS FIRST AID & SAFETY	R	02/14/2019	\$153.92	02/14/2019	
296646	CITY OF 000	CITY OF ROLLING MEADOWS	R	02/14/2019	\$11,269.17	02/14/2019	
296647	COVE SCH000	COVE SCHOOL, THE	R	02/14/2019	\$11,014.92	02/14/2019	
296648	CROWN GY000	CROWN GYM MATS INC	R	02/14/2019	\$3,719.00	02/14/2019	
296649	CROWN TR000	CROWN TROPHY	R	02/14/2019	\$264.25	02/14/2019	
296650	CUMBERLA001	CUMBERLAND THERAPY SERVIC	R	02/14/2019	\$1,557.50	02/14/2019	
296651	DREISILK001	DREISILKER ELECTRIC MOTOR	R	02/14/2019	\$979.70	02/14/2019	
296652	EDUCATIO022	EDUCATIONAL DATA SYSTEMS	R	02/14/2019	\$10,000.00	02/14/2019	
296653	EMC PUBL001	EMC PUBLISHING LLC	R	02/14/2019	\$6,955.83	02/14/2019	
296654	EQUIPMEN000	EQUIPMENT DEPOT OF ILLINO	R	02/14/2019	\$6,482.35	02/14/2019	
296655	EVEREST 000	EVEREST ENERGY & CONTROL	R	02/14/2019	\$8,450.00	02/14/2019	
296656	FOLLETT 009	FOLLETT SCHOOL SOLUTIONS	R	02/14/2019	\$1,844.91	02/14/2019	
296657	FUTRIITHO000	FUTRIS, THOMAS J.	R	02/14/2019	\$106.61	02/14/2019	
296658	GARAVENT000	GARAVENTA USA INC	R	02/14/2019	\$1,092.12	02/14/2019	
296659	GENERAL 008	GENERAL MECHANICAL SERVIC	R	02/14/2019	\$3,288.03	02/14/2019	
296660	GOPHER S000	GOPHER SPORT	R	02/14/2019	\$787.23	02/14/2019	
296661	GORDON F000	GORDON FLESCH CO INC	R	02/14/2019	\$441.16	02/14/2019	
296662	GRAINGER000	GRAINGER	R	02/14/2019	\$394.35	02/14/2019	
296663	GRAYBAR 000	GRAYBAR ELECTRIC	R	02/14/2019	\$343.89	02/14/2019	
296664	GW BERKH000	GW BERKHEIMER CO INC	R	02/14/2019	\$975.43	02/14/2019	
296665	HALLORAN000	HALLORAN POWER EQUIPMENT	R	02/14/2019	\$1,072.44	02/14/2019	
296666	HODGES L000	HODGES LOIZZI EISENHAMMER	R	02/14/2019	\$22,538.87	02/14/2019	
296667	HOME DEP000	HOME DEPOT CREDIT SERVICE	R	02/14/2019	\$1,021.15	02/14/2019	
296668	ILLINOIS028	ILLINOIS STATE POLICE	R	02/14/2019	\$536.75	02/14/2019	
296669	INTERSTA000	INTERSTATE BATTERY SYS OF	R	02/14/2019	\$2,199.00	02/14/2019	
296670	ITOUCHBI000	ITOUCHBIOMETRICS LLC	R	02/14/2019	\$571.20	02/14/2019	
296671	ITR SYST000	ITR SYSTEMS	R	02/14/2019	\$16,323.15	02/14/2019	
296672	ITU ABSO000	ITU ABSORB TECH INC	R	02/14/2019	\$1,081.44	02/14/2019	
296673	J.C. RES000	J.C. RESTORATION, INC	R	02/14/2019	\$5,849.12	02/14/2019	
296674	JC LICHT000	JC LICHT LLC	R	02/14/2019	\$217.48	02/14/2019	
296675	JEANINE 000	JEANINE SCHULTZ SCHOOL	R	02/14/2019	\$3,413.76	02/14/2019	
296676	JEFFREY 000	JEFFREY ELEVATOR COMPANY	R	02/14/2019	\$2,430.00	02/14/2019	
296677	JOHNSON 002	JOHNSON CONTROLS INC	R	02/14/2019	\$1,681.30	02/14/2019	

Cash Posting						
Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Stmnt Date
AP	HARRIS BANK					
*****Continued*****						
296678	JOSEPH A000	JOSEPH ACADEMY IN DES PLA	R	02/14/2019	\$7,093.76	02/14/2019
296679	KESHET 000	KESHET	R	02/14/2019	\$563.75	02/14/2019
296680	L&W SUPP001	L&W SUPPLY CORP - 774496	R	02/14/2019	\$473.48	02/14/2019
296681	LECHNER 000	LECHNER AND SONS INC	R	02/14/2019	\$410.14	02/14/2019
296682	MARTIANG001	MARTINEZ, ANGELA	R	02/14/2019	\$2,512.50	02/14/2019
296683	METAPHRA000	METAPHRASIS LANGUAGE AND	R	02/14/2019	\$283.50	02/14/2019
296684	MIDWEST 004	MIDWEST ENVIRONMENTAL CON	R	02/14/2019	\$7,580.00	02/14/2019
296685	MIDWEST 012	MIDWEST TRANSIT EQUIPMENT	R	02/14/2019	\$4,434.06	02/14/2019
296686	MORE THA000	MORE THAN WORDS INTERPRET	R	02/14/2019	\$1,151.15	02/14/2019
296687	MUSIC & 000	MUSIC & ARTS CENTERS ATTN	C	02/14/2019	\$0.00	02/14/2019
296688	MUSIC & 000	MUSIC & ARTS CENTERS ATTN	R	02/14/2019	\$1,521.34	02/14/2019
296689	NAPA OF 000	NAPA OF PALATINE	R	02/14/2019	\$1,808.73	02/14/2019
296690	NEUCO IN000	NEUCO INC	R	02/14/2019	\$1,374.08	02/14/2019
296691	NEW CONN000	NEW CONNECTIONS ACADEMY	R	02/14/2019	\$3,954.16	02/14/2019
296692	NICOR EN001	NICOR ENERCHANGE LLC / SE	R	02/14/2019	\$31,865.52	02/14/2019
296693	NORTH SU002	NORTH SUBURBAN REGION IJA	R	02/14/2019	\$60.00	02/14/2019
296694	NORTHWES022	NORTHWEST COMMUNITY HOSPI	R	02/14/2019	\$600.00	02/14/2019
296695	ORTIZTER000	ORTIZ, TERESA S.	R	02/14/2019	\$162.50	02/14/2019
296696	PALATINE000	PALATINE ACE HARDWARE STO	R	02/14/2019	\$196.47	02/14/2019
296697	PALOS SP000	PALOS SPORTS INC	R	02/14/2019	\$485.31	02/14/2019
296698	PARKLAND000	PARKLAND PREPARATORY ACAD	R	02/14/2019	\$6,569.60	02/14/2019
296699	PORTER P000	PORTER PIPE AND SUPPLY CO	R	02/14/2019	\$21.72	02/14/2019
296700	PROWARE 000	PROWARE / AC DYNA-TITE	R	02/14/2019	\$2,093.60	02/14/2019
296701	RAYMOND 001	RAYMOND JAMES AND ASSOCIA	R	02/14/2019	\$1,750.00	02/14/2019
296702	ROGNER'S001	ROGNER'S TOWING & RECOVER	R	02/14/2019	\$1,080.00	02/14/2019
296703	RUSH TRU002	RUSH TRUCK CENTER GRAYSLA	R	02/14/2019	\$3,075.29	02/14/2019
296704	SAMS CLU000	SAMS CLUB DIRECT	R	02/14/2019	\$91.68	02/14/2019
296705	SCHAUJON000	SCHAUS, JON	R	02/14/2019	\$106.61	02/14/2019
296706	SCHOOL D000	SCHOOL DISTRICT 54 /SCHAU	R	02/14/2019	\$250.00	02/14/2019
296707	SCHOOL S000	SCHOOL SPECIALTY INC	R	02/14/2019	\$540.99	02/14/2019
296708	SEPTRAN 000	SEPTRAN	R	02/14/2019	\$1,746.68	02/14/2019
296709	SHERWIN 000	SHERWIN ACE HARDWARE	R	02/14/2019	\$118.22	02/14/2019
296710	SHERWIN-000	SHERWIN-WILLIAMS	R	02/14/2019	\$512.58	02/14/2019
296711	SHIFFLER000	SHIFFLER EQUIPMENT SALES	R	02/14/2019	\$33.09	02/14/2019
296712	SMITHERE000	SMITHEREEN EXTERMINATING	C	02/14/2019	\$0.00	02/14/2019
296713	SMITHERE000	SMITHEREEN EXTERMINATING	C	02/14/2019	\$0.00	02/14/2019
296714	SMITHERE000	SMITHEREEN EXTERMINATING	R	02/14/2019	\$735.00	02/14/2019
296715	SOLARIS 000	SOLARIS ROOFING SOLUTIONS	R	02/14/2019	\$2,653.00	02/14/2019
296716	SOUTH SI000	SOUTH SIDE CONTROL SUPPL	R	02/14/2019	\$865.00	02/14/2019
296717	SPECIAL 000	SPECIAL EDUCATION SYSTEMS	R	02/14/2019	\$1,821.30	02/19/2019
296717	SPECIAL 000	SPECIAL EDUCATION SYSTEMS	V	02/19/2019	\$-1,821.30	02/19/2019
296718	STORTJAM000	STORTZ, JAMIE	R	02/14/2019	\$5,231.25	02/14/2019
296719	STREAMWO000	STREAMWOOD BEHAVIORAL HEA	R	02/14/2019	\$80.00	02/14/2019
296720	STRING P001	STRING PROJECT	R	02/14/2019	\$46.80	02/14/2019
296721	SUNBELT 000	SUNBELT STAFFING	R	02/14/2019	\$1,905.09	02/14/2019
296722	SUPPLYWO001	SUPPLYWORKS	R	02/14/2019	\$17,839.80	02/14/2019
296723	THERMOSY000	THERMOSYSTEMS	R	02/14/2019	\$3,681.26	02/14/2019
296724	TOSHIBA 003	TOSHIBA FINANCIAL SERVICE	R	02/14/2019	\$12,750.05	02/14/2019
296725	TRANE US000	TRANE US INC	R	02/14/2019	\$972.96	02/14/2019
296726	US ALLIA000	US ALLIANCE FIRE PROTECTI	R	02/14/2019	\$1,297.75	02/14/2019
296727	VERITIV 001	VERITIV OPERATING COMPANY	R	02/14/2019	\$1,134.00	02/14/2019

## Cash Posting

Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Date	Stmnt Date
<b>AP    HARRIS BANK</b>							
*****Continued*****							
296728	VERIZON 000	VERIZON WIRELESS	R	02/14/2019	\$4,496.04	02/14/2019	
296729	VILLAGE 000	VILLAGE OF HOFFMAN ESTATE	R	02/14/2019	\$1,284.75	02/14/2019	
296730	VILLAGE 001	VILLAGE OF PALATINE	R	02/14/2019	\$31,730.00	02/14/2019	
296731	VIRTUAL 000	VIRTUAL CONNECTIONS ACADE	R	02/14/2019	\$4,773.72	02/14/2019	
296732	VSA INC 001	VSA INC	R	02/14/2019	\$557.00	02/14/2019	
296733	VYAS PRA000	VYAS, PRANAV	R	02/14/2019	\$31.35	02/14/2019	
296734	WURTH US000	WURTH USA INC	R	02/14/2019	\$167.54	02/14/2019	
296735	XEROX CO001	XEROX CORPORATION	R	02/14/2019	\$373.38	02/14/2019	
Number Of Checks:				111	\$387,685.09		
Total Checks:				111	\$387,685.09		
Totals:				Bank	Total \$\$		
				AP	\$387,685.09		

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

Cash Posting						
Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Stmnt Date
AP	HARRIS BANK					
181900755	ABDNOAMY000	ABDNOR, AMY E.	A	02/14/2019	\$11.00	02/14/2019
181900756	CORRIALI000	CORRIGAN, ALICIA	A	02/14/2019	\$139.08	02/14/2019
181900757	EDGARTHO000	EDGAR, THOMAS A.	A	02/14/2019	\$31.88	02/14/2019
181900758	GARCIJEN002	GARCIA-MACKO, JENNY	A	02/14/2019	\$296.89	02/14/2019
181900759	GARCIKEI003	GARCIA, KEITH A.	A	02/14/2019	\$168.55	02/14/2019
181900760	GIMRELEA000	GIMRE, LEAH E.	A	02/14/2019	\$30.16	02/14/2019
181900761	GOODAJES000	GOODALL, JESSIE	A	02/14/2019	\$30.00	02/14/2019
181900762	HOEFTMEL002	HOEFT, MELISSA A.	A	02/14/2019	\$16.47	02/14/2019
181900763	LYON BRE000	LYON, BRENDA O.	A	02/14/2019	\$128.47	02/14/2019
181900764	MICHATIM000	MICHALSKI, TIMOTHY D.	A	02/14/2019	\$118.32	02/14/2019
181900765	OLIVEKEL003	OLIVERO, KELLY K.	A	02/14/2019	\$66.99	02/14/2019
181900766	RAHMOZIN000	RAHMOUN, ZINA M.	A	02/14/2019	\$150.00	02/14/2019
181900767	WALDIALE000	WALDIER, ALEXANDER	A	02/14/2019	\$45.24	02/14/2019
Number Of Checks:			13		\$1,233.05	
Total Checks:			13		\$1,233.05	
Totals:			Bank		Total \$\$	
			AP		\$1,233.05	

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

CERTIFICATION OF VOUCHERS  
COMMUNITY CONSOLIDATED SCHOOL  
DISTRICT NO. 15 COOK COUNTY,  
ILLINOIS 60067

TO: MICHAEL M. ADAMCZYK  
SCHOOL DISTRICT 15 TREASURER

This is to certify that the expenditures listed in the accompanying report have been incurred and that the Board of Education has audited and approved the same, at a meeting held March 13, 2019 and you are requested to issue checks for the same.

