

**BOARD OF EDUCATION MEETING  
COMMUNITY HIGH SCHOOL DISTRICT 94  
July 18, 2017 – 7:00 P.M.**

**COMMUNITY HIGH SCHOOL DISTRICT 94  
157 W. WASHINGTON STREET  
WEST CHICAGO, IL 60185**

**A G E N D A**

**OPENING ACTIVITIES**

1. Call to Order
2. Salute to the Flag
3. Reading of Mission Statement  
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
4. Roll Call
5. Additions to the Agenda – (Voice Vote)

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**RECOMMENDED MOTION:** That the Board of Education approve the addition of the topics shown above to this agenda.

**PUBLIC PARTICIPATION:**

**CONSENT AGENDA (Roll Call)**

Action items considered routine and/or which have been previously discussed by the Board will be enacted under one roll call motion unless removed for separate action upon Board request. They are enumerated under the heading “Recommended Action”.

1. Items Removed from Consent Agenda for Separate Action: \_\_\_\_\_
2. Consent Agenda Action for All Items Except those Listed in 1. Above.

**RECOMMENDED MOTION:** That the Board approve all items on the Consent Agenda which have not been specifically removed for separate action as shown on line 1. immediately above.

**CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):**

1. **Approval of Minutes — (Att. §C – pp. 1 – 7 )**  
Regular Board of Education Meeting – June 20, 2017  
Closed Session Board of Education Meeting - June 20, 2017  
**RECOMMENDED MOTION:** That the Board of Education approve the minutes of the meeting(s) as listed above.
2. **Acceptance of Minutes - (Att. §C – pp. 8 – 57 )**  
Policy Committee Meeting July 11, 2017

**RECOMMENDED MOTION:** That the Board of Education accept the minutes of the meeting(s) listed above.

2. **Approval of Financials — (Att. §A – pp. 1 – 37 )**

a. Approve Current Expenditures

**RECOMMENDED MOTION:** That the Board of Education approve the expenditures from June 16, 2017 to June 30, 2017 and from July 1, 2017 to July 13, 2017

b. Imprest Fund Statement

c. Treasurer's Report

d. Statement of Position/Financial Report

e. Statement of Revenue/Expenditures YTD Ending June 30, 2017

f. 3-Year Budget/Actual Report

g. Grant Reports

h. Petty Cash Fund Report

i. Student Activity Account Fund Balance

j. New Vendors Monthly Report

k. Quarterly Financial Reports

3. **Compliance Officer for Section 504, etc.**

Board policy provides for the appointment of a Compliance Officer for discrimination complaints regarding Section 504 and the Americans with Disabilities Act. Such complaints may require/involve program modifications to help the student function more capably in the high school setting. Administration is recommending the Director of Student Services, currently Mr. David Pater, to serve in this capacity.

**RECOMMENDED MOTION:** That the Board of Education appoint the Director of Student Services, currently Mr. David Pater, to serve as Compliance Officer for discrimination complaints regarding Section 504 and the Americans with Disabilities Act and other related matters.

4. **Compliance Officer for Title IX**

Board policy stipulates that a Compliance Officer be appointed each year for discrimination complaints consistent with Title VII, Title IX, Sexual Harassment/Intimidation and other related matters. Administration is recommending the Director of Human Resources, currently Ms. Cheryl Moore, serve as a Compliance Officer for discrimination complaints regarding Title VII, Title IX; Student Sex Equity; Sex Discrimination; Sexual Harassment/Intimidation; and related matters.

**RECOMMENDED MOTION:** That the Board of Education appoint the Director of Human Resources, currently Ms. Cheryl Moore, to serve as Compliance Officer for discrimination complaints consistent with Title VII, Title IX, Sexual Harassment/Intimidation and other related matters.

5. **Suspension Hearing Officer**

Annually, the Board appoints hearing officers to hear disciplinary cases involving students in Districts 33 and 94. Each District provides a hearing

officer for the other when one is needed. This may happen once or twice a year.

**RECOMMENDED MOTION:** That the Board of Education appoint the Principal of Currier School at District 33, currently Mr. Mark Truckenbrod, to serve as student discipline hearing officer for the 2017-18 school year; authorize the Assistant Principal for Administrative Services at District 94, currently Mr. Peter Martino, to perform the same function for District 33; and authorize the use of designated legal counsel or substitute hearing officer in the event Mr. Mark Truckenbrod is unavailable.

**ADMINISTRATIVE REPORTS AND INFORMATION:**

1. Superintendent's Report Doug Domeracki
  - FOIA(s) Att. §B - pp. 1 - 6
2. Director of Business Services/CSBO Report David Blatchley
3. Director of Human Resources Report Cheryl Moore
5. Committee Reports:
  - a. Communications
  - b. Education
  - c. Facilities
  - d. Finance
  - e. Joint Finance & Facilities
  - f. Personnel
  - g. Policy
6. Future Dates
  - a. Regular Board of Education Meeting – August 15, 2017
  - b. Regular Board of Education Meeting – September 19, 2017
7. Open Comment Board Members

**OLD BUSINESS:**

None

**NEW BUSINESS:**

1. **Personnel Reports – (Roll Call)**

The personnel report consists of:

  - The employment of 1.5 support staff for the 2017-18 school year
  - 1 leave of absence
  - The employment of 66 athletic coaches for the 2017-18 school year
  - 3 athletic coaching position resignations
  - 16 Administrator contracts for the 2017-18 school year

**RECOMMENDED MOTION:** That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet and at table. (Att. §B – pp. 7 – 7).

2. **Separation of Employment – (Roll Call)**  
**RECOMMENDED MOTION:** That the Board of Education accept the resignation of Tyler Janczak, Program Assistant/Special Education Division, effective at the conclusion of the 2016-17 school year.
3. **Policies 3804, 6032, 8003P, 8004, 8301, 8302, 8304, 8305, 8306 – (Roll Call)**  
**RECOMMENDED MOTION:** That the Board of Education waive 1<sup>st</sup> reading and adopt the following policies upon the recommendation of the Policy Committee (Att. §B – pp. 8 – 25):  
3804 – High Lake Property Sale Revenue – removal of policy  
6032 – Operational Services – Identity Protection – adoption of policy  
8003P – Uniform Grievance Procedure – amend policy  
8004 – Student Sex Equity, Sex Discrimination and Sexual Harassment – amend policy  
8301 – Admission of Exchange Students – amend policy  
8302 – Admission of Resident Students – amend policy  
8304 – Admission of Non-Resident Students – amend policy  
8305 – Documents Required for New Student Enrollment – amend policy  
8306 – Early Admission of Students – amend policy
4. **Policy 5010 – Emergency Drills (Roll Call)**  
**RECOMMENDED MOTION:** That the Board of Education waive 1<sup>st</sup> reading and adopt Policy 5010, Emergency Drills, upon the recommendation of the Superintendent as shown on Att. §B – pp. 26 – 26.
5. **Custodial Bid – (Roll Call)**  
The District went out to bid our custodial supplies for FY 18. Six vendors participated in the bid. Five vendors won parts of the bid. The bid total came out to \$20,557.81.  
**RECOMMENDED MOTION:** That the Board of Education accepts the winning bids from Tiles in Styles, Warehouse Direct, Interboro Packaging, Central Poly Bag and All American Poly at a total cost of \$20,557.81 as shown on Att. §B – pp. 27 – 28.
6. **ATI Contract – (Roll Call)**  
For the past seven years the District has engaged the services of ATI Physical Therapy for athletic trainer services. The current agreement expires at the end of July 2017. It is the administrations recommendation to enter into a new one year agreement with ATI under the same terms as the prior agreement. The cost for the services is \$44,500 for FY 18 which represents a 3.5% increase. The services are outlined in Schedule A of the agreement. Minimum staffing includes one certified trainer for 40 hours per week and an additional trainer for 20 hours per week.  
**RECOMMENDED MOTION:** That the Board of Education authorizes the execution of an agreement with ATI Physical Therapy for a term commencing August 1, 2017 through July 31, 2018 for an annual fee of \$44,500 per year for FY 18 as shown on Att. §B – pp. 29 – 36.

7. **Interfund Transfer – (Roll Call)**

The Board of Education has determined that it is necessary and in the best interests of the District that a permanent transfer of \$795,981.00 be made from the Operations and Maintenance Fund to the Capital Projects Fund for the payment of a portion of the costs of the improvement, maintenance, repair or benefit of the District's school buildings and property. Interfund Transfers require Board approval.

**RECOMMENDED MOTION:** That the Board of Education approve the Resolution approving the transfer of funds from the Operations and Maintenance Fund to the Capital Projects Fund no later than June 30, 2018 as shown on Att. §B – pp. 37 – 40.

8. **Security Contract – (Roll Call)\**

The District has used Andy Frain for the past four years. A one year renewal agreement has been provided to the Board for consideration for FY 18. The rate increase is 2% over FY 17. Payments to Andy Frain in 2016/17 were \$102,819.61.

**RECOMMENDED MOTION** That the Board of Education approve a one year contract with Andy Frain Services as shown on Att. §B – pp. 41 – 42.

**EXECUTIVE SESSION –only if needed and with the understanding that possible action could be taken on matters discussed in closed session.**

**RECOMMENDED MOTION TO MOVE TO CLOSED SESSION:**

That the Board of Education hold a Closed Session at [Time] for the purpose(s) of [1-15 below].

- |     |  |
|-----|--|
| 1.  | The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.  |
| 2.  | Collective negotiating matters.  |
| 3.  | The selection of a person to fill a public office.   |
| 4.  | Evidence or testimony presented in open hearing, or in closed hearing, where specifically authorized by law, to a quasi-adjudicative body.   |
| 5.  | The purchase or lease of real property.  |
| 6.  | The setting of a price for sale or lease of property.  |
| 7.  | The sale or purchase of securities, investments, or investment contracts.  |
| 8.  | Emergency security procedures.   |
| 9.  | Student discipline.  |
| 10. | The placement of individual students in special education programs.  |
| 11. | Litigation has been filed and is pending before a court or administrative tribunal.  |
| 12. | Establishment of reserves or settlement of claims as provided by local government and governmental employees Tort Immunity Act.  |
| 13. | Self-evaluation.   |
| 14. | Discussion of minutes of meetings lawfully closed under Open Meetings Act (P.A. 88-621, effective 1-1-95).   |
| 15. | Considering meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. |

**Begin Closed Session Taping**

**RECOMMENDED MOTION TO MOVE TO OPEN SESSION:**

That the Board of  
Education return to Open Session at [Time] to possibly vote on closed session items.

**End Closed Session Taping**

**ACTION AFTER RETURN TO OPEN SESSION:**

**ADJOURNMENT**

**RECOMMENDED MOTION:** That the Board of Education  
meeting be adjourned at [Time].

**COMMUNITY HIGH SCHOOL  
DISTRICT 94**

**July 18, 2017  
7:00 p.m.  
Board of Education Meeting**

**SECTION A -  
Financial Reports**

- a. Bill Listing (including Summary)
- b. Imprest Fund
- c. Treasurer's Report
- d. Statement of Position/Financial Report
- e. Statement of Revenue/Expenditures
- f. 3-Year Budget/Actual Report
- g. Grant Reports
- h. Petty Cash Fund
- i. Student Activity Account Fund Balance
- j. New Vendors Monthly Report
- k. Quarterly Financial Report

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1627669	A-1 DOORS FRAMES & HA	07/18/2017	LOCKS AND KEYS	389.00	389.00
1627670	Air Filter Engineers	07/18/2017	FILTER SUPPLIES	124.08	124.08
1627671	ANDERSON PEST SOLUTIO	07/18/2017	JULY 2017	84.98	84.98
1627672	Arthur J Gallagher Rm	07/18/2017	PREVENTIVE SVCS	9,025.00	9,025.00
1627673	At&t	07/18/2017	TREASURERS BOND	369.90	369.90
1627674	Bono, Tracy	07/18/2017	DUCOMM SVC	243.96	243.96
			Mileage		
			Reimbursement for		
			June		
			mileage 2017		
1627675	BSN SPORTS	07/18/2017	VOLLEYBALL SUMMER	481.18	493.97
			CAMP T-SHIRTS		
			GOAL POST	12.79	
1627676	Canon Financial Servi	07/18/2017	DIRECTIONAL FLAGS	5,523.71	6,379.07
			JULY 2017		
			CONTRACT CHGS		
			CANON IMAGERUNNER	855.36	
			ADVANCE 6555I		
			PHOTOCOPIER; JULY		
			2017		
1627677	Carol Stream Lawn & P	07/18/2017	LANDSCAPING	196.25	196.25
1627678	Vendor Continued Void	07/18/2017			0.00
1627679	Cdwy	07/18/2017	CHROMEBOOKS FOR	22,550.00	136,922.50
			INCOMING		







Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1627683	CONSTANT CONTACT	07/18/2017	FACILITY RENTAL Annual renewal for Board of Education News and Community eNewsletter email service	546.00	546.00
1627684	CPC Inc	07/18/2017	JULY 2017 FACILITY TREE SW	175.00	175.00
1627685	Dell Marketing Lp	07/18/2017	SonicWall Firewall renewal	2,014.50	2,014.50
1627686	Earth Care Inc	07/18/2017	BASEBALL FIELD LANDSCAPING SERVICES MULCH	485.00	875.00
1627687	Edgenuity Inc	07/18/2017	CONCURRENT USER LICENSES VIRTUAL CLASSROOM & WEB ADMINISTRATOR LICENSES; YEAR 3 OF 3; PAYMENT 3 OF 3; PO #9302016006	390.00 16,645.00	16,645.00
1627688	Flinn Scientific	07/18/2017	Physics small equipment to stock room 246 with basic equipment	1,211.36	1,211.36
1627689	Ford Credit	07/18/2017	JULY 2017 CAR LEASE; DRIVERS ED; ACCT #518971178	252.87	252.87
1627690	Frontline Placement T	07/18/2017	2017/2018 ANNUAL	5,060.14	5,060.14

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1627691	Giant Steps	07/18/2017	FEE; AESOP JULY 2017 TUITION; 2 STUDENTS	12,060.82	12,060.82
1627692	Harris Bank	07/18/2017	IASB CONFERENCES, SUPERINTENDENT LUNCH MEETINGS; ADMINISTRATORS ACADEMY SUPPLIES GOOGLE TRANSLATE LOCKS	5,814.75	6,007.72
1627693	Hauser Izzo LLC	07/18/2017	JUNE 2017 LEGAL SERVICES JUNE 2017 LEGAL SVCs; PROPERTY TAXES 4/1/17-6/30/17 RETIREE HLTH REIMBURSEMENT SAFETY LANE #4, 7 AND 9	14.82 178.15 6,195.00 63.00	6,258.00
1627694	Highland, John	07/18/2017		748.11	748.11
1627695	Holstein Garage	07/18/2017		105.00	105.00
1627696	Hope School	07/18/2017	JUNE 2017 TUITION & TRANSPORTATION "The Year in Review: The Highlights & Lowlights of Illinois School Law 2017" Seminar registration for 3 staff members ID Card Printer Supplies	7,184.09	7,184.09
1627697	Iasa	07/18/2017		450.00	450.00
1627698	Id Wholesaler	07/18/2017		3,110.00	3,110.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1627699	Illinois Asbo	07/18/2017	SCHOOL FINANCE SEMINAR; 7/18/17; 1 STAFF MEMBER Registration for Illinois ASBO - Membership - Basic Plus and Registration for NextGen SBO Summit 8-3-2017 2017/18 RESTRICTED ANNUAL DUES; CUSTOMER #220940	120.00	1,075.00
1627700	Illinois Association	07/18/2017	POOL SUPPLIES POOL SUPPLIES POOL SUPPLIES Annual membership renewal and Tips and Tactics Workshop Series JULY 2017 SKYWARD SUBSCRIPTION JULY 2017 FLEXIBLE SPENDING 7/17-6/18 FIDUCIARY LIABILITY 7/1/17-6/30/18 FOREIGN LIABILITY; POLICY #PHFD38240018003 7/17-6/18	7,555.00	7,555.00
1627701	In the Swim	07/18/2017	POOL SUPPLIES POOL SUPPLIES POOL SUPPLIES	172.48 29.97 9.49	211.94
1627702	INSPRA	07/18/2017		240.00	240.00
1627703	Integrated Systems Co	07/18/2017		525.00	525.00
1627704	IPMG Employee Benefi	07/18/2017		350.00	350.00
1627705	Isdlaf Plus - CLIC	07/18/2017		2,050.00	120,808.00
				1,322.00	
				117,436.00	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1627706	Jensen, Chris	07/18/2017	PROPERTY/CASUALTY/ STUDENT ACCIDENT	139.07	139.07
1627707	Language Line Service	07/18/2017	DRAMA SUPPLIES JUNE 2017 TRANSLATION SERVICES	292.50	292.50
1627708	LD PRODUCTS	07/18/2017	Toner cartridges	343.92	343.92
1627709	Mark's Plumbing Parts	07/18/2017	PLUMBING SUPPLIES	507.30	507.30
1627710	McMaster Carr Supply	07/18/2017	MISC BUILDING HARDWARE SUPPLIES	100.24	152.33
			MISC BUILDING	30.89	
			HARDWARE SUPPLIES		
			MISC BUILDING	21.20	
			HARDWARE SUPPLIES		
			SET SUPPLIES AND PROPS FOR 2017/18 DRAMA	257.84	257.84
1627711	Menards	07/18/2017	AP Statistics Textbook order	6,532.50	8,032.50
1627712	MPS	07/18/2017	AP Statistics Textbook order	1,500.00	
1627713	Vendor Continued Void	07/18/2017	MISC BUILDING	15.56	0.00
1627714	Murphy Ace Hardware 2	07/18/2017	HARDWARE SUPPLIES PAINTING SUPPLIES	82.84	674.03
			MISC BUILDING	21.55	
			HARDWARE SUPPLIES		
			MISC BUILDING	128.13	
			HARDWARE SUPPLIES		
			MISC BUILDING	24.63	
			HARDWARE SUPPLIES		
			MISC BUILDING	12.08	
			HARDWARE SUPPLIES		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount	∞
			PAINTING SUPPLIES	97.95		
			MISC BUILDING	102.37		
			HARDWARE SUPPLIES			
			MISC BUILDING	26.05		
			HARDWARE SUPPLIES			
			MISC HARDWARE	16.75		
			BUILDING SUPPLY			
			MISC BUILDING	6.88		
			HARDWARE SUPPLIES			
			MISC BUILDING	23.26		
			HARDWARE SUPPLIES			
			MISC BUILDING	19.51		
			HARDWARE SUPPLIES			
			PAINTING SUPPLIES	23.91		
			MISC BUILDING	26.58		
			HARDWARE SUPPLIES			
			MISC BUILDING	32.52		
			HARDWARE SUPPLIES			
			KEYS	6.95		
			MISC BUILDING	6.51		
			HARDWARE SUPPLY			
1627715	National School Board	07/18/2017	NSBA NATIONAL CONNECTION FEES 10/1/17-9/30/18	2,675.00	2,675.00	
1627716	Nicor Gas Bill Paymen	07/18/2017	JUNE 2017 TRANSPORTATION	2,930.77	2,930.77	
1627717	Office Depot	07/18/2017	MISC OFFICE SUPPLIES ORDER	23.97	23.97	
1627718	Ombudsman Ed Services	07/18/2017	OMBUDSMAN REGULAR PROGRAM TUITION; BILLING 1 OF 4 OMBUDSMAN PLUS PROGRAM TUITION;	15,062.50	82,812.50	
				67,750.00		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1627719	Paddock Publications	07/18/2017	BILLING 1 OF 4 PREVAILLING WAGE	41.40	41.40
1627720	PAHCS II/Northwestern	07/18/2017	AD JUNE 2017 BOARD REQUIRED PHYSICALS	742.50	742.50
1627721	PATER, DAVID	07/18/2017	AVID SESSION AIRFARE	462.55	462.55
1627722	Pater, Pamela	07/18/2017	BEST VOLLEYBALL VIDEOS MEMBERSHIP	75.00	75.00
1627723	Pearson Education Inc	07/18/2017	2017-18 Textbook order for Environmental Science Course per Board approval for new course. 2017-18 Lab Manual order for Forensic Science Per Board approval for new course	3,116.98	13,843.62
				2,350.47	
				8,376.17	
1627724	RAPTOR	07/18/2017	2017-18 Textbook order for Forensic Science Per Board approval for new course	495.00	495.00
1627725	Sased	07/18/2017	9/1/17-8/31/18 SVC FEE 2016/17 FINAL ITINERANT BILLING	3,472.88	3,472.88



Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1627726	Self	07/18/2017	2017/2018 EMPLOYEES LOSS FUND	80,450.00	80,450.00
1627727	Sherwin Williams	07/18/2017	PAINTING SUPPLIES	1,021.58	1,021.58
1627728	Shiffler Equipment Sa	07/18/2017	MISC BUILDING	86.43	86.43
1627729	Skyward Account Dept	07/18/2017	HARDWARE SUPPLIES 7/1/17-6/30/18 ANNUAL LICENSE FEES	20,195.00	20,195.00
1627730	SPARE WHEELS TRANSPOR	07/18/2017	JUNE 2017 TRANSPORTATION	1,800.00	1,800.00
1627731	St Andrews Golf & Cou	07/18/2017	SUMMER CAMP FEES; GOLF TEAM	396.00	396.00
1627732	Stewart, Ben	07/18/2017	FULL TOURNAMENT SERVICES (166 ENTRIES)	150.00	150.00
1627733	TELESOLUTIONS CONSULT	07/18/2017	JULY 2017 RETAINER FEE	275.00	275.00
1627734	Theatrical Rights Wor	07/18/2017	ROYALTIES AND RENTAL FOR "WE WILL ROCK YOU"	1,820.00	1,820.00
1627735	Thompson Elevator Ins	07/18/2017	ELEVATOR INSPECTIONS	300.00	300.00
1627736	TYCO INTEGRATED SECUR	07/18/2017	7/1/17-9/30/17 RECURRING SVC	84.11	84.11
1627737	Waste Management West	07/18/2017	JUNE 2017 REFUSE SVC	680.15	1,124.05
1627738	WCCHS FACS DEPT	07/18/2017	JULY 2017 RECYCLING JULY 2017 REFUSE; DISTRICT OFFICE TRANSFER TO FACS DEBIT CARD	343.21 100.69 4,000.00	4,000.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1627739	West Chicago Printing	07/18/2017	ENVELOPE ORDER; REGULAR & WINDOW	1,396.00	1,396.00
1627740	Willuweit, Lisa	07/18/2017	reimbursement for marching band field show writing software purchased online. For 2017-2018 budget. Software needed now so field show drills can be written prior to band camp starting August 1st	429.00	429.00

72 Computer Check(s) For a Total of 596,403.11

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
72	Computer	Checks For a Total of	596,403.11
72	Manual, Wire Tran,	ACH & Computer Checks	596,403.11
0	Voided	Checks For a Total of	0.00
		Net Amount	596,403.11

COMMUNITY HIGH SCHOOL DISTRICT NO. 94  
BOARD OF EDUCATION - BILL LISTING SUMMARY  
June 20, 2017 Expenditures, June 30 and July 18, 2017 Bill Lists

	(Taxes) Certificates Of Deposit Purchased For The Month Of Jun-17	Net Payroll For The Month Of Jun-17	Operating Checks* Drawn During The Month Of Jun-17	Bill List Vouchers Paid In The Month Of June 20, 2017	Bill List Vouchers Paid In The Month Of June 30, 2017	Total	Bill List Vouchers Paid In The Month Of July 18, 2017
EDUCATIONAL FUND	9,084,516.33	\$ 938,602.55	\$ 728,309.80	\$ 282,231.60	\$ 161,778.66	\$ 11,195,438.94	\$ 373,969.25
OPERATIONS & MAINTENANCE FUND	1,603,707.54	62,628.490	53,744.40	109,414.99	89,509.85	1,919,005.27	9,764.90
DEBT SERVICES FUND	1,397,779.98					1,397,779.98	
TRANSPORTATION FUND	428,708.70		218.28	170,861.87	32,684.16	632,473.01	2,385.96
ILLINOIS MUNICIPAL RETIREMENT FUND	207,507.64		42,446.90			249,954.54	
SOCIAL SECURITY AND MEDICARE FUND	194,867.60		42,048.55			236,916.15	
CAPITAL IMPROVEMENTS - HIGHLAKE						-	
WORKING CASH FUND						-	
TORT FUND	79,527.10					79,527.10	210,283.00
<b>TOTAL</b>	<b>12,996,614.89</b>	<b>\$ 1,001,231.04</b>	<b>\$ 866,767.93</b>	<b>\$ 562,508.46</b>	<b>\$ 283,972.67</b>	<b>\$ 15,711,094.99</b>	<b>\$ 596,403.11</b>

\*Payroll taxes, annuities, wage garnishments, insurance premiums, college savings plans, TRS&IMRF pension contributions, charitable contributions, Imprest Fund & Petty Cash Fund reimbursements, lost and stale check replacements, reviewed by Treasurer.

The investments and payroll disbursements for the month of Jun-17  
June 16, 2017 to June 30 & July 13, 2017 to be paid July 18, 2017 Totaling: \$15,744,989.64

*I hereby certify that the expenditures listed as a part of this statement are legally payable from the budget category to which they are charged and are coded in conformance with the Illinois Office of Education Accounting Manual.*

July 13, 2017  
Date

\_\_\_\_\_  
Director of Business Services

TO THE TREASURER, COMMUNITY HIGH SCHOOL DISTRICT NO. 94, WEST CHICAGO. ILLINOIS

*The Board of Education has approved the payment of the above listed invoices on this date and you are hereby authorized and directed to make payments thereof:*

\_\_\_\_\_  
Date

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

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

# **COMMUNITY HIGH SCHOOL IMPREST FUND June 2017**

**This listing represents payments from the High School Imprest Fund for the month of June 2017. Reimbursement for the following is hereby requested from the Board of Education, Community High School District 94, West Chicago, Illinois at its regular board meeting on July 18, 2017.**

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**David Blatchley - Director of Business Svcs**

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**Date**

ACCOUNT	BATCH	CHECK	CHECK INVOICE	AMOUNT
NUMBER	NUMBER	DATE	NUMBER DESCRIPTION	
10E070 2410 4000 00 000000	IP0601 Hasty, Kris	06/01/2017	1315615 2017 GRADUATION SPEAKER HONORARIUM	150.00
20E000 2540 3401 00 000000	IP0606 Atct	06/06/2017	1315616 5/16/17-6/15/17 PHONE SVC	692.96
10E950 1800 4220 00 950000	IP0606 Baxter, Allison	06/06/2017	1315617 Reimbursement of book for classroom. **Address is incorrect TAYLOR Ave not Tyler	9.23
10L000 4001 0000 00 000000	IP0606 Chsd94 Educational Foundation	06/06/2017	1315618 Unclaimed field trip balance - Science/Physics' Student Contributions 1.56 each	173.20
10E931 1220 3190 00 931000	IP0606 Grenchik, Jennifer	06/06/2017	1315619 Pizze for special education students to practice social emotional and communication skills with the speech pathologist and social worker.	28.73
10E950 3000 4050 00 950000	IP0606 Lange, Veronica	06/06/2017	1315620 Reimbursement for BPAC snacks	28.92
10E100 1500 3190 00 000000	IP0606 MULLANEY, DOUG	06/06/2017	1315621 PLAQUE ENGRAVING	18.00
10E950 3000 3190 00 950000	IP0606 Ramirez, Ferney	06/06/2017	1315622 BPAC Speaker LIPLEPS 3000-300	1,000.00
10E004 1130 4050 00 000000	IP0606 Schoenbeck, Krysta	06/06/2017	1315623 ICE CREAM LAB SUPPLIES; COLLIGATIVE PROPERTIES STUDY; SCIENCE	72.92
10L000 4037 0000 00 000000	IP0606 WCCHS BOOSTER CLUB	06/06/2017	1315624 Forward Pmts Collected for: Yard Signs, Spirit Wear, Donations, Senior Celebration	25.00
10L000 4038 0000 00 000000	IP0606 WCCHS BOOSTER CLUB	06/06/2017	1315624 Forward Pmts Collected for: Yard Signs, Spirit Wear, Donations, Senior Celebration	453.00
10L000 4040 0000 00 000000	IP0606 WCCHS BOOSTER CLUB	06/06/2017	1315624 Forward Pmts Collected for: Yard Signs, Spirit Wear, Donations, Senior Celebration	50.00
10L000 4051 0000 00 000000	IP0606 WCCHS BOOSTER CLUB	06/06/2017	1315624 Forward Pmts Collected for: Yard Signs, Spirit Wear, Donations, Senior Celebration	800.00
10L000 4037 0000 00 000000	IP0606 WCCHS BOOSTER CLUB	06/06/2017	1315624 Yard Signs and Spirit Wear May 30, 2017	75.00
10L000 4038 0000 00 000000	IP0606 WCCHS BOOSTER CLUB	06/06/2017	1315624 Yard Signs and Spirit Wear May 30, 2017	25.00
10E944 2210 3143 00 944000	IP0606 Zabelin, Donald	06/06/2017	1315625 ICCB ADMINISTRATORS MEETING	126.80

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	AMOUNT
10L000 4050 0000 00 000000	IP0609	Barrett, Dana	06/09/2017	1315626	MILEAGE SPAIN EXCHANGE REFUND; ID #39554	47.06
10L000 4050 0000 00 000000	IP0609	BOVE, ANDREA	06/09/2017	1315627	SPANISH EXCHANGE REFUND; ID #39051	47.06
10L000 4050 0000 00 000000	IP0609	Brotnow, John	06/09/2017	1315628	SPANISH EXCHANGE REFUND; ID #39053	47.06
10L000 4050 0000 00 000000	IP0609	Brotnow, Madelyn	06/09/2017	1315629	SPAIN EXCHANGE REFUND; ID #39054	47.06
10L000 4050 0000 00 000000	IP0609	Chwastek, Grzegorz	06/09/2017	1315630	SPAIN EXCHANGE REFUND; ID #39091	47.06
10L000 4050 0000 00 000000	IP0609	Dean, Babette	06/09/2017	1315631	SPAIN EXCHANGE REFUND; ID #38102	47.06
10E005 1130 3252 00 000000	IP0609	Ford Credit	06/09/2017	1315632	JUNE 2017 LEASE PYMT; DRIVERS ED; ACCT #51897178	252.87
10L000 4050 0000 00 000000	IP0609	Gillespie, Brian	06/09/2017	1315633	SPAIN EXCHANGE REFUND; ID #39171	47.06
10L000 4050 0000 00 000000	IP0609	Gimre, Kevin	06/09/2017	1315634	SPANISH EXCHANGE REFUND; ID #39174	47.06
10L000 4050 0000 00 000000	IP0609	Gromos, Jeff	06/09/2017	1315635	SPAIN EXCHANGE REFUND; ID #39192	47.06
10L000 4050 0000 00 000000	IP0609	KOESTER, KATHY	06/09/2017	1315636	SPANISH EXCHANGE REFUND; ID #39249	47.06
10L000 4050 0000 00 000000	IP0609	Nava, Elizabeth	06/09/2017	1315637	SPAIN EXCHANGE REFUND; ID #39335	47.06
10L000 4050 0000 00 000000	IP0609	Paniagua, Maria	06/09/2017	1315638	SPAIN EXCHANGE REFUND; ID #39326	47.06
10L000 4050 0000 00 000000	IP0609	Perezchica, Alexis	06/09/2017	1315639	SPANISH EXCHANGE REFUND; ID #39375	47.06
10L000 4050 0000 00 000000	IP0609	Reynolds, John	06/09/2017	1315640	SPANISH EXCHANGE REFUND; ID #38430	47.06
10L000 4050 0000 00 000000	IP0609	Rivera, David	06/09/2017	1315641	SPANISH EXCHANGE REFUND; ID #39409	47.06
10L000 4050 0000 00 000000	IP0609	Rosales, Jose	06/09/2017	1315642	SPANISH EXCHANGE REFUND; ID #39544	47.06
10L000 4050 0000 00 000000	IP0609	Sartore, Kristen	06/09/2017	1315643	SPANISH EXCHANGE REFUND; ID #39446	47.06
10L000 4050 0000 00 000000	IP0609	Simanonis, Marcy	06/09/2017	1315644	SPAIN EXCHANGE REFUND; ID #39460	47.06