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PRESIDENT

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SECRETARY

VOUCHER NO.'S     296760 - 296863  
ACH NO. 'S        181900772 - 181900799  
(CHECK REGISTERS ATTACHED)

HARRIS BANK

10 EDUCATION FUND	\$	228,840.16
20 OPERATIONS & MAINTENANCE FUND	\$	126,778.25
30 DEBT SERVICE FUND	\$	-
40 TRANSPORTATION FUND	\$	34,117.38
80 TORT IMMUNITY/JUDGEMENT	\$	1,010.74
90 FIRE PREVENTION & SAFETY FUND	\$	-
97 STUDENT ACTIVITY FUND	\$	19,782.73
TOTAL	\$	410,529.26

Cash Posting						
Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Stmnt Date
AP	HARRIS BANK					
296760	ADI/HONE000	ADI	R	02/26/2019	\$3,332.77	02/26/2019
296761	AG INTER000	AG INTERPRETING AND PROF	R	02/26/2019	\$1,500.00	02/26/2019
296762	AH VENDI000	AH VENDING AND FOOD SERVI	R	02/26/2019	\$68.00	02/26/2019
296763	AL WARRE000	AL WARREN OIL CO INC	R	02/26/2019	\$15,203.04	02/26/2019
296764	ALEXIAN 000	ALEXIAN BROTHERS BEHAVIOR	R	02/26/2019	\$260.00	02/26/2019
296765	AMERICAN034	AMERICAN HEART ASSOCIATIO	R	02/26/2019	\$524.00	02/26/2019
296766	ANDERSON000	ANDERSON LOCK CO	R	02/26/2019	\$563.13	02/26/2019
296767	ASSURED 000	ASSURED HEALTHCARE	R	02/26/2019	\$1,446.38	02/26/2019
296768	AT&T 000	AT&T	R	02/26/2019	\$4,335.31	02/26/2019
296769	BLIND SP000	BLIND SPOT	R	02/26/2019	\$898.00	02/26/2019
296770	BRAKE AL000	BRAKE ALIGN PARTS & SERVI	R	02/26/2019	\$1,592.57	02/26/2019
296771	CASSANDR000	CASSANDRA STRINGS	R	02/26/2019	\$377.86	02/26/2019
296772	CENTRAL 003	CENTRAL STATES BUS SALES	R	02/26/2019	\$1,720.00	02/26/2019
296773	CENTRAL 010	CENTRAL ILLINOIS TRUCKS I	R	02/26/2019	\$968.52	02/26/2019
296774	CHICAGO 009	CHICAGO OFFICE TECH GROUP	R	02/26/2019	\$4,602.18	02/26/2019
296775	CHICAGO 034	CHICAGO KILN SERVICE	R	02/26/2019	\$435.50	02/26/2019
296776	CHICAGO 038	CHICAGO LIGHTHOUSE FOR TH	R	02/26/2019	\$5,627.84	02/26/2019
296777	CHICAGO 040	CHICAGO FILTER SUPPLY INC	R	02/26/2019	\$3,811.82	02/26/2019
296778	CLASSROO007	CLASSROOM CONNECTION DAY	R	02/26/2019	\$6,116.55	02/26/2019
296779	COMCAST 002	COMCAST CABLE	R	02/26/2019	\$65.87	02/26/2019
296780	COMMERCIO00	COMMERCIAL FOOD SYSTEMS I	R	02/26/2019	\$542.50	02/26/2019
296781	CONSERV 000	CONSERV FS INC	R	02/26/2019	\$5,255.63	02/26/2019
296782	COZZIGRE000	COZZI, GREG	R	02/26/2019	\$426.42	02/26/2019
296783	DEFRANCO000	DEFRANCO PLUMBING	R	02/26/2019	\$9,463.60	02/26/2019
296784	DREISILK001	DREISILKER ELECTRIC MOTOR	R	02/26/2019	\$1,280.61	02/26/2019
296785	ELGIN SY000	ELGIN SYMPHONY ORCHESTRA	R	02/26/2019	\$82.50	02/26/2019
296786	ESSCOE L000	ESSCOE LLC	R	02/26/2019	\$1,020.00	02/26/2019
296787	FITNESS 004	FITNESS MECHANIC INC	R	02/26/2019	\$160.00	02/26/2019
296788	FRANKLIN000	FRANKLIN COVEY CLIENT SAL	R	02/26/2019	\$263.38	02/26/2019
296789	GENERAL 006	GENERAL PARTS LLC	R	02/26/2019	\$684.67	02/26/2019
296790	GENERAL 008	GENERAL MECHANICAL SERVIC	R	02/26/2019	\$7,550.76	02/26/2019
296791	GEORGEL000	GEORGEO PIZZA-CHICAGO IN	R	02/26/2019	\$1,416.30	02/26/2019
296792	GET FRES000	GET FRESH PRODUCE INC	R	02/26/2019	\$1,028.20	02/26/2019
296793	GORDON F002	GORDON FOOD SERVICE	R	02/26/2019	\$7.44	02/26/2019
296794	GRAYBAR 000	GRAYBAR ELECTRIC	R	02/26/2019	\$1,107.56	02/26/2019
296795	HEALTHPR000	HEALTHPRO HERITAGE LLC	R	02/26/2019	\$6,246.48	02/26/2019
296796	HOMESTE000	HOMESTEAD ELECTRICAL CONT	R	02/26/2019	\$6,238.00	02/26/2019
296797	I.D.E.S 000	I.D.E.S.	R	02/26/2019	\$621.00	02/26/2019
296798	INDEPEND003	INDEPENDENCE PLUS INC	R	02/26/2019	\$5,681.00	02/26/2019
296799	INTENTIO000	INTENTIONAL SYNERGY	R	02/26/2019	\$2,800.00	02/26/2019
296800	INTERSTA000	INTERSTATE BATTERY SYS OF	R	02/26/2019	\$1,832.75	02/26/2019
296801	INVO HEA000	INVO HEALTHCARE ASSOCIATE	R	02/26/2019	\$4,968.00	02/26/2019
296802	ITR SYST000	ITR SYSTEMS	R	02/26/2019	\$34,312.70	02/26/2019
296803	ITU ABSO000	ITU ABSORB TECH INC	R	02/26/2019	\$663.41	02/26/2019
296804	JEANINE 000	JEANINE SCHULTZ SCHOOL	R	02/26/2019	\$3,212.70	02/26/2019
296805	JOHNSON 000	JOHNSON CONTROLS SECURITY	R	02/26/2019	\$352.41	02/26/2019
296806	JOHNSON 002	JOHNSON CONTROLS INC	R	02/26/2019	\$1,367.50	02/26/2019
296807	JP MORGAA002	JP MORGAN CHASE NATIONAL	C	02/26/2019	\$0.00	02/26/2019
296808	JP MORGAA002	JP MORGAN CHASE NATIONAL	C	02/26/2019	\$0.00	02/26/2019
296809	JP MORGAA002	JP MORGAN CHASE NATIONAL	C	02/26/2019	\$0.00	02/26/2019
296810	JP MORGAA002	JP MORGAN CHASE NATIONAL	R	02/26/2019	\$117,126.55	02/26/2019
296811	LEACH EN000	LEACH ENTERPRISES INC	R	02/26/2019	\$635.09	02/26/2019

					Cash Posting		
Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Date	Stmnt Date
AP HARRIS BANK							
*****Continued*****							
296812	LECHNER 000	LECHNER AND SONS INC	R	02/26/2019	\$205.07	02/26/2019	
296813	MARTIANG001	MARTINEZ, ANGELA	R	02/26/2019	\$5,193.75	02/26/2019	
296814	METRO PR000	METRO PREP	R	02/26/2019	\$23,882.30	02/26/2019	
296815	MIDWEST 012	MIDWEST TRANSIT EQUIPMENT	R	02/26/2019	\$2,721.86	02/26/2019	
296816	MOHAWK S001	MOHAWK STAMP COMPANY INC.	R	02/26/2019	\$119.24	02/26/2019	
296817	MUCCIJER000	MUCCIANI, JERRY	R	02/26/2019	\$426.42	02/26/2019	
296818	NAPA OF 000	NAPA OF PALATINE	R	02/26/2019	\$641.64	02/26/2019	
296819	NARANTHE000	NARANTIC, THERESA	R	02/26/2019	\$213.21	02/26/2019	
296820	NESTENAN000	NESTER, NANCY	R	02/26/2019	\$71.07	02/26/2019	
296821	NEUCO IN000	NEUCO INC	R	02/26/2019	\$1,850.34	02/26/2019	
296822	NORTHERN006	NORTHERN ILLINOIS UNIVERS	R	02/26/2019	\$2,000.00	02/26/2019	
296823	NORTHWES019	NORTHWEST COMMUNITY HEALT	R	02/26/2019	\$400.00	02/26/2019	
296824	NORTHWES022	NORTHWEST COMMUNITY HOSPI	R	02/26/2019	\$66.00	02/26/2019	
296825	P&G KEEN000	P&G KEENE ELECTRICAL REBU	R	02/26/2019	\$776.15	02/26/2019	
296826	P&M DIST001	P&M DISTRIBUTORS INC	R	02/26/2019	\$249.80	02/26/2019	
296827	PADDOCK 002	PADDOCK PUBLICATIONS INC	R	02/26/2019	\$229.45	02/26/2019	
296828	PALOS SP000	PALOS SPORTS INC	R	02/26/2019	\$184.38	02/26/2019	
296829	PARTNERS000	PARTNERS FOR OUR COMMUNIT	R	02/26/2019	\$7,182.50	02/26/2019	
296830	POMP'S T000	POMP'S TIRE SERVICE INC	R	02/26/2019	\$6,937.49	02/26/2019	
296831	PORTER P000	PORTER PIPE AND SUPPLY CO	R	02/26/2019	\$1,949.67	02/26/2019	
296832	PROWARE 000	PROWARE / AC DYNA-TITE	R	02/26/2019	\$395.38	02/26/2019	
296833	QUINLAN 000	QUINLAN & FABISH MUSIC	R	02/26/2019	\$44.50	02/26/2019	
296834	R & G CO000	R & G CONSULTANTS	R	02/26/2019	\$13,891.76	02/26/2019	
296835	RA ADAMS000	RA ADAMS ENTERPRISES INC	R	02/26/2019	\$687.78	02/26/2019	
296836	ROBBIMON000	ROBBINS, MONIQUE	R	02/26/2019	\$300.00	02/26/2019	
296837	ROGNER'S001	ROGNER'S TOWING & RECOVER	R	02/26/2019	\$499.00	02/26/2019	
296838	SCHAUJON000	SCHAUS, JON	R	02/26/2019	\$390.89	02/26/2019	
296839	SCHOOL S000	SCHOOL SPECIALTY INC	R	02/26/2019	\$656.47	02/26/2019	
296840	SECOND C000	SECOND CITY WORKS	R	02/26/2019	\$2,275.00	02/26/2019	
296841	SHERWIN-000	SHERWIN-WILLIAMS	R	02/26/2019	\$118.31	02/26/2019	
296842	SOLARIS 000	SOLARIS ROOFING SOLUTIONS	R	02/26/2019	\$534.50	02/26/2019	
296843	SOLIAN 000	SOLIAN HEALTH	R	02/26/2019	\$4,284.66	02/26/2019	
296844	SONITROL000	SONITROL CHICAGOLAND NORT	R	02/26/2019	\$11,862.72	02/26/2019	
296845	SPRING-A000	SPRING-ALIGN	R	02/26/2019	\$95.58	02/26/2019	
296846	STANDARD007	STANDARD PIPE & SUPPLY IN	R	02/26/2019	\$985.70	02/26/2019	
296847	STREAMWO000	STREAMWOOD BEHAVIORAL HEA	R	02/26/2019	\$160.00	02/26/2019	
296848	STRING P001	STRING PROJECT	R	02/26/2019	\$55.22	02/26/2019	
296849	TEACHER 003	TEACHER CREATED MATERIALS	R	02/26/2019	\$3,750.00	02/26/2019	
296850	TERRACE 000	TERRACE SUPPLY COMPANY	R	02/26/2019	\$6.82	02/26/2019	
296851	THERMOSY000	THERMOSYSTEMS	R	02/26/2019	\$3,771.13	02/26/2019	
296852	TOSHIBA 000	TOSHIBA BUSINESS SOLUTION	R	02/26/2019	\$752.38	02/26/2019	
296853	TRANE US000	TRANE US INC	R	02/26/2019	\$449.75	02/26/2019	
296854	TWOTREES000	TWOTREES TECHNOLOGIES LLC	R	02/26/2019	\$600.00	02/26/2019	
296855	US ALLIA001	US ALLIANCE FIRE PROTECTI	R	02/26/2019	\$5,418.25	02/26/2019	
296856	VERITIV 001	VERITIV OPERATING COMPANY	R	02/26/2019	\$1,314.00	02/26/2019	
296857	VILLAGE 002	VILLAGE OF PALATINE	R	02/26/2019	\$2,717.57	02/26/2019	
296858	WAREHOUS000	WAREHOUSE DIRECT / METRO	R	02/26/2019	\$977.70	02/26/2019	
296859	WASTE MA000	WASTE MANAGEMENT	R	02/26/2019	\$10,036.98	02/26/2019	
296860	WEILAREN000	WEILAND, RENEE	R	02/26/2019	\$591.75	02/26/2019	
296861	WINESRAY000	WINESBURG, RAY	R	02/26/2019	\$284.28	02/26/2019	
296862	WINSTON 007	WINSTON KNOLLS EDUCATION	R	02/26/2019	\$4,011.28	02/26/2019	

## Cash Posting

<u>Check #</u>	<u>Payee Key</u>	<u>Payee Name</u>	<u>T</u>	<u>Check Date</u>	<u>Check Amount</u>	<u>Date</u>	<u>Stmnt Date</u>
<u>AP</u> <u>HARRIS BANK</u>							
*****Continued*****							
296863	XEROX F000	XEROX FINANCIAL SERVICES	R	02/26/2019	\$9,760.35	02/26/2019	
Number Of Checks:				104	\$406,776.55		
Total Checks:				104	\$406,776.55		
<u>Totals:</u>				<u>Bank</u>	<u>Total \$\$</u>		
				AP	\$406,776.55		

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

Cash Posting						
Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Date Stmt Date
AP	HARRIS BANK					
181900772	ANANDNEH002	ANAND, NEHAL	A	02/26/2019	\$76.85	02/26/2019 02/26/2019
181900773	ARENBJOS000	ARENBERG, JOSEPH A.	A	02/26/2019	\$67.57	02/26/2019 02/26/2019
181900774	COLUCJOA001	COLUCCI, JOANNE	A	02/26/2019	\$23.32	02/26/2019 02/26/2019
181900775	CONDODEV000	CONDON, DEVONNA	A	02/26/2019	\$36.98	02/26/2019 02/26/2019
181900776	DEROSROB000	DEROSA, ROBERT A.	A	02/26/2019	\$175.11	02/26/2019 02/26/2019
181900777	DEVLIGAB002	DEVLIN, GABRIELLE M.	A	02/26/2019	\$55.97	02/26/2019 02/26/2019
181900778	DOHERBRI003	DOHERTY, BRIAN E.	A	02/26/2019	\$56.00	02/26/2019 02/26/2019
181900779	DONATJEF000	DONATOWICZ, JEFFREY J.	A	02/26/2019	\$69.31	02/26/2019 02/26/2019
181900780	FALKEELI000	FALKENBERG, ELIZABETH	A	02/26/2019	\$367.23	02/26/2019 02/26/2019
181900781	GARCIJEN002	GARCIA-MACKO, JENNY	A	02/26/2019	\$70.65	02/26/2019 02/26/2019
181900782	GLAVIGAR000	GLAVIANO, GARRET	A	02/26/2019	\$47.85	02/26/2019 02/26/2019
181900783	GUSKEGIA002	GUSKEY, GIANNA	A	02/26/2019	\$151.26	02/26/2019 02/26/2019
181900784	HANISKAR000	HANISCH, KAREN A.	A	02/26/2019	\$49.00	02/26/2019 02/26/2019
181900785	HEINTWEN000	HEINTZ, WENDI C.	A	02/26/2019	\$17.98	02/26/2019 02/26/2019
181900786	KABOCOR000	KABOCHI, DOREEN H.	A	02/26/2019	\$29.23	02/26/2019 02/26/2019
181900787	MAKASDEA000	MAKAS, DEANNA	A	02/26/2019	\$135.27	02/26/2019 02/26/2019
181900788	MANCHRA000	MANCHUR, RACHEL L.	A	02/26/2019	\$49.52	02/26/2019 02/26/2019
181900789	MCCARLIS000	MCCARTY-MEINCKE, LISA	A	02/26/2019	\$29.59	02/26/2019 02/26/2019
181900790	MILFOMIN002	MILFORD, MINERVA S.	A	02/26/2019	\$199.22	02/26/2019 02/26/2019
181900791	NARECPRA002	NARECHANIA, PRANEETA N.	A	02/26/2019	\$50.00	02/26/2019 02/26/2019
181900792	OSBURASH000	OSBURN, ASHTON	A	02/26/2019	\$32.82	02/26/2019 02/26/2019
181900793	POKRALAU000	POKRAJAC, LAURA M.	A	02/26/2019	\$44.97	02/26/2019 02/26/2019
181900794	ROCHAJAM000	ROCHA, JAMIE C.	A	02/26/2019	\$35.91	02/26/2019 02/26/2019
181900795	ROTHBBAR003	ROTHBAUER, BARBIE L.	A	02/26/2019	\$14.58	02/26/2019 02/26/2019
181900796	SEOANJEN003	SEOANE, JENNIFER A.	A	02/26/2019	\$84.68	02/26/2019 02/26/2019
181900797	SHAPEZOE002	SHAPERA, ZOE C.	A	02/26/2019	\$269.52	02/26/2019 02/26/2019
181900798	TODD CAS000	TODD, CASEY M.	A	02/26/2019	\$58.51	02/26/2019 02/26/2019
181900799	ZIELIAND002	ZIELINSKI, ANDRE J.	A	02/26/2019	\$1,453.81	02/26/2019 02/26/2019
Number Of Checks:			28		\$3,752.71	
Total Checks:			28		\$3,752.71	
Totals:			Bank	Total \$\$		
			AP	\$3,752.71		

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

CERTIFICATION OF VOUCHERS  
COMMUNITY CONSOLIDATED SCHOOL  
DISTRICT NO. 15 COOK COUNTY,  
ILLINOIS 60067

TO: MICHAEL M. ADAMCZYK  
SCHOOL DISTRICT 15 TREASURER

This is to certify that the expenditures listed in the accompanying report have been incurred and that the Board of Education has audited and approved the same, at a meeting held March 13, 2019 and you are requested to issue checks for the same.

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PRESIDENT

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SECRETARY

VOUCHER NO.'S     296864 - 296993  
ACH NO. 'S         181900800 - 181900826  
(CHECK REGISTERS ATTACHED)

HARRIS BANK

10 EDUCATION FUND	\$	295,810.57
20 OPERATIONS & MAINTENANCE FUND	\$	51,324.44
30 DEBT SERVICE FUND	\$	-
40 TRANSPORTATION FUND	\$	81,789.66
80 TORT IMMUNITY/JUDGEMENT	\$	-
90 FIRE PREVENTION & SAFETY FUND	\$	-
97 STUDENT ACTIVITY FUND	\$	4,365.93
TOTAL	\$	433,290.60

Cash Posting						
Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Stmnt Date
AP	HARRIS BANK					
296864	1ST AYD 000	1ST AYD CORPORATION	R	03/13/2019	\$607.40	03/13/2019
296865	AL WARRE000	AL WARREN OIL CO INC	R	03/13/2019	\$801.00	03/13/2019
296866	ALPHA BA000	ALPHA BAKING CO INC	C	03/13/2019	\$0.00	03/13/2019 03/13/2019
296867	ALPHA BA000	ALPHA BAKING CO INC	R	03/13/2019	\$2,408.20	03/13/2019
296868	AMERICAN016	AMERICAN TAXI DISPATCH IN	R	03/13/2019	\$38,003.20	03/13/2019
296869	ANDERSON005	ANDERSON'S BOOKS INC	R	03/13/2019	\$1,696.16	03/13/2019
296870	ARTOME, 000	ARTOME, LLC	R	03/13/2019	\$2,717.00	03/13/2019
296871	ASSURED 000	ASSURED HEALTHCARE	R	03/13/2019	\$7,607.63	03/13/2019
296872	AT&T 000	AT&T	R	03/13/2019	\$5,920.55	03/13/2019
296873	AT&T 000	AT&T	R	03/13/2019	\$18,220.74	03/13/2019
296874	AXESS TR000	AXESS TRANSPORTATION	R	03/13/2019	\$12,639.00	03/13/2019
296875	BENNY'S 000	BENNY'S SERVICE CENTER IN	R	03/13/2019	\$860.50	03/13/2019
296876	BOES NAN000	BOES, NANCY	R	03/13/2019	\$284.28	03/13/2019
296877	BRACHFRE000	BRACH, FREDDIE R.	R	03/13/2019	\$71.07	03/13/2019
296878	BRAKE AL000	BRAKE ALIGN PARTS & SERVI	R	03/13/2019	\$787.60	03/13/2019
296879	BROOKFIE000	BROOKFIELD ZOO ATTN: CATH	R	03/13/2019	\$600.00	03/13/2019
296880	CANIGTOR000	CANIGLIA, TORRENCE	R	03/13/2019	\$142.14	03/13/2019
296881	CENTRAL 010	CENTRAL ILLINOIS TRUCKS I	R	03/13/2019	\$1,004.51	03/13/2019
296882	CHICAGO 039	CHICAGO BEHAVIORAL HOSPIT	R	03/13/2019	\$120.00	03/13/2019
296883	CITY OF 003	CITY OF ROLLING MEADOWS	R	03/13/2019	\$5,000.18	03/13/2019
296884	CLARKJEN000	CLARKE, JENNIFER	R	03/13/2019	\$100.00	03/13/2019
296885	COMED 000	COMED	R	03/13/2019	\$439.18	03/13/2019
296886	COZZIGRE000	COZZI, GREG	R	03/13/2019	\$142.14	03/13/2019
296887	COZZINI 000	COZZINI	R	03/13/2019	\$30.00	03/13/2019
296888	CUMBERLA001	CUMBERLAND THERAPY SERVIC	R	03/13/2019	\$1,522.50	03/13/2019
296889	DELL MAR000	DELL MARKETING LP	R	03/13/2019	\$998.24	03/13/2019
296890	FITNESS 000	FITNESS FINDERS	R	03/13/2019	\$145.78	03/13/2019
296891	FLUBAKYL000	FLUBACKER, KYLE T.	R	03/13/2019	\$350.00	03/13/2019
296892	FOLLETT 009	FOLLETT SCHOOL SOLUTIONS	R	03/13/2019	\$21,056.67	03/13/2019
296893	FRANCZEK000	FRANCZEK	R	03/13/2019	\$1,738.50	03/13/2019
296894	GARCIARA000	GARCIA, ARACELI	R	03/13/2019	\$17.50	03/13/2019
296895	GENERAL 006	GENERAL PARTS LLC	R	03/13/2019	\$755.99	03/13/2019
296896	GERBESAL000	GERBER, SALLY	R	03/13/2019	\$100.00	03/13/2019
296897	GET FRES000	GET FRESH PRODUCE INC	R	03/13/2019	\$3,566.70	03/13/2019
296898	GORDON F002	GORDON FOOD SERVICE	R	03/13/2019	\$7,710.61	03/13/2019
296899	HEALTH W000	HEALTH WORLD INC.	R	03/13/2019	\$14,000.00	03/13/2019
296900	HEARTLAN008	HEARTLAND PAYMENT SYSTEMS	R	03/13/2019	\$240.00	03/13/2019
296901	HOMESTEAD000	HOMESTEAD ELECTRICAL CONT	R	03/13/2019	\$3,243.00	03/13/2019
296902	IGSMA DI000	IGSMA DISTRICT 8 C/O ATTE	R	03/13/2019	\$388.00	03/13/2019
296903	INDEPEND003	INDEPENDENCE PLUS INC	R	03/13/2019	\$13,702.00	03/13/2019
296904	INTERSTA000	INTERSTATE BATTERY SYS OF	R	03/13/2019	\$851.28	03/13/2019
296905	INTERSTA001	INTERSTATE POWER SYSTEMS	R	03/13/2019	\$124.61	03/13/2019
296906	ITOUCHBI000	ITOUCHBIOMETRICS LLC	R	03/13/2019	\$523.60	03/13/2019
296907	ITR SYST000	ITR SYSTEMS	R	03/13/2019	\$1,819.70	03/13/2019
296908	ITU ABSO000	ITU ABSORB TECH INC	R	03/13/2019	\$1,114.44	03/13/2019
296909	JOANN PA000	JOANN PALDO READING AND L	R	03/13/2019	\$2,610.00	03/13/2019
296910	JOHNSON 002	JOHNSON CONTROLS INC	R	03/13/2019	\$7,713.10	03/13/2019
296911	JOURNEYS000	JOURNEYS/THE ROAD HOME	R	03/13/2019	\$100.00	03/13/2019
296912	JW PEPPE000	JW PEPPER & SON INC	R	03/13/2019	\$673.61	03/13/2019
296913	KENT AUT000	KENT AUTOMOTIVE/LAWSON PR	R	03/13/2019	\$998.90	03/13/2019
296914	KOHL WHO000	KOHL WHOLESALE	C	03/13/2019	\$0.00	03/13/2019 03/13/2019
296915	KOHL WHO000	KOHL WHOLESALE	C	03/13/2019	\$0.00	03/13/2019 03/13/2019

Cash Posting						
Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Stmnt Date
AP	HARRIS BANK					
*****Continued*****						
296916	KOHL WHO000	KOHL WHOLESale	C	03/13/2019	\$0.00	03/13/2019
296917	KOHL WHO000	KOHL WHOLESale	R	03/13/2019	\$42,976.80	03/13/2019
296918	LAKE ZUR000	LAKE ZURICH RADIATOR & A/	R	03/13/2019	\$95.00	03/13/2019
296919	LAND O'L000	LAND O'LAKES, INC	R	03/13/2019	\$2,888.80	03/13/2019
296920	LEACH EN000	LEACH ENTERPRISES INC	R	03/13/2019	\$244.38	03/13/2019
296921	LECHNER 000	LECHNER AND SONS INC	R	03/13/2019	\$205.07	03/13/2019
296922	LENOVO 001	LENOVO	R	03/13/2019	\$989.99	03/13/2019
296923	LVR INK 000	LVR INK	R	03/13/2019	\$175.00	03/13/2019
296924	MAYA SER000	MAYA SERVICES INC	R	03/13/2019	\$7,546.00	03/13/2019
296925	MENTA AC000	MENTA ACADEMY HILLSIDE	R	03/13/2019	\$7,130.16	03/13/2019
296926	METRO TA000	METRO TANK AND PUMP COMPA	R	03/13/2019	\$275.00	03/13/2019
296927	MIDWEST 005	MIDWEST FUEL INJECTION	R	03/13/2019	\$249.00	03/13/2019
296928	MIDWEST 008	MIDWEST PRINCIPALS CENTER	R	03/13/2019	\$215.00	03/13/2019
296929	MIDWEST 012	MIDWEST TRANSIT EQUIPMENT	R	03/13/2019	\$9,065.83	03/13/2019
296930	MUCCIJE000	MUCCIANTI, JERRY	R	03/13/2019	\$142.14	03/13/2019
296931	MUSIC IS000	MUSIC IS ELEMENTARY	R	03/13/2019	\$1,049.00	03/13/2019
296932	MUSICIAN000	MUSICIAN'S FRIEND	R	03/13/2019	\$599.20	03/13/2019
296933	NAPA OF 000	NAPA OF PALATINE	R	03/13/2019	\$771.25	03/13/2019
296934	NCS PEAR002	NCS PEARSON INC	R	03/13/2019	\$2,338.40	03/13/2019
296935	NESTENAN000	NESTER, NANCY	R	03/13/2019	\$71.07	03/13/2019
296936	NEUCO IN000	NEUCO INC	R	03/13/2019	\$1,717.20	03/13/2019
296937	NEW CONN000	NEW CONNECTIONS ACADEMY	R	03/13/2019	\$5,366.36	03/13/2019
296938	NICOR GA002	NICOR GAS	R	03/13/2019	\$392.64	03/13/2019
296939	NORTH SU002	NORTH SUBURBAN REGION IJA	R	03/13/2019	\$60.00	03/13/2019
296940	NORTHWES014	NORTHWEST TRUCKS INC	R	03/13/2019	\$61.46	03/13/2019
296941	P&M DIST001	P&M DISTRIBUTORS INC	R	03/13/2019	\$190.62	03/13/2019
296942	PALOS SP000	PALOS SPORTS INC	R	03/13/2019	\$517.81	03/13/2019
296943	PARKLAND000	PARKLAND PREPARATORY ACAD	R	03/13/2019	\$7,390.80	03/13/2019
296944	PERFORMA002	PERFORMANCE FOODSERVICE-C	C	03/13/2019	\$0.00	03/13/2019
296945	PERFORMA002	PERFORMANCE FOODSERVICE-C	C	03/13/2019	\$0.00	03/13/2019
296946	PERFORMA002	PERFORMANCE FOODSERVICE-C	C	03/13/2019	\$0.00	03/13/2019
296947	PERFORMA002	PERFORMANCE FOODSERVICE-C	C	03/13/2019	\$0.00	03/13/2019
296948	PERFORMA002	PERFORMANCE FOODSERVICE-C	C	03/13/2019	\$0.00	03/13/2019
296949	PERFORMA002	PERFORMANCE FOODSERVICE-C	C	03/13/2019	\$0.00	03/13/2019
296950	PERFORMA002	PERFORMANCE FOODSERVICE-C	C	03/13/2019	\$0.00	03/13/2019
296951	PERFORMA002	PERFORMANCE FOODSERVICE-C	C	03/13/2019	\$0.00	03/13/2019
296952	PERFORMA002	PERFORMANCE FOODSERVICE-C	C	03/13/2019	\$0.00	03/13/2019
296953	PERFORMA002	PERFORMANCE FOODSERVICE-C	C	03/13/2019	\$0.00	03/13/2019
296954	PERFORMA002	PERFORMANCE FOODSERVICE-C	C	03/13/2019	\$0.00	03/13/2019
296955	PERFORMA002	PERFORMANCE FOODSERVICE-C	C	03/13/2019	\$0.00	03/13/2019
296956	PERFORMA002	PERFORMANCE FOODSERVICE-C	R	03/13/2019	\$53,127.35	03/13/2019
296957	PORTER P000	PORTER PIPE AND SUPPLY CO	R	03/13/2019	\$203.64	03/13/2019
296958	PROWARE 000	PROWARE / AC DYNA-TITE	R	03/13/2019	\$817.64	03/13/2019
296959	QUINLAN 000	QUINLAN & FABISH MUSIC	R	03/13/2019	\$22.00	03/13/2019
296960	ROGNER'S001	ROGNER'S TOWING & RECOVER	R	03/13/2019	\$202.50	03/13/2019
296961	RUSH TRU002	RUSH TRUCK CENTER GRAYSLA	R	03/13/2019	\$1,792.02	03/13/2019
296962	SAMS CLU000	SAMS CLUB DIRECT	R	03/13/2019	\$511.47	03/13/2019
296963	SCHAUJON000	SCHAUS, JON	R	03/13/2019	\$71.07	03/13/2019
296964	SCHOOL H001	SCHOOL HEALTH CORPORATION	R	03/13/2019	\$923.23	03/13/2019
296965	SCHOOL S000	SCHOOL SPECIALTY INC	R	03/13/2019	\$1,055.60	03/13/2019
296966	SHARP WE000	SHARP WEAR INC	R	03/13/2019	\$274.07	03/13/2019