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	AMOUNT
10L000 4050 0000 00 000000	IP0609	Thompson, Connor	06/09/2017	1315645	SPAIN EXCHANGE REFUND; ID #39482	47.06
10L000 4050 0000 00 000000	IP0609	WELCH, BETH	06/09/2017	1315646	SPAIN EXCHANGE REFUND; ID #38515	47.06
10E950 3000 4050 00 950000	IP0612	ARAMARK	06/12/2017	1315647	Coffee for BPAC meeting in May	70.00
40E000 2550 3302 00 000000	IP0612	Bono, Tracy	06/12/2017	1315648	Mileage Reimbursement for May	218.28
10E006 1504 4050 00 000000	IP0612	Quill & Scroll/news Media Eval	06/12/2017	1315649	May mileage 2017 Fee for Quill and Scroll news media evaluation.	75.00
10E070 2410 3410 00 000000	IP0613	WEST CHICAGO POST OFFICE	06/13/2017	1315650	SEMIESTER 2 GRADE MATTERS	1,029.49
10E013 1130 6450 00 000000	IP0616	NATIONAL COUNCIL OF THE SOCIAL	06/16/2017	1315651	Institutional Membership for Social Studies Department to national Social Studies organization membership application will be sent via interoffice mail to Brenda	141.00
20E000 2540 3401 00 000000	IP0616	VERIZON WIRELESS	06/16/2017	1315652	6/8/17-7/7/17 CELL PHONE; SUPT	120.60
10L000 4002 0000 00 000000	IP0616	WCCHS STUDENT ACTIVITY FUND	06/16/2017	1315653	FEES AND FINES PAID BY CREDIT CARD; DRAMA AND CHOIR	1,278.90
10E041 1601 1133 00 010000	IP0619	Belington, Jeremy	06/20/2017	1315654	2017 BASKETBALL SUMMER CAMP COACHING	140.00
20E000 2543 4148 00 000000	IP0619	Crescent Electric Supply	06/20/2017	1315655	ELECTRICAL SUPPLY	157.98
20E000 2543 4148 00 000000	IP0619	Crescent Electric Supply	06/20/2017	1315655	ELECTRICAL SUPPLY	120.93
10E041 1601 1133 00 010000	IP0619	Nelson, Isaac	06/20/2017	1315656	2017 BASKETBALL SUMMER CAMP COACHING	140.00
20E000 2543 4153 00 000000	IP0619	Positive Impressions	06/20/2017	1315657	MAINTENANCE UNIFORMS	658.73
10R000 1720 0000 00 030000	IP0619	Vargas, Irma	06/20/2017	1315658	BTW FEE REFUND; ID #38343	25.00
10R000 1811 0000 00 000000	IP0619	Vargas, Laura	06/20/2017	1315659	CHEMISTRY BOOK RETURNED MINUS ID FEE; ID #38247	2.00
10E075 2310 4059 00 000000	IP0621	PATER, DAVID	06/21/2017	1315660	ADMINISTRATORS ACADEMY LUNCH FOOD; JUNE 23, 2017	250.00
10R040 1321 0000 00 030000	IP0626	Arthurs, Fiona	06/26/2017	1315661	SUMMER SCHOOL CLASS REFUND; DIDN'T WANT ONLINE CLASS; ID #41666	180.00



ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	AMOUNT
10E104 1503 4050 00 000000	IP0630	Menards	06/30/2017	1315662	SET AND PROP SUPPLIES FOR DRAMA SHOWS	21.24
10E100 1500 4000 00 000000	IP0630	Winfield Flower Shoppe	06/30/2017	1315663	BADMINTON SENIOR NIGHT AWARDS	16.50
10E100 1500 4000 00 000000	IP0630	Winfield Flower Shoppe	06/30/2017	1315663	SENIOR TRACK NIGHT AWARDS	49.50
10E100 1500 4000 00 000000	IP0630	Winfield Flower Shoppe	06/30/2017	1315663	SENIOR GIRLS TRACK AWARDS	35.75
10E100 1500 3191 00 000000	IP0630	Festl, Joan	06/30/2017	1315664	VOLLEYBALL ASSIGNMENT FEES; 2016/17	208.08

Totals for checks

9,861.81

## FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	ED FUND	3,821.30	207.00	3,864.03	7,892.33
20	OPER & MAINT	0.00	0.00	1,751.20	1,751.20
40	TRANSPORT	0.00	0.00	218.28	218.28
***	Fund Summary Totals ***	3,821.30	207.00	5,833.51	9,861.81

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

**COMMUNITY HIGH SCHOOL  
DISTRICT 94  
West Chicago, Illinois**

**TREASURER'S REPORT  
FOR MONTH ENDING JUNE 2017**

<b>FUND</b>	<b>CASH BALANCE</b> Thru 5/31/2017	<b>RECEIPTS</b> June 2017	<b>DISBURSEMENTS</b> June 2017	<b>CASH BALANCE</b> Thru 6/30/2017	<b>INVESTMENTS AT COST</b> Thru 6/30/2017
<b>EDUCATIONAL</b>	\$ (1,116,068.59)	\$ 11,611,625.65	\$ 11,213,853.31	\$ (718,296.25)	\$ 11,516,543.77
<b>OPERATIONS &amp; MAINTENANCE</b>	\$ 18,221.03	\$ 1,910,841.14	\$ 2,714,720.22	\$ (785,658.05)	\$ 2,773,751.14
<b>DEBT SERVICES</b>	\$ 633,372.22	\$ 1,397,779.98	\$ 1,397,779.98	\$ 633,372.22	\$ 2,427,046.86
<b>TRANSPORTATION</b>	\$ 2,119.69	\$ 672,293.21	\$ 632,239.23	\$ 42,173.67	\$ 560,554.44
<b>I.M.R.F.</b>	\$ (26,372.99)	\$ 277,507.64	\$ 233,839.58	\$ 17,295.07	\$ 205,066.73
<b>SOCIAL SECURITY/MEDICARE</b>	\$ (10,302.20)	\$ 246,867.60	\$ 233,311.69	\$ 3,253.71	\$ 163,852.99
<b>CAP IMPROVEMENTS HILAKE</b>	\$ (801,731.75)	\$ 797,157.38	\$ (10,850.00)	\$ 6,275.63	\$ 1,180.07
<b>WORKING CASH</b>	\$ 1,173,415.65		\$ 4,649.48	\$ 1,168,766.17	\$ 900,681.90
<b>TORT</b>	\$ 210,611.37	\$ 79,527.10	\$ 79,527.10	\$ 210,611.37	\$ 107,949.11
<b>TOTAL</b>	<b>\$ 83,264.43</b>	<b>\$ 16,993,599.70</b>	<b>\$ 16,499,070.59</b>	<b>\$ 577,793.54</b>	<b>\$18,656,627.01</b>
Monthly Invest. Int., Adj. & Fees/YTD Interest thru 6/30/17 (included in revenue and investment totals)	\$ 306,319.92	28,898.85	487.12		\$ 334,731.65
PLUS INVESTMENTS .....				\$18,656,627.01	
<b>TOTAL YEAR-TO-DATE CASH AND INVESTMENTS AS OF JUNE 30, 2017</b>				<b>\$ 19,234,420.55</b>	

Kevin Kotche, Treasurer

Date

**COMMUNITY HIGH SCHOOL DISTRICT 94**  
**STATEMENT OF POSITION**  
**FINANCIAL REPORT**  
**FOR PERIOD ENDING JUNE 30, 2017**

Percent of Fiscal Year Complete: 100.00

\* FY16 - Audit Entry Revise Cash Balances - FY16 Lease

	IMPREST, PETTY CASH & SCHLSHP	*CASH BALANCES	INVESTMENT BALANCES	ACCOUNTS RECEIVABLE	AUDIT ENTRY	TOTAL ASSETS
<b>ASSETS</b>						
EDUCATIONAL *	16,438	(718,296)	11,516,544			10,814,685
OPERATIONS & MAINTENANCE		(785,658)	2,773,751			1,988,093
DEBT SERVICES *		633,372	2,427,047			3,060,419
TRANSPORTATION		42,174	560,554			602,728
MUNICIPAL RETIREMENT		17,295	205,067			222,362
SOCIAL SECURITY/MEDICARE		3,254	163,853			167,107
CI - HIGHLAKE		6,276	1,180	4,599		12,055
WORKING CASH		1,168,766	900,682			2,069,448
TORT		210,611	107,949			318,560
<b>TOTAL</b>	<b>16,438</b>	<b>577,794</b>	<b>18,656,627</b>	<b>4,599</b>	<b>-</b>	<b>19,255,457</b>

	TAX WARRENTS	ACCOUNTS PAYABLE (270)	ENCUMBERED PAYABLES	OTHER PAYABLES	FUND EQUITY	TOTAL LIABILITY AND FUND EQUITY
<b>LIABILITIES AND FUND EQUITY</b>						
EDUCATIONAL					10,814,955	10,814,685
OPERATIONS & MAINTENANCE					1,988,093	1,988,093
DEBT SERVICES					3,060,419	3,060,419
TRANSPORTATION					602,728	602,728
MUNICIPAL RETIREMENT					222,362	222,362
SOCIAL SECURITY/MEDICARE					167,107	167,107
CI - HIGHLAKE					12,055	12,055
WORKING CASH					2,069,448	2,069,448
TORT					318,560	318,560
<b>TOTAL</b>	<b>-</b>	<b>(270)</b>	<b>-</b>	<b>-</b>	<b>19,255,728</b>	<b>19,255,457</b>

	BUDGET 2016 - 2017	CURRENT REVENUES	Y.T.D. REVENUES	OTHER RECEIPTS	UNREALIZED BALANCE	PERCENT REALIZED
<b>RECEIPTS</b>						
EDUCATIONAL	23,429,766	9,673,381	23,568,583		(138,817)	100.59%
OPERATIONS & MAINTENANCE	3,123,466	1,616,477	3,267,408		(143,943)	104.61%
DEBT SERVICES	2,783,424	1,397,780	2,790,580		(7,156)	100.26%
TRANSPORTATION	1,418,981	561,550	1,287,713		131,268	90.75%
MUNICIPAL RETIREMENT	482,479	207,512	490,352		(7,873)	101.63%
SOCIAL SECURITY/MEDICARE	458,200	194,874	480,579		(22,379)	104.88%
CI - HIGHLAKE	878,000	797,158	1,123,007		(245,007)	127.91%
WORKING CASH	2,500	584	4,649		(2,149)	185.98%
TORT	255,183	79,537	231,501		23,682	90.72%
<b>TOTAL</b>	<b>32,831,999</b>	<b>14,528,852</b>	<b>33,244,373</b>	<b>-</b>	<b>(412,374)</b>	<b>101.26%</b>

	BUDGET 2016 - 2017	CURRENT EXPENDITURES	Y.T.D. EXPENDITURES	CURRENT ENCUMBERED	UNENCUMBERED BALANCE	PERCENT ENCUMBERED
<b>DISBURSEMENTS</b>						
EDUCATIONAL	23,431,695	2,111,198	23,246,293		185,402	99.21%
OPERATIONS & MAINTENANCE	3,723,866	1,127,494	3,610,425		113,441	96.95%
DEBT SERVICES	2,737,500	-	2,742,875		(5,375)	100.20%
TRANSPORTATION	1,418,000	192,709	1,358,376		59,624	95.80%
MUNICIPAL RETIREMENT	478,677	26,332	468,364		10,313	97.85%
SOCIAL SECURITY/MEDICARE	457,965	38,698	474,178		(16,213)	103.54%
CI - HIGHLAKE	4,930,000	-	5,165,980		(235,980)	104.79%
WORKING CASH	2,500		4,649		(2,149)	0.00%
TORT	267,975	-	229,720		38,255	85.72%
<b>TOTAL</b>	<b>37,448,178</b>	<b>3,496,431</b>	<b>37,300,860</b>	<b>-</b>	<b>147,319</b>	<b>99.61%</b>

\* FY16 - Audit Entry Revise Fund Balances - FY16 Lease

	JULY 1 EQUITY	YEAR-TO-DATE RECEIPTS	YEAR-TO-DATE EXPENDITURES	CURRENT ENCUMBERED	OTHER ACTIVITY	*CURRENT EQUITY
<b>FUND BALANCE</b>						
EDUCATIONAL *	10,492,665	23,568,583	23,246,293			10,814,955
OPERATIONS & MAINTENANCE	2,331,109	3,267,408	3,610,425			1,988,093
DEBT SERVICES *	3,012,715	2,790,580	2,742,875			3,060,419
TRANSPORTATION	673,391	1,287,713	1,358,376			602,728
MUNICIPAL RETIREMENT	200,375	490,352	468,364			222,362
SOCIAL SECURITY/MEDICARE	160,706	480,579	474,178			167,107
CI - HIGHLAKE	4,055,028	1,123,007	5,165,980			12,055
WORKING CASH	2,069,448	4,649	4,649			2,069,448
TORT	316,781	231,501	229,720			318,560
<b>TOTAL</b>	<b>23,312,216</b>	<b>33,244,373</b>	<b>37,300,860</b>	<b>-</b>		<b>19,255,728</b>

**COMMUNITY HIGH SCHOOL DISTRICT 94**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
YTD ENDING  
JUNE 30, 2017

PERCENT OF FISCAL YEAR COMPLETED:100.00

**DISTRICT 94 REVENUE & EXPENDITURE REPORT**

FY16 Fund Balance Audit Adjustment

**JUNE 30, 2017**  
**FUND**

**BEGINNING FUND BALANCE**

**REVENUE BUDGET**

**RECEIPTS**

1. CORPORATE P. P. REPLACEMENT TAX
2. SUMMER PROGRAM FEES
3. EARNINGS ON TAXES/ INVESTMENTS
4. PUPIL & COMMUNITY SERVICES
5. FACILITY RENTALS
6. IMPACT FEES/P.U.D/LAND CASH DONATE
7. STATE AID
8. STATE/ CATEGORICAL AID /GRANTS FY16
9. ARRA AID/ARRA FEDERAL FUNDING
10. FEDERAL AID/GRANTS FY16 LATE PMTS
11. PROPERTY TAXES - ED. FUND-TORT
12. PROPERTY TAXES - SPEC'L EDUCATION
13. PROPERTY TAXES - OTHER FUNDS
14. PERMANENT TRANSFER OF INTEREST/EQ
15. CURRENT YEAR LEVY-ADVANCED TAXES
16. FLOW-THRU/VENDOR REVENUE/MISC REV

**TOTAL REVENUE REALIZED**

PERCENT REVENUE REALIZED (Actual/Budget)

EDUCATION	O & M	DEBT SVC	TRANSP	IMRF	SSM	CI HIGHLAKE	WRK CASH	TORT	TOTAL ALL
<b>\$ 10,804,820</b>	<b>\$ 2,331,109</b>	<b>\$ 2,700,560</b>	<b>\$ 673,391</b>	<b>\$ 200,375</b>	<b>\$ 160,706</b>	<b>\$ 4,055,028</b>	<b>\$ 2,069,448</b>	<b>\$ 316,781</b>	<b>\$ 23,312,216</b>
<b>\$ 23,429,766</b>	<b>\$ 3,123,466</b>	<b>\$ 2,783,424</b>	<b>\$ 1,418,981</b>	<b>\$ 482,479</b>	<b>\$ 458,200</b>	<b>\$ 878,000</b>	<b>\$ 2,500</b>	<b>\$ 255,183</b>	<b>\$ 32,831,999</b>
\$ 519,305	\$ 49,601	\$ 285	\$ 34,585	\$ 78,895	\$ 94,663	\$ 295,700	\$ 49,304		1,122,339
124,348									124,348
66,501	20,128	2,267	1,252	344	77	3,388	4,649	138	98,744
916,450									916,450
	44,339								44,339
						27,937			27,937
1,905,462									1,905,462
960,868			401,303						1,362,171
-									-
1,021,164									1,021,164
8,804,596	1,549,636	1,390,251	420,817	203,605	190,971			102,532	12,662,407
114,193									114,193
									-
4,649						795,981			800,630
9,084,496	1,603,704	1,397,777	428,708	207,507	194,867			79,527	12,996,585
46,549			1,050						47,599
\$ 23,568,583	\$ 3,267,408	\$ 2,790,580	\$ 1,287,713	\$ 490,352	\$ 480,579	\$ 1,123,007	\$ 4,649	\$ 231,501	\$ 33,244,373
100.59%	104.61%	100.26%	90.75%	101.63%	104.88%	127.91%	185.98%	90.72%	101.26%

**EXPENDITURE BUDGET**

**DISBURSEMENTS**

1. SALARIES
2. BENEFITS
3. EMPLOYER IMRF
4. EMPLOYER FICA
5. EMPLOYER MEDICARE
6. PURCHASED SERVICES/CONTRACTS REG
7. PURCHASED SERVICES/MINI BUSSES
8. PURCHASED SERVICES/SPECIAL ED
9. PURCHASED SERVICES/TCD
10. FUEL ADJ/EARLY DISMISSAL/FIELD TRIP
- 12 UNEMPLOYMENT INSURANCE
- 13.SCHOOL BOND FINANCIAL SERVICES
14. TREASURER BOND
15. WORKERS COMPENSATION
16. GENERAL LIABILITY INSURANCE
17. STUDENT ACCIDENT INSURANCE
18. UTILITIES
19. SUPPLIES & MATERIALS
20. TAX PAYMENTS
21. CAPITAL/NON-CAPITAL EQUIPMENT/FURN
22. CAPITAL CONTRACTS/ IMPROVEMENTS
- 23 CAPITAL LEASE EXPENSE
- 24 BOND INTEREST EXPENSE
25. DUES, FEES AND INVESTMENT COSTS
26. REDEMPTION OF PRINCIPAL
27. PERMANENT TRANSFERS - INTEREST/EQ
- 28 TUITION & SPEC ED COST/(TUITION RFND)
- 29 RETIREMENT BENEFITS/OTHER

**TOTAL EXPENDITURES DISBURSED**

Encumbered Expenditures

PERCENT DISBURSED PLUS ENCUMBERED(Total/Budget)

\*FY16 Audit Adj. Capital Lease Ed. Fund/Debt. Service Fund

**EXCESS OF REVENUE/(EXPENDITURES)**

**ENDING FUND BALANCE \***

FUND

\$ 15,210,194	\$ 1,049,338								16,259,531.84
3,750,090	241,003								3,991,093
				468,364					468,364
					250,462				250,462
					223,715				223,715
2,287,945	358,614		504,658						3,151,217
									-
			727,079						727,079
			63,191						63,191
			63,448						63,448
							2,730		2,730
									-
								6,650	6,650
								83,393	83,393
								135,625	135,625
								1,322	1,322
	715,544								715,544
459,039	215,316								674,356
									-
285,036	127,853								412,888
	106,290					5,165,980			5,272,269
									-
		185,075							185,075
105,761	487	2,800							109,048
		2,555,000							2,555,000
	795,981						4,649		800,630
1,141,928									1,141,928
6,300									6,300
\$ 23,246,293	\$ 3,610,425	\$ 2,742,875	\$ 1,358,376	\$ 468,364	\$ 474,178	\$ 5,165,980	\$ 4,649	\$ 229,720	\$ 37,300,860
									\$ -
99.21%	96.95%	100.20%	95.80%	97.85%	103.54%	104.79%	0.00%	85.72%	99.61%
(312,155)		312,155							
<b>\$ 10,135</b>	<b>\$ (343,017)</b>	<b>\$ 47,705</b>	<b>\$ (70,663)</b>	<b>\$ 21,988</b>	<b>6,401</b>	<b>\$ (4,042,973)</b>	<b>\$ -</b>	<b>\$ 1,781</b>	<b>\$ (4,056,487)</b>
<b>\$ 10,814,955</b>	<b>\$ 1,988,093</b>	<b>\$ 3,060,419</b>	<b>\$ 602,728</b>	<b>\$ 222,362</b>	<b>\$ 167,107</b>	<b>\$ 12,055</b>	<b>\$ 2,069,448</b>	<b>\$ 318,560</b>	<b>\$ 19,255,728</b>
EDUCATION	O & M	DEBT SVC	TRANSP	IMRF	SSM	CI HIGHLAKE	WRK CSH	TORT	TOTAL ALL

**3 YEAR BUDGET/ACTUAL TOTAL**  
SUMMARY OF AMENDED CURRENT YEAR BUDGET

June 30, 2017

DEPARTMENT/SUMMARY	FUND	#	DEPT	14 ACTUAL	15 ACTUAL	16 BUDGET	16 ACTUAL	% CHANGE	17 BUDGET	% CHANGE	17 ACTUAL	YTD %
GENERAL H.S.	10	1	TTL	131,621	163,899	423,812	147,432	-61.33%	314,270	-113.16%	126,695	40.31%
HMBD TUTORS	10	2	TTL	61,356	53,926	57,700	36,002	-6.54%	46,200	-28.32%	37,400	80.95%
ART	10	3	TTL	242,326	238,287	246,392	233,574	-3.29%	260,997	-11.74%	252,079	96.58%
SCIENCE	10	4	TTL	1,197,627	1,132,241	1,255,088	1,261,501	-9.79%	1,238,641	1.81%	1,288,187	104.00%
DRIVER'S ED	10	5	TTL	127,897	225,170	262,039	146,878	-14.07%	146,695	0.12%	153,727	104.79%
ENGLISH	10	6	TTL	1,456,258	1,504,422	1,551,917	1,569,209	-3.06%	1,551,737	1.11%	1,552,387	100.04%
FOREIGN LANG	10	7	TTL	626,355	622,480	668,843	657,811	-6.93%	623,639	5.19%	633,862	101.64%
HEALTH ED	10	8	TTL	1,632	1,938	1,000	962	93.78%	2,625	-172.88%	1,688	64.29%
MATHEMATICS	10	9	TTL	1,291,765	1,516,614	1,501,268	1,492,933	1.02%	1,550,346	-3.85%	1,537,793	99.19%
MUSIC	10	10	TTL	256,121	239,396	229,360	234,840	4.38%	220,018	6.31%	239,732	108.96%
MUSIC INITIATIVE	10	10	TTL	-	-	-	-	-	25,000	100.00%	24,999	100.00%
PHYSICAL DEV	10	11	TTL	1,201,603	1,123,465	1,129,108	1,212,245	-0.50%	1,211,286	0.08%	1,227,552	101.34%
SOC STUDIES	10	13	TTL	1,308,577	1,294,648	1,405,499	1,417,983	-7.89%	1,462,375	-3.13%	1,465,961	100.25%
TECHNOLOGY	10	14	TTL	698,433	724,375	801,900	814,149	-9.67%	835,676	-2.64%	903,063	108.06%
DEV LEARNING	10	22	TTL	3,206,497	3,481,469	3,564,108	4,023,729	-2.32%	3,983,053	1.01%	4,122,903	103.51%
ADULT ED - LOCAL	10	28	TTL	10,176	7,618	10,750	-	-29.14%	10,000	0.00%	-	0.00%
SUMR ADLT ED	10	29	TTL	562	2,109	4,150	3,960	-49.18%	5,012	-26.57%	6,457	128.82%
BUSINESS ED	10	30	TTL	550,106	547,649	539,767	543,543	1.46%	458,469	15.65%	484,521	105.68%
FACS	10	32	TTL	241,012	254,816	249,459	268,654	2.15%	255,307	4.97%	257,571	100.89%
IND ARTS-TECH ED	10	34	TTL	141,650	150,372	129,559	134,984	16.06%	117,833	12.71%	133,908	113.64%
B T I	10	35	TTL	485	345	400	153	-13.67%	150	1.93%	-	0.00%
PHOTOGRAPHY	10	36	TTL	13,806	14,926	-	-	-	-	-	-	0.00%
SUMMER SCH/R	10	40	TTL	110,764	63,990	56,605	106,534	13.05%	87,610	17.76%	67,248	76.76%
SUMMER SPORTS C/	10	41	TTL	37,184	44,444	45,000	44,600	-1.24%	45,000	-0.90%	47,564	105.70%
BILINGUAL	10	45	TTL	557,051	518,222	530,329	541,136	-2.28%	502,755	7.09%	492,596	97.98%
SOCIAL WORKE	10	50	TTL	324,194	341,209	176,385	210,863	93.45%	198,102	6.05%	201,735	101.83%
GUIDANCE DEP	10	51	TTL	702,941	653,440	615,798	634,252	6.11%	677,346	-6.79%	683,429	100.90%
SCHOOL NURSE	10	52	TTL	188,019	176,998	159,768	173,991	10.78%	172,362	0.94%	175,876	102.04%
PSYC SERVICE	10	53	TTL	144,414	151,563	162,969	161,158	-7.00%	177,893	-10.38%	170,537	95.86%
AVID PROGRAM	10	54	TTL	100,926	133,626	176,492	156,091	-24.29%	208,597	-33.64%	186,780	89.54%
SPEECH PATH/AUDIC	10	55	TTL	57,784	59,907	62,663	62,717	0.00%	64,443	-2.75%	64,303	-3.04%
LEARNING RES	10	61	TTL	323,322	287,778	289,038	272,085	-0.44%	256,074	5.88%	248,928	97.21%
STAFF & CURR DEV	10	62	TTL	192,265	217,781	272,737	239,438	-20.15%	251,988	-5.24%	264,787	105.08%
UTTERBACK DONATI	10	64	TTL	31,665	16,255	17,388	21,489	-6.52%	3,498	83.72%	2,735	78.19%
ASST PRINCIPAL	10	69	TTL	1,043,872	1,063,106	1,035,924	1,083,594	2.62%	1,184,354	-9.30%	1,016,334	85.81%
PRINCIPAL	10	70	TTL	753,937	769,880	769,222	752,324	0.09%	748,227	0.54%	743,203	99.33%
SUPT OFFICE	10	71	TTL	318,084	298,514	314,823	303,749	-5.18%	326,900	-7.62%	331,123	101.29%
DIR OF PRSNL	10	72	TTL	261,922	248,118	241,142	257,225	2.89%	263,382	-2.39%	224,279	85.15%
COMM RELATIONS	10	73	TTL	16,428	36,939	62,364	57,398	-40.77%	57,033	0.64%	59,057	103.55%
ED FOUNDATIO	10	74	TTL	5,628	2,125	-	2,382	0.00%	2,500	-4.94%	1,372	0.00%
BOARD OF ED	10	75	TTL	128,399	148,375	162,600	158,611	-8.75%	171,625	-8.21%	167,319	97.49%
DIR OF BUSIN	10	80	TTL	159,093	160,500	163,375	162,550	-1.76%	163,405	-0.53%	145,341	7.01%
CAFETERIA	10	82	TTL	23,572	17,167	60,000	8,153	-71.39%	60,500	-642.09%	11,454	18.93%
EMP BENEFITS	10	83	TTL	69,009	49,170	45,800	19,903	7.36%	46,200	-132.12%	37,545	81.27%
FISCAL SVCS	10	85	TTL	261,595	287,453	320,298	311,793	-10.25%	315,176	-1.09%	294,099	93.31%
MIS	10	90	TTL	339,079	343,126	332,542	326,143	3.18%	313,917	3.75%	313,285	99.80%
PMT OTH DIST	10	97	TTL	906,968	1,089,255	874,600	423,660	24.54%	454,500	-7.28%	437,969	96.36%