Cash Posting						
Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Stmnt Date
AP	HARRIS BANK					
*****Continued*****						
296967	SHARPS C000	SHARPS COMPLIANCE INC	R	03/13/2019	\$170.63	03/13/2019
296968	SKRYDJAC000	SKRYD, JACKIE	R	03/13/2019	\$71.07	03/13/2019
296969	SMITHERE000	SMITHEREEN EXTERMINATING	C	03/13/2019	\$0.00	03/13/2019
296970	SMITHERE000	SMITHEREEN EXTERMINATING	C	03/13/2019	\$0.00	03/13/2019
296971	SMITHERE000	SMITHEREEN EXTERMINATING	R	03/13/2019	\$735.00	03/13/2019
296972	SOLARWIN000	SOLARWINDS INC	R	03/13/2019	\$3,622.00	03/13/2019
296973	SOLIANT 000	SOLIANT HEALTH	R	03/13/2019	\$1,342.95	03/13/2019
296974	SOUTH MI000	SOUTH MIDDLE SCHOOL	R	03/13/2019	\$250.00	03/13/2019
296975	SOUTH SI000	SOUTH SIDE CONTROL SUPPL	R	03/13/2019	\$953.68	03/13/2019
296976	SPECIAL 000	SPECIAL EDUCATION SYSTEMS	R	03/13/2019	\$2,185.56	03/13/2019
296977	STANDARD007	STANDARD PIPE & SUPPLY IN	R	03/13/2019	\$46.23	03/13/2019
296978	STREAMWO000	STREAMWOOD BEHAVIORAL HEA	R	03/13/2019	\$80.00	03/13/2019
296979	SUPPLYWO001	SUPPLYWORKS	R	03/13/2019	\$19,335.00	03/13/2019
296980	TEACHER 003	TEACHER CREATED MATERIALS	R	03/13/2019	\$33,750.00	03/13/2019
296981	TECHNOLO003	TECHNOLOGY MANAGEMENT REV	R	03/13/2019	\$6,075.00	03/13/2019
296982	TEICHJOH000	TEICHERT, JOHN	R	03/13/2019	\$300.00	03/13/2019
296983	TERRACE 000	TERRACE SUPPLY COMPANY	R	03/13/2019	\$52.29	03/13/2019
296984	TYLER TE000	TYLER TECHNOLOGIES INC	R	03/13/2019	\$4,534.40	03/13/2019
296985	UNITY SC000	UNITY SCHOOL BUS PARTS	R	03/13/2019	\$2,245.85	03/13/2019
296986	US GAMES001	US GAMES	R	03/13/2019	\$323.87	03/13/2019
296987	VALVOLIN001	VALVOLINE LLC	R	03/13/2019	\$2,490.64	03/13/2019
296988	VERITIV 001	VERITIV OPERATING COMPANY	R	03/13/2019	\$5,099.00	03/13/2019
296989	VILLAGE 000	VILLAGE OF HOFFMAN ESTATE	R	03/13/2019	\$1,435.00	03/13/2019
296990	VIRTUAL 000	VIRTUAL CONNECTIONS ACADE	R	03/13/2019	\$6,478.62	03/13/2019
296991	VRBA RIC000	VRBA, RICH	R	03/13/2019	\$71.07	03/13/2019
296992	WINESRAY000	WINESBURG, RAY	R	03/13/2019	\$142.14	03/13/2019
296993	ZEP SALE000	ZEP SALES AND SERVICES	R	03/13/2019	\$485.99	03/13/2019
Number Of Checks:			130		\$430,267.77	
Total Checks:			130		\$430,267.77	
Totals:			Bank		Total \$\$	
			AP		\$430,267.77	

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

Cash Posting						
Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Stmnt Date
AP	HARRIS BANK					
181900800	ADAMCMIC003	ADAMCZYK, MICHAEL M.	A	03/13/2019	\$60.00	03/13/2019
181900801	CONSIJAC000	CONSIGLIO, JACLYN S.	A	03/13/2019	\$67.80	03/13/2019
181900802	COUGHANN000	COUGHLAN, ANNICE	A	03/13/2019	\$29.00	03/13/2019
181900803	COUTTCAR000	COUTTS SIEPKA, CAROL J.	A	03/13/2019	\$26.50	03/13/2019
181900804	CYGNAANN003	CYGNAR, ANN M.	A	03/13/2019	\$147.20	03/13/2019
181900805	DIAZ POR000	DIAZ FERNANDEZ, PORFIRIO	A	03/13/2019	\$50.00	03/13/2019
181900806	DIX EMI000	DIX, EMILY T.	A	03/13/2019	\$66.24	03/13/2019
181900807	DRAKEKAT000	DRAKE, KATHY L.	A	03/13/2019	\$25.00	03/13/2019
181900808	FALKEELI000	FALKENBERG, ELIZABETH	A	03/13/2019	\$142.97	03/13/2019
181900809	FREEMLOR002	FREEMAN, LOREN	A	03/13/2019	\$250.00	03/13/2019
181900810	GATESVIC000	GATES, VICTORIA E.	A	03/13/2019	\$92.02	03/13/2019
181900811	GEHRISUS000	GEHRING, SUSAN M.	A	03/13/2019	\$729.07	03/13/2019
181900812	GRABOANN002	GRABOWSKI, ANNETTE M.	A	03/13/2019	\$145.00	03/13/2019
181900813	GUSKEGIA002	GUSKEY, GIANNA	A	03/13/2019	\$267.07	03/13/2019
181900814	JOHANERIO02	JOHANSEN, ERIKA B.	A	03/13/2019	\$60.50	03/13/2019
181900815	MALAGEST000	MALAGON, ESTHER A.	A	03/13/2019	\$12.18	03/13/2019
181900816	MALS HEI000	MALS, HEIDI	A	03/13/2019	\$124.41	03/13/2019
181900817	MICHATIM000	MICHALSKI, TIMOTHY D.	A	03/13/2019	\$163.27	03/13/2019
181900818	MOGILNIC002	MOGILINSKI, NICOLE M.	A	03/13/2019	\$32.22	03/13/2019
181900819	MOLLEKEL002	MOLLENHAUER, KELLY J.	A	03/13/2019	\$63.80	03/13/2019
181900820	O'NEICHE000	O'NEILL, CHERYL A.	A	03/13/2019	\$34.66	03/13/2019
181900821	RUDE SAM000	RUDE, SAMANTHA	A	03/13/2019	\$99.45	03/13/2019
181900822	SANCHMEG002	SANCHEZ, MEGHAN J.	A	03/13/2019	\$152.83	03/13/2019
181900823	SONG EDW000	SONG, EDWIN H.	A	03/13/2019	\$12.00	03/13/2019
181900824	THOMPHEA000	THOMPSON, HEATHER L.	A	03/13/2019	\$78.30	03/13/2019
181900825	TRAUSHEA002	TRAUSCH, HEATHER	A	03/13/2019	\$41.76	03/13/2019
181900826	WAGNERAC000	WAGNER, RACHEL	A	03/13/2019	\$49.58	03/13/2019
Number Of Checks:				27	\$3,022.83	
Total Checks:				27	\$3,022.83	
Totals:				Bank	Total \$\$	
				AP	\$3,022.83	

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

**Community Consolidated School District 15**  
**Activity Fund Report**  
**Month Ending January 31, 2019**

<b>Accounts</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Ending Cash Balance</b>	<b>Encumbrances</b>	<b>Balance</b>
Interest on Savings Accounts	\$78,110.15	\$1,145.12	\$0.00	\$79,255.27	\$0.00	\$79,255.27
Al Hoover Fund	40,174.14	82.51	-	40,256.65	-	40,256.65
Other Activities	11,216.06	23.04	-	11,239.10	-	11,239.10
Total Trust & Agency Accounts	\$129,500.35	\$1,250.67	\$0.00	\$130,751.02	\$0.00	\$130,751.02
Student Activity & Convenience	\$477,868.36	\$20,324.26	\$67,197.51	\$430,995.11	\$0.00	\$430,995.11
<b>Grand Total</b>	<b>\$607,368.71</b>	<b>\$21,574.93</b>	<b>\$67,197.51</b>	<b>\$561,746.13</b>	<b>\$0.00</b>	<b>\$561,746.13</b>
<b>Checking / Investment Account Balance</b>						
Harris Bank of Palatine	\$ 561,746.13					
<b>Total Cash in Bank</b>	<b>\$561,746.13</b>					
<b>Total Cash</b>	<b>\$561,746.13</b>					

Difference                      **\$0.00**

**Community Consolidated School District 15**  
**Student Activity Fund Report**  
**Month Ending January 31, 2019**

<b>School</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Ending Cash Balance</b>	<b>Encumbrances</b>	<b>Balance</b>
Jane Addams	\$ 5,750.99	\$ 721.29	\$ 718.86	\$ 5,753.42	\$ -	\$ 5,753.42
Central Road	52,024.56	1,994.42	2,791.75	51,227.23	-	51,227.23
Winston Campus Elementary	18,203.29	58.99	4,547.97	13,714.31	-	13,714.31
Kimball Hill	4,779.81	1,262.81	-	6,042.62	-	6,042.62
Hunting Ridge	9,670.11	1,162.84	1,848.52	8,984.43	-	8,984.43
Thomas Jefferson	37,062.85	1,694.08	226.94	38,529.99	-	38,529.99
Marion Jordan	13,603.48		23.00	13,580.48	-	13,580.48
Lake Louise	6,252.44	4,929.11	3,376.42	7,805.13	-	7,805.13
Lincoln	20,834.23	-	9,643.03	11,191.20	-	11,191.20
Stuart R. Paddock	35,747.41	-	4,629.62	31,117.79	-	31,117.79
Pleasant Hill	18,681.24	549.42	2,028.21	17,202.45	-	17,202.45
Plum Grove Jr. High	36,864.56	1,867.00	6,749.56	31,982.00	-	31,982.00
Gray M. Sanborn	22,106.93	-	729.07	21,377.86	-	21,377.86
Carl Sandburg Jr. High	19,990.49	-	4,271.82	15,718.67	-	15,718.67
W. R. Sundling Jr. High	48,701.82	1,165.60	11,581.43	38,285.99	-	38,285.99
Virginia Lake	6,442.78	147.50	1,785.53	4,804.75	-	4,804.75
F. C. Whiteley	32,508.96	-	1,084.27	31,424.69	-	31,424.69
Willow Bend	25,687.63	3,585.74	3,764.24	25,509.13	-	25,509.13
Winston Campus Jr. High	31,217.01	-	4,312.78	26,904.23	-	26,904.23
John G. Conyers Learning Academy	2,100.00	-	-	2,100.00	-	2,100.00
Special Olympics	10,269.06	500.00	-	10,769.06	-	10,769.06
<b>Total Student Accts</b>	<b>\$ 458,499.65</b>	<b>\$ 19,638.80</b>	<b>\$ 64,113.02</b>	<b>\$ 414,025.43</b>	<b>\$ -</b>	<b>\$ 414,025.43</b>

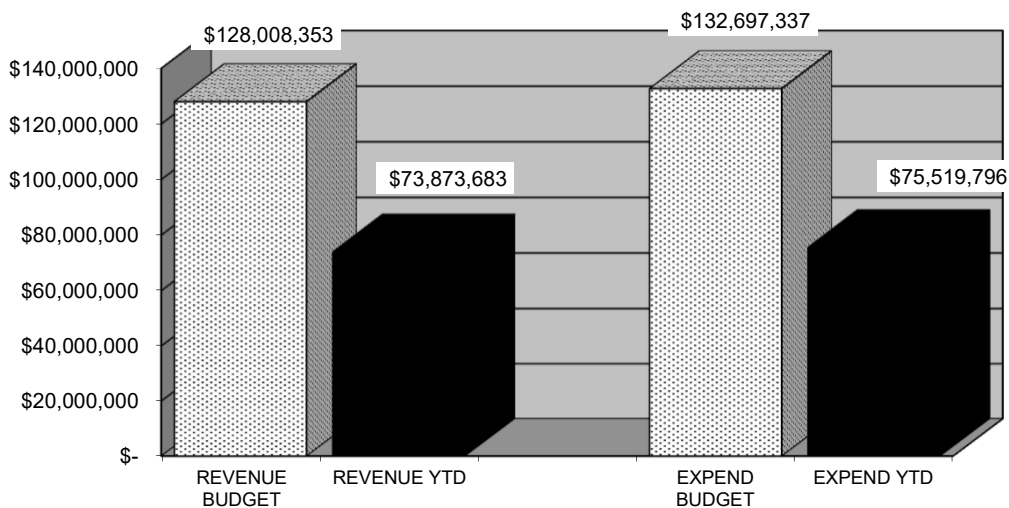
**Community Consolidated School District 15**  
**Convenience Account Fund Report and Summary**  
**Month Ending January 31, 2019**