**3 YEAR BUDGET/ACTUAL TOTAL**  
SUMMARY OF AMENDED CURRENT YEAR BUDGET

June 30, 2017

DEPARTMENT/SUMMARY	FUND	#	DEPT	14 ACTUAL	15 ACTUAL	16 BUDGET	16 ACTUAL	% CHANGE	17 BUDGET	% CHANGE	17 ACTUAL	YTD %
ATH/INTERSCH	10	100	TTL	788,360	867,834	836,584	839,814	3.74%	827,667	1.45%	830,543	100.35%
AQUATICS	10	102	TTL	-	-	-	-	-	-	0.00%	-	0.00%
INTERSCHOLAS	10	104	TTL	214,326	215,199	261,700	252,749	-17.77%	254,325	-0.62%	227,398	89.41%
ADULT ED - STATE	10	902	TTL	76,524	84,683	87,834	800	-3.59%	92,461	-11457.91%	92,565	100.11%
CTEIG	10	903	TTL	43,291	45,873	45,969	45,731	-0.21%	46,226	-1.08%	46,226	100.00%
BILING TBE	10	904	TTL	82,531	91,056	95,534	97,819	-4.69%	137,207	-40.27%	106,798	77.84%
A E & L	10	905	TTL	25,985	25,129	25,129	3,367	0.00%	30,215	-797.49%	29,996	99.27%
C PERKINS	10	906	TTL	31,446	34,507	34,179	31,319	0.96%	40,622	-29.71%	38,995	96.00%
TITLE 1-LOW	10	908	TTL	278,911	244,986	329,703	340,496	-25.69%	345,409	-1.44%	357,360	103.46%
ISLG GRANT	10	925	TTL	1,614	1,568	1,568	1,476	0.00%	1,177	20.26%	1,177	99.96%
MEDICAID DIRECT D	10	929	TTL	161,379	124,915	165,175	42,480	-24.37%	57,625	-35.65%	72,148	125.20%
IDEA 94-142 FLOW-TH	10	930	TTL	380,646	356,095	544,050	395,255	-34.55%	379,696	3.94%	462,861	121.90%
ADM OUTREACH	10	931	TTL	30,708	12,561	31,615	27,778	-60.27%	3,700	86.68%	20,173	545.21%
TEACHER QUALITY	10	932	TTL	42,895	41,370	41,412	10,608	-0.10%	40,225	-279.19%	27,836	69.20%
FED ADULT ED	10	944	TTL	68,843	75,317	75,317	72,539	0.00%	72,539	0.00%	77,550	106.91%
LEARN SERVE	10	945	TTL	42	-	-	-	-	-	-	-	0.00%
EL/CIVICS	10	946	TTL	-	-	-	-	-	-	-	-	0.00%
LIPLEPS	10	950	TTL	28,843	18,780	21,608	19,971	-13.09%	24,274	-21.54%	11,746	48.39%
BILINGUAL - IEP	10	951	TTL	-	2,336	2,516	3,015.10	-7.15%	5,611	-86.10%	3,539	63.07%
O&M FUND	20	0	TTL	2,846,275	2,542,962	3,058,977	2,805,202	-16.87%	3,723,866	-32.75%	3,610,425	96.95%
DEBT SVC FND	30	0	TTL	2,791,580	3,050,202	3,048,905	3,050,130	0.04%	2,737,500	10.25%	2,742,875	100.20%
TRANSPORTATION	40	0	TTL	1,166,286	1,311,851	1,361,000	1,271,828	-3.61%	1,338,000	-5.20%	1,291,882	96.55%
SCIENCE	40	4	TTL	57	(1,372)	-	(9)	-	-	100.00%	(487)	0.00%
ENGLISH	40	6	TTL	-	-	-	-	-	-	0.00%	(505)	0.00%
FOREIGN EXCH	40	7	TTL	311	686	-	135	-	-	100.00%	623	0.00%
MUSIC	40	10	TTL	117	-	-	308	-	-	0.00%	-	0.00%
PHYSICAL DEV	40	11	TTL	30	-	-	-	-	-	0.00%	-	0.00%
SOCIAL STUDIES	40	13	TTL	395	227	205	(1)	-	-	100.00%	(122)	0.00%
SPECIAL ED	40	22	TTL	-	-	-	-	-	-	0.00%	-	0.00%
BUSINESS ED	40	30	TTL	-	-	-	(105)	-	-	0.00%	-	0.00%
FACS	40	32	TTL	-	-	-	181	-	-	0.00%	-	0.00%
PHOTOGRAPHY	40	36	TTL	-	-	-	-	-	-	0.00%	-	0.00%
ATH/INTERSCH	40	100	TTL	75,661	69,012	70,000	73,381	0.00%	80,000	-9.02%	60,270	75.34%
PEP BUS	40	104	TTL	5,410	5,903	10,000	2,555	0.00%	-	100.00%	6,714	100.00%
IMRF	50	0	TTL	434,665	472,385	481,828	463,758	-1.96%	478,677	-3.22%	468,364	97.85%
SOC SEC & MEDCAR	51	0	TTL	426,171	454,114	462,190	462,637	-1.75%	457,965	1.01%	474,178	103.54%
CAPITAL PROJECTS	65	0	TTL	723,098	3,345,450	3,705,500	2,966,525	-9.72%	4,930,000	-66.19%	5,165,980	104.79%
W/C	70	0	TTL	-	-	-	2,322	-	2,500	-	4,649	0.00%
TORT FUND	80	0	TTL	282,098	212,927	306,150	256,821	-30.45%	267,975	-4.34%	229,720	85.72%
<b>TOTALS</b>				<b>\$ 30,832,477</b>	<b>\$ 34,185,663</b>	<b>\$ 36,084,629</b>	<b>\$ 34,233,265</b>	<b>-9.06%</b>	<b>\$ 37,448,178</b>	<b>3.28%</b>	<b>\$ 37,300,860</b>	<b>99.61%</b>

GRANT REVENUE & EXPENDITURE SUMMARY  
JUNE 2017

**COMMUNITY HIGH SCHOOL  
DISTRICT 94**  
REVENUE AND EXPENDITURE REPORT  
LOCAL, STATE, AND FEDERAL GRANTS  
Ending June 30, 2017

Percentage of Fiscal Year:  
100.00%

NAME	SOURCE	CODE	DEPT	CURRENT BUDGET	PRIOR YEAR REVENUE	FY 17 REVENUE	EXPENDITURES	ENCUMBERED	BALANCE	% UNREALIZED REVENUE
Adult Ed Summer School & Computer L	Local	132300	29	\$ 5,012	\$ -	\$ 1,502	\$ 6,457		\$ (4,955)	70%
DuPage Foundation - Music Initiative	Local	199900	10	\$ 25,000	\$ -	\$ 25,000	\$ 24,999		\$ 1	100%
Education Foundation/Leadership Mini	Local	199990	74/918	\$ 2,500	\$ -	\$ 1,372	\$ 1,372		\$ -	100%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 46,226	\$ -	\$ 46,226	\$ 46,226		\$ 0	0%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 137,207	\$ 17,782	\$ 26,315	\$ 106,798		\$ (80,483)	81%
Adult Ed State Basic 3-1	State	340000	902	\$ 92,461	\$ -	\$ 92,461	\$ 92,565		\$ (104)	0%
Adult Ed Performance	State	340100	905	\$ 30,215	\$ -	\$ 30,215	\$ 29,996		\$ 219	0%
State Library Grant	State	380000	925	\$ 1,177	\$ -	\$ -	\$ 1,177		\$ (1,177)	100%
Title 1 Low Income NCLB	Federal	430000	908	\$ 345,409	\$ 171,942	\$ 213,737	\$ 357,360		\$ (143,623)	38%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 379,696	\$ 60,916	\$ 355,030	\$ 462,861		\$ (107,831)	6%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 40,622	\$ -	\$ 39,606	\$ 38,995		\$ 611	3%
Adult Ed Federal Basic	Federal	480000	944	\$ 72,539	\$ 21,859	\$ 58,000	\$ 77,550		\$ (19,550)	20%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 57,625	\$ 8,784	\$ 20,489	\$ 72,148		\$ (51,659)	64%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 3,700	\$ 8,313	\$ 4,362	\$ 20,173		\$ (15,811)	-18%
Bilingual - IEP	Federal	490500	951	\$ 5,611	\$ -	\$ 3,539	\$ 3,539		\$ 0	37%
Title III LIPLEPS	Federal	490900	950	\$ 24,274	\$ 5,645	\$ 4,761	\$ 11,746		\$ (6,985)	80%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 40,225	\$ 5,005	\$ 20,576	\$ 27,836		\$ (7,260)	49%
<b>TOTAL</b>				<b>\$ 1,309,499</b>	<b>\$ 300,246</b>	<b>\$ 943,191</b>	<b>\$ 1,381,796</b>	<b>\$ -</b>	<b>\$ (438,605)</b>	<b>28.0%</b>

\*\* Special Ed Grants



**COMMUNITY HIGH SCHOOL**

**DISTRICT 94**

LOCAL, STATE, FEDERAL GRANTS  
Ending June 30, 2017

Percent of Fiscal Year  
100.00%

JUNE 2017

**GRANT REVENUE**

NAME	SOURCE	CODE	DEPT	GRANT BUDGET	PRIOR YR REVENUE	FY17 REVENUE	\$ UNREALIZED	% UNREALIZED	% REALIZED
Adult Ed Summer School & Computer	Local	132300	29	\$ 5,012	\$ -	\$ 1,502	\$ 3,510	70%	30%
DuPage Foundation - Music Initiative	Local	199900	10	\$ 25,000	\$ -	\$ 25,000	\$ -	0%	100%
Education Foundation/Leadership M	Local	199990	74/918	\$ 2,500	\$ -	\$ 1,372	\$ 1,128	45%	55%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 46,226	\$ -	\$ 46,226	\$ -	0%	100%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 137,207	\$ 17,782	\$ 26,315	\$ 110,892	81%	19%
Adult Ed State Basic 3-1	State	340000	902	\$ 92,461	\$ -	\$ 92,461	\$ -	0%	100%
Adult Ed Performance	State	340100	905	\$ 30,215	\$ -	\$ 30,215	\$ -	0%	100%
State Library Grant	State	380000	925	\$ 1,177	\$ -	\$ -	\$ 1,177	100%	0%
Title 1 Low Income NCLB	Federal	430000	908	\$ 345,409	\$ 171,942	\$ 213,737	\$ 131,672	38%	62%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 379,696	\$ 60,916	\$ 355,030	\$ 24,666	6%	94%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 40,622	\$ -	\$ 39,606	\$ 1,016	3%	97%
Adult Ed Federal Basic	Federal	480000	944	\$ 72,539	\$ 21,859	\$ 58,000	\$ 14,539	20%	80%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 57,625	\$ 8,784	\$ 20,489	\$ 37,136	64%	36%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 3,700	\$ 8,313	\$ 4,362	\$ (662)	-18%	118%
Bilingual IEP	Federal	490500	951	\$ 5,611	\$ -	\$ 3,539	\$ -	0%	63%
Title III LIPLEPS	Federal	490900	950	\$ 24,274	\$ 5,645	\$ 4,761	\$ 19,513	80%	20%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 40,225	\$ 5,005	\$ 20,576	\$ 19,649	49%	51%
<b>TOTAL</b>				<b>\$ 1,309,499</b>	<b>\$ 300,246</b>	<b>\$ 943,191</b>	<b>\$ 366,308</b>	<b>28.0%</b>	<b>72.0%</b>

\* Amended Revenue activity may occur throughout FY16/17 impacting expenditure activity

**GRANT EXPENDITURES**

NAME	SOURCE	CODE	DEPT	GRANT BUDGET	EXPENDITURE	ENCUMBERED	BUDGET BALANCE	% UNENCUMBERED	% ENCUMBERED
Adult Ed Summer School & Computer	Local	132300	29	\$ 5,012	6,457		\$ (1,445)	-29%	129%
DuPage Foundation - Music Initiative	Local	199900	10	\$ 25,000	24,999		\$ -	0%	100%
Education Foundation/Leadership M	Local	199990	74/918	\$ 2,500	1,372		\$ 1,128	45%	55%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 46,226	46,226		\$ 0	0%	100%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 137,207	106,798		\$ 30,409	22%	78%
Adult Ed State Basic 3-1	State	340000	902	\$ 92,461	92,565		\$ (104)	0%	100%
Adult Ed Performance	State	340100	905	\$ 30,215	29,996		\$ 219	1%	99%
State Library Grant	State	380000	925	\$ 1,177	1,177		\$ -	0%	100%
Title 1 Low Income NCLB	Federal	430000	908	\$ 345,409	357,360		\$ (11,951)	-3%	103%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 379,696	462,861		\$ (83,165)	-22%	122%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 40,622	38,995		\$ -	0%	96%
Adult Ed Federal Basic	Federal	480000	944	\$ 72,539	77,550		\$ (5,011)	-7%	107%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 57,625	72,148		\$ (14,523)	-25%	125%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 3,700	20,173		\$ (16,473)	-445%	545%
Bilingual IEP	Federal	490500	951	\$ 5,611	3,539		\$ 2,072	37%	63%
Title III LIPLEPS	Federal	490900	950	\$ 24,274	11,746		\$ 12,528	52%	48%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 40,225	27,836		\$ 12,389	31%	69%
<b>TOTAL</b>				<b>\$ 1,309,499</b>	<b>\$ 1,381,796</b>	<b>\$ -</b>	<b>\$ (73,925)</b>	<b>-6%</b>	<b>106%</b>

\*\* Special Ed Grants

**COMMUNITY HIGH SCHOOL  
DISTRICT 94  
PETTY CASH FUND  
JUNE 30, 2017**

*This listing represents payments from the High School Cash Fund for June 30, 2017. Reimbursement for the following paid from this fund is hereby requested from the Board of Education of Community High School District 94, West Chicago, Illinois at its regular meeting on July 18, 2017.*

<u>DATE PAID</u>	<u>PAID TO</u>	<u>FOR</u>	<u>AMOUNT</u>
Jun 1, 2017	Baltazar Padilla	Postage	\$ 20.32
Jun 5, 2017	Helen Cortez	Vending - Lost Payment	1.50
Jun 5, 2017	Luis correa	Vending - Lost Payment	4.00
Jun 5, 2017	Scott Albright	Vending - Lost Payment	1.50
Jun 6, 2017	Mary Ellen Daneels	Vending - Lost Payment	1.50
Jun 6, 2017	Suzanne Burchacki	Vending - Lost Payment	2.25
Jun 6, 2017	Cathy Contino	Vending - Lost Payment	3.00
Jun 8, 2017	Laura Moran	Vending - Lost Payment	1.50
Jun 15, 2017	Anthony Flores	Postage	15.44
Jun 21, 2017	Lynn Boothe	Postage	5.29
Jun 28, 2017	Cheryl Glunt	Supplies	5.39
		Total	<u><u>\$ 61.69</u></u>

\_\_\_\_\_  
Director of Business Services

July 13, 2017  
\_\_\_\_\_  
Date

LOC	LOC	June 2016-17 Beginning Balance	June 2016-17 Debits	June 2016-17 Credits	June 2016-17 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
505	CHESS	1,360.15CR	97.39		97.39	1,262.76CR
506	SPED RECYC/SHRD	1,571.68CR				1,571.68CR
507	BEST BUDDIES	7,474.00CR	402.16		402.16	7,071.84CR
508	CRTE ENT	541.24CR				541.24CR
511	ART COLLECTION	105.97CR	0.62		0.62	105.35CR
513	INTL CLUB	2,651.00CR	169.76	141.00	28.76	2,622.24CR
514	CHRONICLE	1,554.82CR	0.62		0.62	1,554.20CR
515	CHEERLEADING	354.30CR	894.18	6,031.17	-5,136.99	5,491.29CR
516	DANCE PROD	3,057.98CR				3,057.98CR
517	SPEECH	3,716.12CR	78.08		78.08	3,638.04CR
518	FBLA	1,333.00CR	47.54	60.00	-12.46	1,345.46CR
520	GERMAN CLUB	4,526.87CR	16,674.93	12,181.00	4,493.93	32.94CR
521	FICA-SKILLS	850.63CR	1.22	4.00	-2.78	853.41CR
523	MATH TEAM	409.16CR	57.45		57.45	351.71CR
524	HORTICULTURE	4,173.38CR	197.89	794.00	-596.11	4,769.49CR
526	PEP CLUB	932.01CR	0.62		0.62	931.39CR
527	POMS	1,972.58CR	4,169.00	5,450.00	-1,281.00	3,253.58CR
528	SNOWBALL	2,228.88CR				2,228.88CR
529	SADD	1,662.78CR				1,662.78CR
530	EXCHANGE	2,751.48CR	7.18	24.00	-16.82	2,768.30CR
531	SPANISH CLUB	3,906.89CR				3,906.89CR
533	STUDENT COUNCIL	5,484.52CR	140.56	7,680.00	-7,539.44	13,023.96CR
534	SUNDRY	1,651.40CR				1,651.40CR
535	THESPIANS	8,313.68CR	1,253.15	2,146.11	-892.96	9,206.64CR
536	VOCATIONAL SIGN	1,836.54CR				1,836.54CR
537	YEARBOOK	5,814.77CR	0.30		0.30	5,814.47CR
538	BAND-JAZZ	1,390.56CR	1,526.69	755.50	771.19	619.37CR
539	CHORAL-CHOIR	4,169.56CR	66.60	1,114.00	-1,047.40	5,216.96CR
540	ORCHESTRA	5,215.42CR	122.88		122.88	5,092.54CR
541	INTERACT CLUB	915.30CR	0.62		0.62	914.68CR
542	ANL	2,013.73CR				2,013.73CR
543	WEGO CARES	939.97CR				939.97CR
544	SCHOLASTIC BOWL	722.98CR	28.00		28.00	694.98CR
545	PHOTOGRAPHY	58.01CR				58.01CR
547	NHS	1,674.47CR	150.62	165.00	-14.38	1,688.85CR
548	GSA	774.99CR	0.60		0.60	774.39CR
549	CREATIVE WRITNG	512.21CR	0.62		0.62	511.59CR
550	ACTIVE DIR ACCT	1,121.88CR				1,121.88CR

LOC	LOC	June 2016-17 Beginning Balance	June 2016-17 Debits	June 2016-17 Credits	June 2016-17 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
551	TRANSITION CTR	3,191.06CR				3,191.06CR
552	TRI M	435.91CR	0.92		0.92	434.99CR
553	HAGGERTY FORD	16,713.19CR				16,713.19CR
554	OLA'AS	941.24CR	521.22	292.75	228.47	712.77CR
555	COMPASS	85.32CR				85.32CR
560	WEGO 2 AFR	32.52CR				32.52CR
561	SLC9 2 AFRICA	2,489.40CR	190.45	174.00	16.45	2,472.95CR
562	PRESCHOOL	451.53CR	305.37		305.37	146.16CR
563	Teen Mom	119.87CR				119.87CR
564	HUMANITIES/SSS	5,450.00CR	500.00		500.00	4,950.00CR
566	ROAR	1,342.05CR	52.90		52.90	1,289.15CR
570	ADAMS EXPRESS	48.07CR				48.07CR
572	SPORTSFEST	1,790.45CR	1,953.14	2,608.00	-654.86	2,445.31CR
573	TARGET	413.41CR				413.41CR
576	OUT/BD AT RISK	0.57CR				0.57CR
580	LOUIS RANSOM AR	374.00CR				374.00CR
582	STEP PROJECT	507.82CR	308.00		308.00	199.82CR
583	STEPPERS	2,462.89CR	0.62		0.62	2,462.27CR
584	GREEN CLUB	210.84CR		455.73	-455.73	666.57CR
585	FRENCH CLUB	738.27CR	0.30		0.30	737.97CR
586	LRC BOOK CLUB	1,768.49CR	1,413.08	45.00	1,368.08	400.41CR
587	LIFESMARTS	297.92		641.72	-641.72	343.80CR
589	CONSUMER ED	1.84CR				1.84CR
591	TECHNOLOGY	5.50CR				5.50CR
592	HABITAT FOR HUM	25.92CR				25.92CR
600	ATHLETIC TRAINR	1,661.84CR				1,661.84CR
601	BADMINTON	536.73CR	0.62	191.00	-190.38	727.11CR
602	BASEBALL	11,940.02CR	1,481.00	40.58	1,440.42	10,499.60CR
603	BOY'S BB	7,328.27CR	0.62		0.62	7,327.65CR
604	BOY'S CROSS CTY	135.55CR				135.55CR
605	BOY'S SOCCER	945.86CR	621.00		621.00	324.86CR
606	BOY'S TENNIS	79.02CR				79.02CR
607	BOY'S TRACK	931.26CR		58.25	-58.25	989.51CR
608	GIRL'S FDR BB	1,128.65CR	395.22		395.22	733.43CR
609	FOOTBALL	919.66CR				919.66CR
610	GIRL'S BASKETBL	1,901.30CR	0.62	247.56	-246.94	2,148.24CR
611	GIRL'S CROSS CT	1,066.83CR				1,066.83CR
612	GIRL'S SOCCER	4,279.17CR	429.25		429.25	3,849.92CR

LOC	LOC	June 2016-17 Beginning Balance	June 2016-17 Debits	June 2016-17 Credits	June 2016-17 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
613	GIRL'S TENNIS	2,676.32CR				2,676.32CR
614	GIRL'S TRACK	1,090.16CR	2.14	58.25	-56.11	1,146.27CR
615	BOYS GOLF	1,955.98CR	147.59	221.34	-73.75	2,029.73CR
616	MUSIC	6,038.84CR	1,336.93	68.00	1,268.93	4,769.91CR
617	SOFTBALL	8,965.13CR		1,250.00	-1,250.00	10,215.13CR
618	BOYS SWIM TEAM	757.36CR				757.36CR
619	VOLLEYBALL	1,661.92CR	996.89	1,273.88	-276.99	1,938.91CR
620	GIRL'S FDR VB	554.15CR				554.15CR
621	WRESTLING	2,016.11CR	0.62		0.62	2,015.49CR
622	ATHLETIC DIR	66.85CR				66.85CR
623	GIRLS SWIM TEAM	42.12CR				42.12CR
624	GIRLS GOLF	310.58CR		516.47	-516.47	827.05CR
---	*STUDENT ACTIVI	188,036.83CR	36,747.78	44,688.31	-7,940.53	195,977.36CR
<hr/>						
	Grand Equity To	188,036.83CR	36,747.78	44,688.31	-7,940.53	195,977.36CR

Number of Accounts: 88

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

**Community High School District 94**

**Vendor List Update**

**June 30, 2017**

Carol Stream Lawn & Power



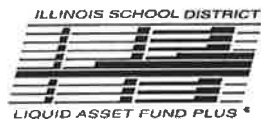
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David Blatchley, Director of Business Services

7-13-17

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Date



## COMMUNITY HIGH SCHOOL DIST 94

Statement Period  
Jun 1, 2017 to Jun 30, 2017

### CURRENT PORTFOLIO

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
LIQ				06/30/17		LIQ Account Balance	\$189.64	0.760%	\$189.64	\$189.64
MAX				06/30/17		MAX Account Balance	\$3,800,878.81	0.830%	\$3,800,878.81	\$3,800,878.81
SDA	5	162057-1		06/30/17		Savings Deposit Account - PINNACLE BANK / BANK OF NORTH CAROLINA	\$622,934.55	0.860%	\$622,934.55	\$622,934.55
SDA	6	162058-1		06/30/17		Savings Deposit Account - BANK OF CHINA	\$53,654.81	0.900%	\$53,654.81	\$53,654.81
TS	10	240622-1	06/09/17	06/09/17	07/26/17	ISDLAF+ TERM SERIES	\$1,200,000.00	0.823%	\$1,201,271.71	\$1,200,000.00
TS	10	240561-1	06/09/17	06/09/17	08/24/17	ISDLAF+ TERM SERIES	\$150,000.00	0.852%	\$150,266.11	\$150,000.00
CDR	CDR	239860-1	06/08/17	06/08/17	12/07/17	Bank of America, National Association	\$243,802.01	1.020%	\$245,041.99	\$243,802.01
CDR	CDR	239860-2	06/08/17	06/08/17	12/07/17	Bank of Fayette County	\$243,802.01	1.020%	\$245,041.99	\$243,802.01
CDR	CDR	239860-3	06/08/17	06/08/17	12/07/17	Security Bank	\$243,802.01	1.020%	\$245,041.99	\$243,802.01
CDR	CDR	239860-4	06/08/17	06/08/17	12/07/17	SpiritBank	\$243,802.01	1.020%	\$245,041.99	\$243,802.01
CDR	CDR	239860-5	06/08/17	06/08/17	12/07/17	Bank of Edwardsville	\$24,791.96	1.020%	\$24,918.07	\$24,791.96
CD	N	239530-1	06/01/17	06/01/17	12/13/17	VILLAGE BANK & TRUST - WINTRUST	\$248,600.00	1.000%	\$249,928.14	\$248,600.00
CD	N	239531-1	06/01/17	06/01/17	12/13/17	CRYSTAL LAKE B&TC, NA - WINTRUST	\$248,600.00	1.000%	\$249,928.14	\$248,600.00
CD	N	239532-1	06/01/17	06/01/17	12/13/17	NORTHBROOK B&TC - WINTRUST	\$248,600.00	1.000%	\$249,928.14	\$248,600.00
CD	N	239533-1	06/01/17	06/01/17	12/13/17	FINANCIAL FEDERAL BANK	\$248,600.00	1.000%	\$249,928.14	\$248,600.00
TS	10	239784-1	06/02/17	06/02/17	12/13/17	ISDLAF+ TERM SERIES	\$1,000,000.00	0.950%	\$1,005,049.32	\$1,000,000.00
CD	N	240295-1	06/09/17	06/09/17	01/26/18	WINTRUST BANK/NORTH SHORE COMM B&TC	\$248,400.00	1.000%	\$249,972.07	\$248,400.00
CD	N	240296-1	06/09/17	06/09/17	01/26/18	LIBERTYVILLE B&TC - WINTRUST	\$248,400.00	1.000%	\$249,972.07	\$248,400.00
CD	N	240293-1	06/09/17	06/09/17	02/13/18	BANK 7	\$248,200.00	1.008%	\$249,906.21	\$248,200.00
CD	N	240294-1	06/09/17	06/09/17	02/13/18	LAKE FOREST B&TC - WINTRUST	\$248,200.00	1.000%	\$249,893.20	\$248,200.00
CD	N	240289-1	06/09/17	06/09/17	02/20/18	UNITED BANK	\$248,100.00	1.046%	\$249,920.29	\$248,100.00
CD	N	240290-1	06/09/17	06/09/17	02/20/18	CITIZENS STATE BANK OF FINLEY	\$248,100.00	1.043%	\$249,914.05	\$248,100.00
CD	N	240291-1	06/09/17	06/09/17	02/20/18	USAMERIBANK	\$248,200.00	1.033%	\$249,997.38	\$248,200.00
CD	N	240292-1	06/09/17	06/09/17	02/20/18	ROCKFORD B&TC	\$248,200.00	1.003%	\$249,945.16	\$248,200.00
CD	N	239527-1	06/01/17	06/01/17	03/13/18	BEVERLY BANK & TRUST CO, NA- WINTRUST	\$247,900.00	1.050%	\$249,932.44	\$247,900.00
CD	N	239528-1	06/01/17	06/01/17	03/13/18	TOWN BANK - WINTRUST	\$247,900.00	1.050%	\$249,932.44	\$247,900.00

Questions? Please call 630 657 6400

(10242-101) INVESTED FUNDS | Page 11 of 14

# CURRENT PORTFOLIO

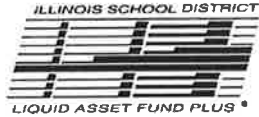
Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
CD	N	239529-1	06/01/17	06/01/17	03/13/18	TBK BANK, SSB / THE NATIONAL BANK	\$248,000.00	1.030%	\$249,994.54	\$248,000.00
CD	N	240287-1	06/09/17	06/09/17	03/27/18	ST. CHARLES B&TC - WINTRUST	\$247,800.00	1.100%	\$249,973.17	\$247,800.00
CD	N	240288-1	06/09/17	06/09/17	03/27/18	HINSDALE B&TC - WINTRUST	\$247,800.00	1.100%	\$249,973.17	\$247,800.00
CD	N	239523-1	06/01/17	06/01/17	04/11/18	SCHAUMBURG B&TC / ADVANTAGE NATIONAL BANK - WINTRUST	\$247,700.00	1.050%	\$249,937.45	\$247,700.00
CD	N	239524-1	06/01/17	06/01/17	04/11/18	WHEATON BANK AND TRUST - WINTRUST	\$247,700.00	1.050%	\$249,937.45	\$247,700.00
CD	N	239525-1	06/01/17	06/01/17	04/11/18	BARRINGTON B&TC - WINTRUST	\$247,700.00	1.050%	\$249,937.45	\$247,700.00
CD	N	239526-1	06/01/17	06/01/17	04/11/18	OLD PLANK TRAIL COMMUNITY BANK NA - WINTRUST	\$247,700.00	1.050%	\$249,937.45	\$247,700.00
CD	N	240285-1	06/09/17	06/09/17	04/26/18	CFG COMMUNITY BANK	\$247,500.00	1.103%	\$249,899.75	\$247,500.00
CD	N	240286-1	06/09/17	06/09/17	04/26/18	FIRST CAPITAL BANK	\$247,600.00	1.100%	\$249,995.28	\$247,600.00
CD	N	239521-1	06/01/17	06/01/17	06/01/18	FIRST INTERNET BANK OF INDIANA	\$247,200.00	1.131%	\$249,996.17	\$247,200.00
CD	N	239522-1	06/01/17	06/01/17	06/01/18	PACIFIC WESTERN BANK	\$247,200.00	1.120%	\$249,968.98	\$247,200.00
DTC	N	34745-1	05/28/15	06/03/15	06/04/18	American Express Centurion Bank Certificate of Deposit (1.450%) 02587DYK8	\$248,699.12	1.354%	\$248,000.00	\$248,304.79
DTC	N	34744-1	05/28/15	06/05/15	06/05/18	Compass Bank Certificate of Deposit (1.350%) 20451PLG9	\$248,700.65	1.254%	\$248,000.00	\$248,072.17
DTC	N	39687-1	06/01/17	06/07/17	06/07/18	Bank Of China Certificate of Deposit (1.300%) 06426WHC9	\$246,243.08	1.200%	\$246,000.00	\$245,949.08
CD	N	240284-1	06/09/17	06/09/17	06/11/18	STATE BANK OF THE LAKES - WINTRUST	\$247,000.00	1.200%	\$249,980.24	\$247,000.00
DTC	N	39681-1	06/01/17	06/16/17	06/15/18	State Bank Of India NY Certificate of Deposit (1.350%) 856285BP5	\$246,242.31	1.250%	\$246,000.00	\$246,043.05
DTC	N	39683-1	06/01/17	06/07/17	06/07/19	Capital One, National Association Certificate of Deposit (1.650%) 14042RGB1	\$247,000.00	1.650%	\$247,000.00	\$247,238.11
DTC	N	39684-1	06/01/17	06/07/17	06/07/19	Wells Fargo Bank, NA - Sd Certificate of Deposit (1.650%) 949763HM1	\$249,244.90	1.600%	\$249,000.00	\$249,240.78
DTC	N	39686-1	06/01/17	06/07/17	06/07/19	Tcf National Bank - Dtc Certificate of Deposit (1.500%) 872278D29	\$248,243.57	1.450%	\$248,000.00	\$247,529.79
CD	N	240283-1	06/09/17	06/09/17	06/10/19	FARMERS & MERCHANTS UNION BANK	\$243,200.00	1.393%	\$249,982.40	\$243,200.00
DTC	N	39682-1	06/01/17	06/08/17	06/10/19	Ally Bank Certificate of Deposit (1.650%) 02006L3B7	\$247,000.00	1.650%	\$247,000.00	\$247,228.72
DTC	N	39685-1	06/01/17	06/14/17	06/14/19	Keybank NA Certificate of Deposit (1.600%) 49306SYG5	\$247,484.88	1.500%	\$247,000.00	\$246,978.51
DTC	N	39796-1	06/09/17	06/14/17	06/14/19	Capital One Bank (usa), National Association Certificate of Deposit (1.650%) 1404203K4	\$247,000.00	1.650%	\$247,000.00	\$247,216.37
DTC	N	39795-1	06/09/17	06/16/17	06/17/19	BMW Bank Of North America Certificate of Deposit (1.600%) 05580AJJ4	\$246,757.69	1.650%	\$247,000.00	\$246,968.14

Totals for Period: **\$17,240,374.01** **\$17,307,942.35** **\$17,238,527.32**

Questions? Please call 630 657 6400

(10242-101) INVESTED FUNDS | Page 12 of 14





## COMMUNITY HIGH SCHOOL DIST 94

**Statement Period**  
Jun 1, 2017 to Jun 30, 2017

### CURRENT PORTFOLIO

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
SDA	6	162059-1		06/30/17		Savings Deposit Account - BANK OF CHINA	\$1,125.44	0.900%	\$1,125.44	\$1,125.44
<b>Totals for Period:</b>							<b>\$1,125.44</b>		<b>\$1,125.44</b>	<b>\$1,125.44</b>

Weighted Average Portfolio Yield: 0.000 %  
Weighted Average Portfolio Maturity: 0.00 Days

**Deposit Codes:**  
6) Promontory-BOC

#### Portfolio Summary:

Type	Allocation (%)	Allocation (\$)	Description
SDA	100.00%	\$1,125.44	Savings Deposit Account

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments (excluding SDA investments).

"Cost" is comprised of the total amount you paid for the investment including any fees and commissions.

"Rate" is the Net Yield to Maturity.

"Face/Par" is the amount received at maturity.

"Market Value" reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and Commercial Paper and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".



COMMUNITY HIGH SCHOOL DISTRICT 94  
326 JOLIET ST  
WEST CHICAGO IL 60185-3142

7/5/2017

## Certificate of Deposit Pre-Renewal Notice

### IMPORTANT INFORMATION ABOUT YOUR CERTIFICATE OF DEPOSIT

#### Bank Information

MB Financial Bank, N.A.  
6111 N. River Road  
Rosemont, IL 60018

#### Account Information

Account Number:	XXXXXXXXX2997
Renewal Date:	7/19/2017
Renewal Balance:	205,418.41
New Date of Maturity:	4/19/2018

Dear Valued Customer:

Your Certificate of Deposit will be renewing on 7/19/2017 and the details of this certificate are outlined above. At this time, the interest rate and annual percentage yield have not yet been determined. The rate and annual percentage yield will be available beginning 7/19/2017. Please contact your banker at the number below to learn the interest rate and annual percentage yield.

If you would like to roll your Certificate of Deposit over, there is no need for you to act; however, if you would like to change the terms of your certificate, you will have a 10 day grace period (from 7/20/2017 to 7/29/2017) after the certificate matures in which you can make changes without a penalty. Please contact your banker or Telephone Banking Center at 1.888.i bank mb (1.888.422.6562) if you would like to make changes to this certificate.

**See reverse side for disclosure of account terms.**

Thank you.



Welcome	Reports	Transfers and Payments	Administration
---------	---------	------------------------	----------------

Activity - deposit  
accounts

Balances - deposit  
accounts

Quick Links:

Statements &  
documents

## Activity - Deposit Accounts

[Print this page](#)

[New search](#) | [View account information](#)

Report created: 07/10/2017 03:57:29 PM (ET)  
 Account: 071903929 • \*5336 • Checking • Money Market • Available \$1,209,709.14  
 Date range: 6/1/2017 to 6/30/2017  
 Transaction types: All transactions  
 Detail option: Includes transaction detail

[Search completed transactions](#) | [14 day view](#) | [Print selected transactions](#) Download as: CSV file

071903929 • \*5336 • Checking • Money Market • Available \$1,209,709.14 [Make a transfer](#)

<input type="checkbox"/>	<u>Post Date</u>	<u>Reference</u>	<u>Additional Reference</u>	<u>Image</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Calculated Balance</u>
<input type="checkbox"/>	06/12/2017	997000612121802			AUTOMATIC TRANSFER DEBIT REF 1631217L FUNDS TRANSFER TO DEP XXXXX4754 FROM COVER PENDING PMA TRANSFER FOR PR	\$600,000.00		\$508,930.57
<input type="checkbox"/>	06/20/2017	997000620101423			AUTOMATED TRANSFER CREDIT REF 1711014L FUNDS TRANSFER FRMDEP XXXXX4754 FROM RETUR N TO MM PMA WT RCVD PR BL	\$700,000.00		\$1,208,930.57
<input type="checkbox"/>	06/27/2017	997000627105604			AUTOMATIC TRANSFER DEBIT REF 1781055L FUNDS TRANSFER TO DEP XXXXX4754 FROM LOAN FOR PR PENDING PMA WT	\$100,000.00		\$1,108,930.57
<input type="checkbox"/>	06/30/2017	997000630091741			AUTOMATED TRANSFER CREDIT REF 1810917L FUNDS TRANSFER FRMDEP XXXXX4754 FROM PMA W T RECEIVED RETURN MM LOAN	\$100,000.00		\$1,208,930.57
<input type="checkbox"/>	06/30/2017				INTEREST CREDIT		\$778.57	\$1,209,709.14
<b>06/30/2017 Totals</b>						<b>\$700,000.00</b>	<b>\$800,778.57</b>	



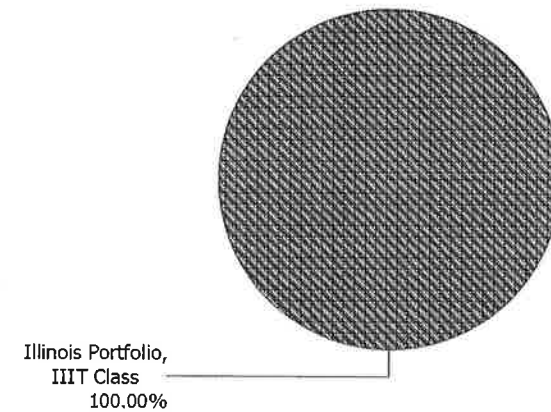
## Account Statement - Transaction Summary

For the Month Ending **June 30, 2017**

**BOARD OF EDUCATION COMM HIGH SD - GENERAL FUND - 450077**

<b>Illinois Portfolio, IIIT Class</b>	
Opening Market Value	0.01
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$0.01</b>
Cash Dividends and Income	0.00

<b>Asset Summary</b>		
	<b>June 30, 2017</b>	<b>May 31, 2017</b>
<b>Illinois Portfolio, IIIT Class</b>	0.01	0.01
<b>Total</b>	<b>\$0.01</b>	<b>\$0.01</b>
<b>Asset Allocation</b>		



**COMMUNITY HIGH SCHOOL  
DISTRICT 94**

**July 18, 2017  
7:00 p.m.  
Board of Education Meeting**

**SECTION B -  
Board Meeting Attachments**



Cheryl Glunt &lt;cglunt@d94.org&gt;

*Received 7/10/2017  
Response Due 7/17/2017***Fwd: 7.10.17 FOIA request from NBC5 Chicago**

1 message

**David Blatchley** <dblatchley@d94.org>

Tue, Jul 11, 2017 at 8:35 AM

To: Cheryl Glunt &lt;cglunt@d94.org&gt;, Doug Mullaney &lt;dmullaney@d94.org&gt;

Doug, please review the FOIA and let me know what you can respond to. Thanks!

**Dave Blatchley****Director of Business Services****Community High School District 94**

157 W. Washington | West Chicago, IL 60185

P: 630-876-6200 | F: 630-876-6217

----- Forwarded message -----

From: **Johns, Timothy (NBCUniversal)** <timothy.johns@nbcuni.com>

Date: Mon, Jul 10, 2017 at 11:52 AM

Subject: 7.10.17 FOIA request from NBC5 Chicago

To: "FOIA@d94.org" &lt;FOIA@d94.org&gt;

454 North Columbus Drive

A Division of National Broadcasting

Chicago, IL 60611-5555

Company, Inc.

312-836-5555

www.nbcchicago.com



July 10, 2017

Mr. David Blatchley

Director of Human Resources and FOIA Officer

Community High School District 94

157 West Washington Street

West Chicago, Illinois 60185-2802

Sent via e-mail to: FOIA@d94.org

Dear Mr. Blatchley:

This is a request under the Illinois Freedom of Information Act.

I am making this request based on documents you may be required to prepare, in accordance with Public Act 099-0831, which says in part:

"Beginning with the 2016-2017 school year, an association or other entity that has, as one of its purposes, promoting, sponsoring, regulating, or in any manner providing for interscholastic athletics or any form of athletic competition among high schools and high school students within this State shall require all member schools that have certified athletic trainers to complete a monthly report on student-athletes at the member school who have sustained a concussion during a school-sponsored activity overseen by the athletic trainer or when the athletic director is made aware of a concussion sustained by a student during a school-sponsored event. All reporting must be anonymous as it relates to student names."

For any school and/or department of Community High School District 94 which participates in any IHSA sport or activity, I am requesting the following:

1) Documents sufficient to show the employment of all certified athletic trainers for those schools or departments;

and

2) All monthly reports prepared and/or submitted by all schools and/or departments within Community High School District 94 relating to student-athletes who have sustained concussions during the 2016-2017 school year.

Please send all requested documentation to me at [timothy.johns@nbcuni.com](mailto:timothy.johns@nbcuni.com). If for some reason you are not able to send these documents via e-mail, please contact me as soon as possible so that I can make other arrangements to get this material from you. And if there is any way in which I can help you with this request, I would be happy to do so.

Because these records are in the public interest, I ask that you waive any reproduction fee. And if you deny this request, please tell me on what grounds, and to whom I should appeal.

If you have any questions concerning this request or need any additional information, please don't hesitate to contact me at [timothy.johns@nbcuni.com](mailto:timothy.johns@nbcuni.com) or at 312-836-5804. Thank you so much for

your time and consideration in this matter.

Sincerely,

Tim Johns

Researcher

NBC5 Chicago

*This message and any attachment thereto is for the sole use of the intended recipient(s), and is covered by the Electronic Communications Privacy Act (18 USC 2510 et seq). It may contain information that is confidential and legally privileged within the meaning of applicable law. If you are not the intended recipient, please immediately alert the sender by reply e-mail, permanently remove this message and any attachments thereto from your system, and destroy any hard copies thereof; do not disclose the contents or take any action in reliance upon the information contained in this message or any attachments. If you have any doubt as to the authenticity of this message or any attachment thereto, please contact the sender immediately. Any copying, disclosure, distribution or other action taken or omitted to be taken with respect to an erroneously received or inauthentic message or attachment is prohibited. Communications sent or received by Community High School District 94 may be subject to inspection, copying, and disclosure under the Illinois Freedom of Information Act (FOIA).*

*This message and any attachment thereto is for the sole use of the intended recipient(s), and is covered by the Electronic Communications Privacy Act (18 USC 2510 et seq). It may contain information that is confidential and legally privileged within the meaning of applicable law. If you are not the intended recipient, please immediately alert the sender by reply e-mail, permanently remove this message and any attachments thereto from your system, and destroy any hard copies thereof; do not disclose the contents or take any action in reliance upon the information contained in this message or any attachments. If you have any doubt as to the authenticity of this message or any attachment thereto, please contact the sender immediately. Any copying, disclosure, distribution or other action taken or omitted to be taken with respect to an erroneously received or inauthentic message or attachment is prohibited. Communications sent or received by Community High School District 94 may be subject to inspection, copying, and disclosure under the Illinois Freedom of Information Act (FOIA).*





Cheryl Glunt &lt;cglunt@d94.org&gt;

*Received 7/14/2017  
Response Due 7/21/2017***Fwd: FOIA request**

1 message

David Blatchley &lt;dblatchley@d94.org&gt;

Fri, Jul 14, 2017 at 12:02 PM

To: Cheryl Glunt &lt;cglunt@d94.org&gt;

**Dave Blatchley**  
Director of Business Services  
Community High School District 94  
157 W. Washington | West Chicago, IL 60185  
P: 630-876-6200 | F: 630-876-6217

----- Forwarded message -----

From: **Jeff and Jennie Fleming** <JFJF99@hotmail.com>

Date: Fri, Jul 14, 2017 at 10:59 AM

Subject: FOIA request

To: "dblatchley@d94.org" &lt;dblatchley@d94.org&gt;

**Community High School District 94**  
**C/o Mr. David Blatchley, FOIA Officer**  
**157 W. Washington**  
**West Chicago, IL 60185**

Re: Illinois Freedom of Information Act Request

Dear Mr. Blatchley:

Under the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting an opportunity to inspect or obtain copies of public records that provide the following for administrators:

- 2016 -2017 and 2017-2018 contracts
- Salaries for 2012-2013, 2013-2014 , 2014-2015, 2015-2016 and 2017-2018
- Benefit packages for 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017, and 2017-2018, including all types of insurance and percentage of

premiums paid by the Board of Education and administrators, retirement provisions, and any other benefits

- Any other stipends, other compensation, or fringe benefits for 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017 and 2017-2018
- Current contract expiration dates

"All administrators" includes:

- the superintendent
- the director of human resources
- the director of business services
- the construction project director/supervisor
- the director of technology
- the director of special education
- the principal
- assistant principals
- the director of student services
- the athletic director
- the assistant athletic director
- the director of student activities
- deans
- division heads
- special education DLP and LD coordinators

I would prefer to receive this information electronically, but if hard copies are required I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. 5 ILCS 140/6. For hard copies, I

am willing to pay fees for this request up to a maximum of \$100.00. If you estimate that the fees will exceed this limit, please inform me first.

I look forward to hearing from you in writing within five working days, as required by the Act 5 ILCS 140(3). Thank you for considering and responding to this request.

Sincerely,

Jennie Fleming

27w103 Evelyn Ave.

Winfield, IL 60190

jfff99@hotmail.com

*This message and any attachment thereto is for the sole use of the intended recipient(s), and is covered by the Electronic Communications Privacy Act (18 USC 2510 et seq). It may contain information that is confidential and legally privileged within the meaning of applicable law. If you are not the intended recipient, please immediately alert the sender by reply e-mail, permanently remove this message and any attachments thereto from your system, and destroy any hard copies thereof; do not disclose the contents or take any action in reliance upon the information contained in this message or any attachments. If you have any doubt as to the authenticity of this message or any attachment thereto, please contact the sender immediately. Any copying, disclosure, distribution or other action taken or omitted to be taken with respect to an erroneously received or inauthentic message or attachment is prohibited. Communications sent or received by Community High School District 94 may be subject to inspection, copying, and disclosure under the Illinois Freedom of Information Act (FOIA).*

NAME	POSITION	EFFECTIVE DATE	FTE	ACTION
<b>NEW HIRES</b>				
Jennifer Cardia	Program Assistant	8/14/17	1.0	New Hire Replacement
<b>SEPARATION OF EMPLOYMENT</b>				
Tyler Janczak	Program Assistant	6/9/17	1.0	Acceptance of Separation
<b>LEAVE OF ABSENCE</b>				
Rose Campos	Admin Asst	7/7/17	1.0	Approve Leave of Absence
<b>REQUEST FOR ADDITIONAL SUPPORT STAFF POSITION</b>				
TBA	Program Assistant – Bilingual Department	8/14/17	.50	Approve new staffing position
<b>COACHING RECOMMENDATIONS</b>				
Fall Season	23 Coaches	8/14/17		Returning from last season
Fall Season	4 Coaches	8/14/17		Approve new coaches
Winter Season	14 Coaches	8/14/17		Returning from last season
Spring Season	24 Coaches	8/14/17		Returning from last season
Spring Season	1 Coaches	8/14/17		Approve new coaches
Gaby Lopez	Coach – Assistant	6/9/17		Acceptance of Separation
Robert Maxson	Coach – Assistant	6/9/17		Acceptance of Separation
Regina Morrone	Coach – Assistant	6/9/17		Acceptance of Separation
<b>CONTRACTS FOR 2017-2018</b>				
Administrators	16 current Administrators	Fiscal Year 2018		Approve one year renewal contracts

### **3804 — High Lake Property Sale Revenue**

~~\_\_\_\_\_ A. It is the goal and intent of the Board to retain funds generated from the sale of the High Lake property as a self-propagating source of capital within a sub-account created within the Capital Improvement Fund. To this end, the Board has created the principles set forth below to govern the retention of funds realized from this sale of property:~~

- ~~\_\_\_\_\_ 1. All revenue from the sale of High Lake land shall be deposited in a separate sub-account within the Capital Improvement Fund. This sub-account shall consist of High Lake funds in the amount of \$\$4,360,000 after withdrawals made pursuant to Section B.~~
- ~~\_\_\_\_\_ 2. The balance within the High Lake sub-account shall be retained from year to year unless specific action is taken by the Board to reduce such amount by means of a withdrawal or borrowing. Either action can occur as a part of the annual budgeting cycle or as a way to address a bona fide emergency, deemed as such by formal action of the Board. In no event shall the aggregate amount of all withdrawals and borrowing exceed ten (10%) percent of the initial deposit in any fiscal year, and shall not exceed fifteen (15%) percent of said initial deposit within any three fiscal year period. Both withdrawals and borrowing must be utilized for capital projects at the discretion of, and approval by, the Board. A withdrawal need not be repaid to the High Lake account from which it was taken.~~
- ~~\_\_\_\_\_ 3. All borrowing under either the annual budgeting cycle or the bona fide emergency provision shall be repaid to the High Lake account, pursuant to a repayment schedule approved by the Board no more than two months after the approval of the withdrawal, borrowing, or expenditure. The Board may, at its discretion, include a charge for interest in the repayment plan.~~
- ~~\_\_\_\_\_ 4. Interest earned on the High Lake account created pursuant to this Policy shall be credited to the High Lake account, and shall be separately accounted for therein. Such interest may be utilized for capital projects at the discretion of, and approval by, the Board. Approved expenditures of interest made pursuant to this paragraph shall not be counted as a withdrawal for purposes of paragraph 2 or borrowing for purposes of paragraph 3 of this Policy.~~
- ~~\_\_\_\_\_ 5. All High Lake funds created pursuant to this Policy shall be invested, in accordance with applicable law, in funds based on taking advantage of secure and legal higher yield options and cash flow needs.~~

~~B. Notwithstanding any provision to the contrary, The Board of Education hereby authorizes the permanent withdrawal of \$2,500,000.00 for certain fiscal year 16 capital projects as approved by the Board of Education.~~

~~\_\_\_\_\_ Annually with the budget presentation, the Board shall receive a statement of balance for the High Lake account noted herein together with any withdrawals specifically approved by the Board.~~

~~\_\_\_\_\_~~  
~~— Adopted: December 14, 2004~~

~~— Revised: November 4, 2008; June 16, 2015~~

~~— Replaces:~~

~~— Reference:—~~

## Operational Services

### Identity Protection <sup>1</sup>

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:<sup>2</sup>

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

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:<sup>3</sup>

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

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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> The Identity Protection Act, 5 ILCS 179/, requires that this subject matter be covered in policy and controls its content. The Act places greater limits on the use of SSNs than federal law. The Act defines *identity-protection policy* as "any policy created to protect social security numbers from unauthorized disclosure." *Social security number* is not capitalized in the Identity Protection Act. 5 ILCS 179/5. Another State law, the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 99-503, contains mandates for *government agencies* and *local governments* and may apply to school districts. This Act contains requirements for: (1) notifying an owner of a security breach, and (2) disposing of material containing *personal information* (defined as the owner's name combined with SSN, driver's license number or State identification card number, and financial account information, including without limitation, credit or debit card numbers).

Much of a district's collection, storage, use, and disclosure of social security numbers applies to employee records only. But limited exceptions may exist where a school district may need to ask students or their parents/guardians to provide social security numbers, and any collection and retention of student's social security numbers must also be in accordance with this policy.

**Consult the board attorney before adoption of this policy.** Districts may choose to provide or implement more protections than the statutory requirements outlined in this sample policy. Technology and best practices are constantly changing. While the laws that apply to this policy govern current management of sensitive information, best practices may outpace the law's ability to keep up.

See also f/n19 to sample policy 2:250, *Access to District Public Records*, detailing the preservation requirements of the Local Records Act (50 ILCS 205/3), the Family Educational Rights and Privacy Act (20 U.S.C. §1232g), and the Ill. School Student Records Act (105 ILCS 10/), and litigation holds or document preservation requirements pursuant to Federal Rules of Civil Procedure (Rules 16 and 26).

<sup>2</sup> The list of goals is optional; it may be deleted, augmented, or otherwise amended.

<sup>3</sup> The Identity Protection Act, 5 ILCS 179/35(a) requires items #1-4 to be covered in a policy.

4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.<sup>4</sup>
5. Notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:
  - a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
  - b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.<sup>5</sup>
6. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #5, above.
7. Notification, within 45 days of the discovery of a security breach, to the Illinois Attorney General:
  - a. If the District suffers a breach of more than 250 Illinois residents; or
  - b. When the District provides notice as required in #5, above.<sup>6</sup>
8. All employees must be advised of this policy's existence, and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.<sup>7</sup>

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent.<sup>8</sup> This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

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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> See 4:15-E2, *Exhibit - Statement of Purpose for Collection of Social Security Numbers*.

<sup>5</sup> Items #5 and #6 are not required to be in policy. They are mandates contained in the Personal Information Protection Act; see the second paragraph of f/n 1. They are included in the sample policy because: (1) they are consistent with public policy, and (2) if the Act applies to school districts, so will its section allowing the Attorney General to fine any person up to \$100 for each violation of the disposal requirements for materials containing personal information. 815 ILCS 530/40, amended by P.A. 99-503.

<sup>6</sup> 815 ILCS 530/12, (e), amended by P.A. 99-503. Notification sooner is preferred, if it can be accomplished.

<sup>7</sup> Item #8 is not required to be in policy but districts are required to perform the described action (5 ILCS 179/35(b)). These compliance measures are covered in administrative procedure 4:15-AP, *Protecting the Privacy of Social Security Numbers*.

<sup>8</sup> This sentence is optional. Its intent is to inform employees of the need to have proper authority before collecting, storing, using, or disclosing SSNs. A board may attach a sanction to the paragraph by adding the following option:

An employee who has substantially breached the confidentiality of SSNs may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures.



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

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

## **8003P Uniform Grievance Procedure**

### Filing a Complaint

A person (hereinafter Complainant) who wished to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

### Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action/

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

<u>Name</u> <u>Title:</u> <del>David Blatchley</del> <u>Director of Human Resources</u>
Address: <del>326 Joliet</del> <u>157 West Washington</u> Street
West Chicago, IL 60185
Telephone: 630-876-6200

Complaint Managers:

<u>Name</u> <u>Title:</u> <del>David Blatchley</del> <u>Director of Human Resources</u>	<u>Name</u> <u>Title:</u> <del>Maura Bridges</del> <u>Director of Student Services</u>
Address: <del>326 Joliet</del> <u>157 W. Washington</u> Street	Address:   326 Joliet Street
West Chicago, IL 60185	West Chicago, IL 60185
Telephone: 630-876-6200	Telephone: 630-876-6200

Adopted:        August 6, 2013

Revised:

Replaces:

Reference:

## 8004 Student Sex Equity, Sex Discrimination, and Sexual Harassment

1. Statement of Policy – Community High School District 94 does not discriminate against students on the basis of sex, sexual orientation, or gender identity in the provision of programs, activities, services, or benefits. ~~Both sexes shall have equal access to educational and extracurricular programs and activities to the fullest extent permitted by law. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.~~
2. Definitions –
  - A. *Comparable* means similar in quality and quantity, taking into consideration all relevant facts and circumstances.
  - B. *Contact Sports* means those sports whose purpose or major activity involves bodily contact, ~~such as e.g.,~~ basketball, ~~boxing,~~ football, ~~ice hockey,~~ rugby, and wrestling.
  - C. *Counseling* means all guidance activities, personal counseling, guidance-related evaluation and testing, provision of vocational and career information and advice, scheduling assistance, and any other guidance services provided to students by any person acting under the authorization of an educational system.
  - D. *Course* means any District-sponsored class, regardless of the location of class meetings, nature of instruction, or type or age of student.
  - E. *Discrimination* means the violation of an individual's State or Federal guarantees to equal rights as provided by the U. S. Constitution, Federal law, Illinois Constitution, and Illinois law, including the *Illinois School Code*, whether intended or unintended.
  - F. *Equal Access* means the availability of opportunity without discrimination on the basis of sex, going beyond simple admission to a course or activity to include full and unrestricted participation in educational and experiential processes.
  - G. *Gender identity means one's internal sense of gender, which may be different from one's sex, and which is consistently and uniformly asserted, or for which there is other evidence that the gender identity is sincerely held as part of the student's core identity.*
  - H. *Sex means the gender designation listed on one's original birth certificate.*
  - I. *Sexual Bias* means the attribution of behaviors, abilities, interests, values, and/or roles to a person or group of persons on the basis of sex, sexual orientation, or gender identity.
  - J. *Sexual Discrimination means discrimination on the basis of sex, sexual orientation, or gender identity.*
  - K. *Sexual Harassment* includes student-to-student conduct and student-to-staff conduct as well as staff-to-student conduct and staff-to-staff conduct. It means (a) unwelcome sexual advances; (b) sexual advances to students by staff, whether welcome or unwelcome, (c) requests for sexual favors; and/or (d) other verbal or physical conduct of a sexual nature where:
    1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
    2. Submission to or rejection of such conduct is used as the basis for employment or education decisions affecting such individual; or
    3. Such conduct has a purpose or an effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

*Sexual harassment may include, but is not limited to:*

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement whether or not such suggestion or demand is accompanied by implied or explicit threats concerning one's grades, educational opportunities, employment status, or similar personal concerns.

- L. *Sexual Intimidation* means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex students to humiliation, embarrassment or discomfort because of ~~their gender~~ sex, sexual orientation, or gender identity.
  - M. *Sexual Orientation* means actual or perceived heterosexuality, homosexuality, or bisexuality, whether or not traditionally associated with the person's designated sex at birth. "Sexual orientation" does not include a physical or sexual attraction to a minor by an adult.
3. Purpose – The purpose of these rules is to identify and eliminate sexual bias, sexual discrimination, sexual harassment, and sexual intimidation in the provision of School District 94 programs, activities, services, and benefits, and to attempt to assure equal access ~~by both sexes~~ to the educational and extracurricular programs and activities of the District.
  4. Accommodations and Supports - The goal of an accommodation or support is to allow a student to equally participate in educational and extracurricular opportunities. In accordance with the Illinois Human Rights Act, Title IX, and applicable case law, accommodations or supports on the basis of sex, sexual orientation, or gender identity may be made to any of the areas addressed by this policy. The need for an accommodation, as well as the appropriateness of a requested accommodation, will be determined on a case-by-case basis depending upon the needs expressed by the student.
  5. Policy and Practice –
    - A. *General*: Except as otherwise provided herein, the District shall not designate or otherwise limit the use of any facility or portion thereof, nor the availability of any service, equipment or supplies on the basis of sex, sexual orientation, or gender identity. This prohibition shall not apply to shower and toilet facilities, locker rooms, and dressing areas; however, such accommodations and all related support and maintenance services shall be comparable to both sexes.

Except as otherwise provided herein, the District shall not knowingly provide significant assistance to, including the payment of dues, fees or other remuneration in return for the provision of services or benefits, or enter into any agreement with, any organization, group, business or individual that discriminates against students on the basis of sex, sexual orientation, or gender identity.

The District shall not institute any employment practices or organizational changes which would result in sex discrimination against students.

    - B. *Treatment of Students*: No student shall, on the basis of sex, sexual orientation, or gender identity, be denied equal access, including full and unrestricted participation to programs, activities, services or benefits, or be restricted in the exercise of any right, privilege, advantage or opportunity accorded other students.

The District shall apply the same procedures, program admission standards and graduation requirements for all students ~~of both sexes~~.

The District shall not set quotas limiting or specifying the number of either male or female students who may be admitted to the District's ~~schools~~, programs, courses or activities, except to the extent that such quotas further affirmative action goals established by the District to overcome the effects of conditions which resulted in limited participation in a program or activity by students of a particular sex.

No student shall be discriminated against because of his/her actual or potential marital or parental status. Pregnancy shall be treated as any other temporary medical condition and shall not be considered cause for dismissal or exclusion from any program or activity offered other students. Participation in special programs offered to pregnant students or students who are parents shall not be mandatory for such students but shall be at the student's option. The District shall eliminate any administrative and programmatic barriers to school attendance and completion by pregnant students or students who are parents.

No student shall be subjected to sexual discrimination, harassment, intimidation or bias by any District employee, by other students, or by the effect of any school policy or practice.

The District shall not discriminate on the basis of sex, sexual orientation, or gender identity in the imposition of disciplinary policies and practices or codes of conduct.

The District shall not discriminate on the basis of sex, sexual orientation, or gender identity in the provision of employment opportunities for students. The District shall not enter into work study or cooperative employment agreements with employers who discriminate against students on the basis of sex.

- C. *Educational Programs and Activities:* All courses shall be open to all students ~~regardless of sex~~. Course prerequisites and requirements shall be the same for all students both sexes. Course content and objectives shall not discriminate on the basis of sex, sexual orientation, or gender identity.

Students shall be advised to participate in courses, programs and activities consistent with their interests and abilities without regard to their sex, sexual orientation, or gender identity. Neither course titles nor descriptions shall discourage participation by any student on the basis of sex, sexual orientation, or gender identity either sex.

~~Students may, however, be segregated by sex during class sessions or portions thereof which deal exclusively with human sexuality.~~

D. *Specific Program Areas:*

1. **Physical Education Classes** – Physical education classes shall be open equally to both sexes. Instructional portions of all physical education classes shall be coeducational. Students may be segregated by sex during participation in contact sports. Neither physical education classes nor areas where the classes are conducted shall be designated by sex.

Where assignments in physical education classes or portions thereof are based upon ability levels, objective standards of individual performance shall be employed without regard to sex, sexual orientation, or gender identity, and students shall be regrouped at appropriate intervals such as where substantial changes occur in teaching objectives or student ability levels.

Where the use of a single standard for measuring skill or progress in a physical education class results in sexual discrimination, appropriate standards which do not have such effect shall be used.

2. **Music:** Students shall be encouraged to pursue their interests in music and particular musical instruments without regard to their sex, sexual orientation, or gender identity. Students shall not be segregated by sex, sexual orientation, or gender identity when participating in voice instruction, although divisions within a class may be established based upon vocal range and quality. Musical instrument instruction and performance shall be based upon the student's individual interests and abilities, regardless of their sex, sexual orientation, or gender identity.
3. **Special Education:** Special education referral, testing and placement practices shall not discriminate on the basis of sex, sexual orientation, or gender identity. Classes and related services for students with disabilities shall not discriminate on the basis of sex, sexual orientation, or gender identity whether provided by the District, in cooperation with other school Districts, or through private placement.
4. **Gifted Education:** Gifted education referral, testing and placement practices shall not discriminate on the basis of sex, sexual orientation, or gender identity. Classes, programs and related services for gifted students shall not discriminate on the basis of sex, sexual orientation, or gender identity.
5. **Vocational and Career Education:** Students shall be encouraged to pursue the career of their choice without regard to their sex, sexual orientation, or gender identity. Materials used and

opportunities provided to students in vocational and career education shall not discriminate on the basis of sex, sexual orientation, or gender identity.

- E. *Classroom Practices*: Classroom practices and assignments shall not discriminate on the basis of sex, sexual orientation, or gender identity. Teaching methods shall not inhibit student participation on the basis of sex, sexual orientation, or gender identity. Instructional materials shall not be sexually discriminating, and teachers shall attempt to counteract any sexual bias that may be present in instructional materials. Where appropriate, the history, roles and contributions of both sexes shall be taught on a comparable basis.
- F. *Counseling Services*: Counseling services, including the assignment of counselors, shall be provided to students without discrimination on the basis of sex, sexual orientation, or gender identity. Students shall be encouraged to pursue courses of their choice without regard to their sex, sexual orientation, or gender identity. The content, administration, interpretation and application of appraisal instruments and associated materials shall not discriminate against students on the basis of sex, sexual orientation, or gender identity.
- G. *Extracurricular Programs and Activities*: Students ~~of both sexes~~ shall have equal access to all extracurricular programs and activities, including clubs, committees, service and honor organizations, intramural sports, interscholastic athletics and other after-school activities, except as provided elsewhere herein.