<b>School</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Ending Cash Balance</b>	<b>Encumbrances</b>	<b>Balance</b>
Jane Addams	\$ (3,006.00)	\$ -	\$ -	\$ (3,006.00)	\$ -	\$ (3,006.00)
Central Road	\$ (205.64)	299.50	95.08	\$ (1.22)	-	(1.22)
Winston Campus Elementary	\$ (986.49)	-	-	\$ (986.49)	-	(986.49)
Kimball Hill	\$ (824.02)	-	-	\$ (824.02)	-	(824.02)
Hunting Ridge	\$ 112.96	-	13.00	\$ 99.96	-	99.96
Thomas Jefferson	\$ 446.58	-	-	\$ 446.58	-	446.58
Marion Jordan	\$ -	-	-	\$ -	-	-
Lake Louise	\$ 5.74	30.88	400.45	\$ (363.83)	-	(363.83)
Lincoln	\$ 100.18	-	-	\$ 100.18	-	100.18
Stuart R. Paddock	\$ 1,008.09	-	224.35	\$ 783.74	-	783.74
Pleasant Hill	\$ 1,653.75	60.08	463.13	\$ 1,250.70	-	1,250.70
Plum Grove Jr. High	\$ (2,286.51)	40.00	699.48	\$ (2,945.99)	-	(2,945.99)
Gray M. Sanborn	\$ 240.54	-	-	\$ 240.54	-	240.54
Carl Sandburg Jr. High	\$ 6,193.06	-	-	\$ 6,193.06	-	6,193.06
W. R. Sundling Jr. High	\$ 194.72	-	338.12	\$ (143.40)	-	(143.40)
Virginia Lake	\$ 2,004.38	230.00	13.00	\$ 2,221.38	-	2,221.38
F. C. Whiteley	\$ 1,003.14	-	764.33	\$ 238.81	-	238.81
Willow Bend	\$ 10,239.83	-	-	\$ 10,239.83	-	10,239.83
Willow Bend Experience	\$ (2,963.10)	-	-	\$ (2,963.10)	-	(2,963.10)
Winston Campus Jr. High	\$ 105.83	-	-	\$ 105.83	-	105.83
John G. Conyers Learning Academy	\$ 3,098.17	-	-	\$ 3,098.17	-	3,098.17
Transportation	\$ 2,575.66	-	-	\$ 2,575.66	-	2,575.66
Social Work	\$ 657.84	25.00	73.55	\$ 609.29	-	609.29
<b>Total Convenience Accts</b>	<b>\$ 19,368.71</b>	<b>\$ 685.46</b>	<b>\$ 3,084.49</b>	<b>\$ 16,969.68</b>	<b>\$ -</b>	<b>\$ 16,969.68</b>
<b>Total Student Accts (See Page 1)</b>	<b>\$ 458,499.65</b>	<b>\$ 19,638.80</b>	<b>\$ 64,113.02</b>	<b>\$ 414,025.43</b>	<b>\$ -</b>	<b>\$ 414,025.43</b>
<b>Total Student &amp; Convenience Accts</b>	<b>\$ 477,868.36</b>	<b>\$ 20,324.26</b>	<b>\$ 67,197.51</b>	<b>\$ 430,995.11</b>	<b>\$ -</b>	<b>\$ 430,995.11</b>

## EDUCATIONAL FUND FEBRUARY 2019 - BUDGET REPORT

REVENUE	REVENUE BUDGET	REVENUE COLLECTED	PERCENT RECEIVED	TO BE COLLECTED	REVENUE OVER BUDGET
LOCAL TAXES	\$ 96,683,851.00	\$ 55,595,148.84	57.50%	\$ 41,088,702.16	
INTEREST ON INVESTMENTS	1,100,000.00	741,016.02	67.37%	358,983.98	
CPP REPLACEMENT TAXES	618,142.00	240,277.47	38.87%	377,864.53	
OTHER LOCAL REVENUE	2,775,486.00	2,155,260.53	77.65%	620,225.47	
STATE REVENUE	17,105,305.00	10,944,497.43	63.98%	6,160,807.57	
FEDERAL REVENUE	9,725,569.00	4,197,483.15	43.16%	5,528,085.85	
	-	-			
<b>TOTALS</b>	<b>\$ 128,008,353.00</b>	<b>\$ 73,873,683.44</b>	<b>57.71%</b>	<b>\$ 54,134,669.56</b>	

EXPENDITURES	EXPENDITURE BUDGET	ACTUAL EXPENDITURES	ENCUMB	% OF BUDGET EXPENDED	AVAILABLE BUDGET
SALARIES	\$ 94,925,848.00	\$ 50,209,254.05	-	52.89%	\$ 44,716,593.95
BENEFITS	19,430,966.00	10,062,089.44	-	51.78%	9,368,876.56
PURCHASED SERVICES	3,767,745.00	2,297,410.76	\$ 254,572.64	67.73%	1,215,761.60
SUPPLIES	5,651,146.00	4,216,739.32	763,365.68	88.13%	671,041.00
CAPITAL OUTLAY	2,855,613.00	2,190,651.57	137,553.80	81.53%	527,407.63
TUITION / OTHER	1,411,833.00	888,158.45	-	62.91%	523,674.55
CONTINGENCY	-	-	-	-	-
TRANSFER AMONG FUNDS	4,654,186.00	4,500,000.00	-	-	154,186.00
<b>TOTALS</b>	<b>\$ 132,697,337.00</b>	<b>\$ 74,364,303.59</b>	<b>\$ 1,155,492.12</b>	<b>56.91%</b>	<b>\$ 57,177,541.29</b>



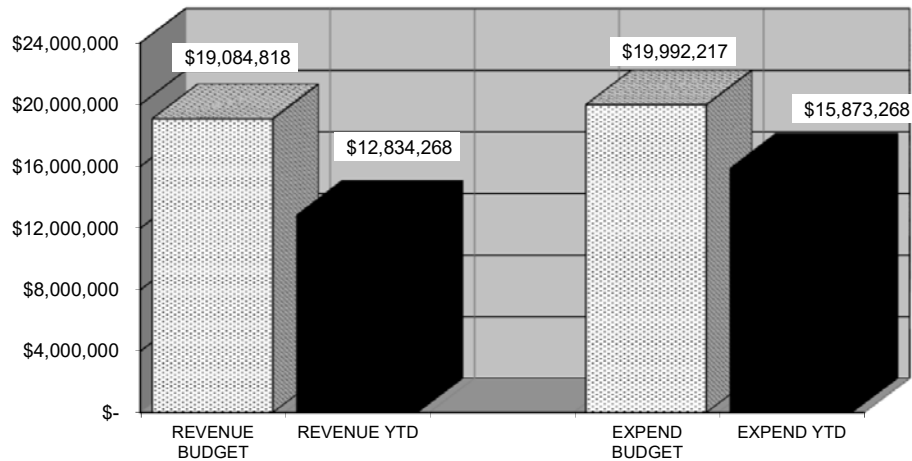
ACTUAL REVENUES & EXPENDITURES - UNAUDITED CASH BASIS AMOUNTS

BUDGET AMOUNTS ARE FROM THE DISTRICT'S FY 19 APPROVED BUDGET

## OPERATIONS & MAINTENANCE FUND FEBRUARY 2019 - BUDGET REPORT

REVENUE	REVENUE BUDGET	REVENUE COLLECTED	PERCENT RECEIVED	TO BE COLLECTED	REVENUE OVER BUDGET
LOCAL TAXES	\$ 13,691,426.00	\$ 8,027,788.31	58.63%	\$ 5,663,637.69	
INTEREST ON INVESTMENTS	45,000.00	31,685.93	70.41%	13,314.07	
OTHER LOCAL REVENUE	230,250.00	148,844.08	64.64%	81,405.92	
CPP REPLACEMENT TAXES	618,142.00	125,949.82	20.38%	492,192.18	
STATE REVENUE	-	-	0.00%		
TRANSFER AMONG FUNDS	4,500,000.00	4,500,000.00	100.00%		
<b>TOTALS</b>	<b>\$ 19,084,818.00</b>	<b>\$ 12,834,268.14</b>	<b>67.25%</b>	<b>\$ 6,250,549.86</b>	

EXPENDITURES	EXPENDITURE BUDGET	ACTUAL EXPENDITURES	ENCUMB	% OF BUDGET EXPENDED	AVAILABLE BUDGET
SALARIES	\$ 5,316,856.00	\$ 3,404,889.45	\$ -	64.04%	\$ 1,911,966.55
BENEFITS	1,031,432.00	680,470.55	-	65.97%	350,961.45
PURCHASED SERVICES	1,196,255.00	552,456.94	120,240.27	56.23%	523,557.79
UTILITIES	2,496,924.00	1,024,829.36	-	41.04%	1,472,094.64
SUPPLIES	1,002,250.00	433,358.16	295,282.88	72.70%	273,608.96
CAPITAL OUTLAY	697,750.00	1,199,891.54	261,848.86	209.49%	(763,990.40)
OTHER	750.00	-	-	0.00%	750.00
TRANSFER AMONG FUNDS	8,250,000.00	7,900,000.00	-	95.76%	350,000.00
	<b>\$ 19,992,217.00</b>	<b>\$ 15,195,896.00</b>	<b>\$ 677,372.01</b>	<b>79.40%</b>	<b>\$ 4,118,948.99</b>



BUDGET AMOUNTS ARE FROM THE DISTRICT'S FY 19 APPROVED BUDGET

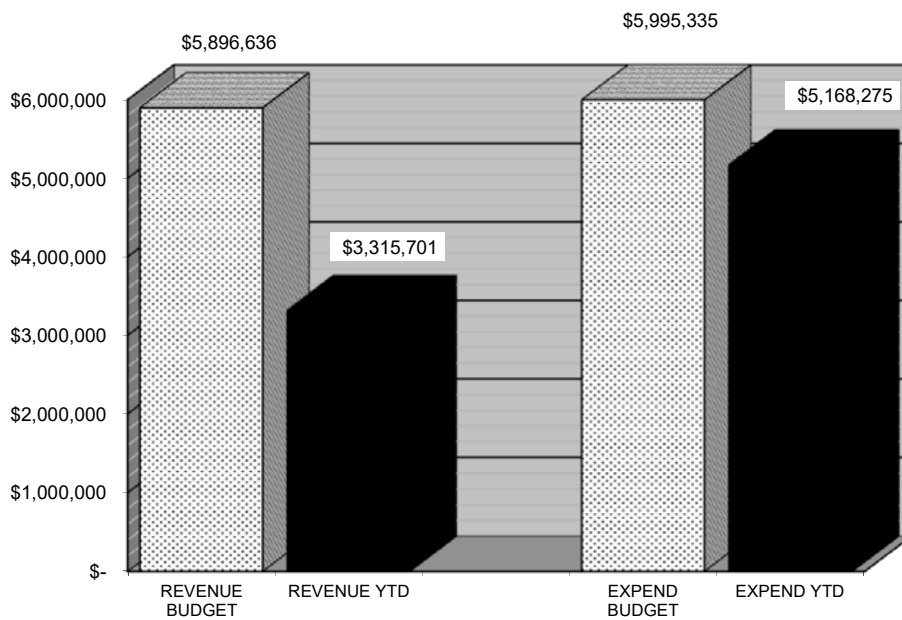
ACTUAL REVENUES & EXPENDITURES - UNAUDITED CASH BASIS AMOUNTS

# DEBT SERVICE FUND

## FEBRUARY 2019 - BUDGET REPORT

REVENUE	REVENUE BUDGET	REVENUE COLLECTED	PERCENT RECEIVED	TO BE COLLECTED	REVENUE OVER BUDGET
LOCAL TAXES	\$ 5,704,450.00	\$ 3,286,767.70	57.62%	2,417,682.30	
OTHER LOCAL REVENUE	-	-	0.00%		
INTEREST ON INVESTMENTS	38,000.00	28,933.40	76.14%	9,066.60	
TRANSFER AMONG FUNDS	154,186.00	-	0.00%	154,186.00	
<b>TOTALS</b>	<b>\$ 5,896,636.00</b>	<b>\$ 3,315,701.10</b>	<b>56.23%</b>	<b>\$2,580,934.90</b>	

EXPENDITURES	EXPENDITURE BUDGET	ACTUAL EXPENDITURES	ENCUMB	% OF BUDGET EXPENDED	AVAILABLE BUDGET
DEBT RETIREMENT / INTEREST	\$ 5,993,835.00	\$ 5,167,325.00		86.21%	\$ 826,510.00
SERVICES	1,500.00	950.00		63.33%	\$ 550.00
	-	-		0.00%	-
<b>TOTALS</b>	<b>\$ 5,995,335.00</b>	<b>\$ 5,168,275.00</b>		<b>86.20%</b>	<b>\$ 827,060.00</b>



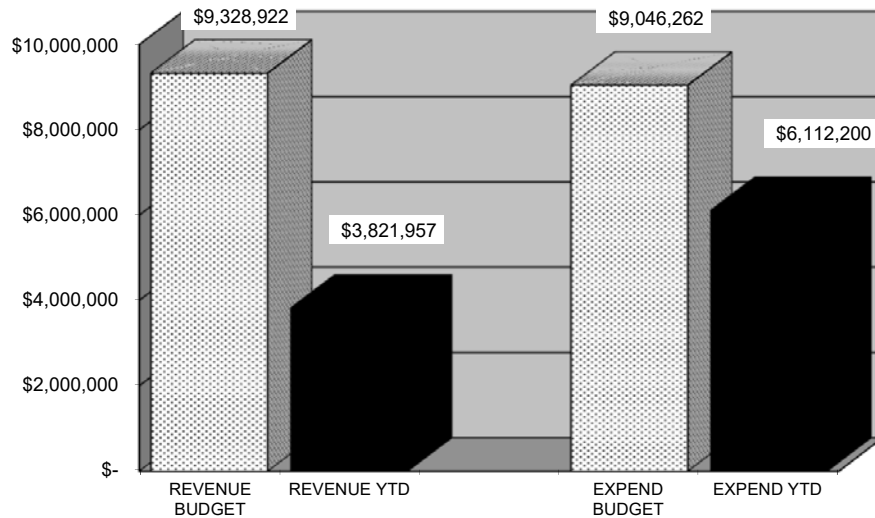
BUDGET AMOUNTS ARE FROM THE DISTRICT'S FY 19 APPROVED BUDGET

ACTUAL REVENUES & EXPENDITURES - UNAUDITED CASH BASIS AMOUNTS

## TRANSPORTATION FUND FEBRUARY 2019 - BUDGET REPORT

REVENUE	REVENUE BUDGET	REVENUE COLLECTED	PERCENT RECEIVED	TO BE COLLECTED	REVENUE OVER BUDGET
LOCAL TAXES	\$ 4,240,802.00	\$ 2,406,070.84	56.74%	\$ 1,834,731.16	
INTEREST ON INVESTMENTS	48,000.00	73,801.67	153.75%		\$25,801.67
BUS FEES	175,000.00	148,586.25	84.91%	26,413.75	
STATE REVENUE	4,840,120.00	1,164,537.75	24.06%	3,675,582.25	
OTHER LOCAL REVENUE	25,000.00	28,960.20	115.84%		3,960.20
<b>TOTALS</b>	<b>\$ 9,328,922.00</b>	<b>\$ 3,821,956.71</b>	<b>40.97%</b>	<b>\$ 5,506,965.29</b>	

EXPENDITURES	EXPENDITURE BUDGET	ACTUAL EXPENDITURES	ENCUMB	% OF BUDGET EXPENDED	AVAILABLE BUDGET
SALARIES	\$ 4,684,879.00	\$ 2,897,583.05	-	61.85%	\$ 1,787,295.95
BENEFITS	1,886,610.00	1,068,001.68	-	56.61%	818,608.32
PURCHASED SERVICES	698,830.00	561,337.33	91.83	80.34%	137,400.84
SUPPLIES	1,012,743.00	753,225.99	82,209.05	82.49%	177,307.96
CAPITAL OUTLAY	763,200.00	749,750.97	-	98.24%	13,449.03
CONTINGENCY/OTHER	-	-	-	0.00%	-
TRANSFER AMONG FUNDS	-	-	-	0.00%	-
	<b>\$ 9,046,262.00</b>	<b>\$ 6,029,899.02</b>	<b>\$ 82,300.88</b>	<b>67.57%</b>	<b>\$ 2,934,062.10</b>