Extracurricular programs and activities should avoid titles which imply that membership or participation is restricted on the basis of sex, sexual orientation, or gender identity.

Musical choruses shall not be segregated on the basis of sex, sexual orientation, or gender identity; however, divisions within each chorus may be made based upon vocal range and quality.

Student participation in speech, debate and drama events shall be open to both sexes; however, assignments may be made on the basis of sex, for example a dramatic role specific to one sex, so long as comparable opportunities are provided for both sexes.

- H. *Athletic Programs and Related Activities*: ~~Both sexes~~ Students shall be accorded equal opportunities to participate in athletic programs. Single sex teams may be maintained for contact sports or when selection for the team is based upon competitive skill, provided the interests and abilities of both sexes are accommodated.

In a non-contact sport, if a team is provided only for members of one sex, members of the other sex shall be allowed to compete for a place on the team if their overall athletic opportunities have been limited in comparison with those of the other sex. If a coeducational team does not accommodate the interests and abilities of members of both sexes, separate teams shall be offered. If separate teams are offered, the programs shall be comparable.

Athletic programs offered by the District shall accommodate the abilities and interests of both sexes to a comparable degree. Program comparability may be assessed by considering factors such as the following:

1. Sports offered;
2. Levels of competition within each sport;
3. Length of sports season;
4. Scheduling throughout the year;
5. Scheduling for practices and games;
6. Use of facilities for practice and competition;
7. Ratio of coaches to athletes;
8. Quality of coaching and officiating;
9. Assignment and compensation of coaches and officials;

10. Supplies and equipment;
11. Allowances for travel and per diem;
12. Medical and training services;
13. Publicity for teams and individual participants; and
14. Overall distribution of athletic budget funds.

The District shall, at least once every four years, conduct a written survey of all students concerning their athletic interests. If the results of the survey indicate that the level of student interest in the range of alternatives provided is disparate between the sexes and such disparity may be the result of discrimination, efforts shall be initiated to reduce such disparity.

The District shall not knowingly provide significant assistance, including the payment of dues, fees or other remuneration for the provision of services or benefits, to any association or conference whose purpose is to organize or regulate interscholastic competition if that association or conference discriminates on the basis of sex in the provision of benefits or services to students.

That District may cooperate with single sex youth organizations that are tax exempt and whose membership has traditionally been limited to members of one sex and Principally to persons who are under 19 years of age, for example the Girl or Boy Scouts of America, provided that comparable activities shall be available for both sexes.

Activities such as cheerleading, pompon squads, color guards, teacher/office aides, and library assistants shall be open to **all students both sexes**, and the District's utilization of such groups should not discriminate on the basis of sex, **sexual orientation, or gender identity**.

A king or queen may be selected, provided that comparable opportunities are provided to students of both sexes.

If mother-son, father-son, father-daughter or mother-daughter activities are sponsored by the District, comparable activities shall be available for both sexes, and the needs of students from single-parent families shall be accommodated.

6. **Grievance Procedure - Any student may file a sex equity complaint by using the Uniform Grievance Procedure (see Uniform Grievance Procedure 8003P). A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).**
7. **Disciplinary Action**- Disciplinary action may be taken with respect to any District employee who is found to have committed or participated in an act or acts of sexual harassment, **bias, discrimination**, or intimidation against a student. Disciplinary action, up to and including expulsion, may be taken with respect to any student of the District who is found to have committed or participated in an act or acts of sexual harassment, **bias, discrimination**, or intimidation against another student.
8. **Confidentiality**- The rights to confidentiality, both of the Complainant and the accused, will be respected consistent with, and subject to, the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
9. **Evaluation and Training**- At least once every four years, the District shall evaluate its policies and practices to identify sexual discrimination, harassment, intimidation and bias, and shall develop a written plan to modify any such policy or practice identified. The written plan shall enumerate remedial steps to be taken to eliminate the effects of any identified discriminatory policy or practice.

The evaluation shall include an examination of course enrollment data to identify any instances of disproportionate enrollment on the basis of sex and, where discrimination may have contributed to such disproportionate enrollment, the plan shall seek to redress the same.



In-service training implementing the plan shall be provided to District administrators and to certificated and non-certificated personnel as needed, including, but not limited to, training on knowing, identifying, reporting and addressing sexual harassment, **bias, discrimination,** and **sexual** intimidation.

10. **Dissemination**- The District shall take reasonable measures to assure that District employees, students and parents are informed of this policy, and **the District's** grievance procedure, by inclusion of the same in employee and student planner-handbook-calendar, and shall make a copy of the same available for inspection at the Administrative Office.
11. **Records** - The District shall maintain records documenting compliance with the policy contained herein, including reports of sex equity evaluations and plans, remediation efforts and in-service activities, data collection and analyses, and grievances and their disposition. The records shall be made available to State Board enforcement authorities.

Adopted: September 17, 2002

Revised: August 6, 2013; **2017**

Replaces: JCA - Student Sex Equity, Sex Discrimination, and Sexual Harassment/Intimidation

Reference: Title IX of the Education Amendments of 1972, 20 USC §1681 et seq;

Illinois School Code, 105 ILCS 5/27-1

Illinois Sex Equity Rules, 23 Ill Admin Code §200.10 et seq;

Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

## **8300STUDENT ASSIGNMENT, ADMISSION, VISITATION**

### **8301 Admission of Exchange Students**

The Board of Education believes that participation in well-organized exchange programs that enable students from differing cultures to come to know each other benefits District 94 students and the District 94 community. Therefore, it shall be the policy of the Board of Education to cooperate with organizations that sponsor such programs that have a record of stability and reliability and demonstrate accountability for the students enrolled in their programs.

Each exchange student shall provide proof of all health examinations, screenings, and immunizations as required by the Illinois School Code, and the Illinois Department of Public Health (see Policy 8305).

A set of rules and regulations regarding the participation of District 94 in student exchange programs shall accompany this policy.

Adopted: September 17, 2002

Revised:

Replaces: JEGBA – Admission of Exchange Students

Reference: *See Also* – ¶8301-P Admission of Exchange Students Procedures

## **8302 Admission of Resident Students**

Students who are residents of Community High School District 94 and who have satisfactorily completed the prescribed course of study at an elementary, middle, junior high school or home school that provides instruction through the eighth grade shall be admitted to high school. A student who has not successfully completed such course of study but who has attained the age of fifteen (15) years and is a resident of Community High School District 94 may be admitted to the high school when, in the judgment of the Principal, the student can be served more effectively in a District 94 program than in his/her current elementary school or home school program. Such admission shall be subject to approval by the Superintendent.

Each entering student shall provide proof of all health examinations, screenings, and immunizations as required by the Illinois School Code, and the Illinois Department of Public Health (see Policy 8305).

All entering students may be required to take tests designed to provide information that will facilitate proper academic placement.

A student transferring from another high school shall be granted credit toward graduation on the basis of an evaluation of an official transcript from the high school(s) s/he previously attended. Such evaluation shall be the responsibility of the Registrar and shall be subject to approval by the Principal.

Adopted: September 17, 2002

Revised:

Replaces JBCA – School Admission - Resident Students

Reference: *See Also* ¶8108 - Transfers from Accredited High Schools; ¶8109 - Transfers from Non-Accredited High Schools; and ¶8110 - A Carnegie Unit; ¶8305 – Document Requirements for New Student Enrollment; and ¶8306 – Early Admission of Students

### **8304 Admission of Non-Resident Students**

The Superintendent may admit a non-resident student to the high school, providing the admittance of such student does not require the employment of additional personnel, the scheduling of additional course sections, or pose a threat to the safety and welfare of students and staff. The admission of a non-resident student is also subject to the student satisfying all other requirements for enrollment.

A non-resident shall be required to pay tuition equal to District 94's per capita cost for the preceding year, as determined by the State Board of Education.

Adopted: September 17, 2002

Revised:

Replaces: JBCB – School Admissions - Non-Resident Students

Reference: *See Also* ¶8301, 8301P – ¶8302 - Admission of Resident Students; and  
¶8303 – New Resident Students; ¶8305 – Document Requirements for  
New Student Enrollment; and ¶8306 – Early Admission of Students

### 8305 Documents Required for New Student Enrollment

The following documents are required to enroll an entering student:

1. Original Birth Certificate
2. Student's Social Security Card
3. Legal guardian's driver's license and Custody verification (if applicable)
4. Residency verification: mortgage approval or rental lease and utility bill (a driver's license is not acceptable)
5. Unofficial transcript and withdrawal grades
6. ~~Copy of immunization records and/or current physical~~ Proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois School Code, and the Illinois Department of Public Health (IDPH), within one year prior to entering the District.

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An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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A diabetes screening and the collection of data relating to obesity are required parts of each health examination. Diabetes testing is not required.

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District students who are enrolling for the first time in an Illinois public, private, or parochial school Parents are required to have an eye examination. A student will not be excluded from school due because of a parent's or guardian's failure to obtain an eye examination.

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Proof of immunization against meningococcal disease is required for students in grade 12.

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Additional health examinations of pupils, including eye examinations, may be required when deemed necessary by the District.

7. Illinois Student Transfer Form
8. Copy of IEP (if special education)

Adopted: September 17, 2002  
Revised:  
Replaces:  
Reference:

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### **8306 Early Admission of Students**

The Board of Education recognizes that from time to time an elementary school student who is gifted in mathematics may progress beyond the level of instruction in mathematics that can feasibly be provided in the elementary school district in which s/he is enrolled.

Therefore, the Superintendent may grant permission for a student who is gifted in mathematics to enroll in a mathematics course at Community High School prior to the time the student completes the eighth grade, provided the student is a resident of Community High School District 94 and is enrolled in an elementary school, and provided such enrollment does not result in any additional expense for instruction to Community High School and there is sufficient space available for such student.

There shall be no tuition charge for a student enrolled in a course under the terms of this policy; however, District 94 shall not provide transportation for such students.

Provide proof of all health examinations, screenings, and immunizations as required by the Illinois School Code, and the Illinois Department of Public Health (see Policy 8305).

A set of rules and regulations for the purpose of implementing this policy shall be developed and shall accompany it.

Adopted: September 17, 2002

Revised:

Replaces: JBCE – School Admission - Early Admission

Reference:

## 5010 Emergency Drills

The Principal or his/her designee shall be responsible for:

1. Developing and implementing procedures and regulations designed to facilitate the prompt and safe movement of students and staff to the safest practicable location in the event of an emergency. Emergency drills should prepare students and school personnel for fire incidents, severe weather ~~tornado~~, law enforcement drill to address a school shooting incident, or other emergency drills as defined by School Code.
2. Conducting a series of building and school bus emergency evacuation drills designed to insure the efficient implementation of the procedures and regulations developed pursuant to paragraph 1 above.
3. Filing a written report with the Superintendent regarding each emergency evacuation drill conducted.
4. Reporting to police and fire departments as needed and required.

Adopted: August 15, 2000

Revised:

Replaces: EBBC – Emergency Drills

Reference:

# COMMUNITY HIGH SCHOOL

## DISTRICT 94

### MEMO

TO: Board of Education, Superintendent Domeracki  
FROM: Dave Blatchley  
RE: Custodial Bid  
DATE: July 18, 2017

The attached is a list of the custodial bid winners. A total of six vendors participated in the opening of the bid. Five vendors won parts of the bid. Bid winners are listed by the items they won on the bid.

The total for the bid is \$20,557.81.



ITEM NAME/DESCRIPTION	QTY	UOM	Bid Winner	Winning Bid Prices	
SARAN 72" Dust Mop Frame Split Boot 5"	4	Each	Tiles In Styles	\$12.24	\$ 48.96
UNISAN Handle Snap on Swivel 1" x 60"	8	Each	Warehouse Direct	\$9.95	\$ 79.60
Bath Mate RTU # 16 2 1.5 Gal.	8	Case	Warehouse Direct	\$110.00	\$ 880.00
Morning Mist # 33 2 x 1.5 Gallons	10	Case	Warehouse Direct	\$46.00	\$ 460.00
Meterpak 310 Packet Soap/50 2 oz. water soluble pouches	7	Case	Tiles In Styles	\$104.00	\$ 728.00
Boardwalk Pole 15" x 16" Treaded End/12 per case	6	Case	Warehouse Direct	\$5.00	\$ 30.00
Diversey Ironstone Sealer – 5 Gal BOX	10	Each	Warehouse Direct	\$72.00	\$ 720.00
Diversey Mainstay Floor Finish – 5 Gal BOX	28	Each	Warehouse Direct	\$51.00	\$ 1,428.00
Enviro Solutions 90 Clean Cut Floor Stripper/6 case	17	Case	Warehouse Direct	\$65.00	\$ 1,105.00
Great Glove Large 100/case Powder Free Latex Gloves	7	Case	Interboro Packaging	\$2.94	\$ 20.58
Great Glove Medium 100/case Powder Free Latex Gloves	7	Case	Interboro Packaging	\$2.94	\$ 20.58
Deb Foam 57220/8-1000 mil case Aero Blue	35	Case	Warehouse Direct	\$49.50	\$ 1,732.50
Deb # HABIL Hair & Body Wash 7-1 Liter Cart	20	Case	Warehouse Direct	\$27.50	\$ 550.00
Rubbermaid Brute 44 gallon Garbage Can	4	Each	Warehouse Direct	\$52.00	\$ 208.00
Rubbermaid Brute Dolly RCP 1640 BLA (Black)	4	Each	Warehouse Direct	\$48.00	\$ 192.00
Rubbermaid Auto Foam 1100 ml Auto Refill/ 4 per case	10	Case	Warehouse Direct	\$112.00	\$ 1,120.00
Tork Bath Tissue Roll, White, 2 ply, 500 sheets per roll 96 rolls/case 4 3/8" x 3 3/4"	205	Case	Central Poly Bag	\$29.68	\$ 6,084.40
Retain Natural 1 ply Multi Fold Paper Towels 250 9.25" x 9.5" 16 pk case	25	Case	Warehouse Direct	\$13.75	\$ 343.75
Colonial Bag Liners , 30 x 36 Low Density gauge .45 black 250 per case	146	Case	Interboro Packaging	\$9.24	\$ 1,349.04
Colonial Bag Liners 36 x 50, gauge 1.2 black 100 per case	230	Case	All American Poly	\$11.38	\$ 2,617.40
Eco Soft Paper Towels Rolls 8" x 800' Rolls/6 rolls case	20	Case	Warehouse Direct	\$42.00	\$ 840.00
<b>Bid Total</b>				<b>\$ 20,557.81</b>	

**Six (6) Vendors participated in the 2017-2018 Custodial Bid. The only Vendor that did not win anything was Unipak Corp**  
**The five (5) Vendors listed won parts of the Bid. The prices reflect the winning price per unit and extended cost.**

# COMMUNITY HIGH SCHOOL

## DISTRICT 94

### MEMO

TO: Board of Education, Superintendent Domeracki  
FROM: Dave Blatchley  
RE: Athletic Trainer Contract  
DATE: July 18, 2017

The attached is an agreement for athletic trainer services with ATI Physical Therapy. The District has utilized ATI for the past seven years. This agreement contains the same terms and conditions of the prior agreement and has been reviewed by Dan Boyle at Hauser Izzo.

The change being proposed for 2017/18 is to the price structure. This agreement calls for a rate of \$44,500 for FY 18.

## Services Agreement

THIS SERVICES AGREEMENT (this “Agreement”) is made this 1st day of August, 2017 (the “Effective Date”), between the Board of Education of Community High School District 94, DuPage County, Illinois (hereinafter referred to as the “School”) and ATI Holdings, LLC, an Illinois limited liability company, d/b/a ATI Physical Therapy (herein referred to as the “Contractor”).

### WITNESSETH:

WHEREAS, the School desires to have certain athletic training services, pre-game taping, game training supervision and medical assistance services performed in connection with its athletic programs; and

WHEREAS, the Contractor has agreed to perform such services on behalf of the School under terms and conditions as set forth in this Agreement.

NOW, THEREFORE, the parties, intending to be legally bound, and in consideration of the mutual covenants and agreements herein contained, do hereby agree as follows:

1. Description of Services. The Contractor agrees to furnish all labor services as set forth more fully in Schedule A entitled “Services” hereby referenced and incorporated herein and to attend those events set forth in a Schedule B entitled “Compensation and Attendance Schedule” hereby referenced and incorporated herein.

Evidence of certification and licensure of each athletic trainer used in connection with this Agreement shall be provided to the School upon its request. Contractor shall be responsible for the payment of all compensation for all of Contractor’s personnel providing services pursuant to this Agreement. Contractor shall use reasonable efforts to find a suitable and properly licensed/certified replacement when a designated athletic trainer is unavailable, and shall coordinate such coverage with the Athletic Director of the School. No personnel, representative, or agent of Contractor who has been convicted of committing or attempting to commit any of the offenses listed in the School Code shall be permitted to provide any services under this Agreement or have any contact with the School’s students.

Contractor will be responsible for hiring appropriate staff for the provision of service pursuant to this Agreement. Contractor will make reasonable effort to comply with recommendations made by the School regarding (but not limited to) personality traits, work ethic and sports medicine philosophy. In the event that the School is not satisfied with personnel that Contractor has provided, the School may request that staffing changes occur. Appropriate documentation, with specific examples of conflicts or performance deficiencies, must be provided. If, upon mutual agreement between the School and Contractor, staffing changes are deemed necessary, the School shall give a reasonable amount of time to allow appropriate staff changes to occur.

2. Home Games. The parties understand and agree that it is the primary responsibility of Contractor to attend scheduled athletic events at the School’s premises or designated “home” field, court, or applicable venue throughout the school year as determined by the athletic director. In the event that there are two home athletic events subject to this Agreement scheduled at the same time, the School’s athletic director or other designee shall notify the Contractor whether the Contractor shall divide his/her time between the scheduled athletic events subject to the Agreement or whether the Contractor shall only attend one of the scheduled events.
3. Site of Services and School Support of Programs. The School shall provide at its sole cost and expense appropriate space for the rendering of any sports medicine program, appropriate

equipment for the development of preventative programs, and an appropriate level of sports medicine supplies for the use of its students. The School shall be solely responsible for determining the times of practice and for scheduling all athletic events subject to this Agreement. The School shall facilitate and notify Contractor of any communications and schedule changes between the School, coaches and the Contractor. The School shall submit to the Contractor within fourteen (14) calendar days after the Effective Date all school holiday practice/game schedules subject to this Agreement. The School agrees to provide appropriate support for the development of a sports medicine program and the Services to be provided in connection with its sports medicine program and athletic practices and events and shall designate an individual(s) (athletic director(s)) to directly monitor and evaluate compliance of the Contractor. The School shall be responsible for providing access to all emergency phone locations. All Contractor personnel providing services will also have access to cellular telephone service for emergency use.

4. Compensation. The School will pay to the Contractor, for the performance of Services hereunder, sums as set forth fully in the attached Schedule B "Compensation and Attendance Schedule" incorporated herein.
5. Term. This Agreement shall be in full force and effect from August 1, 2017 through July 31, 2018 (the "Term") unless terminated earlier by either party upon at least (30) calendar days prior written notice to the other party of its intention to terminate. This Agreement may be extended for one year, until July 31, 2019, by written agreement of both Parties.
6. Exclusivity. The School agrees that it has not authorized and during the Term of this Agreement, will not authorize or permit, the endorsement or promotion of any services or products directly or indirectly competitive with services offered by the Contractor and/or any of its affiliates.
7. Independent Contractor. It is hereby understood and agreed that the Contractor, in performing this Agreement, is acting in the capacity of an independent contractor, and that the Contractor is not an agent, servant, partner, nor employee of the School. The Contractor will have control over the work to be performed, and shall be solely responsible to pay its own federal, state and local taxes, salaries, social security payments, and any and all other payments incurred by the Contractor in the performance of this Agreement, as well as perform all necessary legal requirements pertaining to employment. None of the benefits provided by the School to its employees, including but not limited to workers' compensation insurance, disability insurance, medical insurance, and employment insurance are available from the School to the Contractor and/or any and all of the Contractor's agents, servants, and employees. The Contractor has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in the name of the School or to bind the School in any way whatsoever.
8. Insurance. The Contractor shall be responsible for providing general liability insurance, professional liability insurance, and workers' compensation insurance for its athletic trainers and its Services. The limits of liability for Contractor's general liability and professional liability insurance policies shall be no less than \$1,000,000.00 per occurrence, \$3,000,000.00 per annual aggregate and such insurance shall be endorsed to name the School as an additional insured. Workers' compensation coverage shall be in accordance with applicable federal and state statutory requirements. The School shall be responsible for providing general liability insurance including, premises liability insurance, and professional liability insurance for the activities of its employees. The parties shall provide evidence to each other's satisfaction that such insurance is in force. The parties shall maintain such insurance coverage during the Term. Appropriate certificates evidencing such insurance shall be provided upon request.
9. Indemnification. To the extent permitted by law, each party (in such case, an "Indemnifying Party") agrees to indemnify and hold harmless the other party (in such case, an "Indemnified

Party”) and the Indemnified Party’s directors, members, managers, officers, employees, subcontractors, agents, representatives, volunteers, successors and assigns from any and all claims, demands, causes of action, losses and damages arising out of or relating to any alleged acts or omissions of the Indemnifying Party in undertaking the Indemnifying Party’s duties under this Agreement, except to the extent that such claim, demand, cause of action, loss or damage is due to the negligence or willful misconduct of the Indemnified Party, or its employees or representatives, and further the School shall not be obligated to indemnify or hold harmless the Contractor for any and all claims, demands, causes of action, losses and damages arising out of or relating to any alleged acts or omissions from which the School is immune from prosecution or liability under applicable state law.

10. Force Majeure. Neither party shall be liable for any delay, failure or inability to perform its obligations (except the obligation to make payments) under this Agreement due to any cause beyond its reasonable control including, but not limited to, Acts of God, civil disturbances, accidents, equipment breakdowns, utility failures, and unavailability of personnel due to disability, leaves or other reasons.
11. Notices. All notices under this Agreement shall be made in writing and shall be deemed to have been given if personally delivered or transmitted by facsimile during regular business hours, or mailed by certified mail, postage pre-paid, return receipt requested, to the School at its last known address, and, if sent to Contractor, addressed to ATI Holdings, LLC, 790 Remington Blvd., Bolingbrook, IL 60440, Attn: Sports Medicine Director.
12. Assignment. The Contractor shall have the right to subcontract any of the Services to qualified and duly certified personnel and the Contractor shall remain solely liable for the oversight and performance of such personnel.
13. Non-Solicitation. The School agrees that during the Term and for a period of twelve (12) months after termination of the Agreement, the School shall not without prior written approval of the Contractor directly or indirectly, take any action that constitutes, results or may reasonably be expected to result in soliciting, inducing or encouraging any of the Contractor’s employees (presently or affiliated with the Contractor in the then most recent twelve (12) month period) to curtail or terminate such person’s affiliation or employment, or take any action that results in, or might reasonably be expected to result in, any employee ceasing to perform services for the Contractor. Nothing herein shall limit the School’s right to post opportunities in publications or on-line websites of general or trade circulation, or to engage, hire or recruit any person who responds to such a posting.
14. Severability. In the event that any provision of this Agreement, or application of such provision to persons or circumstances is held to be invalid, illegal, or unenforceable pursuant to judicial decree or decision, the remainder of this Agreement or the application of such provision to persons or circumstances other than those to which it is held invalid, will not be affected thereby, and shall be construed as if such invalid provision had never been contained herein and shall remain valid and enforceable according to its terms.
15. Entire Agreement. This Agreement supersedes and replaces all prior agreements between the parties with respect to the Agreement’s subject matter. This Agreement may not be amended or rescinded except by the mutual written consent of authorized representatives of the parties.
16. Governing Law. This Agreement shall be governed by state law in the state in which services are rendered, without regard to rules of conflicts of law.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the date first written above.

**CONTRACTOR:**

**ATI HOLDINGS, LLC**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

**SCHOOL:**

**THE BOARD OF EDUCATION OF  
COMMUNITY HIGH SCHOOL  
DISTRICT 94, DUPAGE COUNTY,  
ILLINOIS**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

## **Schedule A**

### **Services**

The Contractor, with the approval of the School, shall designate an individual to provide the physical therapy services described in this Agreement while serving as a head athletic trainer to the School ("Services"). The Services shall consist of:

- (a) Assistance in the coordination of the sports medicine program at the School.
- (b) Advising the School on supplies and training equipment needed for the sports medicine program.
- (c) Assisting the School faculty and athletic coaching staff in the design and implementation of a student sports medicine program.
- (d) Assisting the School faculty and athletic coaching staff in the design and implementation of a continuing education program for the School's athletic coaching staff.
- (e) Providing conditioning and flexibility training suggestions to the School coaching staff under the direction of a licensed physician to be provided through the School.
- (f) Assistance in monitoring athletic injuries and assistance in developing an injury prevention training program under the direction of a licensed physician to be provided through the School.
- (g) Coordinating and providing injury follow-up and evaluation to assist the treating physicians of students.
- (h) Attendance at the School's practices, games and other functions as set forth on the attached Schedule B, unless the School has scheduled two or more events at the same time. In such instance, Contractor's athletic trainer, in conjunction with the School's athletic director, shall determine which athletic events are to be covered.
- (i) Management and care of the athletic training room at School.
- (j) Coordinate weekly injury checks with treating physician.
- (k) Determine athlete's current condition and ability to safely return to practice and/or competition. Athletic trainer's decision, in consultation and agreement of athlete's physician, is final and the school will abide and support the athletic trainer's decision.

## **Schedule B**

### **Compensation and Attendance Schedule**

The Contractor will provide (two) 2 certified athletic trainers for the school terms of August 1, 2017 to July 31, 2018 for approximately 60 hours per week total during the school year. All of the expenses of the Contractor's athletic trainer are included at no additional charge, except when the School requests the athletic trainer to participate in an out-of-town athletic event requiring travel or overnight lodging. In such instances, the School shall pay the direct costs of such additional expenses as they are incurred by or on behalf of the athletic trainer. In the event that the School desires the Contractor's athletic trainer to cover other School sporting events (those not indicated on Schedule B), the Contractor and the School will attempt to mutually agree on the coverage of the event and the additional fee for such coverage. The Contractor's athletic trainer will only cover state sanctioned events. If the School is not a member of a state association, the Contractor's athletic trainer will only cover school sanctioned events or practices. All events or practices covered are to be mutually agreed upon by the athletic trainer and the School's athletic director.

In accordance with School policy, the School will provide the Contractor with an opportunity to display signage and banners at each of the athletic events in prominent locations and will allow the Contractor to place information regarding the Contractor's services and various programs in the School and at the site of the athletic events. The School will allow the Contractor to display the School name and logo and state that it is the "Preferred Sports Medicine Affiliate" for the School on the Contractor's marketing and advertising materials including, but not limited to, the website used by the Contractor in its business, marketing brochures, posters and other marketing materials. The School will place the Contractor's logo and text link on the School's official website with an announcement that the Contractor is the "Official Sports Medicine Provider" for the School. The School will comply with a minimum of one (1) PA announcement (script written by the Contractor) during all home games (with announcer present), and pre-game announcement stating sports medicine services are provided by the Contractor.

Year One: 2017-2018	\$44,500
Three seasonal statements sent each in the amount of	\$14,833.34

Billing will be sent on a seasonal basis in September, December and March for review and payment shall be sent to the following address:

ATI Physical Therapy  
62718 Collection Center Dr.  
Chicago, IL 60693-0627



**Coverage:**

Athletic Training Room and Game coverage are based on 60 hours per week.

Traveling coverage will only be for Sophomore/Varsity football games unless mutually agreed upon between the School and the Contractor.

**Fall:**

Coverage for all levels at all home contests for the following sports:

Boys Football, Boys/Girls Cross Country, Boys Soccer, Girls Volleyball, Girls Swimming and Diving and any tournament hosted by the School.

**Winter:**

Coverage will be given until 6:30p.m., or until the last home contest ends. Coverage for all levels at all home contests for the following sports:

Boys/Girls Basketball, Boys Wrestling, Girls Gymnastics, Boys Swimming and Diving, and any tournament hosted by the School.

**Spring:**

Coverage will be given until 6:30 p.m., or until the last home contest ends. Coverage for all levels at all home contests for the following sports:

Boys Baseball, Girls Softball, Boys/Girls Track and Field, Girls Soccer, Boys Volleyball, Girls Badminton, Boys/Girls Water Polo, and any tournament hosted by the School.

**Summer:**

Onsite coverage/injury Checks will be provided up to 20hrs/week when school is not in session during the months of June and July. Actual days and times will be determined based upon mutual agreement between the School and the Contractor.

# COMMUNITY HIGH SCHOOL

## DISTRICT 94

### MEMO

TO: Board of Education, Superintendent Domeracki  
FROM: Dave Blatchley  
RE: Interfund Transfer  
DATE: July 18, 2017

The attached resolution requests the permanent transfer of \$795,981.00 from the District's Operations and Maintenance Fund to its Capital Projects Fund (the same being the District fund determined by the Board to be the fund most in need of the funds being transferred pursuant to this Resolution), for the payment of a portion of the costs of the improvement, maintenance, repair or benefit of the District's school buildings and property, to be processed by no later than June 30, 2018.

**RESOLUTION ratifying, authorizing and otherwise approving interfund transfer from Operations and Maintenance Fund to Capital Projects Fund of Community High School District Number 94, DuPage County, Illinois.**

WHEREAS, the Board of Education has heretofore created and established an Operations and Maintenance Fund and a Capital Projects Fund in and for the District; and

WHEREAS, 23 Illinois Administrative Code 100.50(d)(2) authorizes the transfer of funds to the site and construction/capital improvements fund to pay for capital projects or acquisitions; and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District that a permanent transfer \$795,981.00 be made from the Operations and Maintenance Fund to the Capital Projects Fund, for the reasons stated in the body of this Resolution;

NOW, THEREFORE, Be It Resolved by the Board of Education of Community High School District Number 94, DuPage County, Illinois, as follows:

*Section 1.* The Board hereby finds that the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2.* The permanent transfer of \$795,981.00 from the District's Operations and Maintenance Fund to its Capital Projects Fund (the same being the District fund determined by the Board to be the fund most in need of the funds being transferred pursuant to this Resolution), for the payment of a portion of the costs of the improvement, maintenance, repair or benefit of the District's school buildings and property, to be processed by no later than June 30, 2018, is hereby ratified and otherwise approved. The School Treasurer of the District is hereby authorized and directed to account for said transfer in accordance with the terms of this Resolution.

*Section 3.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 4.* All resolutions or parts thereof in conflict herewith are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

After a full and complete discussion thereof, member \_\_\_\_\_ moved and member \_\_\_\_\_, seconded the motion that this Resolution be adopted. The President directed the Secretary to call the roll for vote upon the motion to adopt this Resolution. Upon a roll call vote, the following vote was received:

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

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

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

Adopted July 18, 2017

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

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

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF DUPAGE         )

**CERTIFICATION OF MINUTES AND RESOLUTION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community High School District Number 94, DuPage County, Illinois (the “*Board*”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on July 18, 2017, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION ratifying, authorizing and otherwise approving  
interfund transfer from Operations and Maintenance Fund to  
Capital Projects Fund of Community High School District  
Number 94, DuPage County, Illinois

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said agenda contained a specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the *Open Meetings Act* of the State of Illinois, as amended, and with the provisions of the *School Code* of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 18th day of July, 2017.

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Secretary, Board of Education

# COMMUNITY HIGH SCHOOL

## DISTRICT 94

### MEMO

TO: Board of Education, Superintendent Domeracki  
FROM: Dave Blatchley  
RE: Security Andy Frain  
DATE: July 18, 2017

The attached is an agreement for a continuation of services and contract renewal with Andy Frain for FY 18. The Board approved the first contract with Andy Frain in 2013. Rates are being increased by 2%.

Services provided include a site supervisor and campus safety monitors during each school day and additional service at extra-curricular events as needed throughout the year.

Andy Frain was paid \$97,706.18 in FY 16 and \$102,819.61 for FY 17.



July 11, 2017

Mr. Dave Blatchley,  
Director of Business Services  
Community High School District 94  
157 West Washington Street  
West Chicago, IL 60185

Re: Agreement Renewal – 2017/2018 Education Year

Dear Mr. Blatchley,

Andy Frain Services thanks Community High School District 94 for the opportunity to be its partner in safety and security of its students, faculty members, administrators, and visitors of its campus location. Andy Frain Services is appreciative and proud of supporting D94 for more than ten school years, and wishes to continue the partnership of safety, security, and customer service.

Andy Frain Services is submitting to the district a renewal request for the 2017/2018 contract years with a 2% increase. All other agreement terms and provisions of the existing contract will remain in place, including the right to increase or decrease the amount of base service. The following invoice rate for the 2017/2018 contract year and if D94 needs to increase or decrease the base services, the change will be effected by these hourly invoice rates:

Site Supervisor - \$15.51 an hour  
Campus Safety Monitor - \$14.32 an hour  
Overtime and Extra-Curricular Activities - \$20.46 an hour

If D94 is in agreement with the proposal, please sign below and return a copy to my attention.

If you would like to discuss our proposal, feel free to contact me at 630-885-8648 or [emillard@andyfrain.com](mailto:emillard@andyfrain.com).

Andy Frain Services, Inc.

*E Millard*

Ed Millard

Corporate Account Director

July 11, 2017

Community High School District 94

Accepted by: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

**COMMUNITY HIGH SCHOOL  
DISTRICT 94**

**July 18, 2017  
7:00 p.m.  
Board of Education Meeting**

**SECTION C  
MINUTES**

- |   |               |
|---|---------------|
| 1. Regular Board of Education Meeting                   | June 20, 2017 |
| 2. Closed Session Board of Education Meeting – At Table | June 20, 2017 |
| 3. Policy Committee Meeting                             | July 11, 2017 |



**BOARD OF EDUCATION MEETING  
COMMUNITY HIGH SCHOOL DISTRICT 94  
June 20, 2017 – 7:00 P.M.  
157 W. Joliet Street  
West Chicago, IL 60185**

**OPENING ACTIVITIES**

1. Call to Order at 7:00 p.m.
2. Mark Begovich led the Board and meeting attendees in the Pledge of Allegiance.
3. Ms. Yackey read the Mission Statement:  
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
4. Roll Call –Present were: Mr. Saake, Ms. Doremus, Ms. Gillespie, Mr. Kotche, Mr. Nagel and Ms. Yackey  
Absent were: Mr. Campos
5. Also in attendance: Dr. Domeracki, Mr. Cole, Mr. Blatchley and Dr. Cheng
6. Additions to the Agenda:  
None

**GOOD NEWS OF THE DISTRICT (Att. §B - pp. 1 – 2):**

- Coach Candace Fikis and the team of Ross Behr, Jeremy Belington, Jenna Palka and Michael Sawicki were recognized for winning 2<sup>nd</sup> Place in the National Personal Finance Challenge.

**STUDENT RECOGNITION (Att. §B - pp. 3 – 3):**

May Student of the Month – Jenna Palka

Athletes of the Spring Season – Ross Behr and Clarissa Vargas

**PUBLIC PARTICIPATION:**

There was no public participation

**CONSENT AGENDA (Roll Call)**

Action items considered routine and/or which have been previously discussed by the Board will be enacted under one roll call motion unless removed for separate action upon Board request. They are enumerated under the heading “Recommended Action”.

1. Items Removed from Consent Agenda for Separate Action:

Approval of Minutes

Acceptance of Minutes

2. Consent Agenda Action for All Items Except those Listed in 1. Above.

**MOTION:** That the Board approve all items on the Consent Agenda which have not been specifically removed for separate action as shown on line 1. immediately above.

**MOTION:** Mr. Kotche

**SECOND:** Ms. Yackey

**VOTE:** Unanimous Approval on Roll Call Vote 6 - 0

**CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):**

1. **Approval of Financials**

- a. Approve Current Expenditures

**MOTION:**

That the Board of Education approve

the expenditures from May 10, 2017 to June 15, 2017

- b. Imprest Fund Statement  
c. Treasurer's Report  
d. Statement of Position/Financial Report  
e. Statement of Revenue/Expenditures YTD Ending May 31, 2017  
f. 3-Year Budget/Actual Report  
g. Grant Reports  
h. Petty Cash Fund Report  
i. Student Activity Account Fund Balance  
j. New Vendors Monthly Report  
k. Quarterly Financial Reports

2. **Award Paper Bid**

Again this year, Districts 25, 33, 34, 94 and SASED collaborated in a process which generated one paper bid. The bid opening was held at District 33. There were three bidders. The low bid was provided by Veritiv for a total of \$20,818.80.

**MOTION:** That the Board of Education accept the bids of Veritiv a cost of \$20,818.80. as shown on

Att. §B - pp. 5 - 5.

3. **IASB Membership**

The Illinois Association of School Boards is a voluntary organization of local Boards of Education dedicated to strengthening public schools. Their mission is excellence in local school governance and support of public education.

**MOTION:** That the Board of Education approve membership in the IASB in the amount of \$7,555.00 as shown on Att. §B - pp. 6 - 10.

**CONSENT AGENDA APPROVAL**

1. **Approval of Minutes – (Att. §C - pp. 1 - 7)**

Regular Board of Education Meeting

May 16, 2017

Closed Session Board of Education Meeting

May 16, 2017

**MOTION:**

That the Board of Education approve

the minutes of the meetings listed above.

**MOTION:** Mr. Nagel

**SECOND:** Ms. Gillespie

**VOTE:** Ayes: Doremus, Gillespie, Nagel, Saake

Nays: None

Abstain: Kotche, Yackey

Motion Passed: 4 – 0, 2 Abstain

## **ADMINISTRATIVE REPORTS AND INFORMATION:**

### **1. Superintendent's Report**

- 5 FOIA requests were included in the packet.
- Minutes of committee meetings will now be brought to the following board meeting for approval by committee members. If the committee approves the minutes, the Board will then vote on the approval of the minutes.
- Tickets to this year's Dueling Pianos event are now available.
- Registration for the annual Tri-Conference has been finalized.
- There will be an analytic assessment of communication sources to best determine which sources to support.
- Dr. Domeracki provided handouts and reviewed school funding through SB1.
- An Administrative Retreat is scheduled for June 22 & 23, 2017. The Retreat will center around facility planning, with DLA architects in attendance on June 22nd.
- Elizabeth Hennessy of William Blair has been providing preparation work for the upcoming bond sale.
- Dr. Domeracki will be meeting with Sherry Bowne on July 14<sup>th</sup> to discuss developing advisory panels.
- A review of closed session minutes will be held prior to the July 18, 2017 Board meeting.

### **2. Director of Business Services Report:**

Mr. Cole reported there would be facilities planning meetings Wednesday and Thursday, as well as next Tuesday, June 27, 2017.

### **3. Director of Human Resources Report:**

Mr. Blatchley reported that the Human Resources Committee had discussed the personnel report format and recommended that a lighter version of the personnel report be included in the non-confidential portion of the Board packet. It was also recommended that positions, effective dates of employment and action be included on the agenda.

### **4. Principal's Report:**

Dr. Cheng reported on the following:

- Student attendance and discipline reports were included for May and June, and also from September to June. Dr. Cheng stated the dramatic increase in in school suspension is due to SB100.
- The 112<sup>th</sup> Commencement Ceremony was held June 2, 2017.
- Graduation 2018 will be significantly earlier than May 23, 2018.

### **5. Electronic Board Packets:**

Board members discussed the merits of electronic board packets. It was determined that three software packages should be reviewed by administration: BoardDocs, BoardBook and BoardPacks, each with an average range of \$2500 - \$3000 per year. Administration will look at the software, demo each one and compare the different packages to see what would best serve the needs of the Board and district and return to the Board with a recommendation.

**6. 5Essentials Report:**

Dr. Cheng gave an overview of the 5Essentials Report.

**7. Committee Reports:**

Committee members were given the opportunity to suggest corrections to minutes that had not been previously approved by the Committee which consisted of a Human Resources Committee Meeting on May 30, 2017 and a Joint Finance and Facilities Meeting held on June 12, 2017. Some Board members expressed concern that language used in some of the minutes could be construed as a decision being made instead of a recommendation regarding a forthcoming item from the Committee to the Board. It was determined that Committee minutes would be brought forward to the Committee at the next Board meeting (within 30 days) and, if approved by the Committee, would be voted on by the Board at that time.

**8. Committee Assignments:**

Mr. Saake asked Board members to review suggested committee assignments. He stated he would publish the approved assignments in the next few days.

**9. Acceptance of Minutes – (Roll Call)**

Human Resources Committee Meeting	February 16, 2016
Human Resources Committee Meeting	December 13, 2016
Joint Finance & Facilities Committee Meeting	January 5, 2017
Education Committee Meeting	January 19, 2017
Finance Committee Meeting	March 14, 2017
Human Resources Committee Meeting	May 30, 2017
Joint Finance & Facilities Committee Meeting	June 12, 2017

**MOTION:**

That the Board of Education accept

the minutes of the meeting(s) listed above.

**MOTION:** Mr. Kotche

**SECOND:** Mr. Nagel

**VOTE:** Ayes: Kotche, Nagel, Saake, Yackey

Nays: Doremus, Gillespie

Abstain: None

Motion Passed 4 – 2, 0 Abstain

**10. Board Retreat:**

Mr. Saake asked Board members to review suggested dates for a Board Self-Evaluation.

**11. Future Dates:**

Regular Board of Education Meeting – July 18, 2017

Regular Board of Education Meeting – August 15, 2017

**12. Open Comment by Board Members:**

There was no comment.

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

1. **Bond Resolution – (Roll Call) (Att. §B - pp. 21 - 56)**

Ms. Elizabeth Hennessy of William Blair, LLC provided a report on options for the bond issue.

**MOTION:** That the Board of Education approve a resolution providing for the issue of not to exceed \$9,900,000 General Obligation School Bonds, Series 2017, for the purpose of altering, repairing and equipping the West Chicago High School Building, improving the site thereof and building and equipping an addition thereon, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to, and the execution of a Bond Purchase Agreement with, William Blair & company, L.L.C., the purchaser thereof.

**MOTION:** Mr. Kotche

**SECOND:** Ms. Yackey

**VOTE:** Unanimous Approval on Roll Call Vote 6 - 0

2. **Personnel Reports – (Roll Call)**

The personnel Report consists of:

- Carry-over of 10 unused vacation days for 1 administrator from the 2016-17 school year into the 2017-18 school year.
- The employment of the following staff for Summer School 2017:
  - 21 Certified staff, to include teachers, an administrator and a counselor
  - 10 Non-certified staff to include Program Assistants, Personal Care Assistants, a Job Coach and Registration Workers
- The employment of the Director of Human Resources, effective July 17, 2017
- The reclassification of 1 Support Staff member effective August 7, 2017
- The employment of 4 Certified Staff for the 2017-18 school year
- .2 overload
- 2 Athletic coaching position resignations
- Miscellaneous Wages for the 2017-18 school year

**MOTION:** That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet and at table.  
Att. §B - pp. 57 - 60 & Att. §D - pp. 1 - 21

**MOTION:** That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet and at table as shown on Att. §D - pp. 1 - 5.

**MOTION:** Mr. Kotche

**SECOND:** Ms. Gillespie

**DISCUSSION:** The level of experience of newly hired teachers was addressed as a possible consideration for future personnel reports.

**VOTE:** Unanimous Approval on Roll Call Vote 6 - 0

3. **Separation of Employment – (Roll Call)**

**MOTION:** That the Board of Education accept the retirement notification of Michael Tang, Maintenance Supervisor, effective December 29, 2017.

**MOTION:** Ms. Gillespie

**SECOND:** Ms. Yackey

**VOTE:** Unanimous Approval on Roll Call Vote 6 – 0

4. **Prevailing Wage – (Roll Call)**

Annually, the State requires districts to pay a wage of no less than the general prevailing hourly rate paid for similar jobs by all public bodies. The law covers nearly all projects under the control of the District regardless of the source of funds.

**MOTION:** That the Board of Education adopt the DuPage County Prevailing Wage effective June 5, 2017 and approve the Resolution, Certification and Notice of Adoption as shown on Att. §B - pp. 61 – 83.

**MOTION:** Mr. Nagel

**SECOND:** Mr. Kotche

**VOTE:** Ayes: Gillespie, Kotche, Nagel, Yackey  
Nays: Doremus Saake  
Abstain: None  
Motion Passed 4 – 2, 0 Abstain

5. **Budget Transfer – (Roll Call)**

The FY17 budget called for a transfer of funds from the Operations & Maintenance Fund to the Capital Projects Fund. Pursuant to Illinois School Code a public hearing must be held prior to the Board of Education taking formal action on this type of transfer.

**MOTION :** That there is hereby scheduled a Public Hearing for the purpose of a permanent transfer of funds from the Operations and Maintenance Fund to the Capital Projects Fund on July 18, 2017 at 7 p.m. And that the Superintendent shall provide the proper notifications.

**MOTION:** Ms. Gillespie

**SECOND:** Ms. Doremus

**VOTE:** Unanimous Approval on Roll Call Vote 6 – 0

**EXECUTIVE SESSION:**

The Board of Education moved to Executive Session at 9:15 p.m. for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and collective negotiating matters.

**MOTION:** Ms. Yackey

**SECOND:** Ms. Gillespie

**VOTE:** Unanimous Approval on Roll Call Vote 6 – 0

**RETURN TO OPEN SESSION:**

The Board of Education returned to Open Session at 9:37 p.m.

**ACTION AFTER RETURN TO OPEN SESSION:**

**1. Termination of Employment – (Roll Call)**

**MOTION:** That the Board of Education  
terminate Dolores Mondragon, Custodian, effective June 20, 2017, as shown on  
Att. §D - pp. 12 – 21 .

**MOTION:** Mr. Kotche

**SECOND:** Mr. Nagel

**VOTE:** Ayes: Doremus, Kotche, Nagel, Saake, Yackey  
Nays: None  
Abstain: Gillespie  
Motion Passed 5 – 0, 1 Abstain

**ADJOURNMENT**

**MOTION:** That the Board of  
Education meeting be adjourned at 9:39 p.m.

**MOTION:** Ms. Yackey

**SECOND:** Mr. Kotche

**VOTE:** Unanimous Approval on Voice Vote 6 – 0

ATTEST:

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Gary R. Saake, President

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Renee Yackey, Secretary

**Community High School District 94  
157 W. Washington Street  
West Chicago, IL 60185**

**Policy Committee Meeting  
July 11, 2017  
5:30 p.m.  
Conference Room**

**MINUTES**

1. The meeting was called to order at 5:42 p.m.
2. Present were: Gary Saake, Rich Nagel, Susan Gillespie, Douglas Domeracki, Cheryl Glunt
3. Public Comment  
There was no public comment.
4. The following policies were brought to the committee to potentially amend title changes:
  - 2109 – Decisions During the Superintendent’s Absence
  - 3102 – Calendar
  - 3104 – Budget Planning and Preparation
  - 3301 – General Purchasing Policy
  - 3302 – Purchasing Authority
  - 3312 – Payment of Pre-Approved and Emergency Contacts
  - 3801 – Investment Policy
  - 3802 – New Investment Approval
  - 3803 – Investment Transfers
  - 6017P – Copyright Compliance
  - 8003P – Uniform Grievance Procedure

With the exception of Policy 8003P, the committee did not recommend bringing the above policies to the Board for action as these policy changes were not necessary to start the 2017-18 school year.
5. Committee members discussed proposed amendments to policies 2109 – Decisions During the Superintendent’s Absence and 3102 – Calendar. The proposed amendments to these policies were title changes and/or removing specific individuals’ names and replacing them with position titles.
6. Committee members then discussed the benefits of purchasing PRESS / PRESS Plus which is a full-maintenance, customized policy service that helps develop a local school board policy manual based upon IASB’s Policy Reference Manual. It was noted that most school districts currently use PRESS for their policies, and that Attorney Dan Boyle was very supportive of this service as it would align District 94’s policies with most of the state. It was also noted that the current policy manual is out of date. The cost of PRESS is \$800 per year, and the cost of PRESS Plus is \$1600.00. There is a one-time fee of \$6200 for manual customization.



7. The committee determined that the following policy amendments should be recommended to the Board of Education for adoption, amendment or removal, waiving 1<sup>st</sup> reading, at its July 18, 2017 meeting:
  - 3804 – High Lake Property Sale Revenue - removal
  - 6032 – Operational Services – Identity Protection - adoption
  - 8003P – Uniform Grievance Procedure - amendment
  - 8004 – Student Sex Equity, Sex Discrimination, and Sexual Harassment - amendment
  - 8301 – Admission of Exchange Students - amendment
  - 8302 – Admission of Resident Students - amendment
  - 8304 – Admission of Non-Resident Students - amendment
  - 8305 – Documents Required for New Student Enrollment - amendment
  - 8306 – Early Admission of Students - amendment
8. Motion by Susan Gillespie, seconded by Rich Nagel that the Policy Committee Meeting be adjourned at 7:13 p.m.

**Community High School District 94  
157 W. Washington Street  
West Chicago, IL 60185**

**Policy Committee Meeting  
July 11, 2017  
5:30 p.m.  
District Administrative Center  
Conference Room**

**AGENDA**

1. Public Comment
2. Review the following policies for recommendation to the Board for amendment, adoption, deletion:
  - a. 2109
  - b. 3102
  - c. 3104
  - d. 3301
  - e. 3302
  - f. 3312
  - g. 3801
  - h. 3802
  - i. 3803
  - j. 3804
  - k. 5010
  - l. 6017P
  - m. 6032
  - n. 8003
  - o. 8004
  - p. 8301P
  - q. 8302
  - r. 8304
  - s. 8305
  - t. 8306P
3. Discuss PRESS / PRESS Plus
4. Adjournment

## **2109 Decisions During the Superintendent's Absence**

When the Superintendent is unavailable, emergency decisions should be made by the first available administrator in the following order:

~~Assistant Superintendent for~~ Director of Human Resources  
Principal  
Director of Business Services/CSBO  
Assistant Principal Student Services

The term “emergency decisions” herein is to be interpreted broadly. To qualify as an “emergency decision” such decisions must be made immediately and cannot be delayed until the Superintendent becomes available, and failure to make them would generally have an adverse effect on the safety of students or would interfere with the routine processes of educational or co-curricular activities. When possible, appropriate input should be received from others who have knowledge or experience regarding the area in which a decision is to be made.

Adopted: May 20, 2003

Revised: January 13, 2009

Replaces:

Reference:

### **3102 Calendar**

Annually, the ~~Assistant Superintendent~~ ~~Business~~ Director of Business Services/CSBO shall prepare a budget calendar which specifies timelines and responsibilities for submitting budget requests. The budget calendar shall also specify dates for Board of Education review, public participation, adoption, and tax levy certification, all of which shall be in accordance with applicable law.

An annual budget shall be presented to the Board of Education for review and tentative adoption as prescribed by law.

Adopted: April 18, 2000

Revised:

Replaces:

Reference:

### **3104 Budget Planning and Preparation**

The ~~Assistant Superintendent—Business~~Director of Business Services/CSBO shall prepare a tentative annual budget in accordance with applicable law and as directed by the Board of Education. Each administrator shall prepare and submit to the ~~Assistant Superintendent—Business~~Director of Business Services/CSBO budget information, data proposals and other information requested by the ~~Assistant Superintendent—Business~~Director of Business Services/CSBO regarding his/her department and/or responsibility.

The tentative budget shall be set forth in necessary detail using the forms of the State Board of Education or similar documents and shall be approved and made available to the public as required by law.

Adopted: April 18, 2000

Revised:

Replaces: DCC – Annual Operating Budget – Preparation Procedures

Reference:

### **3301 General Purchasing Policy**

The function of the purchasing program is to serve the educational program by procuring the necessary supplies, equipment and services. The Board of Education declares its intention to purchase competitively without prejudice and to make all purchases in compliance with Federal, State and local laws and regulations to seek maximum educational value for every dollar expended.

The acquisition of services, equipment and supplies is centralized in the purchasing program, as defined by the ~~Assistant Superintendent~~ ~~Business~~ Director of Business Services/CSBO and the Board of Education.

Adopted: April 18, 2000

Revised:

Replaces: DJE – Purchasing

Reference: 105 ILCS 5/10 – 20.21

### **3302 Purchasing Authority**

The ~~Assistant Superintendent~~ Business Director of Business Services/CSBO is authorized to contract for goods and services up to established budgetary limits. For that portion of a fiscal year prior to the adoption of the budget for the fiscal year, the Board of Education shall annually determine expenditure limits that will facilitate the procurement of goods and services necessary for the operation of the district. Contracts for goods and services that are not within the limitations stated above shall be approved in advance by the Board of Education.

However, the above limitations shall be waived in the event of an emergency that necessitates immediate action in order to protect persons or property or to continue the operation of the school system. In the event of an emergency requiring expenditures in excess of the above limitation, the Superintendent shall make a complete report to the Board of Education regarding the emergency and the resulting expenditures at the first Board of Education meeting after the emergency situation has been resolved.

Adopted: April 18, 2000

Revised:

Replaces: DJEA – Purchasing Authority

Reference:

### **3312 Payment of Pre-Approved and Emergency Contracts**

It is the purpose of the Board of Education to effect a prompt payment of bills in order to enjoy the benefit of discounts and to treat fairly the persons with whom and entities with which the district contracts. Nevertheless, prompt payment of invoices when those invoices are individually approved by the Board may be made difficult because of gaps in time between the receipt of invoices and the occurrence of scheduled Board meetings.

Therefore, the Board of Education, by adoption of this policy, hereby authorizes the Business Office to pay, upon receipt, the bills described in the following categories in accordance with the following procedures.

Payment orders may be drawn by the Business Office pursuant to this policy for:

1. payments due for:
  - A. Regular utility bills
  - B. Health insurance provider, Life, and other regular insurance contracts.
  - C. Regular payroll related expenditures (including, but not limited to, unemployment compensation, social security, retirement and workers' compensation).
2. other emergencies deemed urgent and applicable by the ~~Assistant Superintendent~~  
—~~Business~~Director of Business Services/CSBO and the Superintendent.

No payment shall be made under this policy until the administration has determined that the payment invoice is in order and that the goods related thereto are in acceptable condition or the services related thereto were satisfactorily rendered. In the event that a purchase order relates to any matter in which the district has retained consulting services including, but not necessarily limited to, services of architectural or engineering review, said payment will not be made until the additional approval of the consultant has been obtained. In no event shall any payment be made to the order of cash.

Each payment made pursuant to this policy shall be reported to the Board of Education at the next regular meeting thereof.

Adopted: April 18, 2000  
Revised:  
Replaces:  
Reference:



### **3801 Investment Policy**

The District's financial assets are defined as money held in funds which are accounted for in the District's annual financial report. This investment policy applies to all financial assets of the District, including all current operating funds, any other funds which may be created from time to time and interest earned from those funds. All transactions involving the District's financial assets shall be administered in accordance with the provisions of this policy.

#### **1. Objectives**

The primary objectives of this policy, in priority of order, are as follows:

- **Safety of Principal:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the District's overall portfolio. The objective will be to mitigate credit risk and interest rate risk. As such, only appropriate investments will be purchased, and insurance or collateral may be required to ensure the return of capital.
- **Liquidity of Funds:** The District's investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements as they come due.
- **Return on Investments:** The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles taking into account the risk restraints, cash flow characteristics, and legal restrictions on investment applicable to a public agency. Return on investment is of secondary importance to the safety and liquidity concerns discussed above.

#### **2. Standard of Care**

The standard of care to be used by District officials and employees in investing District funds and managing the District portfolio shall be the "prudent person" standard. District officials and employees who act in accordance with written procedures developed by the District's Financial Officer and this policy, and who exercise due diligence, shall be relieved of personal responsibility for an individual investment's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of investments are carried out in accordance with policy.

Investments shall be made with the judgment and care, under the circumstances prevailing at the time, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

#### **3. Ethics and Conflicts of Interest**

District officials and all District employees involved in the investment program shall refrain from any personal business activity that could conflict with the proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions. Officials and employees shall disclose any material interests in financial institutions with which they conduct District business. They shall also disclose any personal financial/investment positions that could be related to the performance of the District's investment portfolio. Officials and employees shall refrain from undertaking personal investment transactions with the same individual with whom any District financial or investment business is conducted.

4. Designation of Investment Officer

The District's ~~Assistant Superintendent for Business~~ Director of Business Services/CSBO is designated as the Investment Officer and is authorized to manage and operate the District's investment program. The Investment Officer is authorized to purchase and sell investments at market rates, authorize wire transfers, authorize the release of pledged collateral, and execute any documents required to effect the objectives of this Policy and all relevant Administrative Procedures, including, but not limited to wire transfer agreements, depository agreements, safekeeping agreements and custody agreement. The Investment Officer shall act in accordance with this Policy when conducting investment activities. The Investment Officer shall be responsible for all District investment transactions undertaken and shall establish written procedures and a system of internal controls to regulate the activities of subordinate employees.

The Investment Officer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit provided that these people meet the requirements of this policy.

The Investment Officer is responsible for drafting agreements necessary to fulfill his or her responsibilities under this policy. The Investment Officer may solicit the input of the District's legal counsel and auditors to ensure proper drafting of agreements including, but not limited to, wire transfer agreements, depository agreements, safekeeping agreements, and custody agreement.

5. Written Procedures to be Established by the Investment Officer

The Investment Officer shall establish and enforce internal controls and written procedures for the operation of the District's investment program. The internal controls and written operational procedures will be designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the District.

The internal controls shall include an annual independent review by an external auditor to ensure compliance with this policy and the written procedures. The internal controls shall also address the following:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping

- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate employees
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian.

The written operational procedures shall include explicit delegation of authority to, and designation of, persons responsible for investment transactions, including, but not limited to, check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy.

6. Authorized Financial Institutions and Dealers

A. Qualified Financial Institutions for Maintaining District Funds. Financial institutions selected to maintain District funds shall provide normal banking services, including, but not limited to: checking accounts, wire transfers and safekeeping. District funds will not be maintained in any financial institution that is not a member of the FDIC system. In addition, District funds will not be maintained in any institution not willing or capable of posting required collateral, or purchasing private insurance for funds in excess of FDIC insurable amounts.

To qualify as a depository for District funds, a financial institution must furnish the Investment Officer with copies of the latest two statements of resources and liabilities which it is required to furnish to the Commissioner of Banks and Real Estate, or to the Comptroller of Currency. All institutions must continue to furnish such statements to the Investment Officer within forty-five (45) days of the end of each fiscal quarter as long as District funds are deposited with them.

All financial institutions acting as depositories for District funds must enter into a "Depository Agreement."

In order to be eligible to hold District funds in certificates of deposit, a financial institution must:

- Provide wire transfer and certificate of deposit safekeeping services, and
- Hold membership in the FDIC system and be willing and capable of posting required collateral for funds in excess of FDIC or insurable limits.

Fees for banking services shall be mutually agreed to by an authorized representative of the depository financial institution and the Investment Officer on an annual basis. Fees for such services shall be verified by a monthly account analysis.

B. Qualified Financial Institutions and Dealers for Investment. All financial institutions, brokers, dealers, intermediaries and advisers with whom the District's fund are invested shall be qualified prior to the transfer of any funds. Brokers and dealers include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions, brokers and dealers who desire to become qualified for District investment must supply the following as appropriate:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read, understood and agreed to the District's investment policy

The Investment Officer may desire to invest in instruments offered by minority or community financial institutions from time to time. Such investments may be made after a waiver of the foregoing criteria has been obtained from the Board of Education.

7. Investment Instruments

A. Authorized Investments. District funds may be invested in any type of security as permitted by Sections 2 through 6 of The Public Funds Investment Act, 30 ILCS 235/2 et seq, as amended from time to time, or any other applicable law. All investments shall be executed by delivery vs. payment method where applicable to ensure that investments are deposited in an eligible financial institution prior to the release of funds. All investments shall mature or be redeemable on a date prior to the time when it is reasonably anticipated that the funds will be required to be expended. Investments made with banks or savings and loan associations may be made with only those that are insured by the Federal Deposit Insurance Corporation.

B. Authorized Investments. The District's funds may be invested in the following investments:

- U. S. government obligations, U. S. government agency obligations and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value.
- Certificates of deposit, other evidences of interest bearing deposit or any other investments constituting direct obligation, of any bank as defined by the Illinois Banking Act.
- Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000.00 if: (1) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard ratings services and which mature not later than 180 days from the date of purchase; (2) such purchases do not exceed 10% of the corporation's outstanding obligations; and (3) no more than one-third of the District's funds may be invested in short term obligations of corporations.

- Money market mutual funds regulated by the Securities Exchange Commission provided that the portfolio of any such mutual fund is limited to the obligations of the U.S. government or its agencies, or to agreements to repurchase such obligations.
- Short term discount obligations of the Federal National Mortgage Association.
- Shares or other forms of securities legally issuable by savings banks or savings and loans associations incorporated under the laws of any state or under federal law.
- Dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under Illinois or federal laws, provided the principal office of any such credit union is located in Illinois and the accounts are insured pursuant to applicable law.
- A Public Treasurer's Investment Pool created under the State Treasurer Act.
- Repurchase agreements which meet all of the requirements of Section 2(g) of *The Public Funds Investment Act*, 30 ILCS 235/2(g).

C. Prohibited Investments      Except for deposits or financial services with a local bank or savings and loan in which the Investment Officer is a director, officer, employee or holder of less than 7.5% of the total ownership interest, and which are allowed under the Public Officers Prohibited Practices Act, the Investment Officer shall not:

- Have any direct or indirect interest in any investments in which the District is authorized to invest;
- Have any direct or indirect interest in the sellers, sponsors or managers of those investments; and
- Receive, in any manner, compensation of any kind from any investments in which the District is authorized to invest.

## 8. Investment Procedures

A. Diversification:      The District shall diversify its investment portfolio. Investments shall be diversified to minimize risk of loss resulting from over-concentration in a particular type of security, risk factor, issuer or maturity. Diversification strategies shall be determined and revised periodically, as needed, by the Investment Officer, to meet the District's needs for safety, liquidity, and rate of return.