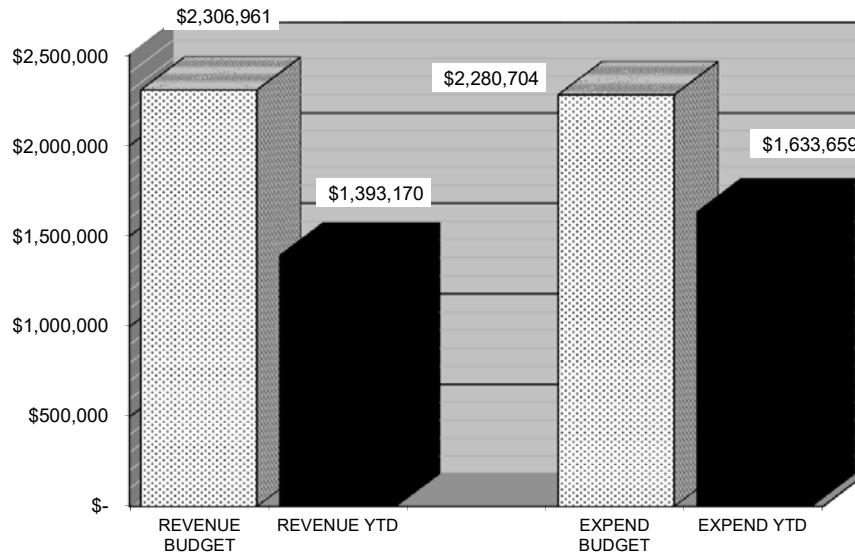
BUDGET AMOUNTS ARE FROM THE DISTRICT'S FY 19 APPROVED BUDGET

ACTUAL REVENUES & EXPENDITURES - UNAUDITED CASH BASIS AMOUNTS

**ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)  
FEBRUARY 2019 - BUDGET REPORT**

REVENUE	REVENUE BUDGET	REVENUE COLLECTED	PERCENT RECEIVED	TO BE COLLECTED	REVENUE OVER BUDGET
LOCAL TAXES	\$ 2,170,461.00	\$ 1,258,710.21	57.99%	\$ 911,750.79	
INTEREST ON INVESTMENTS	11,500.00	9,459.79	82.26%	\$2,040.21	
CPP REPLACEMENT TAXES	125,000.00	125,000.00	100.00%		
<b>TOTALS</b>	<b>\$ 2,306,961.00</b>	<b>\$ 1,393,170.00</b>	<b>60.39%</b>	<b>\$ 913,791.00</b>	

EXPENDITURES	EXPENDITURE BUDGET	ACTUAL EXPENDITURES	ENCUMB	% OF BUDGET EXPENDED	AVAILABLE BUDGET
BENEFITS	\$ 2,280,704.00	\$ 1,633,658.51		71.63%	\$ 647,045.49
<b>TOTALS</b>	<b>\$ 2,280,704.00</b>	<b>\$ 1,633,658.51</b>		<b>71.63%</b>	<b>\$ 647,045.49</b>



BUDGET AMOUNTS ARE FROM THE DISTRICT'S FY 19 APPROVED BUDGET

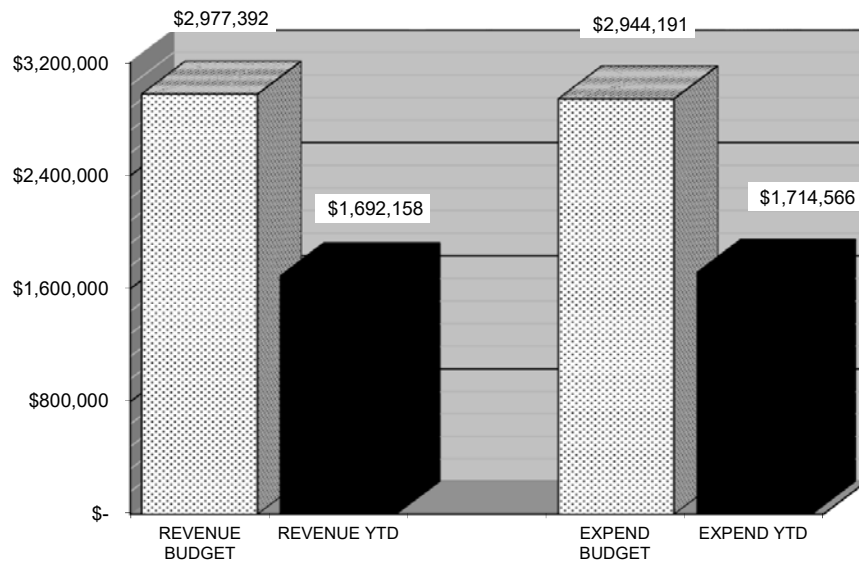
ACTUAL REVENUES & EXPENDITURES - UNAUDITED CASH BASIS AMOUNTS

# SOCIAL SECURITY FUND

## FEBRUARY 2019 - BUDGET REPORT

REVENUE	REVENUE BUDGET	REVENUE COLLECTED	PERCENT RECEIVED	TO BE COLLECTED	REVENUE OVER BUDGET
LOCAL TAXES	\$ 2,946,392.00	\$ 1,655,129.92	56.17%	\$ 1,291,262.08	
INTEREST ON INVESTMENTS	31,000.00	37,027.67	119.44%		\$ 6,027.67
<b>TOTALS</b>	<b>\$ 2,977,392.00</b>	<b>\$ 1,692,157.59</b>	<b>56.83%</b>	<b>\$ 1,285,234.41</b>	

EXPENDITURES	EXPENDITURE BUDGET	ACTUAL EXPENDITURES	ENCUMB	% OF BUDGET EXPENDED	AVAILABLE BUDGET
BENEFITS	\$ 2,944,191.00	\$ 1,714,565.79		58.24%	\$ 1,229,625.21
<b>TOTALS</b>	<b>\$ 2,944,191.00</b>	<b>\$ 1,714,565.79</b>		<b>58.24%</b>	<b>\$1,229,625.21</b>



BUDGET AMOUNTS ARE FROM THE DISTRICT'S FY 19 APPROVED BUDGET

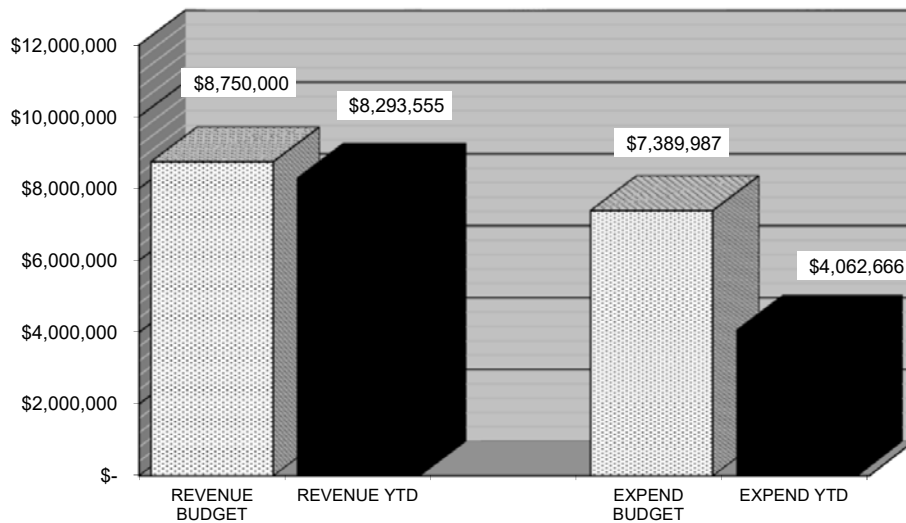
ACTUAL REVENUES & EXPENDITURES - UNAUDITED CASH BASIS AMOUNTS

# CAPITAL PROJECTS FUND

## FEBRUARY 2019 - BUDGET REPORT

REVENUE	REVENUE BUDGET	REVENUE COLLECTED	PERCENT RECEIVED	TO BE COLLECTED	REVENUE OVER BUDGET
LOCAL TIF REVENUE	\$ 335,000.00	\$ 291,099.41	86.90%	\$ 43,900.59	
INTEREST ON INVESTMENTS	5,000.00	981.60	19.63%	4,018.40	
DONATION	60,000.00	-	0.00%	60,000.00	
OTHER	100,000.00	101,473.89	101.47%		\$1,473.89
TRANSFER AMONG FUNDS	8,250,000.00	7,900,000.00	95.76%	350,000.00	
<b>TOTALS</b>	<b>\$ 8,750,000.00</b>	<b>\$ 8,293,554.90</b>	<b>94.78%</b>	<b>\$ 456,445.10</b>	

EXPENDITURES	EXPENDITURE BUDGET	ACTUAL EXPENDITURES	ENCUMB	% OF BUDGET EXPENDED	AVAILABLE BUDGET
PURCHASED SERVICES	\$ 662,647.00	\$ 465,925.43	\$ 3,000.00	70.77%	\$ 193,721.57
SUPPLIES/MATERIALS	-	-	-	0.00%	-
CAPITAL OUTLAY	6,727,340.00	3,593,740.36	-	53.42%	3,133,599.64
CONTINGENCY	-	-	-	0.00%	-
<b>TOTALS</b>	<b>\$ 7,389,987.00</b>	<b>\$ 4,059,665.79</b>	<b>\$ 3,000.00</b>	<b>54.98%</b>	<b>\$ 3,327,321.21</b>



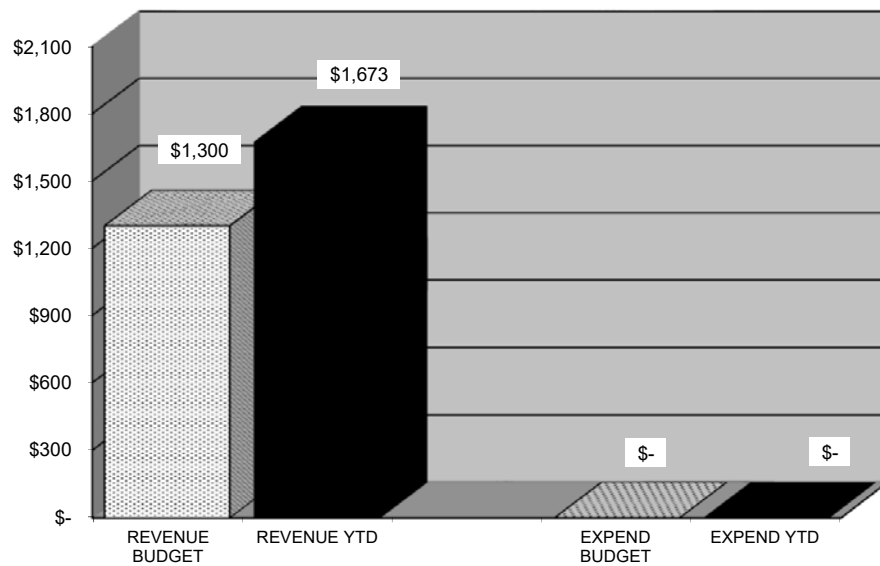
BUDGET AMOUNTS ARE FROM THE DISTRICT'S FY 19 APPROVED BUDGET

ACTUAL REVENUES & EXPENDITURES - UNAUDITED CASH BASIS AMOUNTS

# **WORKING CASH FUND** **FEBRUARY 2019 - BUDGET REPORT**

REVENUE	REVENUE BUDGET	REVENUE COLLECTED	PERCENT RECEIVED	TO BE COLLECTED	REVENUE OVER BUDGET
LOCAL TAXES	\$ -	\$ -			
INTEREST ON INVESTMENTS	1,300.00	1,673.37	128.72%		\$ 373.37
<b>TOTALS</b>	<b>\$ 1,300.00</b>	<b>\$ 1,673.37</b>			<b>\$ 373.37</b>

EXPENDITURES	EXPENDITURE BUDGET	ACTUAL EXPENDITURES	ENCUMB	% OF BUDGET EXPENDED	AVAILABLE BUDGET
TRANSFERS	\$ -	\$ -			
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>			



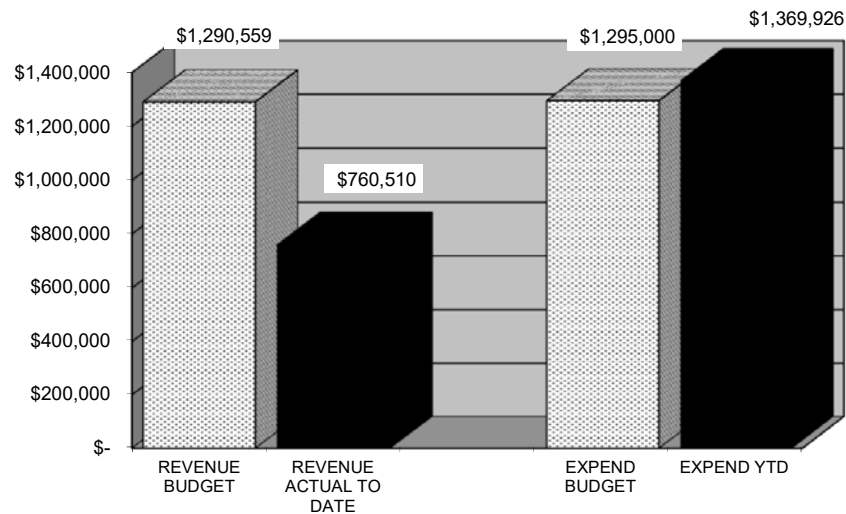
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ACTUAL REVENUES & EXPENDITURES - UNAUDITED CASH BASIS AMOUNTS

## TORT IMMUNITY/JUDGEMENT FUND FEBRUARY 2019 - BUDGET REPORT

REVENUE	REVENUE BUDGET	REVENUE COLLECTED	PERCENT RECEIVED	TO BE COLLECTED	REVENUE OVER BUDGET
LOCAL TAXES	\$ 1,287,259.00	\$ 758,410.05	58.92%	\$ 528,848.95	
INTEREST ON INVESTMENTS	3,300.00	2,075.22	62.89%	1,224.78	
OTHER LOCAL REVENUE	-	25.00	0.00%		25.00
TRANSFERS IN	-	-	0.00%		
<b>TOTALS</b>	<b>\$ 1,290,559.00</b>	<b>\$ 760,510.27</b>	<b>58.93%</b>	<b>\$530,048.73</b>	

EXPENDITURES	EXPENDITURE BUDGET	ACTUAL EXPENDITURES	ENCUMB	% OF BUDGET EXPENDED	AVAILABLE BUDGET
PURCHASED SERVICES	\$ 1,295,000.00	\$ 1,369,925.77	\$ 55,949	105.79%	\$ (74,925.77)
SUPPLIES	-	-	-	0.00%	-
DUES/FEES	-	-	-	0.00%	-
CONTINGENCY	-	-	-	0.00%	-
<b>TOTALS</b>	<b>\$ 1,295,000.00</b>	<b>\$ 1,369,925.77</b>	<b>\$ 55,949</b>	<b>105.79%</b>	<b>\$ (74,925.77)</b>