Because of the inherent difficulty in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as Public Treasurers' Investment Pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

B. Designation of District as Payee and Designation of the Appropriate Fund.

The District shall be designated as the payee whenever investments which are issuable to a designated payee or to the order of a designated payee are purchased with District funds. Such investments shall also include the name of the fund from which money was taken to purchase them. Any securities that are registerable as to principal or interest shall be registered in the District's name and in the name of the fund from which money was taken to purchase them.

All investments shall be credited to, and considered a part of, the fund from which money was taken to purchase them. All payments of principal, interest or otherwise shall be made to the District only and shall be credited to the appropriate fund.

C. Collateralization

1. Deposits in excess of FDIC insurable limits must be secured by some form of collateral or private insurance to protect public deposits in the event of default or failure of the financial institution holding the funds. Eligible collateral instruments are as follows:

- U.S. Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois
- Other investment instruments authorized by law

2. Third party safekeeping is required for all collateral. Safekeeping of collateral must be documented by an approved written agreement, which may be in the form of a safekeeping agreement. The collateral instruments may be held in the following locations:

- A Federal Reserve Bank or its branch office
- At another custodial facility in a trust or safekeeping department through book entry
- By an escrow agent of the pledging institution
- By the trust department of the issuing bank

Safekeeping shall be documented by an approved written agreement, which may be in the form of a safekeeping agreement, escrow agreement or custody agreement.

Substitution or exchange of collateral instruments held in safekeeping for the District may be approved by the Investment Officer, provided the market value of the replacement collateral instruments is equal to or greater than the market value of the collateral instruments being replaced.

#### 9. Safekeeping of Securities

Third party safekeeping is required for all securities and commercial paper purchased with District funds. These instruments may be held at the following locations:

- A Federal Reserve Bank or its branch office
- At another custodial facility in a trust or safekeeping department
- By an escrow agent of the pledging institution
- In an insured account at a primary reporting dealer

Safekeeping shall be documented by an approved written agreement, which may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement. Original certificates of deposit will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

#### 10. Sale of Investments

Any District investment may be sold at any time after maturity for no less than the current market price. Investments shall not be sold prior to maturity except under the following situations:

- An investment with declining value or credit may be sold early to minimize loss of principal.
- An investment swap would improve the quality, yield or target duration in the portfolio.
- Liquidity needs of the portfolio require that the investment be sold.

#### 11. Reporting

The Investment Officer shall prepare and present to the Board of Education an investment report on no less than a quarterly basis. The investment report shall include a summary that provides an analysis of the status of the current investment portfolio and transactions made since the last report. The report shall include:

- A listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of investments, over a one-year duration, that are not intended to be held until maturity.
- Average weighted yield to maturity of the portfolio investments as compared to applicable benchmarks.
- Listing investments by maturity date.
- Percentage of the total portfolio which each type of investment represents.
- The market value of the portfolio shall be calculated at least quarterly and included with the investment report.

#### 12. Policy Considerations

A. Exempt Investments. Any investment of District funds held at the time this policy is approved and which does not conform to the requirements contained herein shall be exempt from those requirements. The funds represented by any such investments shall be reinvested upon maturity or liquidation only as provided herein.

B. Amendments. This policy shall be reviewed from time to time by the Investment Officer and the Board of Education, or any subcommittee thereof. Any recommended changes shall be reported to the Board of Education for full Board approval.

Adopted: April 18, 2000

Revised:

Replaces: DFL – Investment Policy – December 21, 1999

Reference; The Public Funds Investment Act, 30 ILCS 235/1 et seq.

Cf: Series 3000 – Fiscal Authority, ¶3802 – New Investment Approval; ¶3803 – Investment



### **3802 New Investment Approval**

Approval of any new or additional investment funds, investment programs, banks, or opportunities must be made by the Board of Education prior to such investments being made by the ~~Assistant Superintendent—Business~~**Director of Business Services/CSBO**. Annually, the ~~Assistant Superintendent—Business~~**Director of Business Services/CSBO** will provide a list of such investors for Board review and approval.

Adopted: April 18, 2000

Revised:

Replaces:

Reference:

Cf: Series 3000 – Fiscal Authority, ¶3801 – Investment Policy; ¶3803 – Investment Transfers

### **3803 Investment Transfers**

The Board of Education shall delegate authority to the ~~Assistant Superintendent—~~  
~~Business~~ Director of Business Services/CSBO to make necessary transfers of funds between  
accounts by means of telephone, FAX, verbal order, on-line, e-mail, or written order for  
investment and cash management purposes.

Adopted: April 18, 2000

Revised:

Replaces:

Reference:

Cf: Series 3000 – Fiscal Authority, ¶3801 – Investment Policy; ¶3802 – New  
Investment Approval

## 6017P Copyright Compliance

These guidelines help staff members determine if they may use non-original work freely or whether permission is needed to use or copy it. Whenever a staff member is uncertain, has questions, or needs permission from a copyright-owner to use or copy a work, he or she should contact the Superintendent or designated copyright compliance officer. Appendix 1 is a *Fair Use Assessment Factors Checklist*. Appendix 2 contains use resources available online.

1. Is the work copyright protected? *A "no" means you may use the work freely; a "yes" or uncertain answer means you should proceed with the second query.*
  - a. No, if it is in the public domain.
  - b. No, if it is a U.S. Government publication.
  - c. No, if it is an idea or method described in copyrighted work.
  - d. The presence of a copyright notice is not determinative.
  - e. Yes, almost all other works.
2. Do you want to exercise one of the copyright owner's exclusive rights? *A "yes" or uncertain answer means you should proceed with the third query.*
  - a. Yes, if you plan to copy the work.
  - b. Yes, if you plan to use the work as the basis for a new work.
  - c. Yes, if you plan to electronically distribute or publish copies.
  - d. Yes, if you plan to perform music or drama, recite prose or poetry, or if you plan to play a video and/or audio digital or tape recording or a CD-ROM or DVD.
  - e. Yes, if the plan is to publicly display the work.
3. Does your planned use of the work require the copyright owner's permission? *A "no" means you may use the work, provided that any copies contain the copyright notice as it appears in the original work; a "yes" or uncertain answer means you should contact the Superintendent or designated copyright compliance officer.*
  - a. No, if your planned use of printed work is within the *fair use* exception as defined in 17 U.S.C. §107. See Appendix 1.
  - b. No, if your planned use of the work is within the *library's special rules* exception as defined in 17 U.S.C. §108.
    - A library may make a single copy containing the copyright notice for the purpose of archiving lost, stolen, damaged, or deteriorating works.
    - A library may make a single copy containing the copyright notice for a student or staff member at no more than the actual cost of photocopying, provided that the library finds that the copyrighted work cannot be obtained elsewhere at a fair price.
  - c. No, if your planned use of the work is within the *educational performances and displays* exception as defined in 17 U.S.C. §110.

Performances by teachers or students are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.
  - d. No, if you plan to use it in an overhead or opaque projector for instructional purposes.
  - e. No, if you plan to copy and use music for academic purposes, other than performance.
  - f. Yes, notwithstanding the above, if you plan to create anthologies, compilations, or collective works.
  - g. Yes, notwithstanding the above, if copies will be *consumed* during the course. *Consumable* works include: workbooks, exercises, standardized tests, test booklets, and answer sheets.

- h. Yes, notwithstanding the above, if you plan to substitute copies for the purchase of the work; likewise, if you yearly copy the same item.
- i. You must receive permission from the Superintendent or designated copyright compliance officer before showing the off-air recording of television programs, video rentals, or videos purchased for home use. You must follow any applicable license agreements.
- j. You must receive permission from the Superintendent or designated copyright compliance officer before using any non-District owned software and/or CD-ROM or DVD products in District owned equipment. No one may install or download any program on District owned equipment without the Superintendent or designee's permission.
- k. You must follow licensing agreements applicable to District owned software and CD-ROM or DVD products.
  - Licensing agreements with the manufacturer and vendor shall be followed.
  - Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment, to avoid the installation of privately purchased software on school equipment, and to avoid the use of single copy software or CD-ROM products across a network with multiple users unless the applicable license agreement permits.
  - A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply such, the District shall make a back-up program in accordance with the terms of the applicable licensing agreement or 17 U.S.C. §117.

### **Appendix 1: Copyright Fair Use Assessment Factors Checklist**

#### **Purpose and Character of Use of Copyrighted Work**

Use this checklist to analyze whether material falls under the *fair use doctrine*. Factors favoring fair use will generally indicate that material may be used without seeking permission from the copyright owner. Factors opposing fair use require permission to reprint or adapt the material from the copyright owner. If a copyright owner is known, always request permission before using any material.

<b>Favoring Fair Use</b>	<b>Opposing Fair Use</b>
<input type="checkbox"/> Teaching	<input type="checkbox"/> Commercial activity - gain of financial rewards from use; e.g., sale of goods, services; advertising; fundraising, etc.
<input type="checkbox"/> Research/Scholarship/Academics	<input type="checkbox"/> Profiting from use
<input type="checkbox"/> Nonprofit educational institution	<input type="checkbox"/> Bad-faith behavior; e.g., misrepresentation of intended use
<input type="checkbox"/> Criticism	<input type="checkbox"/> Denying credit to original author or artist
<input type="checkbox"/> Comment	<input type="checkbox"/> Entertainment
<input type="checkbox"/> News reporting	
<input type="checkbox"/> Used to create something new	
<input type="checkbox"/> Restricted access given	
<input type="checkbox"/> Parody	

### Nature of Copyrighted Work Used

<b>Favoring Fair Use</b>	<b>Opposing Fair Use</b>
<input type="checkbox"/> Published work	<input type="checkbox"/> Unpublished work
<input type="checkbox"/> Factual or nonfiction based	<input type="checkbox"/> Highly creative work (art, music, novel)
<input type="checkbox"/> Out of print work	<input type="checkbox"/> Fiction

### Amount and Substantiality of Copyrighted Work Used

<b>Favoring Fair Use</b>	<b>Opposing Fair Use</b>
<input type="checkbox"/> Small amount used	<input type="checkbox"/> Large portion or whole work used
<input type="checkbox"/> Portion used not central or significant to entire work	<input type="checkbox"/> Portion used is the heart of the work

### Impact on Market of Copyrighted Work

<b>Favoring Fair Use</b>	<b>Opposing Fair Use</b>
<input type="checkbox"/> User owns lawfully acquired/purchased copy	<input type="checkbox"/> Could replace sale of copyrighted work
<input type="checkbox"/> One or few copies made	<input type="checkbox"/> Significantly impairs market/potential market of copyrighted work or derivative work
<input type="checkbox"/> No significant effect on market/potential market for copyrighted work	<input type="checkbox"/> Reasonable available licensing mechanisms
<input type="checkbox"/> No similar product marketed by copyright holder	<input type="checkbox"/> Affordable permission to use copyrighted work available
<input type="checkbox"/> No ready licensing or permission mechanism	<input type="checkbox"/> Numerous copies made
	<input type="checkbox"/> Made accessible on the internet or elsewhere
	<input type="checkbox"/> Repeated or long-term use

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### **Appendix 2: Copyright Resource List**

U.S. Copyright Office

[www.copyright.gov](http://www.copyright.gov)

Copyright Act, as amended, Title 17 of the United States Code

[www.copyright.gov/title17/92chap1.html](http://www.copyright.gov/title17/92chap1.html)

Copyright Term and the Public Domain in the United States; updated every Jan. 1.

[www.copyright.cornell.edu/resources/publicdomain.cfm](http://www.copyright.cornell.edu/resources/publicdomain.cfm)

Cornell University Copyright Information Center

Circular 21: Reproductions of Copyrighted Works by Educators and Librarians

[www.copyright.gov/circs/circ21.pdf](http://www.copyright.gov/circs/circ21.pdf)

U.S. Copyright Office

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals (see Circular 21: Reproductions of Copyrighted Works by Educators and Librarians, page 6) [www.copyright.gov/circs/circ21.pdf](http://www.copyright.gov/circs/circ21.pdf)

TEACH Act (Technology, Education and Copyright Harmonization Act of 2002)

[www.copyright.gov/title17/92appviii.html](http://www.copyright.gov/title17/92appviii.html)

The TEACH Act and some Frequently Asked Questions  
[www.ala.org/ala/issuesadvocacy/copyright/teachact/faq.cfm](http://www.ala.org/ala/issuesadvocacy/copyright/teachact/faq.cfm)

TEACH ACT - Amended Section 110(2) Comparison Chart, Sections 110(1)-(2)  
[www.unc.edu/~uncclng/TEACH.htm](http://www.unc.edu/~uncclng/TEACH.htm)  
 The University of North Carolina at Chapel Hill

WIPO (World Intellectual Property Organization)  
[www.wipo.org](http://www.wipo.org)

MPAA (Motion Picture Association of America)  
[www.mpa.org](http://www.mpa.org)

iCopyright.com (Automated copyright licensing system for digital content)  
[www.icopyright.com](http://www.icopyright.com)

Permissions Group (Negotiation of rights and fees for the use of copyrighted material in and for all media)  
[www.permissionsgroup.com](http://www.permissionsgroup.com)

SIIA (Software & Information Industry Association)  
[www.spa.org](http://www.spa.org)

CCC Copyright Clearance Center (Copyright permission for publications worldwide)  
[www.copyright.com](http://www.copyright.com)

ASCAP (American Society of Composers, Authors and Publishers)  
[www.ascap.com](http://www.ascap.com)

BMI (Broadcast Music Inc.)  
[www.bmi.com](http://www.bmi.com)

SESAC, Inc. (A performing rights organization)  
[www.sesac.com](http://www.sesac.com)

The Harry Fox Agency, Inc. (Licensing agency for U.S. music publishers)  
[www.harryfox.com](http://www.harryfox.com)

The Authors Registry (Maintains an extensive directory of authors)  
[www.authorsregistry.org](http://www.authorsregistry.org)

Copyright & Fair Use (Stanford University Libraries)  
[fairuse.stanford.edu/](http://fairuse.stanford.edu/)

Copyright Society of the USA  
[www.csusa.org](http://www.csusa.org)

The Copyright (Copyright Registration and Information Resource)  
[www.benedict.com](http://www.benedict.com)

Crash Course in Copyright  
 University of Texas  
[copyright.lib.utexas.edu/](http://copyright.lib.utexas.edu/)

Kohn on Music Licensing  
[www.kohnmusic.com](http://www.kohnmusic.com)

National Writers Union  
[www.nwu.org](http://www.nwu.org)

Poets & Writers, Inc.  
[www.pw.org](http://www.pw.org)

Project Gutenberg (Internet's oldest producer of FREE electronic books (eBooks or eTexts))  
[www.promo.net/pg](http://www.promo.net/pg)

WATCH: Writers and Their Copyright Holders

### Seeking Permission to Copy or Use Copyrighted Works

The following resources are a partial list of where to begin searching for permission to copy or use copyrighted work. Whenever it is unclear who the owner is, or if the owner is a legal entity of some kind (a business or organization), be sure that the person granting permission is authorized to do so. Once it is known whom to ask, initiate contact by writing a letter, calling, or emailing. Seek written permission that clearly describes its scope. Document the receipt of an oral permission and send the owner a confirming letter. A copyright protects materials regardless of whether the owner cares about protection or not. Thus, if required permission cannot be obtained, the work may not be used.

1. For information regarding how to find copyright owners, contact the Writers Artists and Their Copyright Holders (WATCH) program through the University of Texas, Austin's Harry Ransom Humanities Research Center at [research.hrc.utexas.edu/watch/](http://research.hrc.utexas.edu/watch/). Phone: 512/471-8944, Fax: 512/471-9646, Email: [www.hrc.utexas.edu/contact/](http://www.hrc.utexas.edu/contact/).
2. For a part of a book or a journal article, contact: Copyright Clearance Center, "CCC" Copyright Clearance Center, Inc., 222 Rosewood Drive, Danvers, MA 01923, Phone: 978/750-8400, Fax: 978/646-8600 Email: [info@copyright.com](mailto:info@copyright.com), [www.copyright.com](http://www.copyright.com).
3. For images, contact: The Film Foundation, 7920 Sunset Boulevard, 6<sup>th</sup> Floor, Los Angeles, CA 90046, Phone: 303/436-5060, Fax: 323/436-5061, Email: [www.film-foundation.org](http://www.film-foundation.org); American Society of Media Photographers, 150 North Second Street, Philadelphia, PA 19106, Phone: 215/451-2767, Fax: 215/451-0880, Email: [www.asmp.org](http://www.asmp.org).
4. If the author owns the copyright in a contribution to a periodical, magazine, or newspaper, permission may be obtained through The National Writers Union, PO Box 2424, Chicago, IL 60690, Phone: 312/924-1835, [www.nwu.org](http://www.nwu.org); and the Society of Children's Book Writers and Illustrators, 8271 Beverly Blvd., Los Angeles, CA 90048, Phone: 323/782-1010, Fax: 323/782-1892, Email: [scbwi@scbwi.org](mailto:scbwi@scbwi.org), [www.scbwi.org](http://www.scbwi.org).
5. For a musical work, contact: American Society of Composers, Authors and Publishers, (ASCAP) One Lincoln Plaza, New York, NY 10023, Phone: 212/621-6000, Email: [www.ascap.com](http://www.ascap.com); Broadcast Music Incorporated, (BMI), 320 West 57th Street, New York, NY 10019-3790, Phone: 212/586-2000, Email: [www.bmi.com/home/licensing](http://www.bmi.com/home/licensing); or SESAC, 55 Music Square East, Nashville, TN 37203, Phone: 615/320-0055, Fax: 615/329-9627, Email: [www.sesac.com](http://www.sesac.com).
6. To record and distribute a musical composition recorded by someone else, or synchronize music with visual images, contact: The Harry Fox Agency, Inc., National Music Publishers Association, 711 Third Avenue, 8th Floor, New York, NY 10017, Phone: 212/370-5330, Fax: 646/ 487-6779, Email: [www.harryfox.com](http://www.harryfox.com), [www.nmpa.org](http://www.nmpa.org).

#### 7. Play Rights

Samuel French, Inc.  
45 West 25th Street  
New York, NY 10010-2751  
Phone: 212/206-8990  
Fax: 212/206-1429  
[www.samuel french.com](http://www.samuel french.com)

Anchorage Press (Plays for young people)  
c/o Dramatic Publishing  
311 Washington St.  
Woodstock, IL 60098-3308  
Phone/Fax: 800/448-7469  
[customerservice@dpcplays.com](mailto:customerservice@dpcplays.com)  
[www.applays.com](http://www.applays.com)



Baker's Plays  
c/o Samuel French, Inc.  
45 W. 25<sup>th</sup> Street  
New York, NY 10010  
Phone: 323/876-0579  
Fax: 323/876-5482  
[www.bakersplays.com](http://www.bakersplays.com)

Dramatists Play Service, Inc.  
440 Park Avenue South  
New York, NY 10016  
Phone: 212/683-8960  
Fax: 212/213-1539  
[postmaster@www.dramatists.com](mailto:postmaster@www.dramatists.com)  
[www.dramatists.com](http://www.dramatists.com)

8. For news archives, check the Web. Many of the largest news organizations have placed archives of their back issues online.
9. Movies  
The Motion Picture Licensing Corporation, 5455 Centinela Avenue, Los Angeles, CA 90066, Phone: 800/462-8855, Fax: 310/822-4440, Email: [mplc.org/index/contactform](http://mplc.org/index/contactform), [info@mplc.com](mailto:info@mplc.com), [www.mplc.com](http://www.mplc.com), grants public performance rights. If the author and the publisher are known, contact them directly. If the publisher is unknown contact: The Literary Marketplace, [www.literarymarketplace.com](http://www.literarymarketplace.com) (for books) or Ulrich's International Periodicals, [www.ulrichsweb.com](http://www.ulrichsweb.com) (for journals), both published by the R. R. Bowker Company, [www.bowker.com](http://www.bowker.com).
10. Changed Owner  
The apparent copyright owner may not be the real copyright owner. The U.S. Copyright Office of Internet Resources, [www.loc.gov/copyright](http://www.loc.gov/copyright), provides online searching of its registration records and performs professional searches for a fee.
11. Software  
Contact the software's manufacturer at the address given on the licensing agreement.

## **Instructional Materials and Computer Programs Developed Within the Scope of Employment**

### Definitions <sup>1</sup>

The definitions used in this procedure are in accordance with State and federal law. In the event of a change, these procedures shall be deemed to be modified to the extent required by the change.

**Works made for hire** - Instructional materials and computer programs (including written, electronic, digital, audio, visual materials and tapes, films, and works of art) when an employee creates them:

1. Within the employee's scope of employment,
2. In whole or in part during hours of District employment (not including lunch periods or other similar free periods),
3. Under the District's supervision or control,
4. As a direct result of the employee's duties with the District, and/or
5. Using District resources or facilities.

**Proceeds** - Profits derived from the sale of instructional materials after deducting the expenses of developing and marketing these materials.

**Computer program** - A series of coded instructions or statements in a form acceptable to a computer, which causes the computer to process data in order to achieve a certain result.

**Computer** - An internally programmed, general purpose digital device capable of automatically accepting and processing data and supplying the results of the operation.

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<sup>1</sup> The definitions are derived from 105 ILCS 5/10-23.10(b) and 17 U.S.C. §101.



### Instructional Material Prepared Within the Scope of Employment

All instructional materials developed by an employee within the scope of District employment are works made for hire and belong to the District. The District is entitled to all proceeds from the sale of works made for hire other than computer programs.

An employee must provide the Superintendent or designee with prior written notification of his or her intention to publish any computer programs developed within the scope of employment. The District has the exclusive right to register the copyrights for them. Unless the employee specifically states in writing to the contrary, the employee warrants that any programs developed and submitted to the District for publication are original.

### Computer Programs Prepared Within the Scope of Employment

All computer programs developed by an employee within the scope of District employment are works made for hire and belong to the District.

An employee who develops a computer program is entitled to a share of the proceeds from its sale as agreed to by the District. Neither the employee nor the District may receive more than 90% of the proceeds. An employee's representative may conduct the negotiation; the School Board must approve all agreements.<sup>2</sup>

The employee must provide the Superintendent or designee with prior written notification of his or her intention to publish any computer programs developed within the scope of District employment. The District has the exclusive right to register the copyrights for them. Unless the employee specifically states in writing to the contrary, the employee warrants that any programs developed and submitted to the District for publication are original.

The District shall compute proceeds. The proceeds of a computer program developed by more than one employee shall be equitably distributed among such employees, in proportion to their participation in the program's development.

LEGAL REF.: 17 U.S.C. §101.  
105 ILCS 5/10-23.10.

### **Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process**

Before using this exhibit, consult the Board Attorney to first identify whether the District is an online service provider (OSP) under the DMCA. The DMCA is an amendment to 17 U.S.C. §101 *et seq.* It provides certain limitations on the liability of OSPs for copyright infringement under the DMCA's *Safe Harbor Provision* (SHP). OSPs are operators of websites that allow users to generate content of their own and upload that content to the OSP's website.

If the District is an OSP, the SHP shields the District from being sued when or if infringing copyrighted content is uploaded to its website(s), and it provides limitations on liability for storage, at the direction of a user, of copyrighted material residing on a system or network controlled or operated by or for an OSP. The SHP is only available if an OSP designates an agent to receive notifications of claimed infringement, provides the agent's contact information to the U.S. Copyright Office, and posts that information on the its website in a location accessible to the public ([www.copyright.gov/onlinesp/](http://www.copyright.gov/onlinesp/)).

If the District is an OSP, the Superintendent or designee will follow these steps to identify and register a DMCA agent to receive notifications of claimed infringement:

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<sup>2</sup> The provisions contained in this paragraph are required by 105 ILCS 5/10-23.10(a).

1. Identify an agent to receive notification of claims of infringement. This may be the Superintendent, ~~an Assistant Superintendent~~, or another administrator.
2. Fill out the *Interim Designation Form* ([www.copyright.gov/onlinesp/agent.pdf](http://www.copyright.gov/onlinesp/agent.pdf)) to designate a DMCA agent (*designation of agent*), or, if changing agents, use the *Amended Designation Form* ([www.copyright.gov/onlinesp/agenta.pdf](http://www.copyright.gov/onlinesp/agenta.pdf)) to amend a previously designated agent. **Note:** The *Amended Designation Form* replaces a previously filed *Interim Designation Form*.
3. Determine the fee (listed on the forms discussed in #2). **Note:** Consult the Board Attorney about filing alternative names when registering and whether additional fees may apply. The fee for filing allows for the listing of only one name for OSP. It is the OSP's legal name. If the District uses other names or additional URLs, it should include them in the same filing to avoid additional fees to register.
4. Draft a check payable to the Register of Copyrights and mail it and the form to: Copyright RRP, P.O. Box 71537, Washington, DC 20024.
5. Post the District's DMCA agent's contact information in a publicly accessible location on the website. See policy 5:170, *Copyright*. **Note:** Consult the Board Attorney about further steps necessary for registering and posting DMCA agent information. For example, some websites make users verify that they are not infringing copyright when they upload content, along with a Terms of Service and Copyright Policy. Other steps may include training from the Board Attorney about procedures to terminate repeat infringers, responding to takedown notices, etc.

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. §101 et seq.

Adopted: December 15, 2015

Revised:

Replaces:

Reference:

### **3804 — High Lake Property Sale Revenue**

~~A. It is the goal and intent of the Board to retain funds generated from the sale of the High Lake property as a self-propagating source of capital within a sub-account created within the Capital Improvement Fund. To this end, the Board has created the principles set forth below to govern the retention of funds realized from this sale of property:~~

~~1. All revenue from the sale of High Lake land shall be deposited in a separate sub-account within the Capital Improvement Fund. This sub-account shall consist of High Lake funds in the amount of \$4,360,000 after withdrawals made pursuant to Section B.~~

~~2. The balance within the High Lake sub-account shall be retained from year to year unless specific action is taken by the Board to reduce such amount by means of a withdrawal or borrowing. Either action can occur as a part of the annual budgeting cycle or as a way to address a bona fide emergency, deemed as such by formal action of the Board. In no event shall the aggregate amount of all withdrawals and borrowing exceed ten (10%) percent of the initial deposit in any fiscal year, and shall not exceed fifteen (15%) percent of said initial deposit within any three fiscal year period. Both withdrawals and borrowing must be utilized for capital projects at the discretion of, and approval by, the Board. A withdrawal need not be repaid to the High Lake account from which it was taken.~~

~~3. All borrowing under either the annual budgeting cycle or the bona fide emergency provision shall be repaid to the High Lake account, pursuant to a repayment schedule approved by the Board no more than two months after the approval of the withdrawal, borrowing, or expenditure. The Board may, at its discretion, include a charge for interest in the repayment plan.~~

~~4. Interest earned on the High Lake account created pursuant to this Policy shall be credited to the High Lake account, and shall be separately accounted for therein. Such interest may be utilized for capital projects at the discretion of, and approval by, the Board. Approved expenditures of interest made pursuant to this paragraph shall not be counted as a withdrawal for purposes of paragraph 2 or borrowing for purposes of paragraph 3 of this Policy.~~

~~5. All High Lake funds created pursuant to this Policy shall be invested, in accordance with applicable law, in funds based on taking advantage of secure and legal higher-yield options and cash flow needs.~~

~~B. Notwithstanding any provision to the contrary, The Board of Education hereby authorizes the permanent withdrawal of \$2,500,000.00 for certain fiscal year 16 capital projects as approved by the Board of Education.~~

~~\_\_\_\_\_ Annually with the budget presentation, the Board shall receive a statement of balance for the High Lake account noted herein together with any withdrawals specifically approved by the Board.~~

~~\_\_\_\_\_~~  
~~— Adopted: December 14, 2004~~

~~— Revised: November 4, 2008; June 16, 2015~~

~~— Replaces:~~

~~— Reference: —~~

### **8003 Uniform Grievance Procedure – Statement of Policy**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State of federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act)
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying,
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victim's Economic Security and Safety Act,
11. Illinois Equal Pay Act of 2003
12. Provision of services to homeless students
13. Illinois Whistleblower Act,
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), and Titles I and II of the Genetic Information Nondiscrimination Act (GINA),
15. Employee Credit Privacy Act,

The Complaint Manager will attempt to resolve complaints without resorting to the District's grievance procedure and, if a complaint is filed pursuant to the District's said procedure, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of the District's grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to



the pursuit of other remedies. All deadlines under the District's procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Adopted: September 17, 2002  
Revised: August 6, 2013  
Replaces: JAA-R-Equal Educational Opportunities – Title IX Grievance Procedure  
Reference:

## **8003P Uniform Grievance Procedure**

### **Filing a Complaint**

A person (hereinafter Complainant) who wished to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

### **Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

### **Decision and Appeal**

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action/

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

<b>Name</b> <u>Title:</u> <del>David Blatchley</del> <u>Director of Human Resources</u>
<b>Address:</b> <del>326 Joliet</del> <u>157 W. Washington</u> Street
West Chicago, IL 60185
<b>Telephone:</b> 630-876-6200

Complaint Managers:

<b>Name</b> <u>Title:</u> <del>David Blatchley</del> <u>Director of Human Resources</u>	<b>Name</b> <u>Title:</u> <del>Maura Bridges</del> <u>Director of Student Services</u>
<b>Address:</b> <del>326 Joliet</del> <u>157 W. Washington</u> Street	<b>Address:</b> 326 Joliet Street
West Chicago, IL 60185	West Chicago, IL 60185
<b>Telephone:</b> 630-876-6200	<b>Telephone:</b> 630-876-6200

Adopted:        August 6, 2013  
Revised:  
Replaces:  
Reference:

## 5010 Emergency Drills

The Principal or his/her designee shall be responsible for:

1. Developing and implementing procedures and regulations designed to facilitate the prompt and safe movement of students and staff to the safest practicable location in the event of an emergency. Emergency drills should prepare students and school personnel for fire incidents, severe weather ~~tornado~~, law enforcement drill to address a school shooting incident, or other emergency drills as defined by School Code.
2. Conducting a series of building and school bus emergency evacuation drills designed to insure the efficient implementation of the procedures and regulations developed pursuant to paragraph 1 above.
3. Filing a written report with the Superintendent regarding each emergency evacuation drill conducted.
4. Reporting to police and fire departments as needed and required.

Adopted: August 15, 2000

Revised:

Replaces: EBBC – Emergency Drills

Reference:



## 8004 Student Sex Equity, Sex Discrimination, and Sexual Harassment

1. Statement of Policy – Community High School District 94 does not discriminate against students on the basis of sex, sexual orientation, or gender identity in the provision of programs, activities, services, or benefits. Both sexes shall have equal access to educational and extracurricular programs and activities to the fullest extent permitted by law. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.
2. Definitions –
  - A. *Comparable* means similar in quality and quantity, taking into consideration all relevant facts and circumstances.
  - B. *Contact Sports* means those sports whose purpose or major activity involves bodily contact, such as e.g., basketball, boxing, football, ice hockey, rugby, and wrestling.
  - C. *Counseling* means all guidance activities, personal counseling, guidance-related evaluation and testing, provision of vocational and career information and advice, scheduling assistance, and any other guidance services provided to students by any person acting under the authorization of an educational system.
  - D. *Course* means any District-sponsored class, regardless of the location of class meetings, nature of instruction, or type or age of student.
  - E. *Discrimination* means the violation of an individual's State or Federal guarantees to equal rights as provided by the U. S. Constitution, Federal law, Illinois Constitution, and Illinois law, including the *Illinois School Code*, whether intended or unintended.
  - F. *Equal Access* means the availability of opportunity without discrimination on the basis of sex, going beyond simple admission to a course or activity to include full and unrestricted participation in educational and experiential processes.
  - G. *Gender identity* means one's internal sense of gender, which may be different from one's sex, and which is consistently and uniformly asserted, or for which there is other evidence that the gender identity is sincerely held as part of the student's core identity.
  - H. *Sex* means the gender designation listed on one's original birth certificate.
  - I. *Sexual Bias* means the attribution of behaviors, abilities, interests, values, and/or roles to a person or group of persons on the basis of sex, sexual orientation, or gender identity.
  - J. *Sexual Discrimination* means discrimination on the basis of sex, sexual orientation, or gender identity.
  - K. *Sexual Harassment* includes student-to-student conduct and student-to-staff conduct as well as staff-to-student conduct and staff-to-staff conduct. It means (a) unwelcome sexual advances; (b) sexual advances to students by staff, whether welcome or unwelcome, (c) requests for sexual favors; and/or (d) other verbal or physical conduct of a sexual nature where:
    1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
    2. Submission to or rejection of such conduct is used as the basis for employment or education decisions affecting such individual; or
    3. Such conduct has a purpose or an effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

*Sexual harassment may include, but is not limited to:*

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement whether or not such suggestion or demand is accompanied by implied or explicit threats concerning one's grades, educational opportunities, employment status, or similar personal concerns.

- L. *Sexual Intimidation* means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex students to humiliation, embarrassment or discomfort because of their gender sex, sexual orientation, or gender identity.
- M. *Sexual Orientation* means actual or perceived heterosexuality, homosexuality, or bisexuality, whether or not traditionally associated with the person's designated sex at birth. "Sexual orientation" does not include a physical or sexual attraction to a minor by an adult.
3. **Purpose** – The purpose of these rules is to identify and eliminate sexual bias, sexual discrimination, sexual harassment, and sexual intimidation in the provision of School District 94 programs, activities, services, and benefits, and to attempt to assure equal access ~~by both sexes~~ to the educational and extracurricular programs and activities of the District.
4. **Accommodations and Supports** - The goal of an accommodation or support is to allow a student to equally participate in educational and extracurricular opportunities. In accordance with the Illinois Human Rights Act, Title IX, and applicable case law, accommodations or supports on the basis of sex, sexual orientation, or gender identity may be made to any of the areas addressed by this policy. The need for an accommodation, as well as the appropriateness of a requested accommodation, will be determined on a case-by-case basis depending upon the needs expressed by the student.
5. **Policy and Practice** –
- A. *General*: Except as otherwise provided herein, the District shall not designate or otherwise limit the use of any facility or portion thereof, nor the availability of any service, equipment or supplies on the basis of sex, sexual orientation, or gender identity. This prohibition shall not apply to shower and toilet facilities, locker rooms, and dressing areas; however, such accommodations and all related support and maintenance services shall be comparable to both sexes.
- Except as otherwise provided herein, the District shall not knowingly provide significant assistance to, including the payment of dues, fees or other remuneration in return for the provision of services or benefits, or enter into any agreement with, any organization, group, business or individual that discriminates against students on the basis of sex, sexual orientation, or gender identity.
- The District shall not institute any employment practices or organizational changes which would result in sex discrimination against students.
- B. *Treatment of Students*: No student shall, on the basis of sex, sexual orientation, or gender identity, be denied equal access, including full and unrestricted participation to programs, activities, services or benefits, or be restricted in the exercise of any right, privilege, advantage or opportunity accorded other students.
- The District shall apply the same procedures, program admission standards and graduation requirements for all students ~~of both sexes~~.
- The District shall not set quotas limiting or specifying the number of either male or female students who may be admitted to the District's ~~schools~~, programs, courses or activities, except to the extent that such quotas further affirmative action goals established by the District to overcome the effects of conditions which resulted in limited participation in a program or activity by students of a particular sex.
- No student shall be discriminated against because of his/her actual or potential marital or parental status. Pregnancy shall be treated as any other temporary medical condition and shall not be considered cause for dismissal or exclusion from any program or activity offered other students. Participation in special programs offered to pregnant students or students who are parents shall not be mandatory for such students but shall be at the student's option. The District shall eliminate any administrative and programmatic barriers to school attendance and completion by pregnant students or students who are parents.



No student shall be subjected to sexual discrimination, harassment, intimidation or bias by any District employee, by other students, or by the effect of any school policy or practice.

The District shall not discriminate on the basis of sex, sexual orientation, or gender identity in the imposition of disciplinary policies and practices or codes of conduct.

The District shall not discriminate on the basis of sex, sexual orientation, or gender identity in the provision of employment opportunities for students. The District shall not enter into work study or cooperative employment agreements with employers who discriminate against students on the basis of sex.

- C. *Educational Programs and Activities:* All courses shall be open to all students ~~regardless of sex~~. Course prerequisites and requirements shall be the same for all students both sexes. Course content and objectives shall not discriminate on the basis of sex, sexual orientation, or gender identity.

Students shall be advised to participate in courses, programs and activities consistent with their interests and abilities without regard to their sex, sexual orientation, or gender identity. Neither course titles nor descriptions shall discourage participation by any student on the basis of sex, sexual orientation, or gender identity either sex.

~~Students may, however, be segregated by sex during class sessions or portions thereof which deal exclusively with human sexuality.~~

D. *Specific Program Areas:*

1. **Physical Education Classes** – Physical education classes shall be open equally to both sexes. Instructional portions of all physical education classes shall be coeducational. Students may be segregated by sex during participation in contact sports. Neither physical education classes nor areas where the classes are conducted shall be designated by sex.

Where assignments in physical education classes or portions thereof are based upon ability levels, objective standards of individual performance shall be employed without regard to sex, sexual orientation, or gender identity, and students shall be regrouped at appropriate intervals such as where substantial changes occur in teaching objectives or student ability levels.

Where the use of a single standard for measuring skill or progress in a physical education class results in sexual discrimination, appropriate standards which do not have such effect shall be used.

2. **Music:** Students shall be encouraged to pursue their interests in music and particular musical instruments without regard to their sex, sexual orientation, or gender identity. Students shall not be segregated by sex, sexual orientation, or gender identity when participating in voice instruction, although divisions within a class may be established based upon vocal range and quality. Musical instrument instruction and performance shall be based upon the student's individual interests and abilities, regardless of their sex, sexual orientation, or gender identity.
3. **Special Education:** Special education referral, testing and placement practices shall not discriminate on the basis of sex, sexual orientation, or gender identity. Classes and related services for students with disabilities shall not discriminate on the basis of sex, sexual orientation, or gender identity whether provided by the District, in cooperation with other school Districts, or through private placement.
4. **Gifted Education:** Gifted education referral, testing and placement practices shall not discriminate on the basis of sex, sexual orientation, or gender identity. Classes, programs and related services for gifted students shall not discriminate on the basis of sex, sexual orientation, or gender identity.
5. **Vocational and Career Education:** Students shall be encouraged to pursue the career of their choice without regard to their sex, sexual orientation, or gender identity. Materials used and

opportunities provided to students in vocational and career education shall not discriminate on the basis of sex, sexual orientation, or gender identity.

- E. *Classroom Practices*: Classroom practices and assignments shall not discriminate on the basis of sex, sexual orientation, or gender identity. Teaching methods shall not inhibit student participation on the basis of sex, sexual orientation, or gender identity. Instructional materials shall not be sexually discriminating, and teachers shall attempt to counteract any sexual bias that may be present in instructional materials. Where appropriate, the history, roles and contributions of both sexes shall be taught on a comparable basis.
- F. *Counseling Services*: Counseling services, including the assignment of counselors, shall be provided to students without discrimination on the basis of sex, sexual orientation, or gender identity. Students shall be encouraged to pursue courses of their choice without regard to their sex, sexual orientation, or gender identity. The content, administration, interpretation and application of appraisal instruments and associated materials shall not discriminate against students on the basis of sex, sexual orientation, or gender identity.
- G. *Extracurricular Programs and Activities*: Students ~~of both sexes~~ shall have equal access to all extracurricular programs and activities, including clubs, committees, service and honor organizations, intramural sports, interscholastic athletics and other after-school activities, except as provided elsewhere herein.

Extracurricular programs and activities should avoid titles which imply that membership or participation is restricted on the basis of sex, sexual orientation, or gender identity.

Musical choruses shall not be segregated on the basis of sex, sexual orientation, or gender identity; however, divisions within each chorus may be made based upon vocal range and quality.

Student participation in speech, debate and drama events shall be open to both sexes; however, assignments may be made on the basis of sex, for example a dramatic role specific to one sex, so long as comparable opportunities are provided for both sexes.

- H. *Athletic Programs and Related Activities*: **Both-sexes Students** shall be accorded equal opportunities to participate in athletic programs. Single sex teams may be maintained for contact sports or when selection for the team is based upon competitive skill, provided the interests and abilities of both sexes are accommodated.

In a non-contact sport, if a team is provided only for members of one sex, members of the other sex shall be allowed to compete for a place on the team if their overall athletic opportunities have been limited in comparison with those of the other sex. If a coeducational team does not accommodate the interests and abilities of members of both sexes, separate teams shall be offered. If separate teams are offered, the programs shall be comparable.

Athletic programs offered by the District shall accommodate the abilities and interests of both sexes to a comparable degree. Program comparability may be assessed by considering factors such as the following:

1. Sports offered;
2. Levels of competition within each sport;
3. Length of sports season;
4. Scheduling throughout the year;
5. Scheduling for practices and games;
6. Use of facilities for practice and competition;
7. Ratio of coaches to athletes;
8. Quality of coaching and officiating;
9. Assignment and compensation of coaches and officials;

10. Supplies and equipment;
11. Allowances for travel and per diem;
12. Medical and training services;
13. Publicity for teams and individual participants; and
14. Overall distribution of athletic budget funds.

The District shall, at least once every four years, conduct a written survey of all students concerning their athletic interests. If the results of the survey indicate that the level of student interest in the range of alternatives provided is disparate between the sexes and such disparity may be the result of discrimination, efforts shall be initiated to reduce such disparity.

The District shall not knowingly provide significant assistance, including the payment of dues, fees or other remuneration for the provision of services or benefits, to any association or conference whose purpose is to organize or regulate interscholastic competition if that association or conference discriminates on the basis of sex in the provision of benefits or services to students.

That District may cooperate with single sex youth organizations that are tax exempt and whose membership has traditionally been limited to members of one sex and Principally to persons who are under 19 years of age, for example the Girl or Boy Scouts of America, provided that comparable activities shall be available for both sexes.

Activities such as cheerleading, pompon squads, color guards, teacher/office aides, and library assistants shall be open to all students both sexes, and the District's utilization of such groups should not discriminate on the basis of sex, sexual orientation, or gender identity.

A king or queen may be selected, provided that comparable opportunities are provided to students of both sexes.

If mother-son, father-son, father-daughter or mother-daughter activities are sponsored by the District, comparable activities shall be available for both sexes, and the needs of students from single-parent families shall be accommodated.

6. Grievance Procedure - Any student may file a sex equity complaint by using the Uniform Grievance Procedure (see Uniform Grievance Procedure 8003P). A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).
7. Disciplinary Action- Disciplinary action may be taken with respect to any District employee who is found to have committed or participated in an act or acts of sexual harassment, bias, discrimination, or intimidation against a student. Disciplinary action, up to and including expulsion, may be taken with respect to any student of the District who is found to have committed or participated in an act or acts of sexual harassment, bias, discrimination, or intimidation against another student.
8. Confidentiality- The rights to confidentiality, both of the Complainant and the accused, will be respected consistent with, and subject to, the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
9. Evaluation and Training- At least once every four years, the District shall evaluate its policies and practices to identify sexual discrimination, harassment, intimidation and bias, and shall develop a written plan to modify any such policy or practice identified. The written plan shall enumerate remedial steps to be taken to eliminate the effects of any identified discriminatory policy or practice.

The evaluation shall include an examination of course enrollment data to identify any instances of disproportionate enrollment on the basis of sex and, where discrimination may have contributed to such disproportionate enrollment, the plan shall seek to redress the same.

In-service training implementing the plan shall be provided to District administrators and to certificated and non-certificated personnel as needed, including, but not limited to, training on knowing, identifying, reporting and addressing sexual harassment, **bias, discrimination,** and **sexual** intimidation.

10. Dissemination- The District shall take reasonable measures to assure that District employees, students and parents are informed of this policy, and **the District's** grievance procedure, by inclusion of the same in employee and student planner-handbook-calendar, and shall make a copy of the same available for inspection at the Administrative Office.
11. Records - The District shall maintain records documenting compliance with the policy contained herein, including reports of sex equity evaluations and plans, remediation efforts and in-service activities, data collection and analyses, and grievances and their disposition. The records shall be made available to State Board enforcement authorities.

Adopted: September 17, 2002

Revised: August 6, 2013;                     , 2017

**Replaces: JCA - Student Sex Equity, Sex Discrimination, and Sexual Harassment/Intimidation**

Reference: Title IX of the Education Amendments of 1972, 20 USC §1681 et seq;

Illinois School Code, 105 ILCS 5/27-1

Illinois Sex Equity Rules, 23 Ill Admin Code §200.10 et seq;

Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.



## **8300STUDENT ASSIGNMENT, ADMISSION, VISITATION**

### **8301 Admission of Exchange Students**

The Board of Education believes that participation in well-organized exchange programs that enable students from differing cultures to come to know each other benefits District 94 students and the District 94 community. Therefore, it shall be the policy of the Board of Education to cooperate with organizations that sponsor such programs that have a record of stability and reliability and demonstrate accountability for the students enrolled in their programs.

A set of rules and regulations regarding the participation of District 94 in student exchange programs shall accompany this policy.

Adopted: September 17, 2002

Revised:

Replaces: JEGBA – Admission of Exchange Students

Reference: *See Also* – ¶8301-P Admission of Exchange Students Procedures

### **8301P Admission of Exchange Students Procedures**

1. Sponsoring Organizations – Any organization wishing to place exchange students in Community High School District 94 shall submit a written request for approval to place exchange students in Community High School on a tuition-free basis at least four months prior to any proposed student placement. Such requests shall be accompanied by detailed information regarding the exchange program's sponsoring agency, liability insurance coverage, student selection and placement procedures, arrangements for student supervision, and general operational procedures.

The Director of Support Services shall review each such request and promptly make recommendation to the Board of Education regarding approval of the program. Final action respecting approval of the program shall be at the discretion of the Board of Education.

#### **2. Student Selection and Placement**

A. The number of exchange students placed at Community High School in any school year shall not exceed five (5).

B. Exchange students will only be admitted at the beginning of a semester.

C. When considering multiple applicants for placement in a given school year, consideration will be given to placing students from diverse cultures.

D. The exchange program sponsor shall provide the Principal with the name, transcript, and other supporting materials of each student proposed for placement not less than sixty (60) calendar days prior to the date the student is enrolled at Community High School.

**E. Each exchange student shall provide proof of all health examinations, screenings, and immunizations as required by the Illinois School Code, and the Illinois Department of Public Health (see Policy 8305).**

F. Upon arrival in District 94, an exchange student and his/her host family shall contact the Principal to begin the process of enrolling and selecting specific courses.

### 3. Student Supervision

A. Upon enrollment of an exchange student, the program sponsor shall provide the Principal with the names and address of all host families with which the exchange student shall reside during the time s/he is enrolled at Community High School.

B. The program sponsor shall inform the Director of Support Services of the name, address, and phone number of a supervisor who may be contacted regarding any problems or emergencies that may arise during the course of a student's enrollment in Community High School.

C. Community High School shall reserve the right to request that a sponsoring organization remove an exchange student from Community High School for a flagrant violation or repeated violations of the District 94 Student Discipline Policy or for academic failure; such request shall not preclude the Board of Education from convening a hearing to consider the expulsion of such student.

Adopted: September 17, 2002

Revised:

Replaces JEGBA-R – Rules and Regulations to Accompany Policy JEGBA: Admission of Exchange Students

Reference: *See Also* ¶8301 – Admission of Exchange Students

## **8302 Admission of Resident Students**

Students who are residents of Community High School District 94 and who have satisfactorily completed the prescribed course of study at an elementary, middle, junior high school or home school that provides instruction through the eighth grade shall be admitted to high school. A student who has not successfully completed such course of study but who has attained the age of fifteen (15) years and is a resident of Community High School District 94 may be admitted to the high school when, in the judgment of the Principal, the student can be served more effectively in a District 94 program than in his/her current elementary school or home school program. Such admission shall be subject to approval by the Superintendent.

**Each entering student shall provide proof of all health examinations, screenings, and immunizations as required by the Illinois School Code, and the Illinois Department of Public Health (see Policy 8305).**

All entering students may be required to take tests designed to provide information that will facilitate proper academic placement.



A student transferring from another high school shall be granted credit toward graduation on the basis of an evaluation of an official transcript from the high school(s) s/he previously attended. Such evaluation shall be the responsibility of the Registrar and shall be subject to approval by the Principal.

Adopted: September 17, 2002

Revised:

Replaces JBCA – School Admission - Resident Students

Reference: *See Also* ¶8108 - Transfers from Accredited High Schools; ¶8109 - Transfers from Non-Accredited High Schools; and ¶8110 - A Carnegie Unit; ¶8305 – Document Requirements for New Student Enrollment; and ¶8306 – Early Admission of Students

### **8303 Admission of New Resident Students**

In addition to satisfying all other requirements for enrollment, a student desiring to attend Community High School District 94 must be a legal resident of the school District. A student is a legal resident of the District if the student:

1. resides within the District with his/her natural or adoptive parent(s); or
2. resides within the District with his/her custodial parent if the natural parents are divorced; or
3. resides within the District with a person to whom the natural or custodial parent has transferred custody and control by court order or guardianship, or by an adult caretaker relative receiving public aid for the pupil, or by an adult who demonstrates s/he has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed night-time abode. The intent of such transfer or arrangement cannot have been solely to enable the student to attend Community High School District 94.
4. resides within the District and furnishes evidence that s/he is emancipated under the laws of Illinois by showing:
  - A. proof that support is not being furnished by parent(s) or guardian(s); and
  - B. proof that parent(s) or guardian(s) have relinquished custody and control of the child.
5. Qualifies for tuition-free attendance as a homeless student under applicable Federal or State law.

(Affidavits may be required to substantiate the above.)

Students not meeting the above criteria are not legal residents of the District and the District shall permit them to enroll only on a tuition basis, with the prior written approval of the Board of Education.

Legal resident students who are properly enrolled at the beginning of the school year but who subsequently move out of the District may complete the school year on a tuition-free basis.

Any student enrolled in the District whom the Superintendent or his/her designee has cause to believe is not a resident of the District, as defined above, shall be sent a preliminary Notice of Non-Residency in substantially the form attached hereto and incorporated herein as Exhibit No. 1, by certified and regular mail. The student or his/her representative shall be offered a meeting with the Superintendent or his/her designee at which time the student or representative may offer information to establish the student's resident status, as defined above.

The decision of the Superintendent or his/her designee regarding resident status shall be final unless the student or his/her representative seeks review of the decision by the Board of Education, in which case the decision of the Board of Education shall be final. An enrolled student whose resident status is challenged as provided above shall remain in school pending a final decision.

Adopted: September 17, 2002

Revised:

Replaces: JBCAA – New Resident Students

Reference: *See Also* Exhibit No. 1 ¶8108 - Transfers from Accredited High Schools; ¶8109 - Transfers from Non-Accredited High Schools; and ¶8110 - A Carnegie Unit; ¶8302 – Admission of Resident Students; ¶8305 – Document Requirements for New Student Enrollment; and ¶8306 – Early Admission of Students

### **8304 Admission of Non-Resident Students**

The Superintendent may admit a non-resident student to the high school, providing the admittance of such student does not require the employment of additional personnel, the scheduling of additional course sections, or pose a threat to the safety and welfare of students and staff. **The admission of a non-resident student is also subject to the student satisfying all other requirements for enrollment.**

A non-resident shall be required to pay tuition equal to District 94's per capita cost for the preceding year, as determined by the State Board of Education.

Adopted: September 17, 2002

Revised:

Replaces: JBCB – School Admissions - Non-Resident Students

Reference: *See Also* ¶8301, 8301P – ¶8302 - Admission of Resident Students; and ¶8303 – New Resident Students; ¶8305 – Document Requirements for New Student Enrollment; and ¶8306 – Early Admission of Students

### **8305 Documents Required for New Student Enrollment**

The following documents are required to enroll an entering student:

1. Original Birth Certificate
2. Student's Social Security Card
3. Legal guardian's driver's license and Custody verification (if applicable)
4. Residency verification: mortgage approval or rental lease and utility bill (a driver's license is not acceptable)
5. Unofficial transcript and withdrawal grades
6. Copy of immunization records and/or current physical Proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois School Code, and the Illinois Department of Public Health (IDPH), within one year prior to entering the District.

An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

A diabetes screening and the collection of data relating to obesity are required parts of each health examination. Diabetes testing is not required.

District students who are enrolling for the first time in an Illinois public, private, or parochial school Parents are required to have an eye examination. A student will not be excluded from school due because of a parent's or guardian's failure to obtain an eye examination.

Proof of immunization against meningococcal disease is required for students in grade 12.

Additional health examinations of pupils, including eye examinations, may be required when deemed necessary by the District.

7. Illinois Student Transfer Form
8. Copy of IEP (if special education)

Adopted: September 17, 2002  
Revised:  
Replaces:  
Reference:

### **8306 Early Admission of Students**

The Board of Education recognizes that from time to time an elementary school student who is gifted in mathematics may progress beyond the level of instruction in

mathematics that can feasibly be provided in the elementary school district in which s/he is enrolled.

Therefore, the Superintendent may grant permission for a student who is gifted in mathematics to enroll in a mathematics course at Community High School prior to the time the student completes the eighth grade, provided the student is a resident of Community High School District 94 and is enrolled in an elementary school, and provided such enrollment does not result in any additional expense for instruction to Community High School and there is sufficient space available for such student.

There shall be no tuition charge for a student enrolled in a course under the terms of this policy; however, District 94 shall not provide transportation for such students.

A set of rules and regulations for the purpose of implementing this policy shall be developed and shall accompany it.

Adopted: September 17, 2002

Revised:

Replaces: JBCE – School Admission - Early Admission

Reference:

### **8306P Early Admission Procedures**

The enrollment of a gifted elementary school student in a regular school year mathematics course at Community High School District 94 shall be subject to the following terms and conditions.

1. Eligibility – To be eligible, an elementary school student must:

- A. be a resident of Community High School District 94.
- B. be enrolled in an elementary school at the eighth grade level or equivalent.
- C. have taken full advantage of all of the learning opportunities in mathematics that are available in the elementary District in which the student is enrolled.
- D. be identified as gifted in mathematics on the basis of past school records and performance on at least two standardized tests of conceptual mathematical ability.
- E. ~~provide Community High School with evidence of a physical examination and proper immunization as required by the State of Illinois.~~ provide proof of all health examinations, screenings, and immunizations as required by the Illinois School Code, and the Illinois Department of Public Health (see Policy 8305).

2. Approval – The enrollment of an elementary school student in a Community High School mathematics course shall be based on the recommendation of the Principal of the elementary school in which the student is enrolled prior to May 1 preceding the school year, the Director of Support Services of Community High School, the chairperson of the Mathematics Department at Community High School, , and shall be subject to the approval of the

Superintendent of the elementary district in which the student is enrolled and the Superintendent of Community High School District 94.

3. Limitations –

A. An individual elementary school student may be permitted to enroll in no more than one Community High School course during a single semester.

B. The provision of any required transportation shall be the responsibility of the elementary school or district when the course in which the student is enrolled at Community High School is a part of the student's regular five-hour school day, and shall be the responsibility of the student's parent or guardian when the course in which the student is enrolled at Community High School is not part of the student's regular five-hour school day.

C. Necessary textbooks and workbooks shall not be furnished by Community High School, but shall be made available to such student at Community High School's cost.

D. No credit toward a diploma from Community High School shall be granted for any course completed by a student prior to the date on which the student receives an eighth-grade diploma; however, periodic grade reports will be sent to the parent or guardian of such student and the completion of any course at Community High School by such student shall be recorded on a Community High School transcript.

E. Any credit granted by an elementary district for any course completed at Community High School shall be at the sole discretion of the elementary school district.

F. The enrollment of a particular elementary school student in a Community High School course shall not be permitted if such enrollment will result in the need to create an additional section(s) of the course or any need for Community High School to employ additional personnel or if sufficient space is not available.

4. Other Conditions – Any student enrolled under the terms of these rules and regulations shall be subject to all of the rules and regulations regarding behavior, dress, health, smoking, etc., to which regularly enrolled students are subject.

Adopted: September 17, 2002

Revised:

Replaces: JBCE-R – School Admissions - Early Admission Rules and Regulations

Reference: See Also 8306 - Early Admissions Procedures



## Operational Services

### Identity Protection <sup>1</sup>

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:<sup>2</sup>

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

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:<sup>3</sup>

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

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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> The Identity Protection Act, 5 ILCS 179/, requires that this subject matter be covered in policy and controls its content. The Act places greater limits on the use of SSNs than federal law. The Act defines *identity-protection policy* as "any policy created to protect social security numbers from unauthorized disclosure." *Social security number* is not capitalized in the Identity Protection Act. 5 ILCS 179/5. Another State law, the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 99-503, contains mandates for *government agencies* and *local governments* and may apply to school districts. This Act contains requirements for: (1) notifying an owner of a security breach, and (2) disposing of material containing *personal information* (defined as the owner's name combined with SSN, driver's license number or State identification card number, and financial account information, including without limitation, credit or debit card numbers).

Much of a district's collection, storage, use, and disclosure of social security numbers applies to employee records only. But limited exceptions may exist where a school district may need to ask students or their parents/guardians to provide social security numbers, and any collection and retention of student's social security numbers must also be in accordance with this policy.

**Consult the board attorney before adoption of this policy.** Districts may choose to provide or implement more protections than the statutory requirements outlined in this sample policy. Technology and best practices are constantly changing. While the laws that apply to this policy govern current management of sensitive information, best practices may outpace the law's ability to keep up.

See also f/n19 to sample policy 2:250, *Access to District Public Records*, detailing the preservation requirements of the Local Records Act (50 ILCS 205/3), the Family Educational Rights and Privacy Act (20 U.S.C. §1232g), and the Ill. School Student Records Act (105 ILCS 10/), and litigation holds or document preservation requirements pursuant to Federal Rules of Civil Procedure (Rules 16 and 26).

<sup>2</sup> The list of goals is optional; it may be deleted, augmented, or otherwise amended.

<sup>3</sup> The Identity Protection Act, 5 ILCS 179/35(a) requires items #1-4 to be covered in a policy.

4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.<sup>4</sup>
5. Notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:
  - a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
  - b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.<sup>5</sup>
6. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #5, above.
7. Notification, within 45 days of the discovery of a security breach, to the Illinois Attorney General:
  - a. If the District suffers a breach of more than 250 Illinois residents; or
  - b. When the District provides notice as required in #5, above.<sup>6</sup>
8. All employees must be advised of this policy's existence, and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.<sup>7</sup>

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent.<sup>8</sup> This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

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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> See 4:15-E2, *Exhibit - Statement of Purpose for Collection of Social Security Numbers*.

<sup>5</sup> Items #5 and #6 are not required to be in policy. They are mandates contained in the Personal Information Protection Act; see the second paragraph of §1-1. They are included in the sample policy because: (1) they are consistent with public policy, and (2) if the Act applies to school districts, so will its section allowing the Attorney General to fine any person up to \$100 for each violation of the disposal requirements for materials containing personal information. 815 ILCS 530/40, amended by P.A. 99-503.

<sup>6</sup> 815 ILCS 530/12, (e), amended by P.A. 99-503. Notification sooner is preferred, if it can be accomplished.

<sup>7</sup> Item #8 is not required to be in policy but districts are required to perform the described action (5 ILCS 179/35(b)). These compliance measures are covered in administrative procedure 4:15-AP, *Protecting the Privacy of Social Security Numbers*.

<sup>8</sup> This sentence is optional. Its intent is to inform employees of the need to have proper authority before collecting, storing, using, or disclosing SSNs. A board may attach a sanction to the paragraph by adding the following option:

An employee who has substantially breached the confidentiality of SSNs may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures.

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

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





# PRESS Plus & Policy Development & Maintenance Service

**This service is a full-maintenance, customized policy service. First, an IASB policy consultant will work with you to develop an up-to-date local school board policy manual based upon IASB's Policy Reference Manual, and customized to include your district's current policy and practices, as appropriate. Once your manual's initial development is complete, this service continues by helping you keep your manual up to date.**

## *Who is eligible for this service?*

If your district has completed a Policy Manual Customization with a representative from IASB within the past 20 years, but your district is not currently a PRESS Plus subscriber, you may be eligible.

## *What are the steps involved?*

The development process may vary to meet individual board preferences and needs. Generally, it proceeds as follows:

1. An IASB policy consultant, board members, and superintendent meet in the district to gather information.
2. The policy consultant prepares a draft based upon the IASB Policy Reference Manual and input from the meeting.
3. The policy consultant, board members, and superintendent meet a second and final time in the district to edit the draft. (Additional meetings may be requested by the board at a per visit fee.) Board members participating receive Master Board Member points.
4. A final manual is delivered to the district ready for review and adoption.
5. Adoption dates are added to the manual and the board receives both a hard and an electronic copy of the manual. Your customized policy manual will contain written policies that: provide a statement to the community of up-to-date district goals; delegate authority to the superintendent; define operating limits; include all policies required by state and federal law and regulations; establish board processes; provide for monitoring of district progress; are clear and concise; are legally referenced; contain cross-references to related policies; contain clearly stated adoption dates; have an easily identifiable coding system, alphabetical index, and table of contents.
6. Following adoption of the manual, the district begins to receive **PRESS Plus** mailings. The **Press Plus** Maintenance Service will provide additional assistance by: keeping your board policy manual up to date with changes in law, regulations, and local conditions; identifying suggested policy changes that apply to your unique district; clearly identifying suggested changes by providing strike-through and underlining on your district policies; maintaining cross references, legal citations, tables of contents, and indexes; providing the word processing support necessary to incorporate revisions into your local board policy manual; saving your staff valuable time.

## **What does it cost?**

Development fees are based upon student enrollment. Contact one of the IASB Policy Services consultants listed below for current contract fees and the related payment schedule

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