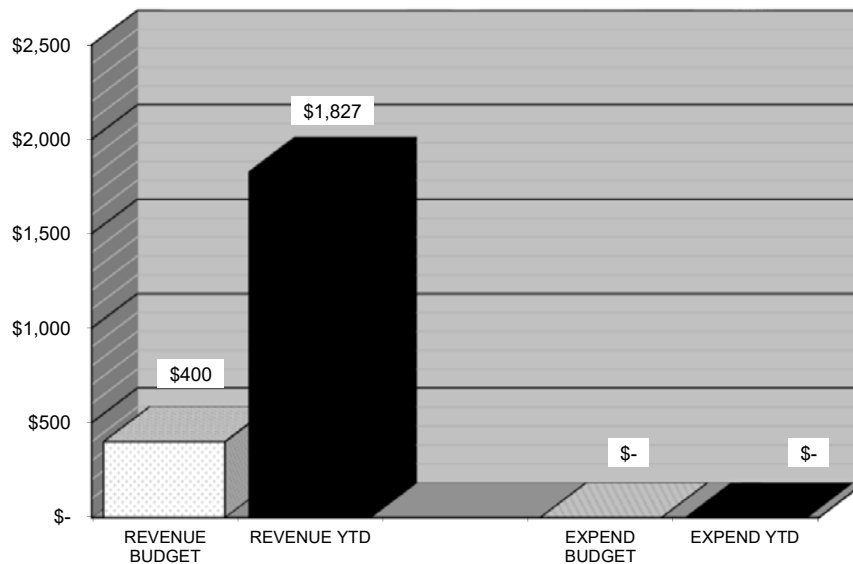
BUDGET AMOUNTS ARE FROM THE DISTRICT'S FY 19 APPROVED BUDGET

ACTUAL REVENUES & EXPENDITURES - UNAUDITED CASH BASIS AMOUNTS

## FIRE PREVENTION & SAFETY FUND FEBRUARY 2019 - BUDGET REPORT

REVENUE	REVENUE BUDGET	REVENUE COLLECTED	PERCENT RECEIVED	TO BE COLLECTED	REVENUE OVER BUDGET
LOCAL TAXES	\$ -	\$ -	0.00%		
INTEREST ON INVESTMENTS	400.00	1,827.33	456.83%		\$ 1,427.33
PRINCIPAL ON BONDS SOLD	-	-	0.00%		
PREMIUM ON BONDS SOLD	-	-	0.00%		
<b>TOTALS</b>	<b>\$ 400.00</b>	<b>\$ 1,827.33</b>	<b>456.83%</b>		<b>\$1,427.33</b>

EXPENDITURES	EXPENDITURE BUDGET	ACTUAL EXPENDITURES	ENCUMB	% OF BUDGET EXPENDED	AVAILABLE BUDGET
PURCHASED SERVICES	\$ -	\$ -	-	0.00%	\$ -
CAPITAL OUTLAY	-	-	-	0.00%	-
OTHER	-	-	-	0.00%	-
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>0.00%</b>	<b>\$ -</b>



ACTUAL REVENUES & EXPENDITURES - UNAUDITED CASH BASIS AMOUNTS

BUDGET AMOUNTS ARE FROM THE DISTRICT'S FY 19 APPROVED BUDGET



Serving all or part of:  
Palatine • Rolling Meadows • Inverness  
Arlington Heights • Hoffman Estates  
Schaumburg • South Barrington

## Community Consolidated School District 15

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Joseph M. Kiszka Educational Service Center  
580 N. 1st Bank Drive  
Palatine, IL 60067-8110

Michael Adamczyk  
Chief School Business Official

(847) 963-3032 • Fax (847) 963-3061  
[www.ccsd15.net](http://www.ccsd15.net)

**DATE:** March 13, 2019  
**TO:** Board of Education  
**FROM:** Michael Adamczyk, CSBO  
**RE:** Consent Calendar Item – Disposal of Obsolete and Excess Property



It is requested that the Board of Education approve the disposal of a PE Crash Mat that is 20+ years old and in poor condition.

Please see the following documentation for further details.

# Community Consolidated School District 15

## Request to Dispose of District Property

- Disposal of property belonging to District 15 requires board of education approval.
- Completed form must be submitted to Michael Adamczyk, Assistant Supt. for Business.
- Do not dispose of district property prior to board of education approval.

Name of Item: Crash mat

Dept. Item Used In: PE Building Item Housed In: Lincoln

Description of Item: Large blue mat used for high jump

Brand Name: Crown Gym Mats

Model Number: ? Dimensions: 12' L 12" W 8'9" H

Serial Number: ? Weight: 85 lbs

Age of Item(s): 20+ years Condition: Poor

Other Descriptive Comments: Foam is disintegrating, zipper is broken

What was Original Value of Item (Estimated)?

\$600

What is its Present Value (Estimated)?

\$50 ?

### APPROVALS

Originator:

Jennifer Muccianti

Date:

2/11/19

Building Administrator:

M. Knoeppel

Date:

2/11/19

Assistant. Supt. For Business

M. Adamczyk

Date:

2-13-19

Board of Education :

Date:



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## Community Consolidated School District 15

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**DATE:** March 13, 2019  
**TO:** Board of Education  
**FROM:** Michael Adamczyk, CSBO  
**RE:** Consent Calendar Item – Frank C. Whiteley Sound System

Per the CCSD 15 Board of Education policy manual, donations to fund specific projects that will require additional investment and/or modification to District facilities are acceptable if the project has received prior approval by the Board.

Frank C. Whiteley Elementary School has received a donation from the school's PTA in the amount of \$5,500.00 to be used toward the purchase of an audio system to be installed in the gymnasium. The total cost of the sound system is \$10,636.00. The remaining \$5,136.00 will be funded by the District.

The sound system will enhance Physical Education instruction as well as increase the ability to utilize the gymnasium space for school-wide events, celebrations, community engagement activities, and other teaching and learning opportunities.

March 13, 2019



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**Community Consolidated School District 15**

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**DATE:** March 13, 2019

**TO:** Board of Education

**FROM:** Michael Adamczyk, CSBO

**RE:** Consent Calendar Item – "Light the Way" Project Grant

The District has been working with Verde Energy Efficiency Experts, a firm located in Chicago, to secure a "Light the Way" grant through ComEd. ComEd provides funding for not-for-profit agencies to install energy efficient products. The District has been installing energy efficient light fixtures, such as T-8 florescent and LED bulbs, in its buildings over the last 8-10 years. One area that still needs to be upgraded with energy efficient fixtures is the Learning Resource Center (LRC) at Jane Addams.

The project will entail the installation of new LED fixtures and lighting controls. The total estimated project cost is \$7,588.00. ComEd will provide funding of \$3,086.00 and Verde Energy will provide the remainder of the project cost so that there is no cost to District 15. The anticipated completion date is March 26, 2019.



Verde Energy Efficiency Experts is happy to announce that your organization, Jane Addams Elementary School, has been chosen for our new Light the Way program. This program is intended to recognize organizations in the Chicagoland area that are making strides to building a more sustainable future through community involvement and environmental efforts.

Light the Way grants are awarded throughout the year, and applicants will be reviewed based on the approval of members of our advisory board. Applicants must, have conducted an energy efficiency assessment and agreed to the terms as followed.

#### Terms

- Must agree to our timeline agreed upon in writing before installation. We request complete flexibility from the organization during the installation process.
- Grant is applicable to the location chosen only and submitted under this application and work and product are not transferable.
- It's up to Verde's discretion to choose the products and applications for the project covered under the grant.
- A signed agreement must be in place before work begins
- Work done under the Light the Way project grants will be covered under our 3 year warranty.

We'd like to thank you for helping make our city more sustainable. We know that it's organizations such as yours that makes our city great.

Please sign in agreement and acceptance of the terms above.

Mike Hardt Maintenance Supervisor 1/7/2019  
Name, Title, Date

Verde Energy Efficiency Experts Acceptance, to be signed by a representative of company.

T. M. A. CFO/COO, 1/11/2019  
Name, Title, Date

This Agreement is made as of January 4, 2019 by and between Verde Sustainable Solutions, L3C, DBA Verde Energy Efficiency Experts, ("Verde") at 1801 W. Berteau Ave, Suite 202, Chicago, IL 60613 and Jane Addams Elementary School at 1020 E Sayles Dr, Palatine, IL 60074 (the "Client.")

1. **Services.** Verde will perform the Scope of Work for Jane Addams' School Cafeteria as described in Exhibit "A" of this Agreement provided that the corresponding ComEd program agreement with estimated rebates is approved after submission by Verde by the applicable ComEd Program Implementor. Conditions on the project site must be safe and of a reasonable functional and working standard to successfully perform each task in a professional manner. Verde will determine the method, details and means of performing the services.
2. **Client Requested Additional Services and Charges.** Any service requested by Client and provided by Verde in addition to and above and beyond the services defined in the Scope of Work will require Client consent and pre-approval, and billed to Client on a time and materials basis at an hourly rate of \$85 per hour.
3. **Warranties.** Verde represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services under this Agreement in a thorough, competent and professional manner. All equipment installed shall be functioning as intended for energy savings. Verde warrants that all tasks completed by Verde will be free of defects resulting from poor workmanship for a period of three years, with the exception of HVAC Installations for a period of 90 days. Verde honors the manufacturer's warranty for all products that Verde installs for three years, with the exception of HVAC installations for a period of one year, during the course of normal use, excluding acts of vandalism. Verde will upon notice by Client correct any conditions not conforming to the foregoing warranty within ten days of notice and without expense to Client.
4. **Time of Performance.** Verde will diligently and promptly perform the services required under this Agreement in accordance with a reasonable schedule agreed to by both Verde and Client.
5. **Indemnification and Limitation of Liability.** Verde and Client each indemnifies the other from any claim or damages due to the injury or death of any person, or the loss of or damages to real or personal property resulting from acts or omissions of the indemnifying party. Neither party (Verde or the Client) will be liable to the other for any special, indirect, incidental, consequential, or exemplary or punitive damages, including but not limited to lost profits, cost of cover, lost revenue, even if both parties have knowledge of the possibility of such damages. Verde's aggregate liability for any and all claims will not exceed the total amount of compensation paid by Client to Verde under this Agreement.
6. **Force Majeure.** Verde will not be liable for failure or delay in performing its obligations in this Agreement if such failure is due to circumstances beyond its reasonable control, including without limitation, fire, flood, interruption of or delay in transportation, inability to obtain power used or equipment needed to provide the services within this Agreement.
7. **Hazardous Materials.** Verde will ensure proper removal, disposal and/or recycling of all hazardous and non-hazardous replaced old equipment from the Client's site. Verde recycles fluorescent lamps and ballasts. Recycling may be picked up from Client's site up to 2 weeks after installation. Other scrap metal and cardboard will be disposed of on site. If Client does not want Verde to utilize Client's trash dumpster, Client will notify Verde prior to installation. Verde is not responsible for cleaning post-installation dust/debris/scraps. Verde recommends that Client arrange for cleaning after the installation is complete.
8. **Applicable Law.** This Agreement will be governed by and construed in accordance with the laws of the State of Illinois.

The Parties have executed this Agreement as of the date first set forth above.

Company Name: C.C. School District 15

By: 

Authorized Representative

LUKE HARDT

Print Name

MAINTENANCE SUPERVISOR

Title

1/7/2019

Date

VERDE ENERGY EFFICIENCY EXPERTS

By: 

Verde Representative

Tim Smith

Print Name

CFO/COO

Title

1/11/2019

Date

Exhibit "A" Scope of Work (Attached)

# STANDARD AND CUSTOM INCENTIVES PRE-APPROVAL AND FINAL APPLICATION FORM

January 1, 2019 through December 31, 2019

**Directions:** Please save a copy of this form to your computer by selecting "File/Save As" before entering text and numbers. Then fill in your information electronically and select "Save." Note that this form requires Adobe Reader® version 11.0 to function properly. Download the most recent version of Adobe Acrobat Reader DC® at <http://get.adobe.com/reader>.

## CUSTOMER INFORMATION

<b>CUSTOMER NAME</b> Jane Addams Elementary School / CCSD 15		<b>TAXPAYER ID: FEIN (NOTE: MUST ATTACH W-9 FORM, REV NOV 2017)</b> 36-6004261	
<b>ComEd ACCOUNT NUMBER</b> 0291713007		<b>NAME AS IT APPEARS ON YOUR ENERGY BILL</b> COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15	
<b>CUSTOMER CONTACT NAME</b> Mike Adamczyk		<b>TITLE</b> Chief School Business Official	
<b>CUSTOMER EMAIL ADDRESS</b> adamczm1@ccsd15.net		<b>CUSTOMER PHONE NUMBER</b> 847-963-3032	
<b>ADDRESS WHERE MEASURES INSTALLED</b> 1020 Sayles Drive	<b>CITY</b> Palatine	<b>STATE</b> IL	<b>ZIP</b> 60074
<b>MAILING ADDRESS, IF DIFFERENT THAN ABOVE</b> 580 FIRST BANK DR.	<b>CITY</b> PALATINE	<b>STATE</b> IL	<b>ZIP</b> 60067

Complete the Pre-Approval and Final Application checklist section below and submit all required documents.

PRE	FINAL	Attach the following (Incomplete applications will not be processed)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Completed application checklist (page 2 of this application)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Completed applicant and installer information (pages 3 & 4 of this application)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Scope of work (detailed description of project and proposed / installed equipment)
N/A	<input type="checkbox"/>	4. Dated and itemized invoices listing the type and quantity of installed equipment, including final invoices billed to customer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Specification sheets for all proposed / installed equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Applicable incentives worksheet(s)
N/A*	<input type="checkbox"/>	7. Customer W-9 form; energy efficiency service provider W-9 form (if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Energy efficiency service provider payment authorization (if applicable)

\* Submitting a W-9 during pre-application is strongly encouraged to avoid delays in final application processing. If a W-9 is submitted during pre-application, it does not need to be submitted again with the final application.

# STANDARD AND CUSTOM INCENTIVES APPLICANT INFORMATION

January 1, 2019 through December 31, 2019

Pre-Approval Application	Final Application
ESTIMATED PROJECT COST \$7,588.00	TOTAL PROJECT COST
TOTAL INCENTIVE REQUESTED \$3,086.00	TOTAL INCENTIVE RECEIVED
ESTIMATED COMPLETION DATE 03/04/2019	ACTUAL COMPLETION DATE

Facility Type (check ONE):			
<input type="checkbox"/> College/University	<input type="checkbox"/> Healthcare Clinic/Office	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Retail (Strip Mall)
<input type="checkbox"/> Exterior	<input type="checkbox"/> Hospital	<input type="checkbox"/> Multi-family (Common)	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Garage	<input type="checkbox"/> Hotel/motel (Common)	<input type="checkbox"/> Office	<input type="checkbox"/> Miscellaneous
<input type="checkbox"/> Garage (24/7)	<input type="checkbox"/> Hotel/motel (Guest)	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Miscellaneous (24/7)
<input type="checkbox"/> Grocery/Convenience	<input type="checkbox"/> K-12 school (Private)	<input type="checkbox"/> Retail (Mall/Dept. Store)	

Public Sector Customers Only (check ONE):			
<input type="checkbox"/> Community College	<input checked="" type="checkbox"/> K-12 School (Public)	<input type="checkbox"/> Police	<input type="checkbox"/> State
<input type="checkbox"/> Federal	<input type="checkbox"/> Library	<input type="checkbox"/> Public University	<input type="checkbox"/> Street Lights
<input type="checkbox"/> Fire	<input type="checkbox"/> Park District	<input type="checkbox"/> Unit of Local Government (Municipal or County)	

ENERGY EFFICIENCY SERVICE PROVIDER / CONTRACTOR INFORMATION (Primary point of contact for your project)			
CONTRACTING COMPANY Verde Energy Efficiency Experts			
CONTRACTOR NAME Danielle Gaede		TITLE Operations Manager	
EMAIL danielle@verde.expert		PHONE 779-545-2272	
ADDRESS 1801 W Berteau Ave, Suite 202	CITY Chicago	STATE IL	ZIP 60613

# STANDARD AND CUSTOM INCENTIVES INSTALLER INFORMATION

January 1, 2019 through December 31, 2019

## Project Installation Information

Please complete and sign page

Please be aware that legislation requires ComEd to collect project installation information for projects completed after January 1, 2018. If your project was completed after January 1, 2019, please complete and sign page 5.

- ☒ I acknowledge that pursuant to Section 16-128B of the Illinois Public Utilities Act, ComEd cannot issue certain incentives or rebates unless it is provided with:
1. certification that measures were self-installed by the ComEd customer, or
  2. evidence that applicable measures were installed by an installer certified with the Illinois Commerce Commission.

As a ComEd customer, select how your project will be installed:

- ☐ I will use my own staff to self-install my project.
- ☐ I will use an energy efficiency service provider, contractor or subcontractor to install my project where the incentive per measure is less than \$300.
- ☒ I will use an ICC Certified energy efficiency service provider, contractor or subcontractor to install my project where the incentive per measure is **\$300 or greater (complete the installer information on page 5 of this application).**

### INSTALLER INFORMATION (Please provide complete details for ALL installers involved in your project. Insert additional, if needed.)

#### INSTALLER COMPANY

Verde Energy Efficiency Experts

#### CONTACT NAME

Marcin Palarz

#### EMAIL

marcin@verde.expert

#### PHONE

630-400-0804

#### MEASURES (e.g., LED fixtures, HVAC controls, etc.)

LED fixtures, lighting controls, EC Motors and Controls

#### INSTALLER COMPANY

#### CONTACT NAME

#### EMAIL

#### PHONE

#### MEASURES (e.g., LED fixtures, HVAC controls, etc.)

# STANDARD AND CUSTOM INCENTIVES INSTALLER INFORMATION

January 1, 2019 through December 31, 2019

## Payment Preference

ComEd offers the option to assign your project's incentive payment to an eligible energy efficiency service provider. Please complete the energy efficiency service provider payment authorization and submit it with your final application if you are interested in this option.

I am authorizing the payment of the incentive to the energy efficiency service provider named below and I understand that I will not be receiving the incentive payment from ComEd. I also understand that my release of the payment to a energy efficiency service provider does not exempt me from the program requirements outlined in the measure specifications and terms and conditions.

**If the contractor is not an energy efficiency service provider in good standing, the Energy Efficiency Program incentive payment will be sent to the ComEd customer.**

- ☐ Check should go to customer
- ☒ Check should go to energy efficiency service provider

### ComEd CUSTOMER AUTHORIZED SIGNATURE

SIGNATURE

TITLE AND/OR RELATIONSHIP TO COMPANY

PRINTED NAME

DATE

## Customer Signature

### Required at Pre-Application and Final Application

I certify that the information provided in this application is true and correct. I have read and understand the program requirements and terms and conditions set forth in this application and agree to abide by these requirements. I verify by my signature hereto that I have authority to submit this application.

### ComEd CUSTOMER AUTHORIZED SIGNATURE

SIGNATURE

TITLE AND/OR RELATIONSHIP TO COMPANY

PRINTED NAME

DATE

*Luke Hardt*

*Maintenance Supervisor-Employee*

LUKE HARDT

1/7/2019

## **Instruction**

### **Accelerated Placement Program**

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

The Superintendent or designee shall implement an APP that includes:

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

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

LEGAL REF.: 105 ILCS 5/14A.

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

REVIEWED: February 13, 2019

ADOPTED: March 13, 2019

**Agenda Item No. 19-330J**

**Destruction of Executive Session Audio  
Recordings (April 2017)**

**(No Enclosure)**

## FOIA Requests/Responses

There were three (3) requests and three (3) responses for information under the Freedom of Information Act during the period of February 8 through March 7, 2019.

Request	Staff Time
<b>On February 14, 2019, a request was received from Bob Susnjara, Daily Herald Staff Writer</b> , for “[A]ny and all main and supplemental reports and other documents connected to the five-day unpaid suspension of bus driver Lori Roberts, effective from Jan. 15-23, 2019.” <b>The response to this request was sent on February 22, 2019.</b>	HLERK reviewed
<b>On February 19, 2019, a request was received from Sulema Griffin, Sheet Metal Werks</b> , for the HVAC Contractor that will be working on the Lincoln School (Dist 15) project... this year.” <b>The response to this request was sent on February 26, 2019.</b>	Staff Time: .25 Hrs
<b>On February 19, 2019, a request was received from Ed Luberda</b> , for history on ... Bid Title: PE Uniforms, Bid due date: 2-27-19, Reference: Bid 19-018.” <b>The response to this request was sent on February 26, 2019.</b>	Staff Time: .50 Hrs



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## Community Consolidated School District 15

Joseph M. Kiszka Educational Service Center  
580 North 1<sup>st</sup> Bank Drive  
Palatine, IL 60067

Scott B. Thompson, Ed.D.  
Superintendent of Schools

(847) 963-3000 • Fax (847) 963-3200  
[www.ccsd15.net](http://www.ccsd15.net)

February 22, 2019

### VIA E-MAIL



Bob Susnjara  
Daily Herald Staff Writer  
[bsusnjara@dailyherald.com](mailto:bsusnjara@dailyherald.com)  
224-200-1456

Re: Response to FOIA Request

Dear Bob Susnjara:

This letter is in response to your correspondence received in our office on February 14, 2019, within which you have requested public documents, citing to the Illinois *Freedom of Information Act* ("FOIA"). Below we have responded to your request for information.

Specifically, you asked for the following records:

"Any and all main and supplemental reports and other documents connected to the five-day unpaid suspension of bus driver Lori Roberts, effective from Jan. 15-23, 2019, and approved in open session by the District 15 board on Feb. 13, 2019."

The response to your request has been provided as an email attachment. There were two (2) pages of information pertinent to your request.

The District's response contained in this letter intends to be fully responsive to your specific request. If we have misinterpreted your request in any way, please contact me so that we may update our response accordingly. Thank you for your interest in Community Consolidated School District 15. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads 'Scott B. Thompson'.

Scott B. Thompson, Ed.D.  
Superintendent of Schools  
CCSD 15 FOIA Officer  
(847) 963-3205  
[thompsos@ccsd15.net](mailto:thompsos@ccsd15.net)



CCSD 15 FOIA Disposition  
Date Received: 02/14/19  
Date Due: 02/22/19  
Date Responded: 02/22/19

Min Goodwin <goodwinm@ccsd15.net>

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## Daily Herald/FOIA

1 message

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**Susnjara, Bob** <bsusnjara@dailyherald.com>  
To: "thompsos@ccsd15.net" <thompsos@ccsd15.net>  
Cc: "FOIA@ccsd15.net" <FOIA@ccsd15.net>

Thu, Feb 14, 2019 at 1:36 PM

Feb. 14, 2019

Mr. Scott Thompson

Superintendent

Palatine Township Elementary District 15

Dear Mr. Thompson:

This email is a request for records in possession of District 15 pursuant to the Illinois Freedom of Information Act. The information that I ask to have emailed to me is as follows.

- Any and all main and supplemental reports and other documents connected to the five-day unpaid suspension of bus driver Lori Roberts, effective from Jan. 15-23, 2019, and approved in open session by the District 15 board on Feb. 13, 2019.

My request reasonably describes identifiable records and I believe that there exists no express provisions of law exempting the records from disclosure. Thank you for your prompt attention to this matter.

Sincerely,

Bob Susnjara  
Daily Herald Staff Writer  
bsusnjara@dailyherald.com  
224-200-1456



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Superintendent of Schools

(847) 963-3000 • Fax (847) 963-3200  
[www.ccsd15.net](http://www.ccsd15.net)

February 26, 2019

### VIA E-MAIL

Sulema Griffin  
[sheetmetalwerks.com](http://sheetmetalwerks.com)  
[Sulema@sheetmetalwerks.com](mailto:Sulema@sheetmetalwerks.com)



Re: Response to FOIA Request

Dear Sulema Griffin:

This letter is in response to your correspondence received in our office on February 19, 2019, within which you have requested public documents, citing to the Illinois *Freedom of Information Act* ("FOIA").

Specifically, you asked for the following records:

"I am seeking the HVAC Contractor that will be working on the Central School (Dist. 15) project located at 3800 W. Central Road this year. All information requested is for Commercial purposes."

The response to your request is as follows: there are no records pursuant to your request. Under the Illinois FOIA, "...the district cannot be required to create records to respond to request for information that it doesn't ordinarily maintain in record form." However, should you have other questions or other specific documents request, please feel free to contact our office.

The District's response contained in this letter intends to be fully responsive to your specific request. If we have misinterpreted your request in any way, please contact me so that we may update our response accordingly. Thank you for your interest in Community Consolidated School District 15. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads 'Scott B. Thompson'.

Scott B. Thompson, Ed.D.  
Superintendent of Schools  
CCSD 15 FOIA Officer  
(847) 963-3205  
[thompsons@ccsd15.net](mailto:thompsons@ccsd15.net)



CCSD 15 FOIA Disposition  
Date Received: 02/19/19  
Date Due: 02/26/19  
Date Responded: 02/26/19

Min Goodwin <goodwinm@ccsd15.net>

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## FOIA Request

1 message

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**Sulema Griffin** <Sulema@sheetmetalwerks.com>  
To: "FOIA@ccsd15.net" <FOIA@ccsd15.net>

Tue, Feb 19, 2019 at 1:38 PM

Hello,

I am sending an email for a FOIA Request.

I am seeking the HVAC Contractor that will be working on the Lincoln School (Dist 15) project located at [1021 N Ridgewood Ln - Palatine](#) this year. All information requested is for Commercial purposes.

If you have any questions, please feel free to contact me.

Thank you!



**Sulema Griffin** | 455 E. Algonquin Rd., Arlington Heights, IL 60005 | **Ph:** (847) 827-4700 | **Fax:** (847) 827-4770



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## Community Consolidated School District 15

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Scott B. Thompson, Ed.D.  
Superintendent of Schools

(847) 963-3000 • Fax (847) 963-3200  
[www.ccsd15.net](http://www.ccsd15.net)

### VIA E-MAIL

February 26, 2019

Ed Luberda,  
316 Ballston Road  
Glenville, NY 12302  
[eluberda@nycap.rr.com](mailto:eluberda@nycap.rr.com)



### RE: RESPONSE TO FOIA REQUEST

Dear Ed Luberda:

This letter is in response to your correspondence received in our office on February 19, 2019, within which you have requested public documents, citing to the Illinois *Freedom of Information Act* ("FOIA"). Below we have responded to your request for information.

Specifically, you asked for the following records:

"We are asking for history on the referenced projects below. Please email the archived Bid Tabulation (including past unit prices, names and addresses of bidders) along with the previous Award of Contract specifying who won this project whenever it was last bid upon...

This is for reference only. The bid has not opened yet. We are asking for the bid results the last time this referenced bid was actually bid upon. For example if this was last bid upon 12 months ago then that is the information we are requesting.

Bid Title: PE Uniforms  
Bid due date: 2-27-19  
Reference: Bid 19-018."

The response to your request is available on our website at the following links:

Link to 15-022 RFP:

<https://www.ccsd15.net/site/handlers/filedownload.ashx?moduleinstanceid=452&dataid=4039&FileName=15-022-RFP-PhysicalEducationUniforms.pdf>

Link to 15-022 RFP Addendum:

<https://www.ccsd15.net/site/handlers/filedownload.ashx?moduleinstanceid=452&dataid=4041&FileName=15-022-RFP-PhysicalEducationUniforms-A1.pdf>

Link to bid award documentation:

<https://www.ccsd15.net/site/handlers/filedownload.ashx?moduleinstanceid=452&dataid=4040&FileName=15-022-RFP-PhysicalEducationUniforms-AI-15-524.pdf>

The District's response contained in this letter intends to be fully responsive to your specific request. If we have misinterpreted your request in any way, please contact me so that we may update our response accordingly. Thank you for your interest in Community Consolidated School District 15. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott B. Thompson". The signature is fluid and cursive, with the first name "Scott" being more prominent.

Scott B. Thompson, Ed.D.  
Superintendent of Schools  
CCSD 15 FOIA Officer  
(847) 963-3205  
[thompsos@ccsd15.net](mailto:thompsos@ccsd15.net)



CCSD 15 FOIA Disposition  
Date Received: 02/19/19  
Date Due: 02/26/19  
Date Responded: 02/26/19

Min Goodwin <goodwinm@ccsd15.net>

---

## Fwd: Fw: Freedom of Information Community School 15 Palatine IL

1 message

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Min Goodwin <goodwinm@ccsd15.net>  
To: Min Goodwin <goodwinm@ccsd15.net>

Wed, Feb 20, 2019 at 8:49 AM

----- Forwarded message -----

From: **Ed Luberda** <[eluberda@nycap.rr.com](mailto:eluberda@nycap.rr.com)>  
Date: Sat, Feb 16, 2019 at 9:53 AM  
Subject: Fw: Freedom of Information Community School 15 Palatine IL  
To: <[flemingi@ccsd15.net](mailto:flemingi@ccsd15.net)>

To: Purchasing Office Community Schools 15 Palatine IL

From Ed Luberda, 316 Ballston Road, Glenville, NY 12302

Email [eluberda@nycap.rr.com](mailto:eluberda@nycap.rr.com) fax 518 372-2583

Re: Public Records request for archived Bid Tabulation and Award of Contract  
**FREEDOM OF INFORMATION** request for PAST BID RESULTS from the  
LAST time this project was bid upon.

We are asking for history on the referenced projects below. Please email the  
archived Bid Tabulation (including past unit prices, names and addresses of bidders)  
along with the previous Award of Contract specifying who won this project whenever  
it was last bid upon...

This is for reference only. The bid has not opened yet. We are asking for the bid  
results the last time this referenced bid was actually bid upon. For example if this  
was last bid upon 12 months ago then that is the information we are requesting.

Bid Title: PE Uniforms  
Bid due date: 2-27-19  
Reference: Bid 19-018

Thank you kindly for your cooperation. I assume because this is public information it  
is public for anyone.



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--

Ivy Fleming  
Budget & Purchasing Coordinator  
Community Consolidated School District 15  
580 N. 1st Bank Drive  
Palatine, IL 60067  
847-963-3019